

Exhibit A
STATEMENT OF WORK
 Precinct #1

Section I In summary, describe the service(s) that the agency / organization provides to the community.

Open Hands Food Pantry distributes food to below poverty, low-income clients. The food is given out in boxes of uncooked food on a weekly basis. Clients can only receive food once a month except in cases for extreme emergencies.

Section II State the CDBG grant amount awarded and state the name of awarding City / Precinct.
 \$ 20,000.00 Awarded By: Precinct #1

Section III List the proposed type of expenditure(s) utilizing CDBG funds.

Purchase of food for distribution.

Section IV List the services that will be provided, how they will be performed as a result of CDBG funds, and when they will be performed.

Will distribute food to the below poverty and low-income residents. Clients are issued numbers and are served once a month. Distribution of food is held on Saturday mornings.

Section V As a result of the CDBG award, describe how funds will provide an increase in services or provide a new service to extremely low and/or low to moderate income residents. (EX: Additional ESL classes will be offered; new sports program will be created for the youth, etc.)

Funding will enable the organization to add additional clients eligible for food.

Section VI Describe the program beneficiaries (age/gender), estimated number to be serviced, economic background and area of residency.

Beneficiaries are primarily below poverty and low-income median, Hispanic background who reside in the City of Donna or rural areas. Approximately 2500 individuals will be serviced.

Section VII List the location(s) with a physical address where the service(s) will be provided.

Services will be provided at the premises of the organization – 301 South 17th Street, Donna, Texas

Exhibit B-1
GRANT BUDGET
Precinct #1

Subrecipient agrees to follow the approved list of expenditures. If necessary and upon Urban County approval, the Subrecipient will be allowed up to two (2) amendments to the budgeted amounts. Proposed changes to the budgeted amounts must be submitted in writing to UCP prior to the preceding month of the change.

TYPE OF EXPENDITURES	BUDGETED AMOUNT
Purchase of food for distribution	\$ 20,000.00
TOTAL GRANT BUDGET:	\$ 20,000.00

Initials _____

Revised June 2009

Exhibit B-2
PAYMENT SCHEDULE
 Precinct #1

Subrecipient must submit a payment schedule to expend the CDBG award by completing the table below. Proposed changes to the payment schedule must be submitted in writing to UCP for review and approval **prior to the preceding month of the change**. Subrecipient will be allowed up to two (2) amendments to the payment schedule.

2009 - 2010 For the Months of...	Estimated Amount Of Expenditures	Type of Budgeted Expenditures
July	\$ 1,818.18	Purchase of food
August	\$ 1,818.18	Purchase of food
September	\$ 1,818.18	Purchase of food
October	\$ 1,818.18	Purchase of food
November	\$ 1,818.18	Purchase of food
December	\$ 1,818.18	Purchase of food
January	\$ 1,818.18	Purchase of food
February	\$ 1,818.18	Purchase of food
March	\$ 1,818.18	Purchase of food
April	\$ 1,818.18	Purchase of food
May	\$ 1,818.20	Purchase of food
TOTAL:	\$ 20,000.00	

Note: Monthly expenditures are considered proposed. Amendments to the payment schedule must be requested when the *actual* monthly expenditure **exceeds** the estimated amount by 50%. If the *actual* monthly expenditure is **less** than 50% of the estimated amount, an amendment must be requested to the Urban County Program for review and approval.

Initials _____

Revised June 2009

Exhibit C
SCHEDULE OF ACTIVITY
 Precinct #1

Subrecipient hereby agrees to perform services as outlined in Exhibit A. A proposed monthly schedule of activity should be provided in the table below. The schedule should not exceed the agreement time frame of eleven months.

Proposed changes to the schedule of activity must be submitted in writing to UCP for review and approval **prior to the preceding month of the change**. The subrecipient will be allowed up to two (2) amendments for the term of the agreement.

2009 - 2010 For the months of....	Number of Unduplicated Beneficiaries to be Serviced	Services Provided
July	1500	Distribution of food
August	100	Distribution of food
September	100	Distribution of food
October	100	Distribution of food
November	100	Distribution of food
December	100	Distribution of food
January	100	Distribution of food
February	100	Distribution of food
March	100	Distribution of food
April	100	Distribution of food
May	100	Distribution of food
Total for the Year:	2500	

Note: The number of unduplicated (individual) beneficiaries to be served should be counted only **once** per year.

Initials _____

Revised June 2009