

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

**RESOLUTION NO. 130144**

A resolution approving Amendment No. 8 to the Agreement between the Parish of Jefferson and GCR, Inc. to increase the contract cap by \$292,749. (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**, Amendment No. 7 was approved by the Council on June 28, 2017 pursuant to Resolution Number 129490 to increase the cap to provide technical assistance and additional staffing for the Department of Community Development to adhere to the requirements imposed as result of receiving federal assistance, for Senior Housing project delivery, and Hurricane Isaac Drainage project for a total increase of \$124,965; and,

**WHEREAS**, the Council adopted Resolution 129895, on August 23, 2017, amending the Long Term Recovery Plan to include the Jefferson Parish Façade Improvement Plan and the Update to the Jefferson Parish Comprehensive Plan; and,

**WHEREAS**, there is inadequate staffing personnel for the Department of Community Development and that of JEDCO and the Jefferson Parish Planning Department to sufficiently execute the provisions of the CDBG and CDBG-DR program; and,

**WHEREAS**, Amendment No. 8 is being requested to increase the contract cap to provide technical assistance and project delivery to the Department of Community Development for the CDBG and CDBG-DR programs for a total increase of \$292,749.

**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. 8 to Agreement between the Parish of Jefferson and GCR, Inc. to further increase the contract cap by \$292,749 to a total of \$905,602.64 is hereby approved.

**SECTION 2.** That, the contract shall be amended as provided in the attached, Amendment No. 8.

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

<b>Task</b>	<b>Budget</b>	<b>Account Number</b>
Technical Assistance		
Project Delivery	\$14,812	21280-1176-139-7331-81616-001
Jeff Comp Plan Update		
Project Delivery	\$35,972	21310-1193-139-7331-13131-001
Façade Improvement		
Project Delivery	\$241,965	21280-1175-139-7331-81522-001 21280-1175-139-7331-81620-001

**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 the 4<sup>th</sup> day of October, 2017.

THE FOREGOING IS CERTIFIED  
TO BE A TRUE & CORRECT COPY



EULA A. LOPEZ  
PARISH CLERK  
JEFFERSON PARISH COUNCIL



**AMENDMENT NO. 8  
TO AGREEMENT BETWEEN  
THE PARISH OF JEFFERSON  
AND  
GCR, INC.**

STATE OF LOUISIANA  
PARISH OF JEFFERSON

THIS AMENDMENT made and entered into on this 21<sup>st</sup> day of December, 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. 130144, adopted on 4<sup>th</sup> day of October, 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

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**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. 7 was approved by the Council on June 28, 2017 pursuant to Resolution Number 129490 to increase the cap to provide technical assistance and additional staffing for the Department of Community Development to adhere to the requirements imposed as result of receiving federal assistance, for Senior Housing project delivery, and Hurricane Isaac Drainage project for a total increase of \$124,965; and,

**WHEREAS**, the Council adopted Resolution 129895, on August 23, 2017, amending the Long Term Recovery Plan to include the Jefferson Parish Façade Improvement Plan and the Update to the Jefferson Parish Comprehensive Plan; and,

**WHEREAS**, there is inadequate staffing personnel for the Department of Community Development and that of JEDCO and the Jefferson Parish Planning Department to sufficiently execute the provisions of the CDBG and CDBG-DR program; and,

**WHEREAS**, Amendment No. 8 is being requested to increase the contract cap to provide technical assistance and project delivery to the Department of Community Development for the CDBG and CDBG-DR programs for a total increase of \$292,749.

NOW, THEREFORE, it is hereby agreed between the parties hereto that the Agreement be amended 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 L (FAÇADE IMPROVEMENT), Attachment M (PLANNING) and Attachment N (CDBG TECHNICAL ASSISTANCE - AFH).

**4.2 Payments.** PARISH shall pay FIRM in accordance with previously provided Exhibits A-K 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 L-N. The contract cap is being increased by Two Hundred Ninety-Two Thousand Seven Hundred Forty-Nine Dollars and 00/100 (\$292,749.00) for a total contract amount of \$905,602.64.

