

## A G R E E M E N T

THIS AGREEMENT ("Agreement") is made this 3rd day of November, 2020 ("Effective Date"), by and between the COUNTY OF FRESNO, a political subdivision of the State of California, ("County"), and the BIOLA COMMUNITY SERVICES DISTRICT, ("District").

## WITNESSETH

WHEREAS, the County has been designated as the sponsoring agency to administer and implement the program for the Community Development Block Grant ("CDBG") Program activities of the County, and its participating cities, in accordance with the provisions of Title I of the Housing and Community Development Act of 1974, as amended, and the laws of the State of California; and

WHEREAS, CDBG funding has been made available to the County for housing and community development activities; and

WHEREAS, the District has submitted the Biola Sidewalk and Street Improvements, Project No. 20031 ("Project"), for CDBG funding; and

WHEREAS, the District has estimated that the total cost of the Project is \$250,000, and the District has requested the sum of \$250,000 from the County's allocation of CDBG funds; and

WHEREAS, the County Board of Supervisors, at a public hearing conducted on April 28, 2020, approved as part of the County's 2020-2021 Action Plan, the usage of \$250,000 in CDBG funds for the Project, as requested by the District; and

WHEREAS, there is \$250,000 in CDBG funds that can be made available to the District for the Project this fiscal year; and

WHEREAS, the Project is consistent with the objectives of the Fresno County Consolidated Plan, including the annual Action Plan.

NOW THEREFORE, in consideration of their mutual promises as hereinafter set forth, the District and County agree as follows:

## I. PROJECT DESCRIPTION, LOCATION AND BUDGET

A. The Project consists of the construction of curb and gutter, sidewalk, and curb ramps on the west side of 5<sup>th</sup> Street between F and G Streets, and the construction of curb

bulbouts/extensions, curb ramps, high visibility crosswalk striping, and signage with rectangular rapid flashing beacons (RRFBs) at the intersection of Biola Avenue and C Street. The Project is located in the unincorporated community of Biola. The improvements will improve pedestrian safety for the residents of Biola.

B. The Project Site locations are in public right-of-ways.

C. The work to be funded with CDBG funds is as follows:

1. Obtain all necessary permits.

2. Perform all necessary design engineering including, but not limited to, surveying, testing, preparation of plans, specifications, and cost estimates, bid documents and a cost or price analysis, review of bids, and recommendation for award.

3. Prepare and advertise Project bid notices and award construction contracts including, but not limited to, the printing of bid documents, publishing of notices, and preparation of bid summary.

4. Perform all construction engineering including, but not limited to, shop drawing review and approval, contract change order preparation, surveying, staking, inspection, soil testing, materials testing, preparation of "as-built" drawings, labor compliance, and contract administration.

5. Provide related eligible improvements.

D. The Project budget is estimated by the District as follows:

Construction	\$164,850
Design & Construction Engineering	60,450
Contingency, Permits & Misc.	<u>24,700</u>
Total	\$250,000

E. Notwithstanding District's estimates described in the above described Project budget, payments for the Project from CDBG funds shall be limited to the District's actual costs, and shall not exceed the total amount of \$250,000.

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1 F. The proposed funding for the Project will be provided from the following  
2 sources:

3 CDBG		<u>\$250,000</u>
	Total	\$250,000

4 G. Prior to any changes that may occur which would modify the scope of the  
5 Project, the District shall submit a written request to the County. The District shall send its written  
6 request to:

7  
8 Community Development Grants  
9 County of Fresno  
10 Department of Public Works and Planning  
11 Community Development Division  
12 2220 Tulare Street, 6<sup>th</sup> Floor  
13 Fresno, CA 93721

14 If the Director of the County Department of Public Works and Planning ("Director") determines the  
15 modified Project is still eligible under the Federal CDBG regulations, the Director is authorized to  
16 permit such modifications. The County shall specify in a letter to the District whether such  
17 modifications to the scope of the Project are authorized, and if the District may proceed.

