

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

RESOLUTION NO. 129490

A resolution approving Amendment No. 7 to the Agreement between the Parish of Jefferson and GCR, Inc. to increase the contract cap by \$124,965. (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; 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 for one year; and,

WHEREAS, Amendment No. 4 was approved by the Council on August 24, 2016 pursuant to Resolution Number 127748, to increase the contract cap by \$58,000 needed to provide additional staffing for the Community Development Department that has scaled from a staff of 45 before Hurricane Katrina and now with a staff of 17 and to provide the Community Development Department with 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,

WHEREAS, Amendment No. 5 was approved by the Council on February 1, 2017 pursuant to Resolution Number 128663, to increase the contract cap by \$88,500 needed to provide additional staffing for the Department of Community Development to adhere to the requirements imposed as result of receiving federal assistance and to extend the contract date; and,

WHEREAS, Amendment No. 6 was approved by the Council on May 24, 2017 pursuant to Resolution Number 129322 to assist with internal and external program audits and monitoring reports imposed as result of receiving federal assistance; and,

WHEREAS, the consultant has been used for specialized projects that has strained the task based allotment for CDBG and thereby Amendment No. 7 is being requested to increase the cap by \$80,000 needed to provide additional staffing for the Department of Community Development to adhere to the requirements imposed as result of receiving federal assistance and \$44,965 needed for Hurricane Isaac Drainage, a new project approved by this Council on May 24, 2017 through Resolution 129314 for a total increase of \$124,965.

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. 7 to Agreement between the Parish of Jefferson and GCR, Inc. to further increase the contract cap by \$124,965 to a total of \$ 612,853.64 is hereby approved.

SECTION 2. That, the contract shall be amended as provided in the attached, Amendment No. 7.

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

Task	Budget	Account Number
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CDBG	\$30,000	21280-1172-139-7331-81602-001
Senior Housing		
Project Delivery	\$50,000	21280-1176-139-7331-81616-001
CDBG-DR Drainage		
Project Delivery	\$44,965	21310-1195-139-7331-13124-501

SECTION 4. That the Chairman of the Jefferson Parish Council, or in his absence the Vice-Chairperson, 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:

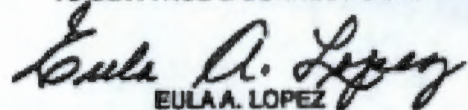
YEAS: 7

NAYS: None

ABSENT: None

This resolution was declared to be adopted this **28th day of June, 2017.**

THE FOREGOING IS CERTIFIED
TO BE A TRUE & CORRECT COPY



EULA A. LOPEZ
PARISH CLERK

JEFFERSON PARISH COUNCIL

**AMENDMENT NO. 7
TO AGREEMENT BETWEEN
THE PARISH OF JEFFERSON
AND
GCR, INC.**

STATE OF LOUISIANA
PARISH OF JEFFERSON

THIS AMENDMENT made and entered into on this 2nd day of July, 2017 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. 129490, adopted on 28th day of June, 2017, 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 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 for one year; and,

WHEREAS, Amendment No. 4 was approved by the Council on August 24, 2016 pursuant to Resolution Number 127748, to increase the contract cap by \$58,000 needed to provide additional staffing for the Community Development Department that has scaled from a staff of 45 before Hurricane Katrina and now with a staff of 17 and to provide the Community Development Department with 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,

WHEREAS, Amendment No. 5 was approved by the Council on February 1, 2017 pursuant to Resolution Number 128663, to increase the contract cap by \$88,500 needed to provide additional staffing for the Department of Community Development to adhere to the requirements imposed as result of receiving federal assistance and to extend the contract date; and,

WHEREAS, Amendment No. 6 was approved by the Council on May 24, 2017 pursuant to Resolution Number 129322 to assist with internal and external program audits and monitoring reports imposed as result of receiving federal assistance; and,

WHEREAS, the consultant has been used for specialized projects that has strained the task based allotment for CDBG and thereby Amendment No. 7 is being requested to increase the cap by \$80,000 needed to provide additional staffing for the Department of Community Development to adhere to the requirements imposed as result of receiving federal assistance and \$44,965 needed for Hurricane Isaac Drainage, a new project approved by this Council on May 24, 2017 through Resolution 129314 for a total increase of \$124,965.

NOW, it is hereby agreed between the parties hereto that Amendment No. 7 to the Agreement dated May 21, 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 Attachment J and K.