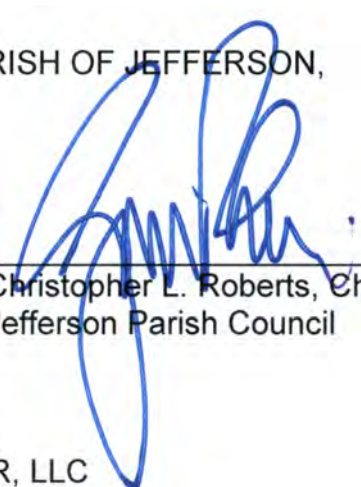
All other terms and conditions of the contract will remain unchanged and in full force and effect except as amended herein.

Thus done and signed on the 21<sup>st</sup> day of December, 2017, quadruplicate originals, in the presence of the undersigned competent witnesses.

WITNESSES:

Ann H. Hudry  
Ashley Parker

PARISH OF JEFFERSON,

BY   
Christopher L. Roberts, Chairman  
Jefferson Parish Council

WITNESSES:

Ann H. Hudry  
Ashley Parker

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.



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.

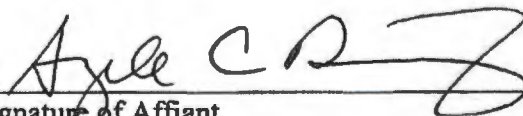
Affiant further said:

Subcontractor Disclosures

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

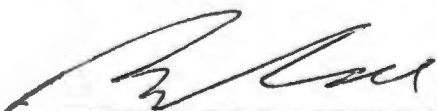
Choice A \_\_\_\_\_ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

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

  
Signature of Affiant

Angele C. Romig  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 19<sup>th</sup> 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).

<b>PRODUCER</b> Commercial Lines - 952-242-3100 Wells Fargo Insurance Services USA, Inc. 400 Highway 169 South St. Louis Park, MN 55426	<b>CONTACT NAME:</b> Alice Brutcher <b>PHONE (A/C, No, Ext):</b> (952) 242-3075 <b>E-MAIL ADDRESS:</b> alice.brutcher@wellsfargo.com <b>FAX (A/C, No):</b>																					
<b>INSURED</b> GCR Inc. 2021 Lakeshore Drive, Ste 500 New Orleans LA 70122	<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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**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	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 300,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 10,000</td></tr><tr><td>PERSONAL &amp; ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	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		\$
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B	<input checked="" type="checkbox"/> 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	<table border="1"><tr><td><input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$ 1,000,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 1,000,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 1,000,000</td></tr></table>	<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						
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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

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**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

August 29, 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) and the Jefferson Parish Economic Development Corporation (JEDCO), GCR submits this proposal to provide complete implementation services for the JEDCO Façade Improvement Program. For the past six months, GCR has worked closely with JEDCO and JPDCD staff to develop the Façade Improvement Program. In this regard, GCR will continue to craft the program policies and procedures to implement a successful program for the JEDCO and the parish.

As indicated, the parish will use both CDBG and CDBG-DR funding. While similar in nature, GCR understands there are unique requirements for each funding source and GCR will provide the program management support to ensure compliance with both sources.

GCR currently provides support to JPDCD to ensure projects have complete policies, procedures and guidelines for implementation. GCR will overlay the methodology used in other programs to ensure that the JEDCO Façade Improvement Program is implemented compliantly and efficiently.

### **Task 1: Program Administration**

#### ***Program Administrative Documents***

GCR will work with JEDCO and JPDCD staff to complete the build-out of programmatic documents needed for the program. GCR will complete a detailed program manual to serve as implementation guidelines. The program manual will be a living document and incorporate all policy and procedural changes throughout the lifecycle of the program. GCR will create public facing documents for the program, including the initial program interest survey and a full program application. GCR will gather input from JPDCD and JEDCO to ensure the survey and application meet all parish standards.



***Deliverables:*** Façade Improvement Program Guidelines, initial program interest survey, complete program application.