## 18 II. OBLIGATIONS OF THE COUNTY

19 A. The County shall reimburse the District up to, but not more than, \$250,000  
20 in CDBG funds for the Project for the District's performance of its obligations under this Agreement.  
21 All funds shall be paid in accordance with Section V of this Agreement.

22 B. The County shall review, within thirty (30) calendar days of receipt from the  
23 District, the engineer selection process description and summary of the analysis as prepared by  
24 the District to verify that a competitive process was conducted in accordance with U.S. Department  
25 of Housing and Urban Development (HUD) procurement standards. If such conditions have been  
26 met, the County shall specify in a letter to the District that these conditions have been met, and  
27 that the engineering contract can be awarded.

28 C. The County shall review, within forty-five (45) calendar days of receipt from  
the District, the design plans and specifications for the Project, as prepared by the District, for  
compliance with Federal regulations, conformance with applicable code requirements sufficient to  
allow for construction-related permit issuance, and the total Project cost estimate, to ensure

1 sufficient funds are available to complete the Project. If such conditions have been met, the County  
2 shall specify in a letter to the District that these conditions have been met and that the Project can  
3 be advertised.

4 D. The County shall also review, within twenty-one (21) calendar days of  
5 receipt from the District, the name of the low bidder, and cost or price analysis of the low bid  
6 proposal prepared by the District to determine whether the contractor will be reasonably  
7 compensated in accordance with Federal requirements, and to verify that the contractor is bonded,  
8 and has not been disbarred or suspended from participating in Federal projects. The County shall  
9 specify in a letter to the District that the conditions of this Section have been met, and that the  
10 contract can be awarded.

11 E. The County shall attend the pre-construction meeting between the District  
12 and the contractor to discuss labor compliance requirements for the Project, Project monitoring,  
13 and to inform the District and contractor that the County will conduct field reviews to ensure labor  
14 compliance and other conditions of the construction contract are being met.

15 F. The County shall conduct periodic inspections of the Project, as may be  
16 required, in the determination of the County, to ensure that the intended use and group of  
17 beneficiaries of the Project have not changed. Upon completion of the Project, but prior to the  
18 District's acceptance of the Project, the County shall conduct a final inspection of the Project. If  
19 such conditions have been met, the County shall specify in a letter to the District that these  
20 conditions have been met.

### 21 III. OBLIGATIONS OF THE DISTRICT

22 A. The District shall provide any and all sums of money in excess of \$250,000  
23 which may be necessary to complete the Project. For the purposes of awarding the construction  
24 of the Project within the Agreement amount, the bid documents shall include any proposed additive  
25 or deduct alternatives.

26 B. The District shall demonstrate in writing, and to the County's satisfaction,  
27 that it has the authority, operational ability, and financial resources for maintaining the  
28 improvements constructed with CDBG funds under this Agreement prior to award of construction

1 of the Project.

2 C. The District shall perform, or cause to be performed, all engineering work  
3 required for the Project.

4 D. In selecting an engineer to perform any engineering work required for the  
5 Project, the District shall go through a competitive process in accordance with Section 4.10 of the  
6 Ordinance Code of Fresno County, and HUD procurement standards. Prior to selection of the  
7 engineer, the District shall prepare a written description of the process, perform a cost or price  
8 analysis, and submit the process description and summary of the analysis to the County  
9 Community Development Division for review. The District shall obtain a letter from the County  
10 specifying that the conditions of this Section have been met.

11 E. The District shall specify in agreements with its consultants that all  
12 engineering work funded with CDBG funds shall become the property of the District upon payment  
13 by the District for the cost of such engineering work.

14 F. The District shall furnish evidence to County, prior to the County's  
15 authorization to advertise for bids, that it has free and clear title to all parcels of land on which  
16 Project improvements will be located, with any liens or encumbrances noted, and/or that it has  
17 obtained or can obtain all necessary easements, rights-of-way, licenses, permits, and State and  
18 local approvals required for the completion of the Project.

19 G. Upon completion of the design engineering, the District shall submit the  
20 plans and specifications to the County Community Development Division. The County will ensure  
21 Federal CDBG requirements have been adhered to and review cost estimates to ensure sufficient  
22 funds are available. The District shall obtain a letter from the County specifying these conditions  
23 have been met and that the District is approved to advertise for bids to construct the Project.

