



CDBG Subrecipient Workshop

Robertson Community Center
May 17, 2018 9:00 AM – 12:00 PM

About Us

Federal Programs Division:

- Susan Veazey, Assistant Director
- Celia Yniguez, Program Manager
- Sandy Piekarski, Redevelopment Planner III
- Brad Satterwhite, CD Analyst II
- Jackie Martinez Juarez, CD Analyst
- **Support Departments:** Procurement, Construction, Finance, and Legal/Environmental

Workshop Objectives

- Highlight the process from project conception to closeout
- Clarify roles/responsibilities of subrecipients and SHRA
- Ensure and document compliance with local, State, Federal, and HUD requirements
- Effectively and efficiently manage federal funds
- Make your project a success!

Housekeeping

- Restrooms are located in the courtyard area directly outside of the multi-purpose room and across from the classroom
- Drinking fountains are located in the courtyard outside of the restroom
- Please turn cell phones off
- Take calls outside if necessary
- We will take breaks

Agenda



SHRA Overview

- SHRA is a joint powers authority that serves as the Housing Authority for both the City and County
- SHRA also administers HUD programs on their behalf including CDBG, HOME, HOPWA, ESG and NSP
- Consolidation of staffing to efficiently administer HUD programs

SHRA Overview

- In 2012, one of five grantees in the Country to pilot an online regional Consolidated Plan between the City and County
- In 2015, awarded one of only 22 Promise Zone designations in country
- Implementing one of largest regional assessments of Fair Housing in the Country

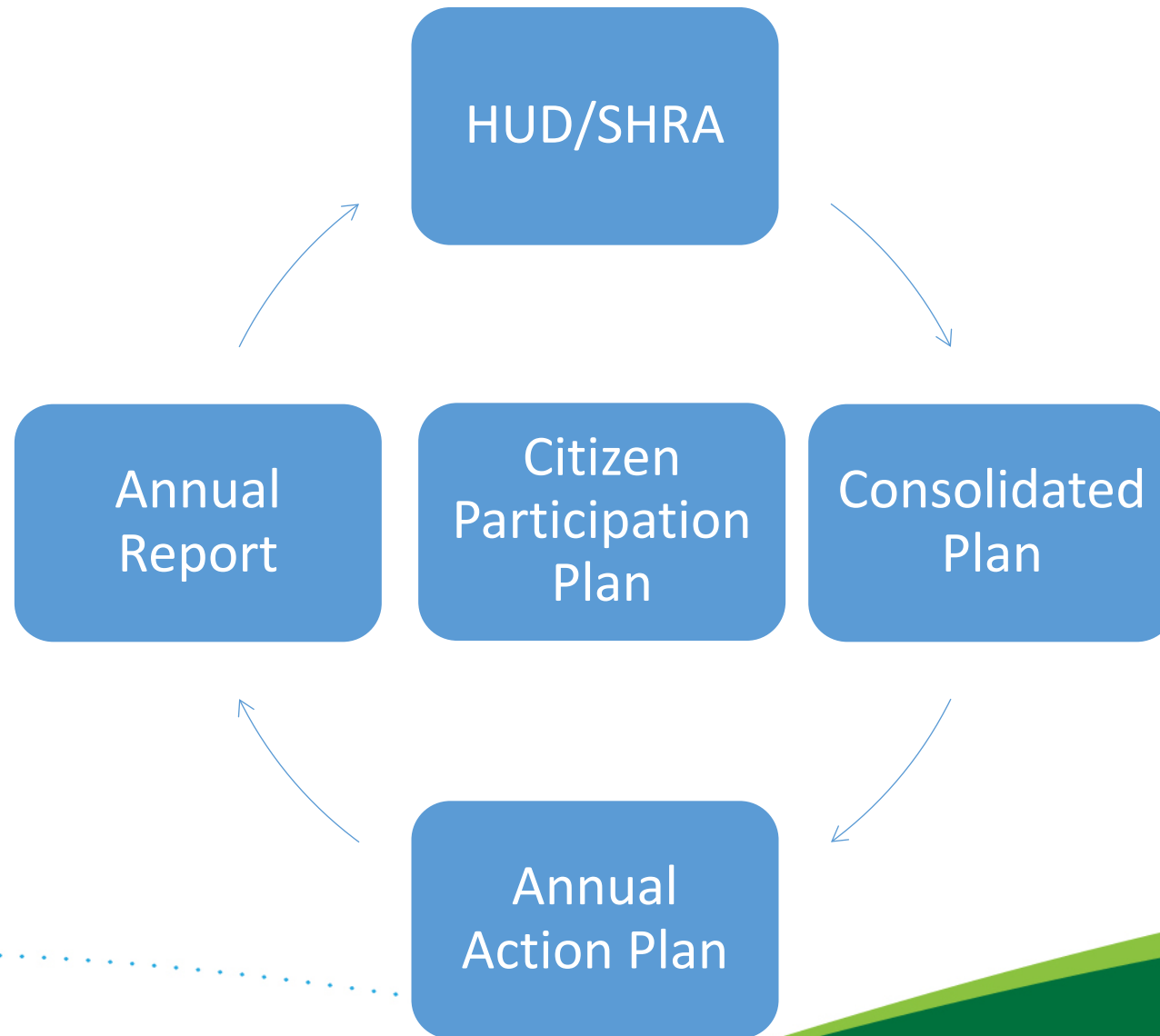
CDBG Overview

- CDBG is authorized under Title 1 of the Housing and Community Development Act of 1974
- The goal is to develop viable communities by providing decent housing, suitable living environment, and expanded economic opportunities
- Both jurisdictions are entitlement communities, which receive annual grants on a formula basis from HUD

