



## Legislation Text

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**File #:** RFP 19-002, **Version:** 1

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Consideration of and action on authorizing issuance of a Request for Proposals (RFP) for disaster recovery grant management/administrative services.

### Summary:

In 2017, the President declared a major disaster in Harris County, Texas for Hurricane Harvey, during which public funds were expended for Emergency Protective Measures and Emergency Debris Removal in the City of Deer Park. Additionally, several City facilities incurred damage as a result of the storm. Expenses related to the emergency protective measures, cleanup, and repairs to damages resulting from the storm are eligible for grant assistance through the FEMA Public Assistance grant program. The City applied for said assistance and has been working with FEMA and the Texas Division of Emergency Management (TDEM) to secure the grant funding. Most of the grant reimbursement for expenses associated with the Debris Removal have been received. Also, the reimbursement for expenses associated with Emergency Protective Measures has been obligated by FEMA and reimbursement is pending. We have recently been authorized to proceed with the procurement process for the repairs to the Police Department Firearms Training Facility. Also, we are ready to proceed with the procurement process for several storm water repair projects.

Due to the extensive amount of grant related requirements involved in the procurement and administration of the remaining projects remaining (Police Department Firearms Training Facility and storm water repair) it is recommended that we issue a Request for Proposals (RFP) for disaster recovery grant management/administrative services. The cost of the services is an eligible expense as a Standard Directive Administrative Cost (DAC) under the FEMA Public Assistance Grant. The scope of work to be included in the RFP would be as follows:

Scope of Work -The successful respondent(s) is to provide management services that may include but are not limited to the following:

- Comprehensive administration of FEMA programs and projects contemplated by Project Worksheets (PWs);
- Attend meetings with FEMA, TDEM, and other agencies in conjunction with and on behalf of the local government;
- Collaborate with local government on project formulation, including damage assessments (field team assessment of damages including a comprehensive list of damaged structures, contents, etc.); Information gathering (photo-document damages, gather records, drawings, insurance policies, historical photos/videos, etc.); project development (define both small and large projects' scope, size, and damages, including cost estimating that will be the basis of each PW); project submittals (draft and submit small and large project PWs to TDEM/FEMA);
- Proactively identify opportunities to maximize Public Assistance and Post-Disaster Mitigation Section 406 funding within the current regulatory framework;
- Provide ongoing guidance to maximize FEMA Public Assistance funding;
- Coordinate and manage deliverables with TDEM and FEMA;
- Assist with TDEM, FEMA, and/or other federal grants quarterly reporting;
- Generate time extension requests to FEMA and/or other federal grants and TDEM when necessary so

- that eligibility is not forfeited;
- Assist with insurance claim submission and tracking in relation to projects submitted to FEMA to avoid duplication of benefits and document final amount of insurance proceeds applied to each project;
- Assist in getting the necessary legal documents for proper filing;
- Advise on document retention strategies;
- Coordinate with local government staff to obtain all cost and necessary backup documentation to develop, revise, and submit PWs;
- Track status of FEMA and other agency reimbursement and serve as a co-liaison between FEMA/other agencies and local government;
- Assist in responding to Requests for Information from FEMA/other agencies;
- Assist with the submission of appeals to FEMA;
- Provide detailed and periodic management reports on the status of PWs including developments, revisions, submissions/approvals, open issues, financial overview, etc.;
- Assist with submittals of appeals to FEMA;
- Provide Cash Management reports showing the projected schedule for reimbursement requests and the actual status of reimbursements received;
- Preparing public procurement documentation and providing additional procurement assistance, including but not limited to preparing and writing requests for qualifications, requests for proposals, or other applicable procurements for identified projects that align with PWs, other public assistance projects, and federal and state requirements;
- Development of database/electronic system for tracking and management of project worksheets, claims, grant applications and status, and associated information to facilitate effective documentation, management of grant management and funding programs, and information sharing;
- Developing program guidelines, policies, procedure, implementation plans, or other pertinent documents;
- Research, development, and prepare grant applications and other applicable public assistance documents;
- Review data and records for compliance with federal requirements;
- Advise on the management of the closeout process; and
- Researching, monitoring, reporting, documenting, managing, analyzing, assessing, designing, and other work related to disaster recovery, disaster planning, disaster mitigation, and public assistance.

#### Fiscal/Budgetary Impact:

The cost of the services is an eligible expense as a Standard Directive Administrative Cost (DAC) under the FEMA Public Assistance Grant.

Authorize issuance of a Request for Proposals (RFP) for disaster recovery grant management/administrative services.