4.2 Payments. PARISH shall pay FIRM in accordance with previously provided Exhibits A-H 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 I. The contract cap is being increased by One Hundred Twenty Four Thousand Nine Hundred Sixty-Five Dollars and 00/100 (\$124,965.00) for a total contract amount of \$ 612,853.64.

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 21st day of July, 2017, quadruplicate originals, in the presence of the undersigned competent witnesses.

WITNESSES:

Hail LeNormand

Karen B. Chequer

PARISH OF JEFFERSON,

BY

Christopher L. Roberts, Chairman
Jefferson Parish Council

WITNESSES:

Hail LeNormand

Karen B. Chequer

GCR, LLC

BY

Angele C. Romig, Vice President

Request for Proposal

AFFIDAVIT

STATE

PARISH OF Louisiana

PARISH/COUNTY OF Orleans

BEFORE ME, the undersigned authority, personally came and appeared: Angele C. Romig
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized Chief Administrative 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.

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.

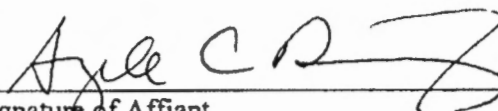
Affiant further said:

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

Angele C. Romig
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 19th DAY OF January, 2017.


Notary Public
RICHARD CAMPBELL
Printed Name of Notary
32833
Notary/Bar Roll Number

My commission expires ~~XXXX~~ IS FOR LIFE



Campaign Contributions

Campaign Contributions

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/30/2017

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 have ADDITIONAL INSURED provisions or 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):																				
INSURED GCR Inc. 2021 Lakeshore Drive, Ste 500 New Orleans LA 70122	E-MAIL ADDRESS: alice.brutcher@wellsfargo.com																				
	<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>Hartford Fire Insurance Company</td><td>19682</td></tr><tr><td>INSURER B:</td><td>Hartford Casualty Insurance Company</td><td>29424</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Hartford Fire Insurance Company	19682	INSURER B:	Hartford Casualty Insurance Company	29424	INSURER C:			INSURER D:			INSURER E:			INSURER F:	
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INSURER E:																					
INSURER F:																					

COVERAGES**CERTIFICATE NUMBER:** 11632329**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 INSD	SUBR 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"/> PROJECT <input type="checkbox"/> LOC OTHER:			41UUNVT0682	4/3/2017	4/3/2018	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 - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			41UUNVT0682	4/3/2017	4/3/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE 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 <input checked="" type="checkbox"/> N	N/A	41WEAA0236	4/3/2017	4/3/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER 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 direction of the Parish President and the Parish Council
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

The ACORD name and logo are registered marks of ACORD © 1988-2015 ACORD CORPORATION. All rights reserved.



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 J

June 7, 2017

Tamithia Shaw, Director
Jefferson Parish Department of Community Development
1221 Elmwood Park Blvd., Suite 605
Jefferson, LA 70123

Ms. Shaw,

On behalf of GCR, I am pleased to submit this proposal for the Jefferson Parish Department of Community Development Department's (JPDCD) CDBG and HOME Programs Technical Assistance, Program Design, and Management Services. GCR is capable and ready to continue the current level of support being provided to the department and assist JPDCD with additional support needs, including the development, construction, and close out of the HUD funded development from RFP No. 0347, Affordable Senior Housing, issued on September 9, 2016.

1. Overall CDBG and HOME Program Technical Assistance

The budget reflected in this proposal would maintain the same scope as the original contract and subsequent extensions and enable GCR to continue the level of technical assistance our team currently provides to the JPDCD staff, thereby supporting JPDCD's administration of its program portfolio and the department's continued efforts to meet all HUD requirements and expenditure deadlines for its entitlement and disaster recovery programs.

Estimated Level of Effort: 284 hours

Deliverables: Weekly meetings with JPDCD staff, updates to policy and procedure manuals as needed, on-call technical assistance, HUD regulatory trainings on topics determined by JPDCD, and regulatory guidance.

2. HUD Technical Assistance for Affordable Senior Housing

- a. *Pre-development and Closing (between initial award and closing to ensure HUD compliance)*
 - i. Project Coordination



GCR Inc.