***Subrecipient Application***

For the CDBG-DR funds used in this program, GCR will work with JPDCD and JEDCO to draft a complete application to OCD-DRU for funding from the State's Katrina/Rita appropriations for the JEDCO Façade Improvement Program. GCR will ensure that the application proposes CDBG-DR eligible activities, meets a CDBG-DR national objective, meets the overall benefit parameters provided by OCD-DRU for Hurricane Katrina, and aligns with the goals outlined in the parish's Hurricane Katrina Long Term Recovery Plan. GCR will also draft any needed amendments required for the implementation of the JEDCO Façade Improvement and participate in discussions with the OCD-DRU and JPDCD per the parish's direction.

***Deliverable:*** Application for funding to OCD-DRU for the JEDCO Façade Improvement Program.

***Project Coordination***

GCR will lead project coordination between JEDCO, JPDCD, other parish departments, key stakeholders, and potential vendors who are implementing this program. At a minimum, project coordination includes participation in conference calls, in-person meetings, and documentation recapping this representation. GCR will ensure that parish agencies and departments and outside vendors are aware of programmatic requirements, and that they provide data, documentation, and other information related to the project to JPDCD.

***Deliverable:*** Regular meetings with JEDCO and JPDCD to discuss project coordination and needs.

***Record Keeping***

GCR will create files that are consistent in format and structure with the parish's current CDBG and CDBG-DR projects. GCR will ensure that 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 of project artifacts.

***Deliverables:*** Complete JEDCO Façade Improvement files, including program administration files and applicant files.





## **Task 2: Program Outreach and Engagement**

### ***Assistance to JEDCO***

GCR will provide outreach and engagement support to JEDCO during survey and application periods. Support may include development of marketing materials, support at outreach events, and direct engagement with the business owners and property owners in each target area.

***Deliverable:*** On-call support during the outreach and engagement phase of the program.

## **Task 3: Program Survey and Application Period**

### ***Program Survey Period***

During the survey period, GCR will collect completed surveys as submitted and compile data received. If requested, GCR will provide direct assistance to property owners to facilitate accuracy and thoroughness in completing the surveys. Following GCR's compilation of the data, GCR will recommend programmatic changes to JEDCO and JPDCD based on the information gathered during the survey period.

***Deliverables:*** On-call assistance to businesses, property owners, and JEDCO during the survey period. Delivery of a Survey Report outlining the information received during the survey period and any programmatic recommendations prior to the application period.

### ***Program Application Period***

In coordination with JEDCO, GCR will set up a process and timeline for the application period and for receiving applications for the Façade Improvement Program. Our team will finalize the scoring criteria and scoring sheets used to rank all applications received by the program. GCR will provide direct assistance to business and property owners completing the applications. Additionally, GCR will work with JPDCD and JEDCO to create a review committee for scoring all applications based on the defined criteria. Once the committee completes scoring of the applications, GCR will review the scoring with JEDCO and JPDCD leadership and draft award letters for those businesses who will receive Façade Improvement awards.

***Deliverables:*** A complete application package with proposals from each applicant, scoring sheets, final rankings, award amounts, and award letters.



## Task 4: Program Operations

### *Applicant Case Management*

GCR will provide direct assistance to each applicant throughout the lifecycle of the program. Our team will be on-call during the application, award, construction, and closeout processes to answer questions, provide support to applicants, and troubleshoot any potential issues. GCR will document communications with applicants, programmatic approvals, monitoring and compliance, and closeout of each applicant.

**Deliverable:** On-call assistance throughout the program. Complete applicant files at the closeout of the program documenting all assistance provided to the applicant.

### *Construction Management*

GCR will use team members who are subject matter experts in construction management to complete construction management tasks needed for the program. Our team will work with JEDCO and JPDCD to develop a process for procuring contractors to participate in the program. Once we define the process, GCR will work with applicants and contractors to initiate construction. Based on the approved construction process, our team will complete Independent Cost Estimates and costs analyses required by federal law. The construction management team will provide oversight and monitoring for the program.

**Deliverable:** A complete construction management plan, including procurement, implementation, and construction oversight through closeout of the program as well as construction management services for the duration of the program.

