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

# **RESOLUTION NO. 131186**

A resolution approving Amendment No. 9 to the Agreement between the Parish of Jefferson and GCR, Inc. to increase the contract cap by an amount not to exceed \$90,000 and to extend the contract date. (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 was approved by the Council on October 4, 2017 pursuant to Resolution 130144 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; and,

WHEREAS, Jefferson Parish is in the process of advertising for a new consultant for technical assistance and related management services pursuant to Resolution 130819 adopted on January 31, 2018; and,

WHEREAS, since there are continuing needs of the department and there are ongoing projects that need program management, it is in the best interest of Jefferson Parish to extend the current Agreement with GCR, Inc. under the same terms and conditions as the original agreement and its amendments and Exhibit O, except that the new termination date will be September 30, 2019 and increase the contract cap to an amount not to exceed \$90,000.00.

**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. 9 to Agreement between the Parish of Jefferson and GCR, Inc. to further increase the contract cap by an amount not to exceed \$90,000 to a total of \$995,602.64 and to extend the contract date until September 30, 2019 is hereby approved.

**SECTION 2.** That, the contract shall be amended as provided in the attached, Amendment No. 9.

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

| Task                 | <b>Budget</b> | Account Number                |
|----------------------|---------------|-------------------------------|
| Technical Assistance |               |                               |
| CDBG and HOME        | \$35,000      | 21280-1172-139-7331-81502-001 |
|                      | \$17,900      | 21280-1172-139-7331-81702-001 |
| Technical Assistance |               |                               |
| CDBG-DR              | \$31,740      | 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: 6

**NAYS: None** 

**ABSENT: (1) Spears** 

This resolution was declared to be adopted this 4th day of April, 2018.

THE FOREGOING IS CERTIFIED TO BE A TRUE & CORRECT COPY

PARISH CLERK JEFFERSON PARISH COUNCIL

# AMENDMENT NO. 9 TO AGREEMENT BETWEEN THE PARISH OF JEFFERSON AND GCR, INC.

STATE OF LOUISIANA PARISH OF JEFFERSON

THIS AMENDMENT made and entered into on this 20th day of 2018 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. 131186 \_\_\_, adopted on the 4th day of April \_\_\_, 2018, 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, 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 was approved by the Council on October 4, 2017 pursuant to Resolution 130144 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; and,

WHEREAS, Jefferson Parish is in the process of advertising for a new consultant for technical assistance and related management services pursuant to Resolution 130819

adopted on January 31, 2018; and,

WHEREAS, since there are continuing needs of the department and there are ongoing projects that need program management, it is in the best interest of Jefferson Parish to extend the current Agreement with GCR, Inc. under the same terms and conditions as the original agreement and its amendments and Exhibit O, except that the new termination date will be September 30, 2019 and increase the contract cap to an amount not to exceed \$90,000.00.

**NOW, THEREFORE,** 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 O.
- **3.1** <u>Term.</u> The term of this Agreement shall commence on the date of full execution hereof, and shall expire on September 30, 2019.
- **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 O. The contract cap is being increased by an amount not to exceed Ninety Thousand Dollars and 00/100 (\$90,000.00) for a total contract amount of \$995,602.64.

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 day of Market, 2018, quadruplicate originals, in the presence of the undersigned competent witnesses.

WITNESSES:

PARISH OF JEFFERSON,

Hail Le normand

Cynthia Lee-Sheng, Councilwoman
Jefferson Parish Council

WITNESSES:

GCR, LLC /NC.

