



**COLUMBIA**  
 A Capital Place to Be  
 1136 Washington St., 4th Floor  
 Columbia, South Carolina 29201

PURCHASE ORDER	
P.O. NUMBER	P187089
DATE	05/19/23
VENDOR I.D.	V009466
DELIVERY DATE	
FOB	DESTINATION
REQUISITION NO	R208020
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

TO: ICF INCORPORATED LLC  
 1902 RESTON METRO PLAZA  
 RESTON, VA 20190

Page 1 of 2  
 DOTTI.SHIELDS@ICF.COM

FAX#

DELIVER ITEMS TO:
COMMUNITY DEVELOPMENT 1401 MAIN STREET 4TH FLOOR COLUMBIA, SC 29201

SEND INVOICE TO:
ACCOUNTING DIVISION PO BOX 147 COLUMBIA, SC 29217

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
	*REVISED PO#5*				
	5/19/23 PO increased by \$507,454 & Contract has been extended until 12/31/23				
	5/3/23 PO increased by \$48,000 & Contract has been extended until 5/31/23				
	3/31/23 PO increased by \$48,000 & Contract has been extended until 4/30/23				
	10/12/22 Contract extended until 3/31/23				
	2/2/22 PO revised				
	All Prices, Specifications, Terms, and Conditions in accordance with the attached Professional Services Agreement, and RFP003-20-21-KDD.				
001	Program Management Services for Community Development Block Grant Disaster Recovery Gant (CDBG-DR) CHAP-CONSULTING SERVICES	902,568	EA	1.00	902,568.46
	Term: An initial term of two (2) years through December 31, 2022, with the option to renew or continue with work for two (2) additional one-year period(s) at the mutual pleasure of both parties.				
002	SRRP-CONSULTING SERVICES	38,487.	EA	1.00	38,487.92
003	PLANNING-CONSULTING SERVICES	79,620.	EA	1.00	79,620.29
	***Continued on Next Page***				

THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

1. Submit all claims for payments by detailed itemized invoice in duplicate.
2. Goods other than those specified on this order must not be substituted or prices changed without authorization.
3. The right of cancellation in case of long delay in shipment is reserved.
4. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if that quantity is on back order or cancelled.
5. Prepay shipping charges, if any, and add to invoice.
6. Ship "Open Account." No C.O.D.'s will be accepted.

<b>TOTAL</b>	
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AUTHORIZED SIGNATURE

*Shannon Lizewski*



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 1136 Washington St., 4th Floor  
 Columbia, South Carolina 29201

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 1401 MAIN STREET 4TH FLOOR  
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ACCOUNTING DIVISION  
 PO BOX 147  
 COLUMBIA, SC 29217

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
004	MULTI-FAMILY-CONSULTING SERVICES	44,332.	EA	1.00	44,332.25
005	MRP-LMI-CONSULTING SERVICES	528,212	EA	1.00	528,212.58
	POC Dollie Herron 803-545-3766				
	Department of Procurement & Contracts Phone: 803-545-3470 procurement@columbiasc.gov				
				SALES TAX	0.00
				<b>TOTAL</b>	<b>1,593,221.50</b>

**THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:**

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4. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if that quantity is on back order or cancelled.
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**AUTHORIZED SIGNATURE** \_\_\_\_\_

*Shannon Lizewski*

**Contract Amendment #4**

Program Management Services for Community Development Block Grant  
Disaster Recovery (CDBG-DR) RFP002-20-21  
ICF Incorporated, LLC

May 1, 2023

Description of Change: Request change in Agreement for Professional Services between the City of Columbia (City) and ICF Incorporated, LLC (Consultant) executed November 24, 2020 (Agreement) to extend the Agreement from June 1, 2023 to December 31, 2023 and provide funding for continued consultation services.

This amendment also revises the consultant’s headquarters office address per the following:

From: 9300 Lee Highway  
Fairfax, VA 22031

To: 1902 Reston Metro Plaza  
Reston, VA 20190

Notice clauses copy to: [Notices@icf.com](mailto:Notices@icf.com)

All other provisions of the Agreement, except as herein modified or changed, remain in full force and effect.

