



**City of Columbia, SC  
DR4241 Flood Recovery  
CDBG-DR Training, QA/QC Plan & Technical Support  
TASK ORDER No. 006**

**SCOPE:**

This task order authorizes Plexos to provide Community Development Departmental Staff Training and City of Columbia Departmental Manager and Staff Training to enhance the awareness of federal requirements and the impacts of the requirements on the daily administration of program activities. The second part of the training program provided to the City of Columbia Department Managers will focus on the operational impacts to various city departments and outline roles and responsibilities over the lifecycle of the CDBG-DR programs.

- **Community Development Departmental Staff Training**
  - Enhance staff awareness of federal requirements governing CDBG-DR funded activities;
  - Provide an overview of the City of Columbia CDBG-DR Action Plan, Risk Assessment, and Pre-Award Implementation Plan;
  - Discuss daily implementation of City of Columbia CDBG-DR Programs as they relate to HUD requirements, monitoring and closeout; and
  - Outline available resources for technical assistance
  
- **City of Columbia Departmental Manager and Staff Training**
  - Enhance departmental awareness of federal requirements governing CDBG-DR funded activities;
  - Provide an in-depth analysis and discussion of the City of Columbia roles and responsibilities for the implementation of the approved CDBG-DR Action Plan, Risk Management, and Pre-Award Implementation Plan;
  - Discuss implementation of City of Columbia CDBG-DR Programs as they relate to HUD requirements, monitoring and close out; and
  - Outline available resources for technical assistance
  
- **Quality Assurance/Quality Control (QA/QC) Plan**
  - Develop a comprehensive QA/QC Plan governing all CDBG-DR Programs to ensure program compliance with federal regulations, complete and accurate project files, and accuracy of program calculations and benefits.
  - Identify issues relating to compliance with HUD regulations, implementation of best practices for disaster recovery, ensuring quality design and construction, and maintaining integrity and public confidence in the Program.
  - Develop a QA/QC Plan incorporating known information regarding the city's program design and policies/procedures using the best available information at the time of development. The plan will include the following areas of review:



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- Applicant Intake Documentation & Prioritization for Assistance
  - Eligibility and National Objective Determination
  - Duplication of Benefit (DOB) analysis
  - Calculation of Applicant Grant Awards
  - Environmental Clearance (Tier 1 and Tier II, EA and Section 106 review)
  - Project scoping in relation to Minimum Program Standards (MPS) for construction and environmental remediation activities (LBP and asbestos)
  - Construction (field monitoring and cost reasonableness)
  - Uniform Relocation Act (URA) compliance
  - Close out
- Develop QA/QC Review Checklists
  - Expected Completion Date November 10, 2017
- CDBG Disaster Recovery Action Plan
    - Assist the City and Landmark in incorporating non-substantial amendments
    - Assist as required in preparation of substantial Action Plan Amendments
    - Provide technical advice concerning regulatory compliance or recommended program modifications as necessary

**SCHEDULE:**

This task order is for services rendered from April 17 – December 31, 2017.

**ASSUMPTIONS:**

The quotes provided for this scope of Services are Not To Exceed limits. Written approval is required prior to exceeding the quoted amount.



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**BUDGET:**

The position will be billable, from Landmark to the City of Columbia, at a rate of \$195.00/hr

	Rate/Hr.	# of Hours	Amount
Training/Trainer	\$195.00	56	\$10,920.00
Support	\$195.00	144	\$28,080.00
Training Materials			\$500.00
Travel			\$4800.00
Total		200	\$44,300.00

**Approval of Task Order:**

CITY OF COLUMBIA

LANDMARK CONSULTING, LLC

By: Melissa Caughman Date: 10/2/17  
Melisa Caughman  
Budget Director

By: Keely C. Thibodeaux Date: 10/9/17  
Keely C. Thibodeaux  
Principal