BY\_

Angele C Romig, Vice President

# Request for Proposal

# **AFFIDAVIT**

| STATE PARISH OF Louisiana       |   |
|---------------------------------|---|
| PARISH/COUNTY OF                | Orleans   |
|                                 | andersigned authority, personally came and appeared: Angele C. Romi   |
|                                 | zed Chief Administrative Office 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 Di        | sclosures   |
| (Choose A or B, if attachment): | option A is indicated please include the required   |
| 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 <u>NO</u> 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

#### 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

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:

| Alliant further said.                                     |   |
|---|---|
| Subcontractor Disclosures (Choose A or B, if attachment): | option A is indicated please include the required   |
| 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 SUBSCRIBE                                       | ED TO BEFORE ME   |
| ON THE 23 PM DAY OF                                       | MANC/1,2018.  |
| /2  |   |
| Notary Public   |   |
| RICHARD (A)   | MPBELL  |

My commission expires Is for LIFE

Printed Name of Notary

Notary/Bar Roll Number

32833

NOTARY PUBLIC BAR NO. 32833 STATE OF LOUISIANA



# **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                     | \$1,000.00 |  |  |  |
|-----------------------|-------------|----------------------------|------------|--|--|--|
| 1/16/16               | Mark Spears | Jefferson Parish Council   |            |  |  |  |
| 4/27/16 Michael Yenni |             | Jefferson Parish President | \$500.00   |  |  |  |



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/06/2018

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).

