

Exhibit A - Scope of Services

HUD Program Year: 2024

Project/Program Name: Watermain Oakland Avenue

Project/Program Type: CDBG

Applicant Name: City of Crest Hill

Awarded Amount: \$347,391.61

Program Term: October 1, 2024 thru September 30, 2025

Project/Program Summary: The project summary should include a detailed description of the project/program, including:

1) What is the project/program?

The Project consists of the replacement of an existing aging water main along Oakland Ave with a new 8" DIP water main covering approximately 2,200 feet from Ludwig Avenue to Pasadena Avenue. Additionally, the fire hydrants and water services for each residence's Buffalo Box will also be replaced. The project will also include removal and replacement of damaged curb and gutter, sidewalk repair, ADA ramp updates, pavement resurfacing, drainage improvements, and landscape restoration. Overall, the project spans 0.39 miles.

2) The need for the project/program:

The existing water main was installed in the late 1960s and 1970s. Over the last few years, it has been prone to water main breaks. The city analyzed the infrastructure with the in-tier city and compiled a list of streets with the highest number of water main breaks, services failures, or those that are simply very old. Oakland Avenue was among the streets identified for urgent watermain replacement.

3) The estimated number of beneficiaries and how beneficiary data will be collected:

The estimated number of direct beneficiaries is around 60 homes but the improvement to the water main system will impact the whole City with a stronger water main network.

4) The intended outcomes:

We anticipate that this project will significantly benefit low-to moderate- income residents in the area. In older neighborhoods like this one, access to clean water is a crucial service provided by the City. As the subdivisions age, so do the utilities that serve the residents, Aging utilities become susceptible to breaks, leaks, low service pressures, and may not meet cleanliness standard for consumption. By replacing this water main, low to moderate income homeowners within the project limits will enjoy cleaner water, improved service pressure, and enhanced reliability.

Project/Program Timeline: The project/program timeline should include the proposed schedule of major tasks from start to project completion. Add more rows if needed.

Month	Activity	Outcome
November 2024		
December 2024		
January 2025		
February 2025	Place project out to bid	
March 2025	Open Bids	
April 2025	Award contractor	
May 2025	Start construction	
June 2025	Construction of watermain	
July 2025	Construction of watermain	
August 2025	Construction of watermain and restoration	New watermain to be active
September 2025	restoration	
October 2025	Complete and punch list	

Project/Program Budget: Project/program budgets should include sufficient detail to ensure project feasibility and eligibility of costs. Use the enclosed budget or submit your own with adequate detail.

Project Purchase	\$347,391.61
Total Proposed City Budget for Project Minus Grant	\$2,054,843.39
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TOTAL	\$2,402,235.00

Project/Program Administration: Project/program administration should include the roles and responsibilities of all key members involved in administering the project/program. It should consist of a step-by-step approach to how the project/program will be implemented and monitored, indicating who does what at one point in time. Documents needed to administer the program, such as applications, marketing/promotional material, deed restrictions, etc., must be approved by the County before use. Add more rows/columns as needed

Roles	Responsibilities
Program Manager	Overall oversight of project
Fiscal Director	Final approval of pay apps by contractor
Environmental Review	Will County
Project File Maintenance	This will be performed by V3 and City staff
Program Manager and Project Monitoring	This will be performed by V3 staff
Monthly Progress Reports	This will be performed by V3 and City staff

Performance Measures: Identify what performance measures will be used. Monthly/quarterly progress reports will be evaluated against the project/program summary, project/program budget, project/program timeline, and performance measures outlined in this Scope of Service to ensure timely progress.

If milestones are not reached according to the timeline or funds aren't spent according to the budget in the Scope of Services, a monitoring meeting will be initiated to determine an appropriate course of action.

