

On the motion of **Mr. Lagasse**, seconded by **Mr. Johnston**, the following resolution was offered:

RESOLUTION NO. 125683

A resolution ratifying Amendment No. 2 to the Agreement between the Parish of Jefferson and GCR, Inc. to expand the scope and add additional funding of \$88,400.00, bringing the total contract cap to \$258,388.64. (Parishwide)

WHEREAS, the Parish entered into an Agreement with GCR, Inc. on May 21, 2015, to assist in the development and drafting of best practices in the day to day operation of the Department of Community Development with a contract cap of \$99,988.64; and

WHEREAS, Amendment No. 1 approved by Council on August 12, 2015, increased the contract cap to \$169,988.64 and expanded the scope to include technical assistance associated with HUD's National Disaster Resilience Competition; and

WHEREAS, Amendment No. 2 is needed to again increase the scope to include assistance with program delivery with the Parish's Hurricane Isaac Housing Assistance and Elevation Support Programs and to increase the contract cap for expenses associated with the expanded scope.

NOW THEREFORE, BE IT RESOLVED, by the Jefferson Parish Council of Jefferson Parish, Louisiana, acting as governing authority of said Parish:

SECTION 1. The Amendment No. 2 to Agreement between the Parish of Jefferson and GCR, Inc. increasing the scope to include program delivery with the Parish's Hurricane Isaac Housing Assistance and Elevation Support Programs and increasing the contract cap add \$88,400.00 to the previous amount, for a total of \$258,388.64 to is hereby authorized.

SECTION 2. That, as specified in the Section 5-Fiancial Matters; b) Payments of the Contract, the contract shall be amended as provided in the attached, Amendment No. 1.

SECTION 3. The expenditures associated with this amendment shall be made as follows; \$88,400.00 from:

\$ 50,400 Account No. 21310-1195-139-7331-13124-500

\$ 24,000 Account No. 21310-1195-139-7331-13124-501

\$ 5,000 Account No. 21280-1172-139-7331-12401-001

\$ 4,000 Account No. 21390-1220-139-7331-13938-005

\$ 5,000 Account No. 21340-1180-139-7331-13441-0005

SECTION 4. That the Chairman of the Jefferson Parish Council, or in his absence the Vice-Chairman, be and they are, hereby authorized to execute any and all documents necessary to give full force and effect to this resolution.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

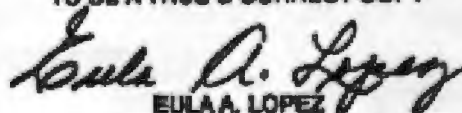
YEAS: 6

NAYS: None

ABSENT: (1) Roberts

This resolution was declared to be adopted this 23rd day of September, 2015.

THE FOREGOING IS CERTIFIED
TO BE A TRUE & CORRECT COPY



EULA A. LOPEZ
PARISH CLERK
JEFFERSON PARISH COUNCIL

AMENDMENT NO. 2
TO AGREEMENT BETWEEN
THE PARISH OF JEFFERSON
AND
GCR, INC.

STATE OF LOUISIANA
PARISH OF JEFFERSON

THIS AMENDMENT made and entered into on this 28th day of October, 2015 by and between the Jefferson Parish Council, represented herein by its Council Chairman, Christopher L. Roberts, duly authorized to act by virtue of Resolution No. 125683, adopted, and GCR, Inc., represented herein by Angele C. Romig, Vice President.

WITNESS THAT:

WHEREAS, there is an Agreement between the Parish of Jefferson (hereinafter, OWNER) and GCR, Inc. (hereinafter, FIRM), dated April 15, 2015, with an expiration date of April 15, 2016, to provide technical assistance to the department of community development; and

WHEREAS, the existing Agreement provides for FIRM to provide services beyond those covered by the lump sum fee at the hourly rate included in FIRM's response to RFP No. 0315, but does not provide the necessary contract upper limit to fund the hourly services; and

WHEREAS, there is a need for FIRM to assist with program delivery associated with Jefferson Parish's Hurricane Isaac Housing Assistance and Elevation Support Programs.

NOW, it is hereby agreed between the parties hereto that Amendment No. 2 to the Agreement dated April 15, 2015, is as follows:

1.0 Scope of Agreement. FIRM shall provide Technical Assistance to the Department of Community Development to obtain a firm that is familiar with federal regulations, state laws, parish ordinances and departmental processes to assist in the development and drafting of best practices in the day to day operation of the Department of Community Development under RFP No.0315. FIRM shall meet the scope of services as per the RFP No. 0315 as amended and the FIRM'S written bid proposal dated July 18, 2014, copies of which are on file in the Office of the Chief Buyer for the Parish of Jefferson under RFP No. 0315. FIRM shall also provide additional services as outlined in Exhibit D.

4.0 Financial Matters.

4.1 Operating Expenses. FIRM is responsible for the payment of all operating expenses required as a result of providing services herein.