Current and Proposed Change and Basis for Payment:

Original Contract Amount (Term from December 3, 2020 to December 31, 2022; Purchase Order# P187089):	\$989,767.50
Contract Amendment #1 (Time Extension from January 1, 2023 to March 31, 2023; Purchase Order# P187089):	\$0.00
Contract Amendment #2 (Funding Increase; Time Extension from March 31, 2023 to April 30, 2023; Purchase Order# P187089)	\$48,000.00
Contract Amendment #3 (Funding Increase; Time Extension from April 30, 2023 to May 31, 2023; Purchase Order# P187089)	\$48,000.00
<b>Revised Contract Amount:</b>	<b>\$1,085,767.50</b>
<b>This Contract Amendment #4 (Funding Increase; Time Extension from June 1, 2023 to December 31, 2023; Purchase Order# P187089)</b>	<b>\$507,454.58</b>
<b>Revised Contract Amount:</b>	<b>\$1,593,222.08</b>

This Change is Acceptable:

APPROVED AS TO FORM  
  
Legal Department City of Columbia, SC  
05/01/2023

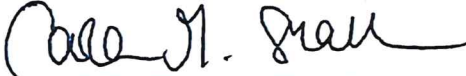
**Name of Firm**  
ICF Incorporated, LLC

**City of Columbia**  
Office of the City Manager

Cara M. Small

Teresa Wilson, City Manager

Print Name



Signature



Signature

5/2/2023

Date

5/18/2023 

Date

Witness



April 27, 2023

Melissa Gentry  
Assistant City Manager  
City of Columbia, South Carolina  
1800 Main Street, 2<sup>nd</sup> Floor  
Columbia, SC 29201

**Subject: Contract Extension - The City of Columbia, South Carolina-Additional Funding for Program Management Services for Community Development Block Grant Disaster Recovery (CDBG-DR)**

Dear Ms. Gentry,

ICF Incorporated, L.L.C. (ICF) is pleased to present this revised proposal to the City of Columbia, South Carolina in response to the City's request for additional funding and an extension to Program Management Services for the Community Development Block Grant Disaster Recovery (CDBG-DR).

Our team remains committed to supporting the ongoing work with the City of Columbia. This project will continue to be managed by **Sue Southon**, who can be reached via phone at **248.895.4411** or [sue.southon@icf.com](mailto:sue.southon@icf.com).

The extension period of performance is June 1, 2023, to December 31, 2023.

Terms and conditions with the City of Columbia will be as stated in Purchase Order #P187089 dated December 2, 2020, and as amended on October 12, 2022, March 31, 2023, and April 25, 2023. The undersigned is duly authorized to make the submission on behalf of ICF and legally bind ICF. ICF's proposal remains valid for 30 days from the date of this proposal submission. For questions regarding ICF's proposal during the review process, please contact **Cara Small** at **804.200.1646** or [cara.small@icf.com](mailto:cara.small@icf.com). We look forward to hearing from the City about the status of the extension modification.

