

EXHIBIT A

SCOPE OF WORK FOR CDBG CAPITAL PROJECTS

Project Name: Bridgehouse Capital Improvements
Project #: 7C05CO

AGREEMENT AMOUNT: \$414,769

INTRODUCTION

This Scope of Work is attached to and incorporated into the Subrecipient Agreement (Agreement) between the County of Santa Barbara (COUNTY) and Good Samaritan Shelter (OWNER). The purpose of this Scope of Work is to further describe the project requirements referenced in the Agreement.

1. FEDERAL REGULATORY INFORMATION

A. CDBG National Objective: *Benefit to low- and moderate- income (LMI) persons*

HUD Matrix Code: 03C Rehab: Homeless Facility

Proposed Number of beneficiaries: 435

B. Beneficiaries. Beneficiaries who will benefit from the project are to be counted by the total number of (check one):

PEOPLE: count person(s) served or include all members of the family

OR

HOUSEHOLDS (all members of a household are counted as one household)

C. The Project will be carried out under (check one):

24 CFR 570.208(a)(1) Area Benefit
List neighborhoods and census tracts in which the Activity will be carried out:
Neighborhoods:
Census Tracts:

OR

24 CFR 570.208(a)(2) Limited Clientele
Select which method of income verification that must be used:
 Self-Certification. Provide justification for using self-certification.

OR

Verification of income per 24 CFR Part 5.609 (referred to as “Part 5”)

OR

Presumed Benefit: Homeless Persons per 24 CFR Part 570.208 (a) (2) (A). No income qualification of clients is required; provided, however, that the subrecipient exclusively serves persons who meet the HUD definition of Presumed Beneficiaries as provided in the subrecipient’s by-laws, charter, or Articles of Incorporation.

2. ACTIVITY DESCRIPTION/PERFORMANCE GOALS

Scope of Work to be performed

Good Samaritan Shelter (GSS) will rehabilitate the interior and exterior of the Bridgehouse Shelter facility located at 2025 Sweeney Road, Lompoc, CA. GSS is a licensee of the property from the County of Santa Barbara.

The Bridgehouse Shelter Capital Improvements Project include: demolition and improvement of an exterior building balcony, replacement of two (2) stairways, new flooring, new windows, interior and exterior paint, and related drywall replacement.

Goals and Community Impact

Performance targets of Bridgehouse Shelter include:

- 1) 27,000 bed nights provided per year
- 2) 54,000 meals provided per year (dinner & breakfast)
- 3) 100% of school age children will be enrolled & attending school

Local Jurisdictions rules and regulations

Owner agrees that it has read and understands the local jurisdiction’s rules and regulations and local codes pertaining to the work and that all work will be permitted with the municipality and completed according to its rules and regulations.

3. REPORTING

Data collection must be completed demonstrating income eligibility and achievements met towards meeting the objectives described in Section 2 Activity Description. The disbursement of funds is contingent upon the receipt of the required information.

OWNER shall submit the following reports to the Division of Housing and Community Development (HCD) using the form provided by HCD and attached as an Exhibit to the Subrecipient Agreement:

- a. Monthly project status report (Exhibit F, Sections I & II)
- b. Completion Report (Exhibit F, Sections I & III)
- c. Annual Report, submitted annually for five years following the completion of the project(Exhibit F, Sections I & IV)

*HCD will provide a form for the collection of beneficiary income and demographic information which includes:

- Unique identifier: Name and address
- Whether the head of household is female and/or disabled
- Whether the head of household is aged 62 years or older
- Total number of household members
- Total income of all household members
- Ethnicity: Hispanic or Latino OR Not Hispanic or Latino of each household member
- The race of each household member: White, Black or African American, Asian, American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander, American Indian or Alaska Native and White, Asian and White, Black or African American and White, American Indian or Alaska Native and Black or African American, Other Multi-Racial.
NOTE: Both ethnicity AND race category must be selected for each household member
- Signature attesting to the accuracy of the information submitted.

4. RECORD-KEEPING AND MONITORING

The SUBRECIPIENT shall retain all financial records, supporting documents, statistical records, and all other records pertinent to this Agreement for a period of at least four (4) years. The retention period begins on the date of the submission of the COUNTY's annual performance and evaluation report to HUD, as prescribed in 24 CFR 91.520 (See Section VII.B.2 of the Agreement). Files shall be made available to the County, the Department of Housing and Urban Development, the Office of Inspector General, the General Accounting Office, or any other federal regulatory agency, upon request for monitoring purposes.

1. Agreement between County and Owner
2. Draw Requests and supporting documentation
3. Beneficiary Data
4. Annual audits
5. Records of compliance with federal procurement rules when the Owner awards contracts, utilizing CDBG funds, for services, supplies, materials or equipment, that are in the amount of \$100,000 or more, or when CDBG funds, in any amount, are used for construction activities. SubGrantees should follow their local jurisdictions or State procurement policies; provided that they are not in conflict with applicable federal law. Labor clauses contained in HUD-4010 and the applicable Davis-Bacon wage rate decision

must be a physical part of a bid package. *2 CFR Part 2400 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*

- a. Copies of bid documents
 - b. Copies of contracts
 - c. Copies of all payments and supporting documentation to contractors and vendors
6. Records pertaining to Labor Laws and Requirements
<http://www.hud.gov/offices/adm/hudclips/forms/files/4010.pdf>
 7. Davis-Bacon wage rate decisions when project costs are \$2,000 or more
 8. Davis-Bacon weekly payroll records, including overtime records
 9. Section 3 outreach efforts, for contracts between the County and SubGrantee that are in the amount of \$100,000 or more, and for contracts between the SubGrantee and its sub-contractors that are in the amount of \$200,000 or more
 10. Women and Minority Business Enterprise - outreach efforts and records of contracts with woman- and minority-owned businesses
 11. Copies of contracts with sub-contractors
 12. Records of lead-based paint assessment, abatement and final clearance, if applicable
 13. Records of asbestos assessment, abatement and final clearance, if applicable
 14. Records of acquisition and/or relocation, if applicable