

RICHLAND COUNTY, SOUTH CAROLINA
TASK ORDER No. 7-2016-RichlandCo

CHANGE ORDER
AUTHORIZATION No. 2

In accordance with **TASK ORDER No. 7-2016-RichlandCo** dated June 27, 2016 between **Richland County, South Carolina** (County) and **Tetra Tech, Inc.** (Tetra Tech), County hereby authorizes the following **Scope of Services** to be performed for the **Period of Performance** set forth herein:

PROJECT: Community Development Block Grant Disaster Recovery (CDBG-DR) Planning and Implementation Services -- October/2015 Severe Storm and Flooding

The Task Order is amended as follows:

DURATION OF WORK:

Delete: Estimated period of performance is from **June 27, 2016** through **April 14, 2017**

To the extent the period of performance is required to be extended due to reasons beyond the Tetra Tech Team's control; such unforeseen circumstances may result in an increase in the project timeline and budget.

Add: Estimated period of performance is from **June 27, 2016** through **June 15, 2017**

To the extent the period of performance is required to be extended due to reasons beyond the Tetra Tech Team's control; such unforeseen circumstances may result in an increase in the project timeline and budget.

SCOPE OF SERVICES:

Delete: The County and Tetra Tech agree that Tetra Tech will provide services described in the scope of work attached hereto as **Exhibit A1**.

Add: The County and Tetra Tech agree that Tetra Tech will provide services described in the scope of work attached hereto as **Exhibit A2**.

ESTIMATED COST (not to exceed):

The project not-to exceed amount of \$996,843.00 has not changed.

This change order reflects a "no cost" revised project scope and project timeline.

All other terms of **TASK ORDER No. 7-2016-RichlandCo** shall continue in full force and effect unless further amended by the Parties.

APPROVED BY:

Tetra Tech, Inc.

Signature: 

Name: Jonathan Burgiel

Title: Vice President/Ops Manager

Date: April 13, 2017

Richland County, South Carolina

Signature: 

Name: Gerald Seals

Title: County Administrator

Date: _____

EXHIBIT A2

Richland County, South Carolina CDBG-DR Planning and Implementation Services SECOND Change Order Request

March 31, 2017

BACKGROUND AND PURPOSE

The flooding event that impacted the State of South Carolina from October 1 thru 5, 2015 was unprecedented in nature, destroying significant infrastructure throughout the State. Richland County (County) was one of the most impacted areas, with many residents' homes flooded and hundreds of roads made impassable. As a result of the storm, many homeowners, many with low to moderate income, experienced significant losses not fully covered by insurance or FEMA Individual Assistance.

As a result of the disaster, Richland County was provided a direct allocation of \$23.5 million in HUD CDBG-DR funds to assist the County with the unmet needs of its citizens from the storm. The County must develop and implement a plan to manage these funds meticulously and comply with all HUD regulations.

It is anticipated that the CDBG-DR funds will be expended over a period of up to 6 years with approximately 3 to 4 months for pre-implementation planning and 30 days of post-implementation closeout paperwork for a total project timeline (i.e., pre-planning, implementation and closeout) of up to 5.5 years. However, it is anticipated that the funds will be expended in a much shorter time period.

Tetra Tech, Inc. (Tetra Tech) has been requested by the County to provide experienced staff to help develop the processes for administering the CDBG-DR funds and to implement the resulting housing and infrastructure programs.

SCOPE OF WORK

This Task Order No. 7-2016-RichlandCo was originally approved to cover the following technical positions to be provided by Tetra Tech for a period of 12 months ending June 26, 2017:

- Assistant CDBG-DR Program Manager
- 3 CDBG-DR Case Workers Outreach/Intake and Application Review Specialists (one with housing program management experience)

With the start date for applicant intake for the CDBG-DR program (the "CDBG-DR Program") scheduled to begin January 9, 2017, it is imperative that several additional positions be added to perform the tasks associated with applicant intake, processing, funding approval, and field work management.

To this end, Tetra Tech is amending the scope and schedule for Task Order No. 7-2016-RichlandCo to include additional positions required to implement the CDBG-DR Program. The revised technical staff/services to be provided by Tetra Tech to prepare for and implement the start-up of the CDBG-DR Program under this revised task order are as follows:

- Assistant CDBG-DR Program Manager
- 3 CDBG-DR Case Workers Outreach/Intake and Application Review Specialists (one to serve as the Lead Housing Case Manager)
- 2 Environmental Review of Record and Historical Reviewer (ERR) Services
- 2 Inspectors
- 2 Cost Estimators
- Lead and Asbestos Testing Services (for up to 25 homes)

- Uniform Relocation Act (URA) Services.

