

## ATTACHMENT A — SCOPE OF WORK AND BUDGET

**Grantee: City of Wapato**

**Contract No. 15-62210-032**

### Section A: Project Description / Deliverable

The city of Wapato is awarded a \$302,300 CDBG General Purpose Grant to replace the North Wapato lift station. The project will result in health and safety improvements and savings in operational costs. Major components of the project include new wet well, submersible pumps, controls/electrical, emergency backup generator, and security fencing.

Total project costs are estimated at \$605,600 with funding from the Department of Ecology (\$302,300) and the City in kind (\$1,000).

The project will provide an area benefit to the city service area consisting of approximately 4,997 persons with 69.38 percent having low- and moderate-incomes based on HUD 2014 LMI data.

### Section B: Project Activities, Milestones and Budget

| CDBG<br>Budget Code  | Budget<br>Amount | Project Activities<br><br>*Must complete each bulleted project activity to meet the corresponding milestone.   | Performance<br>Milestones  |
|----------------------|------------------|--|--|
| 21A General<br>Admin | \$0              | <ul style="list-style-type: none"> <li>▪ Execute grant contract with Commerce.</li> <li>▪ Establish administrative, financial, reporting, and record keeping systems.</li> </ul>   | Before first payment request   |
|                      |                  | Payment requests: <ul style="list-style-type: none"> <li>▪ Review project costs and invoices against project budget and contract start date.</li> <li>▪ Once costs are approved, prepare and submit payment request and progress status report to Commerce.</li> <li>▪ Document receipt of grant funds and reimbursement of eligible costs.</li> </ul> | Not more than monthly.<br>First payment request within 270 days from contract execution. |
|                      |                  | <ul style="list-style-type: none"> <li>▪ Complete applicable civil rights requirements.</li> </ul>   | Prior to Commerce's on-site monitoring   |
|                      |                  | <ul style="list-style-type: none"> <li>▪ Resolve all monitoring issues with CDBG.</li> <li>▪ Grant activities are accomplished.</li> <li>▪ Conduct a final public hearing to review project performance.</li> <li>▪ Submit a grantee closeout performance report.</li> </ul>   | Before requesting final 5% of CDBG award   |
|                      |                  | <ul style="list-style-type: none"> <li>▪ 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).</li> </ul>   | Before audit   |

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

| <b>CDBG<br/>Budget Code</b> | <b>Budget<br/>Amount</b> | <b>Project Activities</b><br><br>*Must complete each bulleted project activity to meet the corresponding milestone.  | <b>Performance<br/>Milestones</b>  |
|-----------------------------|--------------------------|--|--|
| 03J Sewer Improvements      | \$302,300                | <ul style="list-style-type: none"> <li>▪ Advertise for engineering services; outreach to MWBE and encourage Section 3 local businesses.</li> <li>▪ Select engineer, verify they and their subcontractors do not have an active exclusion record in the federal award system (SAM.gov) and include documentation in CDBG file.</li> <li>▪ Contract for services. Include required federal provisions.</li> </ul>  | Before first payment request for professional services                       |
|                             |                          | <ul style="list-style-type: none"> <li>▪ Complete the Section 106 of the National Historic Preservation Act review process.</li> <li>▪ Complete the environmental review including required consultation and public notices, and prepare an environmental review record in compliance with NEPA requirements for CDBG.</li> </ul>  | Before release of funds  |
|                             |                          | <ul style="list-style-type: none"> <li>▪ Receive CDBG release of funds.</li> <li>▪ Complete final design and plans.</li> <li>▪ Request federal and state prevailing wage rates and prepare bid documents in consultation with CDBG project manager.</li> <li>▪ Advertise and solicit bids for construction; outreach to MWBE and encourage Section 3 local businesses.</li> <li>▪ Conduct bid opening.</li> <li>▪ Select contractor, verify they and their subcontractors do not have an active exclusion record in the federal award system (SAM.gov), and include documentation in CDBG file.</li> </ul> | Before construction contract awarded   |
|                             |                          | <ul style="list-style-type: none"> <li>▪ Award construction contract and provide Commerce with required notice to proceed documents.</li> <li>▪ Begin construction.</li> <li>▪ Review certified payrolls and submit first week labor standards package.</li> </ul>   | Before first payment request for construction costs                          |
|                             |                          | <ul style="list-style-type: none"> <li>▪ Contractor and subcontractors complete weekly certified payrolls, and payrolls are reviewed for compliance with CDBG requirements.</li> </ul>   | Weekly during construction   |
|                             |                          | <ul style="list-style-type: none"> <li>▪ Regularly monitor engineering, weekly certified payrolls, and construction for compliance with applicable federal and state regulations, and conduct progress meetings.</li> <li>▪ Complete construction and conduct final inspection.</li> <li>▪ Conduct construction retainage release process.</li> </ul>  | Before construction is considered complete                                   |
|                             |                          | <ul style="list-style-type: none"> <li>▪ Meet the CDBG national objective of principally benefiting low- and moderate-income persons.</li> <li>▪ 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.</li> </ul>  | Approx. 3,467 LMI persons will begin receiving a benefit by January 31, 2019 |
|                             |                          | <b>TOTAL:</b>  |  |