CDBG Overview

- Must primarily benefit low- to moderate-income households and individuals
- Main regulations pertaining to CDBG:
 - 24 CFR Part 570 – CDBG only
 - 2 CFR Part 200 – All Federal funds
 - Procurement
 - Cost Principles
 - Financial and Program Management
 - Monitoring and Reporting
 - Audit Requirements

The Administrative Framework



Behind the Scenes

Federal Programs Division Responsibilities

- **Contract Management**
 - Subrecipient/Consultant/Contractor
- **Construction Management**
 - Emergency Repair Program
 - Public Facility Improvements
 - Historic Preservation
- **Subrecipient Support and Monitoring**
 - Technical Assistance
 - Desk Review and Site Visits
 - Construction Management
- **Jurisdictional Collaboration**
 - Fair Housing Initiative
 - Cooperation and Consortium Agreements
 - Emergency Repair Program
- **Financial**
 - Annual, Program, and Project Budgets
 - Invoicing and Payments
 - Timeliness
 - Audit Support
- **Administrative**
 - Mapping and Data Requests
 - Environmental Review
 - Reporting and Record Keeping
 - Tracking Legislation
 - Staff Reports

Pre-Project

Annual Action Plan Process

- The process for developing the Annual Action Plan generally begins in Spring
- SHRA staff work with City and County staff, elected officials, partner organizations, and the community to identify and prioritize potential projects
- Review projects for eligibility, need, impact, timeliness, etc.
- Approved by governing boards and submitted to HUD

Project Request Form

- See packet for form

Does it meet a National Objective?

- Low and moderate-income area benefit
 - Activity that benefits all residents in area that is primarily residential and at least 51% of those residents are l/m income persons
- Low and moderate-income limited clientele
 - Limited to individuals/households at or below 80% Area Median Income
- Low and moderate-income housing
 - Limited to individuals/households at or below 80% Area Median Income

Eligible Activities

- Public facilities (libraries, community centers, parks)
- Capital improvements (street improvements)
- Public services (Meals on Wheels, homeless services)
- Housing (rehabilitation)
- Sub-eligible activities include:
 - Property acquisition (for a park)
 - Construction, reconstruction, rehabilitation and installation

Ineligible Activities

- Regional projects that are not neighborhood serving
- Buildings and expenses used for general conduct of government
- Equipment that isn't integral to the structure of the facility
- Political activities
- Religious activities
- Separate or Ongoing maintenance
- New housing construction (with exceptions)
- If it does not lead to a brand new or increased/improved service
- Replace local or state funding

Eligible or Ineligible?



**Valley Hi Park Improvements in South
Sacramento**



Raging Waters

Eligible or Ineligible?



Sutter Place Rehabilitation in Carmichael



New construction project

Eligible or Ineligible?



Louise Perez Resource Center in South Sacramento



Golden 1 Center

Eligible or Ineligible?



**Mack Road and Valley Hi Project in
South Sacramento**



Sacramento City Hall

Eligible or Ineligible?



Painting a Community Center



Meals on Wheels for Seniors

Eligible or Ineligible?



Regional Signage



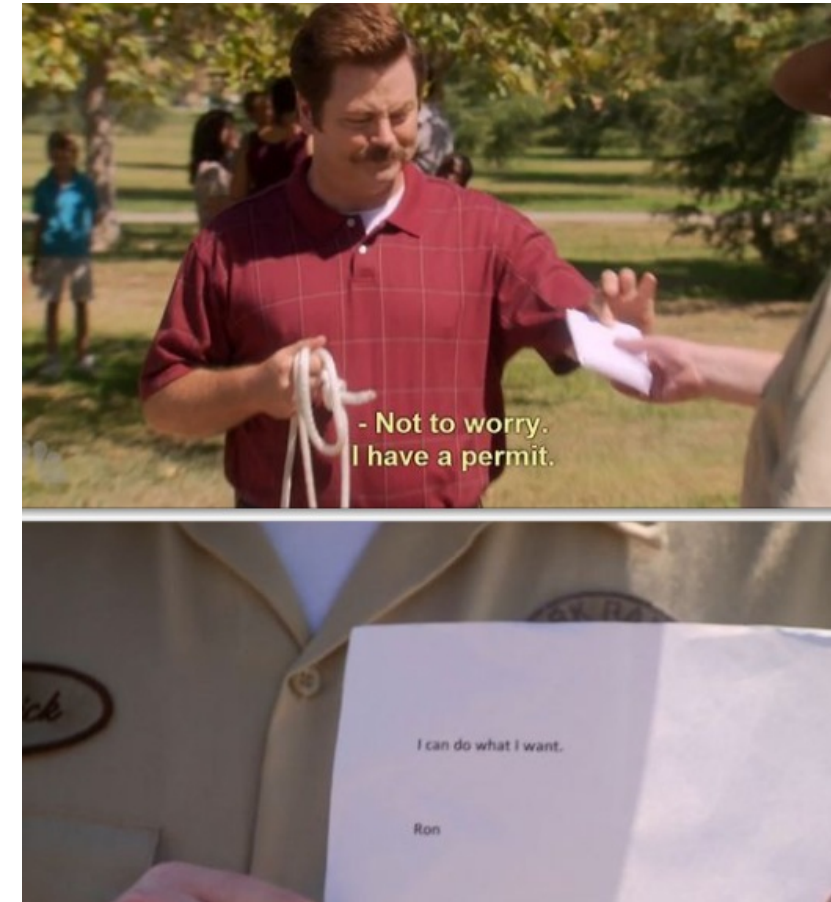
Political Fundraising

Keeping CDBG Funds Moving

- “Timeliness” is a statutory requirement that CDBG entitlement communities must carry out their programs in a timely manner
- Entitlement communities cannot have a balance greater than 1.5 times of its annual grant 60 days prior to the end of the program year
- Penalty for noncompliance may include sanctions and the loss of future CDBG funding
- CDBG funds are subject to reprogramming by SHRA if the project/activity is no longer feasible

