

Attachment C – Activity Work Plan

Recipient: Martin County Activity: 21A - Administration Project Budget: \$112,500.00
 Contract Number: 17DB-OL-10-53-01-H13 Date Prepared: 09/19/2018 Modification Number: 1

Start Date (month/year)	End Date (month/year)	Describe Proposed Action to be Completed by the “End Date.” <i>Examples of Actions:</i> 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 (33, 66, 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”
11/2017	09/2018	Submit Request for Release of Funds and Environmental Clearance for Unspecified Site Survey to DEO		
10/2018	1/2019	Submit documentation to clear contract Special Conditions		\$5,000
10/2018	1/2019	Advertise for applicants for housing assistance and complete applicant intake/income certifications, vet property qualification		\$10,000
2/2019	3/2019	Develop cost estimate and specifications for each house to be rehabilitated		\$10,000
4/2019	4/2019	Advertise bids and select contractors		\$15,000
5/2019	5/2019	Award housing rehabilitation contracts - initiate Site Specific Environmental Reviews		\$10,000
6/2019	6/2019	Rehabilitation and demo/replacement of housing units 25% complete		\$15,000
7/2019	7/2019	Rehabilitation and demo/replacement of housing units 50% complete		\$15,000
8/2018	8/2019	Rehabilitation and demo/replacement of housing units 75% complete		\$15,000
9/2019	10/2019	Rehabilitation and demo/replacement of housing units 100% complete		\$17,500
11/2019	11/2019	Submit Administrative Close Package to DEO		\$112,500

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Recipient: Martin County Activity: 14A – Housing Rehab/Demo/Replacement Project Budget: \$615,500
 Contract Number: 17DB-OL-10-53-01-H13 Date Prepared: 09/19/2018 Modification Number: 1

Start Date (month/year)	End Date (month/year)	Describe Proposed Action to be Completed by the “End Date.” <i>Examples of Actions:</i> 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 (33, 66, 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”
11/2017	09/2018	Submit Request for Release of Funds and Environmental Clearance for Unspecified Site Survey to DEO		
10/2018	1/2019	Submit documentation to clear contract Special Conditions		
10/2018	1/2019	Advertise for applicants for housing assistance and complete applicant intake/income certifications, vet property qualification		
2/2019	3/2019	Develop cost estimate and specifications for each house to be rehabilitated		
4/2019	4/2019	Advertise bids and select contractors		
5/2019	5/2019	Award housing rehabilitation contracts - initiate Site Specific Environmental Reviews		\$2,500
6/2019	6/2019	Rehabilitation and demo/replacement of housing units 25% complete	2	\$153,250
7/2019	7/2019	Rehabilitation and demo/replacement of housing units 50% complete	3	\$153,250
8/2018	8/2019	Rehabilitation and demo/replacement of housing units 75% complete	3	\$153,250
9/2019	10/2019	Rehabilitation and demo/replacement of housing units 100% complete	3	\$153,250
11/2019	11/2019	Submit Administrative Close Package to DEO	11	\$615,500

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Recipient: <u>Martin County</u>	Activity: <u>08 – Temporary Relocation</u>	Project Budget: <u>\$22,000</u>
Contract Number: <u>17DB-OL-10-53-01-H13</u>	Date Prepared: <u>09/09/2018</u>	Modification Number: <u>1</u>

Start Date (month/year)	End Date (month/year)	Describe Proposed Action to be Completed by the “End Date.” <i>Examples of Actions:</i> 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 (33, 66, 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”
11/2017	09/2018	Submit Request for Release of Funds and Environmental Clearance for Unspecified Site Survey to DEO		
10/2018	1/2019	Submit documentation to clear contract Special Conditions		
10/2018	1/2019	Advertise for applicants for housing assistance and complete applicant intake/income certifications, vet property qualification		
2/2019	3/2019	Develop cost estimate and specifications for each house to be rehabilitated		
4/2019	4/2019	Advertise bids and select contractors		
5/2019	5/2019	Award housing rehabilitation contracts - initiate Site Specific Environmental Reviews		
6/2019	6/2019	Rehabilitation and demo/replacement of housing units 25% complete	2	\$5,500
7/2019	7/2019	Rehabilitation and demo/replacement of housing units 50% complete	3	\$5,500
8/2018	8/2019	Rehabilitation and demo/replacement of housing units 75% complete	3	\$5,500
9/2019	10/2019	Rehabilitation and demo/replacement of housing units 100% complete	3	\$5,500
11/2019	11/2019	Submit Administrative Close Package to DEO	11	\$22,000