

- iii. Negotiate and execute Professional Services Agreements with the entities selected to provide the services noted above.
- iv. Prepare staff reports regarding Professional Services Agreements with the entities selected to provide the services, and any related exhibits, for City Council approval.

A.1.F. Other Reporting Tasks

- i. Prepare and submit Section 3 Compliance Reports to HCD and HUD as required by law or regulation.
- ii. Prepare and submit required wage compliance reports (preliminary and final).
- iii. Prepare and submit report(s) to City staff, and HCD and/or HUD, as may be required by law or regulation, detailing Consultant's NSP & NSP2 activities completed, City NSP & NSP2 expenditure(s), NSP & NSP2 program income, and other NSP & NSP2 program details.

A-2. To facilitate the performance of the services detailed above at Section "A-1" of this Exhibit "A" by Consultant, City shall:

- i. Reimburse Consultant for reasonable lodging expenses necessarily incurred in the performance of NSP & NSP2 program functions;
- ii. Allocate a City computer for use by Consultant for NSP & NSP2 program purposes while he or she is working at Carson City Hall;
- iii. Designate a redevelopment manager to work with Consultant on the NSP & NSP2 programs;
- iv. Designate support staff to assist Consultant with the NSP & NSP2 programs;
- v. Designate support staff to assist Consultant in the identification of unoccupied and/or repossessed properties appropriate for purchase by LANHS as a part of the implementation of the NSP2 program;
- vi. As deemed necessary by the Contract Officer, designate support staff to assist Consultant with the following NSP & NSP2 program functions: first time homebuyers assistance, general accounting, document processing and CDBG guidance.