



St. Tammany Parish Government

Department of Grants

P. O. Box 628

Covington, LA 70434

Phone: (985) 867-5095

Fax: (985) 898-5205

Pat Brister
Parish President

Signature Transmittal

Date: 1/16/15

To: Gina Campo

Dept.: CAO

Grant Account Number: 403-15 & 401-10

Project Name: Hurricane Isaac CDBG-DR Funds Program Management

RE: Amendment to include Phase I NDRC program management

Reviewed by Jeanne Betbeze

Date: 1/15/15

Reviewed by Leslie Long N/A

Date: _____

Emergency Yes No

Requested Return Date: 1/21/15

Signature(s) Requested:

Patricia Brister, Parish President

Date: _____

Gina Campo, CAO

Date: 1-20-15

Trilby Lenfant, Deputy CAO

Date: _____

Leslie Long, Director of Finance

Date: _____

Once reviewed and approved, please send back to:

Candice Mahoney

Kristy James

Katie Magee

Janice Phillips

Perry Felarise

Nikki Alonzo

Bridget Saladino

Hayley Callison

Other

Special Instructions:

Date Received Back: 1/23/15



St. Tammany Parish Government

Department of Finance
Purchasing Division
P. O. Box 628
Covington, LA 70434

Pat Brister
Parish President

CONTRACT AMENDMENT TABULATION SHEET

To: Anthony Smith

From: Jeanne Betbeze

Re: Project: Hurricane Isaac CDBG-DR Funds Program Management

P.O.#: S096715

Account#: Current Contract: 403-15-51100

Amendment: 401-10-51100

Work Order: _____

Please consider this authorization to modify the PO# S096715 issued to

GCR, Inc. as follows:

Original PO/Contract Amount	\$300,000.00
Previous Amendment Total	0.00
Sub-Total	300,000.00
This Amendment Amount	(25,564.00)
	60,220.00
	<u>\$34,656.00</u>
Revised PO/Contract	\$334,656.00

Please advise if you have any questions.

Endorsement: *Jeanne Betbeze*
DEPARTMENT HEAD

1/15/15
Date

File Path: W:\GRANT FILES\403 - CAPITAL PROJECTS - OUTLY&CDBG\403-15 - CDBG-DR ISAAC\Program Management\GCR\Amendment #1 (NDRC)\16-D Contract Amendment Tab Sheet_GCR Inc. Amendment #1.Docx

Last Saved Date/Time: 1/13/2015 10:13:00 AM



St. Tammany Parish Government
Request for Contract Amendment Approval

Date: 1/16/15

Department: Grants Contact: Jeanne Betbeze

Project Name: Hurricane Isaac CDBG-DR Funds Program Management

Funding Acct #: Current Contract: 403-15-51100

Amendment: 401-10-51100

Work Order #:

Emergency: (circle one) Yes No

Requested Return Date: 1/21/15

Request for CAO Approval as follows:

Project Type:

X Contract Amendment Approval

Capital Drainage Project

Other (please specify)

Capital Road Project

STP Facility Project

X Other (please specify) Program Management

This document has been prepared, reviewed and/or APPROVED by Department Head

Department Head signature

Date: 1/15/15

CAO Office Use Only:

1-20-15
Date Received by CAO / Deputy CAO

Required Attachments:

Cost Breakdown & Explanation for the Amendment attached: (circle one) Yes No

Contract Amendment Tabulation Sheet attached: (circle one) Yes No

Other Documents attached: (circle one) Yes No

List:

Approved Rejected

CAO / Deputy CAO Signature:

1-20-15
Date

Attachment I-6-e



Pat Brister
Parish President

St. Tammany Parish Government

DEPARTMENT OF GRANTS

P. O. Box 628
Covington, LA 70434
Phone: (985) 867-5095

INTEROFFICE MEMORANDUM

TO: Antony Smith - Director of Procurement
FROM: Jeanne Betbeze- Director of Grants
DATE: January 13, 2015
RE: Amendment to PO# S096715
GCR Inc.
Hurricane Isaac CDBG-DR Funds Program Management

The Department of Grants requests a concurrent professional services contract amendment to address to two items related to GCR Inc.'s current contract/PO for Hurricane Isaac CDBG-DR Funds Program Management.

- 1) An amendment to reduce GCR Inc.'s current contract by \$25,564.00 to reflect the amount of the current Purchase Order #S096715. The amount of the PO was decreased after the Cultural Resource Survey for STAC and CAD were eliminated from GCR's scope of work due to project time constraints. The contract is not consistent with the PO and should be adjusted.
- 2) Through the National Disaster Resilience Competition (NDRC), HUD is making available an additional \$1billion in CDBG-DR funding to state and local governments impacted by disasters in 2011 – 2013 for the purpose of promoting innovative resilience projects to better prepare communities for future storms and other events. Per the Notice of Funding Availability (NOFA), \$180M is set aside for applicants impacted by Hurricane Sandy with the remainder (\$820M) available to all state and local governments that experienced a Presidentially-declared disaster in 2011, 2012, or 2013. St. Tammany Parish is one of 67 eligible applicants as a result of Hurricane Isaac in 2012 and will be preparing a Phase I application to submit to HUD, due March 16, 2014.