The additional positions in this revised task order will not increase the cost of **Task Order No. 7-2016-RichlandCo** to the County. The revised task order will provide the County with the necessary staff, including 2 cost estimators, 2 inspectors, 2 environmental reviewers, and lead/asbestos testing and URA services necessary to begin applicant intake and processing beginning January 9, 2017 and continue operation thru June 15, 2017.

Project responsibilities to be performed by Tetra Tech as part of this task order for each proposed position are provided in Attachment A.

PROJECT SCHEDULE/TIMELINE

The revised staffing levels and associated scope of work to prepare for and staff the startup of the CDBG- DR Program assumes unchanged project start date of June 27, 2016. Completion of this task order as currently funded would end on June 15, 2017. The project work schedule will be reviewed during the last 90 days of the work schedule to develop a scope and budget to assist the County beyond June 15, 2017 thru completion of the CDBG- DR Program.

PROJECT COST PROPOSAL

The original budget for **Task Order No. 7-2016-RichlandCo** is shown in Exhibit 1 below. As mentioned above, the original budget assumed 4 Tetra Tech staff (6,860 hours) for a 12 month period.

The revised budget shown in Exhibit 2 includes 10 Tetra Tech staff (7,771 hours) including 2 cost estimators, 2 inspectors, 2 environmental reviewers, and lead/asbestos testing and URA services necessary to implement the CDBG-DR Project and continue operation thru June 15, 2017. The proposed estimated budget is based on Tetra Tech's current understanding of the project requirements and best estimates of level of effort required to perform the basic services and may be subject to change upon agreement between the County and Tetra Tech.

Exhibit 1: ORIGINAL Cost Breakdown by Staff Position

(Includes labor, materials, and travel expenses)

Position	# of Staff	Hours	Estimated Cost
Assistant CDBG-DR Program Manager ¹	1	1,820	\$318,500
CDBG-DR Case Workers Outreach/Intake and Application Review Specialists ²	3	5,040	\$543,600
Other Project Related Expenses			\$134,743
Estimated Total:		6,860	\$996,843

¹ Assumed 40hrs/week for 6 months on site followed by 30hrs/week during months 7-12. Work during months 7-12 may be performed onsite and remotely.

² Assumed 3 case workers (one lead serving as housing program manager and 2 subordinates) working 40hrs/wk. Lead will start month 2. The remaining 2 case workers will start month 4.

Exhibit 2: REVISED Cost Breakdown by Staff Position
June 27, 2016 through June 15, 2017
(Includes labor, materials, and travel expenses)

Position	# of Staff	Hours	Estimated Cost
Assistant CDBG-DR Program Manager ³	1	1,820	\$296,375
CDBG-DR Case Workers Outreach/Intake and Application Review Specialists ⁴	3	2,251	\$211,942
Environmental Review of Record and Historical Reviewer (ERR) Specialists ⁵	1	822	\$82,286
Inspectors ⁶	2	1,086	\$81,428
Cost Estimators ⁷	2	1,086	\$119,428
Uniform Relocation Act Relocation Support Specialist ⁸		300	\$30,000
Principal in Charge		96	\$21,600
Program Assessor		42	\$4,157
Administrative Specialist I		208	\$9,146
Lead/Asbestos Testing Expense ⁹			\$37,500
Other Project Related Expenses			\$102,981
Estimated Total:		7,771	\$996,843

The fee for the services will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rate along with direct project related expenses reimbursed to Tetra Tech in accordance with the Professional Services Agreement procured under the Richland County RFP No. RC-651-P-2016 for Consulting and Representation Services - Disaster Recovery.

To the extent the proposed scope and budget do not meet the County's needs; Tetra Tech would be willing to negotiate a revised scope and budget.

PROJECT ASSUMPTIONS AND CONSTRAINTS

This project is based on the following key assumptions and constraints. Deviations that arise during the proposed project will be managed through a standard change control process.

- **Project Sponsor.** County will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.

³ Assumes 45hrs/week over the project timeline beginning work November 1.

