

25-0425-RFP Management, Administration & Implementation of Community Development Block			
Management, Administration & Implementation of			
Option A: Disaster Recovery Program Management			3 Year Cost Estimates
ITEM No.	CATEGORY (PPM/RRM)	PROGRAM DESCRIPTION	COST
PROJECT/PROGRAM MANAGEMENT SERVICES			
1		Project Management	\$ 2,380,980.00
2		Other Professional Services	\$ 2,181,775.60
3		Strategic Relocation and Revitalization Program	\$ 1,525,860.00
4		Homebuyer Assistance Program	\$ 2,035,740.00
5		Disaster Relief Payment Program	\$ 4,925,092.00
6		Small Business and Community Recovery Program	\$ 2,543,268.62
7		Non-Profit Community Recovery Program	\$ 1,161,795.38
8		Local Mitigation Planning Program	\$ 2,751,840.00
9		Local Mitigation Infrastructure Program	\$ 3,784,200.00
TOTAL CDBG-DR PROJECT COST			\$ 23,290,551.60
Complete areas highlighted in yellow.			

Option A: Disaster Recovery Program Management			
Provide Staff Rates for a 3 Year Term			
Staff		Staff Position	
		Billable Rate (Hourly)	
1	Administrative Assistant	\$	75.00
2	Case Manager	\$	95.00
3	Grant Manager I	\$	125.00
4	Grant Manager II	\$	135.00
5	HBA Specialist	\$	150.00
6	DRP Program Lead	\$	155.00
7	URA Relocation Specialist	\$	160.00
8	Outreach Coordinator	\$	165.00
9	Planner	\$	165.00
10	Senior Planner	\$	200.00
11	Mitigation Senior Grant Manager	\$	225.00
12	Senior Grant Manager	\$	225.00
13	Program Director	\$	230.00
14	Finance Manager	\$	250.00
15	Mitigation Programs Manager	\$	250.00
16	Subject Matter Expert	\$	250.00
17	Lead Project Manager	\$	275.00
18		\$	-
19		\$	-
20		\$	-

Example For Informational Purposes Only			
Staff		Staff Position	
		Billable Rate (Hourly)	
1	Sr. Project Manager	\$	250.00
2	Subject Matter Expert	\$	225.00
3	Program Lead	\$	205.00
4	Financial Analyst	\$	205.00
5	Environmental Specialist	\$	200.00
6	Construction Manager	\$	175.00
7	Grant Manager	\$	165.00
8	Compliance Lead	\$	165.00
9	Project Coordinator	\$	150.00
10	Inspector	\$	150.00
11	Jr. Project Manager	\$	150.00
12	Monitoring Analyst	\$	140.00
13	Lead Business Analyst	\$	130.00
14	QA/QC Analyst	\$	120.00
15	Trainer	\$	100.00
16	Case Manager	\$	95.00
17	Administrative Assistant	\$	65.00

Penalty Clause for key staffing:
Should any key staff leave or be replaced within an agreed upon time frame, the Contractor shall incur a penalty as stipulated by the contract terms

Option A: Disaster Recovery Program Management					
Environmental Reviews and Inspection Rates					
ITEM No.	TASK	QUANTITY	UNIT MEASURE	BLENDED (all inclusive) LOADED UNIT PRICE / Measure	AMOUNT
1	Environmental Review Tier 1* (County-wide)	1	Fixed Price	\$ 25,000.00	\$25,000.00
2	Environmental Review Tier 2 (Per Site/Project)	307	Fixed Price	\$ 1,000.00	\$307,000.00
3	Environmental Assessment (As Needed Per Project)	86	Fixed Price	\$ 18,000.00	\$1,548,000.00
4	Interim Inspections (As Applicable)	73	Fixed Price	\$ 550.00	\$40,150.00
5	Final Inspection (As Applicable)	73	Fixed Price	\$ 550.00	\$40,150.00
6	Lead-Based Paint Inspection (As Needed)	10	Fixed Price	\$ 1,200.00	\$12,000.00
7	Lead-Based Paint Risk Assessment (As Needed)	0	Fixed Price	\$ 1,200.00	\$0.00
8	Mold Inspection (As Needed)	0	Fixed Price	\$ 1,200.00	\$0.00
9	Asbestos Inspection (As Needed)	10	Fixed Price	\$ 1,200.00	\$12,000.00
10	Davis Bacon Compliance	5	Fixed Price	\$ 40,000.00	\$200,000.00
For any item you are not managing or responsible for mark 0 in the Quantity Field					

Example For Informational Purposes Only					
Environmental Reviews and Inspection Rates					
ITEM No.	TASK	QUANTITY	UNIT MEASURE	BLENDED LOADED UNIT PRICE / Measure	AMOUNT
1	Environmental Review Tier 1* (County-wide)	1	Fixed Price	\$ 12,000.00	\$12,000.00
2	Environmental Review Tier 2 (Per Site/Project)	1	Fixed Price	\$ 6,000.00	\$6,000.00
3	Environmental Assessment (As Needed Per Project)	1	Fixed Price	\$ 2,000.00	\$2,000.00
4	Interim Inspections (As Applicable)	0	Fixed Price	\$ -	\$0.00
5	Final Inspection (As Applicable)	1	Fixed Price	\$ 1,000.00	\$1,000.00
6	Lead-Based Paint Inspection (As Needed)	0	Fixed Price	\$ -	\$0.00
7	Lead-Based Paint Risk Assessment (As Needed)	0	Fixed Price	\$ -	\$0.00
8	Mold Inspection (As Needed)	0	Fixed Price	\$ -	\$0.00
9	Asbestos Inspection (As Needed)	0	Fixed Price	\$ -	\$0.00

Option A: Disaster Recovery Program Management					
Project Management (3 Years)					
ITEM No.	PROJECT ROLE	QUANTITY	UNIT MEASURE	BLENDED (all inclusive) LOADED UNIT PRICE / HOUR	AMOUNT
1	Lead Project Manager	6,350	Hour(s)	\$ 275.00	\$1,746,360.00
2	Finance Manager	1,512	Hour(s)	\$ 250.00	\$378,000.00
3	Policy Manager	1,092	Hour(s)	\$ 235.00	\$256,620.00
4			Hour(s)	\$ -	\$0.00
TOTAL PROJECT MANAGEMENT FEES for 3 Years					\$2,380,980.00

Minimum Level of Service

- 1
- Establish and Manage Project charters, project timelines, goals, metrics and deliverables for the management of the programs
- 2
- Project Management Oversight for the Programs under the vendors purview
- 3
- Weekly & Monthly Status Reports
- 4
- Reporting - Timelines, Budgets, Risks, Compliance, etd.
- 5
- Administrative Oversight
- 6
- Submit Invoices, timesheets, Record Keeping
- 7
- Status Meetings
- 8
- Communications Collaboration
- 9
- Transition and Continuity of Operations
- 10
- Managing Change Orders
- 11
- Onboarding, training, and technical assistance

Option A: Disaster Recovery Program Management					
Provide for a 3 Year Term					
Other Professional Services					
ITEM No.	SERVICE	QUANTITY	UNIT MEASURE	BLENDED (all inclusive) LOADED UNIT PRICE / HOUR	AMOUNT
1	Call Center Establishment and Operation	1	Est. Budget	\$ 735,840.00	\$735,840.00
2	In-Person Customer Service Center Establishment and Operation	1	Est. Budget	\$ 428,800.00	\$428,800.00
3	Training	1	Est. Budget	\$ 141,120.60	\$141,120.60
4	Grant Compliance and Monitoring (7 Programs	3,255	Hour(s)	\$ 190.16	\$618,975.00
5	Project & Program Closeout (7 Programs)	1,512	Hour(s)	\$ 170.00	\$257,040.00
TOTAL OTHER PROFESSIONAL SERVICE FEES					\$2,181,775.60

Minimum Level of Service

Call Center Establishment and Operation

In-Person Customer Service Centers Establishment and Operation

Training

Grant Compliance and Monitoring

Program and Project Closeout

From
Staff Rate
Sheet

Enter Staff
to perform
Program
Manageme
nt Tasks
over 3
Years

Option A: Disaster Recovery Program Management						
STRATEGIC RELOCATION AND REVITALIZATION PROGRAM						
Program Management (3 Years)						
Staff Number	Staff Position	QUANTITY	UNIT MEASURE	BLEND ED (all inclusive) LOADED UNIT PRICE / Measure	AMOUNT	
13	Program Director	1512	Hours	\$ 230.00	\$347,760.00	
7	URA Relocation Specialist	1512	Hours	\$ 160.00	\$241,920.00	
12	Senior Grant Manager	2520	Hours	\$ 225.00	\$567,000.00	
16	Subject Matter Expert	1310.4	Hours	\$ 250.00	\$327,600.00	
8	Outreach Coordinator	252	Hours	\$ 165.00	\$41,580.00	
			Hours	\$ -	\$0.00	
			Hours	\$ -	\$0.00	
TOTAL PROJECT MANAGEMENT FEES					\$1,525,860.00	

justifications, reuse of documentation or quantity discount schedules as necessary.