Keeping CDBG Funds Moving

- Subrecipient responsibilities include:
 - Defined scope of work
 - Project readiness with a detailed timeline with milestones – complete in 18 months
 - Identify local approvals, permitting and other requirements
 - Budget is detailed, realistic, with all funding sources identified
 - Understand federal requirements
 - If in doubt, ask us!



| Project | Year Funded | Funded Amount | Unspent at Time of Test |
|---|-------------|------------------|-------------------------|
| River Park ADA Improvements | 2014 | \$200,000 | \$25,000 |
| Meals on Wheels | Annual | \$400,000 | \$100,000 |
| Emergency Repair Program | Annual | \$150,000 | \$50,000 |
| Sutter Place MF Rehab | 2015 | \$500,000 | \$200,000 |
| Del Rio Street Improvements | 2016 | \$300,000 | \$200,000 |
| El Camino Traffic Signal Project | 2017 | \$250,000 | \$225,000 |
| October 31 - Unspent | | | \$800,000 |
| 2017 Allocation | | \$500,000 | |
| Timeliness 1.5 (\$500,000 X 1.5) | | \$750,000 | (\$50,000) |

Environmental Review

- ALL projects and activities undertaken with federal funds are subject to environmental review under the National Environmental Policy Act (NEPA per 24 CFR 58)
 - 24 CFR 58 is NEPA guidelines for HUD projects, each federal agency has different requirements
- All projects subject to California Environmental Quality Act (CEQA)
- Applies to big and small projects regardless of size or amount
- Environmental review required even if your agency or organization has already done environmental review
- CEQA and NEPA environmental review must be done for the entire project not just CDBG portion

Environmental Review

- Can't perform any work that has not been environmentally cleared
- SHRA will not reimburse for work without prior environmental review
- Subrecipient must provide SHRA with complete scope of work to ensure adequate environmental review
- All scope changes must also be approved by SHRA before work can commence
- Changes to the project following environmental approval may result in ALL project activities (HUD funded AND non-HUD funded) to stop until the environmental review can be re-evaluated (24 CFR 58.47(b)(3))

Environmental Review

- Environmental review can take anywhere from a few days to a year or more depending on the complexity of a project, if a project is controversial, and/or if it appears there will be a potentially significant impact on the environment
- Special studies may also be required which can add time and money
- Recording and filing fees associated with documentation
- Environmental review looks at numerous factors

Environmental Review Example

- See packet for example

Environmental Review for Non-Profits

- SHRA is HUD designated agent on behalf of the City and County of Sacramento to conduct environmental review for non-profit organizations receiving other HUD federal funds

The Contract that Binds Us

- A contract contains the rules that bind us
- Clear and concise scope of work
- Baseline for monitoring and performance
- Written record

Contract Checklist

- Vendor App
- W9
- Insurance
- Register in Systems for Award Management (SAM) - DUNS
- Check for debarred
- Other potential items:
 - Approval from your board
 - Conflict of Interest Policy
 - Procurement Policy

Project Implementation

Procurement

- All subrecipients MUST have an adopted, written Procurement Policy that complies with laws and regulations.
- Subrecipients - we can review for you!
- Federal procurement rules subrecipients must follow when purchasing supplies, equipment, professional services, or contractors
- Regardless of whether fully or partially with Federal funds
- Applicable regulations in 2 CFR 200
- Single audits must reflect 2 CFR 200

Procurement

- Do not make an award to a contractor that is debarred, suspended, or otherwise excluded from participating in Federal projects
- For public works projects, contractors must be registered with Department of Industrial Relations (DIR)
- Exclude contractors that helped develop or draft specifications/scope
- Avoid conflicts of interest (COI) in the procurement process
- Procurement documentation must be retained for a period of at least three years from the completion of the project or activity

Methods of Procurement

| Type | Activities | Amount | Overview |
|---|------------------------------------|---|---|
| Micro-Purchase | Supplies or services | \$0-3,000 | Competitive quotes not required if price is reasonable, but distribute among qualified suppliers (if possible) |
| Small Purchase | Supplies or services | \$3,001-150,000 | Informal procurement required, prices/quotes must be obtained from adequate # of qualified sources (at least 3). Justification required if selection not based on lowest price |
| Competitive (Construction, Lowest Bidder) | Any, but required for construction | \$5k for construction, \$150k otherwise | Public solicitation (w/ advertising) for fixed-price contract to lowest responsible/responsive bidder through sealed bid. Bid packages must include appropriate documentation/requirements including for contract, wage, licensing, and labor |
| Competitive (Qualifications) | All, except construction | Any, but required if over \$150k | Public solicitation, can be fixed-price or cost-reimbursement basis. Written method for evaluating proposals required. Price and other factors such as qualifications considered |

Procurement

- Threshold amounts can change based on other factors such as inflation
- A qualifications-based procurement is allowed for procurement of architectural or engineering-type professional services, subject to negotiation of fair and reasonable compensation. Typically cost-reimbursement basis
- Sole sourcing not allowed except under extenuating circumstance.
- Procurement process must be well documented and transparent including notices of award/rejection
- Must have a written protest policy

Conflict of Interest (COI)

- A COI exists when an actual or relative of an employee, officer, board member or agent that participates directly or indirectly in procurement process has a financial or other type of interest in a firm or person competing for an award or contract
- Applies during their tenure and up to one (1) year after
- May not solicit or accept gifts, favors, etc. from contracts or parties to subcontracts
- All subrecipients must incorporate COI language in their contracts or subcontracts
- Subrecipients must have a COI policy that addresses these items
- See 2 CFR 200.318(c)(1) and (2), also in our CDBG attachment to contracts

Equal Employment Opportunity (EEO)