24 H. The District shall advertise for bids, and shall award the construction  
25 contract to the lowest responsible bidder. At least ten (10) calendar days prior to the bid opening,  
26 the District shall notify the County of the date, time, and location of the bid opening.

27 I. Within seven (7) calendar days following the bid opening, the District shall  
28 furnish the Community Development Division with the name of the low bidder and cost or price

1 analysis of the low bid proposal prepared by the District, so that the County can verify with the  
2 Labor Relations and Equal Opportunity Division of the HUD Area Office that the low bidder has not  
3 been debarred or suspended from participating in Federal projects, and that the contractor will be  
4 reasonably compensated in accordance with Federal requirements. The District shall obtain a  
5 letter from the County specifying these conditions have been met and that the District is approved  
6 to award the Project for construction.

7 J. The District shall conduct a pre-construction meeting with the contractor,  
8 and shall notify the County Community Development Division at least ten (10) calendar days prior  
9 to the meeting so a representative of the County can attend to discuss CDBG labor compliance  
10 requirements for the Project.

11 K. Prior to the construction start date, the District shall give written notice  
12 thereof, to include a copy of the executed contract between the District and the Contractor and the  
13 Notice to Proceed to the County Community Development Division.

14 L. Concurrent with the submission of the first construction progress payment  
15 request, the District shall provide documentation demonstrating that all construction-related  
16 required permits have been issued by the County.

17 M. All proposed construction contract change orders shall not proceed until  
18 prior written approval has been given by the County. Request for approval of a change order(s)  
19 shall include a narrative description of the work, a cost or price analysis in accordance with HUD  
20 requirements, a map depicting the location of the work addressed with the requested change order,  
21 and a written certification from the District that the approval of the change order is consistent with  
22 the final construction cost estimate approved by the County. In addition, the District shall certify  
23 that the change order is within the scope of the Project and is necessary to complete the Project.

24 N. The District shall send its written description of the engineer selection  
25 process, cost or price analyses, design plans, specifications, name of low bidder and low bid  
26 proposal, public notices, and all written correspondence to:

27 ///

28 ///

Community Development Grants  
County of Fresno  
Department of Public Works and Planning  
Community Development Division  
2220 Tulare Street, 6th Floor  
Fresno, CA 93721

O. The District shall comply with the mitigation measures, conditions and notes identified in Initial Study/Environmental Assessment No. \_\_\_\_\_ (the "Assessment").  
A copy of the Assessment will be provided to the District.

P. Upon completion of the Project, the District shall notify the County Community Development Division so a representative of the Division can perform an inspection of the Project to determine that it was completed in accordance with the scope of work approved and authorized pursuant to this executed Agreement.

Q. Upon approval of Project completion by the County, the District shall provide the County Community Development Division with a resolution of acceptance, or similar documentation, demonstrating that the Project was completed in accordance with the scope of work approved and authorized pursuant to this executed Agreement, and any approved subsequent amendments and/or change orders, and that the District has accepted the Project. Prior to the final request for payment, the District shall also provide the County with a copy of the recorded Notice of Completion (NOC), a written summary of all Project work completed with CDBG and other funds, and documentation to demonstrate compliance with Section 3 of the Housing and Urban Development Act of 1968, as amended.

R. During the contract period, the District shall complete and submit annually on June 1, and upon completion of the Project, a Project Outcome Measurement Report (POM) form, a copy of which is attached hereto as Exhibit 1 and incorporated herein by reference. The POM shall contain the following information for the County's Federal reporting purposes to the U.S. Department of Housing and Urban Development (HUD):

1. Total number of households/persons assisted.
2. Number of total households/persons assisted that:

- 1 a. Now have new access to this type of public facility or  
2 infrastructure improvement.
- 3 b. Now have improved access to this type of public facility or  
4 infrastructure improvement.
- 5 c. Now are served by public facility or infrastructure that is no  
6 longer substandard.

7 S. The District shall be responsible for maintenance of the Project after  
8 construction is completed, and shall perform such maintenance from non-CDBG resources.

