Attachment # 15

Sample Scope of Services, Action Steps

Economic Development Tasks (This is sample work plan; therefore, you must revise to include additional tasks and delete tasks that are not applicable)

ID	Task Name	Required Resource	Enter in the % of Task Completed (as of today)	Enter in the Start Date of Task	Calculated End Date of Task	Notes:
1	Contract Development Phase		0.00			
1.1.1	submit requirement documents with environmental Review (ER) form (see attachment D in the Contract)	Agency	0.00			
1.1.2	environmental review process	Environmental Specialist	0.00			
1.1.3	submittal of scope and budget	Agency	0.00			
1.1.4	scope and budget review by Public Housing and Community Development (PHCD) Project Manager (PM)	Project Manager	0.00			
1.1.5	review eligibility of activity	Planner,IDIS Specialist,Project Manager	0.00			Information used from Consolidated Plan
1.1.6	meet with stake holders	All	0.00			
1.1.7	prepare and assemble CDBG contract with Attachments A to H	Project Manager	0.00			
1.1.8	submit CDBG contract for agency signature to execute	Project Manager	0.00			
1.1.9	return signed CDBG contract to PHCD for final processing	Agency	0.00			
1.1.10	submit CDBG contract to Miami-Dade County Manager Office	PM Supervisor and PM Manager	0.00			
1.1.11	receive and distribute executed CDBG Contract	Project Manager	0.00			
	Milestone Review					
1.2	Marketing Phase		0.00			
1.2.1	publicize program	Agency	0.00			
1.2.2	submit copy of publications to PHCD	Agency	0.00			
1.2.3	_____ number of business seminar - document the kind of services provided - business plan, business start-up information, marketing, etc	Agency	0.00			
1.2.4	submit sign in sheet of participants to PHCD - technical assistance workshops, include name, addresses & telephone number & indicated participates in NRSA	Agency	0.00			
1.2.5	identify potential recipients - name, addresses & telephone number	Agency	0.00			
1.2.6						

ID	Task Name	Required Resource	Enter in the % of Task Completed (as of today)	Enter in the Start Date of Task	Calculated End Date of Task	Notes:
	Milestone Review					
1.3	Programmatic Phase		0.00			
1.3.1	Environmental clarence letter	Environmental Specialist	0.00			
1.3.2	submit insurance certificate to PHCD - Attachment B1 of contract	Agency	0.00			
1.3.3	submit insurance to Miami-Dade Risk Management for approval	Project Manager	0.00			
1.3.4	submit payments request to PHCD- monthly basis	Agency	0.00			
1.3.5	submit quarterly progress report (Due no later than 10 days after the end of the quarter)	Agency	0.00			
1.3.6	submit procurement policies to PHCD	Agency	0.00			
1.3.7	review and approve procurement polices	Project Manager	0.00			
1.3.8	submit accounting policies to PHCD	Agency	0.00			
1.3.9	review and approve accounting polices	Project Manager	0.00			
1.3.10	provide a complete inventory of all capital equipment to PHCD - $700 or more	Agency	0.00			
1.3.11	submit inventory list to Miami Dade GSA	Project Manager	0.00			
1.3.12	submit copy of prior year audit report	Agency	0.00			
1.3.13	provide copy of program income tracking - report income immediately	Agency	0.00			
1.3.14	review and approve program income	Project Manager	0.00			
	Milestone Review					
1.4	Job Creation Phase		0.00			
1.4.1	intake and assess businesses	Agency				
1.4.2	submit copy of policy guidance on using funds for small business incubators - U.S. HUD's CPD-89-33.	Project Manager	0			
1.4.3	submit copies the agreements between Enterprise Development Corp. and businesses in the incubator. Agreements must indicate CDBG requirements	Agency	0			
1.4.4	execute agreement(s) with businesses for the creation of #_____jobs -24 CFR 570.506(b)(5)(ii)(A)(1)	Agency	0			
1.4.5	execute agreement(s) with businesses for the creation of #_____jobs -24 CFR 570.506(b)(5)(ii)(A)(1)	Agency	0.00			