- Agency/organization and Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap
- Solicitations must include language to this effect
- Executive Order 11246 (EEO) requires:
 - Send labor union or worker rep with whom you have a contract with, a notice advising them of your commitments under Section 202.
 - Reporting
 - EEO poster at the job site
 - Noncompliance with these requirements can lead to sanctions, debarment, suspension, or cancellation of contract

Section 3 Requirements

- Section 3 is a provision of the Housing and Urban Development Act of 1968
- For construction projects, to the greatest extent feasible, HUD financial assistance be directed to low and very-low-income persons, especially those receiving assistance for housing
- Bid documents, contracts, and subcontracts must include Section 3 provisions
- Report Section 3 information to SHRA monthly
- Section 3 attachment (New Hire Questionnaire)

Section 3 Requirements

- A Section 3 resident (or person) is:
 - A public housing resident; or
 - A local low-income person, income not exceeding 80% AMI (currently \$64,100 for family of 4 or \$51,300 for family of 2)
 - A local very-low income person, income not exceeding 50% (currently \$40,050 for family of 4 or \$32,050 for family of 2)
- Section 3 person bears the responsibility for providing evidence that they are eligible for this preference

Section 3 Requirements

- A Section 3 business includes:
 - 51% or more owned by Section 3 residents;
 - Employs Section 3 residents for at least 30% of its full-time, permanent staff; or
 - Provides evidence of commitment to subcontract to Section 3 businesses where at least 25% of dollar amount of contracts to eligible businesses
- Section 3 Employment Goal for contractors and subcontractors is 30% of new hires. Subcontract awards goal is 10%

Section 3 Requirements

- Section 3 requires a posting at the job site
- Noncompliance with these requirements can lead to sanctions, debarment, suspension, or cancellation of contract.
- Resources
 - 24 CFR Subpart B Part 135.3(a)(3)(ii)(B) and (C)
 - <https://www.hud.gov/section3>

Minority and Women Owned Businesses (MBE/WBE)

- For construction projects, Subrecipient shall take all reasonable steps necessary to encourage the participation of minority and women owned businesses (MBE/WBE) by:
 - Ensuring the receive an invitation for bid
 - Advertising in the Sacramento Observer
 - Taking extra steps to show effort
- MBE/WBE requirements should be included in bid documents, contracts, and subcontracts
- Maintain documentation for quarterly reporting

Section 3 and MBE/WBE Forms

- See packet for forms

The Labors of Compliance

- Federal labor standards and wage provisions for construction work that is financed in whole or part with CDBG funds
- All laborers and mechanics must be paid at minimum the higher of State of California prevailing wages or Federal Davis-Bacon wages
- Prime contractor must ensure all employees are paid in accordance with appropriate wage determination
- All wage decisions must be posted by Contractor and subcontractors at all times in prominent and accessible location

The Labors of Compliance

- Before Construction:
 - Ensure bid documents include wage decisions and labor standard provisions
 - Determine applicability of wage laws
 - Obtain appropriate wage determination
 - Can get wage determinations online at State Department of Industrial Relations or US Department of Labor
 - Wages locked 10 days prior to bid opening
 - If no bidding, lock wages at contract award or construction start date

The Labors of Compliance

- During and After Construction:
 - Contractors and their subcontractors must submit weekly certified payroll records
 - Signed certified payrolls must demonstrate compliance with all schedules
 - Perform on-site inspections and interviews (representative sampling)
 - Review payrolls for accuracy, violations
 - Can withhold funds to pay laborers or mechanics.
 - Payrolls and basic records shall be maintained by contractor for no less than three (3) years after completion of contract. Five years is best practice!
 - Semi-annual reporting (HUD 4710)

The Labors of Compliance

- Contractor is responsible for full compliance, but ultimately, we are all responsible for making sure that general or prime contractors are in full compliance
- Other Labor Laws:
 - Contract Work Hours & Safety Standards Act
 - Copeland Anti-Kickback Act
 - Fair Labor Standards Act

The Labors of Compliance

- Guidance/Resources
 - Davis-Bacon & Related Acts: Understanding the Federal Labor Regulations PPT (HUD Exchange)
 - Making Davis-Bacon Work: A Contractor's Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects (HUD Exchange)
 - Prevailing Wage Resource Book (U.S. Department of Labor)
 - HUD Handbook 1344.1 Rev 2
 - FAQs - Prevailing Wage (CA Dept. of Industrial Relations)

Cost Principles

- Is it Allowable?
- It is Allocable?
- Is it Reasonable?
- Guidance/Resources
 - Cost Principles for For-Profit Organizations
 - 2 CFR 200.400-475
- When in doubt, ask!



Cost Principles

1. Associated to an eligible activity
2. Necessary for the activity
3. Is allowable (not prohibited)
4. Is allocable
 1. Receiving relative benefit?
 2. Not already billed somewhere else
 3. Not for activities where funds are already available
5. Is reasonable
6. Approved in the contract/scope of work/budget
7. Cleared environmentally

Is it Reasonable?

- If a cost, in nature and amount, does not exceed that which would be incurred by a prudent person prevailing at the time the decision was made to incur the cost
- Is it ordinary and necessary?
- Comparable to the market for that service, supply, equipment etc.
- Would a smart person purchase this?
- Does it pass the sniff test
- When in doubt, ask!

Invoicing

- Reimbursement only, no advance payment
- Required documents:
 - Cover invoice
 - Proof of payment to subcontractors
 - Backup documentation
 - Progress report
- First invoice should be received within 90 days of contract execution
- Prefer to receive by MAIL
- Invoices submitted single sided

Sample Invoice – Eligible Costs

- See packet for sample invoice

Post-Project

Annual Reporting and Record Keeping

- Annual reporting to HUD required for all projects
 - CIP project demographics pulled from the census or by survey data
 - Housing and Public Service activities require Subrecipient to collect and submit demographic information to SHRA for reporting to HUD
 - Due by January 31 for previous year's accomplishments
 - SHRA may request information at any time
- Must maintain records for minimum of three (3) years from completion of contract. Five years is best practice!