9 T. The District must inform the County in writing of any program income  
10 generated by the expenditure of CDBG funds. Any program income generated as a result of the  
11 Project must be paid to the County. For purposes of this Agreement, program income is defined  
12 as proceeds from the disposition of CDBG-acquired real property, and principal and interest on  
13 CDBG loans. If the District contributed financially to the improvement Project, the District may  
14 retain a share of the program income in proportion to the District's contribution to the Project, after  
15 the District has provided a written accounting acceptable to the County.

16 U. The District must obtain prior written approval from the County before  
17 making any modification or change in the use of any real property improved, in whole or in part,  
18 using CDBG funds in excess of \$25,000. The District shall provide affected citizens with notice of,  
19 and opportunity to comment on, any proposed change to the use of real property improved with  
20 CDBG funds. If any real property improved with CDBG funds is sold and/or is utilized by the District  
21 for a use which does not qualify under the CDBG Program, the District shall reimburse the County  
22 in an amount equal to the current fair market value for the property, less any proportional share  
23 thereof attributable to expenditures of non-CDBG funds. These requirements shall continue in  
24 effect for five years after the Project is completed in HUD's Integrated Disbursement and  
25 Information System (IDIS). In the event the CDBG program is closed-out, the requirements of this  
26 Section shall remain in effect for activities or property funded with CDBG funds, unless action is  
27 taken by the Federal government to relieve the District of these obligations.

28 V. The District acknowledges that the County may periodically inspect the



1 Project to ensure that the property is being used as described in this Agreement. The District  
2 agrees to provide any necessary information to the County to carry out such inspections.  
3 Furthermore, the District agrees to take corrective action if the County determines that  
4 modifications to the use and location of the Project have resulted in a violation of the Federal  
5 CDBG regulations.

6 IV. CONFORMANCE WITH APPLICABLE LAWS AND REGULATIONS

7 A. The District shall, and shall cause its consultants, contractors, and  
8 subcontractors to, comply with all applicable State and Federal laws and regulations governing the  
9 Project.

10 B. Whenever the District uses the services of a contractor, the District shall  
11 require that the contractor comply with all Federal, State and local laws, ordinances, regulations  
12 and Fresno County Charter provisions applicable in the performance of their work.

13 C. This Project is subject to the requirements of Section 3 of the Housing and  
14 Urban Development Act of 1968, as amended, 12 U.S.C. 1701(u). Accordingly, the District shall  
15 require the prime contractor to complete and submit documentation prior to award of the  
16 construction contract and upon Project completion that compliance with the Section 3 clause has  
17 been met.

18 D. Non-Discrimination: The District agrees to comply with the non-  
19 discrimination in employment and contracting opportunities laws, regulations, and executive orders  
20 referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-  
21 discrimination provisions in Section 109 of the Housing and Community Development Act of 1974  
22 are still applicable.

23 E. Because the District is receiving at least \$100,000 for this Project from the  
24 County's CDBG Program under this Agreement, the District shall complete and submit to the  
25 County Community Development Division a "Certification of Payments to Influence Federal  
26 Transactions" form and a "Standard Form LLL - Disclosure of Lobbying Activities" form. Likewise,  
27 before the District awards a contract using at least \$100,000 of such CDBG funds, the District shall  
28 require the consultant and/or contractor and all their sub-consultants and/or subcontractors to

1 complete and submit these two (2) forms described hereinabove to both the District and the  
2 County.

3 F. Records Retention: The District shall retain all financial records, supporting  
4 documents, statistical records and all other records pertinent to this Agreement for a period of four  
5 (4) years from the date of the submission of the County's consolidated annual performance and  
6 evaluation report to HUD in which the activities assisted under this Agreement are reported on for  
7 the final time. If there is litigation, claims, audits, negotiations or other actions that involve any of  
8 the records cited and that have started before the expiration of the four-year record retention  
9 period, such records must be retained until completion of the actions and resolution of all issues,  
10 or the expiration of the four-year period, whichever occurs later (24 CFR 570.502, 570.503(b)(2),  
11 570.506).