⁴ Assumes one housing program manager (working 45 hours/wk) and 2 case workers working 40hrs/wk beginning work December 23.

⁵ Assumes 2 ERR specialists working 40hrs/week beginning work February 1, 2017.

⁶ Assumes 2 inspectors working 40hrs/week beginning work January.

⁷ Assumes 2 cost estimators working 40 hours/week beginning work January 9.

⁸ Assumes URA specialist for 300 hours.

⁹ Assumes 25 lead/asbestos tests at an estimated cost of \$1,500 per test.

- **Access to Materials.** Documentation pertinent to the execution of this project should be made available to Tetra Tech for review in electronic format within five business days of the request from Tetra Tech.
- **Access to Key Personnel.** Availability of County key personnel is critical to obtaining the information required for the overall success of this project. Information presented by key personnel will be accepted as factual and no confirmation will be made.
- **Work Location/Meeting Space.** Tetra Tech will perform work on-site at Richland County offices or participate via conference call during the performance period. The work location of each individual assigned to the project by Tetra Tech will be mutually agreed to by the County and Tetra Tech. It is envisioned that case management staff, cost estimators, and inspectors will be located on site in the County. It is anticipated that the Assistant CDBG-DR Program Manager will work primarily on site during the project period of performance, but may work remotely when not required on site in an effort to minimize project expenses.
- **Period of Performance.** To the extent the period of performance is required to be extended due to reasons beyond the Tetra Tech Team's control; such unforeseen circumstances may result in an increase in the project timeline and budget.
- **Payment Plan.** The County will be invoiced monthly for labor expended and expenses incurred in the prior calendar month. Invoice payment terms are net 30 days.

For questions concerning this proposal, please contact the representatives listed below.

Contractual representative:

Ms. Betty Kamara

(321) 441-8518 | (407) 803-2551

betty.kamara@tetrattech.com

Technical representative:

Mr. Jonathan Burgiel

(407) 342-2282

jonathan.burgiel@tetrattech.com

Attachment A

Position: CDBG-DR Assistant Program Manager

Position Description

This Tetra Tech position will report directly to the County's Community Development Director and will assist the County with management of the day to day activities and the staff of the County's CDBG-DR Programs for housing buyouts, rehabilitation and elevation, infrastructure and economic development programs.

Description of role and responsibilities – More specifically, the position will provide technical guidance, strategic direction and management assistance to the County's Community Development Director for the development and implementation of the County's \$23.5 million CDBG-DR program by providing the following specific services:

- Manage the development of the implementation plan/evidence of financial control¹⁰ to be submitted 30 days after the public notice is published by US HUD and the Action Plan which is due 90 days after the public notice if published in the Federal Register by US HUD
- Manage the development of the policy and program guidelines for the CDBG-DR programs which are in compliance with US HUD guidelines and the County's Action Plan;
- Work with the County's Information Technology Department to develop the electronic application and the intake and case management systems and processes;
- Develop all forms for tracking each step of the process for the implementation program;
- Manage the development of the data and information management procedures;
- Manage the develop the administrative procedures;
- Manage the development of internal compliance reports and monitoring process for quality control;
- Manage the process to design and ensure accurate project work records are maintained and accessible to meet Grantee/Sub-Grantee needs and auditory requirements;
- Manage the required Environmental Reviews of Record and Historic Preservation reviews for projects; Develop processes and implementation plans that meet HUD requirements for Davis Bacon, The Uniform Relocation Act requirements;
- Manage the process for damage assessments and development of project cost estimates and the scopes of work for the projects;
- Manage the solicitation process of the contractors for the work associated with the CDBG-DR programs and projects;
- Manage the construction process to ensure that work is being completed which would include the inspectors;
- Coordinate between the County's Community Development Director and the County's Legal Department to develop the project agreements between the County and the contractors;
- Develop and deliver, along with the County Community Director training of internal County staff on the implementation of the CDBG-DR program.
- Develop and deliver training programs on the County's CDBG-DR program for the construction contractors;
- Communication with senior leadership staff from clients including elected officials;
- Attend client's internal staff meetings at the request of the Community Development Director
- Attend meetings and conference calls with US HUD with the Community Development Director;

¹⁰ This is a new HUD requirement and the official definition of this document will be included in the Public Notice published in the Federal Register

