

Shinn, Talor

From: Fields, Amy
Sent: Friday, September 20, 2019 10:07 AM
To: Debi Ross Contact; Ross, Debi; Beth White Contact; White, Beth; Linda Robinson; Robinson, Linda; Maurice Taylor Contact; Taylor, Maurice; Baxter, Steve; Steve Baxter Contact; Harris, Ron; Ginn, Jane; Charlie Hight Contact; Hight, Charlie; Smith, Joe; Whitbey, Diane
Cc: jsandlin@arkansasonline.com; dhorn8611@gmail.com; Bradley, Danny; Fleming, Camille; Thomas, Stephanie; Strange, Ember; Shinn, Talor
Subject: Special Meeting of the North Little Rock City Council at 6:05 p.m. on Monday, September 23, 2019
Attachments: R-19-177 Auth. the Mayor & City Clerk to enter into a contract with Witt Global Partners.pdf
Importance: High

Honorable Members of the North Little Rock City Council:

The purpose of this e-mail is to advise you that Mayor Smith has called a special meeting of the North Little Rock City Council at 6:05 p.m. on Monday, September 23, 2019, at City Hall Council Chambers, North Little Rock, Arkansas. The following will be on the agenda:

R-19-177 – Authorizing the Mayor and City Clerk to enter into a Disaster Recovery Administrative Services contract with Witt Global Partners. Sponsor: Mayor Joe A. Smith

Pursuant to North Little Rock Ordinance No. 9079, you are entitled to 72 hours' *electronic* notice of this meeting. Please acknowledge receipt of this e-mail as soon as possible by replying to the same. A copy of your reply will automatically be sent to City Clerk Diane Whitbey.

Respectfully,

Amy Beckman Fields
City Attorney
North Little Rock City Attorney's Office
116 Main Street
North Little Rock, AR 72114
(501) 975-3755

RESOLUTION NO. ____

A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO ENTER INTO A DISASTER RECOVERY ADMINISTRATIVE SERVICES CONTRACT WITH WITT GLOBAL PARTNERS; AND FOR OTHER PURPOSES.

WHEREAS, the City of North Little Rock (the "City") has advertised for Request For Proposals ("RFP") for qualified individuals/firms for disaster recovery services under RFP 19-3597, issued June 24, 2019, to aid the City in disaster recovery with services including inspection/damage assessment, financial tracking, financial management, correspondence to the State of Arkansas, FEMA, and other agencies on behalf of the City, reporting and auditing, hazard mitigation services, and other services laid out in the contract, substantially similar to Exhibit A, attached hereto; and

WHEREAS, after evaluating all proposals and contacting references, Witt Global Partners, P.O. Box 97, Dardanelle, Arkansas 72834, ranked the highest in meeting the RFP requirements; and

WHEREAS, Witt Global Partners' Bid Proposal can be found with the Department of Commerce before execution of the contract and will be filed at the City Clerk's office with the fully executed contract; and

WHEREAS, the City currently has not contracted with any other service for disaster recovery administrative services, and it would be in the best interest of the City to enter into a contract for these services with Witt Global Partners.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LITTLE ROCK, ARKANSAS:

SECTION 1: That the highest ranked proposal submitted by Witt Global Partners is accepted.

SECTION 2: That the Mayor and City Clerk are hereby authorized to enter into a disaster recovery administrative services contract with Witt Global Partners (substantially similar to Exhibit A attached hereto), in which the City shall pay Witt Global Partners no more than \$50,000.00, unless authorized by the City in writing.

SECTION 3: That the funds paid to Witt Global Partners shall be paid from the FEMA fund.

SECTION 4: That all contracts/agreements outlined and approved herein will be reviewed and approved by the City Attorney's Office prior to the execution thereof.

SECTION 5: That this Resolution shall be in full force and effect from and after its passage and approval.

PASSED:

APPROVED:

Mayor Joe A. Smith

SPONSOR:

ATTEST:

Joe A. Smith by cf

Mayor Joe A Smith

Diane Whitbey, City Clerk

APPROVED AS TO FORM:

Amy Beckman Fields by cf

Amy Beckman Fields, City Attorney

PREPARED BY THE OFFICE OF THE CITY ATTORNEY/cf

FILED _____ A.M. _____ P.M.
By _____
DATE _____
Diane Whitbey, City Clerk and Collector North Little Rock, Arkansas
RECEIVED BY _____



CONTRACT

DISASTER RECOVERY ADMINISTRATIVE SERVICES

THIS CONTRACT is by and between THE CITY OF NORTH LITTLE ROCK, (hereinafter the "City,") acting herein through its Mayor, Joe A. Smith, and Witt Global Partners, (hereinafter "Contractor"), a company duly authorized to do business in the State of Arkansas, and takes effect on the date signed by the City.

WHEREAS, City seeks Contractor's services in order to provide planning, technical and professional assistance to City in the aftermath of a future storm disaster or devastating manmade event; and

WHEREAS, Contractor was the successful bidder pursuant to a request for proposals issued by City on June 14, 2019;

WHEREAS, Contractor is engaged in the business of providing the type of services set in the Scope of Services of this Agreement; and

WHEREAS, subject to the terms and conditions hereinafter set forth, City shall make funds available to enable Contractor to provide such services when needed.

NOW, THEREFORE, pursuant to and in consideration of the above, and other mutual covenants and obligations herein contained, it is STIPULATED AND AGREED as follows:

1.0 SERVICES

1.1 Scope of Contract Services

In the aftermath of a major disaster in City, the Contractor agrees to provide all services set forth in the Request for Proposals dated June 14, 2019, attached



hereto and incorporated by reference as Exhibit "A" ("RFP"), and further expanded upon in Section 4.3 of Contractor's Disaster Recovery Administrative Services Proposal (the "Proposal"), dated June 24, 2019, incorporated by reference and attached hereto, in pertinent part, as Exhibit "B"¹ ("Services"). The Contractor represents that Contractor has or shall obtain, or cause to be obtained, all personnel necessary to undertake and provide the Services in a manner satisfactory to City.

