

## INSTRUCTIONS FOR EXHIBIT A

### Statement of Work

1. Include a detailed description of the services that your agency expects to provide through this funding. Be specific on how the funds will be utilized.
2. Describe the program beneficiaries, numbers, income and area of residency.
3. Provide explanation on how, and by how much, fund will provide an increase in services (if not a new service) to extremely low, low, and low to moderate income residents from that of previous years.
4. List any other related information.

NOTE- Persons assisted by a specific program on a daily or weekly basis must only be counted ONCE for the month.

## Exhibit A

### Statement of Work

Describe the type and amounts of services provided by our agency that will result from the use of grant Funds.

The funding of \$25,000 will:

1. Provide food supplies to the needy of the Delta Area
2. Reduce the food insecurity to the needy of the Delta Area
3. Provide nutritious products to the needy of the Delta Area

The following services will be performed in the following manner:

1. Client Choice Food Program
2. Food Distribution to eligible recipients on the 2nd Saturday of every month 6:00am-10:00am
3. Emergencies always
4. Home deliveries to the elderly, disabled and those lacking transportation.

The following services will be expanded/added as a result of C.D.B.G. fund expenditures:

1. 75% increase of services for the Delta Area

The following type of beneficiaries will be served:

1. Families
2. Adults
3. Seniors
4. Children
5. Homeless

The services will be provided at the following address/location(s):

1. 309 West 3<sup>rd</sup> Avenue, Elsa, Texas 78543
2. Home deliveries to the elderly, disabled and to those who lack transportation

**Exhibit B-1**

**Grant Budget**

<b>TYPE OF EXPENDITURES</b>	<b>BUDGETED AMOUNT</b>
At least 178,572 pounds of food at .14 cents per pound	\$ 25,000
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL GRANT BUDGET:</b>	<b>\$ 25,000</b>

**EXHIBIT B-2**

**PAYMENT SCHEDULE**

<b>2007 - 2008 For the Months of...</b>	<b>Estimated Amount of Expenditures</b>	<b>Type of Budgeted Expenditures</b>
<b>July 2007</b>		
<b>August 2007</b>		
<b>September 2007</b>		
<b>October 2007</b>		
<b>November 2007</b>		
<b>December 2007</b>	<b>\$4,166.66</b>	<b>Purchase/Distribution of Food</b>
<b>January 2008</b>	<b>\$4,166.66</b>	<b>Purchase/Distribution of Food</b>
<b>February 2008</b>	<b>\$4,166.66</b>	<b>Purchase/Distribution of Food</b>
<b>March 2008</b>	<b>\$4,166.66</b>	<b>Purchase/Distribution of Food</b>
<b>April 2008</b>	<b>\$4,166.66</b>	<b>Purchase/Distribution of Food</b>
<b>May 2008</b>	<b>\$4,166.70</b>	<b>Purchase/Distribution of Food</b>
<b>TOTALS:</b>	<b>\$25,000.00</b>	

**Exhibit C  
Schedule of Activity**

Subrecipient hereby agrees to perform services as outlined in Exhibit A.

A proposed monthly schedule of activity should be provided in this space.  
Schedule should not exceed Subrecipient contract time frame of eleven  
months from contract date.

<b>2007 - 2008 For the months of...</b>	<b>Number of Beneficiaries</b>	<b>Services</b>
<b>July 2007</b>		
<b>August 2007</b>		
<b>September 2007</b>		
<b>October 2007</b>		
<b>November 2007</b>		
<b>December 2007</b>	613	Purchase / Distribution of Food
<b>January 2008</b>	613	Purchase / Distribution of Food
<b>February 2008</b>	613	Purchase / Distribution of Food
<b>March 2008</b>	613	Purchase / Distribution of Food
<b>April 2008</b>	613	Purchase / Distribution of Food
<b>May 2008</b>	613	Purchase / Distribution of Food
<b>Total Unduplicated Year:</b>	613	Purchase / Distribution of Food

**EXHIBIT D  
RECORDS & REPORTS**

When requesting payment, attach the CDBG Request Form (signed by the Authorized Individual in original ink) with the following documents:

- Copies of program applications, timesheets, verbal quotations, invoices, and other supporting documentation (such as sales receipts and 941 IRS quarterly reports)
- Copies of cancelled checks or bank statements

A **Monthly Activity Report** must be submitted to the Community Development Department accompanying each request for payment form. Each activity report must have the following items:

