

On motion of **Mr. Roberts**, seconded by **Ms. Lee-Sheng**, the following resolution was offered as amended:

**RESOLUTION NO. 127748**

A resolution ratifying Amendment No. 4 to the Agreement between the Parish of Jefferson and GCR, Inc. to increase the contract cap by \$58,000. (Parishwide)

**WHEREAS**, the Parish entered into an Agreement with GCR, Inc. on May 21, 2015 pursuant to Resolution 124753, 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 pursuant to Resolution 125420, 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 approved by Council on September 23, 2015 pursuant to Resolution 125683, increased the scope to include assistance with program delivery in the Parish's Hurricane Isaac Housing Assistance and Elevation Support Programs and to increase the contract cap for expenses associated with the expanded scope in the amount of \$88,400.00; and

**WHEREAS**, Amendment No. 3 was approved by the Council on March 16, 2016 pursuant to resolution Number 126722, wherein it was requested to increase the contract cap by \$58,000 needed to complete the scope of work necessary to ensure that all Federal regulations are adhered to and the program remains in compliance on a task based program allotment and to extend the contract; and,

**WHEREAS**, the Community Development Department has scaled from a staff of 45 before Hurricane Katrina and now with a staff of 17, Amendment No. 4 is being requested to increase the contract cap by \$58,000 and is needed to assist the department with adhering to all Federal regulations and to ensure that the program remains in compliance on a task based program allotment; and,

**WHEREAS**, the Community Development Department has a need for assistance with subsidy layering and underwriting analysis for the development of a senior housing community previously approved by the Council and any other development that the Parish may approve ; and,

**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. 4 to Agreement between the Parish of Jefferson and GCR, Inc. to further increase the contract cap by \$58,000 to a total of \$ 374,388.64 is hereby authorized.

**SECTION 2.** That, the contract shall be amended as provided in the attached, Amendment No. 4.

**SECTION 3.** The expenditures associated with this amendment shall be made as follows:

<b>Task</b>	<b>Budget</b>	<b>Account Number</b>
ESG	\$4,000	Account No. 21390-1220-139-7331-13938-005
HOME	\$20,000	Account No. 21340-1180-139-7331-91501-0005
CDBG	\$19,000	Account No. 21280-1172-139-7331-81502-001
CDBG-DR	\$15,000	Account No. 21310-1195-139-7331-13124-500

**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: 7**

**NAYS: None**

**ABSENT: None**

This resolution was declared to be adopted this the 24<sup>th</sup> day of August, 2016.

THE FOREGOING IS CERTIFIED  
TO BE A TRUE & CORRECT COPY

  
EULA A. LOPEZ  
PARISH CLERK  
JEFFERSON PARISH COUNCIL



**AMENDMENT NO. 4**  
**TO THE AGREEMENT**  
**BETWEEN**  
**THE PARISH OF JEFFERSON**  
**AND**  
**GCR, INC.**

THIS 4<sup>TH</sup> AMENDMENT (hereinafter "4<sup>th</sup> Amendment") made and entered into on this 20<sup>th</sup> day of September, 2016 by and between the Jefferson Parish Council represented herein by its Council Chairwoman, Cynthia Lee-Sheng, duly authorized to act by virtue of Resolution No. 127748, adopted on 24<sup>th</sup> day of August, 2016, and GCR, Inc., represented herein by Angele C. Romig, Vice President.

WITNESS THAT:

**WHEREAS**, the Parish entered into an Agreement with GCR, Inc. on May 21, 2015 pursuant to Resolution 124753, 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 pursuant to Resolution 125420, 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 approved by Council on September 23, 2015 pursuant to Resolution 125683, increased the scope to include assistance with program delivery in the Parish's Hurricane Isaac Housing Assistance and Elevation Support Programs and to increase the contract cap for expenses associated with the expanded scope in the amount of \$88,400; and

**WHEREAS**, Amendment No. 3 approved by Council on March 16, 2016 pursuant to Resolution 126722, increased the contract cap by \$58,000 and extended the term of the contract by one year in order to complete the scope of work necessary to ensure that all Federal regulations are adhered to and the program remains in compliance on a task based program allotment.

**WHEREAS**, the Parish and GCR, Inc. desire to increase the contract cap by \$58,000.00 because the Community Development Department has scaled back from a staff of 45 before Hurricane Katrina to a staff of 17, and additional funds are needed to assist the department with adhering to all Federal regulations and to ensure that the program remains in compliance on a task based program allotment.

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

**WHEREAS**, there is a need for GCR, Inc. to complete the scope of work necessary to ensure that Federal regulations are adhered to and the program remains in compliance on a task based program allotment.