2.0 Term of Agreement

2.1 Upon City Council approval, this Agreement shall commence as of the date signed by City and shall continue in full force and effect thereafter for a period of two (2) years ("Initial Term"), with an option to renew for three consecutive one (1) year periods ("Renewal Term"). City may terminate this Agreement upon notice if it determines that Contractor has failed to comply with the terms of this Agreement. In addition, either party may, upon thirty (30) days written notice to the other party, terminate this Agreement. Further, this Agreement may be terminated for convenience by City with seven (7) days notice, without penalty, due to non-appropriation of funds or change of law. City agrees to pay the Contractor for all work completed through the termination date. Services shall be rendered on an as needed basis, as determined by the Mayor.

3.0 Compensation

3.1 Contractor shall be compensated at the hourly rates set out in Section 4.4 of the Proposal, incorporated by reference and attached hereto ("Compensation"). Reimbursable Expenses shall be limited to the following, unless otherwise agreed to in writing by both parties: travel directly related to the Scope of Services by airfare, Main Cabin or by car; mileage, at the current federal rate; lodging, at a North Little Rock hotel, standard room rate; food, at the current federal per diem rate; printing, reproductions, standard form documents; postage and handling; professional photography, and presentation materials requested by City prepared in-house by Contractor. At the time Services commence, Contractor shall invoice City on a monthly basis detailing Services rendered and time expended in increments of 1/6th of an hour. Contractor agrees that in no event will the Contractor be paid more than Fifty Thousand and No/100 DOLLARS (\$50,000.00) for the Services, unless authorized in writing by City.

¹ Contractors full Disaster Recovery Administrative Services Proposal may be accessed through the City of North Little Rock Department of Commerce.

3.2 Payment Process and Accounting Procedures

3.2.1 City shall make payments to the Contractor in accordance with Compensation. Any modification of Compensation must be approved in writing by City before it shall become effective.

3.2.2 City shall, in its sole discretion, determine the extent to which it will use the services of the Contractor. This Agreement does not guarantee any minimum number of hours or amount of funds to be utilized over its term.

3.2.3 Payment will be made upon receipt of the Contractor's invoice for services rendered with such documentation as may be required by City, submitted in writing to City. Except as may be specifically provided in the Compensation, the Contractor is solely responsible for all the Contractor's costs and any other expenses necessarily and incidentally incurred in order to complete the Services.

3.2.4 Payment will only be made to the Contractor via ACH (Automated Clearing house) transfer, *i.e.*, direct deposit to Contractor's account. Contractor must provide City with a completed Designation of Depository for Direct Deposit of City Funds from (a copy of which is attached as Exhibit C). Contractor is solely responsible for the information provided on the form and for updating it as necessary.

3.2.5 Payment received hereunder shall be full and complete satisfaction of any and every claim resulting from the approved items in such requisition.

4.0 Supervision of Services

4.1 City may, upon prior notification, call meetings which shall be attended by representatives of the Contractor.

4.2 The Contractor will cooperate with City at all times during the performance of Services and promptly study and act upon all City recommendations and proposals.

4.3 The Contractor shall cooperate with City in promptly completing and submitting all documents and records required by City or other authorized representative the State of Arkansas and otherwise comply with all orders, administrative rules, regulations and procedures of City for the proper administration of the Services.

5.0 Personnel and Subconsultants

5.1 The Contractor shall promptly inform City in writing of any proposed additions or deletions to the Contractor's Key Staff listed in the Proposal submitted pursuant to the RFP dated June 14, 2019, the reasons therefore, and the name(s) and qualifications(s) of proposed addition(s). City retains the right to reject any proposed and all addition(s), but will not unreasonably exercise its right to reject.

6.0 Conflict of Interest

6.1 The Contractor is precluded from representing before City any awardee of City other than those awardees who may be assigned under contract during the period this Agreement is in effect.

7.0 *Force Majure*

7.1 In the event that a party is prevented from performing or is unable to perform any of its obligations under this Agreement due to any act of God, fire, casualty, flood, tornado, war, strike, lockout failure of public facilities, injunction or any act, exercise or requirement of any governmental authority, epidemic, by an adverse judgment of a court of appropriate jurisdiction, an adverse arbitration decision or by the action of any governmental regulatory agency with the authority to take such action, or any other cause beyond the reasonable control of the party invoking this provision, and if such party will have used commercially reasonable efforts to avoid such occurrence and minimize its duration and has given prompt written notice to the other party, then the affected party's failure to perform will be excused and the time for performance will be extended force period of delay or inability to perform due to the occurrence.

8.0 Specific Reporting and Billing Requirements

- 8.1 The Contractor shall submit monthly reports of services provided and the cost of those services, including documentation for reimbursable expenses, within a reasonable time of its occurrence.
- 8.2 City may redirect the work to be performed, both in terms of the type of work within the terms of the Scope of Services and the amount to be provided in accordance with subsection 3.2 of this Agreement.
- 8.3 Payment for all services and expenses shall be made pursuant to original invoices submitted by the Contractor on a monthly basis. Invoices must contain all information required by City and all invoices must be submitted within 60 days of the date of services provided.

9.0 Warranty of Work

- 9.1 Contractor warrants that its performance of Services shall be performed in accordance with the standards of professional practice, care and diligence practiced by recognized similar entities in performing services of a similar nature in existence at the time of performance of the Agreement. The warranty expressed shall be in addition to any other warranties expressed in this Agreement, or expressed or implied by law, which are hereby reserved by City.
- 9.2 Contractor shall be responsible for the quality, technical accuracy, completeness and coordination of all reports, documents, data, information and other items and services under this Agreement.

- 9.3 Contractor shall promptly, and without charge, provide to the satisfaction of City all corrective services necessary as result of Contractor's errors, omissions, negligent acts or failure to meet its warranty. The Scope of Services and everything pertaining thereto shall be provided, performed and completed at the sole risk and cost of the Contractor.
- 9.4 Contractor shall be responsible for any and all damages to property or persons to the extent caused by Contractor's errors, omissions, negligent acts, or failure to meet warranty and for any losses or costs to repair or remedy any work undertaken by City based upon the Scope of Services as a result of and to the extent caused by any such errors, omissions, negligent acts or failure to meet warranty. Notwithstanding any other provision of this Agreement, Contractor's obligations under this Section shall exist without regard to, and shall not be construed to be waived by, the availability or unavailability of insurance to indemnify, hold harmless or reimburse Contractor for such damages, losses or costs.