1. Support coordination efforts between Developer and JPDCD to gather necessary documentation for contract negotiations.
- ii. Financial review
 1. Draft underwriting standards to be included in the overarching program policies and procedures.
 2. Review and analysis of cost proposal, coordination with developer and JPDCD to ensure funding is in place prior to contract execution.
 3. Conduct subsidy layering review, if applicable.
 4. Conduct cost reasonableness analysis.
 5. Assess viability to ensure project will remain operational.
- iii. HUD requirements
 1. Develop a checklist for CDBG-funded developments for the procedural manual based on the following HUD Cross cutting criteria:
 - a. Development size,
 - b. Funding commitments,
 - c. Environmental review,
 - d. Relocation (if applicable),
 - e. Procurement,
 - f. Davis Bacon wage reporting,
 - g. Section 3 reporting,
 - h. Fair Housing, and
 - i. Section 504, and accessibility standards.
- iv. Construction
 1. Complete a punch list and protocols for managing the disbursement of HUD funding during construction.
- v. Other Requirements
 1. Develop guidelines within the program procedures to ensure that the development meets all state and local regulations, including design standards, elevation



GCR Inc.

requirements, site control, insurance, and supportive services.

- vi. Provide oversight on HUD cross-cutting requirements.
- vii. Review specifications to ensure compliance with all applicable guidelines and laws.
- viii. Conduct a preliminary review of development design documents.
- ix. Develop and execute a design review checklist.

Estimated Level of Effort: 160 hours

Deliverables: Project coordination meeting agendas, HUD cross-cutting requirements checklist, cost proposal analysis, subsidy layering analysis, cost reasonableness analysis, and design review checklist and report.

b. Construction Management

i. Project Coordination

- 1. Support coordination efforts between the selected developer and JPDCD during the construction phase of the project.
- ii. Conduct pre-construction conference with JPDCD and the developer to review and implement Davis Bacon and Section 3 requirements, formatting for draw requests, communications protocols, and other critical project requirements.
- iii. Provide ongoing monitoring and oversight to ensure contractors are meeting labor requirements through the following mechanisms
 - 1. review of invoices and draw requests.
 - 2. Ensure Davis Bacon compliance.
 - a. Review certified payrolls.
 - b. Conduct onsite employee interviews.
 - 3. Deliver monthly status reports to JPDCD.
 - 4. Section 3/MWBE Reporting.

Estimated Level of Effort: 271 hours



Deliverables: Monthly project reports, weekly reports on Davis Bacon payroll reviews, reports from onsite interviews, Section 3 and M/WBE reports as requested by JPDCD.

3. Close Out

- a. Compliance with department record retention policies.
- b. Conduct financial reconciliation prior to final draw request.
- c. Final subsidy layering review, if applicable.
- d. Process final draw request.

Estimated Level of Effort: 43 hours

Deliverable: Final project report.

To complete the scope of services, GCR proposes the below budget:

Task	Budget
Overall CDBG Technical Assistance	\$30,000
Affordable Senior Housing Program Administration	\$ 4,232
Affordable Senior Housing Pre-development & Closing	\$ 16,928
Affordable Senior Housing Construction Management	\$ 24,396
Affordable Senior Housing Close Out	\$ 4,444
Total	\$80,000

Thank you for your consideration. We look forward to working with you on this initiative.

Sincerely,

A handwritten signature in black ink, appearing to read "Ted E. Guillot", is written over a horizontal line.

Ted. E. Guillot
Director, Community Resilience and Planning



GCR Inc.

2021 Lakeshore Drive, Suite 500
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UNO Research & Technology Park
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TEL 504 304 2500 / 800 259 6192

FAX 504 304 2525

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ATTACHMENT #

June 12, 2017

Tamithia Shaw, Director
Jefferson Parish Department of Community Development
1221 Elmwood Park Blvd., Suite 605
Jefferson, LA 70123

Ms. Shaw,

Per the request of Jefferson Parish Department of Community Development (JPDCD), GCR submits the below proposal to assist the department with the management of Hurricane Isaac Drainage Program, which was proposed in the CDBG-DR Hurricane Isaac Action Plan recently submitted to HUD.

GCR currently provides overarching support to JPDCD to ensure all projects have complete policies, procedures and guidelines for implementation. GCR will overlay the methodology used in other programs to ensure that the CDBG-DR projects are implemented compliantly and efficiently.

