



**ST. TAMMANY PARISH GOVERNMENT**  
**CONTRACT AMENDMENT FORM**

**Section I: General Information**

Department: Grants Date: 2/12/2016  
 Project Manager: Christie Eastman  
 Project Name: Hurricane Isaac CDBG-DR Funds Program Mgmt  
 PMO Project Number: \_\_\_\_\_  
 Funding Account Number: 403-15-51100  
 Work Order Number: \_\_\_\_\_ Requested Return Date: 2/17/2016

**Section II: Request**

**Reason for Amendment**

To increase the costs of the contract through the end of the grant agreement (Aug 2017). The original contract was in the amount of \$274,436.00. An amendment was added for \$5,720.00 for Environmental Review. Due to the cost of resident inspection services, the costs of this contract will need to be increased by \$545,610 to cover costs for the life of the grant agreement.

**Additional Tasks**

There are no additional tasks or changes in scope to be added at this time.

**Change in Costs**

GCR has requested to increase costs for the life of the grant agreement by \$545,610. Please see attached for breakdown.

**Section III: Approval**

Director Approval: *Jeanne Beltrami* Date: 2/17/16  
 Grants Department (if applicable): *Christie Eastman* Date: 2/16/16

Attach Project Worksheet and upload to the contract management system.





**MEMORANDUM**

**TO:** JEANNE BETBEZE, ST. TAMMANY PARISH  
**FROM:** TED GUILLOT, GCR INC.  
**SUBJECT:** ISAAC CDBG-DR CONTRACT BUDGET AMENDMENT  
**DATE:** FEBRUARY 3, 2016

Following up on recent discussions related to the total budget for GCR’s contract to support St. Tammany Parish in its Isaac CDBG-DR recovery efforts, we have prepared a projection of costs through the full contract term (termination date is currently August 14, 2017). The projection is based on an average of the invoices from the last six months and assumes that our current workload remains substantially unchanged through the duration of the contract.

Based on the abovementioned assumptions, we are projecting a monthly cost of \$27,949. Projected out through August 14, 2017, the total amount invoiced over the full contract term (3 years) will be \$825,765. The current contract amount is \$280,156, which leaves a gap of \$545,609.

As we know, the monthly amounts (and, consequently, the total amount) will fluctuate; however, we want to provide you with an estimate of the total amount needed to cover the current projection of costs that will be incurred during the life of the contract.

A breakdown of the actual amounts invoiced and projections is below:

	Invoice Date	Period Covered	Total Invoice	Contract Balance	% Invoiced
<b>Actual</b>	10/13/14	8/1/14 - 9/30/14	\$11,538.50	\$268,617.50	4.12%
	11/15/14	10/1/14 - 10/31/14	\$4,033.75	\$264,583.75	5.56%
	12/15/14	11/1/14 - 11/30/14	\$10,912.50	\$253,671.25	9.45%
	1/15/15	12/1/14 - 12/31/14	\$1,552.50	\$252,118.75	10.01%
	3/4/15	1/1/15 - 1/31/15	\$13,249.00	\$238,869.75	14.74%
	3/15/15	2/1/15 - 2/28/15	\$12,121.00	\$226,748.75	19.06%
	4/15/15	3/1/15 - 3/31/15	\$7,788.25	\$218,960.50	21.84%
	5/15/15	4/1/15 - 4/30/15	\$9,213.00	\$209,747.50	25.13%
	6/15/15	5/1/15 - 5/31/15	\$14,707.50	\$195,040.00	30.38%
	7/15/15	6/1/15 - 6/30/15	\$25,116.25	\$169,923.75	39.35%





## MEMORANDUM

	8/15/15	7/1/15 - 7/31/15	\$25,148.75	\$144,775.00	48.32%
	9/15/15	8/1/15 - 8/31/15	\$29,078.75	\$115,696.25	58.70%
	10/15/15	9/1/15 - 9/30/15	\$23,275.00	\$92,421.25	67.01%
	11/15/15	10/1/15 - 10/31/15	\$24,505.00	\$67,916.25	75.76%
	12/15/15	11/1/15 - 11/30/15	\$33,821.37	\$34,094.88	87.83%
	1/15/16	12/1/15 - 12/31/15	\$34,698.87	(\$603.99)	100.22%
Projected	2/15/16	1/1/16 - 1/31/16	\$27,949.00	(\$28,552.99)	
	3/15/16	2/1/16 - 2/28/16	\$27,949.00	(\$56,501.99)	
	4/15/16	3/1/16 - 3/31/16	\$27,949.00	(\$84,450.99)	
	5/15/16	4/1/16 - 4/30/16	\$27,949.00	(\$112,399.99)	
	6/15/16	5/1/16 - 5/31/16	\$27,949.00	(\$140,348.99)	
	7/15/16	6/1/16 - 6/30/16	\$27,949.00	(\$168,297.99)	
	8/15/16	7/1/16 - 7/31/16	\$27,949.00	(\$196,246.99)	
	9/15/16	8/1/16 - 8/31/16	\$27,949.00	(\$224,195.99)	
	10/15/16	9/1/16 - 9/30/16	\$27,949.00	(\$252,144.99)	
	11/15/16	10/1/16 - 10/31/16	\$27,949.00	(\$280,093.99)	
	12/15/16	11/1/16 - 11/30/16	\$27,949.00	(\$308,042.99)	
	1/15/17	12/1/16 - 12/31/16	\$27,949.00	(\$335,991.99)	
	2/15/17	1/1/17 - 1/31/17	\$27,949.00	(\$363,940.99)	
	3/15/17	2/1/17 - 2/28/17	\$27,949.00	(\$391,889.99)	
	4/15/17	3/1/17 - 3/31/17	\$27,949.00	(\$419,838.99)	
	5/15/17	4/1/17 - 4/30/17	\$27,949.00	(\$447,787.99)	
	6/15/17	5/1/17 - 5/31/17	\$27,949.00	(\$475,736.99)	
	7/15/17	6/1/17 - 6/30/17	\$27,949.00	(\$503,685.99)	
8/15/17	7/1/17 - 7/31/17	\$27,949.00	(\$531,634.99)		
9/15/17	8/1/17 - 8/14/17	\$13,974.50	(\$545,609.49)		

It is our understanding that the parish will move forward with amending the contract to increase the total budget. If there is any additional information needed from our end to complete the amendment, please let us know. Otherwise, we will look forward to receiving the amendment and, most importantly, continuing our partnership with St. Tammany Parish on these critical recovery projects.