What it would cover:
• Relocation of households residing in MHUs where repair or reconstruction is impractical, unsafe, or not cost-effective.
• Acquisition and/or site development of alternate resilient housing options
• Redevelopment or revitalization of MHU parks.

Program Management Minimum Level of Service

- Work closely with the County to identify MHU Parks in the floodplane and create a project plan to implement
- Update policies and procedures promptly as regulations evolve or as directed by the County.
- Keep all team members trained on latest applicable federal, state, and local requirements.
- Submit monthly and quarterly reports with updates on application status, fund usage, and compliance.
- Provide ad hoc reports upon County request within 3 business days.
- Ensure all reports align with DRGR metrics and County formatting requirements.
- Maintain accurate and real-time records of all program actions in the SOR.

Option A: Disaster Recovery Program Management						
HOMEBUYER ASSISTANCE PROGRAM						
Documentation Deliverables (30 Days)						
ITEM No.	TASK	QUANTITY	UNIT MEASURE	BLEND ED LOADED UNIT PRICE / Measure	AMOUNT	
1	Develop & Deliver Program Policies	1	Fixed Price	\$ 36,120.00	\$36,120.00	
2	Develop Program Standard Operating Procedures	1	Fixed Price	\$ 38,052.00	\$38,052.00	
3	Develop intake workflows	1	Fixed Price	\$ 17,808.00	\$17,808.00	
4	Develop and publish appeals process	1	Fixed Price	\$ 10,584.00	\$10,584.00	
TOTAL DOCUMENTATION FEES					\$102,564.00	

justifications, reuse of documentation or quantity discount schedules as necessary.

What it would cover:
•Up to \$80,000 for downpayment, subsidized interest rate, closing costs, etc.
•Can purchase a single-family home.

Documentation Minimum Level of Service

- Program Policies, SOPs, and NOFAs to be created within 30 days of contract start date OR 30 days prior to Program Launch Date Including drafts, County Approvals and Final Version

From
Staff Rate
Sheet

Enter Staff
to perform
Program
Manageme
nt Tasks
over 3
Years

HOMEBUYER ASSISTANCE PROGRAM						
Program Management (3 Years)						
Staff Number	Staff Position	QUANTITY	UNIT MEASURE	BLEND ED LOADED UNIT PRICE / Measure	AMOUNT	
16	Subject Matter Expert	252	Hours	\$ 250.00	\$63,000.00	
13	Program Director	2226	Hours	\$ 230.00	\$511,980.00	
5	HBA Specialist	252	Hours	\$ 150.00	\$37,800.00	
			Hours	\$ -	\$0.00	
			Hours	\$ -	\$0.00	
			Hours	\$ -	\$0.00	
			Hours	\$ -	\$0.00	
TOTAL PROGRAM MANAGEMENT FEES					\$612,780.00	

Program Management Minimum Level of Service

- Estsblish Relationships with Mortgage Lenders
- Train staff on assisting potential HomeBuyers with getting qualified and applying grant funding services and Home Loan
- Work with Lenders to establish training programs
- Maintain secure digital and physical files in accordance with 2 CFR 200.303 and HUD standards.
- Track and log all disbursements in SOR and provide to County to update HUD DRGR with applicant-level detail maintaining audit-ready records for each disbursement including source, amount, and recipient.
- Conduct regular reconciliations to verify proper allocation and flag anomalies.
- Maintain logs of assistance provided and common applicant challenges for process improvements.
- Conduct periodic self-audits and provide documentation during County or HUD reviews.
- Update policies and procedures promptly as regulations evolve or as directed by the County.
- Keep all team members trained on latest applicable federal, state, and local requirements.
- Maintain QC logs and checklists for all disbursements and draw packets.
- Ensure appeal decisions are issued within 15 business days of submission.
- Maintain logs of appeals, decisions, and resolutions for monitoring purposes.
- Submit monthly and quarterly reports with updates on application status, fund usage, and compliance.
- Provide ad hoc reports upon County request within 3 business days.
- Ensure all reports align with DRGR metrics and County formatting requirements.
- Maintain accurate and real-time records of all program actions in the SOR.

HOMEBUYER ASSISTANCE PROGRAM					
Application Completion (3 Years, Est. 210 Applicants)					
Item Number	Task	QUANTITY	UNIT MEASURE	BLENDED (all inclusive) LOADED UNIT PRICE / Measure	AMOUNT
1	Processed Application	1	Each	\$ 6,287.60	\$6,287.60
TOTAL APPLICATION PROCESSING FEES - 210					\$1,320,396.00

Application Intake & Award Minimum Level of Service

- Application Intake & Award
1. Work buyer to complete application for down payment grant funding
 2. Provide applicants with case updates within 3 business days of inquiry.
 3. Issue awards or vouchers only after full eligibility and documentation review.

Payment Limitation Clause for Application Intake & Award:

The County will only authorize payment for services tied to successfully processed and approved applications. No compensation shall be provided for incomplete, withdrawn, ineligible, or denied applications that do

TOTAL DOCUMENTATION FEES	\$102,564.00
TOTAL PROGRAM MANAGEMENT FEES	\$612,780.00
TOTAL APPLICATION PROCESSING FEES	\$1,320,396.00
HOMEBUYER ASSISTANCE PROGRAM TOTAL	\$2,035,740.00

Option A: Disaster Recovery Program Management					
DISASTER RELIEF PAYMENT PROGRAM					
Documentation Deliverables (30 Days)					
ITEM No.	TASK	QUANTITY	UNIT MEASURE	BLENDED LOADED UNIT PRICE / Measure	AMOUNT
1	Develop & Deliver Program Policies	1	Fixed Price	\$ 34,020.00	\$34,020.00
2	Develop Program Standard Operating Procedures	1	Fixed Price	\$ 51,660.00	\$51,660.00
3	Develop intake workflows	1	Fixed Price	\$ 12,810.00	\$12,810.00
4	Develop standardized application forms (Intake and Appeals)	1	Fixed Price	\$ 36,540.00	\$36,540.00
5	Develop and publish appeals process	1	Fixed Price	\$ 8,106.00	\$8,106.00
6	Develop NOFA	1	Fixed Price	\$ 103,040.00	\$103,040.00
TOTAL DOCUMENTATION FEES					\$246,176.00

justifications, reuse of documentation or quantity discount schedules as necessary.

What it would cover:
• Up to \$15,000 in reimbursements for a maximum of six consecutive months for rent, mortgage, utilities, etc.

