

ATTACHMENT A — SCOPE OF WORK AND BUDGET

Grantee: Whatcom County Contract No. 20-6221C-127 Amendment A

Section A: Project Description / Deliverables

Whatcom County is awarded \$857,925 in CDBG-CV1 and -CV2 funds. These funds will result in new and increased CDBG-CV eligible public services, microenterprise assistance, and planning for the Whatcom County CDBG-CV1 and -CV2 service area, to stabilize eligible households and microenterprises impacted by COVID-19 and create economic opportunities. Whatcom County will make \$851,925 in CDBG-CV1 and -CV2 funds available to Opportunity Council as a grant subrecipient. These funds will result in new and increased CDBG eligible public services and microenterprise assistance for the Whatcom County CDBG-CV1 and -CV2 service area, to stabilize eligible households and microenterprises impacted by COVID-19 and create economic opportunities. These funds will also support planning to increase access to affordable housing and achieve HUD’s objective of creating suitable living environments.

Eligible public services will benefit approximately 260 persons and target services to limited clientele with principally low- and moderate-incomes based on a LMI household qualification process. Eligible microenterprise assistance will benefit approximately 16 low-and moderate-income microenterprises based on a LMI household qualification process. Planning-only CDBG-CV funds will benefit approximately 250 people, based upon an estimated 100 units of housing affordable to LMI households to be produced by the plan. CDBG-CV funded activities will prevent, prepare for, and respond to coronavirus.

Section B: Project Activities, Milestones and Budget

CDBG Budget Code	Budget Amount	Project Activities *Must complete each bulleted project activity to meet the corresponding milestone.	Performance Milestones
21A General Admin.	\$6,000	<ul style="list-style-type: none"> ▪ Execute grant contract with Commerce. ▪ Verify the subrecipient does not have an active exclusion record in the federal award system (SAM.gov), include documentation in the CDBG file, and submit a copy to Commerce. ▪ Establish a subrecipient agreement that includes the quarterly beneficiary reporting requirement]. Submit a signed copy to Commerce. ▪ Establish administrative, financial, reporting, and record keeping systems, including a system to prevent duplication of benefit. 	Before first payment request
		Payment requests: <ul style="list-style-type: none"> ▪ Review subrecipient reimbursement requests and project costs and invoices against project budget and contract start date. ▪ Document local government’s CDBG general administration costs. ▪ Once costs are approved, prepare and submit payment request and project status report to Commerce. ▪ Document receipt of grant funds and reimbursement of eligible costs. 	Not more than monthly First payment request within 270 days from contract execution
		<ul style="list-style-type: none"> ▪ Complete applicable civil rights requirements. ▪ Conduct an on-site monitoring of the subrecipient to verify the grant is used according to CDBG requirements and all costs reimbursed are allowable. 	Prior to Commerce’s on-site monitoring
		<ul style="list-style-type: none"> ▪ Resolve all monitoring issues with CDBG. ▪ Accomplish all grant activities. ▪ Conduct a final public hearing to review project performance. ▪ Submit a CDBG Contract Closeout Report. 	Before requesting final 5% of CDBG award

- List CDBG expenditures in your annual Schedule of Expenditures of Federal Awards and arrange an audit with the State Auditor's Office to meet the Uniform Guidance (2 CFR Part 200).

Before audit

Section B: Project Activities, Milestones and Budget (continued)

CDBG Budget Code	Budget Amount	Project Activities *Must complete each bulleted project activity to meet the corresponding milestone.	Performance Milestones
05 Public Services 05Q Subsistence Payments 05L Child Care Services	\$509,198	<ul style="list-style-type: none"> Complete the environmental review and prepare an environmental review record in compliance with NEPA requirements for CDBG. Develop and establish CDBG-CV program's policies and procedures, including CDBG income qualification, COVID-19 impact verification, prevent duplication of benefits, and beneficiary reporting requirements. Deliver the direct services identified in the CDBG application through Opportunity Services Allocate and manage public services funds as established in the approved subrecipient agreement and budget, and prevent duplication of benefits. Meet the CDBG national objective of principally benefiting low- and moderate-income persons. Accomplish HUD's outcome of increasing the availability and accessibility of services to achieve HUD's objective of creating suitable living environments. 	Approx. 260 LMI persons receive direct services by 6/30/2023
18C Micro-enterprise Assistance	\$149,994	<ul style="list-style-type: none"> Complete the environmental review and prepare an environmental review record in compliance with NEPA requirements for CDBG. Develop and establish CDBG-CV microenterprise assistance program's policies and procedures, including grant/loan terms; CDBG income qualification, COVID-19 impact verification, prevent duplication of benefits, and beneficiary reporting requirements. Conduct outreach and market the microenterprise assistance programs. Develop and establish financial management systems for tracking microenterprise assistance, training, grant receipts, and repayments for microenterprise assistance. 	Before providing microenterprise technical and financial assistance
		<ul style="list-style-type: none"> Review and process applications for microenterprise assistance; confirm CDBG eligibility. Complete second tier environmental review for activities as needed. Provide microenterprise training and technical assistance. Approve microenterprise assistance agreements. 	Before each microenterprise assistance agreement is finalized/executed
		<ul style="list-style-type: none"> Execute microenterprise assistance agreements for approved CDBG eligible microenterprises. Monitor program progress, contractor performance, and compliance with applicable federal and state regulations. Maintain a complete record for each microenterprise assistance agreement. 	Complete each microenterprise assistance
		<ul style="list-style-type: none"> Meet the CDBG national objective of principally benefiting low- and moderate-income persons. Accomplish HUD's outcome of increasing the availability/accessibility of microenterprise technical and financial assistance to create economic opportunities and respond to COVID-19 economic impacts. 	Approx. 16 LMI microenterprise owners receive assistance by 6/30/2023

20A Planning Only	\$192,733	<ul style="list-style-type: none"> Complete the environmental review for planning activities and submit to Commerce the certified environmental review determination. 	Before release of funds
		<ul style="list-style-type: none"> Monitor program progress and compliance with applicable federal and state regulations. Collect and analyze data relevant to the plans. Hold community meetings to encourage citizen participation in the planning process. Prepare draft plans and present to the local planning commission. Submit plan to regulatory agency for approval, if applicable. 	Before contract end date for planning activities to be considered complete
		<ul style="list-style-type: none"> Meet the CDBG national objective of principally benefiting low- and moderate-income (LMI) persons. Accomplish HUD's outcome of increasing the community's availability and access to sustainable infrastructure systems to achieve HUD's objective of creating suitable living environments. 	Approx. 100 affordable housing units planned for 250 people June 30, 2023
TOTAL:		\$857,925	