ID	Task Name	Required Resource	Enter in the % of Task Completed (as of today)	Enter in the Start Date of Task	Calculated End Date of Task	Notes:
1.4.6	submit list of all current jobs titles and employee names & which are held by LMI person -24 CFR 570.506(b)(5)(ii)(B)	Agency	0.00			
1.4.7	submit job creation agreement(s) for #_____ jobs to PHCD	Agency	0.00			
1.4.8	submit Duns Number of businesses to PHCD	Agency	0.00			
1.4.9	submit proof that business registered with the State of Florida-sunbiz	Agency	0.00			
1.4.10	review agreement(s) for the #_____ jobs created	Project Manager	0.00			
1.4.11	approval of agreement for #_____ jobs created	Project Manager	0.00			
1.4.12	submit description of the hiring process	Agency	0.00			
1.4.13	provide a description of steps to ensure LMI individuals receive first consideration for the jobs created-24 CFR 570.506(b)(5)(ii)(A)(1)&(3)	Agency	0.00			
1.4.14	provide a list of the jobs titles of the permanent jobs expected to be created -24 CFR 570.506(b)(5)(ii)(A)(2)	Agency	0.00			
1.4.15	provide list of permanent jobs that is available to LMI individuals -24 CFR 570.506(b)(5)(ii)(A)(1)	Agency	0.00			
1.4.16	provide list of jobs require special skills or education -24 CFR 570.506(b)(5)(ii)(A)(1)	Agency	0.00			
1.4.17	submit completed Job Creation form(s) to DHCD for 4 newly created jobs	Agency	0.00			
1.4.18	submit income verification of LMI employee (FY 11 Section 8 Income limits for Dade County)	Agency	0.00			
1.4.19	review and approve income verification of LMI employee (FY 11 Section 8 Income limits for Dade County)	Project Manager	0.00			
1.4.20	Submit sheet tracking of LMI created job(s) to PHCD every six months	Agency	0.00			Jobs created by businesses in the incubator will be counted for 3 years or until the business moves out of the incubator, whichever comes first
	Milestone Review					
1.5	Close Out Phase		0.00			
1.5.1	submit final progress report	Agency	0.00			
1.5.2	submit final payment	Agency	0.00			
1.5.3	submit job creation and LMI information to PHCD's Complaince Unit	Project Manager	0.00			

ID	Task Name	Required Resource	Enter in the % of Task Completed (as of today)	Enter in the Start Date of Task	Calculated End Date of Task	Notes:
1.5.4	review job creation and LMI information	Compliance Unit	0.00			
1.5.5	print out copy of Financial balance	Project Manager	0.00			
1.5.6	report accomplishment in IDIS	IDIS Specialist	0.00			
	Milestone Review					
	Overall Project Percent Complete		**0.00**			

Payment request should include but not limited to the following items listed below -

payment request form, cancelled checks, invoices, payroll registrar, insurance certificate as required in Attachment B, payment monthly progress report, list of all jobs before LMI job creation, list of jobs after job creation, agreement with business to create job(s), job creation form, employee pay stub, all back to verify payment, etc.

Housing Task (This is sample work plan; therefore, you must revise to include additional tasks and delete tasks that are not applicable)