Monitoring – Subrecipient & SHRA Responsibilities

- CDBG funds are used in accordance with all program requirements including programmatic, financial, administrative, contractual, etc.
- On-going basis to avoid problems and improve performance
- Ongoing communication, technical assistance, desk reviews, and site visits
- Endeavor to make site visits every 1-3 years, depending on risk analysis factors such as timeliness, issues with invoicing or reporting, communication issues, level of funding, last site visit, etc.

Monitoring

- On-site visits:
 - Pre and post meeting to discuss expectations, concerns, findings, or suggestions
 - Request access to a space free of distractions
 - Request access to files
 - Must submit single audits (or similar) to SHRA for review for every year a contract is in place with SHRA

2018 Notice of Funding Availability

- Agencies and non-profits can apply to SHRA for CDBG funds for small public facility installation, rehab or improvement type projects
 - Examples: parks, playgrounds, community centers and facilities
 - Examples: ADA improvements, kitchen and restroom improvements, exterior improvements, activate/rehab park or playground facilities, etc
- Released Summer 2018
- Award one project in the City and one in the County
- Request minimum \$25,000, but no more than \$100,000
 - Project can be more than \$100,000, but include other funds

Contact Us

- Brad Satterwhite (City, Delta, Folsom, Isleton, Galt)
 - bsatterwhite@shra.org
 - (916) 449-6242
- Jackie Martinez-Juarez (Remainder of County)
 - jmjuarez@shra.org
 - (916) 449-6220

Thank you!

Project Request Form

CDBG 2018 One-Year Action Plan

Please submit the Project Request Form to Brad Satterwhite at bsatterwhite@shra.org (City/Agreement City) or Jacqueline Martinez Juarez at jmjuarez@shra.org (County). Submit all necessary documentation to support project request.

| Section 1 - Contact Information: | | |
|--|-------------------------------------|--|
| Primary Contact: | Title: | Phone Number: |
| Email: | Organization or Agency Dept: | |
| Secondary Contact: | Title: | Phone Number: |
| Email: | Organization or Agency Dept: | |
| Section 2 - Project Description | | |
| Detailed Project Description: | | |
| Jurisdiction: <input type="checkbox"/> City <input type="checkbox"/> County | | Project Location <i>(include 1) address or street or geographic boundaries, 2) census tract and 3) Board/Council district):</i> |
| Project Located in the Promise Zone? <input type="checkbox"/> City <input type="checkbox"/> County | | Project Located in a Choice Neighborhoods Implementation (CNI) Designated Area? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Has any environmental review under CEQA or NEPA been completed for the project? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Last time improvements were made to the proposed project. If so, provide a brief summary of the improvements. If no put N/A. | | |
| Project Schedule Description* (include dates of board approval, environmental clearance, invoicing, project kickoff, and project completion): | | |
| Request Funding For (check all that apply): <input type="checkbox"/> <input type="checkbox"/> Concept/Feasibility <input type="checkbox"/> <input type="checkbox"/> Design/Engineering (30-60%) <input type="checkbox"/> <input type="checkbox"/> Design/Engineering (60-100%) <input type="checkbox"/> <input type="checkbox"/> Construction <input type="checkbox"/> <input type="checkbox"/> Environmental* <input type="checkbox"/> <input type="checkbox"/> Right of Way Acquisition <input type="checkbox"/> <input type="checkbox"/> Other: _____ | | List Any Project Partners: |
| Anticipated Date to Request Construction Funds? | | |
| Elected Official Aware of Project? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Project on Approved Capital Improvement or Programming List? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Section 3 - Funding | | |
| Funding Amount Request: | | |
| Total Budget (include sources and uses): | | |

Project Request Form

CDBG 2018 One-Year Action Plan

| Leveraging: | | | |
|--------------------|--------|----------------|--------------------------------|
| Funding Source | Amount | Funding Status | Local, State, Federal, Private |
| | | | |
| | | | |
| | | | |
| | | | |

| Section 4 – Project Staffing | | |
|-------------------------------------|----------|-----------|
| Staff and Title | Division | % of Time |
| | | |
| | | |

| | | |
|---------------------------------------|--|--|
| Section 5 – Attachments | | |
| <i>List All Submitted Attachments</i> | | |
| | | |

| | | |
|--|--------------------------|--|
| Section 6 – Approvals | | |
| Preparer Signature: | Print Name/Title: | Date: Click here to enter a date. |
| | | |
| Department/Division Director Signature: | Print Name/Title: | Date: Click here to enter a date. |
| | | |

| | | |
|--|--|--|
| For CDBG administrative use only: Category of Eligible Activity: National Objective: Documentation of National Objective Needed: | | |
|--|--|--|

*Note: All projects must be reviewed for and comply with CEQA and/or NEPA before receiving approval for the project. NEPA review is based on the source of the Federal Agency providing the funds. For example a project using HUD funds (e.g. CDBG) requires HUD NEPA review even if the project already had clearance under a different Federal Agency (e.g. FTA). Depending on the status of the project, SHRA may use existing CEQA clearances. Otherwise, environmental review will typically be conducted by SHRA and must be considered in the timeline for a project. Depending on the nature and scope of the project, environmental review can range from one week for an exempt/excluded project, up to eight months for a NEPA Environmental Assessment (EA) and/or CEQA Initial Study (IS) and up to one year or more for a CEQA Environmental Impact Report (EIR) and/or NEPA Environmental Impact Statement (EIS). For questions about the environmental review process please contact Stephanie Green at sgreen@shra.org.

Please also note that it may take several weeks for a project description/contract to be drafted and that routing of a contract may take up to several weeks once the contract is drafted. Also take into account the length of time it will take to route a contract on your end.