### *Financial Management*

GCR will create a process for financial management of the Façade Improvement Program. Our team will review of all invoices from contractors, JEDCO staff and property owners, ensuring that all costs are reasonable and contain the proper financial documentation pertaining to CDBG, CDBG-DR, and parish requirements. GCR will complete a programmatic review of all invoices prior to submission to JPDCD for payment. Our team will provide periodic budget updates to JEDCO and JPDCD on program expenditures to ensure program costs are in line with the established budget. At the time of closeout, GCR will provide a full financial accounting of all costs for the program.

**Deliverable:** Develop a financial management process for invoices related to the Façade Improvement Program. Budget status updates at key milestones during the



project and complete invoice packages to JPDCD for payment. At the time of closeout, GCR will deliver a complete financial accounting of expenses related to the Façade Improvement Program.

## **Task 5: Monitoring and Reporting**

### ***Monitoring and Reporting***

GCR will provide reporting in formats requested by JPDCD or OCD-DRU for the JEDCO Façade Improvement 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 OCD-DRU for upload to HUD's DRGR or IDIS systems. 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 monitoring visits and audits, whether from OCD-DRU or HUD, through the lifecycle of the program.

***Deliverable:*** Reports delivered on the frequency determined by JPDCD. Additionally, the team will manage monitoring visits in coordination with JPDCD and JEDCO.

### ***Construction Monitoring***

GCR will develop and implement a construction monitoring plan. This plan will outline the level of monitoring needed for each Façade Improvement project based on the award size. Additionally, our team will complete Davis Bacon requirements for each project, including labor wage determination, weekly payroll reviews, on-site interviews, and other items necessary to comply with federal labor requirements.

***Deliverable:*** GCR will provide a full construction monitoring plan and schedule for the Façade Improvement Program. To ensure compliance with Davis Bacon and other related acts, GCR will complete a review of construction invoices and a comparison to the certified payrolls and inspection reports. At the time of closeout, GCR will deliver complete labor compliance files for each Façade Improvement project.





## Task 6: Long Term Compliance and Closeout

### *Long Term Compliance Period*

Applicant files will require a three-year compliance period. GCR will develop a plan for annual monitoring of each Façade Improvement project. Our team will complete on-site and desk monitoring as needed during the compliance period and provide annual reports to JEDCO and JPDCD regarding each applicant. If an applicant is determined to be non-compliant, GCR will work in coordination with the applicant and JPDCD to determine the method to remediate all compliance issues.

***Deliverable:*** GCR will deliver annual compliance reports to JPDCD.

### *Program Closeout*

GCR will provide all closeout activities associated with the JEDCO Façade Improvement Program, including applicant and programmatic files. Our team will lead or support any final monitoring activities completed by JPDCD or other auditors. Additionally, our team will work individually with each applicant to ensure a clean closeout of their file.

***Deliverable:*** A complete program file to the parish that documents the program from beginning to completion.

## Budget

GCR proposes to undertake this work on a time and materials basis, using a blended rate of \$105.80 per hour. Using this rate, we present our proposed budget for the scope of services outlined. To estimate a budget, our team prepared considered the following assumptions:

- The budget is a combination of administrative and project delivery costs associated with the project.
- The program implementation budget is based on the full use of the proposed \$1.5 million-dollar program budget and includes services for 20-25 applicants through the life of the program.
- The proposed budget assumes that JEDCO will not manage any part of program implementation.
- GCR assumes a five-year program:
  - Two years for implementation of Façade Improvement activities.



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- Three years of long term compliance monitoring (assuming some of the projects enter into long term compliance during the two years of the implementation).
- GCR will assume a role of program manager on behalf of JPDCD and provide full implementation services for the JEDCO Façade Improvement Program.
- GCR based the budget numbers on the current understanding of the program implementation requirements outlined by JPDCD and JEDCO. Should program management requirements change and impact the work to be performed by GCR, GCR reserves the right to request an amendment to the budget to mirror such change in scope.