Documentation Minimum Level of Service

- Program Policies, SOPs, and NOFAs to be created within 30 days of contract start date OR 30 days prior to Program Launch Date Including drafts, County Approvals and Final Version

DISASTER RELIEF PAYMENT PROGRAM					
Progam Management (3 Years)					

From Staff Rate Sheet Enter Staff to perform Program Management Tasks over 3 Years	Staff Number	Staff Position	QUANTITY	UNIT MEASURE	BLEND ED LOADED UNIT PRICE / Measure	AMOUNT
	6	DRP Program Lead	3780	Hours	\$ 155.00	\$585,900.00
	16	Subject Matter Expert	336	Hours	\$ 250.00	\$84,000.00
				Hours	\$ -	\$0.00
				Hours	\$ -	\$0.00
				Hours	\$ -	\$0.00
				Hours	\$ -	\$0.00
				Hours	\$ -	\$0.00
				Hours	\$ -	\$0.00
TOTAL PROGRAM MANAGEMENT FEES						\$669,900.00

Program Management Minimum Level of Service

- Disburse funds for eligible essential living expenses (e.g., rent, mortgage, utilities) to qualified LMI households per 24 CFR 570.208(a)(2).
- Maintain secure digital and physical files in accordance with 2 CFR 200.303 and HUD standards.
 - Track and log all disbursements in SOR and provide to County to update HUD DRGR with applicant-level detail maintaining audit-ready records for each disbursement including source, amount, and recipient.
 - Conduct regular reconciliations to verify proper allocation and flag anomalies.
 - Maintain logs of assistance provided and common applicant challenges for process improvements.
 - Conduct periodic self-audits and provide documentation during County or HUD reviews.
 - Update policies and procedures promptly as regulations evolve or as directed by the County.
 - Keep all team members trained on latest applicable federal, state, and local requirements.
 - Maintain QC logs and checklists for all disbursements and draw packets.
 - Ensure appeal decisions are issued within 15 business days of submission.
 - Maintain logs of appeals, decisions, and resolutions for monitoring purposes.
 - Submit monthly and quarterly reports with updates on application status, fund usage, and compliance.
 - Provide ad hoc reports upon County request within 3 business days.
 - Ensure all reports align with DRGR metrics and County formatting requirements.
 - Maintain accurate and real-time records of all program actions in the SOR.
 - Conduct or Consult on Inspections and Receipt Reviews as required

DISASTER RELIEF PAYMENT PROGRAM					
Application Completion (3 Years, Est. 2000 Applicants)					
Item Number	Task	QUANTITY	UNIT MEASURE	BLEND ED (all inclusive) LOADED UNIT PRICE / Measure	AMOUNT
1	Processed Application	1	Each	\$ 2,004.51	\$2,004.51
TOTAL APPLICATION PROCESSING FEES-2000					\$4,009,016.00

Application Intake & Award Minimum Level of Service

- Application Intake & Award
1. Perform complete verification of applicant eligibility, loss income, hardship, job loss, displacement due to disaster
 2. Utilize standard tools (e.g., FEMA, SBA, insurance) to conduct compliant DOB analysis.
 3. Provide written DOB determinations and maintain clear documentation in each applicant file.
 4. Provide applicants with case updates within 3 business days of inquiry.
 5. Issue awards or vouchers only after full eligibility, DOB clearance, and documentation review.
 6. Complete draw requests within 5 business days of receipt, barring documentation issues.
 7. Resolve payment issues or discrepancies within 7 business days.

Payment Limitation Clause for Application Intake & Award:

The County will only authorize payment for services tied to successfully processed and approved applications. No compensation shall be provided for incomplete, withdrawn, ineligible, or denied applications that do

TOTAL DOCUMENTATION FEES	\$246,176.00
TOTAL PROGRAM MANAGEMENT FEES	\$669,900.00
TOTAL APPLICATION PROCESSING FEES	\$4,009,016.00
DISASTER RELIEF PAYMENT PROGRAM PROGRAM TOTAL	\$4,925,092.00

Option A: Disaster Recovery Program Management
SMALL BUSINESS COMMUNITY RECOVERY PROGRAM
Documentation Deliverables (30 Days)

justifications, reuse of documentation or quantity discount schedules as necessary.

ITEM No.		TASK	QUANTITY	UNIT MEASURE	BLEND ED (all inclusive) LOADED UNIT PRICE / Measure	AMOUNT
1		Develop & Deliver Program Policies	1	Fixed Price	\$ 38,850.00	\$38,850.00
2		Develop Program Standard Operating Procedures	1	Fixed Price	\$ 44,688.00	\$44,688.00
3		Develop intake workflows	1	Fixed Price	\$ 25,116.00	\$25,116.00
4		Develop application and underwriting criteria for eligibility, financial need, and job impact.	1	Fixed Price	\$ 44,688.00	\$44,688.00
5		Develop and publish appeals process	1	Fixed Price	\$ 7,770.00	\$7,770.00
6		Develop NOFA	1	Fixed Price	\$ 98,552.00	\$98,552.00
7		Develop Enforceable Agreements detailing compliance terms and remedies	1	Fixed Price	\$ 44,688.00	\$44,688.00
TOTAL DOCUMENTATION FEES						\$259,664.00

What it would cover:
• Up to \$500,000 for storm repairs, expanded facilities, equipment purchase and/or for working capital.

Documentation Minimum Level of Service

- Program Policies, SOPs, and NOFAs to be created within 30 days of contract start date OR 30 days prior to Program Launch Date Including drafts, County Approvals and Final Version

From
Staff Rate
Sheet

Enter Staff
to perform
Program
Manageme
nt Tasks
over 3
Years

SMALL BUSINESS COMMUNITY RECOVERY PROGRAM						
Progam Management (3 Years)						
Staff Number		Staff Position	QUANTITY	UNIT MEASURE	BLEND ED (all inclusive) LOADED UNIT PRICE / Measure	AMOUNT
13	Program Director		3528	Hours	\$ 230.00	\$811,440.00
				Hours	\$ -	\$0.00
				Hours	\$ -	\$0.00
				Hours	\$ -	\$0.00
				Hours	\$ -	\$0.00
				Hours	\$ -	\$0.00
				Hours	\$ -	\$0.00
TOTAL PROGRAM MANAGEMENT FEES						\$811,440.00

Program Management Minimum Level of Service

- Coordinate with Chambers, SBDCs, and community partners for outreach and support.
- Provide grants/forgivable loans in compliance with the LMI Job Creation/Retention national objective (24 CFR 570.208(a)(4)).
- Administer CDBG-DR funds for eligible small businesses impacted by federally declared disasters.
- Track and log all disbursements in SOR and provide to County to update HUD DRGR with applicant-level detail maintaining audit-ready records for each disbursement including source, amount, and recipient.
- Conduct targeted outreach to LMI and underserved business communities and track job creation/retention, ownership demographics, and LMI service area compliance.
- Maintain logs of assistance provided and common applicant challenges for process improvements.
- Conduct periodic self-audits and provide documentation during County or HUD reviews.
- Update policies and procedures promptly as regulations evolve or as directed by the County.
- Keep all team members trained on latest applicable federal, state, and local requirements.
- Maintain QC logs and checklists for all disbursements and draw packets.
- Ensure appeal decisions are issued within 15 business days of submission.
- Maintain logs of appeals, decisions, and resolutions for monitoring purposes.
- Submit monthly and quarterly reports with updates on application status, fund usage, and compliance.
- Provide ad hoc reports upon County request within 3 business days.
- Ensure all reports align with DRGR metrics and County formatting requirements.
- Maintain accurate and real-time records of all program actions in the SOR.
- Conduct or Consult on Inspections and Receipt Reviews as required

SMALL BUSINESS COMMUNITY RECOVERY PROGRAM					
Application Completion (3 Years, Est. 54 Applicants)					
Item Number	Task	QUANTITY	UNIT MEASURE	BLEND ED LOADED UNIT PRICE / Measure	AMOUNT
1	Processed Application	1	Each	\$ 27,262.31	\$27,262.31
TOTAL APPLICATION PROCESSING FEES-54					\$1,472,164.62

Application Intake & Award Minimum Level of Service

- Application Intake & Award
1. Perform complete verification of applicant eligibility serving Low to Moderate income areas and/or creating low to moderate income jobs
 2. Utilize standard tools (e.g., FEMA, SBA, insurance) to conduct compliant DOB analysis.
 3. Provide written DOB determinations and maintain clear documentation in each applicant file.
 4. Provide applicants with case updates within 3 business days of inquiry.

- 5. Issue awards or vouchers only after full eligibility, DOB clearance, and documentation review.
- 6. Complete draw requests within 5 business days of receipt, barring documentation issues.
- 7. Resolve payment issues or discrepancies within 7 business days.

