



# City of Moore Oklahoma

Capital Planning and Resiliency | 301 N. Broadway, Moore, OK 73160 | (405) 793-4571 | www.cityofmoore.com

## NOTICE TO PROCEED

**DATE:** December 4, 2015

**TO:** Community Development Services

**PROJECT:** DPA Design & Implementation

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 \$44,685.

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: \_\_\_\_\_

Charliz 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>2015-01</b>		
<b>Expectation Date:</b>	Wednesday, February 25, 2015			
<b>Task Area</b>	Labor: DPA Design & Implementation			
<b>Description</b>	Policies, Procedures, Application, Compliance, DOB, (Complete Manual)			
<b>Staffing</b>				
<b>Person</b>	<b>Task</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>
Charlie Blair	Coordination, project management, and review	25	\$ 160	\$ 4,000
<b>Objective 1</b>	<b>Propose policies that permit the City to most discretion in working with the sub-recipient and at the same time meet the overall requirements of the program and the cross-cutting issues.</b>			
Lloyd Blanchard	Draft City DPA Manual	45	\$ 208	\$ 9,360
Stacy McEachern	Gather and review materials on DPA	8	\$ 155	\$ 1,240
Stacy McEachern	Review Neighborhood Housing Services DPA manual, determine what is and is not relevant for City	16	\$ 155	\$ 2,480
Stacy McEachern	Draft City DPA Manual	45	\$ 155	\$ 6,975
Linda Green Angus	Review Neighborhood Housing Services DPA manual, determine what is and is not relevant for City	16	\$ 165	\$ 2,640
Linda Green Angus	Develop City DPA Manual template	8	\$ 165	\$ 1,320
Linda Green Angus	Draft City DPA Manual	45	\$ 165	\$ 7,425
<b>Objective 2</b>	<b>Underwriting</b>			
Stacy McEachern	Establish criteria	4	\$ 155	\$ 620
Linda Green Angus	Establish criteria	4	\$ 165	\$ 660
Linda Green Angus	Create a base application	16	\$ 165	\$ 2,640

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<b>Objective 3</b>	<b>Utilizing the existing Housing Rehab PnP as a guide to define the following</b>			
Stacy McEachern	Areas of intersection between the City and the Sub-recipient	4	\$ 155	\$ 620
Stacy McEachern	Duplication of Benefits Procedure – with Accountant II as implementer	4	\$ 155	\$ 620
<b>Objective 4</b>	<b>Compliance</b>			
Stacy McEachern	What does the Sub-recipient need to provide to the City for review prior to DOB?	4	\$ 155	\$ 620
Linda Green Angus	Build checklist and procedure for applicant review when submitted	4	\$ 165	\$ 660
<b>Objective 5</b>	<b>Compliance Review</b>			
Linda Green Angus	Compliance regimen for sub-recipient – assume Compliance Specialist will implement	17	\$ 165	\$ 2,805
<b>Total Project</b>		<b>265</b>		<b>\$ 44,685</b>

*Charlie Blair*

Charlie Blair  
Monday, November 23, 2015