4.2 Payments. PARISH shall pay FIRM in accordance with Exhibits A, B, C and E on a net thirty (30) basis from the date of receipt by PARISH. The annual contract cap shall not exceed Two hundred, fifty-eight thousand, three hundred eighty-eight dollars and 64/100 Dollars (\$258,388.64).

4.3 Appropriation Dependency. Agreement is contingent upon the appropriation of funds by PARISH. If the Jefferson Parish Council fails to appropriate sufficient monies to provide for the continuation of this Agreement, the Agreement shall terminate on the last day of the fiscal year for which funds

were appropriated. Such termination shall be without penalty or expense to the PARISH except for payments which have been earned prior to the termination date. Termination of this Agreement by the PARISH under the provision of this section shall not constitute an event of default. The decision to fund or not to fund this Agreement for the next fiscal year will be made by the Parish Council in its unfettered discretion based upon what the Parish Council believes to be in the best interests of the PARISH. The Parish Council may in its discretion opt not to fund this Agreement for a subsequent fiscal year or years for any reason.

All other terms and conditions of the contract will remain unchanged and in full force and effect except as amended herein.

Thus done and signed on the 28th day of October, 2015, quadruplicate originals, in the presence of the undersigned competent witnesses.

WITNESSES:

Ashira Parker
Norma Lenei

PARISH OF JEFFERSON,

BY

Christopher L. Roberts
Christopher L. Roberts, Chairman
Jefferson Parish Council

WITNESSES:

Ashira Parker
Norma Lenei

GCR, LLC

BY

Angele C. Romig
Angele C. Romig, Vice President

Sub-Recipient Agreement

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Orleans

BEFORE ME, the undersigned authority, personally came and appeared: _____

Mona Nosari, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized Associate Vice President of GCR Inc. (Entity),
the party to a Sub-recipient Agreement which provides technical assistance
to the Department of Community Development (Briefly describe the services the Sub-
recipient Agreement will cover), with the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A X

Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____

there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the parish to the Affiant.

Choice B X There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B X there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.


Signature of Affiant

Mona Nosari
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 21st DAY OF September 2015.


Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

DAVID R. RIZZO
NOTARY PUBLIC
(NOTARY ID 68756)
PARISH OF ORLEANS-STATE OF LOUISIANA
My Commission Expires is Issued For Life



GCR INC.

Campaign Contributions**Campaign Contributions**

Date	Name	Office	Contribution Amount
6/7/13	Ricky Templet	Jefferson Parish Council	\$1,000.00
6/7/13	Elton Lagasse	Jefferson Parish Council	\$500.00
6/13/13	John Young	Jefferson Parish President	\$1,000.00
7/8/13	Chris Roberts	Jefferson Parish Council	\$1,000.00
8/5/13	Paul Johnston	Jefferson Parish Council	\$1,000.00
9/18/13	Mark Spears	Jefferson Parish Council	\$1,500.00 (In-kind)
2/14/14	Chris Roberts	Jefferson Parish Council	\$500.00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/11/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Commercial Lines - 952-242-3100 Wells Fargo Insurance Services USA, Inc. 400 Highway 169 South St. Louis Park, MN 55426	CONTACT NAME: Alice Brutcher PHONE (A/C, No. Ext): (952) 242-3075 FAX (A/C, No): E-MAIL ADDRESS: alice.brutcher@wellsfargo.com
INSURED GCR Inc. 2021 Lakeshore Drive, Ste 500 New Orleans LA 70122	INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Fire Insurance Company NAIC #: 19682 INSURER B: Hartford Casualty Insurance Company 29424 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 9095519 REVISION NUMBER: See below
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		41UUNVT0682	4/3/2015	4/3/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		41UUNVT0682	4/3/2015	4/3/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	41WEAA0236	4/3/2015	4/3/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council, are additional insured for the General Liability and Automobile Liability as respects to work performed by the named insured.

CERTIFICATE HOLDER The Parish of Jefferson, its Districts, Departments and Agencies under the Purchasing Dept. P.O. Box 9 Gretna, LA 70054 RESOLUTION NO.: 124753	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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(This certificate requires certificate B000002 issued on 4/2/2013)



GCR Inc.