Payment Limitation Clause for Application Intake & Award:

The County will only authorize payment for services tied to successfully processed and approved applications. No compensation shall be provided for incomplete, withdrawn, ineligible, or denied applications that do

TOTAL DOCUMENTATION FEES	\$259,664.00
TOTAL PROGRAM MANAGEMENT FEES	\$811,440.00
TOTAL APPLICATION PROCESSING FEES	\$1,472,164.62
SMALL BUSINESS COMMUNITY RECOVERY PROGRAM TOTAL	\$2,543,268.62

Option A: Disaster Recovery Program Management					
NON-PROFIT COMMUNITY RECOVERY PROGRAM					
Documentation Deliverables (30 Days)					
ITEM No.	TASK	QUANTITY	UNIT MEASURE	BLEND ED (all inclusive) LOADED UNIT PRICE / Measure	AMOUNT
1	Develop & Deliver Program Policies	1	Fixed Price	\$ 21,378.00	\$21,378.00
2	Develop Program Standard Operating Procedures	1	Fixed Price	\$ 27,216.00	\$27,216.00
3	Develop intake workflows	1	Fixed Price	\$ 13,776.00	\$13,776.00
4	Develop application and underwriting criteria for eligibility, financial need, and job impact.	1	Fixed Price	\$ 21,378.00	\$21,378.00
5	Develop and publish appeals process	1	Fixed Price	\$ 9,576.00	\$9,576.00
6	Develop NOFA	1	Fixed Price	\$ 66,416.00	\$66,416.00
7	Develop underwriting criteria addressing financial need, DOB compliance (Stafford Act §312), and disaster impact.	1	Fixed Price	\$ 18,555.60	\$18,555.60
8	Develop Enforceable Agreements detailing compliance terms and remedies	1	Fixed Price	\$ 18,555.60	\$18,555.60
TOTAL DOCUMENTATION FEES					\$159,740.00

justifications, reuse of documentation or quantity discount schedules as necessary.

What it would cover:
• Up to \$500,000 for storm repairs, expanded facilities, and/or services

Documentation Minimum Level of Service

- Program Policies, SOPs, and NOFAs to be created within 30 days of contract start date OR 30 days prior to Program Launch Date Including drafts, County Approvals and Final Version

From
Staff Rate
Sheet

Enter Staff
to perform
Program
Manageme
nt Tasks
over 3
Years

NON-PROFIT COMMUNITY RECOVERY PROGRAM					
Progam Management (3 Years)					
Staff Number	Staff Position	QUANTITY	UNIT MEASURE	BLEND ED (all inclusive) LOADED UNIT PRICE / Measure	AMOUNT
13	Program Director	1512	Hours	\$ 230.00	\$347,760.00
			Hours	\$ -	\$0.00
			Hours	\$ -	\$0.00
			Hours	\$ -	\$0.00
			Hours	\$ -	\$0.00
			Hours	\$ -	\$0.00
			Hours	\$ -	\$0.00
TOTAL PROGRAM MANAGEMENT FEES					\$347,760.00

Program Management Minimum Level of Service

- Verify eligibility of 501(c)(3) or 501(c)(19) nonprofits aligned with HUD’s LMI national objectives (24 CFR 570.208).
- Manage CDBG-DR funds to assist nonprofits serving Low- and Moderate-Income (LMI) populations.
- Execute grant agreements outlining performance, compliance, and recordkeeping requirements.
- Track and log all disbursements in SOR and provide to County to update HUD DRGR with applicant-level detail maintaining audit-ready records for each disbursement including source, amount, and recipient.
- Ensure compliance with HUD regulations (24 CFR 570.201(c)) and environmental review (24 CFR Part 58).
- Maintain logs of assistance provided and common applicant challenges for process improvements.
- Conduct periodic self-audits and provide documentation during County or HUD reviews.
- Update policies and procedures promptly as regulations evolve or as directed by the County.
- Keep all team members trained on latest applicable federal, state, and local requirements.
- Maintain QC logs and checklists for all disbursements and draw packets.
- Ensure appeal decisions are issued within 15 business days of submission.
- Maintain logs of appeals, decisions, and resolutions for monitoring purposes.
- Submit monthly and quarterly reports with updates on application status, fund usage, and compliance.

- Provide ad hoc reports upon County request within 3 business days.
- Ensure all reports align with DRGR metrics and County formatting requirements.
- Maintain accurate and real-time records of all program actions in the SOR.
- Conduct or Consult on Inspections and Receipt Reviews as required

NON-PROFIT COMMUNITY RECOVERY PROGRAM					
Application Completion (3 Years, Est. 24 Applicants)					
Item Number	Task	QUANTITY	UNIT MEASURE	BLENDED (all inclusive) LOADED UNIT PRICE / Measure	AMOUNT
1	Processed Application	1	Each	\$ 27,262.31	\$27,262.31
TOTAL APPLICATION PROCESSING FEES-24					\$654,295.38

Application Intake & Award Minimum Level of Service

Application Intake & Award

1. Perform complete verification of applicant eligibility serving Low to Moderate income populations
2. Utilize standard tools (e.g., FEMA, SBA, insurance) to conduct compliant DOB analysis.
3. Provide written DOB determinations and maintain clear documentation in each applicant file.
4. Provide applicants with case updates within 3 business days of inquiry.
5. Issue awards or vouchers only after full eligibility, DOB clearance, and documentation review.
6. Complete draw requests within 5 business days of receipt, barring documentation issues.
7. Resolve payment issues or discrepancies within 7 business days.

Payment Limitation Clause for Application Intake & Award:

The County will only authorize payment for services tied to successfully processed and approved applications. No compensation shall be provided for incomplete, withdrawn, ineligible, or denied applications that do

TOTAL DOCUMENTATION FEES	\$159,740.00
TOTAL PROGRAM MANAGEMENT FEES	\$347,760.00
TOTAL APPLICATION PROCESSING FEES	\$654,295.38
NON-PROFIT COMMUNITY RECOVERY PROGRAM TOTAL	\$1,161,795.38

From
Staff Rate
Sheet

Enter Staff
to perform
Program
Manageme
nt Tasks
over 3
Years

Option A: Disaster Recovery Program Management					
LOCAL MITIGATION PLANNING PROGRAM					
Program Management (3 Years)					
Staff Number	Staff Position	QUANTITY	UNIT MEASURE	BLENDED (all inclusive) LOADED UNIT PRICE / Measure	AMOUNT
16	Subject Matter Expert	3024	Hours	\$ 250.00	\$756,000.00
10	Senior Planner	4536	Hours	\$ 200.00	\$907,200.00
9	Planner	4536	Hours	\$ 165.00	\$748,440.00
12	Senior Grant Manager	1512	Hours	\$ 225.00	\$340,200.00
			Hours	\$ -	\$0.00
			Hours	\$ -	\$0.00
			Hours	\$ -	\$0.00
TOTAL PROJECT MANAGEMENT FEES					\$2,751,840.00

Program Management Minimum Level of Service

- Work closely with the County to conduct mitigation planning, feasibility studies, outreach and mitigation needs assessment.
- Update policies and procedures promptly as regulations evolve or as directed by the County.
- Keep all team members trained on latest applicable federal, state, and local requirements.
- Submit monthly and quarterly reports with updates on application status, fund usage, and compliance.
- Provide ad hoc reports upon County request within 3 business days.
- Ensure all reports align with DRGR metrics and County formatting requirements.
- Maintain accurate and real-time records of all program actions in the SOR.

justifications, reuse of documentation or quantity discount schedules as

What it would cover:
• Up to \$1,000,000 for mitigation planning, feasibility studies, outreach and mitigation needs assessments, etc.

justifications, reuse of documentation or quantity discount schedules as necessary.

Option A: Disaster Recovery Program Management	
LOCAL MITIGATION INFRASTRUCTURE PROGRAM	
Documentation Deliverables (30 Days)	

ITEM No.	TASK	QUANTITY	UNIT MEASURE	BLENDED (all inclusive) LOADED UNIT PRICE / Measure	AMOUNT
1	Develop & Deliver Program Policies	1	Fixed Price	\$ 78,750.00	\$78,750.00
2	Develop Program Standard Operating Procedures	1	Fixed Price	\$ 74,760.00	\$74,760.00
3	Develop NOFA	1	Fixed Price	\$ 51,870.00	\$51,870.00
4	Develop Enforceable Agreements detailing compliance terms and remedies	1	Fixed Price	\$ 39,900.00	\$39,900.00
TOTAL DOCUMENTATION FEES					\$205,380.00

What it would cover:
• Up to \$5,000,000 for each infrastructure project that increase resilience, reduce risk.

