

PROFESSIONAL SERVICES TASK ORDER

**Task Order Number # 1
Grant Administration Services**

Subject to the Agreement between the City of Diamondhead [CLIENT] and Rostan Solutions, LLC [ROSTAN], effective March 26th, 2021, the CLIENT hereby authorizes ROSTAN to perform services as specified in this Task Order and in accordance with the above-mentioned Agreement.

1. Basic Project Information

Project Name: DR-4576 Grant Administration Consulting Services

Project Location: 5000 Diamondhead Circle, Diamondhead, MS 39525

CLIENT Representative: Jeannie Klein, City Clerk

ROSTAN Representative: Jamie Welsh, Sr. Project Manager

2. **Scope of Services:** ROSTAN shall perform its Basic and Optional Services as described in Attachment 1, Scope of Services, attached and incorporated into this Task Order.
3. **Period of Service:** The period of service shall be two years, **April 6, 2021 – April 5, 2023.**
4. **Compensation:** ROSTAN's compensation under this Task Order, which shall not be exceeded without prior written authorization of the CLIENT, is **\$115,000.00**
5. This Task Order's Pricing Schedule is attached and incorporated as Attachment 2.

ISSUED AND AUTHORIZED BY:

CITY OF DIAMONDHEAD, MS

By: _____

Title:

ACCEPTED AND AGREED TO BY:

ROSTAN SOLUTIONS, LLC

By: _____

Title: Vice President

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Attachment 1

1. Grants Management Consulting Services

- Provide general grant management consulting.
- Assist in the development of a disaster recovery team.
- Assist in the development of a comprehensive recovery strategy for various funding programs.
- Provide strategic advice to disaster recovery team as appropriate and participate in meetings.
- Prepare draft correspondence to STATE, FEMA, OTHER FEDERAL AGENCY (OFA), SBA as necessary.
- Facilitate the management of all submitted documentation, including Procurement Specifications for Restoration phase efforts and respond to all STATE, FEMA, OFA, SBA Requests for Information (RFI).
- Facilitate meetings with applicable agencies
- Preliminary Damage Assessments
- Meetings regarding the PA Program or overall PA damage claim
- Organizing PA damage sites into logical groups
- Preparing correspondence
- Conduct / Facilitate Site inspections and Eligibility Determinations
- Developing the detailed site-specific damage description
- Evaluating Section 406 hazard mitigation measures
- Preparing Small and Large Projects
- Reviewing PW Formulation and Project Scoping
- Collecting copying, filing, or submitting documents to support a claim
- Requesting disbursement of PA funds

2. Eligibility Tasks:

- Review eligibility issues. Work with CLIENT to develop justifications for work performed to remediate, restore, and mitigate.
- Assist CLIENT in developing approach to filing and tracking costs.
- Assist CLIENT with Cost Analysis and RFI's
- Review contracts and purchasing documentation.
- Review documentation prepared by CLIENT.
- Assist CLIENT with compiling costs and damages for presentation to FEMA and STATE.
- Assist CLIENT to prepare Project Worksheets (PW) documentation.
- Assist CLIENT with any disputes and appeal/arbitration issues

3. Engagement Task Deliverables:

- Work with STATE and FEMA representatives to facilitate the coordination of eligible damages for reimbursement for Emergency and Permanent Work.
- Status meetings; Notes / Action Items
- Recommendation Memos regarding FEMA Process and/or Policy (as needed)
- Draft Project Worksheet(s) / supporting documentation, Emergency work and Permanent Work categories.
- Draft projects / grant applications for mitigation work / hazard vulnerability / resiliency improvements.
- Support Services for insurance coordination, OFA, SBA coordination and environmental initiatives.

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Attachment 2

1. **Pricing.** The scope of services set forth herein for Task Order 1 is being estimated based upon current knowledge of damages and status of claims. The budget estimate for this Task Order is a not-to-exceed amount of \$115,000.00. The Task Order budget amount will not be increased without prior written authorization from CLIENT.
2. **Expenses and Travel.** Rates are inclusive of all costs.
3. **Rate Schedule.** Please see Schedule B of the Agreement for Professional Services.