**SAMPLE SCOPE OF SERVICES – CDBG HOUSING REHABILITATION PROGRAM**

This scope of services should be helpful in defining areas of responsibility for the administration of a Disaster Recovery CDBG Housing Rehab Program. This scope of services, or parts of it, can be used as an example for drafting an appropriate scope of work for the request for proposals and, later, inclusion in a contract between the grantee and an administrative consultant.

1. Help conduct public hearings.
2. Prepare Environmental Review Record.
3. Assist with the planning and formulation of housing program policies and standards. This includes such things as general applicant eligibility criteria; eligible types of housing improvements; selection procedures; and application processing and unit eligibility.
4. Prepare all required reports and forms to be submitted to the OCD/DRU.
5. Prepare Requests for Payment.
6. Develop and maintain all files and records necessary for compliance with the State and federal regulations as well as develop all forms and documents necessary to administer the Housing Program.
7. Interview and advise grant applicants on the design and objectives of the rehabilitation program; the availability and benefits of a rehabilitation program; and the specific conditions under which a rehabilitation grant is made.
8. Take homeowner applications; rate and rank them in accordance with the selection criteria set forth in the rehabilitation program guidelines; and advise applicants of the disposition of their application.
9. Obtain from each applicant a verification of income; ownership; etc.
10. Prepare contract for approval by local officials. Review conditions of grant with homeowner and obtain homeowner's signature on all necessary documents.
11. Coordinate preliminary and formal work write-ups, and cost estimates.
12. Initiate advertisement for contractors to work with the Disaster Recovery CDBG Program and orient them to the policies and regulations governing the program.
13. Request, receive, and review on behalf of homeowner all bids from contractors for rehabilitation construction work.
14. Assist in selecting an acceptable contractor from bids submitted.
15. Prepare construction contract documents in accordance with provisions which pertain to the Disaster Recovery CDBG Program.
16. Inspect construction and rehabilitation work on a regular basis to see that all code violations are rectified and check on the quality of materials and workmanship.
17. Arbitrate disputes and/or complaints arising between contractors and homeowners regarding work to be performed, underway or completed.
18. Prepare change orders, if necessary, and obtain the approval of the homeowner, the contractor, and the grantee.
19. Make a final inspection of rehabilitation work and issue a final acceptance of work signed by both the housing rehabilitation inspector and the homeowner.
20. Obtain from the contractor the manufacturer's and supplier's warranties prior to final payment for rehabilitation work.
21. Prepare Section 504 self-evaluation and transition plan, if applicable.
22. Prepare response to OCD/DRU's monitoring letter.
23. Prepare close-out documents.
24. Assist the grantee in meeting all of the State's Disaster Recovery CDBG Program requirements.