Documentation Minimum Level of Service

- Program Policies, SOPs, and NOFAs to be created within 30 days of contract start date OR 30 days prior to Program Launch Date Including drafts, County Approvals and Final Version

From
Staff Rate
Sheet

Enter Staff
to perform
Program
Manageme
nt Tasks
over 3
Years

LOCAL MITIGATION INFRASTRUCTURE PROGRAM					
Program Management (3 Years)					
Staff Number	Staff Position	QUANTITY	UNIT MEASURE	BLENDED (all inclusive) LOADED UNIT PRICE / Measure	AMOUNT
16	Subject Matter Expert	428.4	Hours	\$ 250.00	\$107,100.00
12	Senior Grant Manager	1495.2	Hours	\$ 225.00	\$336,420.00
15	Mitigation Programs Manager	3696	Hours	\$ 250.00	\$924,000.00
11	Mitigation Senior Grant Manager	9828	Hours	\$ 225.00	\$2,211,300.00
			Hours	\$ -	\$0.00
			Hours	\$ -	\$0.00
			Hours	\$ -	\$0.00
TOTAL PROGRAM MANAGEMENT FEES					\$3,578,820.00

Program Management Minimum Level of Service

- Conduct cost-benefit analysis and environmental reviews (24 CFR Parts 58 & 55); ensure compliance.
- Execute compliant subrecipient or vendor agreements with clear performance and labor standards.
- Prioritize and manage investments that reduce risk and benefit LMI communities (24 CFR 570.208(a)(1)).
- Administer funds for mitigation infrastructure (e.g., flood protection, stormwater, resilience projects).
- Ensure compliance with HUD regulations (24 CFR 570.201(c)) and environmental review (24 CFR Part 58).
- Conduct periodic self-audits and provide documentation during County or HUD reviews.
- Update policies and procedures promptly as regulations evolve or as directed by the County.
- Keep all team members trained on latest applicable federal, state, and local requirements.
- Maintain QC logs and checklists for all disbursements and draw packets.
- Maintain logs of appeals, decisions, and resolutions for monitoring purposes.
- Submit monthly and quarterly reports with updates on application status, fund usage, and compliance.
- Provide ad hoc reports upon County request within 3 business days.
- Ensure all reports align with DRGR metrics and County formatting requirements.
- Maintain accurate and real-time records of all program actions in the SOR.
- Conduct or Consult on Inspections and Receipt Reviews as required

TOTAL DOCUMENTATION FEES	\$205,380.00
TOTAL PROGRAM MANAGEMENT FEES	\$3,578,820.00
LOCAL MITIGATION INFRASTRUCTURE PROGRAM TOTAL	\$3,784,200.00



25-0425-RFP Management, Administration & Implementation of Community Development Block			
Management, Administration & Implementation of			
Option B: Housing Program Management			3 Year Cost Estimates
ITEM No.	CATEGORY (PPM/RRM)	PROGRAM DESCRIPTION	COST
PROJECT/PROGRAM MANAGEMENT SERVICES			
1		Project Management	\$ 3,215,520.00
2		Other Professional Services	\$ 2,987,593.00
3		Homeowner Rehabilitation/Reconstruction Program	\$ 455,746,737.00
4		Homeowner Reimbursement Program	\$ 2,728,108.00

5	Small Rental Rehabilitation/Reconstruction Program (Local I	\$ 71,779,514.37
TOTAL CDBG-DR PROJECT COST		\$ 536,457,472.37

Complete areas highlighted in yellow.

Option B: Housing Program Management
Provide Staff Rates for a 3 Year Term

Staff	Staff Position	Billable Rate (Hourly)
1	Administrative Assistant	\$ 75.00
2	Call Center Representative	\$ 85.00
3	Case Manager	\$ 95.00
4	Construction Admin	\$ 115.00
5	Outreach Coordinator	\$ 165.00
6	Project Lead	\$ 175.00
7	Construction Project Manager	\$ 185.00
8	Policy Coordinator	\$ 185.00
9	SFH Deputy Program Director	\$ 190.00
10	Deputy Program Director	\$ 215.00
11	Deputy Construction Director	\$ 215.00
12	Process Manager	\$ 225.00
13	Program Director	\$ 230.00
14	Construction Director	\$ 230.00
15	Policy Manager	\$ 235.00
16	Finance Manager	\$ 250.00
17	Subject Matter Expert	\$ 250.00
18	Lead Project Manager	\$ 275.00
19		\$ -
20		\$ -

Example for Information Purposes Only

Staff	Staff Position	Billable Rate (Hourly)
1	Sr. Project Manager	\$ 250.00
2	Subject Matter Expert	\$ 225.00
3	Program Lead	\$ 205.00
4	Financial Analyst	\$ 205.00
5	Environmental Specialist	\$ 200.00
6	Construction Manager	\$ 175.00
7	Grant Manager	\$ 165.00
8	Compliance Lead	\$ 165.00
9	Project Coordinator	\$ 150.00
10	Inspector	\$ 150.00
11	Jr. Project Manager	\$ 150.00
12	Monitoring Analyst	\$ 140.00
13	Lead Business Analyst	\$ 130.00
14	QA/QC Analyst	\$ 120.00
15	Trainer	\$ 100.00
16	Case Manager	\$ 95.00
17	Administrative Assistant	\$ 65.00

Penalty Clause for key staffing:
Should any key staff leave or be replaced within an agreed upon time frame, the Contractor shall incur a penalty as stipulated by the contract terms

Option B: Housing Program Management Environmental Reviews and Inspection Rates						
ITEM No.	TASK	QUANTITY	UNIT MEASURE	BLENDED (all inclusive) LOADED UNIT PRICE / Measure		AMOUNT
1	Environmental Review Tier 1* (County-wide)	1	Fixed Price	\$	25,000.00	\$25,000.00
2	Environmental Review Tier 2 (Per Site/Project)	1725	Fixed Price	\$	1,000.00	\$1,725,000.00
3	Environmental Assessment (As Needed Per Project)	0	Fixed Price	\$	18,000.00	\$0.00
4	Interim Inspections (As Applicable)	1340	Fixed Price	\$	550.00	\$737,000.00
5	Final Inspection (As Applicable)	1340	Fixed Price	\$	550.00	\$737,000.00
6	Lead-Based Paint Inspection (As Needed)	5	Fixed Price	\$	1,200.00	\$6,000.00
7	Lead-Based Paint Risk Assessment (As Needed)	300	Fixed Price	\$	1,200.00	\$360,000.00
8	Mold Inspection (As Needed)	5	Fixed Price	\$	1,200.00	\$6,000.00
9	Asbestos Inspection (As Needed)	5	Fixed Price	\$	1,200.00	\$6,000.00
10	Davis Bacon Compliance	5	Fixed Price	\$	40,000.00	\$200,000.00

For any item you are not managing or responsible for mark 0 in the Quantity Field

Example for informational purposes only

Environmental Reviews and Inspection Rates						
ITEM No.	TASK	QUANTITY	UNIT MEASURE	BLENDED (all inclusive) LOADED UNIT PRICE / Measure		AMOUNT
1	Environmental Review Tier 1* (County-wide)	1	Fixed Price	\$	12,000.00	\$12,000.00
2	Environmental Review Tier 2 (Per Site/Project)	1	Fixed Price	\$	6,000.00	\$6,000.00
3	Environmental Assessment (As Needed Per Project)	1	Fixed Price	\$	2,000.00	\$2,000.00
4	Interim Inspections (As Applicable)	0	Fixed Price	\$	-	\$0.00
5	Final Inspection (As Applicable)	1	Fixed Price	\$	1,000.00	\$1,000.00
6	Lead-Based Paint Inspection (As Needed)	0	Fixed Price	\$	-	\$0.00
7	Lead-Based Paint Risk Assessment (As Needed)	0	Fixed Price	\$	-	\$0.00
8	Mold Inspection (As Needed)	0	Fixed Price	\$	-	\$0.00
9	Asbestos Inspection (As Needed)	0	Fixed Price	\$	-	\$0.00

