

September 26, 2024



# CDBG-DR Planning and Outreach Services

**BALDWIN COUNTY COMMISSION**

PROPOSAL FOR AMENDMENT TO SERVICES

**PROPOSAL CONTACT**

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**SUBMITTED BY**

Civix  
3300 W. Esplanade Ave., Ste 400  
Metairie, LA 70002

September 26, 2024

Brian Underwood  
Grants Director  
Baldwin County Commission

Mr. Underwood,

On behalf of the Civix Community Planning and Resilience team, we appreciate the opportunity to submit this budget amendment request to Baldwin County for continued services related to the Local Recovery Plan, programming, and grant set up. The amendment tasks align with the contract scope of services and will provide for efforts that continue moving the Local Recovery Plan forward. Our team is excited to continue the partnership with Baldwin County and to support the Commission in building capacity and leading engagement around the County's recovery needs.

Please reach out should you have questions or if we can provide additional information.

Sincerely,



Ted E. Guillot  
Vice President

# 1. Scope of Services

## Task 1: Communications and Outreach

SCOPE TASKS: 1.1, 1.2, 1.3, 1.4
<ul style="list-style-type: none"><li>• Strategic planning and internal capacity building for communicating outcomes.</li><li>• Development of the Communications and Outreach Plan, and website content development for the CDBG-DR Program.</li><li>• Assist the County in the development and administration of an unmet needs assessment.</li><li>• Outreach and engagement with key stakeholders to inform project development and description within the LRP.</li></ul>
KEY DELIVERABLES
<ul style="list-style-type: none"><li>• <b>Communication and Outreach Plan and CDBG-DR website updates</b></li><li>• <b>Key messaging and outreach to support LRP program design</b></li></ul>

### LRP OUTREACH AND PUBLIC PARTICIPATION

The Communications and Outreach Plan was utilized and followed as part of the LRP development and will continue to be the source for communication management during the program and project implementation. As part of program design and planning, the Civix team will continue outreach and coordinate periodic meetings throughout the project lifecycle to provide updates to key community leaders as well as local, state, and federal officials as requested by Baldwin County.

#### Deliverables

- Implement communication strategies using key messages, as outlined in the approved communication plan, which may include, but not be limited to:
  - Creating and distributing flyers and other public documents.
  - Setting up meetings and networking with local agencies, service providers, and partners.
  - Scheduling, planning, and facilitating open houses and other outreach events.
  - Creating and implementing content for social media and email blasts as well as other platforms as determined during the communications planning process.
  - Maintaining the website with up-to-date content, maps, FAQs, and other relevant information, and ensuring the availability of multilingual translations to communicate effectively with identified populations of LEP persons in the area.

## Task 2: Local Recovery Plan Development

SCOPE TASKS: 2.1, 2.2, 2.3, 2.4
<ul style="list-style-type: none"><li>• Development of the Local Recovery Plan.</li><li>• Conduct public outreach for the Local Recovery Plan.</li><li>• Develop implementation timeline and milestones.</li><li>• Development of the unmet needs analysis and targeted recovery needs.</li></ul>
KEY DELIVERABLES
<ul style="list-style-type: none"><li>• <b>Program matrices for LGRIP, CPIP, and Homeownership Assistance</b></li><li>• <b>Stakeholder capacity building for LGRIP, CPIP, and Homeownership Assistance</b></li><li>• <b>Program application design</b></li></ul>

- **Trainings on CDBG-DR and federal regulations, cross-cutting requirements, and grant compliance**

Our team is prepared to use the outcomes of the LRP to set up standards to analyze projects and programs in a manner that maximizes the impacts of grant investments. In addition to the unmet needs, the County must assess the impact of these projects on the current community structure and protected classes to determine the feasibility and viability of the project or program.

#### **PROJECT FORMULATION AND CDBG-DR COMPLIANCE**

- **Program Design** – Our program design process is data informed and will offer County staff an opportunity to see how decisions impact the communities served with CDBG-DR funding.

##### **Deliverables**

- Program matrices for Infrastructure (LGRIP, CPIP), and Homeownership programs that define significant program elements, and determine program policy.
  - Program outcomes and projections for LGRIP, CPIP, and Homeownership programs to assess the impacts the programs will have to meet the unmet needs.
  - LGRIP Stakeholder Capacity Building Sessions on program requirements, priorities, and project selection criteria.
  - Homeownership Assistance training to lenders on program requirements.
  - Application design for LGRIP and Homeownership Assistance.
- **CDBG-DR Compliance** – Civix is prepared to be a trusted resource to the County in ensuring CDBG-DR compliance. From national objective, eligible activities, tie-back, low- and moderate-income benefit, to affirmatively furthering fair housing, we understand how to present programs that meet HUD regulations, while also meeting local recovery needs and serving vulnerable populations.

##### **Deliverables**

- Trainings on cross-cutting and regulatory requirements, including slide decks and reference materials.
- Review of administrative policies for processes and set up.

#### **IMPLEMENTATION PLAN TIMELINE**

The Civix team brings demonstrated experience developing implementation plan timelines that meet the CDBG-DR expenditure deadlines. From assisting the County with their initial implementation plan, project and initiative development and design, to creating a project management schedule throughout the implementation of the grant.

##### **Deliverables**

- Timeline for implementation of programs, including milestones for program design, release of applications, and project selection.

## **2. Schedule**

We propose the timeline for completion of the program planning phase and this scope of services to extend through February 29, 2025. The schedule assumes an amendment is in place and Civix

is approved to continue work no later than October 31, 2024. The parties will work together to develop a final work plan following amendment execution.

### 3. Pricing

Presented below is a not-to-exceed budget to deliver the scope of services outlined herein. Pricing is based on the agreed upon rate schedule and labor categories in the contract. Work completed and deliverables will be invoiced according to the terms of the contract.

The requested amount to add to the not-to-exceed budget for the scope of services in this amendment is \$211,345, which brings the total contract amount to \$581,426. The estimated costs for each task are based on our current understanding of Baldwin County’s support needs and the anticipated level of effort. Ongoing discussions between Baldwin County and the Civix team will ensure we align efforts to meet the County’s expectations.

Tasks & Subtasks	Est. Cost
<b>RFP Task 1 - Communication and Outreach</b>	
Original Contract	\$110,646
<i>Remaining Balance*</i>	\$1,045
Requested Amendment	\$67,815
<b>Subtotal Task 1 =</b>	<b>\$178,461</b>
<b>RFP Task 2 - Local Recovery Plan Development</b>	
Original Contract	\$242,775
<i>Remaining Balance*</i>	\$34,150
Requested Amendment	\$135,630
<b>Subtotal Task 2 =</b>	<b>\$378,405</b>
<b>RFP Task 3 - Affirmative Action Plan</b>	
Original Contract	\$8,760
<i>Remaining Balance*</i>	-
Requested Amendment	-
<b>Subtotal Task 3 =</b>	<b>\$0</b>
<b>Materials and Reimbursable Expenses</b>	
Original Contract	\$7,900
<i>Remaining Balance*</i>	-
Requested Amendment	\$7,900
<b>Subtotal Expenses =</b>	<b>\$15,800</b>
<b>Requested Amendment Amount =</b>	<b>\$211,345</b>
<b>Proposed New Contract Total =</b>	<b>\$581,426</b>

\*Projected balance through September 30