

**PROFESSIONAL SERVICES TASK ORDER**

**Task Order Number # 5  
HMGP Grant Management Services  
Outreach, Application Development and Benefit Cost Analysis (BCA)**

Subject to the Agreement between the City of Diamondhead [CLIENT] and Rostan Solutions, LLC [ROSTAN], effective March 26<sup>th</sup>, 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 HMGP Grant Management Services  
Outreach, Application Development and Benefit Cost Analysis  
Residential Acquisition Projects

Project Location: 5000 Diamondhead Circle, Diamondhead, MS 39525

CLIENT Representative: Jeannie Klein, City Clerk

ROSTAN Representative: Annick Mauroner, Program 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 **June 27, 2022 – November 30, 2022**
4. **Compensation:** ROSTAN's compensation under this Task Order, which shall not be exceeded without prior written authorization of the CLIENT, is **\$25,000.00**
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

# **PROFESSIONAL SERVICES TASK ORDER**

## **Task Order Number # 5 HMGP Grant Management Services Outreach, Application Development and Benefit Cost Analysis (BCA)**

### **Attachment 1**

#### **Scope of Services**

##### **1.) Mitigation Consulting Services**

###### Grant Management Tasks:

- Provide general grant management consulting services.
- Provide consulting services for mitigation projects as appropriate and participate/facilitate meeting with MEMA, FEMA, Etc.
- Prepare draft correspondence to State and FEMA as necessary.
- Facilitate the management of all submitted documentation and respond to all STATE/FEMA Requests for Information (RFI).
- Prepare application for mitigation program and submit in accordance with respective grant program guidelines.

###### Eligibility Tasks:

- Review eligibility issues. Work with CLIENT to develop justifications for work performed to mitigate against future damages.
- Develop Benefit Cost Analysis (BCA) and supporting methodology.
- Assist CLIENT in developing approach to filing and tracking costs.
- Prepare Letters of No Objection.
- Prepare Letters of Project Support.
- Review documentation prepared by CLIENT.
- Assist CLIENT with compiling costs for presentation to FEMA and STATE.
- Assist CLIENT to prepare project reconciliations.

###### Engagement Task Deliverables:

- Work with STATE and FEMA representatives to facilitate the coordination of the project application submittal.
- Status meetings; Notes / Actions Items.
- Recommendation Memos regarding FEMA Process and/or Policy (as needed).
- Support Services for project engagement.
- Support in required responses to information requests and state/federal RFIs.

An assigned project manager will serve as engagement leader and perform the tasks outlined above, taking Direction from CLIENT's designee. Other Rostan consulting staff will provide support or technical services as required for implementation and accounting of the mitigation program.

###### CLIENT Responsibilities:

To assist us in completing the various work tasks described, CLIENT may need to assemble and provide the following information and resources:

- Identify a central contact person/key contact.
- Provide a CLIENT organization chart, together with a list of names, roles, and phone numbers of personnel involved in FEMA grant management and insurance claim(s).
- Provide access to all relevant insurance and facility-related files.
- Provide access to knowledgeable individuals who can answer questions and assist in obtaining additional information, including engineering staff, finance staff, accounting staff, grant management staff, and operational staff.
- Provide a work area, such as a conference room or large office (this may be negotiated based on operational feasibility).

**PROFESSIONAL SERVICES TASK ORDER**

**Task Order Number # 5**

**HMGP Grant Management Services**

**Outreach, Application Development and Benefit Cost Analysis (BCA)**

**PROFESSIONAL SERVICES TASK ORDER**

**Task Order Number # 5  
HMGP Grant Management Services  
Outreach, Application Development and Benefit Cost Analysis (BCA)**

**Attachment 2**

- 1.) Pricing. The scope of services set forth herein for Task Order 5 is being estimated based upon current knowledge of project scope. The budget estimate for this Task Order is a not-to-exceed amount of \$25,000.00. 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. See Schedule B of the Agreement for Professional Services.