

Attachment 16

Sample of Scope of Services, Action Steps

Detailed Scope of Services
January 1, 2012 – December 31, 2012

Name of Agency:	
Activity Title:	
FY 2012 Funding Amount:	
Funding Source:	

1. Agency Information:

Provide a brief description of your department.

2. Proposed Activity:

Provide a brief description of the proposed activity, including who will carry it out, how low-to-moderate income persons will be served, and the location of the activity. Include the estimated number of clients benefiting from the activity and other measurable outcomes, if applicable.

For facility improvement or construction activities, please provide a scope of work for each facility and describe the type of work to be performed (specify if it is new construction or facility improvements), the location of the site, and who the facility will serve. Indicate if the site is county-owned. If the site is not county-owned, please provide information on site ownership.

3. Service Area/Address:

Describe the area to be served by the activity or provide the site address.

Indicate if the activity will serve or is located in a **Neighborhood Revitalization Strategy Area (NRSA)** and/or a **Eligible Block Area** (See Attachment D for maps of the NRSAs and a list of the eligible block groups).

1. Opa-locka
 2. West Little River
 3. Model City
 4. Melrose
 5. South Miami
 6. Perrine
 7. Goulds
 8. Leisure City/Naranja
 9. Eligible Block Areas
-

4. Expected Accomplishments per Quarter:

1 st Quarter:	
2 nd Quarter:	
3 rd Quarter:	
4 th Quarter:	
Total for FY 2011:	
Estimated Completion Date (For Public Facility Improvements Only):	

5. Eligibility and National Objective

All CDBG activities must benefit low and moderate income persons and must be categorized under one of the following four National Objectives: 1) Low-Mod Area Benefit; 2) Low-Mod Clientele; 3) Low-Mod Jobs; or 4) Low-Mod Housing. Please indicate the National Objective that applies to your activity (For assistance, see Attachment C to identify the national objective for your department's activity).

- 1. Low-Mod Area Benefit (LMA)** - Such activities must benefit all the residents of a pre-determined area, where at least 51% of the residents are very low to moderate income persons. In addition, the area must be primarily residential. In Miami-Dade County, the areas that meet the LMA criteria include the NRSAs and the Eligible Block Groups (See Attachment D for a list of these areas). Countywide activities cannot be LMA. Examples of LMA activities include: street improvements, sidewalks, park improvements, and other public improvements that are available to all residents of the pre-defined area. Such activities are required to provide a certificate of completion or a certificate of occupancy when completed. If the activity is an LMA, please identify the NRSA or Eligible Block Groups to be served in question 3 above.

2. Low-Mod Clientele (LMC) – Such activities benefit a limited clientele or a specific segment of the population. Examples include shelters for abused spouses, senior centers, or services for juveniles. New construction or improvements to public facilities, such as senior centers or head start facilities are considered LMC activities. To be funded as an LMC, an activity must meet one of the criteria listed below. Please indicate which applies to your activity:

- Facility or service only benefits low-to-moderate income people/households** (100% of the clients served are low-to-moderate income). This requires the agency to provide client intake forms with information on family size and income, as well as income verification documentation for 100% of the clients; **or**
- At least 51% of the users of the facility or service are low-to-moderate income.** In order to confirm that at least 51% of the clients are low-to-moderate income, the agency must provide client intake forms with information on family size and income, as well as income verification documentation for all participants; **or**
- The activity is one in which HUD "presumes" that 51% of the users are lower income.** HUD "presumes" that at least 51% of persons in any one or a combination of the categories listed below are low- and moderate-income (24 CFR 570.208(a) (2) (i) (A). Indicate the category that applies to your activity.
 - Abused children,
 - Battered spouses,
 - Elderly persons (family whose head, spouse, or sole member is a person aged 62 or older),
 - Severely disabled,
 - Homeless persons,
 - Illiterate adults,
 - Persons living with AIDS,
 - Migrant farm workers

Describe below how the program is designed to serve the presumed population listed above and the number of clients served (unduplicated).

