



CITY OF COLUMBIA, SOUTH CAROLINA

Community Development Block Grant Disaster Recovery (CDBG-DR)

Scope of Work Report

March 20, 2024



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Scope of Work Summary

Background

As of February 15, 2024, The City of Columbia amended the contract with ICF to manage and continue supporting the Recovery Assistance to Impacted Neighborhoods (RAIN) Program by providing oversight, monitoring, and closeout of all repairs.

This continued support is based on HUD's extension of the period of performance on the City's grant to July 26, 2025. Per HUD conditions:

- The City must submit a summary of the scope of work for the 16 identified properties with non-warranty repairs within 60 days of the extension.
- The City must provide a monthly report to HUD identifying the progress of the performance and expenditures for the remaining funds during the 18-month extension.

To assist in addressing these requirements, ICF will provide monthly status reports at the end of every month.

At this time, the City is providing this Scope of Work Report which details work conducted in the period since ICF's contract was amended following the HUD extension and provides information on the status of the 16 identified properties.

Key Activities in the Initial 60 Days

Key activities conducted in the initial 30 days since ICF's contract was amended:

- Update of program procedures and guidance
- Modification of Columbia CDBG-DR SharePoint site (system of record) to facilitate expanded claim tracking
- Master Service Agreement to provide construction inspection and trade services (negotiation in progress)
- Subcontract with Premier Home Inspections to provide home inspection services
- Purchase of, and procedures for, American Home Shield warranties to be distributed to homeowners participating in the program when their SBP warranties expire
- Create report on status of the 16 identified properties with repairs to meet HUD's condition

The following sections provide additional details related to these activities.



Update of Program Procedures and Guidance

ICF has begun updating procedures and guidance by creating a homeowner claim process guide to document the flow of activities as well as a combined work order authorization form.

Activity	Status
Create Homeowner Claim Process Guide <ul style="list-style-type: none"> ■ Key responsibilities ■ Weekly meeting ■ Authorization Path ■ Handling of AHS repair requests 	In progress <ul style="list-style-type: none"> ■ Currently in draft for review and approval
Create combined work order authorization form to document activities for each property	In progress <ul style="list-style-type: none"> ■ Currently in draft for review and approval
Create spreadsheet to track issues/claims for each applicant property <ul style="list-style-type: none"> ■ Identified Issues ■ Severity ■ Type ■ Recommendations ■ Approvals ■ Actions ■ Completion ■ Actual cost 	Draft completed <ul style="list-style-type: none"> ■ Currently being tested internally



Modification of Columbia CDBG-DR SharePoint System of Record

ICF has updated and expanded the City of Columbia CDBG-DR SharePoint site to facilitate tracking of homeowner claims.

Activity	Status
Development of new SharePoint lists with automated workflows to log and monitor reported claims with summary level data	In progress <ul style="list-style-type: none"> ■ Currently being tested internally
Development of new document library structure to store supporting documentation for reported claims, inspections, correspondence, invoices, and American Home Shield policies	In progress <ul style="list-style-type: none"> ■ Currently being tested internally
SharePoint hosting of spreadsheets (mentioned in table above) to track detailed data, progress, and approval of individual issues and repairs	In progress <ul style="list-style-type: none"> ■ Currently being tested internally

Master Service Agreement for Construction Support

The City of Columbia, in partnership with ICF, is currently in the final stage of determining the most efficient and cost-effective approach to complete necessary repairs. The repairs will be carried out by skilled craftsmen who prioritize safety. The city is considering two options for the repairs - either through a Master Service Agreement (MSA) or by hiring licensed general contractors.

The skilled trades will be matched to the scope of work approved by the City, maximizing efficiency, and controlling costs.

The staffing includes:

- Electricians, plumbers, carpenters, and other trades as needed.
- A construction Inspector who will also assist with scope development, cost estimating, and final job approval.

Activity	Status
Drafting Master Service Agreement	In progress
Established account with Lowe’s for purchase of materials	Account established



Subcontract with Premier Home Inspections

The City of Columbia, through ICF, has subcontracted with Premier Home Inspections. Through this subcontract, home inspections will be ordered based on the nature of calls being received and the awareness of hidden damage that has been a common issue among the properties and will be focused on inspection of major systems and decent, safe, and sanitary conditions that fall within the parameters of the City’s CDBG-DR program policies and procedures. Premier will conduct a thorough interior and exterior inspection of each identified home and document problem areas. Each inspection report will be provided as a PDF file, including photos of problems via email and will include a comprehensive evaluation.