ID	Task Name	Required Resource	Enter in the % of Task Completed (as of today)	Enter in the Start Date of Task	Calculated End Date of Task	Notes:
1	Contract Development Phase		0.00			
1.1.1	submit required Environmental Review (ER) form (see attachment D in the Contract)	Agency	0.00			
1.1.2	environmental review process	Environmental Specialist	0.00			
1.1.3	submittal of scope and budget	Agency	0.00			
1.1.4	scope and budget review by Public Housing and Community Development (PHCD) Project Manager (PM)	Project Manager	0.00			
1.1.5	prepare and assemble contract with Attachments A to H (24 cfr 92.504)	Project Manager	0.00			
1.1.6	submit contract for agency signature to execute	Project Manager	0.00			
1.1.7	return signed contract to PHCD for final processing	Agency	0.00			
1.1.8	submit contract to Miami-Dade Mayor's Office	PM Supervisor and PM Manager	0.00			
1.1.9	receive and distribute executed Contract	Project Manager	0.00			
	Milestone Review					
1.2	Pre- Development Phase		0.00			
1.2.1	request loan closing check list	Agency	0.00			
1.2.2	submit sources and uses statement	Agency	0.00			
1.2.3	submit required insurance certificate	Agency	0.00			
1.2.4	submit insurance document to Miami-Dade GSA	Project Manager	0.00			
1.2.6	pro forma	Agency	0.00			
1.2.7	Environment clearance letter	Environmental Specialist	0.00			
	Request PHCD signage for project site	Project Manager	0.00			
1.2.8	complete loan closing binder	Agency	0.00			
1.2.9	review loan closing binder	PHCD's Loan Division	0.00			
1.2.10	underwriting review	PHCD's Loan Division	0.00			
1.2.11	close loan -sign Rental Regulatory Agreement	PHCD's Loan Division & Agency	0.00			If applicable
1.2.12	Acquisition of land (folio# 3022030780020 & 3022030780030	Agency	0.00			
1.2.13	HOME SET UP FORM COMPLETION	IDIS Specialist	0.00			If applicable
1.2.14	Create IDIS number	IDIS Specialist	0.00			
1.2.15	progress report	agency				

Housing Tasks sample

ID	Task Name	Required Resource	Enter in the % of Task Completed (as of today)	Enter in the Start Date of Task	Calculated End Date of Task	Notes:
	Milestone Review					
1.3	Pre- Bid Phase		0.00			
1.3.1	RFP package for General Contractor (GC)	Agency	0.00			
1.3.2	review GC bid package by Project Manager	Project Manager	0.00			
1.3.3	review GC bid package by PHCD's Compliance Unit	Compliance Unit	0.00			
1.3.4	Bid/RFP opening	Agency	0.00			
1.3.5	Selection/Award	Agency	0.00			
	Milestone Review					
1.4	Submit GC contract for DHCD Review		0.00			
1.4.1	executed GC contract	Agency	0.00			
1.4.2	Specification for services being provided	Agency	0.00			Specs must include accessibility requirements. 5% of the dwelling units to be accessible for persons with mobility disabilities. In accordance with the Uniform Federal Accessibility Standards (UFAS). 2% of the dwelling units must be accessible for persons with hearing or visual disabilities. Section 504: Disability Rights in HUD Programs.
1.4.3	Review GC contract by Project Manager	Agency	0.00			
1.4.4	Review GC contract by Professional Services Section	Agency	0.00			
1.4.5	Give agency written approval for subcontract	Project Manager	0.00			
1.4.6	Check debarment list	Agency / Project Manager	0.00			
1.4.7	Notice to Bidders/Prospective Contractor	Agency	0.00			
1.4.8	Statement of Bidder's Construction experience	Agency	0.00			
1.4.9	Certification receipt	Agency	0.00			
1.4.10	Insurance Requirements	Agency	0.00			
1.4.11	affirmation action standard (24 CFR 92.351)	Agency	0.00			
1.4.12	Certification of Compliance with Part 60-2 Affirmative Action Program	Agency	0.00			
1.4.13	Certification Regarding Drug Free Workplace	Agency	0.00			
1.4.14	Assurance of Companies	Agency	0.00			
1.4.15	Section 3 Requirements (GC must meet Section 3 Requirements)	Agency	0.00			
1.4.16	Section 3 Clause	Agency	0.00			
1.4.17	Payment and Performance Bond	Agency	0.00			