2021 Lakeshore Drive, Suite 500
New Orleans, Louisiana 70122

UNO Research & Technology Park
Advanced Technology Center

TEL 504 304 2500 / 800 259 6192
FAX 504 304 2525
www.GCRincorporated.com

Attachment D

Detrich D. Hebert
Director-Department of Community Development
1221 Elmwood Park Blvd. Suite 605
Jefferson, LA 70123

Ms. Hebert,

On behalf of GCR Inc. (GCR) I am pleased to submit this proposal to provide additional services for the Jefferson Parish Department of Community Development. GCR is capable and ready to assist Jefferson Parish's Department of Community Development with these additional services:

Task 1: Conduct a Community Development Block Grant Disaster Recovery Program (CDBG-DR) Assessment

GCR will conduct a full assessment of CDBG-DR funded programs managed by the Jefferson Parish related to Hurricane Isaac. This assessment will include the following:

- Review of the administration of the funds by the Community Development staff through a review of the org chart (with a focus on Disaster Recovery responsibilities) and understand department capacity, including:
 - A complete review of all application files for the HAP and ESP Programs
 - Review all Environmental Reviews completed for HAP and ESP Programs
 - Additional reviews and assessments as directed by the parish
- Conduct an assessment of all current CDBG-DR programs and identify challenges, and best practices through the following mechanisms:
 - Draft strategies, schedules, procedures and checklist recommendations to improve current recordkeeping processes
 - Work with internal agencies to create an inter-agency agreement per request of the Department of Housing and Urban Development



GCR Inc.

Task 2: Provide Grants Management Support for CDBG-DR Programs

- Complete review and assessment of all CDBG-DR files as directed by Jefferson Parish Department of Community Development utilizing the record keeping materials and any additional materials in Task 1 for the following items
 - Correct income calculations
 - Coordinate with Jefferson Parish Community Development staff to gather missing documentation from applicants to complete all files prior to payment
- Conduct Environmental Reviews for CDBG-DR programs
 - Complete all necessary elements of the Environmental Review for CDBG-DR program
 - Create filing system as needed for the Environmental Review Record (ERR) records
- Provide guidance and recommendations for program changes based on assessment and monitoring reports
- Provide staff augmentation for the Community Development team to implement CDBG-DR programs and environmental reviews for all CDBG-DR programs currently underway

Task 3: Provide Long Term Support for Department of Community Development Programs

- Review projected pipeline and budgets for CDBG-DR programs based on completed eligible applications, and reallocation of CDBG-DR funds based on guidance from Jefferson Parish's Department of Community Development
- Provide support in Action Plan Amendment drafting as needed including updated Unmet Needs assessment
- Provide continued training and support to the Jefferson Parish community Development grants management team
- Provide regulatory and policy support to Jefferson Parish Community Development team
- Provide tool kits and training materials as needed at the direction of the parish's Community Development staff



Attachment E

Budget

The following budget includes the total costs for the tasks above. The estimate includes staff time for six months of technical assistance include three staff support for housing counseling and environmental review. If the assessment in Task 1 identifies the need for additional support, GCR will propose additional budget to fulfil those needs. This budget is also contingent on projected staff hires identified by the Jefferson Parish Community Development Director. If the projected hires are not sufficient to fulfill the department needs, the budget and time frame will require a possible extension and increase to be agreed upon by both parties. Additionally, some of the current tasks fall under the original scope with Jefferson Parish Community Development. This budget will augment the current budget and is reflected below.

Task	Budget
1. Review and Analyze Current Program	\$ 40,500
2. Provide Grants Management Support	\$ 40,500
3. Long Term Support	\$ 32,400
Less Current Community Development Scope Support	<\$25,000>
Total	\$ 88,400

Thank you for the opportunity to provide additional program management services, we look forward to continuing our work with the Jefferson Parish Department of Community Development.



JEFFERSON PARISH LOUISIANA

OFFICE OF THE COUNCIL

RTnano
10/30/15

PARISH COUNCIL

CHRISTOPHER L. ROBERTS
Chairman, At-Large, Div. A

ELTON M. LAGASSE
At-Large, Div. B

RICKY J. TEMPLET
Council District 1

PAUL D. JOHNSTON
Council District 2

MARK D. SPEARS
Council District 3

E. "BEN" ZAHN III
Council District 4

CYNTHIA LEE - SHENG
Council District 5

WESTBANK
POST OFFICE BOX 9
GRETN, LA 70054
(504) 364-2600

EASTBANK
POST OFFICE BOX 10242
JEFFERSON, LA 70181-0242
(504) 736-6600

SONNY BURMASTER
Chief of Staff

EULA A. LOPEZ
Parish Clerk
OFFICE OF THE CLERK
GRETN, LA 70054
(504) 364-2626

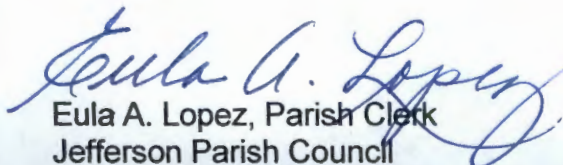
October 29, 2015

Ms. Detrich Hebert, Director
Dept of Community Development
Yenni Bldg., Suite 605
Jefferson, LA

Dear Ms. Hebert :

Enclosed for your records is Amendment No. 2 with **GCR, Inc.**, dated October 28, 2015 which expands the scope and adds additional funding, for the Department of Community Development, as authorized by Resolution No. 125683 adopted by the Council on Wednesday, September 23, 2015.

Yours truly,


Eula A. Lopez, Parish Clerk
Jefferson Parish Council

EAL/gi

Enclosure

