

City of Mission

Instructions to Proposer – Scope of Services

The Contractor shall provide the following scope of services:

#### SCOPE OF SERVICES REQUESTED

Providers will help the GLO fulfill State and Federal Disaster Recovery Reallocation Program (DRRP) statutory responsibilities related to recovery in connection with any federally declared disaster. Providers will assist the GLO and/or grant recipients in completion of DRRP projects as it relates to the identified disaster declarations: Hurricane Ike & Dolly 2008; 2015 Floods & Storms; 2016 Floods & Storms; 2018 South Texas Floods; & 2019 Disasters. Respondents may be qualified to provide Grant Administration services for one or more programs or services (environmental, acquisition/buyout, general administration, etc.) Grant administrative services must be performed in compliance with the U.S. Department of Housing and Urban Development (“HUD”) and guidelines issued by the GLO.

The contract for grant administration services is contingent upon the receipt of CDBG-DR funds and, if no such funds are awarded, the contract shall terminate.

#### DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS

Respondent must be able to perform the tasks listed herein to be considered eligible for an award under this Solicitation. Respondents should provide a detailed narrative of their experience as it relates to each of the items below. Respondents should clearly indicate if they intend to provide services in-house with existing staff or through subcontracting or partnership arrangements. Grant Administration Services will be provided in conformance with the guidance documents and use forms provided by the subrecipient utilizing GLO guidance. The providers shall furnish pre-funding and post-funding grant administrative services to complete the DRRP projects as it relates to the identified disaster declarations: Hurricane Ike & Dolly 2008; 2015 Floods & Storms; 2016 Floods & Storms; 2018 South Texas Floods; & 2019 Disasters, including, but not limited to the following:

##### Pre-Funding Services

Grant Administrator will develop project scope and complete DRRP Competition application(s). The provider will work with the subrecipient and engineer, if applicable, to provide the concise information needed for submission of complete DRRP funding application(s) and related documents. The required information shall be submitted in a format to be described by the GLO.

##### Post-Funding Services

Grant Administrator will provide Grant Administration Services required to complete infrastructure, acquisition/buyout, housing and other eligible projects approved for DRRP funding. The selected service provider must follow all requirements of the as established by the General Land Office.

## Grant Administration Services

- a) General Administrative Duties:
  - i. Ensure program compliance including all DRRP requirements and all parts therein, current Federal Register, etc.
  - ii. Assist subrecipient in establishing and maintaining financial processes.
  - iii. Obtain and maintain copies of the subrecipient's most current contract including all related change requests, revisions and attachments.
  - iv. Establish and maintain record keeping systems.
  - v. Assist subrecipient with resolving monitoring and audit findings.
  - vi. Serve as monitoring liaison.
  - vii. Assist subrecipient with resolving third party claims.
  - viii. Report suspected fraud to the GLO.
  - ix. Submit timely responses to the GLO requests for additional information.
  - x. Complete draw request forms and supporting documents.
  - xi. Facilitate outreach efforts, application intake, and eligibility review.
  - xii. Utilize and assist with GLO's system of record to complete milestones, submit documentation, reports, draws, change requests, etc.
  - xiii. Submit change requests and all required documentation related to any change requests.
  - xiv. Coordinate, as necessary, between subrecipient and any other appropriate service providers (i.e., Engineer, Environmental, etc.), contractor, subcontractor and GLO to effectuate the services requested.
  - xv. May assist in public hearings.
  - xvi. Will work with GLO's system of record.
  - xvii. Provide monthly project status updates.
  
  - xviii. Funding release will be based on deliverables identified in the contract.
  - xix. Labor and procurement duties:
    - a. Provide all Labor Standards Officer (LSO) Services.
    - b. Ensure compliance with all relevant labor standards regulations.

- c. Ensure compliance with procurement regulations and policies.
- d. Maintain document files to support compliance.
- xx. Financial duties:
  - a. Prepare and submit all required reports (Section 3, Financial Interest, etc.).
  - b. Assist subrecipient with the procurement of audit services.
  - c. Assist subrecipient in establishing and maintaining a bank account for program funds.
  - d. Implementation and coordination of Affirmatively Furthering Fair Housing (“AFFH”) requirements as directed by HUD and the GLO.
  - e. Implementation and coordination of Section 504 requirements.
  - f. Program compliance.
  - g. Ensure that fraud prevention and abuse practices are in place and being implemented.
  - h. Prepare and submit all closeout documents.
  - i. Submit all invoices no later than 60 days after the expiration of the contract. All outstanding funds may be swept after 60 days. The provider may request an extension of this requirement in writing.
  - j. Assist in preparation of contract revisions and supporting documents including but not limited to:
    - Amendments/modifications,
    - Change orders.
- xxi. Perform any other administrative duty required to deliver the project.
  - b) Construction Management
    - i. The provider will assist the subrecipient in submitting/setting up project applications in the GLO’s system of record.
    - ii. The provider may compile and collate complete contract/bid packages that meet GLO program requirements. The packages will contain supporting documentation that meets or exceeds the requirements of the GLO’s program. If applications do not have the necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.
    - iii. The provider may monitor, report, and evaluate contractor's performance; notify the subrecipient if the contractor(s) fails to meet established scheduled milestones. Receive, review, recommend, and process any change orders as appropriate to the individual projects.
    - iv. The provider may assist the subrecipient with project Activity Draws/Close Out.
    - v. The provider may assist the subrecipient by submitting all the necessary documentation for draws and to close a project activity in the GLO’s system of record. The provider will compile, review for completeness, and collate complete contract/closeout packages that meet GLO program requirements

for draw requests. If applications do not have the necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.