Housing Tasks sample

ID	Task Name	Required Resource	Enter in the % of Task Completed (as of today)	Enter in the Start Date of Task	Calculated End Date of Task	Notes:
	Milestone Review					
1.5	Construction Phase		0.00			
1.5.1	pre-construction conference	Agency	0.00			
1.5.2	notice to proceed	Agency	0.00			
1.5.3	obtain permits	Agency	0.00			
1.5.4	mobilization	Agency	0.00			
1.5.5	start construction for -----units of which ---- will be HOME set aside units . ---- @ 50% AMI, ---- @ 80% AMI	Agency	0.00			
	property clean up, footers, excavation, fencing, trailer installation					
	footers dug, foundation formed and slab poured, and footing inspection approved					
	structure is finish including entire shell of building with approved inspection, all beams and trusses in place					
	rough plumbing installed					
	block work finished					
	windows installed, framing finished, rough electrial performed					
	roof is finished, drywall is completed, air conditioning duct installed, fire sprinkler system installed					
	all doors installed, stucco completed, drywall hung, taped and finished, interior doors hung					
	interior flooring installed, all kitchen cabinets installed, bathroom appliance and accessories installed, water heater installed, air handler units and compressor installed, emergency generator insalled, main a/c untis installed					
	electrical work completed, plumbing work completed, baseboard installed, interiors painted, building exterior painted, fire sprinkler system finished					
1.5.7	all interiors and common areas completed, all flooring installed, all parking lots and garage finished, driveways and sidewalks completed, landscape in progress					
1.5.8						
1.5.9	Participant Eligibility Phase		0.00			
	determine that each participant is income eligible by determining the family's annual income.	Agency	0.00			
1.6.2	Examine the source documents evidencing annual income (e.g., wage statement, interest statement, unemployment compensation statement) for the family	Agency	0.00			
1.6.3	owner/developer must submit written tenant selection criteria	Agency	0.00			

Housing Tasks sample

ID	Task Name	Required Resource	Enter in the % of Task Completed (as of today)	Enter in the Start Date of Task	Calculated End Date of Task	Notes:
1.6.4	Written agreement with the homebuyer specify that buyers must use the HOME assisted as a principal resident throughout the affordability period	Agency	0.00			
1.6.5	Written agreement specify remedies or actions if principal resident is not met	Agency	0.00			
	Milestone Review					
1.7	Completion Phase		0.00			
1.7.1	submit final progress report	Agency	0.00			
1.7.2	submit payment with final release of liens	Agency	0.00			
1.7.3	final walk thru	All	0.00			
1.7.4	Certificate of completion	Agency	0.00			
1.7.5	project completion form	Agency	0.00			
1.7.6	construction close out	All	0.00			
1.7.7	report accomplishment in IDIS	PHCD's complaince unit	0.00			
1.7.8	submit project close letter to agency	PHCD's complaince unit	0.00			
	Milestone Review					
	Inspection of set aside units	PHCD inspector	0.00			
	Inspection of set aside units	PHCD inspector	0.00			
	Inspection of set aside units	PHCD inspector	0.00			
	Inspection of set aside units	PHCD inspector	0.00			
	Inspection of set aside units	PHCD inspector	0.00			
	Overall Project Percent Complete		**0.00**			

public service Sample

	Public Service (This is sample work plan; therefore, you must revise to include additional tasks and delete tasks that are not applicable)					
ID	Task Name	Required Resource	Enter in the % of Task Completed (as of today)	Enter in the Start Date of Task	Calculated End Date of Task	Notes:
1	Contract Development Phase		0.00			
1.1.1	submit requirement documents with Environmental Review (ER) form (see attachment D in the Contract)	Agency	0.00			
1.1.2	environmental review process	Environmental Specialist	0.00			
1.1.3	submittal of scope and budget	Agency	0.00			
1.1.4	scope and budget review by Public Housing and Community Development (PHCD) Project Manager (PM)	Project Manager	0.00			
1.1.5	review eligibility of activity	Planner,IDIS Specialist,Project Manager	0.00			Information used from Consolidated Plan
1.1.6	meet with stake holders	All	0.00			
1.1.7	prepare and assemble CDBG contract with Attachments A to H	Project Manager	0.00			
1.1.8	submit CDBG contract for agency signature to execute	Project Manager	0.00			
1.1.9	return signed CDBG contract to PHCD for final processing	Agency	0.00			
1.1.10	submit CDBG contract to Miami-Dade County Mayor's Office	PM Supervisor and PM Manager	0.00			
1.1.11	receive and distribute executed CDBG Contract	Project Manager	0.00			
	Milestone Review					
1.2	Marketing Phase		0.00			
1.2.1	publicize program	Agency	0.00			
1.2.2	submit copy of publications to PHCD	Agency	0.00			
1.2.5	identify potential recipients - name, addresses, telephone number & income	Agency	0.00			
	Milestone Review					
1.3	Programmatic Phase		0.00			
1.3.1	Environmental clarence letter	Environmental Specialist	0.00			
1.3.2	submit insurance certificate to PHCD - Attachment B1 of contract	Agency	0.00			
1.3.3	submit insurance to Miami-Dade Risk Management for approval	Project Manager	0.00			
1.3.4	submit payments request to PHCD- monthly basis	Agency	0.00			