12 V. PAYMENT FOR THE PROJECT

13 A. At monthly intervals, the District shall submit a written request to the County  
14 for payment of specified costs incurred in the performance of this Agreement. The request for the  
15 County to make such a payment shall be in accordance with the exemplar Project Pay Request  
16 Form attached hereto as Exhibit 2 and incorporated herein by reference. The request shall also  
17 be accompanied by a written certification from the District that the request for payment is consistent  
18 with the amount of work that has been completed, and that said work is in accordance with the  
19 construction contract documents and this Agreement. The request for payment shall also be  
20 accompanied by documentation acceptable to the County, such as checks, invoices or vouchers  
21 for services or materials purchased, contractor's costs, or other costs chargeable to the Project.  
22 The first construction progress payment request shall also be accompanied by documentation  
23 demonstrating that all construction-related required permits have been issued by the County. After  
24 appropriate review and inspection, the County shall make payment from CDBG funds provided in  
25 this Agreement for all eligible costs specified herein up to the maximum amount payable under  
26 Section I.

27 B. Any savings realized in the final cost of the Project, due to Project cost  
28 and/or scope of work reductions, liquidated damages, or any other reason, shall be used to reduce

1 the amount of this Project paid for with CDBG funds.

2 C. Payment for advertising and award shall be based on the actual costs of  
3 printing and noticing.

4 D. The County will not be bound by any agreement between the District and its  
5 agents.

6 E. The County may withhold payment of the final payment request made by  
7 the District until evidence is submitted to the County that a maintenance plan has been prepared  
8 and adopted for the improvements constructed with CDBG funds.

9 F. Upon the completion of the Project, the District shall submit to the  
10 County Community Development Division a written request for final payment of costs, which  
11 shall provide a detailed description of the Project pay items and costs. The final pay request  
12 shall be in accordance with Exhibit 2. The County shall not be obligated to make any payments  
13 under this Agreement if the request for payment is submitted by the District more than sixty  
14 (60) days after the Notice of Completion has been filed with the County Recorder's Office. An  
15 extension to the sixty (60) day period may be granted by the Director prior to the deadline if the  
16 District can demonstrate just cause for the delay.

17 G. The County may withhold payment of the final payment request made by  
18 the District until a final POM, recorded NOC, written summary of all Project work completed with  
19 CDBG and other funds, and evidence of compliance with the Section 3 clause, as specified in  
20 Sections III-Q and IV-C, have been submitted to the County.

21 H. All requests for payment and supporting documentation shall be sent to:

22 Business Manager  
23 County of Fresno  
24 Department of Public Works and Planning  
25 Financial Services Division  
26 2220 Tulare Street, 6<sup>th</sup> Floor  
27 Fresno, CA 93721

28 I. The District shall establish accounting and bookkeeping procedures in  
accordance with standard accounting and bookkeeping practices, including, but not limited to,  
employee timecards; payrolls; and other records of all transactions to be paid with CDBG funds in

1 accordance with the performance of this Agreement. All records and accounts shall be available  
2 for inspection by the County, the State of California, if applicable, the Comptroller General of the  
3 United States, and HUD or any of their duly authorized representatives at all reasonable times for  
4 a period as specified in Section IV-F. The District shall certify accounts when required or requested  
5 by the County.

6 J. The District, as a subrecipient of Federal financial assistance, is required to  
7 comply with the provisions of the Single Audit Act Amendments of 1996 (31 U.S.C. Sections 7501  
8 et seq.). Whenever the District receives CDBG funds from the County for the Project, a copy of  
9 any audit performed by the District in accordance with said Act shall be forwarded to the County  
10 Community Development Grants Program Manager within nine (9) months of the end of any  
11 District fiscal year in which funds were expended and/or received for the Project. Failure to perform  
12 the requisite audit functions as required by this paragraph may result in the County performing any  
13 necessary audit tasks or, at the County's option, the County contracting with a public accountant  
14 to perform the audit. All audit costs related to the District's failure to perform the requisite audit are  
15 the sole responsibility of the District, and such audit work costs incurred by the County shall be  
16 billed to the District, as determined by County's Auditor-Controller/Treasurer-Tax Collector. In the  
17 event the District is only required to perform an audit under the provisions of the Act because the  
18 District is receiving CDBG funds, the County may perform, or cause to be performed, the required  
19 audit to determine whether funds provided through this Agreement have been expended in  
20 accordance with applicable laws and regulations. Any audit-related costs incurred by the County  
21 under this provision shall be charged to the County CDBG Program. The District agrees to take  
22 prompt and appropriate corrective action on any instance of material non-compliance with  
23 applicable laws and regulations.