10.0 Performance

In the event there is substantial noncompliance with performance measures or probable cause to believe Contractor is in non-compliance with any applicable rules or regulations, City may withhold up to twenty (20) percent of said Compensation until such time as Contractor is found to be in compliance by City, or is otherwise adjudicated to be in compliance. City may also choose to terminate Contractor's services in accordance with Section 2.0 above.

11.0 Liability Insurance

- 11.1 The Contractor agrees to and shall procure and maintain during the duration of this work, Contractor's general public liability and property damage insurance, including auto liability and employer's liability coverage, insuring Contractor from all claims from personal injury, including death, and claims for destruction or damage to property arising out of or in connection with any operations under this Contract, whether such operations are by the Contractor or a subcontractor of the Contractor, and said insurance shall name as additional insured, waive and hold harmless the City..
- 11.2 Certificates of Insurance shall be filed with the City Clerk of North Little Rock and shall list the City as additional insured. All liability insurance must contain contractual action over claims cause; insurance shall be written with limits of liability of not less than the following:
- 11.2.1 \$1,000,000 primary limit for all damages arising out of bodily injury, including death.
- 11.2.2 \$1,000,000 primary limit for all property damage.

11.3 Workers Compensation Insurance

Contractor shall provide Workers Compensation Insurance and maintain at its expense during the term of the project, in accordance with Workers Compensation laws of the State of Arkansas, including occupational disease provisions, for all of the Contractor's employees, and in case any work is sublet, Contractor shall require any such subcontractors similarly to provide Workers Compensation Insurance, including occupational disease provisions, for all of the subcontractor's employees unless such employees are covered by the protection afforded by the Contractor. In case employees engaged in hazardous work under this Contract are not protected under the Workers Compensation Law, the Contractor shall provide, and shall cause each subcontractor to provide adequate and suitable insurance for the protection of its employees not otherwise protected. Any uninsured subcontractors are hereby deemed to be covered by the Contractor's Workers Compensation coverage.

12.0 Notice

Except for service of process, whenever in this Agreement it is necessary to give notice or demand by either party to the other, such notice or demand shall be given in writing and forwarded by Certified or Registered mail and addressed as follows:

To City at: Department of Commerce
 Attn: Mary Beth Bowman, Director
 120 Main Street
 North Little Rock, AR 72114

To Contractor at: Witt Global Partners
 Attn: Rod Sweetman, Partner
 P.O. Box 97
 Dardanelle, AR 72834
 rod.sweetman@wittpartners.com

12.0 Contract Documents

The following documents are hereby incorporated into this Agreement and Contractor, to the extent applicable, shall adhere to their provisions:

Exhibit A Request for Proposal
Exhibit B Bid Proposal
Exhibit C Designation of Depository for Direct Deposit of City Funds
Any Amendment to this Agreement subsequent to its Execution

13.0 Applicable Law

The laws of the State of Arkansas shall govern this Contract, and the proper jurisdiction and venue for any cause of action arising from this Agreement shall be vested in either the U.S. District Court for the Eastern District of Arkansas or the Circuit Court of Pulaski County, Arkansas.

14.0 Entire Contract

This Contract, including any schedules or exhibits attached hereto, constitutes the entire Contract and understanding between the parties with respect to the matters contained herein. This Contract supersedes any prior contracts and/or modified, amended or extended by a written instrument executed by both parties as per Section 7.7 and 8.1 of this Contract.

15.0 Waiver

In the event one of the parties waives a default by the other, such a waiver shall not be construed or deemed to be a continuing waiver of any subsequent breach or default of the other provisions of this Contract by either party.

16.0 Severability

If any provisions of this Contract is deemed or becomes invalid, illegal or unenforceable under the applicable laws or regulations of any jurisdictions, such provision will be deemed amended to the extent necessary to conform to applicable laws or regulations. If it cannot be so amended without materially altering the intention of the parties, it will be stricken and the remainder of this Contract will remain in full force and effect.

17.0 No Assignment

The Services to be performed pursuant to this Contract are personal in nature, and Contractor shall not, voluntarily or by operation of law, assign or transfer any of its rights or obligations under this Contract without the prior written consent of the City.

18.0 Counterpart Execution

This Contract may be signed in counter parts, each of which shall be deemed to be a fully executed original. An original signature transmitted by facsimile or other electronic means shall be deemed to be original.

19.0 Filing

This document shall be filed in the official records of the City Clerk of the City of North

Little Rock, Arkansas. Either party may additionally file this document in any other governmental office deemed appropriate; however, the parties waive all claims and defenses in law or equity based upon such additional filing.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed on the above date intending to be bound thereby.

City of North Little Rock

Witt Global Partners

By: _____

Joe A. Smith, Mayor

By: _____

James Lee Witt, President

Date

Date

ATTEST:

Contract reviewed and approved by:

Diane Whitbey, City Clerk

CITY OF NORTH LITTLE ROCK, ARKANSAS

AMY BECKMAN FIELDS
North Little Rock City Attorney

BY: _____

Deputy City Attorney

Date

MARY BETH BOWMAN
DIRECTOR OF COMMERCE
DEPARTMENT OF COMMERCE
AND GOVERNMENT AFFAIRS
CITY OF NORTH LITTLE ROCK, ARKANSAS



120 Main Street, North Little Rock, AR 72114
P.O. Box 5757 North Little Rock, AR 72119
501-975-8881 Telephone
501-975-8885 Fax

REQUEST FOR PROPOSALS
FOR DISASTER RECOVERY ADMINISTRATIVE SERVICES
North Little Rock, Arkansas

RFP Number: 19-3597 Date Issued: Friday, June 14, 2019
Date & Time Bid Opening: Monday, June 24, 2019 by 11:00 a.m.

If you are obtaining this RFP from our website, please be reminded that addendums may occur. It is therefore advisable that you review our listings (www.nlr.ar.gov) for attachments including any changes to the RFP.

The City of North Little Rock encourages participation of small, minority, and woman own business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them.

EXECUTION OF BID

Upon signing this page, the organization certifies that they have read and agree to the requirements set forth in this bid including conditions set forth and pertinent information requests.