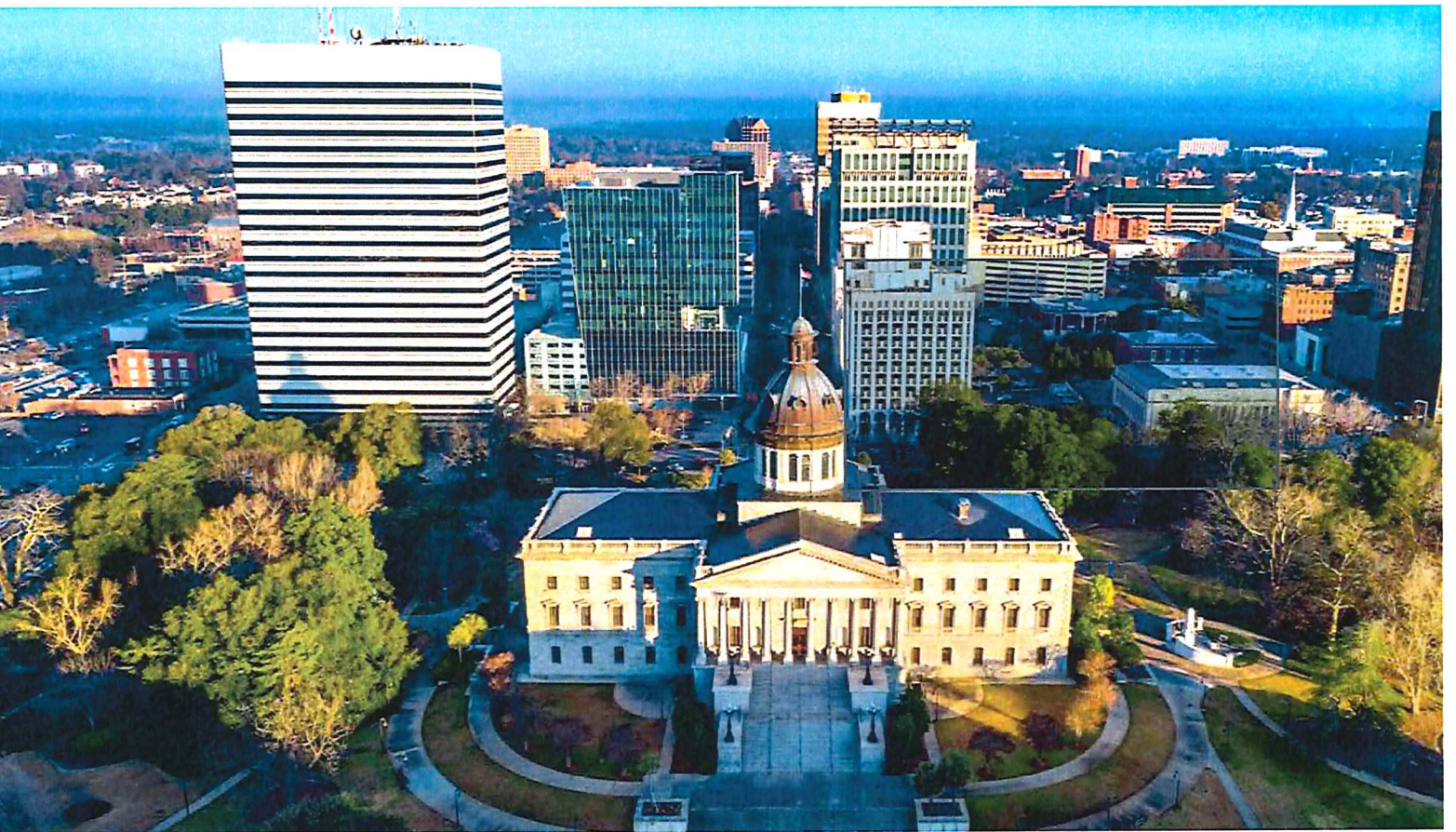
Sincerely,

*Cara M. Small*

Cara M. Small  
Senior Manager, Contracts

CONFIDENTIAL





CITY OF COLUMBIA, SOUTH CAROLINA

## **Additional Funding for Program Management Services for Community Development Block Grant Disaster Recovery (CDBG-DR)**

April 27, 2023

**Submitted by:**

ICF Incorporated, L.L.C.  
1902 Reston Metro Plaza  
Reston, VA 20190  
(804) 200-1646  
[Cara.Small@icf.com](mailto:Cara.Small@icf.com)

**Submitted to:**

City of Columbia, South Carolina  
Attention: Melissa Gentry,  
Assistant City Manager  
1800 Main Street – Second Floor  
Columbia, SC 29201



This proposal includes data that is considered Trade Secret, Confidential or Proprietary Information in accordance with the South Carolina Code of Laws, Title 30, Chapter 4, Section 30-4-40 and shall not be disclosed, duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this proposal. The data subject to this restriction are contained in this volume and its appendices and attachments.



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# Scope of Services

## Applicant File and Grant Closeout

As with our ongoing work with the City of Columbia, the ICF team stands ready to provide whatever support is needed by the City to complete the CDBG-DR projects and close out the grant. ICF will also provide support, as directed by the City, to the subrecipient with whom the City contracted to complete its CDBG-DR programs.

The ICF team will conduct a final award reconciliation to ensure that a national objective has been met, the file documentation is complete, there is a final award calculation, and all appropriate program documents are in the file, as the housing repair and reconstruction program completes work with each applicant. ICF will provide support and oversight of applicant file quality assurance/quality control (QA/QC) process in preparation for potential HUD and Office of Inspector General (OIG) monitoring. We will ensure that the policies and procedures are updated and support file review and complete eligibility analysis, the final award calculations, and closeout.

Throughout the duration of the CDBG-DR grant, the ICF team will provide support and technical assistance to City staff on the funded programs to ensure they remain compliant and are on track to meet the national objective prior to the end of the grant period.

ICF will provide the following services:

- Staff Augmentation for all awarded applicant files (both electronic and paper)
  - Final Award reconciliation and calculation
  - Ensure National Objective has been met.
  - Ensure documentation is complete and compliant.
- Support Applicant Closeout.
- Provide technical assistance.
- Build City staff capability through delivery of technical assistance and training.
- Support development of Quarterly Performance Reports (QPRs).
- Develop and provide clear and well-structured internal and external reports.
- Maintain the SharePoint site and create instructional documentation.
- Support Program Closeout.
- Provide recommendations on best practices for program administration, as needed.



### Provide Weekly Status Reports

The ICF team will continue to provide the City of Columbia with weekly updates in its preferred format. The reports will include a detailed narrative description of the progress of work and major tasks completed, status of the budget and projections, overview of the schedule and milestones, any foreseen issues with recommendations on any unresolved matters, and action items for the week.

### Staffing

Our staffing plan for extension services is presented in the table below.