Environmental Clearance for Example Park and Playground Replacement Project

The playground at Example Park has reached its useful life and will be replaced. Scope of work also includes replacing surface play area and repairing walkways immediately adjacent to play area as necessary to provide safe access. Improvements will stay within existing footprint and improvements will not significantly expand the use area or number of park users.

The site was visited on June 1, 2017 by the SHRA Environmental Coordinator.

The proposed scope of work is determined to be Categorically Excluded according to 24 CFR 58.35(a)(1). This review has been completed per HUD requirements to ensure the proposed project does not negatively impact the surrounding environment, that the property itself will not have an adverse environmental health effect on end users, and that the Project complies with NEPA.

Invoice #: [REDACTED]
Invoice Date: July 24, 2017
Due Date: Due Upon Receipt

\$106,045.22

Customer: [REDACTED]

Project Name: [REDACTED]

| Qty | Details | Prior Percent Complete | Prior Billings | Current Percent Complete | This Invoice |
|-----|---|------------------------------|----------------|--------------------------------|--------------|
| 1 | Progress Payment #03 | | | | |
| | Temporary Construction Fence to Install | | | 100% | \$ - |
| | Demolition | | | 100% | \$ 5,300.00 |
| | Aggregate Base | | | 100% | \$ 2,723.95 |
| | Grading | | | 100% | \$ 1,113.23 |
| | Play Area Curb | | | 100% | \$ 1,046.57 |
| | Concrete Flatwork | | | 100% | \$ 20,306.96 |
| | Playground Ramp | | | 100% | \$ 1,905.05 |
| | Irrigation Modification | | | 100% | \$ 3,644.44 |
| | Play Equipment to Install | | | 100% | \$ 1,299.77 |
| | Play Area Wood Fiber | | | 100% | \$ 9,811.97 |
| | Drinking Fountain | | | 100% | \$ 8,719.37 |
| | Site Furnishings to Install | | | 100% | \$ 8,894.68 |
| | Park Rules Sign | | | 0% | \$ - |
| | Basketball Court Striping | | | 100% | \$ 1,357.11 |
| | Basketball Equipment | | | 100% | \$ 10,028.47 |
| | 3' High Tube Steel Fencing | | | 0% | \$ - |
| | Basketball Court Asphalt Overlay | | | 100% | \$ 25,000.00 |
| | Change Order - Install Drainage Basins | | | 100% | \$ 3,875.00 |
| | Install Trees (12) | | | 100% | \$ 3,600.00 |
| | Install Fabric and Mulch | | | 100% | \$ 3,000.00 |

TOTAL CONTRACT: \$109,690.74

TOTAL BILLED: \$173,735.03

TOTAL REMAINING: \$15,955.71

Invoice Submitted By: [REDACTED]

Signed: [REDACTED]

Thank you for your business!

Subtotal: \$111,626.55
5% Retention: \$5,581.33
USD Total: **\$106,045.22**



SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Contractor Reporting for Construction Projects

Project Name _____

Project Number _____ Project Dollar Amount _____

The following information is being collected for reporting purposes to HUD. Please read the descriptions below and indicate the appropriate categories for you and any sub-contractors.

| M/WBE DESIGNATION CODES | | | |
|-------------------------|----------------------------------|----|-----------------------------------|
| MA | Male Asian | WA | Women Asian |
| MB | Male Black | WB | Women Black |
| MH | Male Hispanic | WH | Women Hispanic |
| MN | Male Native American | WN | Women Native American |
| MO | Male Other (including Caucasian) | WO | Women Other (including Caucasian) |

| BUSINESS SIZE | | |
|---|---|----------------------|
| Small Business (SB) | Very Small Business (VSB) | N/A |
| A business with 50 or fewer employees, and average annual gross receipts of \$5 million or less over the previous three tax years; or a manufacturer with 50 or fewer employees | A business with 25 or fewer employees, and average annual gross receipts of \$2.5 million or less over the previous three tax years; or a manufacturer with 25 or fewer employees | All other businesses |

| SECTION 3 BUSINESS |
|--|
| 51% or more owned by Section 3 residents or employs Section 3 residents for at least 30% of its full-time, permanent staff; or provides evidence of a commitment to subcontract to Section 3 business concerns by awarding 25% or more of the dollar amount of awarded contracts to businesses that meet either of the above qualifications. |

Prime Contractor _____
Address _____
City, State, Zip _____
Contract Amount _____ M/WBE Designation Code _____
DUNS No. _____ Tax ID # _____
Business Size _____ Section 3 Business (circle one) Yes No

Sub Contractor _____
Address _____
City, State, Zip _____
Trade _____ Tax ID # _____
Contract Amount _____ M/WBE Designation Code _____
Business Size _____ Section 3 Business (circle one) Yes No

(Please complete other side)

Initial _____

Sub Contractor _____
Address _____
City, State, Zip _____
Trade _____ Tax ID # _____
Contract Amount _____ M/WBE Designation Code _____
Business Size _____ Section 3 Business (circle one) Yes No

Sub Contractor _____
Address _____
City, State, Zip _____
Trade _____ Tax ID # _____
Contract Amount _____ M/WBE Designation Code _____
Business Size _____ Section 3 Business (circle one) Yes No

Sub Contractor _____
Address _____
City, State, Zip _____
Trade _____ Tax ID # _____
Contract Amount _____ M/WBE Designation Code _____
Business Size _____ Section 3 Business (circle one) Yes No

Sub Contractor _____
Address _____
City, State, Zip _____
Trade _____ Tax ID # _____
Contract Amount _____ M/WBE Designation Code _____
Business Size _____ Section 3 Business (circle one) Yes No

Please use additional sheets if necessary

I certify that all the information provided above is true and accurate.
Initial at bottom of first page and print and sign name below.

