



## NOTICE TO PROCEED

**DATE:** December 4, 2015

**TO:** Community Development Services

**PROJECT:** Policies, Procedures, & Flow Charts

The City of Moore has considered the budget submitted by you for the above referenced project.

You are hereby notified the budget has been accepted in the amount of \$76,663.

You are required to return an acknowledged copy of Notice to Proceed to the City of Moore.

Dated this 4th day of December, 2015.

By: \_\_\_\_\_

Jared Jakubowski, Grants Manager

## ACCEPTANCE OF NOTICE

Receipt of the foregoing Notice to Proceed is hereby acknowledge by Community Development Services  
this 4th day of December, 2015.

By: \_\_\_\_\_

Charlie Blair

Title: Proprietor



# COMMUNITY DEVELOPMENT SERVICES

2215 Canterbury Circle, Maryville, TN 37803

[www.housingta.com](http://www.housingta.com)

865.607.7174 [CBlair@Housingta.com](mailto:CBlair@Housingta.com)

## Task Order Budget

<b>Task Order Number</b>		<b>2015-04</b>		
<b>Expectation Date:</b>	Monday, June 01, 2015			
<b>Start Date</b>	Friday, January 01, 2016			
<b>Task Area</b>	Labor: Policies, Procedures & Flow Charts			
<b>Description</b>	Complete General CDBG and CDBG-DR Policies and Procedures			
<b>Staffing</b>				
<b>Person</b>	<b>Task</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>
<b>Phase 1</b>	Define specific gaps in a) General program administration for all CDBG/CDBG-DR activities b) Citizen participation c) Acquisition d) Environmental review compliance e) Financial management f) Public facilities g) Labor compliance h) Fair housing			
<b>Phase 2</b>	Using existing models, prepare draft policies and procedures for each area noted; work with CP&R and City staff to build out model policies and procedures to meet federal requirements and to reflect internal operations of CP&R or the City as applicable; Prepare final drafts for City's internal review; provide training complete changes needed; prepare final for council approval			
Charlie Blair	Coordination & General Program Admin	54	\$ 160	\$ 8,640
Lloyd Blanchard	Financial Management - Cross-Cutting	52	\$ 208	\$ 10,816
Bill Eargle	CDBG Compliance	9	\$ 205	\$ 1,845
Linda Green-Angus	Acquisition and Public facilities	62	\$ 165	\$ 10,230
Stacy McEachern	Labor Compliance and Fair Housing	62	\$ 155	\$ 9,610
Karyn Harrison	Environmental	38	\$ 125	\$ 4,750
Derek Park	Duplication of Benefits	20	\$ 125	\$ 2,500
Vicki Foster	Affirmative Marketing	24	\$ 85	\$ 2,040
Pat Isenberg	Citizen Participation	24	\$ 95	\$ 2,280
<b>SUB-TOTAL: PHASE 2</b>		<b>345</b>		<b>\$ 52,711</b>

Phase 3	Upon Council approval: Build out flow charts for each area noted; prepare and provide training to all affected staff on implementation and consistency; update procedures as needed to promote efficiency and clarity.			
Charlie Blair	General Editing and Coordination	24	\$ 160	\$ 3,840
Lloyd Blanchard	Financial Management - Cross-Cutting Review	24	\$ 208	\$ 4,992
Bill Eargle	CDBG Compliance	6	\$ 205	\$ 1,230
Linda Green-Angus	Acquisition; Public facilities; Flow Charts	48	\$ 165	\$ 7,920
Stacy McEachern	Labor Compliance; Fair Housing Review; Monitoring TA	12	\$ 155	\$ 1,860
Karyn Harrison	Environmental	6	\$ 125	\$ 750
Derek Park	Duplication of Benefits	6	\$ 125	\$ 750
Vicki Foster	Flow Chart Consistency Review; Affirmative Marketing;	24	\$ 85	\$ 2,040
Pat Isenberg	Citizen Participation	6	\$ 95	\$ 570
<b>SUB-TOTAL: PHASE 3</b>		156		\$ 23,952
<b>TOTAL LABOR</b>		501		\$ 76,663
<b>Total Budget</b>				<b>\$ 76,663</b>

*Charlie Blair*

Charlie Blair  
Monday, November 23, 2015