3. Low-Mod Housing (LMH) – Such activities include the construction or rehabilitation of permanent residential structures which will be or are occupied by low-to-moderate income households. Agencies must: 1) screen households for family size and income eligibility; 2) provide records on the total cost of the activity, including CDBG and non-CDBG funds; 3) maintain a written agreement indicating that the total number of dwelling units will be occupied by low and moderate income households after the assistance is provided; 4) for rental housing, maintain records on rent charged for each dwelling unit; 5) for multifamily buildings (3 or more units), it must be demonstrated that at least 51% of the units will be occupied by low-to-moderate-income households. **At this time, the County is not funding the new construction of homeownership units.**

4. Low-Mod Jobs (LMJ) - All Economic Development activities must create or retain permanent jobs for low-to-moderate income persons, as defined by US HUD. (Jobs are to be counted on a full-time-equivalent basis.) At

least 51% of the jobs created or "retained" as a result of the CDBG assistance must be either filled by or "available to" low and moderate income individuals. Jobs may be "Available to" a low-moderate income person, if the job does not require special skills or additional education or, the business agrees to hire someone and train them for the job. In addition, low and moderate income individuals must get first consideration for filling the job. Agencies will be required to collect "Job Creation Forms" from each person hired, with information on income and family size. They will also be required to collect household income verification documentation.

6. Benefit to Low and Moderate Income Persons

If your activity is LMC, LMJ, of LMH, please provide the following information:

- a. Total number of persons/households to served by the activity (unduplicated).

- b. Of the total persons/households to be served by the activity, indicate the percent that are low-to-moderate income.

- c. How will low-to-moderate income persons/households benefit from the proposed activity?

SAMPLE ACTION STEP FORMAT FOR ECONOMIC DEVELOPMENT ACTIVITIES

ATTACHMENT "A"

APPROVED		ED Technical Assistance		CDBG 2010		150,000		JOBS					
AGENCY NAME:	ACTIVITY:	FUNDING SOURCE:	AMOUNT:	ACCOMPLISHMENT UNITS:	TYPE:	NUMBER OF CLIENTS	CUMULATIVE QUARTERLY SERVICE UNITS APPROVED	CUMULATIVE NUMBER OF CLIENTS APPROVED	CUMULATIVE PROJECTED PAYMENT LEVEL APPROVED	ACTUAL QUARTERLY ACCOMPLISHMENTS CUMULATIVE	PERCENTAGE OF COMPLETION	SERVICE UNITS	REIMBURSEMENTS
QUARTER	ACTION STEP CATEGORY	SERVICE FREQUENCY	APPROVED	APPROVED	APPROVED	APPROVED	APPROVED	APPROVED	APPROVED	APPROVED	APPROVED	APPROVED	APPROVED
1ST	INTAKE AND ASSESSMENT	QUARTERLY	40			40							
	INDIVIDUAL COUNSELING	WEEKLY	40										
	GROUP COUNSELING	MONTHLY	40										
	TUTORIAL SERVICES	WEEKLY	40										
	WORKSHOP	QUARTERLY	25										
	JOB INTERVIEWS	QUARTERLY	10			10							
2ND	INTAKE AND ASSESSMENT	QUARTERLY	80			80							
	INDIVIDUAL COUNSELING	WEEKLY	80										
	GROUP COUNSELING	MONTHLY	80										
	TUTORIAL SERVICES	WEEKLY	80										
	WORKSHOP	QUARTERLY	50										
	JOB INTERVIEWS	QUARTERLY	20			20							
3RD	INTAKE AND ASSESSMENT	QUARTERLY	30			30							
	INDIVIDUAL COUNSELING	WEEKLY	30										
	GROUP COUNSELING	MONTHLY	30										
	TUTORIAL SERVICES	WEEKLY	30										
	WORKSHOP	QUARTERLY	15										
	JOB INTERVIEWS	QUARTERLY	10			10							
4TH	INTAKE AND ASSESSMENT	QUARTERLY	80			80							
	INDIVIDUAL COUNSELING	WEEKLY	80										
	GROUP COUNSELING	MONTHLY	80										
	TUTORIAL SERVICES	WEEKLY	80										
	WORKSHOP	QUARTERLY	50										
	JOB INTERVIEWS	QUARTERLY	20			20							
						40	120	40	\$26,087				
						80	240	80	\$52,174				
						30	90	30	\$18,261				
						150	450	150	\$97,626				
						230	690	230	\$150,000				