The Department of Grants requested a scope of work and cost proposal from GCR Inc. to amended their current contract to include services associated with preparing a Phase I application to the NDRC. The full proposal in the amount of \$60,220.00 is attached.

Please see Form *I-6-D Contract Amendment Tab Sheet* for amendment calculations and final contract amount. If you have any questions or require further information, please do not hesitate to contact me.

Thank you.

SCOPE OF SERVICES

NDRC Phase 1(January 1 - June 30, 2015)

Due to the accelerated schedule and the complexity of the activities required to develop a successful application, having a well-defined, properly managed approach is of paramount importance. The Scope of Work presented below is intended to be responsive to the services St. Tammany requested that GCR provide. We have included the high level tasks critical to accomplishing the objectives of the NDRC and meeting the requirements of the NOFA. Recognizing that the Parish may have already completed some of the tasks outlined below, we stand ready to step into an ongoing process and provide support where needed.

In addition to the specific tasks associated with each of the five rating factors, GCR will provide overall project management leadership and support to St. Tammany. Working collaboratively with the Parish and its partners in this endeavor, our team will ensure that the Parish submits a professional, compelling, and compliant application to HUD.

It is important to note that, due to budget limitations, there are certain activities germane to the application development process in which our team will only be able to play a limited role. However, we are committed to supporting the Parish in developing a successful application, and we will work within the available budget to provide the maximum level of assistance possible.

1 PROJECT MANAGEMENT

- Open communications with Parish staff
- Participation in relevant meetings
- Regular progress reports
- Coordination entities

2 GAP ANALYSIS

- Review for project eligibility
- Integrate data from existing plans and studies
- Assess data and documentation gaps
- Identify other gaps
- Prepare and submit assessment

3 OUTREACH & ENGAGEMENT

- Develop community and stakeholder engagement plan
- Develop materials needed for outreach activities
- Coordinate the execution of the outreach and engagement plan
- Document process and outcomes

4 PROJECT CONCEPT DEVELOPMENT

- Develop Project Concepts that Address Identified Needs/Risks
- Establish Financial and Environmental Sustainability
- Quantify Benefits of Implementing Project Concepts

5 PUBLIC COMMENT APPLICATION DRAFT

- Data compilation and analysis
- Prepare draft application
- Review for compliance with CDBG-DR and NOFA requirements

6 FINAL APPLICATION DRAFT

- Incorporate public comments
- Prepare final draft of application
- Review for compliance with CDBG-DR and NOFA requirements

DISTRIBUTION OF TASKS

We offer St. Tammany Parish a diverse, comprehensive team of skilled individuals able to lead and/or support the tasks and activities required to produce a compelling application for CDBG-DR funding through the NDRC. Our team’s integrated approach ensures that all personnel are best able to utilize their individual capabilities while working toward a common purpose and to achieve shared goals.

The adjacent table provides a high level depiction of how our team’s expertise will be applied to complete all activities defined in the scope of services, including

Tasks & Activities	Robin Keegan	Ted Guillot	Nathan Cataline	Tyler Antrup	Allison DeJong	Francina Henry	Adrienne Duncan	Cathleen Carney
Project Management	✓	✓						
Internal Capacity Building	✓	✓					✓	✓
Establish Partnerships	✓	✓	✓			✓		
Regional Collaboration	✓	✓				✓		
Needs Assessment		✓	✓	✓				
Risk Assessment		✓	✓	✓				
Benefit-Cost Analysis		✓	✓	✓	✓			
Outreach & Engagement		✓	✓			✓		✓
Project Concept Development	✓	✓	✓	✓	✓		✓	
Grant Writing		✓	✓	✓	✓	✓	✓	✓
Regulatory Compliance	✓	✓					✓	

ensuring that all aspects of the application are fully developed. While particular individuals will be assigned to lead and support the completion of specific activities, we will commit additional resources as needed to ensure that all facets of the NDRC are successfully completed in a timely manner.

DELIVERABLES

Once an agreement has been reached on the aforementioned scope of services, GCR, in conjunction with St. Tammany leadership, will develop a schedule of deliverables that is responsive both to the needs of the Parish and the requirements outlined in the NOFA. At a minimum, we will establish deadlines for the delivery of the following items:

1. Regular progress reports during the Phase 1 application development process.
2. Report detailing the results of the gap analysis.
3. Plan for community outreach and stakeholder engagement.

4. Draft application for public comment.
5. Final draft of the application for submission to HUD.

ESTIMATED HOURS & BUDGET

The table below presents estimates of hours and costs for each of the tasks outlined in the scope of services section above. As has been stated previously, our team will work within the available budget to provide the maximum possible level of support to the Parish.

Cost Breakdown		
Services/Deliverables	Estimated Hours	Estimated Cost
PHASE 1 (January 1 - June 30, 2015)		
Task 1: Project Management	66	\$ 9,040
Task 2: Gap Analysis	74	\$ 8,910
Task 3: Outreach & Engagement	88	\$ 9,120
Task 4: Project Concept Development	56	\$ 6,390
Task 5: Public Comment Application Draft	187	\$ 21,580
Task 6: Final Application Draft	42	\$ 5,180
PHASE 1 TOTAL =	513	\$ 60,220