**NOW**, for good and valuable consideration and the mutual covenants contained herein, the receipt and sufficiency of said consideration, which is acknowledged and evidenced by the Parties respective signatures hereto, the Parish and GCR, Inc. agree as follows:

**Section 1. Preambles:** The foregoing preambles are accepted as true and correct by the parties and are incorporated herein by reference as if fully stated herein in their entirety.



**Section 2.** Section 1.0 shall be amended as follows:

**1.0 Scope of Services.** 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 Attachment G.

**Section 3.** Section 4.2 shall be amended as follows:

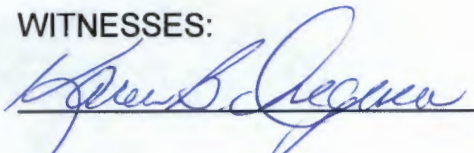
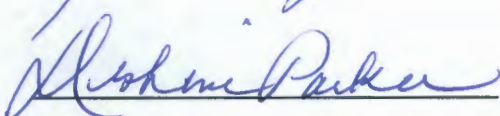
**4.2 Payments.** PARISH shall pay FIRM in accordance with previously provided Exhibit A and Exhibit F on a net thirty (30) day basis from the date of receipt by PARISH. The FIRM shall bill the PARISH for each task individually for each program outlined in Exhibit F. The contract cap is being increased by Fifty Eight Thousand Dollars (\$58,000) bringing the total contract cap amount to Three Hundred Seventy Four Thousand Three Hundred Eighty Eight Dollars and 64/100 (\$374,388.64).

**Section 4. Miscellaneous:** This 4<sup>th</sup> Amendment represents the full agreement of the Parties concerning the subject matter contained herein, and supersedes any oral representations regarding the subject matter contained herein. Except as amended by the provisions of this 4<sup>th</sup> Amendment, all other terms and provisions of the Agreement shall enjoy full force and effect.

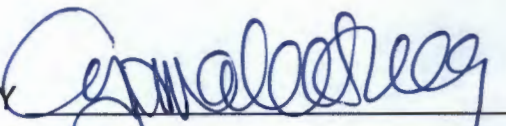
All other terms and conditions of the contract will remain unchanged and in full force and effect except as amended herein.

THUS DONE AND EXECUTED by the Parties before the undersigned competent witnesses on the day, month and year first above written.

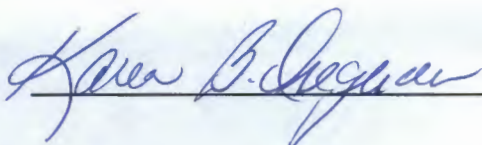
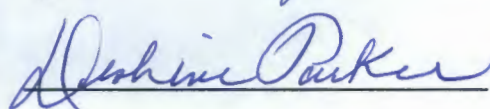
WITNESSES:

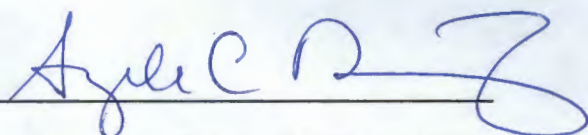
  


PARISH OF JEFFERSON,

BY   
Cynthia Lee-Sheng, Chairwoman  
Jefferson Parish Council

WITNESSES:

BY   
Angele C. Romig, Vice President



**Request for Proposal**

**AFFIDAVIT**

**STATE OF** Louisiana

**PARISH/COUNTY OF** Orleans

BEFORE ME, the undersigned authority, personally came and appeared: Nicolas Alberga  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that he/she is  
the fully authorized Chief Financial Officer of GCR Inc. (Entity), the party who  
submitted a proposal in response to RFP Number 0315, to 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.

Affiant further said:

Subcontractor Disclosures

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

Choice A \_\_\_\_\_ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

Choice B X \_\_\_\_\_ There are NO subcontractors which would require disclosure under Choice A of this section.

Signature of Affiant

Nicolas Alberga

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 2nd DAY OF May, 20 16.

Notary Public

Printed Name of Notary

DAVID R. RIZZO  
NOTARY PUBLIC  
(NOTARY ID 68756)

PARISH OF ORLEANS-STATE OF LOUISIANA  
My Commission Expires is Issued For Life

Notary/Bar Roll Number

My commission expires: \_\_\_\_\_.





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## Campaign Contributions

### Campaign Contributions

Per the requirements of the RFP, listed below are all campaign contributions made to current or former members of Jefferson Parish Council or the Jefferson Parish President by GCR Inc. within the last two years of the date of the affidavit.