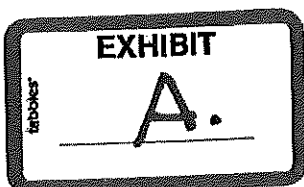
Name of Firm: _____ Phone No.: _____

Business Address: _____

Signature of Authorized Person: _____

Title: _____ Date: _____, 2019

UNSIGNED BID COVER SHEET WILL BE REJECTED.



**REQUEST FOR PROPOSALS
FOR DISASTER RECOVERY ADMINISTRATIVE SERVICES
North Little Rock, Arkansas**

1.0 PURPOSE

The City of North Little Rock (hereinafter referred to as "City") is soliciting sealed proposals to provide Disaster Recovery Administrative Services.

2.0 INSTRUCTIONS TO PROPOSERS

Firms or companies desiring to provide services, as described in the Scope of Work, shall submit sealed proposals with an original and five (5) complete copies with all of the information included (each document must be in an individual PDF format file) **no later than Monday, June 24, 2019 by 11:00 a.m.** Hand deliveries must be during office hours of 8:00 a.m. to 4:30 p.m., Monday through Friday to the Commerce Department.

Offers by telephone or telegram shall not be accepted. Also, submitters are instructed **NOT** to fax their proposal. Faxed proposals shall be rejected as non-responsive regardless of where the fax is received.

Respondents are cautioned that they are responsible for delivery to the specific location cited below. Therefore, if your bid, proposal or quotation is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address. Late proposals will not be opened.

It is the sole responsibility of the bidder to ensure that his or her Proposal reaches the City on time. The City shall not be responsible for late deliveries or mail delays. All proposals will be opened publicly.

2.1. Submission of Bids

An original and five (5) copies of the Proposal must be submitted in a sealed envelope and clearly marked "Disaster Recover Administrative Services" written on the outside to:

Mary Beth Bowman
Commerce Department
City of North Little Rock
120 Main Street
North Little Rock, AR 72114

Proposals must be signed by an individual authorized to bind the respondent to the provisions of the RFP and shall remain in full force and effect for ninety (90) days following the date of such opening. Respondent should also be available for a formal presentation, if respondent's proposal is selected as a finalist candidate. Any such formal presentation will be scheduled at a mutually convenient time at proposer's cost.

Ownership of all data, materials, and documentation originated and prepared for the City of North Little Rock pursuant to the RFP shall belong exclusively to the City and be subject to public inspection in accordance with Arkansas's Freedom of Information Act.

2.2 Questions and Inquiries

Questions and inquiries, both verbal and written, will be accepted from any and all proposers. The City is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other City staff regarding the RFP may result in the disqualification of the proposer. Material questions will be answered in writing with an Addendum provided, however, no questions will be taken after 10:00 a.m. on Wednesday, June 19, 2019. It is the responsibility of all proposers to ensure that they have received all Addendums. Addendums can be downloaded from www.nlr.ar.gov. (Click on Government, Commerce and Current Bids and Summaries.)

Questions should be directed to:
Mary Beth Bowman
Commerce Director
mbowman@nlr.ar.gov

3.0 TERMS AND CONDITIONS

- 3.1 The City reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the City, or to award a contract to the next most qualified submitter if a successful submitter does not execute a contract within forty-five (45) days after approval of the selection by the City.
- 3.2 The City reserves the right, and has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the City.
- 3.3 The City reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
- 3.4 Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of sixty (60) days, to provide to the City the services set forth in this Request for Proposals, or until one or more of the proposals have been awarded.
- 3.5 Costs of preparation of a response to this request for proposals are solely those of the submitter. The City assumes no responsibility for any such costs incurred by the submitter. The submitter also agrees that the City bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.
- 3.6 The submitter receiving the award will obtain or possess the following insurance coverages and will provide Certificates of Insurance to the City to verify such coverage.
 - 3.6.1 Workers' Compensation - The vendor shall provide coverage for its employees with statutory workers' compensation limits, and no less than \$1,000,000 for Employers' Liability. Said coverage shall include a waiver of

subrogation in favor of the City and its agents, employees and officials.

- 3.6.2 **Commercial General Liability** - The vendor shall provide coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and Personal Injury. The limits shall be no less than \$1,000,000 per occurrence, with a \$2,000,000 aggregate.
- 3.6.3 **Business Automobile Liability** - The vendor shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000 per occurrence, Combined Single Limits (CSL) or its equivalent.
- 3.6.4 **Professional Liability (Errors & Omissions)** - The vendor shall provide coverage for all claims arising out of the services performed with limits not less than \$1,000,000 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.
- 3.7 The consultant awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion of the later of final grant closeout or final audit by OMB of any project work performed under contract resulting from this RFP. The City shall have access to all records, documents and information collected and/or maintained by others in the course of the administration of the agreement. This information shall be made accessible at the awardees place of business to the City, including the Finance Director's Office and/or its designees, for purposes of inspection, reproduction and audit without restriction.
- 3.8 It is the intent of the City to enter into a three (3) year term contract, with a renewal clause for two (2) additional one (1) year renewal terms for services as described herein with the approval by both parties.

4.0 PROPOSAL FORMAT

Submitters must respond in the format delineated below.

The following information shall be tabbed to identify the required information. Failure to submit this information will render your proposal non-responsive.

4.1 QUALIFICATIONS OF THE FIRM

The Respondent shall provide a narrative of the firm's qualities and capabilities that demonstrates how the firm will work with the City to fulfill the requirements of this Project. Describe the firm's methods of providing the Disaster Recovery Administrative Services outlined within the Scope of Work. Only past experience as the prime contractor with local governments will be considered. Firm qualifications must include, at minimum, the following:

- 4.1.1 Relevant Experience – Recent experience demonstrating current capacity and expertise in assisting local governments in obtaining reimbursement from state and federal agencies following disaster events.
- 4.1.2 Past Performance on Similar Projects - Provide at least three references for which the firm has performed disaster grant management and administrative services as prime contractor that are similar to the requirements in the Scope of Services. Provide the reference contact name, address, e-mail address, telephone numbers and date of the contract.
- 4.1.3 Project Approach – Describe the approach and methodology it will use to accomplish the work herein. The project approach shall include information on schedule and availability where applicable.

4.2 QUALIFICATIONS OF STAFF

Describe the composition and structure of the firm and include the names of persons with an interest in the firm. Key project staff must be full time employees of the proposing firm and have experience, working for the Proposer, in the requirements described within the Scope of Work.