| this certificate does not confer rights to   | the c                          | ertifi   | cate holder in lieu of such   |                        |  |  |   |              |   |
|--|--------------------------------|--|---|------------------------|--|--|---|--------------|---|
| PRODUCER   |                                |  |   | CONTAC<br>NAME:        | CT Robin Stra                                      | auss   |   |              |   |
| Risk Strategies Company  |                                | PHONE (212)669-5400 FAX (A/C, No, Ext): (212)669-5417 E-MAIL retraus@risk-strategies.com |   |                        |  |  |   |              |   |
| 420 Lexington Avenue   |                                |  |   | E-MAIL<br>ADDRES       | ss: rstrauss@                                      | risk-strategies  | .com  |              |   |
|  |                                |  |   |                        |  | SURER(S) AFFOR   | RDING COVERAGE  |              | NAIC #                                  |
| New York   |                                |  | NY 10170  | INSURE                 | Cantinan   | tal Casualty In  |   |              |   |
| INSURED  |                                |  |   |                        | O-min-m  | ital Insurance (   | Co  |              |   |
| GCR Inc.   |                                |  | INSURER B: Continental insurance Co INSURER C: Liberty Surplus Insurance Corp.                      |                        |  |  |   |              |   |
| 2021 Lakeshore Drive, Suite 50   | 0                              |  |   |                        | RC.  |  |   | _            |   |
| 2021 Eakeshole Diffe, Onice 500  |                                |  | INSURER D :   |                        |  |  |   |              |   |
| New Orleans  |                                |  | LA 70122  | INSURE                 |  |  |   |              |   |
|  |                                |  |   | INSURE                 | RF:  |  |   |              |   |
|  |                                |  | NUMBER: CL171222514   |                        | TO THE INCH  |  | REVISION NUMBER:  | 100          |   |
| THIS IS TO CERTIFY THAT THE POLICIES OF INDICATED. NOTWITHSTANDING ANY REQUI CERTIFICATE MAY BE ISSUED OR MAY PERTIEXCLUSIONS AND CONDITIONS OF SUCH PO  | REME<br>AIN, TH<br>OLICIE:     | NT, TE<br>HE INS<br>S. LIM   | ERM OR CONDITION OF ANY<br>SURANCE AFFORDED BY THE<br>ITS SHOWN MAY HAVE BEEN                       | CONTRA                 | ACT OR OTHER<br>ES DESCRIBEI<br>CED BY PAID CL     | DOCUMENT OF THE PROPERTY OF TH | WITH RESPECT TO WHICH T   | HIS          |   |
| INSR<br>LTR TYPE OF INSURANCE  |                                | SUBR   | POLICY NUMBER   |                        | POLICY EFF<br>(MM/DD/YYYY)                         | POLICY EXP<br>(MM/DD/YYYY)   | LIMIT   | s            |   |
| COMMERCIAL GENERAL LIABILITY   |                                |  |   |                        |  |  | EACH OCCURRENCE   | \$ 1,000     | 0,000                                   |
| CLAIMS-MADE X OCCUR  |                                |  |   |                        |  |  | DAMAGE TO RENTED<br>PREMISES (Ea occurrence)                          | , 1,000      | 0,000                                   |
| OF STREET, STR |                                |  |   |                        |  |  | MED EXP (Any one person)  | \$ 15,00     | 00                                      |
| A -  | Y                              | Y  | 6056679752  |                        | 12/21/2017   | 12/21/2018   |   | 4 000 000    |   |
|  |                                |  |   |                        |  |  | PERSONAL & ADV INJURY   | \$ 2,000,000 |   |
| GEN'L AGGREGATE LIMIT APPLIES PER:   |                                |  |   |                        |  |  | GENERAL AGGREGATE   | 2 000 000    |   |
| POLICY JECT LOC  |                                |  |   |                        |  |  | PRODUCTS - COMP/OP AGG  | \$ 2,000     | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, |
| OTHER:   |                                |  |   |                        |  |  | COMBINED SINGLE LIMIT   |              | 2 000                                   |
| AUTOMOBILE LIABILITY   |                                |  |   |                        |  |  | (Ea accident)   | \$ 1,000     | 7,000                                   |
| ANY AUTO OWNED SCHEDULED   |                                |  | 6056679749  |                        |  |  | BODILY INJURY (Per person)  | \$           |   |
| AUTOS ONLY AUTOS   | Y                              |  |   |                        | 12/21/2017   12/2                                  | 12/21/2018   | BODILY INJURY (Per accident)  | \$           |   |
| HIRED AUTOS ONLY NON-OWNED AUTOS ONLY  |                                |  |   |                        |  |  | PROPERTY DAMAGE<br>(Per accident)                                     | \$           |   |
|  |                                |  |   |                        |  |  |   | \$           |   |
| ✓ UMBRELLA LIAB  ✓ OCCUR   |                                |  |   |                        |  |  | EACH OCCURRENCE   | \$ 24,00     | 00,000                                  |
| B EXCESS LIAB CLAIMS-MADE  |                                |  | 6056679797  |                        | 12/21/2017   | 12/21/2018   | AGGREGATE   | \$ 24,00     | 00,000                                  |
| DED RETENTION \$   |                                |  |   |                        |  |  |   | \$           |   |
| WORKERS COMPENSATION   |                                |  |   |                        |  |  | ➤ PER STATUTE OTH-  |              |   |
| AND EMPLOYERS' LIABILITY  ANY PROPRIETOR/PARTNER/EXECUTIVE   |                                |  | 0050070700  |                        | 4010410047   | 10010010   | E.L. EACH ACCIDENT  | s 1,000,000  |   |
| B OFFICER/MEMBER EXCLUDED?   | N/A                            | Y  | 6056679766  |                        | 12/21/2017   | 12/21/2018   | E.L. DISEASE - EA EMPLOYEE  | 1 000 000    |   |
| If yes, describe under<br>DESCRIPTION OF OPERATIONS below  |                                |  |   |                        |  |  | E.L. DISEASE - POLICY LIMIT   | s 1,000,000  |   |
| DESCRIPTION OF DECAPIONS DECAP   |                                |  |   |                        |  |  | E.L. DISEASE - POLICI LIMIT   |              |   |
| C Professional Liability Claims Made w/continuity date of 5/3/16   |                                |  | E05NABKU8A001   |                        | 12/21/2017   | 12/21/2018   | 10,00   |              | 00,000                                  |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLIAND PROPERTION / LOCATIONS / VEHICLIAND PROPERTION / LOCATIONS / VEHICLIAND PROPERTION / VEHICLIAND / VEHICLIAND PROPERTION / VEHICLIAND / VEHICLIAND PROPERTION / VEHICLIAND / VEHICLI | its and<br>lity and<br>vritten | d Ager<br>d<br>contra  | ncies under the direction of th<br>act, per policy terms, conditio<br>and Agencies under the direct | ne Parish<br>ons and e | President and<br>exclusions. Wa<br>e Parish Presid | the Parish Co<br>iver of subroga<br>dent and the Pa  | ition in<br>arish Council   |              |   |
| CERTIFICATE HOLDER   |                                |  |   | CANO                   | ELLATION   |  | * ***   |              |   |
| Jefferson Parish Department of Development, STE 605  | Comn                           | nunity   |   | SHO<br>THE<br>ACC      | ULD ANY OF T<br>EXPIRATION D<br>ORDANCE WIT        | ATE THEREOF  | SCRIBED POLICIES BE CAN<br>F, NOTICE WILL BE DELIVER<br>Y PROVISIONS. |              | BEFORE                                  |
| 1221 Elmwood Park Blvd   |                                |  |   | AUTHO                  | RIZED REPRESEN                                     | NIATIVE  |   |              |   |
| Jefferson  |                                |  | LA 70123  |                        |  | ma   | (Auto   |              |   |