24 K. The District shall send a copy of the audit to:

25 Community Development Grants  
26 County of Fresno  
27 Department of Public Works and Planning  
28 Community Development Division  
2220 Tulare Street, 6<sup>th</sup> Floor  
Fresno, CA 93721

1 VI. INDEMNIFICATION

2 The District shall indemnify, defend, and save harmless the County, its officers,  
3 agents, and employees from and against any and all damages, claims, and losses whatsoever  
4 (including attorney's fees and costs) occurring or resulting to persons, firms, or corporations  
5 furnishing or supplying work, services, materials, or supplies in connection with the performance  
6 of this Agreement, and from any and all damages, claims, and losses (including attorney's fees  
7 and costs) occurring or resulting to any person, firm, or corporation for damage, injury, or death  
8 arising out of or connected with the District's performance of, or failure to perform, its obligations  
9 under this Agreement. The provisions of this Section VI shall survive the termination of this  
10 Agreement.

11 VII. TIME OF PERFORMANCE

12 A. The following schedule shall commence on the date this Agreement is  
13 executed by the County.

- 14 1. Complete Consultant Engineer Selection process – November 3,  
15 2020.
- 16 2. Complete Design Engineering and Submit to the County for Review  
17 – March 7, 2021.
- 18 3. Complete County Review and Approval of Plans – June 25, 2021.
- 19 4. Begin Advertising for Bids – July 1, 2021.
- 20 5. Award Construction Contract – September 4, 2021.

21 B. The Project shall be completed, and Notice of Completion shall be filed with  
22 the Fresno County Recorder's Office, no later than February 28, 2022.

23 C. The final POM Report, written summary of all work completed,  
24 documentation demonstrating compliance with the Section 3 clause, and request for final payment  
25 shall be submitted to the County no later than April 27, 2022.

26 D. The District shall give immediate written notification to the County  
27 Community Development Division of any events that occur which may affect the above time  
28 schedule and completion date and the time schedule specified in the contract documents, or any

1 event that may have significant impact upon the Project or affect the attainment of the Project's  
2 objectives. The Director is authorized to make adjustments in the above schedule if, in the  
3 Director's judgment, any delay is beyond the control of the parties involved.

4 E. Time is of the essence in the District's performance of this Agreement.

5 VIII. BREACH OF AGREEMENT

6 In the event the District fails to comply with any of the terms of this Agreement, the  
7 County may, at its option, deem the District's failure a material breach of this Agreement, and utilize  
8 any remedies permitted by law, that the County deems appropriate. Should the County deem a  
9 breach of this Agreement material, the County shall immediately be relieved of its obligations to  
10 make further payment as provided herein. Termination of this Agreement due to breach shall not,  
11 in any way whatsoever, limit the rights of the County in seeking any other legal relief in a court of  
12 law or equity, including the recovery of damages. In addition to the Agreement being terminated  
13 by the County in accordance with a material breach of this Agreement by the District, this  
14 Agreement may also be terminated for convenience by the County in accordance with state and  
15 federal law.

16 IX. TERMINATION OF PROJECT

17 A. If the District decides to cancel the Project covered by this Agreement, the  
18 District shall submit a request in writing to the County Department of Public Works and Planning,  
19 Community Development Division explaining just cause for the request. The Director is authorized  
20 to approve such a request if, in the Director's judgment, there is just cause for the Project's  
21 cancellation.

22 B. If the District's request to cancel the Project covered by this Agreement is  
23 approved by the Director, the District shall promptly return to the County all CDBG funds paid  
24 pursuant to this Agreement.

