



**Council Agenda Item
September 21, 2020**

11. RESOLUTIONS

- (a) Consider a resolution establishing certain programs to address the COVID-19 pandemic; authorizing the use of city funds for such programs. (*Proposed presenter: Assistant City Manager Bill Atkinson*)

Background information attached as follows:

Exhibit A – **Updated 09.18.2020**

Changes Marked – **Provided 09.18.2020**



EXHIBIT A

City of Missouri City COVID-19 Response and Emergency Assistance **TASK ORDER No. 001**

CONSULTANT: MPACT Strategic Consulting, LLC

COVID-19 Scope Summary:

Task 1: Rental, Mortgage and Utility (RMU) Assistance Program

Task 2: Small Business (SB) Assistance Program

Task 3: Continuity of Operations (COOP) Assistance

Task 4: Technical Assistance

COVID-19 TASK SCOPE DESCRIPTION

- **Task 1: Program Services including (Call Center Operations and Program Administration) for Missouri City Rental, Mortgage, and Utility Assistance Program.**
- **Task 2: Program Services including (Call Center Operations and Program Administration) for Missouri City Small Business Assistance Program.**
- **Task 3: Planning Services for Missouri City Continuity of Operations Plan (COOP) Technical Assistance.**
- **Task 4: COVID-19 Grant Management Technical Assistance for Missouri City.**

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EXHIBIT A

TASK 1: Rental, Mortgage and Utility (RMU) Assistance Program

- **Scope:**

Missouri City has identified housing as a priority among basic needs for our community. Due to the impacts of the COVID-19 crisis, a rising number of Missouri City residents are unable to sustain their rent payments and are at risk of eviction and displacement. In response, Missouri City has set-aside up to \$500,000 for a rental, mortgage and utility assistance program. Applications will be accepted from eligible applicants for the Rental, Mortgage and Utility program that provide assistance to households under the following guidelines:

- One (1) or more month of rental, mortgage and/or utility assistance for eligible applicants, until all allocated funds are deemed exhausted or expended.
- Up to \$1,500 per month to cover past due or current rents or mortgages from October 1, 2020 through December 1, 2020
- Up to \$500 per month per eligible applicant to cover past due utility bills from October 1, 2020 through December 1, 2020.
- Payments will be made directly to landlord/vendor on behalf of the eligible applicant (with household verification)

- **Deliverables:**

Call Center Operations:

- Open and operate a call center for 1-week duration, with approximately 5 FTEs.
- Estimated cost approximately \$11,000.00

Case Management Operations:

- Payment packages (invoices/transmittals) for up to 200 applicants or \$500,000 whichever comes first. A payment package is considered completed once it has been submitted to Missouri City for payment.
- Estimated costs approximately \$97,000.00

Quality Assurance and Verification Support

- Review and confirmation of Payment packages (invoices/transmittals) for processing and payment to Vendors and Landlords
- Estimated costs approximately \$30,000.00

Reports:

- Weekly progress reports

- **Period of Performance**

September 28, 2020 – November 20, 2020

- **Rate Schedule**

TITLE	RATE	WEEKS	HRS/WEEK	TOTAL
Project Manager	\$ 125.00/hr.	8.00	20.00	\$ 20,000.00
Case Manager Lead	\$ 75.00/hr.	8.00	40.00	\$ 24,000.00
Case Manager	\$ 55.00/hr.	8.00	40.00	\$ 17,600.00



EXHIBIT A

Case Manager	\$ 55.00/hr.	8.00	40.00	\$ 17,600.00
Case Manager	\$ 55.00/hr.	8.00	40.00	\$ 17,600.00
Analyst	\$ 35.00/hr.	8.00	40.00	\$ 11,200.00
QA/QC Verification Team (2 FTEs)	\$55.00/hr.	6.00	90.00	\$29,700
Grant Total = \$137,700.00				

Contractor will be paid within 7 days of invoice submission, provided no edits are required.