- **What CDBG funds were used for, the type of services provided, and how the service meets one of CDBG's national objectives:**
  - Benefits Low and Moderate Income Persons
  - Provides Decent Affordable Housing
  - Creates Economic Opportunities
- **Number of Persons Assisted with New Access to Service/Benefit**
- **Number of Persons Assisted with Improved Access to Service/Benefit & Racial Data (Active/Carryover)**
- **Number of Low-Mod Beneficiaries**
- **Racial Data**
  - White
  - Black/African American
  - Asian
  - American Indian/Alaskan Native
  - Native Hawaiian/Other Pacific Islander
  - Asian & White
  - Black & White
  - Am. Indian/Alaskan Native & White
  - Black/African American & White
  - Other Multi-Racial
- **Number of Hispanics Served**
- **Number of Persons Served Living with a Disability**
- **Number of Female Head of Households**
- **Specific Income Levels of persons or households with the categories of extremely low, low, moderate and non-low income.**

- **Type of Outcome:**
    - **Availability/Accessibility.** Description of how services were made available or accessible to low and moderate income people, including persons with disabilities.
    - **Affordability.** How funds used made the service affordable to low and moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
    - **Sustainability: Promoting Livable or Viable Communities.** This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low and moderate income people or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.
  - **Other significant information** (such as special events, fundraisers, awards, etc.)
    - **Program Pictures:** Agency agrees to submit pictures of their program activities prior to the end date of this Agreement.
3. All records pertaining to each fiscal year of CDBG funds must be retained, from the date of submission of the COUNTY's Consolidated Annual Performance and Evaluation Report (CAPER) in which the specific activity is reported for the last time, unless there is litigation, claims, audit, negotiation, or other actions involving the records, which has started before expiration of the 4-year period. In such cases, the records must be retained until completion of the action and resolution of all issues which arise from it or the end of the regular 4-year period, whichever is longer, except as provided below:
- Written agreements must be retained for four (4) years after the agreement terminates.
  - If any litigation, claim, negotiation, audit, monitoring, inspection or other action has been started before the expiration of the required record retention period records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the required period, whichever is later.
  - In the event more than one exception applies to a particular record, the largest retention period shall apply to such record.
4. Subrecipient must maintain proper financial records.



**EXHIBIT E**  
**REQUESTS FOR PAYMENT**

- 1) SUBRECIPIENT shall submit monthly reimbursement requests for payment. SUBRECIPIENT shall submit copies of cancelled checks and other supporting documentation along with each monthly reimbursement request. As per Section IV of this Agreement, CITY shall conduct on-site monitoring visits to assure compliance with applicable Federal requirements and that performance goals are being achieved.
  
- 2) SUBRECIPIENT shall submit monthly reimbursement requests and reports on the CDBG Reimbursement Request Form along with supporting documentation no later than the 15<sup>th</sup> of every month. Reimbursement checks generally will be mailed out within fourteen working days. Monthly Requests received after the due date will not be processed until the following week and reimbursement checks will not be available until two weeks after the day of receipt.

**Exhibit F**

Applicable provisions as stated in Section VIII  
OMB Circular A-110 (implemented at 24 CFR part 84)  
Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education,  
Hospitals and Other Non-Profit Organizations

- (1) Subpart A—"General";
- (2) Subpart B—"Pre-Award Requirements," except for §84.12, "Forms for Applying for Federal Assistance";
- (3) Subpart C—"Post-Award Requirements," except for:
  - (i) Section 84.22, "Payment Requirements." Grantees shall follow the standards of §§85.20(b)(7) and 85.21 in making payments to subrecipients;
  - (ii) Section 84.23, "Cost Sharing and Matching";
  - (iii) Section 84.24, "Program Income." In lieu of §84.24, CDBG subrecipients shall follow §570.504;
  - (iv) Section 84.25, "Revision of Budget and Program Plans";
  - (v) Section 84.32, "Real Property." In lieu of §84.32, CDBG subrecipients shall follow §570.505;
  - (vi) Section 84.34(g), "Equipment." In lieu of the disposition provisions of §84.34(g), the following applies:
    - (A) In all cases in which equipment is sold, the proceeds shall be program income (prorated to reflect the extent to which CDBG funds were used to acquire the equipment); and
    - (B) Equipment not needed by the subrecipient for CDBG activities shall be transferred to the recipient for the CDBG program or shall be retained after compensating the recipient;
  - (vii) Section 84.51 (b), (c), (d), (e), (f), (g), and (h), "Monitoring and Reporting Program Performance";
  - (viii) Section 84.52, "Financial Reporting";
  - (ix) Section 84.53(b), "Retention and access requirements for records." Section 84.53(b) applies with the following exceptions:
    - (A) The retention period referenced in §84.53(b) pertaining to individual CDBG activities shall be four years; and
    - (B) The retention period starts from the date of submission of the annual performance and evaluation report, as prescribed in 24 CFR 91.520, in which the specific activity is reported on for the final time rather than from the date of submission of the final expenditure report for the award;
  - (x) Section 84.61, "Termination." In lieu of the provisions of §84.61, CDBG subrecipients shall comply with §570.503(b)(7); and
- (4) Subpart D—"After-the-Award Requirements," except for §84.71, "Closeout Procedures."