public service Sample.

ID	Task Name	Required Resource	Enter in the % of Task Completed (as of today)	Enter in the Start Date of Task	Calculated End Date of Task	Notes:
1.3.5	submit quarterly progress report (Due no later than 10 days after the end of the quarter)	Agency	0.00			
1.3.6	submit procurement policies to PHCD	Agency	0.00			
1.3.7	review and approve procurement polices	Project Manager	0.00			
1.3.8	submit accounting policies to PHCD	Agency	0.00			
1.3.9	review and approve accounting polices	Project Manager	0.00			
1.3.10	provide a complete inventory of all capital equipment to PHCD - $700 or more	Agency	0.00			
1.3.11	submit inventory list to Miami Dade GSA	Project Manager	0.00			
1.3.12	submit copy of prior year audit report	Agency	0.00			
1.3.13	provide copy of program income tracking - report income immediately	Agency	0.00			
1.3.14	review and approve program income	Project Manager	0.00			
	submit copy of client in-take form to PHCD for approval					
1.3.15	*Milestone Review*					
1.3.16	Participant Eligibility Phase					
1.3.17	determine that each participant is income eligible by determining the family's annual income.					
1.3.18	Examine the source documents evidencing annual income (e.g., wage statement, interest statement, unemployment compensation statement) for the family					
1.3.19	*Milestone Review*					
1.5	Close Out Phase		0.00			
1.5.1	submit final progress report	Agency	0.00			
1.5.2	submit final payment	Agency	0.00			
1.5.3	submit LMI information to PHCD's Complaince Unit	Project Manager	0.00			
1.5.4	review LMI information	Compliance Unit	0.00			
1.5.5	print out copy of Finance balance	Project Manager	0.00			
1.5.6	report accomplishment in IDIS	IDIS Specialist	0.00			
	Milestone Review					

Public Facilities and Infrastructure Improvements - sample (This is sample work plan, therefore you must revise to include additional tasks and delete tasks that are not applicable)

ID	Task Name	Required Resource	Enter in the % of Task Completed (as of today)	Enter in the Start Date of Task	Calculated End Date of Task	Notes:
1	Contract Development Phase		0.00			
1.1.1	submit required Enviromnetal Review (ER) form (see attachment D in the Contract)	Agency	0.00			
1.1.2	environmental review process	Environmental Specialist	0.00			
1.1.3	submittal of scope and budget	Agency	0.00			
1.1.4	scope and budget review by Public Housing and Community Development (PHCD) Project Manager (PM)	Project Manager	0.00			
1.1.5	prepare and assemble contract with Attachments A to H (24 cfr 92.504)	Project Manager	0.00			
1.1.6	submit contract for agency signature to execute	Project Manager	0.00			
1.1.7	return signed contract to PHCD for final processing	Agency	0.00			
1.1.8	submit HOME contract to Miami-Dade Mayor's Office	PM Supervisor and PM Manager	0.00			
1.1.9	receive and distribute executed PHCD Contract	Project Manager	0.00			
	Milestone Review					
1.2	Pre-Development Phase		0.00			
1.2.1	request loan closing check list	Agency	0.00			
1.2.2	submit sources and uses statement	Agency	0.00			
1.2.3	submit required insurance certificate	Agency	0.00			
1.2.4	submit insurance document to Miami-Dade GSA	Project Manager	0.00			
1.2.6	pro forma	Agency	0.00			
1.2.7	Environment clearance letter	Environmental Specialist	0.00			
1.2.8	complete loan closing binder	Agency	0.00			
1.2.9	review loan closing binder	DHCD's Loan Division	0.00			
1.2.10	underwriting review	DHCD's Loan Division	0.00			
1.2.11	close loan -sign Rental Regulatory Agreement	DHCD's Loan Division & Agency	0.00			
1.2.12	Acquisition of land (folio# 3022030780020 & 3022030780030	Agency	0.00			If Applicable
1.2.13	HOME SET UP FORM COMPLETION	IDIS Specialist	0.00			If Applicable
1.2.14	Create IDIS number	IDIS Specialist	0.00			