#### **MEMORANDUM**

TO:

Tamithia Shaw, Director, Jefferson Parish Department of Community

Development

FROM:

Adrienne Duncan, GCR Inc.

**SUBJECT:** 

Contract Amendment

DATE:

March 1, 2018

Per the request of the Jefferson Parish Community Development Department (JPDCD), GCR submits the below scope and budget to continue our support to the parish for an additional six-month period while the procurement process is completed. In response to the needs of JPDCD, GCR proposes to provide assistance in the following areas:

#### CDBG and HOME 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. Anticipated services include support on current and future monitoring visits, procurements, and trainings, assisting with subrecipient applications and implementation, development of program policies and procedures, development and submissions of action plans and amendments, development of consolidated plans or amendments, and other JPDCD programmatic and regulatory support.

## Estimated Level of Effort: 500 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.



## CDBG-DR Technical Assistance

GCR will provide on-call technical assistance to JPDCD, parish departments and agencies, and subrecipients that are part of the implementation of the Hurricane Isaac allocation. The technical assistance may include, but is not limited to, meetings, trainings, presentations, the development of forms, checklists, policies, and procedures, or other needs to meet the programmatic and regulatory requirements of the grant.

## Estimated Level of Effort: 300 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 specific to CBDG-DR grant implementation.

# Budget

We propose to undertake this work on a time and materials basis, using a blended rate of \$105.80 per hour. Our proposed budget for the scope of services outlined in this proposal is below.

| Task                               | \$52,900<br>\$31,740 |  |  |
|------------------------------------|----------------------|--|--|
| CBDG and HOME Technical Assistance |                      |  |  |
| CDBG-DR Technical Assistance       |                      |  |  |
| Total                              | \$84,640             |  |  |

R. Tra- 4/25/18



**PARISH COUNCIL** 

CYNTHIA LEE-SHENG

Chairwoman

CHRISTOPHER L. ROBERTS

Councilman At- Large, Div. A

CYNTHIA LEE-SHENG

Councilwoman At- Large, Div. B

**RICKY J. TEMPLET** Council District 1

PAUL D. JOHNSTON

Council District 2

MARK D. SPEARS

Council District 3

DOMINICK F. IMPASTATO III

Council District 4

JENNIFER VAN VRANCKEN

Council District 5

WESTBANK

POST OFFICE BOX 9

GRETNA, 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** GRETNA, LA 70054 (504) 364-2626 JEFFERSON PARISH LOUISIANA

> OFFICE OF THE COUNCIL April 20, 2018

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

Dear Ms. Shaw:

Enclosed for your records is Amendment No. 9 with GCR, Inc., dated April 20, 2018 to increase the contract cap, for the Department of Community Development, as authorized by Resolution No. 131186 adopted by the Council on Wednesday, April 4, 2018.

Yours truly,

Eula A. Lopez, Parish Clerk Jefferson Parish Council

EAL/gl

**Enclosure** 