Key Staff – The Respondent shall include a list of the proposed staff that will perform the work required if awarded this contract and a summary of staff qualifications. Provide resume representative of staff likely to be assigned to this project. An organizational chart and management plan should be included in this section. The Respondent shall also include minimum qualifications for each class of employee of the project team and identify his or her role on the team. Include in this section the location of the main office and the location of the office proposed to work on this project.

4.3 TECHNICAL APPROACH

Provide a description of the submitter's approach to the project, to include startup procedures or requirements.

4.4 COST PROPOSAL

Each submitter must complete and submit the Cost Proposal Form/Fee Schedule included herein. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed. All non-labor costs will be billed to the City at cost without markup.

5.0 SELECTION CRITERIA

The following weighted criteria will be utilized to select the consultant awarded this contract.

Criterion	Points
Firm Scope and Capacity	20
Firm Qualifications on Similar Projects including references. Health care experience preferred	20
Staff Qualifications and Experience including demonstration of knowledge of FEMA regulations and procedures.	20
Project Understanding and Approach	20
Knowledge of and Past Work Experience for the State and local resources.	10
Cost Proposal	10
TOTAL	100

6.0 SCOPE OF SERVICES

6.1 BACKGROUND

In the aftermath of a major disaster, the City seeks to protect its interests by securing the services of a qualified disaster recovery consultant as outlined in the following scope of work. The City recognizes that its facilities or operations are damaged and disrupted by a major disaster, and its existing employees and systems need assistance with necessary disaster response and recovery work. In order to ensure a rapid recovery and post disaster redevelopment process, the City will require the services of qualified, experienced professionals to manage state and federal grant management processes.

6.2 SCOPE of WORK

The contractor will provide experienced personnel and resources to complete the following activities:

- 6.1.1 Applicants Briefing and Kick-Off Meeting. Attend meetings with the State/Federal agencies including applicant briefings, kick-off meetings and project specific discussions.

- 6.1.2 **Technical Assistance.** Provide general financial management advice and assistance including but not limited to:
- Develop and support the ongoing activity of a disaster recovery team to manage the FEMA Public Assistance process;
 - Provide advice as to the disaster recovery team as appropriate and participate in meetings;
 - Provide advice as to the eligibility of facilities, work, and costs and develop justifications for presentation to the State of Arkansas and FEMA with regard to any issues which may arise; and
 - Briefing purchasing, contracting and department personnel on requisite/purchasing procedures and documentation.
- 6.1.3 **Correspondence.** Prepare correspondence to the State of Arkansas, FEMA and other agencies on behalf of the City as necessary; Prepare a program management plan; Prepare periodic reports to the City as to the status of grant management progress and participate in all status meetings.
- 6.1.4 **Inspection/Damage Assessment.** Inspect disaster related damage to eligible facilities, identify eligible emergency and permanent work (Categories 6.1.1 through 6.1.7) and review records of emergency expenses incurred by the City.
- 6.1.5 **Document.** Ensure all eligible damages have been quantified and presented to Federal Inspectors/Project Officers.
- 6.1.6 **Financial Tracking.** Categorize, record, track and file costs on approved forms in support of the financial reimbursement process. Communicate with City Departments on a daily basis and maintain an up-to-date database of eligible labor, equipment, and materials costs as reported on Event Activity Tracking Forms to prepare daily reports to City management.
- 6.1.7 **Financial Management.** Assistance in requesting Immediate Needs Funding or Grants Based on Estimates; Development and tracking of plans for Cash flow management and disbursements by State/FEMA; Insurance evaluation, documentation adjusting and settlement services; Tracking project progress, expenditures, reimbursement requests and receipts.
- 6.1.8 **Project Worksheet.** Prepare Project Worksheets for Categories 6.1.1 through 6.1.7 for review by FEMA and the State ensuring that the scope of work is accurate and comprehensive, estimates are accurate, expenses are eligible and documented, and that projects are categorized as small or large in a manner that ensures prompt and sufficient reimbursement to the City; Attend all meetings with the City, State and FEMA (and/or other Federal agencies) to negotiate individual Project Worksheets as needed.
- 6.1.9 **Repair and Restoration.** Review the scope of work and bidding procedures of proposed damage repair/reconstruction work for compliance with FEMA requirements.

- 6.1.10 Documentation. Support departments with organizing reimbursable expenses. Review, maintain and ensure accuracy of documentation prepared by City departments.
- 6.1.11 Reporting. Compile and summarize in FEMA approved format Categories 6.1.1 through 6.1.7 costs for presentation to FEMA and the State and inclusion in project worksheets.
- 6.1.12 Provide assistance to departments having difficulty with their claims.
- 6.1.13 Ensure the City meets all deadlines imposed by FEMA and/or the State for documentation, appeals, completion of work, etc.
- 6.1.14 Appeal. If the City disagrees with any FEMA determinations, make all reasonable efforts to resolve any such dispute and/or strategize and write appeals; Provide fully qualified counsel to the City in support of any legal action required as the result of an appeal.
- 6.1.15 Closeout. Preparation of closeout packages including final funding reconciliation, copies of required permits, exemptions or waivers, bid documents, change orders, improved project filings, compliance monitoring, and other documents required or useful for grant closeout review. Prepare all documentation for, and represent the City in, all project closeout activities, Participate in exit conferences with the City, State, and FEMA.
- 6.1.16 Audit. Upon completion of all projects and drawn down reimbursement for all eligible costs, finalize preparations for State and FEMA final inspections and audits.
- 6.1.17 FEMA 404 and 406 Hazard Mitigation Services: Assist in identifying, developing and evaluating opportunities for hazard mitigation projects (Section 404 and 406). Develop hazard mitigation proposals, cost benefit analysis (BCA). Prepare other hazard mitigation services related to Hazard Mitigation Grant Program, Pre-Disaster Mitigation, and other mitigation programs.
- 6.1.18 HUD Community Development Block Grant Disaster Recovery (CDBG-DR) Support Services: Provide knowledge, experience, and technical competence in the planning, administration, and implementation of eligible CDBG activities as identified at 24 CFR 570 and modified or waived under Federal Register allocation of the CDBG-DR funds. Conduct unmet needs assessment – particularly housing, infrastructure, and economy. Provide other HUD related technical assistance and consulting services as needed.
- 6.1.19 Other Grant Management Assistance: Provide other state and federal grant management services as needed. Assist the City with the management and administration of other federal grant management programs not identified above.