Activity	Status
Establish subcontract with Premier Home Inspections	Subcontract signed 3/3/2024

Purchase of American Home Shield Warranties

Each homeowner served through the City’s CDBG-DR CHAP and MRP programs will be provided with an American Home Shield Plus service contract when their warranty period expires. This policy will cover the major home systems (plumbing, electrical, HVAC, roof, vents, faucets and valves, water heater), and major appliances for the period of one year. ICF managed securing the home warranty program and will help the homeowner through the end of the initial warranty period.

Activity	Status	Expenditure
Purchase American Home Shield Warranties	Purchase completed for initial 17 warranties at \$730 each	\$12,410.00
Letter to participants	Draft completed <ul style="list-style-type: none"> ■ Awaiting review and approval by City 	
Instruction and coverage sheet	Draft completed <ul style="list-style-type: none"> ■ Awaiting review and approval by City 	

Status of Repairs Report

This table on the next page provides information on the status of the 16 identified properties needing repairs as of **the initial 30 days since ICF’s contract was amended.**



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The repair costs shown in the table include average estimated labor costs of the various trades involved. Trades will vary by type of repair necessary. Actual costs will vary from home to home and will be based on discovery of damage identified by the applicants and vetted by a home inspection and repairs authorized by the City.



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App ID	Address	Applicant Name	Construction Type	Inspector Identified Issues	# of Hidden Damage Issues	Status*	Electrical Issue Identified	Plumbing Issue Identified	Other Issue Identified
52	5334 Middleton Street	Mary Barnett	Rehabilitation	25	17	Inspection Completed	Y	Y	Y
235	100 Duke Avenue	Eliza Draft	Rehabilitation	44	22	Inspection Completed	Y	Y	Y
241	2127 Waverly Street	Beatrice Miller	Rehabilitation	68	56	Inspection Completed	Y	Y	Y
252	2417 Waites Road	Frances Venable	Rehabilitation	29	18	Inspection Completed	Y	Y	Y
256	5639 Middleton Court	Ida Thompson	Rehabilitation	45	35	Inspection Completed	Y	Y	Y
430	2409 High Street	Louis Greggs	Rehabilitation	36	24	Inspection Completed	Y	Y	Y
397	7108 Fran Dr.	Ruebelle Mickens	Rehabilitation	-	-	Inspection Completed – Awaiting Report	N	Y	Y
119	2477 Bratton Street	Gertie Williams	Reconstruction	-	-	Inspection scheduled 3/18/24	N	Y	Y
167	700 Tremont Avenue	Katrina Tolbert	Rehabilitation	-	-	Inspection scheduled 3/18/24	N	Y	Y
230	1111 Suber Street	Michele Huggins	Rehabilitation	-	-	Inspection scheduled 3/19/24	Y	Y	Y
245	504 Abraham Street	Nadine Murph	Reconstruction	-	-	Inspection scheduled 3/18/24	N	Y	Y
447	202 W Campanella Dr.	Thomas Cayruth	Rehabilitation	-	-	Inspection scheduled 3/19/24	Y	Y	N



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App ID	Address	Applicant Name	Construction Type	Inspector Identified Issues	# of Hidden Damage Issues	Status*	Electrical Issue Identified	Plumbing Issue Identified	Other Issue Identified
97	303 Duke Avenue	Betty Glover	Rehabilitation	-	-	Under City Review for Inspection Assignment	Y	Y	Y
102	3047 Truman Street	Raymond Mitchell	Rehabilitation	-	-	Under City Review for Inspection Assignment	N	N	Y
143	2140 Barhamville Road	Barry Daniels	Reconstruction	-	-	Under City Review for Inspection Assignment	Y	Y	Y
259	728 Summit Avenue	Jose Duvall	Rehabilitation	-	-	Waiting for response from homeowner	N	Y	Y

Total Budget: = **\$320,000** (16 X \$20,000 per unit)

*Status will be updated as inspections and repairs move forward.