

(2) CWAI shall provide the following services:

- (a) Complete all preliminary activities necessary for the release of program funds, including preparation and submission of all reports, public notices, and certifications required for project activities;
- (b) Establish and maintain all books and records necessary to document and account for all activities and expenditures under this Grant throughout the course of the project;
- (c) Maintain all files as required by HUD regulations, and prepare all required reports;
- (d) Assist in conducting a public information meeting and/or provide information to explain the rehabilitation program to target area owners and residents;
- (e) Attend meetings with municipal agencies, commissions, boards and departments, GOSC and other Federal/State agencies as required by the TOWN;
- (f) Perform applicant intake, income verification and eligibility determination, provide as needed plans, specifications, cost estimates, and supportive budgetary data;
- (g) Review and award rehabilitation bids after consultation with the homeowner, prepare appropriate agreements with contractors;
- (h) Submit claims to the TOWN for payment in accordance with the program schedule in the application;
- (i) Monitor and close out each housing rehabilitation job;
- (k) Prepare program amendments, revised budgets and changes in the guidelines to reflect any changes which may be required during implementation of this Grant Program;

XXX ENGINEERING ARCHITECTURAL SERVICES

ENGINEERING SERVICES

CONTRACTS EXPERT? NO CONTRACT GIVEN US. OR Deleted!