ID	Task Name	Required Resource	Enter In the % of Task Completed (as of today)	Enter In the Start Date of Task	Calculated End Date of Task	Notes:
1.2.15	progress report	agency				
	Milestone Review					
1.3	Pre- Bid Phase		0.00			
1.3.1	RFP package for General Contractor (GC)	Agency	0.00			
1.3.2	review GC bid package by Project Manager	Project Manager	0.00			
1.3.3	review GC bid package by PHCD's Compliance Unit	Compliance Unit	0.00			
1.3.4	Bid/RFP opening	Agency	0.00			
1.3.5	Selection/Award	Agency	0.00			
	Milestone Review					
1.4	Submit GC contract for PHCD Review		0.00			
1.4.1	executed GC contract	Agency	0.00			
1.4.2	Specification for services being provided	Agency	0.00			Specs must include accessibility requirements. 5% of the dwelling units to be accessible for persons with mobility disabilities. In accordance with the Uniform Federal Accessibility Standards (UFAS). 2% of the dwelling units must be accessible for persons with hearing or visual disabilities. Section 504: Disability Rights in HUD Programs.
1.4.3	Review GC contract by Project Manager	Agency	0.00			
1.4.4	Review GC contract by Professional Services Section	Agency	0.00			
1.4.5	Give agency written approval for subcontract	Project Manager	0.00			
1.4.6	Check debarment list	Agency / Project Manager	0.00			
1.4.7	Notice to Bidders/Prospective Contractor	Agency	0.00			
1.4.8	Statement of Bidder's Construction experience	Agency	0.00			
1.4.9	Certification receipt	Agency	0.00			
1.4.10	Insurance Requirements	Agency	0.00			
1.4.11	affirmation action standard (24 CFR 92.351)	Agency	0.00			
1.4.12	Certification of Compliance with Part 60-2 Affirmative Action Program	Agency	0.00			
1.4.13	Certification Regarding Drug Free Workplace	Agency	0.00			
1.4.14	Assurance of Companies	Agency	0.00			

ID	Task Name	Required Resource	Enter in the % of Task Completed (as of today)	Enter in the Start Date of Task	Calculated End Date of Task	Notes:
1.4.15	Section 3 Requirements (GC must meet Section 3 Requirements)	Agency	0.00			
1.4.16	Section 3 Clause	Agency	0.00			
1.4.17	Payment and Performance Bond	Agency	0.00			
	Milestone Review					
1.5	Construction Phase		0.00			
1.5.1	pre-construction conference	Agency	0.00			
1.5.2	notice to proceed	Agency	0.00			
1.5.3	obtain permits	Agency	0.00			
1.5.4						
1.5.5	PUBLIC FACILITY IMPROVEMENT ONLY					
1.5.6	property clean up, footers, excavation, fencing, trailer installation					
1.5.7	footers dug, foundation formed and slab poured, and footing inspection approved					
1.5.8	structure is finish including entire shell of building with approved inspection, all beams and trusses in place					
1.5.9	rough plumbing installed					
1.5.10	block work finished					
1.5.11	windows installed, framing finished, rough electrial performed					
1.5.12	roof is finished, drywall is completed, air conditioning duct installed, fire sprinkler system installed					
1.5.13	all doors installed, stucco completed, drywall hung, taped and finished, interior doors hung					
1.5.14	interior flooring installed, all kitchen cabinets installed, bathroom appliance and accessories installed, water heater installed, air handler units and compressor installed, emergency generator insalled, main a/c untis installed					