25 X. VENUE; GOVERNING LAW

26 Venue for any action arising out of or relating to this Agreement shall be only in  
27 Fresno County, California. The rights and obligations of the parties and all interpretation and  
28 performance of this Agreement shall be governed in all respects by the laws of the State of

1 California.

2 XI. ENTIRE AGREEMENT

3 This Agreement constitutes the entire agreement between the District and the  
4 County, with respect to the subject matter hereof and supersedes all previous negotiations,  
5 proposals, commitments, writings, advertisements, publications, and understandings of any nature  
6 whatsoever unless expressly included in this Agreement.

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1 IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth  
2 on page one of this Agreement.

3  
4 BIOLA COMMUNITY SERVICES DISTRICT COUNTY OF FRESNO

5  
6 By: Rudy Hernandez  
7 President/Superintendent/  
Chairman/Manager

Ernest Buddy Mendes  
Ernest Buddy Mendes, Chairman of the  
Board of Supervisors of the  
County of Fresno

8  
9 Date: 9-23-20

Date: 11/3/2020

10  
11 ATTEST:  
Bernice E. Seidel  
Clerk of the Board of Supervisors  
County of Fresno, State of California

12  
13 By: Lisa Cuyt  
14 Deputy

15  
16  
17  
18  
19 FUND NO: 0001  
20 SUBCLASS NO: 10000  
21 ORG NO: 7205  
22 ACCOUNT NO: 7885  
PROJECT NO: N20031  
ACTIVITY CODE: 7219

REMIT TO:  
Biola Community Services District  
Attention: Eduardo Antunez, District Manager  
P.O. Box 57  
Biola, CA 93606  
Telephone: (559) 843-2657

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September 2, 2020  
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**Exhibit 1**  
**County of Fresno**  
**Project Outcome Measurement Report**

Project #: \_\_\_\_\_ Project Name: \_\_\_\_\_

The County of Fresno is required to submit information annually on each project funded with Community Development Block Grant (CDBG) funds, per U.S. Department of Housing and Urban Development (HUD) guidelines. As a recipient of CDBG funds from the County, the County requests that you provide the following information:

1. Years Reported: \_\_\_\_\_ through \_\_\_\_\_
2. Enter the number of persons assisted that:
  - a. Now have **new access** to this type of public facility or infrastructure improvement: \_\_\_\_\_ or N/A  
(New access to a public facility or infrastructure is when the facility did not previously exist and is provided for the first time.)
  - b. Now have **improved access** to this type of public facility or infrastructure improvement: \_\_\_\_\_ or N/A  
(Improved access to a public facility or infrastructure is when the facility or infrastructure is improved or expanded, enabling the grantee to expand the number of people or type of service the facility provides.)
  - c. Are served by this public facility or infrastructure improvement that **is no longer substandard**: \_\_\_\_\_ or N/A  
(A public facility or infrastructure is no longer substandard when the CDBG funds were used to meet a quality standard, or measurably improve the quality of the facility or infrastructure.)

(Note: The numbers of persons entered in a, b, and c, above, must add up to the total number of persons entered in question 3.)

3. Total number of persons assisted: \_\_\_\_\_
4. Please describe the accomplishments made on this project in the past year (i.e. construction progress). If the project is complete, please describe the overall accomplishments made on the project.

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Form Completed By: \_\_\_\_\_

## Exhibit 2

### Project Pay Request

Date

Business Manager  
County of Fresno  
Department of Public Works and Planning  
Financial Services Division  
2220 Tulare Street, 6th Floor  
Fresno, CA 93721

Subject: Request for Payment, CDBG Project No. \_\_\_\_\_  
<District Name>  
<Project Title>

In accordance with the executed Agreement for the above-referenced project, the <District Name> is requesting payment of \$\_\_\_\_\_ for project costs.

The District certifies that this request for payment is consistent with the amount of work that has been completed to date, performed in accordance with the construction contract documents and the executed Agreement, and as evidenced by the enclosed invoices and supporting documents.

Payee	Invoice #	Amount
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Sincerely,

<District Manager>  
<District Name>

Enclosure(s)