Option B: Housing Program Management						
Provide for a 3 Year Term						
ITEM No.	PROJECT ROLE	QUANTITY	UNIT MEASURE	BLEND (all inclusive) LOADED UNIT PRICE / HOUR	AMOUNT	
1	Lead Project Manager	9,374	Hour(s)	\$ 275.00	\$2,577,960.00	
2	Finance Manager	1,310	Hour(s)	\$ 250.00	\$327,600.00	
3	Policy Manager	605	Hour(s)	\$ 235.00	\$142,128.00	
4	Policy Coordinator	907	Hour(s)	\$ 185.00	\$167,832.00	
TOTAL PROJECT MANAGEMENT FEES for 3 Years						\$3,215,520.00

Minimum Level of Service

- 1
- Establish and Manage Project charters, project timelines, goals, metrics and deliverables for the management of the programs
- 2
- Project Management Oversight for the Programs under the vendors purview
- 3
- Weekly & Monthly Status Reports
- 4
- Reporting - Timelines, Budgets, Risks, Compliance, etd.
- 5
- Administrative Oversight
- 6
- Submit Invoices, timesheets, Record Keeping
- 7
- Status Meetings
- 8
- Communications Collaboration
- 9
- Transition and Continuity of Operations
- 10
- Managing Change Orders
- 11
- Onboarding, training, and technical assistance

Option B: Housing Program Management						
Provide for a 3 Year Term						
Other Professional Services						
ITEM No.	SERVICE	QUANTITY	UNIT MEASURE	BLEND (all inclusive) LOADED UNIT PRICE / HOUR	AMOUNT	
1	Call Center Establishment and Operation	1	Est. Budget	\$ 1,068,480.00	\$1,068,480.00	
2	In-Person Customer Service Center Establishment and Operation	1	Est. Budget	\$ 1,267,000.00	\$1,267,000.00	
3	Training	1	Est. Budget	\$ 140,868.00	\$140,868.00	
4	Grant Compliance and Monitoring (3 Programs)	1,953	Hour(s)	\$ 168.87	\$329,805.00	
5	Project & Program Closeout (3 Programs)	882	Hour(s)	\$ 205.71	\$181,440.00	
TOTAL OTHER PROFESSIONAL SERVICE FEES						\$2,987,593.00

- Minimum Level of Service
- Call Center Establishment and Operation
- In-Person Customer Service Centers Establishment and Operation
- Training
- Grant Compliance and Monitoring
- Program and Project Closeout

Option B: Housing Program Management						
HOMEOWNER REHABILITATION/RECONSTRUCTION PROGRAM						
Documentation Deliverables (30 Days)						
ITEM No.	TASK	QUANTITY	UNIT MEASURE	BLEND (all inclusive) LOADED UNIT PRICE / Measure	AMOUNT	
1	Develop & Deliver Program Policies	1	Fixed Price	\$ 39,690.00	\$39,690.00	
2	Develop Program Standard Operating Procedures	1	Fixed Price	\$ 120,960.00	\$120,960.00	
3	Develop intake workflows	1	Fixed Price	\$ 28,350.00	\$28,350.00	

detailed rate justifications, reuse of documentation or quantity discount
What it would cover:
• Up to \$375,000 in repairs that have not been covered under other programs.
• Work to be completed after the application is approved.

4	Develop standardized application forms (Intake and Appeals)	1	Fixed Price	\$ 19,194.00	\$19,194.00
5	Develop and publish appeals process	1	Fixed Price	\$ 9,744.00	\$9,744.00
6	Develop NOFA	1	Fixed Price	\$ 136,500.00	\$136,500.00
TOTAL DOCUMENTATION FEES					\$354,438.00

There should only be 1 Intake Application form created and used for Home Owner Rehab/Recon, Home Owner Reimbursement and Small Rental Rehab/Recon Local Landlord

Documentation Minimum Level of Service

- Program Policies, SOPs, and NOFAs to be created within 30 days of contract start date OR within 30 days of Program Launch Date including drafts, County Approvals and Final Version

From Staff Rate Sheet

Enter Staff to perform Program Management Tasks over 3 Years

HOMEOWNER REHABILITATION/RECONSTRUCTION PROGRAM						
Program Management (3 Years)						
Staff Number	Staff Position	QUANTITY	UNIT MEASURE	BLENDED (all inclusive) LOADED UNIT PRICE / Measure		AMOUNT
13	Program Director	5443.2	Hours	\$ 230.00		\$1,251,936.00
10	Deputy Program Director	5443.2	Hours	\$ 215.00		\$1,170,288.00
17	Subject Matter Expert	1764	Hours	\$ 250.00		\$441,000.00
5	Outreach Coordinator	252	Hours	\$ 165.00		\$41,580.00
12	Process Manager	1713.6	Hours	\$ 225.00		\$385,560.00
			Hours			\$0.00
			Hours	\$ -		\$0.00
TOTAL PROGRAM MANAGEMENT FEES						\$3,290,364.00

Program Management Minimum Level of Service

- Maintain secure digital and physical files in accordance with 2 CFR 200.303 and HUD standards.
- Track and log all disbursements in SOR and provide to County to update HUD DRGR with applicant-level detail maintaining audit-ready records for each disbursement including source, amount, and recipient.
- Conduct regular reconciliations to verify proper allocation and flag anomalies.
- Maintain logs of assistance provided and common applicant challenges for process improvements.
- Conduct periodic self-audits and provide documentation during County or HUD reviews.
- Update policies and procedures promptly as regulations evolve or as directed by the County.
- Keep all team members trained on latest applicable federal, state, and local requirements.
- Maintain QC logs and checklists for all disbursements and draw packets.
- Ensure appeal decisions are issued within 15 business days of submission.
- Maintain logs of appeals, decisions, and resolutions for monitoring purposes.
- Submit monthly and quarterly reports with updates on application status, fund usage, and compliance.
- Provide ad hoc reports upon County request within 3 business days.
- Ensure all reports align with DRGR metrics and County formatting requirements.
- Maintain accurate and real-time records of all program actions in the SOR.

HOMEOWNER REHABILITATION/RECONSTRUCTION PROGRAM						
Application Completion (3 Years, Est. 1100 Applicants)						
Item Number	Task	QUANTITY	UNIT MEASURE	BLENDED (all inclusive) LOADED UNIT PRICE / Measure		AMOUNT
1	Processed Application	1	Each	\$ 25,507.41		\$25,507.41
TOTAL APPLICATION PROCESSING FEES - 1100						\$28,058,151.00

Application Intake & Award Minimum Level of Service

Application Intake & Award

1. Perform complete verification of applicant ownership, occupancy, income, and damage.
2. Utilize standard tools (e.g., FEMA, SBA, insurance) to conduct compliant DOB analysis.
3. Provide written DOB determinations and maintain clear documentation in each applicant file.
4. Provide applicants with case updates within 3 business days of inquiry.
5. Issue awards or vouchers only after full eligibility, DOB clearance, and documentation review.
6. Complete draw requests within 5 business days of receipt, barring documentation issues.
7. Resolve payment issues or discrepancies within 7 business days.

