

EXHIBIT "A"

SCOPE OF SERVICES

A-1. Consultant shall, under the direction of the City of Carson's Housing and Neighborhood Development Manager, perform the follow services:

A.1.A. Administration of NSP & NSP2 Scope of Services

- i. Develop NSP & NSP2 program policies, procedures, and guidelines, and ensuring that they are carried out.
- ii. Develop and revise, as needed, the timelines for the completion of key NSP & NSP2 program tasks.
- iii. Organize and maintain NSP & NSP2 program files.
- iv. Coordinate with City's accounting staff the establishment of NSP & NSP2 program accounts, and monitor for City the use and expenditure of NSP & NSP2 program funds.
- v. Develop and implement a process, approved by City, for approval of expenditures and disbursements of NSP & NSP2 program funds.
- vi. Organize and oversee completion and submission of reports and other documentation to the California Department of Housing and Community Development ("HCD"), and United States Department of Housing and Urban Development ("HUD"), as required by applicable law or regulation.
- vii. Prepare NSP & NSP2 program updates and reports to the Mayor and City Council, City Manager, and Economic Development General Manager.
- viii. Provide oversight and coordination of NSP program activities being carried out within Carson.

A.1.B. Property Acquisition Scope of Services

- i. Complete and document all required surveys, studies, testing, and design activities for each property to be acquired.
- ii. Complete all required environmental reports, submit such reports to HCD and/or HUD as required and create a filing system for such reports.
- iii. Ensure that relocation activities are carried out in compliance with federal regulations, and prepare and submit such reports to HCD and/or HUD as required by law or regulation.
- iv. Arrange for completion of all property appraisals in accordance with HCD and HUD standards and requirements.