END OF SCOPE OF WORK

7.0 COST PROPOSAL FORM

The hourly labor rates shall include all applicable overhead and profit. All non-labor related project costs (including travel, lodging, and per diem) will be billed to the City at cost without mark-up.

POSITIONS	HOURLY RATES
Project Executive	\$
Project Manager	\$
Senior Damage Assessment Estimator	\$
Damage Assessment Estimator	\$
Senior Grant Management Specialist	\$
Grant Management Specialist	\$
Senior Engineer/Planner/Analyst	\$
Engineer/Planner/Analyst	\$
Administrative Assistant	\$

7.1 OTHER REQUIRED POSITIONS

Submitter may include other positions, with hourly rates and attach a job description for each position.

4.3 TECHNICAL APPROACH

The Witt Global Partners team will work directly with City of North Little Rock staff in all matters related to the establishment of recovery goals, insurance coordination, and the documentation and formulation of FEMA PWs in a manner consistent with Federal and State government requirements.

Disaster Recovery Administrative Services

Witt Global Partners team of recovery experts will support the entirety of the Scope of Work (SOW) described in the City of North Little Rock RFP for Disaster Recovery Administrative Services. Following the approach and methodology contained in this proposal, we will assist the City of North Little Rock with strategic advisory services designed to ensure a successful recovery and maximize available disaster grant program funding.

Witt Global Partners team of disaster recovery experts have helped manage some of the largest and most complex disasters in United States history, including Hurricanes Florence, Harvey, Irma, Irene, Katrina, Rita, Gustav, Ike Irene, Harvey, Irma, Florence; Superstorm Sandy, and; the Midwest Floods of 2008. Witt Global Partners team members have helped its clients document tens of thousands of FEMA PWs, and secure and retain tens of billions of dollars in FEMA and other federal disaster grant funding.

Witt Global Partners are leaders in designing and implementing disaster recovery plans to effectively and efficiently coordinate resources, identify and capture opportunities, and deliver tangible results. Below, we have responded to each element of the Scope of Work in the same order in which they were presented in the RFP.

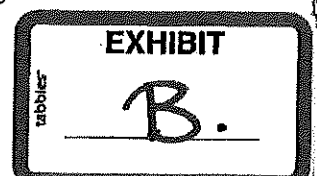
APPLICANT BRIEFING AND KICK-OFF MEETING

Witt Global Partners will provide expert counsel to the City of North Little Rock in its initial FEMA/State Applicant Briefing and Kick-Off Meeting. These meetings are the beginning of the disaster recovery grant process and they are used by the State, FEMA, and other agencies to provide broad programmatic overviews, set expectations, and begin the process of identifying damaged facilities. The Witt Global Partners team will guide the City of North Little Rock through this process, help them establish initial expectations, and set the tone for the relationship with FEMA, the State and other stakeholders. Our team of recovery experts will continue to provide the same expert advice and guidance for all future meetings with federal and state recovery partners regarding project specific discussions.

TECHNICAL ASSISTANCE

The Witt Global Partners team will provide expert financial management advice and assistance necessary to develop and support the ongoing activities of its disaster recovery. Witt Global Partners team members are experienced in all aspects of federal disaster grant program eligibility, and we are adept at coordinating activities over the various grant programs in order to maximize funding. We are experts at helping our clients navigate the various programmatic rules and policies, and the requirements imposed by federal procurement regulations and grant management activities. With that in mind, we will assist the City of North Little Rock by:

- Developing a sound recovery strategy;
- Identifying and assessing the scope and eligibility of damaged facilities;
- Providing guidance and advice on the eligibility of facilities, scope of work, and cost for reimbursement through federal disaster grant programs;
- Developing justifications to State, FEMA and other recovery partners and stakeholders on all recovery issues related to the City of North Little Rock;
- Developing presentations to the State, FEMA and other recovery stakeholders on behalf of the city of North Little Rock
- Attending and participating in all meetings with FEMA, the State, and other stakeholders;
- Briefing and providing advice and counsel to City of North Little Rock purchasing, contracting and other department personnel on federal procurement and contracting procedures and identifying issues that could risk future deobligation of federal funding.



CORRESPONDENCE

Clear and concise communications with an eye to understanding the nuances of federal disaster grant programs is key to identifying issues, resolving conflicts, and maximizing disaster recovery funding. The Witt Global Partners team will prepare appropriate correspondence to the State of Arkansas, FEMA and other agencies on behalf of the City of North Little Rock and provide technical advice on the content of all correspondence as necessary. Additionally, we will prepare a program management plan, and periodic reports that will measure our work activity against the plan and transparency on the status of grant management progress. Our team members will establish a meeting schedule for the purpose of discussing the progress of the recovery and identifying and discussing critical issues. We will also provide guidance and input through our participation in attend all meetings with the State, FEMA, and other stakeholders.

INSPECTION/DAMAGE ASSESSMENT

Inspection and damage assessment are critical pieces of the disaster recovery process and represent the foundation on which disaster recovery will be built. The Witt Global Partners team will inspect disaster related damage to eligible facilities, identify eligible emergency and permanent work categories and review records of emergency expenses incurred by the City. It is at this stage that we will also begin the process of discerning and discussing with the City of North Little Rock the various options for repair/restoration that would be most appropriate: standard repair, improved project, alternate project, and options available under Section 428 of the Stafford Act. It is also the stage at which we will begin discussing possible mitigation steps that can be taken to build back better, stronger and smarter.

DOCUMENT

The Witt Global Partners team will work with the City of North Little Rock to ensure all eligible damages have been quantified and presented to State and Federal Inspectors/Project Officers in a manner that will be complete, understandable, and compliant with the requirements of federal disaster grants. Our experts will maintain the documentation, updating it as necessary, and establish a document retention system that will enable the City of North Little Rock to easily retrieve any documentation that may be required to address eligibility issues, problem resolution, appeals, and for project closeout and audit activities.