Payment Limitation Clause for Application Intake & Award:

The County will only authorize payment for services tied to successfully processed and approved applications. No compensation shall be provided for incomplete, withdrawn,

From

HOMEOWNER REHABILITATION/RECONSTRUCTION PROGRAM	
Construction Management Services (3 Years)	

FROM Staff Rate Sheet Enter Staff to perform Constructio n Manageme nt Tasks	ITEM No.		PROJECT ROLE	QUANTITY	UNIT MEASURE	BLEND E D (all inclusive) LOADED UNIT PRICE / HOUR	AMOUNT
	14		Construction Director	5443.2	Hour(s)	\$ 230.00	\$1,251,936.00
	11		Deputy Construction Director	5443.2	Hour(s)	\$ 215.00	\$1,170,288.00
	4		Construction Admin	19320	Hour(s)	\$ 115.00	\$2,221,800.00
	7		Construction Project Manager	37296	Hour(s)	\$ 185.00	\$6,899,760.00
	TOTALCONSTRUCTION MANAGEMENT FEES						\$11,543,784.00

Construction Management Minimum Level of Service

- Review and confirm project scope, budget, and timeline and assist with development of scopes of work (SOW) for each property or project.
- Participate in homeowner meetings to explain repair/reconstruction processes.
- Coordinate environmental review clearance (24 CFR Part 58 compliance).
- Assist with procurement of general contractors in compliance with 2 CFR Part 200.317–326 reviewing contractor competitive bids and supporting selection process.
- Ensure contractors meet licensing, bonding, and insurance requirements and Manage contractor onboarding and pre-construction meetings
- Monitor construction progress and adherence to approved SOW.
- Conduct regular interim inspections and quality assurance site visits and Address construction deficiencies and issue correction notices.
- Verify compliance with Davis-Bacon labor standards, and ensure compliance with Florida Building Code, HUD Housing Quality Standards (HQS), and local codes.
- Maintain project files, including permits, inspection reports, change orders, and photos.
- Prepare construction progress reports and updates for County review and county upload to HUD DRGR system, and .Track and report on timelines, budgets, milestones, and
- Ensure all work is complete and meets federal and local code requirements.
- Coordinate final inspections and obtain Certificates of Occupancy and Document completion of work, including signed homeowner acceptance forms.
- Manage contractor payments and closeout packages.
- Identify and assist in resolving any construction-related issues or complaints.

HOMEOWNER REHABILITATION/RECONSTRUCTION PROGRAM						
Rehab/Reconstruction Services						
Unit Completion (3 Years, Est. 1100 Units)						
ITEM No.			QUANTITY	UNIT MEASURE	BLEND E D LOADED UNIT PRICE / HOUR	AMOUNT
1		Single-Family Home and MHU Rehab/Recon	1	Unit	\$ 375,000.00	\$375,000.00
TOTAL CONSTRUCTION COST						\$412,500,000.00

Rehab/Reconstruction Minimum Level of Service

- The contractor will be responsible for managing unit delivery using a fixed-price model, adhering to pass-through cost restrictions ensuring 100% completion of projects prior to
- Payment Limitation Clause for Rehab/Reconstruction Services:**
The contractor will only be paid for completed units that pass inspection and receive certificate of occupancy
- Penalty Clause for Rehab/Reconstruction Services:**
Failure to meet minimum quarterly production targets will result in financial consequences to be determined during contract negotiations

TOTAL DOCUMENTATION FEES	\$354,438.00
TOTAL PROGRAM MANAGEMENT FEES	\$3,290,364.00
TOTAL APPLICATION PROCESSING FEES	\$28,058,151.00
TOTALCONSTRUCTION MANAGEMENT FEES	\$11,543,784.00
TOTAL CONSTRUCTION COST	\$412,500,000.00
HOMEOWNER REHAB/RECONSTRUCTION PROGRAM TOTAL	\$455,746,737.00

Option B: Housing Program Management					
HOMEOWNER REIMBURSEMENT PROGRAM					
Documentation Deliverables (30 Days)					
ITEM No.	TASK	QUANTITY	UNIT MEASURE	BLEND E D (all inclusive) LOADED UNIT PRICE / Measure	AMOUNT
1	Develop & Deliver Program Policies	1	Fixed Price	\$ 29,190.00	\$29,190.00
2	Develop Program Standard Operating Procedures	1	Fixed Price	\$ 55,776.00	\$55,776.00
3	Develop intake workflows	1	Fixed Price	\$ 18,690.00	\$18,690.00
4	Develop standardized application forms (Intake and Appeals)	1	Fixed Price	\$ 11,130.00	\$11,130.00
5	Develop and publish appeals process	1	Fixed Price	\$ 5,292.00	\$5,292.00
6	Develop NOFA	1	Fixed Price	\$ 92,400.00	\$92,400.00

justifications, reuse of documentation or quantity discount schedules as necessary.

What it would cover:
•Up to \$50,000 reimbursed for eligible repairs already completed by the homeowner.
•Work to be completed after the application is approved.

There should only be 1 Intake Application form created and used for Home Owner Rehab/Recon, Home Owner Reimbursement and Small Rental Rehab/Recon Local Landlord

TOTAL DOCUMENTATION FEES	\$212,478.00
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Documentation Minimum Level of Service

- Program Policies, SOPs, and NOFAs to be created within 30 days of contract start date OR within 30 days of Program Launch Date Including drafts, County Approvals and Final Version

HOMEOWNER REIMBURSEMENT PROGRAM					
Program Management (3 Years)					
Staff Number	Staff Position	QUANTITY	UNIT MEASURE	BLENDED (all inclusive) LOADED UNIT PRICE / Measure	AMOUNT
6	Project Lead	2142	Hours	\$ 175.00	\$374,850.00
5	Outreach Coordinator	252	Hours	\$ 165.00	\$41,580.00
			Hours	\$ -	\$0.00
			Hours	\$ -	\$0.00
			Hours	\$ -	\$0.00
			Hours	\$ -	\$0.00
			Hours	\$ -	\$0.00
TOTAL PROGRAM MANAGEMENT FEES					\$416,430.00

Program Management Minimum Level of Service

- Maintain secure digital and physical files in accordance with 2 CFR 200.303 and HUD standards.
- Track and log all disbursements in SOR and provide to County to update HUD DRGR with applicant-level detail maintaining audit-ready records for each disbursement including source, amount, and recipient.
- Conduct regular reconciliations to verify proper allocation and flag anomalies.
- Maintain logs of assistance provided and common applicant challenges for process improvements.
- Conduct periodic self-audits and provide documentation during County or HUD reviews.
- Update policies and procedures promptly as regulations evolve or as directed by the County.
- Keep all team members trained on latest applicable federal, state, and local requirements.
- Maintain QC logs and checklists for all disbursements and draw packets.
- Ensure appeal decisions are issued within 15 business days of submission.
- Maintain logs of appeals, decisions, and resolutions for monitoring purposes.
- Submit monthly and quarterly reports with updates on application status, fund usage, and compliance.
- Provide ad hoc reports upon County request within 3 business days.
- Ensure all reports align with DRGR metrics and County formatting requirements.
- Maintain accurate and real-time records of all program actions in the SOR.
- Conduct or Consult on Inspections and Receipt Reviews as required

HOMEOWNER REIMBURSEMENT PROGRAM					
Application Completion (3 Years, Est. 350 Applicants)					
Item Number	Task	QUANTITY	UNIT MEASURE	BLENDED LOADED UNIT PRICE / Measure	AMOUNT
1	Processed Application	1	Each	\$ 5,997.71	\$5,997.71
TOTAL APPLICATION PROCESSING FEES - 350					\$2,099,200.00

Application Intake & Award Minimum Level of Service

Application Intake & Award

1. Perform complete verification of applicant ownership, occupancy, income, and damage.
2. Utilize standard tools (e.g., FEMA, SBA, insurance) to conduct compliant DOB analysis.
3. Provide written DOB determinations and maintain clear documentation in each applicant file.
4. Provide applicants with case updates within 3 business days of inquiry.
5. Issue awards or vouchers only after full eligibility, DOB clearance, and documentation review.
6. Complete draw requests within 5 business days of receipt, barring documentation issues.
7. Resolve payment issues or discrepancies within 7 business days.

