Attachment C – Activity Work Plan

Recipient: City of Stuart | Activity: 21A - Administration | Project Budget: $112,500.00

Contract Number: 22DB-OP-10-53-02-H01 | Date Prepared: 9/23/2021 | Modification Number: N/A

Start Date (month/year)	**End Date** (month/year)	**Describe Proposed Action to be Completed by the "End Date."** ***Examples of Actions:*** *Procure Administrator or Engineer, Complete Environmental Review and Obtain Release of Funds, Request Wage Decision, Complete and Submit Design and Specifications, Advertise for and Open Bids, Issue Notice to Proceed, Construction Completion (20, 40, 60, 80, and 100 percent or 25, 50, 75, and 100 percent), Complete Construction Procurement Process, Advertise Availability of Housing Rehabilitation Funds, Complete Rankings of Homes per HAP, Number of Houses Rehabilitated, and Submit Closeout Package to DEO.*	**Estimated Units to be Completed by the "End Date"**	**Estimated Funds to be Requested by the "End Date"**
8/2021	11/2021	Fulfill requirements of the program and special conditions within the first 90 to 120 days. Begin environmental review. Prepare and submit Contractual Obligation, MBE and Quarterly Progress Report.		$5,000.00
8/2021	1/2022	Complete Environmental Review and obtain release of funds. Advertise for housing participants and contractors. Prepare and submit Section 3 and Quarterly Progress Reports.		$15,000.00
2/2022	5/2022	Rank and approve housing participants. Hold contractor's meeting to establish pre-qualified contractor's list. Start site-specific reviews including any lead testing and historic reviews. Prepare and submit Contractual Obligation, MBE and Quarterly Progress Reports.		$25,000.00
6/2022	9/2022	Continue site-specific reviews and receive release of funds on each proposed housing unit. Cost estimates and specifications completed for each house. Submit Quarterly Progress Report.		$35,000.00
10/2022	12/2022	Advertise for bids and award contracts for first five houses. Prepare and submit Contractual Obligation, MBE and Quarterly Progress Reports. Take photos before, during and after rehabilitation activities.		$45,000.00
1/2023	6/2023	Construction completed on first five of houses. Advertise for bids and award contracts for remaining six houses. Take photos before, during and after rehabilitation activities. Prepare and submit Section 3 and Quarterly Progress Reports.		$65,000.00
7/2023	12/2023	Construction completed on last six houses. Prepare and submit Contractual Obligation, MBE and Quarterly Progress Reports. Take photos before, during and after rehabilitation activities.		$80,000.00
1/2024	1/2024	Prepare and submit Quarterly Progress Report; and prepare and submit Administrative Closeout Package within 45 days after Agreement termination date.		$112,500.00

Attachment C – Activity Work Plan

Recipient: City of Stuart | Activity: 08 - Temporary Relocation | Project Budget: $22,000.00

Contract Number: 22DB-OP-10-53-02-H0 | Date Prepared: 9/23/2021 | Modification Number: N/A

Start Date (month/year)	**End Date** (month/year)	**Describe Proposed Action to be Completed by the "End Date."** ***Examples of Actions:*** *Procure Administrator or Engineer, Complete Environmental Review and Obtain Release of Funds, Request Wage Decision, Complete and Submit Design and Specifications, Advertise for and Open Bids, Issue Notice to Proceed, Construction Completion (20, 40, 60, 80, and 100 percent or 25, 50, 75, and 100 percent), Complete Construction Procurement Process, Advertise Availability of Housing Rehabilitation Funds, Complete Rankings of Homes per HAP, Number of Houses Rehabilitated, and Submit Closeout Package to DEO.*	**Estimated Units to be Completed by the "End Date"**	**Estimated Funds to be Requested by the "End Date"**
10/2022	12/2023	Pay relocation costs for up to 11 households to include moving, storage and rental costs; in accordance with the Recipient's Housing Assistance Plan/Anti-displacement and Relocation Policy.	11 HU	$22,000.00

Attachment C – Activity Work Plan

Recipient: City of Stuart | Activity: 14A - Housing Rehab/Demo/Replacement | Project Budget: $615,500.00

Contract Number: 22DB-OP-10-53-02-H01 | Date Prepared: 9/23/2021 | Modification Number: N/A

Start Date (month/year)	**End Date** (month/year)	**Describe Proposed Action to be Completed by the "End Date."** ***Examples of Actions:*** *Procure Administrator or Engineer, Complete Environmental Review and Obtain Release of Funds, Request Wage Decision, Complete and Submit Design and Specifications, Advertise for and Open Bids, Issue Notice to Proceed, Construction Completion (20, 40, 60, 80, and 100 percent or 25, 50, 75, and 100 percent), Complete Construction Procurement Process, Advertise Availability of Housing Rehabilitation Funds, Complete Rankings of Homes per HAP, Number of Houses Rehabilitated, and Submit Closeout Package to DEO.*	**Estimated Units to be Completed by the "End Date"**	**Estimated Funds to be Requested by the "End Date"**
2/2022	5/2022	Begin surveys for housing units selected for rehabilitation. Order lead testing, if necessary. Order housing plans.		
6/2022	9/2022	Complete lead testing and surveys for properties.		
10/2022	12/2022	Advertise for bids and award contracts for first five houses. Begin construction.		$55,000.00
1/2023	6/2023	Construction completed on first five houses. Advertise for bids and award contracts for next six housing units.	5 HU	$285,775.00
7/2023	12/2023	Construction completed on remaining six houses.	11 HU	$615,500.00