Name	Role/Responsibilities
<b>Dolores Acurso</b>	<b>Principal in Charge</b> – Responsible for planning, coordinating, and overseeing the CDBG-DR grant through all phases of development. Authority to direct, control, and monitor all project activities.
<b>Sue Southon</b>	<b>Project Manager</b> – Provide support to the staff in drafting and reviewing program policies and procedures, oversight of applicant file quality assurance (QA)/quality control (QC) process, preparing for HUD and Office of Inspector General (OIG) monitoring. Lead development of policies and procedures for programs and to support file review and complete eligibility analysis, Duplication of Benefit (DOB) analysis, award calculations, and closeout
<b>Candy Anderson</b>	<b>Applicant Eligibility and Case Management Lead</b> – Daily day-to-day contact with applicants, address concerns, and questions regarding eligibility and required documentation, provide final validation of applicant files, eligibility, and award status.
<b>Robert Soto</b>	<b>Data Management Lead</b> – Data management lead supporting organization and as-needed set up of the City's SharePoint system of record. Create reports, develop, and manage large data sets, and assist with SharePoint management of applicant files. Generate program dashboards and reports that can be used as management tools by City staff.
<b>Kathleen Angle</b>	<b>Data Management/Technical Training/Documentation</b> – Develop training and user guide documentation of the system of record SharePoint site.





## Cost Proposal Detail

### Staffing Cost

Name	Labor Categories	Hourly Rate	June Est. Hours	July Est. Hours	Aug Est. Hours	Sept Est. Hours	Oct Est. Hours	Nov Est. Hours	Dec Est. Hours	Total Estimated Hours	Total Estimated Cost
Sue Southon	Project Manager	\$250	100	85	85	84	84	60	60	558	\$139,500.
Dolores Acurso	Principal In Charge	\$230	55	55	55	55	45	45	40	350	\$80,500
Candy Anderson	Data Analyst, Quality Assurance and Reporting Lead	\$140	140	140	120	90	90	70	60	710	\$99,400
Robert Soto	Data Management	\$170	140	140	120	90	90	90	80	750	\$127,500
Kathleen Angle	Data Management	\$170	40	40						80	\$13,600
<b>Total Staffing Cost</b>			<b>\$87,850</b>	<b>\$84,100</b>	<b>\$71,100</b>	<b>\$61,550</b>	<b>\$59,250</b>	<b>\$50,450</b>	<b>\$46,200</b>		<b>\$460,500</b>

\*Mean average cost per month is **\$65,785.71**



## City of Columbia Contract Extension Proposal

### Travel Cost

Transportation	Est. # of site visits	Rate	Total Cost
Columbia, SC	10	\$724.05	\$7,240.50
Per Diem	Est. # of Days	Daily Rate	Total Cost
Columbia, SC	56	\$709.18	\$39,714.08
<b>Total Estimated Travel Cost</b>			<b>\$46,954.58</b>

### Total Cost

Cost Type	Total Estimated Cost
Staffing Cost	\$ 406,500.00
Travel Cost	\$ 46,954.58
<b>Total Cost</b>	<b>\$507,454.58</b>

**From:** [Wilson, Andrew](#)  
**To:** [Watford, Lucas T \(Trent\)](#)  
**Cc:** [Contract Notices](#)  
**Subject:** [EXTERNAL] Notice of Address Change  
**Date:** Friday, April 21, 2023 1:39:52 PM  
**Attachments:** [image001.jpg](#)

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**CAUTION:** This email originated outside of the organization. Do not click links or open attachments from unknown senders or suspicious emails. Never enter a username or password on a site that you did not knowingly access. For suspicious emails, please report using the "Phish Alert Report" button.

Hello,

Please be advised that as of November 1<sup>st</sup>, 2022, ICF Incorporated, L.L.C. has moved its headquarters office to the following address:

1902 Reston Metro Plaza  
Reston, VA 20190

This correspondence provides formal notice under our contract, as referenced above, that the Notice clause and other terms which include this our 9300 Lee Highway, Fairfax VA address should be updated to reference this new headquarters address in Reston, VA. In addition, all notice clauses should be updated to include the following email address: "copy to: [Notices@icf.com](mailto:Notices@icf.com)"

Please acknowledge this change or issue a modification to our contract so this change is properly reflected going forward.

Should you have any questions or need us to complete any additional documentation, please don't hesitate to contact me by email at [Andrew.Wilson@icf.com](mailto:Andrew.Wilson@icf.com) or by phone at 703-225-2964.

**Please confirm receipt of this email.**

Sincerely,

**Drew Wilson**, Contracts Manager  
(703) 225-2964  
1902 Reston Metro Plaza  
Reston VA 20190 USA  
[Andrew.Wilson@icf.com](mailto:Andrew.Wilson@icf.com)

[icf.com](http://icf.com) | [LinkedIn](#)