Program Activity (Activity and number people served)	Outcome (Expected change in conditions, skills, behavior, etc.)	Indicator (How will you know an outcome has been achieved? Include a target number and percentage.)	Measurement Tool Survey, interviews, tests, assessments, document review, etc.)
This project will directly benefit 76 homes and 2 businesses which is approximately 300 residents. The project will indirectly benefit another 1200 residents of Crest Hill because this line is a main water feed to other homes east and west of Oakland.	This project will improve water quality and lack of water loss for the entire city	This project will help the city keep annual water loss to less than 10% a requirement of the IEPA	The city will monitor the number of water breaks and water loss and compare these with previous years number and water loss amounts

Equity, inclusion and affirmative marketing: Review the Equity and Inclusion Lens Handbook provided in the link below and provide answers to the questions that follow:

<https://www.cawi-ivtf.org/sites/default/files/publications/ei-lens-handbook-en-web-2018.pdf>

- 1) Who is not included in the work you do and this program? No resident, business or group will be excluded from this project. The city does not discriminate against any groups or class of citizenship. The project location was determined on the need to provide quality water to all of our residents.
- 2) What could contribute to this exclusion? Per response to question 1 no group or person will be excluded due to this project. This project will benefit all of the city's residents.
- 3) What can you do differently to ensure inclusion? To not determine projects like these based on income or class of citizens, but to base it on providing clean and high-quality water to all of the city residents.
- 4) What is your affirmative marketing plan for the awarded funds? The project will be advertised on the city's website and social media platforms of the use and benefits to all for the residents of the city in providing clean and high quality drinking water.
- 5)

Checklist for Receiving Federal Funds: The following items will need to be provided to receive federal funding.

1. Proof of non-profit 501c3 in good standings with the State of Illinois
2. Agency procurement policy
3. Annual audit and operating budget
4. Personnel policy with job descriptions for all paid staff
5. Proof of registration with SAMs for all construction projects(www.sam.gov)

Project/Program Payouts: Specific paperwork will need to be provided based upon the type of project to utilize federal funds. The following list is an example of the paperwork that will be required upon payment of invoices. Other information may be requested and must be provided as needed.

- o Payout Request Form (cover letter with a status report on progress and beneficiaries served during the covered period)
- o Staffing costs
 - o General ledger showing the source of funds (CDBG)
 - o Staff time sheets indicating time charged to CDBG
- o Supplies/equipment
 - o Invoices
 - o Material Receipts
 - o Evidence of payment

Additional items needed for projects that include construction:

- o Original signed General Contractor Sworn Statement
- o Original signed Certified Payroll (for all contracted contractors)
 - o Certified Payroll Reports: WH347, WH348
 - o Signed Statement of Compliance (if using State certified payroll form)
 - o Non-performance Payroll Report
 - o Monthly Utilization Form - EEO reporting form for payout request period
- o Original signed Waivers of Lien
- o Bids/Contract documents
- o Certificate of Insurance (for all contracted contractors)
- o Progress Photos
- o Copy of permits

Project/Program Reporting: Beneficiary data will need to be reported with every payment request-also, receipts of payments for any purchased items, leases/rent payments, etc. Documents will vary per program; needed documents will be sent after grant agreements are signed and executed.

Project/Program Management Contacts

Please provide contact information for the following persons:

1. Executive Director- applicant

Name: Raymond Soliman
Title: Mayor
Address: 20600 City Center Blvd, Crest Hill
Phone: 815-726-5846
Email: rsoliman@cityofcresthill.com

2. Project Manager- who will be in charge of day-to-day management?

Name: Ron Wiedeman
Title: City Engineer
Address: 20600 City Center Blvd, Crest Hill
Phone: 815-741-5122
Email: rwiedeman@cityofcresthill.com

3. Fiscal Coordinator- who will be in charge of the bookkeeping, payment of bills?

Name: Glenn Gehrke
Title: Finance Director
Address: 20600 City Center Blvd, Crest Hill
Phone: 815-741-5115
Email: ggehrke@cityofcresthill.com

4. Record keeper-who will keep all project correspondence?

Name: Ron Wiedeman
Title: City Engineer
Address: 20600 City Center Blvd, Crest Hill
Phone: 815-741-5122
Email: rwiedeman@cityofcresthill.com

Authorized Signature Card: Signature of individuals to sign financial documents. Would you please identify who can sign financial documents? This form can be signed and returned with original signatures when the agreement is signed.

Any TWO signatures required to sign any financial document

NAME (TYPED)

SIGNATURE

Raymond R Soliman, Mayor



Glenn Gehrke, Finance Director



I certify that the signatures above are of the individuals authorized to execute financial documents.

01-23-2025

Date



Signature of Authorized Official

Mayor

Title of Authorized Official