Basic Outline and Contents of
FY 2019-2020 SCOPE OF WORK

Attachment F

The Scope of Work is an important part of any agreement/contract with the City of Lima. Aside from the responsibilities prescribed in the signed Agreement (or Contract), the Scope provides the basis within which your organization will operate and produce. The following is merely a suggested outline providing the basic features of the Scope. You are encouraged to elaborate from this outline. Some items may not apply to your specific project(s). You are encouraged to include any additional information you believe important.

A. Summary – Provide a brief statement of the project you are proposing Include:

1. Reason why this project is needed is an eligible CDBG/HOME activity and the area(s) it intends to address.
2. Statement of measurable goals/objectives or outcomes you intend to achieve at the end of the project. (See examples in planning kit.)

B. Organization of Work – This section should detail how the project will be implemented. It should feature procedures for:

1. Work Plan. Provide detail of project with specifics of project design and implementation. Include curriculum outlines, construction summary, marketing plan or project detail to indicate service activity plan for each activity provided. Public Service activities must include information on program location, hours of operation, marketing and outreach plan, and program specific procedures and guidelines that assure HUD client eligibility and measurable performance outcomes.
2. Area selection. Indicate and explain your criteria for identifying, approving, or rejecting candidate project areas. If the geographic area has been pre-determined, state the boundaries. Attach a map clearly delineating the boundaries.
3. Client selection. Indicate and explain your criteria for identifying, accepting, or rejecting applications. If the clientele has been pre-determined, state their characteristics (e.g., eligible low-to moderate-income persons/households, seniors, handicapped, racial or cultural minority, ex-offender, youth, children, at-risk youth, homeless, etc.) If you have a pre-screening process, attach the applicable form and explain how the procedure will be applied.
4. Application of relevant laws, rules and regulations, and/or policies whether internal or external. Examples are local Building Code, Zoning Code, ADA, Fair Housing, Property Maintenance Code, Davis-Bacon Wage Rates, historic preservation, CDBG or HOME Rules and Regulations, Lead-based paint, labor standards, environmental laws, etc.
5. Project administration and workflow. Show the assigned duties and roles of all parties involved in project. Please list contact person/phone number for each organization.
6. Accounting and records-keeping. Provide a brief statement of your accounting, billing procedures and record-keeping system
7. Project Monitoring. Include applicable checklists, worksheets, data-bases, timetables, etc.
8. Quarterly and final reporting based on project proposal. Include reporting forms if you have your own subject to acceptance by the city, timetables, and performance measures.

C. Timeline, Budget, Drawdowns and Deliverables

A budget table and a timeline/output table are required. Including matching or other funds – show the financial schedule as to how the funds will be used – by month or quarter or per deliverable (i.e., output). ALL PROJECTS WILL HAVE A DURATION OF NO MORE THAN 12 MONTHS ENDING SEPTEMBER 30, 2020. **The following tables are examples**. If you find the sample tables limiting in terms of content and form, you are encouraged to develop your own, BUT they must include the basic cost items and budget categories featured in the following tables. **OTHER or MATCH funds must be identified by source and amount.**

In general, all contracts with the city are performance-based, meaning, you are paid for your expenses after showing documented proof of a deliverable (i.e., your stated output) for that period. A deliverable may be a progress report on the project; or a completed chapter(s) of a study; or a completed activity.

Required Budget Table

Cost Item	Budget	
	CDBG	Other
Personnel	$41,762	
Supplies	$1,100	
Advertisements	$840	
Telephone	$100	
Printing / Copying	$150	
Postage	$125	
Local Travel	$300	
Dues/memberships	$30	
Other related expenditures	$200	
Totals	$44,607	

REQUIRED Timeline and Output Table (Choose between Sample 1 and 2)

Sample 1

Period	**Budget**			**Output**
	CDBG	**Match**	**Total**	
Oct - Dec	1,500	500	2,000	15 persons completed homeownership training
Jan - Mar	3,000	500	3,500	25 persons completed homeownership training
Apr - Jun	500	1,500	2,000	15 persons completed homeownership training
Jul - Sep	0	2,500	2,500	18 persons completed homeownership training
by Oct 15	0	0	0	Submit final accomplishment report to city
TOTALS	5,000	5,000	10,000	73 persons completed homeownership training

CDBG/HOME payment is based on a work program for a particular period, showing details of work, corresponding output, and the associated cost per work detail.

Sample 2

Period	Work Program and Output	Budget		
		CDBG	Match	Total
Oct - Nov	Finalize subcontracts with OSU-Lima and Rhodes and develop all required survey instruments		3,000	3,000
Dec - Mar	Process all information generated from surveys and interviews and desktop research	4,000	3,000	7,000
Apr - Jul	Analysis of processed data and drafting of preliminary findings	2,000	3,000	5,000
Aug - Sep	Report writing and presentation of results to Downtown Lima	2,000	0	2,000
	T O T A L S	8,000	9,000	17,000

D. Organizational Capacity - Demonstration of administrative and staff capacity to effectively manage projects and deliver outcomes.

1. Include organization's balance sheet and financial statement for last 2 years or IRS Form 990 for last 2 years. Attach corporate officer roster.
2. Provide documentation of budget/goals and outcomes of projects completed by organization that demonstrate successful management and completion of projects of similar scale and scope of work.
3. Provide resume/credentials of persons who will manage project, provide direct service and/or provide record keeping and accounting services for the project.
4. Provide summary of current projects/activities of organization and description of project/activities organization is undertaking in FY19-20.
5. Provide summary of grant type and grant amounts previously administered by this organization.

E. <u>SUSTAINABILITY</u>-Demonstration of Organization's financial and administrative capacity to support the organization and continue project after CDBG/HOME funds are expended.

- Provide summary of organization's plan for sustaining the project if it is to continue beyond September 30, 2020.

All funds must be expended or encumbered for contract services by August 31, 2020. Drawdown requests for expenses incurred as of September 30, 2020 may be submitted no later than October 15, 2020. All funds unexpended by September 30, 2020 will no longer be available to your organization.

** PLEASE LABEL THIS ATTACHMENT (F: SCOPE OF WORK) AS "ATTACHMENT I" IN YOUR RESPONSE. THIS ATTACHMENT FORMS PART OF THE FINAL CONTRACT PACKET