JEDCO Façade Improvement Program	
Program Year 1	\$124,844.00
Program Year 2	\$80,408.00
Program Year 3	\$13,225.00
Program Year 4	\$9,733.60
Program Year 5	\$13,754.00
<b>Total Budget</b>	<b>\$241,964.60</b>

I hope you find this scope of services aligned with our discussions and your vision of the program. Thank you for your consideration, and we look forward to working with you on this initiative.

Sincerely,

Ted. E. Guillot  
Director, Community Planning and Resilience



**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

September 7, 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 this proposal to assist the department with the management of the Jefferson Parish Comprehensive Plan. It is GCR's understanding that the Jefferson Parish Planning Department will implement the Comprehensive Plan using the parish's Hurricane Katrina and Gustav recovery dollars managed through the State of Louisiana Office of Community Development – Disaster Recovery Unit (OCD-DRU).

GCR currently provides support to JPDCD to ensure projects have complete policies, procedures and guidelines for implementation. GCR will overlay the methodology used in other programs to ensure that the Comprehensive Plan project is implemented compliantly and efficiently.

**Task 1: Jefferson Parish Comprehensive Plan Application**

GCR will work with the Jefferson Parish Planning Department and JPDCD to draft a complete application for the development of the parish's Comprehensive Plan to OCD-DRU for funding from the State's Katrina/Rita and Gustav/Ike appropriations. GCR will ensure that the application proposes CDBG-DR eligible activities, meets a CDBG-DR national objective, and meets the overall benefit parameters provided by OCD-DRU for Hurricanes Katrina and Gustav. For the Hurricane Katrina application, GCR will ensure that the application is aligned with the goals outlined in the parish's Hurricane Katrina Long Term Recovery Plan. GCR will also draft amendments to the application required for the implementation of the project and participate in discussions with the OCD-DRU and JPDCD per the parish's direction.

***Deliverable:*** Complete application and amendment(s) for the Comprehensive Plan for submission to OCD-DRU for funding from the State's Katrina/Rita and Gustav/Ike appropriations.



**Task 2: Project Implementation Technical Assistance**

GCR will provide day-to-day project implementation assistance and oversight for the Jefferson Parish Comprehensive Plan. The assistance and oversight will include the following services:

***Project Coordination***

GCR will lead project coordination meetings between JPDCD and the Jefferson Parish Planning Department regarding the Comprehensive Plan. GCR will ensure that all parish agencies and departments and outside vendors are aware of all programmatic requirements and the data, documentation, and other information needed for the Comprehensive Plan.

***Regulatory Support***

Our team will work with JPDCD and the Planning Department to ensure CDBG-DR regulations are followed throughout implementation of the Jefferson Parish Comprehensive Plan. We will review procurement activities, coordinate with JPDCD staff to ensure regulatory requirements are met through the lifecycle of the project.

***Record Keeping***

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

***Financial Management Support***

GCR will work with the Planning Department and JPDCD accounting staff to ensure that the Planning Department and vendors, provides the proper financial documentation pertaining to the CDBG-DR projects. GCR will complete a programmatic review of invoices prior to submission to OCD-DRU for payment.

***Monitoring and Reporting***

GCR assist the Planning Department to complete all necessary reporting for the project. This reporting will include, but is not limited to, weekly status reports, monthly status reports, and quarterly reports for the parish to submit to OCD-DRU for submission to the DRGR. GCR will assist JPDCD staff with parish departments, agencies, and vendors. GCR will also prepare the



Planning Department and JPDCD for any CDBG-DR monitoring visits regarding the Comprehensive Plan, whether from OCD-DRU or HUD.

***Closeout***

GCR will provide support for closeout activities associated with the Jefferson Parish Comprehensive Plan. The process will include a final file review. At the end of closeout, GCR will deliver a complete review of the Comprehensive Plan process to JPDCD for their files.

***Deliverable:*** GCR will conduct regular technical assistance visits with the Jefferson Parish Planning Department and JPDCD to discuss and provide guidance relative to ensuring compliance with CDBG-DR regulations.