Date	Name	Office	Contribution Amount
1/16/16	Mark Spears	Jefferson Parish Council	\$1,000.00
4/27/16	Michael Yenni	Jefferson Parish President	\$500.00

**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 G

**To:** Tamithia Shaw, JPCD

**From:** Robin Keegan and Adrienne Duncan, GCR

**Date:** August 9, 2016

**Re:** Proposed Amendment Number 4 to GCR's Technical Assistance Contract

Please find below a proposed amendment to our Technical Assistance contract to provide support to JPCD on regulatory, program support, trainings and data management and technology support. The scope is based on the scope of services under our current contract and subsequent amendments.

**I. Grant Management Support**

**a. Policy Support**

The GCR team will provide policy support for CDBG, HOME, ESG, and CDBG-DR grants to the JPCD staff. This support includes but is not limited to the following:

- Action plan and amendment drafting
- Consolidated plan drafting
- HUD monitoring responses
- HUD Inspector General monitoring responses
- DRGR Action Plan
- Policy and Procedure development as needed
- Design and implement a policy change process which outlines potential program or project compliance risks and proposes solutions to the parish
- Design a uniform application for CDBG, HOME, and ESG subrecipients to submit for funding annual requests
- Design an application(s) for assistance to be used for applicant driven programs and projects (i.e. homeowner rehab, rapid-rehousing, other public services)

**b. Program Support**

Per direction of the JPCD Director, GCR will review programs and projects and provide programmatic guidance, tools and technical assistance to program staff to ensure that programs are implemented in timely and in compliance with all federal, state and local laws. GCR will also accompany the JPCD as needed to on-site technical assistance and monitoring visits with subrecipients as needed.





#### **c. Subsidy Layering and Underwriting Analysis**

GCR will support JPCD in developing the policies and procedures for a subsidy layering and underwriting analysis of all projects to which they provide HOME funds. GCR will also provide subject matter expert to conduct the subsidy layering and underwriting analysis for the HOME program.

#### **d. Trainings**

GCR will provide training and education on a monthly basis on a variety of topics including, but not limited to, policy changes, regulatory compliance measures, and other program needs to ensure that all staff members are equipped with knowledge needed to empower and assist the citizens of Jefferson Parish. The training topics and schedule will be agreed upon in writing by JPCD and GCR.

### **II. Data Management and Technology Support**

GCR will provide support to JPCD to implement a data management policy and electronic program file structure to implement the use of electronic files for programs and meet all federal state and local record keeping requirements.

### **III. On-Site Assistance (as needed)**

GCR will provide weekly on-site meetings with the JPCD team, but also has the ability at the parish's request to provide one staff member part time (15-20 hours a week) to work on-site with staff to provide continued technical assistance in programmatic areas and grant management assistance.

#### **Proposed Budget**

The proposed budget is estimated for three months (August 2016 through October 2016) on average basis of 45 hours per month at the contract rate of \$105.80 per hour. Hours per month will vary by task based on assignment by JPCD.

The budget does not include the recommended staff support outlined in scope item III. On-site Assistance (as needed). If needed, it is anticipated that this staff support would be billed hourly at the contract rate of \$105.80.



**Proposed Budget (August 2016 through October 2016)**

<b>Program</b>	<b>Budget</b>
<b>ESG</b>	<b>\$14,000</b>
<b>HOME</b>	<b>\$15,000</b>
<b>CDBG</b>	<b>\$14,000</b>
<b>CDBG-DR</b>	<b>\$15,000</b>
<b>Total</b>	<b>\$58,000</b>



R. Tran 9/22/16



# JEFFERSON PARISH LOUISIANA

OFFICE OF THE COUNCIL

September 21, 2016



## PARISH COUNCIL

**CYNTHIA LEE - SHENG**

Chairwoman, At-Large, Div. B

**CHRISTOPHER L. ROBERTS**

At-Large, Div. A

**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

**JENNIFER VAN VRANCKEN**

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

Ms. Tamithia Shaw, Director  
Dept of Community Development  
Yenni Bldg., Suite 605  
Jefferson, LA

Dear Ms. Shaw:

Enclosed for your records is Amendment No. 4 with **GCR, Inc.**, dated September 20, 2016 to increase contract cap, for the Department of Community Development, as authorized by Resolution No. 127748 adopted by the Council on Wednesday, August 24, 2016.

Yours truly,

A handwritten signature in cursive script, reading "Eula A. Lopez".

Eula A. Lopez, Parish Clerk  
Jefferson Parish Council

EAL/gl

Enclosure