- Travel throughout the County and visit sites of proposed projects and projects;
- Assist with the preparation of materials for and attend public meetings, meetings with key stakeholder groups and residents, and meetings with property owners and businesses along with the Community Development Director and other representatives of the County;
- Attend the County's Blue Ribbon Advisory Committee along with the Community Development Director and representatives from the County;
- Attend the County's Work Group meetings along with the Community Development Director and representatives from the County;
- Attend other meetings as assigned with the Community Development Director and representatives from the County;
- Interface with County Departments along with the Community Development Director;
- Work with the County staff and other Tetra Tech staff to identify opportunities to utilize and leverage the CDBG-DR funding with other Federal and State awarded funding for disaster recovery including HMGP, Flood Mitigation Assistance, FEMA 404 and 406 funding;
- Attend meetings with the State of South Carolina along with the Community Development Director and/or appropriate representatives from the County; and
- Interface with the general public.

The position will report to the Community Development Director full-time. The County and Tetra Tech will mutually agree to the number days on site required. It is anticipated that during the project planning/pre-intake phase, work will be performed both on site and remotely in order to reduce project related expenses. Once in-take begins, it is anticipated that the individual filling this role will be mainly on-site for at least the next 6 months until the project team is fully established at which time this position may work remotely if mutually agreed to by the Community Development Director and the employee in an effort to reduce project related travel expenses.

Assumption: It is assumed that the County's Community Development Director or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.

**Position: CDBG-DR Lead Housing Manager and 2 Case Managers
Outreach/Intake and Application Review Specialists**

Position Description

These three (3) Tetra Tech management positions will report directly to Tetra Tech's Assistant CDBG-DR Program Manager and the County's Community Development Director. These positions will provide case management services related to the County's CDBG-DR Implementation programs for housing program, infrastructure program and economic development program. One of the three positions will serve as the CDBG-DR housing program manager that will provide oversight and management to the other Tetra Tech and County CDBG-DR case managers.

Description of role and responsibilities -- More specifically, there will be one case manager position assigned to manage each of the following programs - Housing Program, Infrastructure Program and Economic Development Program. These three positions will provide technical guidance, strategic direction and management services during the implementation of the County's CDBG-DR program. It is important to note that these three case managers may provide assistance to each other to process and manage projects under each of the programs. The number of projects under each program will be determined by the unmet needs and the number of applications submitted to the County. The roles and responsibilities are as follows:

- Manage the implementation of the individual programs developed in the Action Plan;
- Provide expert technical assistance to the County and the applicants on CDBG-DR requirements and regulations;
- Meet with the residents, citizens, business owners and property owners interested in CDBG-DR assistance;
- Meet with prospective applicants to describe the program, review applicable required materials and provide technical assistance on the application;
- Review submitted applications for compliance with the program guidelines and policies;
- Review and evaluate applications for compliance with all of the County's CDBG-DR policies, procedures and guidelines for the programs and provide recommendations for decisions;
- Coordinate with the internal staff to conduct site inspections of proposed projects and the development of the damage assessment, cost estimate and definition of the scope of work for the application;
- Coordinate with the internal staff to conduct required inspections of projects for compliance with CDBG-DR program requirements;
- Coordinate with the County's staff to conduct required inspections of projects for compliance with the applicable County's codes, rules and regulations;
- Meet with applicants to advise them regarding the award and the time schedule for the completion of the project;
- Manage the data and information for the assigned applications and cases per the required policies and procedures to ensure accurate project work records are maintained and accessible to meet Grantee/Sub-Grantee needs and auditory requirements;
- Coordinate with the internal staff to assign the required Environmental Reviews of Record and Historic Preservation reviews for projects;
- Coordinate with the internal staff to assign and review the damage assessments, project cost estimates and the scopes of work for the projects;
-
- Coordinate with the internal CDBG-DR Inspectors/Cost estimators to assign inspectors to inspect the construction work that is being completed, (including the County's Building Department and Floodplain Manager for relevant inspections);
- If required; coordinate with the internal staff to conduct required title searches and appraisals;
- Manage the interface with the selected contractor for the work to monitor the completion of the work; compliance with the County's policies and procedures;