**Budget**

We propose to undertake this work on a time and materials basis, using a blended rate of \$105.80 per hour for a term of twenty-four months. Using this rate, we present our proposed budget for the scope of services outlined.

<b>Task 1: Jefferson Parish Comprehensive Plan Application</b>	<b>\$8,464.00</b>
<b>Task 2: Project Implementation Technical Assistance</b>	<b>\$27,508.00</b>
<b>Total</b>	<b>\$35,972.00</b>

Thank you for your consideration, and we look forward to working with you on this initiative.

Sincerely,

A handwritten signature in black ink, appearing to read "Ted. E. Guillot".

Ted. E. Guillot  
Director, Community Planning and Resilience



**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

September 7, 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 the Jefferson Parish Community Development Department (JPDCD), GCR submits this scope and budget to assist with the submittal of the Jefferson Parish Consortium's Affirmatively Furthering Fair Housing Plan (AFFH Plan) to the US Department of Housing and Urban Development (HUD). GCR will provide support in the following three areas:

**Task 1: Initial Review and Gap Analysis**

GCR will review the JPDCD's current version of the AFFH Plan. Using HUD regulatory requirements and fair housing best practices, we will develop a Gap Analysis document that outlines a work plan for creating a compliant AFFH Plan. The GCR team will meet with JPDCD to review the Gap Analysis and determine appropriate next steps, including identifying staffing and timelines for gathering data, setting up appropriate meetings, and drafting content to ensure that all requirements are met.

***Deliverable:*** Completed Gap Analysis of the Jefferson Consortium's AFFH Plan.

**Task 2: AFFH Plan Technical Assistance**

GCR will assist the JPDCD planning team in data gathering, preparing documents for stakeholder and public meetings, expanding the distribution of paper and electronic AFFH surveys, and other items identified in the Gap Analysis. Our team will meet regularly with the JPDCD planning team to provide status updates and outline immediate needs for completing the AFFH Plan. Our team will set up a SharePoint site to allow for real-time collaborative editing of the AFFH Plan document.

***Deliverable:*** The GCR team will facilitate twice weekly meetings with the JPDCD staff to ensure information is accurately collected and incorporated into the AFFH Plan.





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### **Task 3: Final AFFH Plan and Submittal to HUD**

GCR will assist the JPDCCD planning team in finalizing the AFFH Plan in preparation for submittal to HUD. We will provide the parish with a checklist of all items needed to ensure a compliant document, conduct a final review for clarity and compliance, assist JPDCCD staff in the electronic submission to HUD. Our team is prepared to be on-call for the submittal process.

***Deliverable:*** Final Checklist for JPDCCD to follow for the submission process. On-call assistance during the submission of the AFFH Plan.

### **Budget:**

GCR proposes to undertake this work on a time and materials basis, using a blended rate of \$105.80 per hour. Using this rate, we present our proposed budget for the scope of services outlined.

Task	Budget
Task 1: AFFH Review and Gap Analysis	\$3,174.00
Task 2: AFFH Technical Assistance	\$8,675.60
Task 3: Final AFFH Plan and Submittal to HUD	\$2,962.40
<b>Total</b>	<b>\$14,812.00</b>

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", written over a light blue horizontal line.

Ted. E. Guillot  
Director, Community Planning and Resilience

L. Chasine 12/27/17



# JEFFERSON PARISH LOUISIANA

OFFICE OF THE COUNCIL

December 21, 2017

## PARISH COUNCIL

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

**CYNTHIA LEE - SHENG**  
At-Large, Div. B

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Council District 4

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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, Dir.  
Community Development Department  
Yenni Building, Suite 605  
Jefferson, Louisiana

Dear Ms. Shaw:

Enclosed for your records is Amendment No. 8 with GCR, Inc. dated December 21, 2017 for technical assistance and project delivery for the CDBG and CDBG-DR programs, for the Department of Community Development (RFP 315), as authorized by Resolution No. 130144 adopted by the Council on Wednesday, October 4, 2017.

Yours truly,

  
Eula A. Lopez, Parish Clerk  
Jefferson Parish Council

EAL/ag

Enclosure

