

EXHIBIT A

SCOPE OF WORK

Term of Contract: **July 1, 2023 – June 30, 2024**

Agency: REBUILDING TOGETHER OAKLAND | EAST BAY

Address: 520 3rd Street, Suite 109
Oakland, CA 94607

Contact Person: Lisa Malul, Executive Director

Phone: 510-625-0316 ext. 101

Project Name: San Leandro Housing Rehabilitation Grant Program

PROJECT GOALS AND OBJECTIVES

Approve approximately grants to 20 households annually for minor home repair, mobile home repair, exterior clean-up, exterior paint, accessibility, and/or seismic strengthening.

DESCRIPTION OF SERVICES

- A. Consultant shall operate the following rehabilitation programs:
- Minor Home Repair Grant
 - Mobile Home Repair Grant
 - Exterior Clean-Up Grant
 - Exterior Paint Grant
 - Accessibility Grant
 - Seismic Strengthening Grant
- B. Consultant shall meet the following performance goals in the period of July 1, 2023 through June 30, 2024:
- Approve approximately grants to 20 households annually for minor home repair, mobile home repair, exterior clean-up, exterior paint, accessibility, and/or seismic strengthening.
- C. Key project administrative services include:
- Homeowner applicants: Ensuring receipt of completed applications, supporting document review and vetting. Providing marketing and outreach.
 - NEPA assessment information & data: Minor Repairs vs. Rehabilitation and the respective checklists for property detail and Lead-based Paint Visual Assessment.
 - Home improvements: Providing inspection services, Scope of Work, Project Closeout, and compliance with city requirements. Ensuring Building permits are pulled and inspections performed as needed. Providing prompt and helpful customer service. Adhering to housing rehabilitation standards. Completing grant underwriting. Monitoring construction progress and ensuring project completion.
 - Contractors: Providing skilled inspection services, including preparation of work write-ups, scope of work, and project close-out to ensure compliance with local building and safety codes. Monitoring contractors for compliance with local and State health, safety, and building laws. Maintaining a list of State licensed and certified contractors who have a City business license.
 - HUD regulations: Providing experience and knowledge of federal HUD regulations and guidelines, specifically compliance with CDBG regulations.

- D. Consultant shall deliver to City within fifteen (15) days after execution of grant documents, copies of homeowners' Project Summary, Certification Letter, and Itemization Statement using City Data Services website portal.

TIMELINES

The term of this agreement shall be for the period of July 1, 2023 through June 30, 2024.

REPORTS AND MISCELLANEOUS

1. Agency must submit using City Data Services website portal Quarterly Reports within 15 days of the end of the each quarter. The Quarterly Reports shall reflect the number of persons served, and shall also include a narrative section. The reports shall be submitted even if there are no specific numbers to report, and the narrative report should describe why no specific numbers are reported.
2. To ensure timely expenditure of HUD funds, Agency must submit monthly reimbursement claims using City Data Services website portal with documentation of claim including copies of time sheets (denoting specific hours for CDBG work performed), payroll stubs, DE3 or employment or Agreement letter for personnel costs, invoices or billings.
3. Housing Services Division staff will conduct CDBG desk monitoring on an ongoing basis based upon the City's CDBG monitoring plan.
4. Human Services staff and members of the Human Services Commission (HSC) and Housing Services Division staff will conduct at least one monitoring site visit per year.

EXHIBIT B

BUDGET	
REBUILDING TOGETHER OAKLAND EAST BAY	
City of San Leandro: CDBG FY 2023-2024	
Project Management (E 165-43-232-5120)	
Executive Director	\$11,250
Program Manager	\$26,000
Bookkeeper	\$1,250
Fringe	\$5,000
Sub-Total Salaries/Fringe	\$43,500
Operating Expenses	
Insurance	0
Mileage/Gas	0
Sub-Total Operating Expense	0
Project Delivery (E 165-43-232-8501)	
Labor	\$56,750
Permits and Fees	\$9,000
Sub-Total Project Delivery	\$65,750
Construction Costs (E 165-43-232-8501)	
Project Materials (including rentals)	\$40,750
Sub-Total Construction Costs	\$40,750
TOTAL BUDGETED	\$150,000
TOTAL AMOUNT AWARDED	\$150,000