Name (printed)

Signature

Date

SECTION 3 BUSINESS AND MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE TRADE/CRAFT DOCUMENTATION SHEET

[illegible]

Note: All Contractors and subcontractors being used to perform the work on this contract must be listed on this form, regardless of dollar amount. No substitutions of subcontractor(s) are allowed without written approval from the Contracting Officer. Any substitutions in subcontractor(s) are subject to the same Section 3 Business and Minority/Women-Owned Business Enterprise outreach efforts as stated in the original contract.

* If a subcontractor is not both a Section 3 Business and a Minority/Women-Owned Business Enterprise, please attach a copy of your outreach effort(s) on the Good Faith Effort Contact Log or attach a copy of an advertisement or facsimile solicitation. This documentation is required or your bid may be considered non-responsive.

SUBMIT WITH BID/OFFER



INVOICE

Invoice No: GRAGGO04121
Invoice Date: 03/13/2018
Page: 1 of 1

SACTO HOUSING & REDEV AGENCY
Attn: Brad Satterwhite
801 12th Street
Sacramento CA 95814

Customer ID: SAH80250001
Payment Terms: Net 30
Due Date: 04/12/2018
AMOUNT DUE: \$288,562.11

AMOUNT PAID:

CUT, DETACH, AND RETURN THIS PORTION OF THE BILL WITH YOUR PAYMENT

RETAIN THIS PORTION FOR YOUR RECORDS

Bill To:
SACTO HOUSING & REDEV AGENCY
Attn: Brad Satterwhite
801 12th Street
Sacramento CA 95814

Customer ID: SAH80250001
Invoice No: GRAGGO04121

| Line | Description | Unit Amt | Net Amount |
|------|--|------------|------------|
| 1 | PROJECT NAME: <u>Mack Rd Ped-Level St Lighting</u> ORG KEY # 73-2114-5093 SHRA BILLING FOR 2nd QTR 4 to 7 - FUND 2700 PROJECT NUMBER: T15103304 | 288,562.11 | 288,562.11 |

Subtotal: 288,562.11

AMOUNT DUE: \$288,562.11

SEE ATTACHMENT(S).
Prepared by Annaly R for Rona Mao (916) 808-8170

MAKE CHECK PAYABLE TO:

City of Sacramento
Revenue Division
915 I Street, Room 1214
Sacramento CA 95814



916-808-5527

Español | 中文
Tagalog | Tiếng Việt
Hmoob | Русский

**PAST DUE ACCOUNTS MAY BE SUBJECT TO A LATE FEE OR COLLECTION FEE. PAY YOUR INVOICE ON-LINE AT
<http://portal.cityofsacramento.org/Online-Services/Pay-Online.aspx>. FOR MORE INFORMATION ABOUT THIS INVOICE
OR TO DISCUSS PAYMENT** CALL: 916-808-5527

DC Enterprises

5015 Telchert Avenue
Sacramento, CA 95819
USA

Voice: (916) 205-1662
Fax: (916) 453-9910

V# 00957714

INVOICE

Invoice Number: 17089
Invoice Date: Oct 18, 2017
Page: 1
Duplicate

Bill To:

City of Sacramento-Dept. of Public Work
Street Lighting & Signals Div
915 I St. FL 4
Sacramento, CA 95814-2608

Ship to:

City of Sacramento
Street Lighting & Signals Div
915 I St. STE 2000
Sacramento, CA 95814-2616

| Customer ID | Customer PO | Payment Terms | |
|--------------|------------------|---------------|----------|
| SacCity1 | SACTO-0000037079 | Net 30 Days | |
| Sales Rep ID | Shipping Method | Ship Date | Due Date |
| | TRUCK | 10/11/17 | 11/17/17 |

| Quantity | Item | Description | Unit Price | Amount |
|------------------------|------|---|------------|-----------|
| 1.00 | | 21 Ornamental Streetlight Poles (Style 1 at 12' with receptacle) for Mack Road Pedestrian Level T15103304, Bid#B17151131017 | 77,836.50 | 77,836.50 |
| Subtotal | | | | 77,836.50 |
| Sales Tax | | | | 6,421.51 |
| Freight | | | | |
| Total Invoice Amount | | | | 84,258.01 |
| Payment/Credit Applied | | | | |
| TOTAL | | | | 84,258.01 |

Check/Credit Memo No:



P.O. Box 106 • West Plains, MO 65775 • patientaccounts@air-evac.com

Federal Tax ID:43-1371367

Patient Name: ERIN NEFF
Call Number: 402304-034
Date Of Call: 03/15/2008
Loaded Miles: 70
Total Miles: 129
Base: #019-Air Evac EMS Inc Lafayette
From Location: Smith County
Gordonsville, TN 38563
To Location: Vanderbilt Hospital Nashville
Nashville, TN 37232
DX Code(s): 959.11 959.09 959.8

| <u>DESCRIPTION OF CHARGES</u> | <u>HCPC</u> | <u>QUANTITY</u> | <u>UNIT PRICE</u> | <u>AMOUNT</u> |
|-------------------------------|-------------|-----------------|-------------------|---------------|
| Base Rate | A0431 | 1.0 | 9800.00 | 9800.00 |
| LOADED MILES | A0436 | 70.0 | 100.43 | 7030.10 |
| OXYGEN / OXYGEN SUPPLIES | A0422 | 1.0 | 27.50 | 27.50 |
| EKG / CARDIAC MONITORING | 93040 | 1.0 | 200.00 | 200.00 |

TOTAL CHARGES: \$17,057.60

Receipt

Receipt #1031624.003
12/31/11 10:40 AM by Carl Kallstrom
Fort Snelling Golf Business Unit
5701 Leavenworth Ave
--
St. Paul, MN 55111

f-Round-9 Hole Fall \$13.00
Drop-in Customer

Purchases \$13.00
Sales Tax \$0.95
Total Charges \$13.95

Payer
Drop-in Customer
2117 West River Road
Minneapolis, MN 55411
Credit Card \$13.95