**Exhibit G**  
**Applicable provisions as stated in Section VIII**  
**24 CFR part 85**

Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”

- (1) Section 85.3, “Definitions”;
- (2) Section 85.6, “Exceptions”;
- (3) Section 85.12, “Special grant or subgrant conditions for ‘high-risk’ grantees”;
- (4) Section 85.20, “Standards for financial management systems,” except paragraph (a);
- (5) Section 85.21, “Payment,” except as modified by §570.513;
- (6) Section 85.22, “Allowable costs”;
- (7) Section 85.26, “Non-federal audits”;
- (8) Section 85.32, “Equipment,” except in all cases in which the equipment is sold, the proceeds shall be program income;
- (9) Section 85.33, “Supplies”;
- (10) Section 85.34, “Copyrights”;
- (11) Section 85.35, “Subawards to debarred and suspended parties”;
- (12) Section 85.36, “Procurement,” except paragraph (a);
- (13) Section 85.37, “Subgrants”;
- (14) Section 85.40, “Monitoring and reporting program performance,” except paragraphs (b) through (d) and paragraph (f);
- (15) Section 85.41, “Financial reporting,” except paragraphs (a), (b), and (e);
- (16) Section 85.42, “Retention and access requirements for records,” except that the period shall be four years;
- (17) Section 85.43, “Enforcement”;
- (18) Section 85.44, “Termination for convenience”;
- (19) Section 85.51 “Later disallowances and adjustments” and
- (20) Section 85.52, “Collection of amounts due.”

Initials \_\_\_\_\_

**Exhibit A**  
**Precinct No. 4**

**Statement of Work**

Describe the type and amounts of services provided by our agency that will result from the use of grant Funds.

The funding of \$ 5,795.00 will:

1. To provide food supplies to the needy of the Delta Area.

The following services will be performed in the following manner:

1. Client Choice Program
2. Food distribution to eligible recipients on the 2<sup>nd</sup> Saturday of every month 6:00 am to 10:00 am

The following services will be expanded/added as a result of C.D.B.G. fund expenditures:

1. 75% increase of services for the Delta Area.

The following type of beneficiaries will be served:

1. Families
2. Adults
3. Seniors
4. Children
5. Homeless

The services will be provided at the following address/location(s):

1. 309 West 3<sup>rd</sup> Avenue, Elsa, Texas 78543

**Exhibit B-1**

**Grant Budget**

<b>TYPE OF EXPENDITURES</b>	<b>BUDGETED AMOUNT</b>
At least 42,000 pounds of food	\$ 5,795.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL GRANT BUDGET:</b>	<b>\$ 5,795.00</b>

**EXHIBIT B-2****PAYMENT SCHEDULE**

<b>2007 - 2008 For the Months of...</b>	<b>Estimated Amount of Expenditures</b>	<b>Type of Budgeted Expenditures</b>
<b>July 2007</b>		
<b>August 2007</b>		
<b>September 2007</b>		
<b>October 2007</b>		
<b>November 2007</b>		
<b>December 2007</b>	<b>\$1,000.00</b>	<b>Purchase/Distribution of Food</b>
<b>January 2008</b>	<b>\$1,000.00</b>	<b>Purchase/Distribution of Food</b>
<b>February 2008</b>	<b>\$1,000.00</b>	<b>Purchase/Distribution of Food</b>
<b>March 2008</b>	<b>\$1,000.00</b>	<b>Purchase/Distribution of Food</b>
<b>April 2008</b>	<b>\$1,000.00</b>	<b>Purchase/Distribution of Food</b>
<b>May 2008</b>	<b>\$ 795.00</b>	<b>Purchase/Distribution of Food</b>
<b>TOTALS:</b>	<b>\$ 5,795.00</b>	

**Exhibit C**  
**Schedule of Activity**

Subrecipient hereby agrees to perform services as outlined in Exhibit A.

A proposed monthly schedule of activity should be provided in this space. Schedule should not exceed Subrecipient contract time frame of eleven months from contract date.