- Evaluate issues and work with the Assistant CDBG-DR Program Manager to developed proposed solutions;
- Prepare a written recommendation on the received applications;
- Review and provide recommendation for invoices submitted to the County;
- Attend required training programs on the County's CDBG-DR program offered by the County;
- Communication with senior leadership staff from clients including elected officials;
- Attend client's internal staff meetings at the request of the Community Development Director and the Tetra Tech's Assistant CDBG-DR Program Manager;
- Travel throughout the County and visit sites of proposed projects;
- Assist with the preparation of materials for public meetings, meetings with key stakeholder groups and residents, and meetings with property owners and businesses;
- Assist with the preparation of the internal compliance reports and monitoring process for quality control;
- Attend other meetings as assigned with the Community Development Director and representatives from the County;
- Interface with County Departments along with the Community Development Director;
- Work with the County staff and other Tetra Tech staff to identify opportunities to utilize and leverage the CDBG-DR funding with other Federal and State awarded funding for disaster recovery including HMGP, Flood Mitigation Assistance, FEMA 404 and 406 funding; and
- Prepare applicable written correspondence to applicants for the County's Community Development Director's approval and signature.

Each of the three positions will report to the County Administrative Building daily. They will be managed by the Tetra Tech's Assistant CDBG-DR Program Manager and the Community Development Director.

Assumption: It is assumed that the County's Community Development Director or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.

**Position: CDBG-DR Environmental Review Record and
Historical Review Specialist**

Position Description

This Tetra Tech position will report directly to Tetra Tech's Assistant CDBG-DR Program Manager and the County's Community Development Director and will conduct the required Environmental Review Record and Historical Review for projects.

Description of role and responsibilities – More specifically, the roles and responsibilities for this position will include:

- Conduct the Broad Environmental Review and draft the Request for Release of Funds (RROF);
- Review the submitted application to understand the project, review the described damage and determine the property address and all relevant information needed to complete the Environmental Review Record and Historical Reviews;
- Conduct the Environmental Review Record and Historical Review and provide a written report;
- Provide technical guidance for steps to resolve issues, if possible;
- Travel to the project site and conduct necessary inspections if required;
- Prepare report of the findings for the Environmental Review Record and Historical Review;
- Perform any required additional work if required – for example Environmental Assessment;
- For projects that include additional funding (for example: HMGP), assist with the required coordination for the required reviews;
- Attend required training programs on the County's CDBG-DR program offered by the County;
- Communication with senior leadership staff from clients including elected officials;
- Assist with the preparation of the internal compliance reports and forms for quality control;
- Attend other meetings as assigned with Tetra Tech's Assistant CDBG-DR Program Manager, the County Community Development Director and other representatives from the County; and
- Interface with County Departments along with the Community Development Director and Tetra Tech's Assistant CDBG-DR Program Manager.

This position will work a combination of remotely and onsite (when onsite, located at the County Administrative Building) and report to Tetra Tech's Assistant CDBG-DR Program Manager.

Understanding that some applicants may drop out of the program voluntarily at any stage, the County agrees to pay for all services rendered up to the point that an applicant withdraws or is discharged from the program. This includes services for environmental review that may be terminated mid-stage and are terminated upon notification of applicant withdrawal or disqualification. In the event that an environmental review is being performed when an applicant withdraws or is disqualified, the ERR will be completed and delivered to the County (despite applicant withdrawal or disqualification) and Tetra Tech will bill for the completed service.

Assumptions: It is assumed that the County's Community Development Director or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.

Position: CDBG-DR Inspectors/Cost Estimators

Position Description

This Tetra Tech position will report directly to Tetra Tech's Assistant CDBG-DR Program Manager and the County's Community Development Director. The number of positions will be based upon the production schedule. This position will assist the County with the assessment of damage, cost estimating, defining the project and inspecting projects for the implementation phase of the County's Community Development Block Grant - Disaster Recovery (CDBG-DR) Implementation program.

Description of role and responsibilities – More specifically, the roles and responsibilities for this position will include:

- Review submitted application to understand the damage;
- Site inspections to assess the damage and determine, by their professional judgement, if the damage was or was not a result of the qualifying storm;
- Site inspections to define the qualifying project and estimate the cost of the qualifying damage and construction work to be included in the project;
- Coordinate the County's Building Department to determine the required inspections based on the approved work and determine the required CDBG-DR inspections related to the specific work included in the application;
- Define a timeline for the inspections for each project;
- Conduct the required CDBG-DR program inspections and complete required forms;
- Attend training provide by the county to the contractors;
- Attend required training programs on the County's CDBG-DR program offered by the County;
- Communication with senior leadership staff from clients;
- Attend client's internal staff meetings at the request of the Community Development Director and the Tetra Tech's Assistant CDBG-DR Program Manager;
- Assist with the preparation of the internal compliance reports and forms for quality control;
- Attend other meetings as assigned with Tetra Tech's Assistant CDBG-DR Program Manager, the County Community Development Director and other representatives from the County; and
- Interface with County Departments along with the Community Development Director and Tetra Tech's Assistant CDBG-DR Program Manager.

