

the•ramsay•group

Improving the way you work: Empowering the community you serve

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“sealed bid- third party administrator for chill grant”
the ramsay group

City of Buchanan Attn: Kalla Langston, City Clerk
302 N Redbud Trail Buchanan, MI 49107
1:00pm, June 5, 2024

RESEARCH
PLAN
MANAGE

The Ramsay Group maintains high standards of business operations, and a formula for quality service you can trust.





Transmittal Letter.

June 4, 2024

City of Buchanan
Attn: Kalla Langston, City Clerk
302 N Redbud Trail
Buchanan, MI 49107

The Ramsay Group (TRG) is pleased to present our proposal to the City of Buchanan to provide CDBG Administrative Services as part of the City's participation in the Michigan State Housing Development Authority's Community Development Block Grant (CDBG) CHILL Program. We are excited about the prospect of working with the City of Buchanan in achieving its objectives.

For nearly 30 years, TRG has worked with organizations all over the country to manage HUD programs and projects. The City of Buchanan should be assured that our effectiveness as a community development planning firm will exceed expectations in meeting your planning objectives. Our Firm understands that the successful CDBG Administration will result in the localization of HUD federal funds that will increase affordable housing and economic development opportunities thus mitigating challenges such as, homelessness and lack of affordable housing for residents located in your Jurisdiction.

We thank you for considering our submission and look forward to the privilege of working with the City of Buchanan.

I certify that the information and data submitted are true and complete to the best knowledge of my signing the letter. TRG shall make a commitment to accept the terms and conditions in the RFP and Professional Services Agreement, including acknowledgment of receipt of all amendments and/or addenda to the RFP. There are no exceptions to the RFP. The proposal shall remain valid for a period of not less than 120 days from the date of submittal. Should you have any further questions or concerns, please contact me directly. I will be the contact person for this assignment and can be reached at ds@theramsaygroup.com or 213-256-7657.

Regards,

Darrell E. Stamps

Darrell Stamps MPA, Managing Partner



Introduction.

The Ramsay Group (TRG) proposes to provide oversight, management, and coordination of the City of Buchanan's allocated MSHDA CHILL Round 2 program funds. As outlined in the RFP and associated contract, TRG will assist the City with administrative tasks and CDBG compliance including but not limited to: Environmental Review, Procurement, Contractor Selection, Labor Standard Compliance, Administrative support, Program Implementation, Project Monitoring, and Grant Closeout.

TRG will assist the City of Buchanan in their community engagement efforts, meeting with prospective homeowners and reviewing applications, verification of applicant and property eligibility, supporting home inspections, creating and implementing program procedures, coordination of contractors, submission of reports and project updates to MSHDA and the City as needed, ensuring compliance with federal and state statutes, regulations, and policies, and other administrative work as needed.

As part of TRG's support to the City of Buchanan, we will actively participate in administrative functions of the program including attendance and assistance during the MSHDA's monitoring visit.

Staff.

The nearly 30-year history of our performance has been without reproach. We have never missed a HUD deadline, made any decision that resulted in recapture and have always successfully assisted jurisdictions through HUD monitoring/audits. We will have staff available as needed to coordinate with City staff and ensure completion of tasks. We will also host weekly meetings, provide monthly reports on the program's progress, and make staff available for departmental or public presentations.

TRG is led by the following key personnel:

Sanya Vitale, Senior Project Manager: With over 15 years of CDBG administration experience, Sanya Vitale, Niles, MI resident and City of Niles CDBG Coordinator, will be assigned to support the City of Buchanan as the Senior Project Manager. Sanya has lived in Berrien County for over 10. She has a Master's in Public Administration and has been working as a grant's administrator for over 25 years. With expertise in HUD programs, notably, the CDBG program, Sanya fully understands the CDBG regulations and requirements necessary to support Buchanan's efforts in not only program compliance but supporting the CDBG National Objectives. Sanya has been supporting the City of Niles' CDBG program since 2012 with a two-year break from 2021-2023. Since joining The Ramsay Group in January, Sanya has also been supporting several CDBG program for communities in Coachella Valley, CA including Palm Springs. She has been well received and has supported efforts to save communities over \$10,000 in lost program funds.



Sanya has 15 years of experience designing, managing and implementing home repair programs. Including- policy, form, and outreach plan development. As well as homeowner coordination & income verification, environmental review, contractor outreach/selection, construction support. And project closeout procedures like warranty distribution, payout, file review and monitoring.

Sanya will be available to the City of Buchanan at least 10 hours per week throughout the project. These hours will be offered at various times to meet the needs of the program, including some minimal evening hours for homeowners working day shifts and/or necessary evening meetings. TRG and its team understands that during peak construction, time may have to increase to support the project, while other times there may be a lull, this is to be expected.

Darrell Stamps — President and CEO of The Ramsay Group: Darrell manages all aspects of the organization’s lending programs and oversees the development of the policies and procedures that guide the lending, education, and operations departments. He develops business plans and strategic goals for the organization and directs the strategy to implement these goals. Darrell has a BA in Political Science and an MA in in Public Administration from California State University of Fresno. He is also a Certified Charrette Planner.

Training.

Over the last 12 months, Sanya has participated in HUD’s Financial Management Training offered as part of online training through the HUD Exchange. This year Sanya also participated in Davis Bacon and Labor Standards training as well as Environmental Review Determination Training.