<b>2007 - 2008</b> <b>For the months of...</b>	<b>Number of</b> <b>Beneficiaries</b>	<b>Services</b>
<b>July 2007</b>		
<b>August 2007</b>		
<b>September 2007</b>		
<b>October 2007</b>		
<b>November 2007</b>		
<b>December 2007</b>	356	Purchase / Distribution of Food
<b>January 2008</b>	356	Purchase / Distribution of Food
<b>February 2008</b>	356	Purchase / Distribution of Food
<b>March 2008</b>	356	Purchase / Distribution of Food
<b>April 2008</b>	356	Purchase / Distribution of Food
<b>May 2008</b>	356	Purchase / Distribution of Food
<b>Total Unduplicated Year:</b>	356	Purchase / Distribution of Food

**EXHIBIT D**  
**RECORDS & REPORTS INSTRUCTIONS**

When requesting payment, attach the CDBG Request Form (signed by the Authorized Individual in original ink) with the following documents:

- Copies of program applications, timesheets, verbal quotations, invoices, and other supporting documentation (such as sales receipts and 941 IRS quarterly reports)
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  - Provides Decent Affordable Housing
  - Creates Economic Opportunities
- **Number of Persons Assisted with New Access to Service/Benefit**
- **Number of Persons Assisted with Improved Access to Service/Benefit & Racial Data (Active/Carryover)**
- **Number of Low-Mod Beneficiaries**
- **Racial Data**
  - White
  - Black/African American
  - Asian
  - American Indian/Alaskan Native
  - Native Hawaiian/Other Pacific Islander
  - Asian & White
  - Black & White
  - Am. Indian/Alaskan Native & White
  - Black/African American & White
  - Other Multi-Racial
- **Number of Hispanics Served**
- **Number of Persons Served Living with a Disability**
- **Number of Female Head of Households**
- **Specific Income Levels of persons or households with the categories of extremely low, low, moderate and non-low income.**

- **Type of Outcome:**
  - **Availability/Accessibility.** Description of how services were made available or accessible to low and moderate income people, including persons with disabilities.
  - **Affordability.** How funds used made the service affordable to low and moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
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4. Subrecipient must maintain proper financial records.



**EXHIBIT E**  
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  - (iii) Section 84.24, "Program Income." In lieu of §84.24, CDBG subrecipients shall follow §570.504;
  - (iv) Section 84.25, "Revision of Budget and Program Plans";
  - (v) Section 84.32, "Real Property." In lieu of §84.32, CDBG subrecipients shall follow §570.505;
  - (vi) Section 84.34(g), "Equipment." In lieu of the disposition provisions of §84.34(g), the following applies:
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    - (B) Equipment not needed by the subrecipient for CDBG activities shall be transferred to the recipient for the CDBG program or shall be retained after compensating the recipient;
  - (vii) Section 84.51 (b), (c), (d), (e), (f), (g), and (h), "Monitoring and Reporting Program Performance";
  - (viii) Section 84.52, "Financial Reporting";
  - (ix) Section 84.53(b), "Retention and access requirements for records." Section 84.53(b) applies with the following exceptions:
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    - (B) The retention period starts from the date of submission of the annual performance and evaluation report, as prescribed in 24 CFR 91.520, in which the specific activity is reported on for the final time rather than from the date of submission of the final expenditure report for the award;
  - (x) Section 84.61, "Termination." In lieu of the provisions of §84.61, CDBG subrecipients shall comply with §570.503(b)(7); and
- (4) Subpart D—"After-the-Award Requirements," except for §84.71, "Closeout Procedures."

**Exhibit G**  
**Applicable provisions as stated in Section VIII**  
24 CFR part 85

Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”

- (1) Section 85.3, “Definitions”;
- (2) Section 85.6, “Exceptions”;
- (3) Section 85.12, “Special grant or subgrant conditions for ‘high-risk’ grantees”;
- (4) Section 85.20, “Standards for financial management systems,” except paragraph (a);
- (5) Section 85.21, “Payment,” except as modified by §570.513;
- (6) Section 85.22, “Allowable costs”;
- (7) Section 85.26, “Non-federal audits”;
- (8) Section 85.32, “Equipment,” except in all cases in which the equipment is sold, the proceeds shall be program income;
- (9) Section 85.33, “Supplies”;
- (10) Section 85.34, “Copyrights”;
- (11) Section 85.35, “Subawards to debarred and suspended parties”;
- (12) Section 85.36, “Procurement,” except paragraph (a);
- (13) Section 85.37, “Subgrants”;
- (14) Section 85.40, “Monitoring and reporting program performance,” except paragraphs (b) through (d) and paragraph (f);
- (15) Section 85.41, “Financial reporting,” except paragraphs (a), (b), and (e);
- (16) Section 85.42, “Retention and access requirements for records,” except that the period shall be four years;
- (17) Section 85.43, “Enforcement”;
- (18) Section 85.44, “Termination for convenience”;
- (19) Section 85.51 “Later disallowances and adjustments” and
- (20) Section 85.52, “Collection of amounts due.”

Initials \_\_\_\_\_