Community Development Block Grant-Disaster Recovery (CDBG-DR) Technical Assistance

Project Implementation Assistance and Oversight

GCR will provide day-to-day project implementation assistance and oversight for the Hurricane Isaac Drainage Program. The assistance and oversight will include the following services:

Project Coordination

GCR will lead all project coordination between JPDCD, other parish agencies and departments, and potential vendors or subrecipients, including participation in conference calls and in-person meetings. GCR will ensure that all parish agencies and departments and outside vendors are aware of all programmatic requirements and that they provide all data, documentation, and other information related to the project or program to JPDCD.

Regulatory Support and Technical Assistance

Our team will work with JPDCD to ensure all CDBG-DR regulations are followed throughout implementation the Hurricane Isaac Drainage Program.



We will implement policies and procedures to ensure compliance from inception to closeout. We will review procurement activities, coordinate with JPDCD staff to ensure that all projects have the necessary environmental clearances, and determine cost reasonableness for potential project costs. Our team will use a combination of tracking and reporting tools to ensure all regulatory requirements are met throughout the project lifecycles.

Record Keeping

GCR will work with JPDCD to create files that are consistent in format and structure with current CDBG-DR projects. GCR will ensure that all files have the required documentation and are accessible for monitoring by the parish, state, or HUD. If needed, GCR will create a SharePoint site for electronic file transfers or storage needs.

Financial Management Support

GCR will work with the JPDCD accounting staff to ensure that all subrecipients, including parish departments or agencies and vendors, provide the proper financial documentation pertaining to the Hurricane Isaac CDBG-DR projects.

Monitoring and Reporting

GCR will provide all reporting in formats requested by JPDCD for the Hurricane Isaac Drainage Program. This reporting will include, but is not limited to, weekly status reports, monthly status reports, and quarterly reports for the parish to submit to HUD via DRGR. GCR and JPDCD will agree on the format and frequency of the reports needed. GCR will assist JPDCD staff with monitoring subrecipients, including parish departments, agencies, and vendors. GCR will also prepare the parish for all CDBG-DR monitoring visits through the lifecycle of the projects.

Closeout

GCR will provide support for all closeout activities associated with the Hurricane Isaac Drainage Program. The process will include final monitoring or technical assistance visits and a final review of all files. At the end of closeout, GCR will deliver a complete program or project file to the parish that documents the program from beginning to completion.



GCR Inc.

CDBG-DR Technical Assistance

GCR will provide on-call technical assistance to JPDCCD, parish departments and agencies, and subrecipients who are part of the implementation of the Hurricane Isaac Drainage Program. The technical assistance may include, but is not limited to, meetings, trainings, and presentations and the development of forms, checklists, policies, and procedures.

Budget

We propose to undertake this work on a time and materials basis, using blended rate of \$105.80 per hour. Using this rate, our proposed budget for the scope of services outlined in this proposal is below. To accurately project the budget needed, our team prepared the budget with the following assumptions:

- GCR will assume a role of Technical Assistance provider and provide oversight and guidance for the implementation of the Hurricane Isaac Drainage Program.
- The budget represents six months of project management and delivery costs for the full scope of services.

Hurricane Isaac Drainage Improvement Program		
Task	Hours	Cost
Hurricane Isaac Drainage Improvement Program Implementation and Oversight	325	\$34,385.00
Hurricane Isaac Drainage Improvement Program Technical Assistance	100	\$10,580.00
Total	425	\$44,965.00

Thank you for your consideration. We look forward to working with you on this initiative.

Sincerely,

Ted. E. Guillot
Director, Community Planning and Resilience



JEFFERSON PARISH LOUISIANA

OFFICE OF THE COUNCIL
July 24, 2017

R. Tran 7/26/17

PARISH COUNCIL

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

CYNTHIA LEE - SHENG
At-Large, Div. B

RICKY J. TEMPLET
Council District 1

PAUL D. JOHNSTON
Council District 2

MARK D. SPEARS
Council District 3

JACK P. RIZZUTO
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
200 DERBIGNY ST.
SUITE 6700
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. 7 with **GCR, Inc.**, dated July 21, 2017 to assist in the development and drafting of best practices in the day to day operation, for the Department of Community Development, as authorized by Resolution No. 129490 adopted by the Council on Wednesday, June 28, 2017.

Yours truly,

Eula A. Lopez, Parish Clerk
Jefferson Parish Council

EAL/gi

Enclosure

