



City of Moore Oklahoma

301 N. Broadway, Moore, OK 73160 | (405) 793-5000 | www.cityofmoore.com

NOTICE TO PROCEED

DATE: July 6, 2016
TO: Community Development Services
PROJECT: CDBG-DR Compliance File Review Task Order 2015-05

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 \$25,733.00.

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

Dated this 6th day of July, 2016.

By: 

Jared Jakubowski, Grants Manager

ACCEPTANCE OF NOTICE

Receipt of the foregoing Notice to Proceed is hereby acknowledge by Charlie Blair, this
____6th____ day of July, 2016.

By: 

Title: Proprietor



COMMUNITY DEVELOPMENT SERVICES

2215 Canterbury Circle, Maryville, TN 37803

www.housingta.com

865.607.7174 CBlair@Housingta.com

Task Order Budget

Task Order Number		2015-05		
Expectation Date:	Tuesday, August 02, 2016			
Start Date	Friday, July 01, 2016			
Task Area	Compliance File - Revised			
Description	Assist in reviewing all files for HUD Audit			
Staffing				
Person	Task	Hours	Rate	Total
Objective 1		Prep		
Lloyd Blanchard	Review Overlays & Prep	6	\$ 208	\$ 1,248
Charlie Blair	Prep and consultations prior to visit	6	\$ 160	\$ 960
Objective 2		On-Site Meetings: (20th through 23rd; travel on 24th)		
Lloyd Blanchard	Meetings (travel & onsite)	48	\$ 208	\$ 9,984
Charlie Blair	Meetings (travel & onsite)	48	\$ 160	\$ 7,680
Objective 3		Follow-up to Resolve Specific Issues		
Lloyd Blanchard	Follow-up to Resolve Specific Issues	6	\$ 208	\$ 1,248
Charlie Blair	Follow-up to Resolve Specific Issues	6	\$ 160	\$ 960
Total Project Labor		120		\$ 22,080

Travel	Days On-Site	Travel Days	Estimated Travel Cost
Charlie Blair	3.00	2.00	
Airfare			\$ 990.00
Hotel	Per Night Before Tax	\$ 89.00	\$ 356.00
Car Rental			\$ 300.00
Per Diem (Travel Days)	Rate	\$ 38.25	\$ 76.50
Per Diem	Rate	\$ 51.00	\$ 153.00

Mileage (Personal)	Miles	20	
	Rate	\$ 0.540	\$ 10.80
Parking			\$ 90.00
Fuel			\$ 10.00
Other			\$ -
Travel Sub-Total			\$ 1,986.30
Travel			
Travel	Days On-Site	Travel Days	Estimated Travel Cost
Lloyd Blanchard	3.00	2.00	
Airfare			\$ 990.00
Hotel	Per Night Before Tax	\$ 89.00	\$ 356.00
Car Rental			\$ -
Per Diem (Travel Days)	Rate	\$ 38.25	\$ 76.50
Per Diem	Rate	\$ 51.00	\$ 153.00
Mileage (Personal)	Miles	20	
	Rate	\$ 0.540	\$ 10.80
Parking			\$ 80.00
Fuel			\$ -
Other			\$ -
Travel Sub-Total			\$ 1,666.30
Total Travel			\$ 3,653
Total Budget			\$ 25,733

Charlie Blair

Charlie Blair
Thursday, June 30, 2016