FINANCIAL TRACKING

Financial tracking and grant management activities are key to retaining federal disaster recovery funds and avoiding future deobligation. The Witt Global Partners team will assist the City of North Little Rock in all its grant management activities including categorizing, recording, tracking and filing costs on approved forms in support of the financial reimbursement process. We will develop systems and processes tailored to be compatible with your accounting systems to reduce processing errors and help facilitate compliance with federal grant management rules. We will communicate with appropriate departments on a daily basis and maintain an up-to-date database of eligible labor, equipment, and materials costs as reported on Event Activity Tracking Forms to prepare daily reports to City management.

FINANCIAL MANAGEMENT

The Witt Global Partners team will assist the City of North Little Rock in requesting Immediate Needs Funding or Grants Based on Estimates; Development and tracking of plans for Cash flow management and disbursements by the State, FEMA, and other federal grant programs; conduct insurance evaluations, documentation adjusting and settlement services to coordinate benefits from disaster assistance grant programs and maximize funding; and we will provide appropriate tracking of project progress, expenditures, reimbursement requests and receipts.

We will establish accounting protocols compatible with City of North Little Rock accounting systems to assure compliance across funding sources, maximize cash flow and support grant management activities from PW obligation through closeout. Our grant management protocols include:

- Capture and retention of memos, letters, and correspondence to internal and external parties related to any item relative to the work requested, to include audit support.
- Development, preparation, and filing of various financial and other invoicing (annual, monthly) reports that are required by the various agencies for which the City of North Little Rock has sought recovery funding.
- Pre-and-post disaster financial documentation including cash flow management and benefit-cost analysis (BCA) reports.
- Development of Monthly Financial Operating Reports on all aspects of the disaster recovery process.

PROJECT WORKSHEETS

The Witt Global Partners team has prepared tens of thousands of FEMA Project Worksheets representing billions of dollars of federal disaster assistance and will bring its experience and expertise in the development of and preparation of Project Worksheets for Categories A through G for review by FEMA and the State.

We will ensure that the scope of work is accurate and comprehensive, estimates are accurate, expenses are eligible and documented, and that projects are categorized as small or large in a manner that ensures prompt and sufficient reimbursement to the City. Our team will assist in completing damage descriptions, assessment, design, scopes of work, and cost schedules in a manner designed to avoid eligibility issues and limit potential problems with the State and FEMA.

We will attend all meetings with the City, State and FEMA (and/or other Federal agencies and stakeholders) to negotiate individual Project Worksheets as needed. Our team members will review all documentation for accuracy, track all PWs through the FEMA review process, and prepare and file all documentation related to quarterly reports and time extension requests.

We are adept at working with new FEMA Public Assistance delivery model and within the State/FEMA public Assistance Portal. We are experts at identifying mitigation opportunities and will document those opportunities within the PWs when appropriate. We will work with the City of North Little Rock to identify alternate, improved, and Section 428 opportunities in order to maximize disaster recovery funding and the ability of the City of North Little Rock to recover as fully as possible.

REPAIR AND RESTORATION

As disaster recovery progresses and the repair and restoration of facilities begins, the Witt Global Partners team will review the scope of work and bidding procedures of proposed damage repair/reconstruction/restoration work for compliance with FEMA requirements. It is our goal to ensure that every eligible item is captured within the Scope of Work and that every opportunity for federal reimbursement is maximized and that all restoration activities adhere to the Scope of Work. We not only want to help the City of North Little Rock maximize its disaster recovery funding, we want to ensure that its recovery is fully compliant with federal rules and regulations, including procurement and contracting, so the City of North Little Rock will have a successful audit and closeout process after its projects are completed.

DOCUMENTATION

The collection, organization, accuracy and retention of documentation is a critical element of your recovery and of compliance with federal disaster recovery grant funding. The Witt Global Partners team will support city of North Little Rock departments with organizing reimbursable expenses. Additionally, we will review, maintain and ensure accuracy of documentation prepared by City of North Little Rock departments. As previously described in this proposal, The Witt Global Partners team will establish grant management and tracking procedures to help ensure your compliance with federal disaster grant requirements.

REPORTING

The Witt Global Partners team members have prepared and documented tens of thousands of FEMA project worksheets representing tens of billions of dollars. Through the normal course of documenting and formulating FEMA Project Worksheets the Witt Global Partners team will use a robust tracking and reporting system designed to be compliant with FEMA and State requirements for the presentation of costs for all Category A through G project worksheets. This important aspect of the City of North Little Rock recovery process will ensure compliance with programmatic rules and policies governing this aspect of the federal grant management process and minimize the chance of missed opportunities and unfunded or underfunded projects.

PROVIDE ASSISTANCE TO DEPARTMENTS HAVING DIFFICULTY WITH THEIR CLAIMS

One of the most difficult and trying aspects of any disaster recovery is the inability of departments and staff of recovering communities to give proper attention to both ongoing recovery demands and the responsibilities associated with their normal workday activities. Staff members often find themselves overwhelmed by the sheer volume of work and by performing disaster recovery tasks that are unfamiliar and for which they have not been adequately trained.

The staff augmentation and technical services provided by the Witt Global Partners team brings needed assistance to departmental staff having difficulty navigating the recovery process, adequately documenting claims and dealing with unfamiliar subject matter. The collective services provided by the Witt Global Partners team will address these concerns and help eliminate the difficulty, frustration and anxiety departments may have in dealing with the claim process.

Ensure the City meets all deadlines imposed by FEMA and/or the State for documentation, appeals, completion of work, etc.

There are many critical deadlines imposed by FEMA in the administration of its disaster recovery grant programs. Failure to comply with deadlines may be costly and result in lost opportunities for funding. The Witt Global Partners team routinely deals with these deadlines and has incorporated the ability to track and meet deadline as an integral part of its services. We will ensure the City of North Little Rock meets these regulatory and policy deadlines, including, but not limited to:

- The initial deadline for the identification of damages and the completion of a damage inventory;
- FEMA Public Assistance and Mitigation programmatic deadlines;
- Quarterly reports;
- Time extension requests;
- Completion of work;
- 1st and 2nd Appeal deadlines,
- Requests for Information

APPEALS

The Witt Global Partners team approach is to vigorously attempt to resolve eligibility issues with the State, FEMA and stakeholders through open dialogue and a clear presentation of disaster recovery grant program rules and policies in an attempt to avoid appeals. However, sometimes the resolution of eligibility issue cannot be attained. Only after all avenues of problem resolution have been exhausted will we recommend an appeal. The Witt Global Partners team is experienced in FEMA appeals work and has a long track record of successfully winning appeals on behalf of its clients. We will provide the City of North Little Rock with fully qualified counsel in support of any legal action required as the result of an appeal.

