



ST. CHARLES PARISH


OFFICE OF THE COUNCIL SECRETARY

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COUNCIL OFFICE MEMORANDUM

DATE: NOVEMBER 14, 2024

TO: MS. CARLA CHIASSON
GRANTS OFFICER

FROM: MICHELLE IMPASTATO 
COUNCIL SECRETARY

RE: AGREEMENT FOR PROGRAM ADMINISTRATIVE/MANAGEMENT
SERVICES FOR THE ST. CHARLES PARISH CDBG – DISASTER
RECOVERY PROGRAM

On November 4, 2024, the St. Charles Parish Council adopted Ordinance No. 24-11-3 to approve and authorize the execution of a Professional Services Agreement by and between St. Charles Parish and Hunt, Guillot & Associates, LLC, to perform Program Administrative/Management Services in the implementation of the St. Charles Parish CDBG – Disaster Recovery Program in the amount of \$185,000.00.

A copy of the fully executed ordinance is enclosed for your records. Please update in your records and/or software as desired. The agreement was fully executed through Administration's DocuSign software and should be available via DocuSign.

MI/ag

Enclosure

cc: ¹Parish Council
Ms. Samantha de Castro w/enclosure
Mr. Corey Oubre w/enclosure
Mr. Grant Dussom w/enclosure
Hunt, Guillot & Associates, LLC w/enclosure

¹ Council Dept. retained 1 DocuSign copy for file

2024-0341

INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT
(GRANTS OFFICE)

ORDINANCE NO. 24-11-3

An ordinance to approve and authorize the execution of a Professional Services Agreement by and between St. Charles Parish and Hunt, Guillot & Associates, LLC, to perform Program Administrative/Management Services in the implementation of the St. Charles Parish CDBG – Disaster Recovery Program in the amount of \$185,000.00.

WHEREAS, St. Charles Parish has been allocated Community Development Block Grant (CDBG) Disaster Recovery funds in the amount of \$11,066,576.98 by the Office of Community Development for disaster recovery efforts in response to the 2020 and 2021 disasters; and,

WHEREAS, said grant program will provide funding to be used for infrastructure and economic revitalization efforts through the Resilient Communities Infrastructure Program; and,

WHEREAS, said grant program will provide funding for the program delivery costs for each CDBG-DR funded project; and,

WHEREAS, in compliance with Federal procurement regulations, St. Charles Parish issued a Request for Proposal (RFP) for Program Administrative/Management Services to Implement the St. Charles Parish CDBG – Disaster Recovery Program to solicit a firm to provide said services on an as needed basis; and,

WHEREAS, the RFP was publicly advertised and proposals were received on January 23, 2023; and,

WHEREAS, all proposals received have been reviewed and evaluated in accordance with the Selection Criteria set forth in the RFP and it is recommended that the Contract be awarded to Hunt, Guillot & Associates, LLC.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the Professional Services Agreement for Program Administrative/ Management Services for task orders associated with the St. Charles Parish CDBG – Disaster Recovery Program by and between St. Charles Parish and Hunt, Guillot & Associates, LLC, is hereby approved and accepted.

SECTION II. That the Parish President is hereby authorized to execute said Agreement and to act on behalf of St. Charles Parish in all matters pertaining to this agreement.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: MOBLEY, FONSECA, WILSON, SKIBA, PILIE, COMARDELLE,
O'DANIELS, DEBRULER
NAYS: NONE
ABSENT: FISHER

And the ordinance was declared adopted this 4th day of November, 2024, to become effective five (5) days after publication in the Official Journal.

ACTING CHAIRMAN: Heely Fonseca
SECRETARY: Michelle Sordani
DLVD/PARISH PRESIDENT: November 5, 2024
APPROVED: DISAPPROVED:
PARISH PRESIDENT: Matthew Jewell
RETD/SECRETARY: November 5, 2024
AT: 3:02 pm RECD BY: [Signature]