Experience.

The Ramsay Group has acted as TPA to more than 50 municipalities since forming. With experience in HUD entitlement programs like CDBG, HOME, ESG, COC, HOPWA, as well as nonprofit grant programs TRG has found a niche business as a TPA for communities looking to support their programs with the help of a reputable and knowledgeable TPA. Sanya has worked on several MSHDA grants including CDBG and infrastructure grants available to municipalities and currently acts as the CDBG Coordinator for the City of Niles.

Recent TRG Experience Includes:

Jurisdiction	Project Description	Status
City of Palm Springs	2020-23 CDBG / CDBG-CV Administration	On Going
City of Cathedral City	Managed CDBG / CDBG-CV Programs.; Responsible for CDBG Human Services Grants Application Process; Compliance and Monitoring; Consolidated Planning Process; Analysis of Impediments to Fair Housing; Labor Standards; Environmental Reviews; Section 3; and supervising program staff.	Ongoing



Jurisdiction	Project Description	Status
City of Indio	CDBG/ CDBG-CV program. IDIS Management and 2014-2022 / CDBG Technical Assistance Consolidated Planning Process; Analysis of Impediments to Fair Housing	Ongoing
City of Palm Desert	CDBG Administration	Ongoing
City of Mount Vernon, Washington	2022-25 CDBG / CDBG-CV Administration	Ended in August 2023
City of Burbank, CA	2020-2021 Supervised CDBG, CDBG-CV and HOME Programs.; Responsible Human Services Grants Application Process; Compliance and Monitoring; Consolidated Planning Process; Analysis of Impediments to Fair Housing; Labor Standards; Environmental Reviews; Section 3; and supervising program staff.	Ended in September 2021

Scope of Work.

Environmental Review Preparation of ER files and associated documentation. Coordination with State and other agencies necessary for compliance. As a note, any lead and/or asbestos testing and/or abatement will be billed separately, at cost, through a 3rd party Environmental Testing Firm (Villa Environmental Associates) and/or Abatement Company (will require RFP as necessary). Such costs would be unique to the size of the structure and the number samples taken. These costs should be eligible project costs versus administration costs.

Procurement/Contracts General Contractors, Sub-Contractors & Labor Standards Develop RFPs and associated contracts and procure contractors to support the City’s HIP. Oversee Labor Standards Compliance, including all Davis Bacon/Wage Determination compliance.

Program Implementation and Procedure Assist the City with citizen engagement and homeowner (HO) support efforts. Develop all necessary documents, policies and documentation for HIP. Interview prospective homeowners, review documentation and maintain verification of applicant and property eligibility while supporting home inspections, creating and implementing program procedures, coordination of contractors, as well as submission of reports and project updates to MSHDA and the City as needed. As a note, inspections will require the support of the City’s Building Official and/or Chief Code Official

Monitoring and Grant Closeout Staff will attend and support the City during the MSHDA’s monitoring visit(s) and assist with close-out documentation

Cost.

TRG proposes \$40,000 to support staff time spent on the project.

Any lead and/or asbestos testing and/or abatement will be billed separately, at cost, through a 3rd party Environmental Testing Firm (Villa Environmental Associates) and/or Abatement



Company (will require RFP as necessary). Such costs would be unique to the size of the structure and the number samples taken.

Insurance.

TRG maintains Comprehensive General Liability and Property Damage coverage; Professional Liability coverage; Worker’s Compensation coverage; Automobile Liability and meets the minimum insurance requirements and has provided proof of coverage on a Certificate of Liability Insurance form

If selected, a Certificate of Insurance naming, City of Buchanan as a certificate holder will be provided prior to the execution of contract.

Certification.

I hereby state that I have read and accept the terms and scope of work contained in this RFP. I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have the authority to submit this RFP, which will become the basis for a contract if accepted by the City.

Signature: *Darrell E. Stamps*

Print Name: Darrell Stamps

Date: June 4, 2024

Title: President and CEO of The Ramsay Group

Company Name: The Ramsay Group

Address: 23630 Clover Trail Calabasas, CA 91302

Contact Name: Sanya Vitale

Phone: 574-400-3600 Email: Sanya@theramsaygroup.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/11/2024

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 Hiscox Inc. d/b/a/ Hiscox Insurance Agency in CA 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007 FAX (A/C, No): E-MAIL ADDRESS: contact@hiscox.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED The Ramsay Group 23630 Clover Trl Calabasas, CA 91302	INSURER A : Hiscox Insurance Company Inc	NAIC # 10200
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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 checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	Y	P100.427.931.5	07/31/2023	07/31/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg. \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS							COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							EACH OCCURRENCE \$ AGGREGATE \$ \$
	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	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability		Y	Y	P100.427.660.5	07/31/2023	07/31/2024	Each Claim: \$ 2,000,000 Aggregate: \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The City of Palm Springs its officials, employees and agents are additional insured on this policy on a primary and noncontributory basis. Hiscox will provide 30 days notice of cancellation for the reasons as prescribes under California common policy conditions

CERTIFICATE HOLDER

The City of Palm Springs its officials , employees and agents
3200 Tahquitz Canyon Way
Palm Springs, CA 92262

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