CLOSEOUT

The Witt Global Partners team approach to closeout is that the closeout process is not the last step in the management of federal grants, but rather, it is a continuous process that begins with the applicant briefing, the first step on the road to disaster recovery. It is the Witt Global Partners team philosophy that everything done in the development of a recovery strategy, the preparation and documentation of PWs, the development of damage descriptions and scopes of work, and all the reporting, document control and retention should be done with the

goal of providing the cleanest, easiest, most effective and efficient closeout process possible. The Witt Global Partners team will bring that approach to the City of North Little Rock in the preparation of closeout packages including final funding reconciliation, copies of required permits, exemptions or waivers, bid documents, change orders, improved project filings, compliance monitoring, and other documents required or useful for grant closeout review. We will prepare all documentation for, and represent the City in, all project closeout activities, and participate in exit conferences with the State, and FEMA.

AUDIT

FEMA has stringent grant management requirements for the administration of grants and the completion of work as outlined in a PW's scope of work. In fact, every FEMA grant subject to audit by the Office of the Inspector General (OIG), though large grants have a greater chance of being audited. If a grant is not properly administered, procurement and contracting regulations were not adhered to, a duplication of benefits occurred, or the scope of work contained in the PW was not followed it could result in a costly deobligation of grant funding.

Just as we noted above in the Closeout section of this proposal, the Witt Global Partners team takes a proactive approach in carefully preparing all required PW documentation and grant management activities to reduce the likelihood of any adverse audit findings. Upon completion of all projects and the drawn-down reimbursement for all eligible costs, the Witt Global Partners team will finalize preparations for State and FEMA final inspections and audits. We will assist and guide you through the process, review and provide all required documentation, and offer expert audit advice and counsel.

FEMA 404 AND 406 HAZARD MITIGATION SERVICES

The Witt Global Partners team of hazard mitigation experts will assist the City of North Little Rock in identifying, developing and evaluating opportunities for hazard mitigation projects (Section 404 and 406). We will develop hazard mitigation proposals, cost benefit analysis (BCA), and prepare other hazard mitigation services related to Hazard Mitigation Grant Program, Pre-Disaster Mitigation, and other mitigation programs.

The Witt Global Partners team will provide experienced hazard mitigation personnel to help the City of North Little Rock identify and develop cost-effective mitigation measures and perform all tasks to develop eligible, fundable, properly documented project applications for submission to FEMA. We will ensure all technical requirements – including benefit-cost analysis and environmental and historic preservation requirements – are met and documented for each mitigation proposal or application.

In addition to the services contained in the scope of work of this RFP, the Witt Global Partners has the expertise and capability to provide HAZUS modeling support for the benefit of evaluating grant formulation and mitigation proposals.

HAZUS-MH™ is a nationally-applicable standardized methodology that contains models for estimating potential losses from earthquakes, floods, and hurricanes. HAZUS-MH™ uses Geographic Information Systems (GIS) platforms to estimate physical, economic, and social impacts of disasters. In addition to loss estimation capabilities, the current version of HAZUS-MH™ can also be used with FEMA's Benefit-Cost Analysis (BCA) software. This integration allows for streamlined decision-making for funding eligibility in both the 404 and 406 Programs and allows users to determine and demonstrate the cost-benefit ratio of projects using GIS and other data sources to estimate and document the mitigation benefits of implementing a particular project.

HUD COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY (CDBG-DR) SUPPORT SERVICES

In response to presidentially declared disasters, Congress may appropriate Disaster Recovery grants to rebuild the affected areas and provide crucial seed money to start the recovery process. Since CDBG Disaster Recovery (CDBG-DR) assistance may fund a broad range of recovery activities, HUD can help communities and neighborhoods that otherwise might not recover due to limited resources. Disaster Recovery grants often supplement disaster

programs of FEMA, the Small Business Administration, and the U.S. Army Corps of Engineers. In addition, HOME Disaster Recovery grants can provide an important resource for providing affordable housing to disaster victims.

Grantees may use CDBG-DR funds for recovery efforts involving housing, economic development, infrastructure and prevention of further damage to affected areas. Examples of these activities include:

- Buying damaged properties in a flood plain and relocating residents to safer areas;
- Relocation payments for people and businesses displaced by the disaster;
- Debris removal not covered by FEMA;
- Rehabilitation of homes and buildings damaged by the disaster;
- Buying, constructing, or rehabilitating public facilities such as streets, neighborhood centers, and water, sewer and drainage systems;
- Code enforcement;
- Homeownership activities such as down payment assistance, interest rate subsidies and loan guarantees for disaster victims;
- Public services;
- Helping businesses retain or create jobs in disaster impacted areas; and
- Planning and administration costs (limited to no more than 20 percent of the grant).

The Witt Global Partners team will provide the City of North Little Rock with expert knowledge, experience, and technical competence in the planning, administration, and implementation of eligible CDBG activities as identified at 24 CFR 570 and modified or waived under Federal Register allocation of the CDBG-DR funds. We will assist in conducting unmet needs assessment for eligible housing, infrastructure, and economic recovery needs, and we will provide other HUD related technical assistance and consulting services as needed.

OTHER GRANT MANAGEMENT ASSISTANCE:

The Witt Global Partners team experience and expertise does not lie solely with the disaster recovery programs administered by FEMA and HUD. In fact, our experience encompasses the myriad of disaster recovery programs that might be applicable to certain situations the City of North Little Rock may face in its recovery. The Witt Global Partners team will provide technical support and grant management services related to other state and federal grant management services as needed, including:

- Department of Health and Human Services;
- The Federal Highway Administration;
- Department of Transportation;
- National Resources Conservation Services
- U.S. Department of Commerce Economic Development Agency;
- Department of Education RESTART grants, and;
- Department of Agriculture funding programs.

EXHIBIT C

Designation of Depository for Direct Deposit of City Funds to be attached at a later date.