ID	Task Name	Required Resource	Enter in the % of Task Completed (as of today)	Enter in the Start Date of Task	Calculated End Date of Task	Notes:
1.5.15	electrical work completed, plumbing work completed, baseboard installed, interiors painted, building exterior painted, fire sprinkler system finished					
1.5.16	all interiors and common areas completed, all flooring installed, all parking lots and garage finished, driveways and sidewalks completed, landscape in progress					
1.5.17						
1.5.18	INFRASTRUCTURE IMPROVEMENTS ONLY					
1.5.19	Mobilization					
1.5.20	maintenance of traffic					
1.5.21	submit payment request					
1.5.22	Demolition					
1.5.23	clearing & grade swale areas					
1.5.24	remove asphalt pavement					
1.5.25	remove concrete sidewalk					
1.5.26	remove existing curb and gutter					
1.5.27	relocate or adjust existing street sign					
1.5.28	removal of disposal of existing drainage structure					
1.5.29	removal & disposal of soaking pit & drainage pipe					
1.5.30	submit payment request					
1.5.31	Davis-Bacon Complaince					

ID	Task Name	Required Resource	Enter in the % of Task Completed (as of today)	Enter in the Start Date of Task	Calculated End Date of Task	Notes:
1.5.32	**Installation of Pump**					
1.5.33	Install pump					
1.5.34	**Installation of Injectin Wells**					
1.5.35	Install injection wells					
1.5.36	**Drainage**					
1.5.37	curb inlet					
1.5.38	valley gutter inlet					
1.5.39	pipes					
1.5.40	submit payment request					
1.5.41	Davis-Bacon Complaince					
1.5.42	**Paving**					
1.5.43	construct asphaltic concrete pavement					
1.5.44	Parking area					
1.5.45	construct concrete sidewalk					
1.5.46	install valley gutter					
1.5.47	construct concrete crub					
1.5.48	construct concrete ramp w/ detectable warning					
1.5.49	roadway reconstruction-include base and subbase material					
1.5.50	submit payment request					

ID	Task Name	Required Resource	Enter in the % of Task Completed (as of today)	Enter in the Start Date of Task	Calculated End Date of Task	Notes:
1.5.51	Davis-Bacon Complaince					
1.5.52	**Striping and Signs**					
1.5.53	pavement markers					
1.5.54	reflective pavement markers					
1.5.55	new ADA a& pedestrian signs					
1.5.56	submit payment request					
1.5.57	Davis-Bacon Complaince					
1.5.58	**Landscape**					
1.5.59	sod					
1.6	Participant Eligibility Phase		0.00			
1.6.1	determine that each participant is income eligible by determining the family's annual income.	Agency	0.00			If applicable
1.6.2	Examine the source documents evidencing annual income (e.g., wage statement, interest statement, unemployment compensation statement) for the family	Agency	0.00			If applicable
1.6.3	Census Tract and Block Group Information	Agency	0.00			If applicable
	Milestone Review					
1.7	Completion Phase		0.00			
1.7.1	submit final progress report	Agency	0.00			
1.7.2	submit payment with final release of liens	Agency	0.00			
1.7.3	final walk thru	All	0.00			
1.7.4	Certificate of completion	Agency	0.00			
1.7.5	project completion form	Agency	0.00			
1.7.6	construction close out	All	0.00			
1.7.7	report accomplishment in IDIS	PHCD's complaince unit	0.00			
1.7.8	submit project close letter to agency	PHCD's complaince unit	0.00			

ID	Task Name	Required Resource	Enter in the % of Task Completed (as of today)	Enter in the Start Date of Task	Calculated End Date of Task	Notes:
	Milestone Review					
	Inspection of set aside units	PHCD Inspector	0.00			
	Inspection of set aside units	PHCD inspector	0.00			
	Inspection of set aside units	PHCD Inspector	0.00			
	Inspection of set aside units	PHCD Inspector	0.00			
	Inspection of set aside units	PHCD inspector	0.00			
	Overall Project Percent Complete		**0.00**			