Each of these positions will report to the County Administrative Building and to Tetra Tech's Assistant CDBG-DR Program Manager and the Community Development.

Inspection and Cost Estimating services are billable against Activity Delivery Costs as these services will be activity specific. Understanding that some applicants may drop out of the program voluntarily at any stage, the County agrees to pay for all services rendered up to the point that an applicant withdraws or is discharged from the program. This includes services for damage verification inspection, cost estimation and pre-construction inspections that may be terminated mid-stage and are terminated upon notification of applicant withdrawal or disqualification. In the event that an inspection has been performed when an applicant withdraws or is disqualified, the inspection report will be completed and delivered to the County (despite applicant withdrawal or disqualification) and Tetra Tech will bill for the completed service.

Assumptions: It is assumed that the County's Community Development Director or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.

The inspections required by the County's Building Department will be performed by the County.

**Position: CDBG-DR Uniform Relocation Act –
Relocation Support Specialist**

Program Description

This Tetra Tech position will report directly to Tetra Tech’s Assistant CDBG-DR Program Manager and the County’s Community Development Director. This position will assist the County with complying with all rules and regulations required by the Uniform Relocation Act as they relate to CDBG-DR Residential Home Buyout Programs or Rehab Programs.

Description of role and responsibilities – More specifically, the position will execute the Uniform Relocation Act requirements for the County’s CDBG-DR program and provide technical assistance to Tetra Tech’s Assistance CDBG-DR Program Director, Case Managers and the County’s Community Development Director for the implementation phase of the County’s \$23.5 million Community Development Block Grant - Disaster Recovery (CDBG-DR) Implementation program. The roles and responsibilities are as follows:

- Provide expert technical assistance and guidance to the County and the applicants on CDBG-DR requirements and the Uniform Relocation Act requirements;
- Advise the County of the requirements of the Act for applicable projects;
- As appropriate, meet with Case Managers and residents and citizens interested in CDBG-DR assistance for home buyout projects or rehabs and describe the requirements of the Act, review applicable materials and provide technical assistance;
- Provide guidance on the required documentation related to the Uniform Relocation Act requirements and perform quality control reviews of applicable files and paperwork to ensure compliance with the Act’s requirements;
- Prepare and disseminate all required notices associated with relocation requirements;
- Perform relocation functions, including the location of comparable dwelling units, if required; calculation of relocation benefits; recommendation of payment of relocation benefits; develop and maintain compliance documentation supporting the fact that the County has complied with its URA responsibilities for each qualified applicant;
- Assist with reviewing issues and proposing potential solutions;
- Attend required training programs on the County’s CDBG-DR program offered by the County;
- Communication with senior leadership staff from clients;
- Assist with the preparation of the internal compliance reports and monitoring process for quality control;
- Attend other meetings as assigned with the Community Development Director and representatives from the County; and
- Interface with County Departments along with the Community Development Director.

The position will work remotely, in the field or on site at the County Administrative Building. They will report to Tetra Tech’s Assistant CDBG-DR Program Manager and the Community Development Director for an average of 18 hours per parcel.

The position will be used on an as-needed basis for applicants where URA is triggered and federally mandated relocation assistance is required. Relocation assistance will be billed on an hourly basis and is an eligible Activity Delivery Cost under the CDBG-DR grant. Completion is defined as either a finding of no relocation assistance needed or finding of relocation assistance need, each with all notices and documentation executed.

Understanding that some applicants may drop out of the program voluntarily at any stage, the County agrees to pay for all services rendered up to the point that an applicant withdraws or is discharged from the program. This includes services for URA assessment and assistance that may be terminated mid- stage and are terminated upon notification of applicant withdrawal or disqualification. In the event that an applicant has received some URA services but withdraws or is terminated, the County agrees to pay for services rendered.

Assumptions: It is assumed that the County's Community Development Director or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.