Payment Limitation Clause for Application Intake & Award:

The County will only authorize payment for services tied to successfully processed and approved applications. No compensation shall be provided for incomplete, withdrawn, ineligible, or denied applications that do

TOTAL DOCUMENTATION FEES	\$212,478.00
TOTAL PROGRAM MANAGEMENT FEES	\$416,430.00
TOTAL APPLICATION PROCESSING FEES	\$2,099,200.00
HOMEOWNER REIMBURSEMENT PROGRAM TOTAL	\$2,728,108.00

Option B: Housing Program Management
SMALL RENTAL REHABILITATION/RECONSTRUCTION (LOCAL LANDLORD PROGRAM)
Documentation Deliverables (30 Days)

detailed rate justifications, reuse of documentation or quantity discount

ITEM No.	TASK	QUANTITY	UNIT MEASURE	BLENNED (all inclusive) LOADED UNIT PRICE / Measure	AMOUNT
1	Develop & Deliver Program Policies	1	Fixed Price	\$ 29,190.00	\$29,190.00
2	Develop Program Standard Operating Procedures	1	Fixed Price	\$ 48,384.00	\$48,384.00
3	Develop intake workflows	1	Fixed Price	\$ 17,010.00	\$17,010.00
4	Develop standardized application forms (Intake and Appeals)	1	Fixed Price	\$ 19,194.00	\$19,194.00
5	Develop and publish appeals process	1	Fixed Price	\$ 9,744.00	\$9,744.00
6	Develop NOFA	1	Fixed Price	\$ 73,684.80	\$73,684.80
TOTAL DOCUMENTATION FEES					\$197,206.80

What it would cover:

- Up to \$375,000 in eligible repairs or reconstruction.
- Work to be completed after the application is approved.

There should only be 1 Intake Application form created and used for Home Owner Rehab/Recon, Home Owner Reimbursement and Small Rental Rehab/Recon Local Landlord

Documentation Minimum Level of Service

- Program Policies, SOPs, and NOFAs to be created within 30 days of contract start date OR within 30 days of Program Launch Date Including drafts, County Approvals and Final Version

From
Staff Rate
Sheet

Enter Staff
to perform
Program
Manageme
nt Tasks
over 3
Years

SMALL RENTAL REHABILITATION/RECONSTRUCTION (LOCAL LANDLORD PROGRAM)						
Program Management (3 Years)						
Staff Number	Staff Position	QUANTITY	UNIT MEASURE	BLENNED (all inclusive) LOADED UNIT PRICE / Measure	AMOUNT	
13	Program Director	588	Hours	\$ 230.00	\$135,240.00	
10	Deputy Program Director	588	Hours	\$ 215.00	\$126,420.00	
17	Subject Matter Expert	210	Hours	\$ 250.00	\$52,500.00	
5	Outreach Coordinator	252	Hours	\$ 165.00	\$41,580.00	
			Hours	\$ -	\$0.00	
			Hours	\$ -	\$0.00	
			Hours	\$ -	\$0.00	
TOTAL PROGRAM MANAGEMENT FEES					\$355,740.00	

Program Management Minimum Level of Service

- Maintain secure digital and physical files in accordance with 2 CFR 200.303 and HUD standards.
- Track and log all disbursements in SOR and provide to County to update HUD DRGR with applicant-level detail maintaining audit-ready records for each disbursement including source, amount, and recipient.
- Conduct regular reconciliations to verify proper allocation and flag anomalies.
- Maintain logs of assistance provided and common applicant challenges for process improvements.
- Conduct periodic self-audits and provide documentation during County or HUD reviews.
- Update policies and procedures promptly as regulations evolve or as directed by the County.
- Keep all team members trained on latest applicable federal, state, and local requirements.
- Maintain QC logs and checklists for all disbursements and draw packets.
- Ensure appeal decisions are issued within 15 business days of submission.
- Maintain logs of appeals, decisions, and resolutions for monitoring purposes.
- Submit monthly and quarterly reports with updates on application status, fund usage, and compliance.
- Provide ad hoc reports upon County request within 3 business days.
- Ensure all reports align with DRGR metrics and County formatting requirements.
- Maintain accurate and real-time records of all program actions in the SOR.

SMALL RENTAL REHABILITATION/RECONSTRUCTION (LOCAL LANDLORD PROGRAM)						
Application Completion (3 Years, Est. 177 Applicants)						
Item Number	Task	QUANTITY	UNIT MEASURE	BLENNED (all inclusive) LOADED UNIT PRICE / Measure	AMOUNT	
1	Processed Application	1	Each	\$ 25,507.41	\$25,507.41	
TOTAL APPLICATION PROCESSING FEES - 177					\$4,514,811.57	

Application Intake & Award Minimum Level of Service

- Application Intake & Award
1. Perform complete verification of applicant ownership, occupancy, income, and damage.
 2. Utilize standard tools (e.g., FEMA, SBA, insurance) to conduct compliant DOB analysis.

- 3. Provide written DOB determinations and maintain clear documentation in each applicant file.
- 4. Provide applicants with case updates within 3 business days of inquiry.
- 5. Issue awards or vouchers only after full eligibility, DOB clearance, and documentation review.
- 6. Complete draw requests within 5 business days of receipt, barring documentation issues.
- 7. Resolve payment issues or discrepancies within 7 business days.

Payment Limitation Clause for Application Intake & Award:

The County will only authorize payment for services tied to successfully processed and approved applications. No compensation shall be provided for incomplete, withdrawn,

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SMALL RENTAL REHABILITATION/RECONSTRUCTION (LOCAL LANDLORD PROGRAM)						
Construction Management Services (3 Years)						
ITEM No.	PROJECT ROLE	QUANTITY	UNIT MEASURE	BLENDED (all inclusive) LOADED UNIT PRICE / HOUR		AMOUNT
14	Construction Director	604.8	Hour(s)	\$	230.00	\$139,104.00
11	Deputy Construction Director	604.8	Hour(s)	\$	215.00	\$130,032.00
4	Construction Admin	588	Hour(s)	\$	115.00	\$67,620.00
7	Construction Project Manager	0	Hour(s)	\$	185.00	\$0.00
TOTALCONSTRUCTION MANAGEMENT FEES						\$336,756.00

Construction Management Minimum Level of Service

- Review and confirm project scope, budget, and timeline and assist with development of scopes of work (SOW) for each property or project.
- Participate in homeowner meetings to explain repair/reconstruction processes.
- Coordinate environmental review clearance (24 CFR Part 58 compliance).
- Assist with procurement of general contractors in compliance with 2 CFR Part 200.317–326 reviewing contractor competitive bids and supporting selection process.
- Ensure contractors meet licensing, bonding, and insurance requirements and Manage contractor onboarding and pre-construction meetings
- Monitor construction progress and adherence to approved SOW.
- Conduct regular interim inspections and quality assurance site visits and Address construction deficiencies and issue correction notices.
- Verify compliance with Davis-Bacon labor standards, and ensure compliance with Florida Building Code, HUD Housing Quality Standards (HQS), and local codes.
- Maintain project files, including permits, inspection reports, change orders, and photos.
- Prepare construction progress reports and updates for County review and county upload to HUD DRGR system, and .Track and report on timelines, budgets, milestones, and
- Ensure all work is complete and meets federal and local code requirements.
- Coordinate final inspections and obtain Certificates of Occupancy and Document completion of work, including signed homeowner acceptance forms.
- Manage contractor payments and closeout packages.
- Identify and assist in resolving any construction-related issues or complaints.

SMALL RENTAL REHABILITATION/RECONSTRUCTION (LOCAL LANDLORD PROGRAM)						
Rehab/Reconstruction Services						
Unit Completion (3 Years, Est. 177 Units)						
ITEM No.		QUANTITY	UNIT MEASURE	BLENDED LOADED UNIT PRICE / HOUR		AMOUNT
1	Single-Family Home – Rehab/Reconstruction	1	Unit	\$	375,000.00	\$375,000.00
TOTAL CONSTRUCTION COST -177						\$66,375,000.00

Rehab/Reconstruction Minimum Level of Service

- Track and log all disbursements in SOR and provide to County to update HUD DRGR with applicant-level detail maintaining audit-ready records for each disbursement including

Payment Limitation Clause for Rehab/Reconstruction Services:

The contractor will only be paid for completed units that pass inspection and receive certificate of occupancy

Penalty Clause for Rehab/Reconstruction Services:

Failure to meet minimum quarterly production targets will result in financial consequences to be determined during contract negotiations

TOTAL DOCUMENTATION FEES	\$197,206.80
TOTAL PROGRAM MANAGEMENT FEES	\$355,740.00
TOTAL APPLICATION PROCESSING FEES	\$4,514,811.57
TOTAL CONSTRUCTION MANAGEMENT FEES	\$336,756.00
TOTAL CONSTRUCTION COST	\$66,375,000.00
SMALL RENTAL REHABILITATION/RECONSTRUCTION (LOCAL LANDLORD PROGRAM) TOTAL	\$71,779,514.37