X
MICHELS/JAMES M
8740

Federal Tax ID # 41-6005375

73 Receipt

Receipt #1031619.003
12/30/11 12:23 PM by Carl Kallstrom
Fort Snelling Golf Business Unit
5701 Leavenworth Ave
--
St. Paul, MN 55111

f-Round-9 Hole Fall \$13.00
Drop-in Customer

Purchases \$13.00
Sales Tax \$0.95
Total Charges \$13.95

Payer
Drop-in Customer
2117 West River Road
Minneapolis, MN 55411
Credit Card \$13.95

X
MICHELS/JAMES M
8740

Federal Tax ID # 41-6005375



V# 00969481

Page 1 of 2

INVOICE

WSP USA
2150 River Plaza Drive
Suite 400
Sacramento, CA 95833
Tel: (916) 567-2500
Fax: (916) 525-3517

#REF!
City of Sacramento
Department of Public Works
815 I Street, Ste 2000
Sacramento, CA 95814

Contract No.: 2019-1095
City Project No.: 80-T15103304
City Project Name: Mark Rd Pedestrian Level Lighting
City Purchase Order#: 88225
WSP Project No: 187311E-001A
Invoice No: 02-758222
Invoice Date: January 12, 2018
Billing Period: 8/01/17 - 12/31/17

Remittance Address: WSP USA INC, PO Box 732475, Dallas, TX 75373-2475

CONTRACTOR Costs

Direct Labor Costs:

| Employee Name | Classification | Regular/OT | Billing Rate | Hours | Labor Cost |
|-------------------------------------|--|------------|--------------|-------|------------|
| Monique Cox | Labor Compliance Manager | Regular | 112.06 | 3.00 | \$ 336.18 |
| Patricia Saylor | Labor Compliance Reviewer/Site Monitor | Regular | 69.92 | 4.50 | \$ 314.64 |
| Total CONTRACTOR Direct Labor Cost: | | | | | \$ 650.82 |

Other Direct Costs (ODC):
(See Notes Below)

| Name / In House / Vendor | Description | Invoice / Ref No | Unit Price | No. of Units | ODC Cost |
|-------------------------------------|-------------|------------------|------------|--------------|----------|
| Patricia Saylor | Mileage | 1E6044065 | 0.535 | 26 | \$ 13.91 |
| Total CONTRACTOR Other Direct Cost: | | | | | \$ 13.91 |

- For Travel Cost, Show Name of Employee, Attach Approved Travel Request Form and Travel Expense Claim Form
- For Vendors, show invoice number and attach receipts / invoices

Total CONTRACTOR Cost: \$ 664.73

SUBCONTRACTOR Costs:

(Attach Detail Subcontractor invoices in the same format as this invoice)

| Name of SUBCONTRACTOR | DBE/LBE | Invoice No | Hours | Labor + ODC |
|----------------------------|---------|------------|-------|-------------|
| N/A | | | | |
| Total SUBCONTRACTOR Costs: | | | | \$ 0.00 |

Grand Total (CONTRACTOR AND SUBCONTRACTOR): Total Hours: 7.50 Total Amount: \$ 664.73

Contract Summary:

| Original Contract Total Amount | Contract Amendment(s) | Current Contract Total Amount | Previously Billed Total | Current Billing | Total Billed To Date | Remaining Amount | % Expended |
|--------------------------------|-----------------------|-------------------------------|-------------------------|-----------------|----------------------|------------------|------------|
| \$ 1,097.88 | \$ 2,747.23 | \$ 3,845.11 | \$ 808.31 | \$ 664.73 | \$ 1,473.04 | \$ 2,372.07 | 38% |

Other Direct Costs Summary:

| Description | Approved Budget | Previously Billed | Current Invoice | Total Invoiced | ODC Balance |
|---------------------------|-----------------|-------------------|-----------------|----------------|-------------|
| Mileage - Patricia Saylor | 20.01 | - | 13.91 | 13.91 | 6.10 |
| Total ODC: | 20.01 | - | 13.91 | 13.91 | 6.10 |

SUBCONTRACTOR and DBE/LBE Summary

| SUBCONTRACTOR | DBE/LBE or None (Blank) | Total Amount Budgeted (includes Original + Supplements) | DBE/LBE Prime | | DBE/LBE Percent Achieved | Balance Remaining |
|---------------|-------------------------|---|-------------------------------------|-----------------------|--------------------------|-------------------|
| | | | Total Amount Billed (if DBE or LBE) | Total Amount Invoiced | | |
| N/A | | \$ - | \$ - | \$ - | #DIV/0! | \$ - |
| | | \$ - | \$ - | \$ - | #DIV/0! | \$ - |
| | | \$ - | \$ - | \$ - | #DIV/0! | \$ - |

* Includes Current Invoice

Approval/Signature

I the undersigned hereby certify that I have examined the charges contained in this invoice and that they are true and correct to the best of my knowledge.

Sharon X. Schwartz 1/12/2018
Date
Elis Arandum
CONTRACTOR Project Manager

LBE waiver has been attained.

APPROVED FOR PAYMENT

(Printed Name Here)
CITY Project Manager

Date



 www.aa.com/receipts/viewReceiptDetail.do?index=0



Flight: 1674

Date: 12/09/2013

Transaction #: 4151757

Credit Card #: XXXXXXXXXXXXX6948

Inflight Purchases

| | |
|--------------------------|---------------|
| 1 Clif Energy Bar | \$2.89 |
|--------------------------|---------------|

| | |
|----------------------|-------------------|
| Total Amount: | \$2.89 USD |
|----------------------|-------------------|

| | |
|---------------------|-------------------|
| Grand Total: | \$2.89 USD |
|---------------------|-------------------|

**** Customer's Copy ****

Print Receipt

Close