vi. The provider may assist the subrecipient in developing Architectural and Engineering plans with guidance from the GLO.

vii. Reassignment scope alignment (if necessary).

c) Acquisition Duties:

i. Submit acquisition reports and related documents.

ii. Establish acquisition files (if necessary).

iii. Complete acquisition activities (if necessary).

d) Buyout Duties (as necessary):

i. Project planning, design, and startup

- Assist subrecipient with procuring necessary vendors including appraiser, title vendor, and demolition contractor.

- Develop subrecipient's Policy and Procedure Manual ("Program Guidelines") and manage subsequent public comment processes.

ii. Property owner notifications

- Generate and send required mailings to owners and tenants of each parcel targeted for buyout/acquisition.

- Handle subsequent communication with owners and tenants while developing a contact log for future outreach.

iii. Intake meetings

- Advertise, schedule, and conduct intake with interested homeowners. During intake meetings case managers will collect all available documentation necessary to determine eligibility.

- If there are tenants living in the property, case manager will send them General Information Notices to inform them of the program and their rights.

iv. Eligibility verification

- Management staff will review all intake documentation and verify eligibility.

- If applicable, firm will verify duplicative benefits (DOB) and calculate eligible receipts.

- Maintain applicant data in a secure system of record and comply with all record-keeping requirements of the General Land Office.
- v. Environmental reviews and site specific clearances
- Conduct all required environmental reviews (Tier I and Tier II) and generate environmental clearance reports for each applicant file.
- vi. Offer package generation, approval, and mailing
- Notify subrecipient that offer packages are ready, and use independently procured appraisals to determine the fair market value of buyout properties.
  - Generate and mail offer packages upon the subrecipient approval.
- vii. Offer meeting
- Schedule and conduct offer meetings with property owners to discuss their options; accept, appeal or decline.
  - If the owner decides to appeal, the case manager will provide advisory services to guide owner through appeal process.
  - If the owner accepts, a contract of sale will be signed at the offer meeting.
- viii. Closing
- Coordinate with property owner and subrecipient's procured title company to ensure the clear passage of title.
  - Assist property owner with relocation arrangements and schedule real estate closing.
- ix. Draw/funding requests
- Assist subrecipient with GLO draw requests, funding requests, wire tracking, and coordinating program activities to align with funding schedule.
- x. File, audit, closeout, and demolition
- Complete final audit to ensure all procedures were properly followed.
  - Transfer physical files to subrecipient and complete remaining data entry.
  - Provide procured demolition contractor with property access.
- e) Environmental Services

- i. Review each project description to ascertain and/or verify the level of environmental review required: Exempt, Categorical Exclusion not Subject to 58.5, Categorical Exclusion Subject to 58.5, Environmental Assessment, and Environmental Impact Statements;
- ii. If necessary, conduct tiered environmental review and submit broad and site-specific environmental reviews as required by 24 CFR Part 58.
- i. Prepare, complete and submit HUD required forms for environmental review and provide all documentation to support environmental findings;
- ii. Consult and coordinate with oversight/regulatory agencies to facilitate environmental clearance;
- iii. Be able to perform or contract special studies, additional assessments, or permitting to secure environmental clearance. These may include, but are not limited to biological assessments, wetland delineations, asbestos surveys, lead-based paint assessments, archeology studies, architectural reviews, Phase I & II ESAs, USACE permits, etc.;
- iv. Prepare all responses to comments received during comment phase of the environmental review, including State/Federal Agency requiring further studies and/or comments from public or private entities during public comment period;
- v. Maintain close coordination with local officials, project engineer and other members of the project team to assure appropriate level of environmental review is performed and no work is conducted without authorization;
- vi. Complete and submit the environmental review into GLO's system of record;
- vii. At least one site visit to project location and completion of a field observation report;
- viii. Prepare and submit for publication all public notices including, but not limited to the Notice of Finding of No Significant Impact (FONSI), Request for Release of Funds floodplain/wetland early and final notices in required order and sequence;
- ix. Provide documentation of clearance for Parties Known to be Interested as required by 24 CFR 58.43;
- x. Process environmental review and clearance in accordance with NEPA;
- xi. Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required;
- xii. Prepare and submit Monthly Status Report; and participate in regularly scheduled progress meetings