

Task Order No. 1

Is hereby attached to and is part of the Professional Services Contract for
*Program Administrative/Management Services for the St. Charles Parish CDBG – Disaster Recovery
Program*

between

St. Charles Parish (PARISH) and
CSRS Disaster Recovery Management, LLC (CONSULTANT)

as approved by Ordinance No. 23-2-5

Task Order Description and Scope of Services

The PARISH intends to secure funding through the Community Development Block Grant (CDBG) Disaster Recovery Funds in the amount of \$3,897,180; these funds are to be used for infrastructure and economic revitalization efforts through the Hometown Revitalization Program and Resilient Communities Infrastructure Program. The Parish has entered into a Professional Services contract with CSRS Disaster Recovery Management for Program Administrative/Management Services for assistance with CDBG-Disaster Recovery Programs. The following activities will be conducted under this Task Order:

1. The CONSULTANT will assist the PARISH in the completion of the required Recovery Proposal and submission to the Office of Community Development, including facilitating the planning process, drafting of the proposal for consideration by the St. Charles Parish Council for adoption, preparing the submission to – and facilitating the approval by – the Office of Community Development. Tasks identified in the Professional Services contract effective on March 27, 2023.
2. Completing all necessary project descriptions, justifications, and risk assessments on all projects to be undertaken in the recovery effort;
3. Securing approvals from the Office of Community Development -Disaster Recovery Unit to proceed with application submissions on all projects to be undertaken in the recovery effort;
4. Preparing all formal applications, including completion of all citizen participation requirements and household income surveys;
5. Prepare an environmental review record for each project funded in whole or in part with CDBG funds including outreach to applicable agencies/tribes, all written reports, checklists HUD/OCD environmental forms, or legal notices required to assure compliance with federal and state environmental requirements;
6. Assist the PARISH in meeting equal opportunity, citizen participation, fair housing, Section 504, and Section 3 requirements for participation in the CDBG program;
7. Assist the PARISH in meeting record keeping requirements of the program including the establishment and maintenance of project files and the preparation of all documentation and reports required for administration of the program;
8. Assist the PARISH in meeting financial, administrative and bookkeeping requirements of the program, including preparation of requests for payment;
9. Assist the PARISH with the selection of project architects, engineers, and other professional services in conformance with applicable procurement requirements, including the preparation of request for proposals;
10. Assist the PARISH in contract administration including review of construction documents, review of the bidding process, participation in the pre-construction conference and participation in periodic construction progress meetings;
11. Serve as the PARISH designated Labor Compliance Officer and ensure compliance with all applicable labor standard requirements;

12. Assist the PARISH in meeting regulations governing land acquisition and relocation including the Uniform Relocation Assistance and Real Property Acquisition Act (URA);
13. Assist the PARISH in any monitorings and responding to any monitoring findings by a state or federal agency; and
14. Prepare all required performance reports and closeout documents and assist PARISH with the determination of applicable audit requirements.

Compensation

The CONSULTANT'S compensation will be a lump sum fee in the amount of \$159,000.00 as compensation to be paid as outlined in the table below:

Milestone Number	Milestone Description	Contract Fee
1	OCD approval of the Recovery Proposal	\$ 23,985.00
2	OCD approval of the project applications	\$ 31,980.00
3	OCD approval of the project – specific Environmental Review Records	\$ 15,990.00
4	Submission of project plans, specification, and cost estimate to OCD	\$ 7,995.00
5	Completion of grant administration through program implementation or project construction, including payroll monitoring and submission of reimbursement requests	\$ 63,960.00
6	OCD Award Closeout	\$ 15,990.00
TOTAL		\$159,000.00

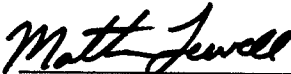
Authorization

This Task Order No. 1 for program administrative/management services is made and entered into this 1st day of April, 2023, by and between St. Charles Parish and CSRS Disaster Recovery Management, LLC. If you agree with the Scope of Services and Compensation outlined herein, please indicate your acceptance by signing on the line provided below and returning a copy to our office.

St. Charles Parish

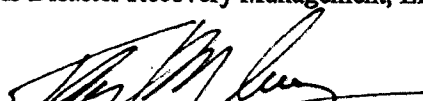
CSRS Disaster Recovery Management, LLC

BY:



Matthew Jewell
Parish President

BY:



Taylor Gravois, PE, PLS, PMP
Principal