EXHIBIT A

- **Assumptions:**

Missouri City to provide the following:

- Office space
- Phones for call center support
- Emails addresses (Missouri city)
- Computers
- Printers
- Copiers/Scanners
- QA/Verification Team to be directed by Fort Bend County staff for payments
- Online portal capability with document upload and retention
 - Optional MPACT Provided Solution - Additional cost of \$125,000.00

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EXHIBIT A

TASK 2: Small Business Assistance Program

- **Scope:**

Missouri City has identified small business as a priority among basic needs for our community. Due to the impacts of the COVID-19 crisis, a rising number of Missouri City small businesses are unable to sustain their operational costs and are at risk of closing down. In response, Missouri City has set-aside up to \$500,000 for a small business assistance program. Applications will be accepted for the for the Small Business Assistance Program from eligible small businesses meeting the following criteria:

- Annual business revenue does not exceed \$5,000,000.
- For-profit businesses only.
- The business must have been substantially impacted (25% revenue loss or more) by COVID-19 and operational as of February 15, 2020 and has not permanently closed.
- The business and all principals must be in good standing at the time of application with the State of Texas and their respective city (real and personal taxes, outstanding payments, potential judgements, fines, or other amounts due to the city.) Verifiable through the County and State of Texas Comptroller's office.
- No more than 50 employees
- FICO review (\$82 per report)

Awards will be \$2,500 for all eligible small businesses.

- For a business to be eligible, it can have no more than 50 total employees

Grants are available to businesses for the following eligible CARES ACT activities:

- Personal Protective Equipment (PPE)
- Re-opening supplies, equipment & renovations
- Inventory
- Utilities
- Remote working expenses
- Leases (commercial property only)

- **Deliverables:**

Case Management Operations:

- Payment packages (invoices/transmittals) for up to 200 applicants or \$500,000 whichever is comes first. A payment package is considered completed once it has been submitted to Missouri City for payment.

Reports:

- Weekly progress reports

- **Period of Performance**

October 11, 2020 – December 11, 2020

EXHIBIT A

- **Rate Schedule**

TITLE	RATE	WEEKS	HRS/WEEK	TOTAL
Project Manager	\$ 125.00/hr.	8.00	20.00	\$ 20,000.00
Case Manager Lead	\$ 75.00/hr.	8.00	40.00	\$ 24,000.00
Case Manager	\$ 55.00/hr.	8.00	40.00	\$ 17,600.00
Case Manager	\$ 55.00/hr.	8.00	40.00	\$ 17,600.00
Analyst	\$ 35.00/hr.	8.00	40.00	\$ 11,200.00
Grant Total = \$90,400.00				

Contractor will be paid within 7 days of invoice submission, provided no edits are required.

- **Assumptions:**

Missouri City to provide the following:

- FICO review cost will be passed through to Missouri City at a rate of \$82.00 per report. A report will be required for approved applications. Total Additional Cost = \$16,400.00
- Office space
- Emails addresses
- Computers
- Printers
- Copiers/Scanners
- Online portal capability with document upload and retention

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EXHIBIT A

TASK 3: Continuity of Operations (COOP) Assistance

- **Scope:**

Consultant will revise and enhance the City’s 2010 Continuity of Operations (COOP) with most recent emergency management best practices and lessons learned. Also, consultant will produce a new COOP annex addressing pandemic response and operational contingencies for providing uninterrupted emergency services.

- **Deliverables:**

Existing Continuity of Operations Plan:

- Updated 2020 Missouri City Continuity of Operations Plan

Pandemic Response Annex:

- New section for 2020 COOP specific to operational continuity for pandemic events

- **Period of Performance**

November 1, 2020 – December 31, 2020

- **Rate Schedule**

TITLE	QUANTITY	RATE	HOURS	TOTAL
Principal Planner	1.0	\$ 150.00	80.00	\$ 12,000.00
Planning Analyst	1.0	\$ 125.00	24.00	\$ 3,000.00
Grand Total = \$15,000.00				

Contractor will be paid within 7 days of invoice submission, provided no edits are required.

- **Assumptions**

- Missouri City will facilitate updates or requirements from various City and external agencies and provide the inputs to MPACT.

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TASK 4: Technical Assistance for COVID-19 Programs/Tasks

- **Scope:**

Provide implementation activities as necessary to ensure compliance and operational support for programs developed and designed for COVID-19 response due to the public health emergency with respect to COVID-19. These activities include all of the following:

- Attend meetings with and assist the Client in responding to inquiries from FEMA, HUD and State agencies
- Review and update/revise policies and procedures for compliance with federal and state regulations
- Assist in identifying eligible costs and appropriate funding sources
- Review procurements for proper application of federal 2 CFR requirements
- Review and update documentation and compliance requirements
- Assist with appeals and reconciliations with HUD, FEMA, FHWA and/or TDEM
- Assist with presentation to City/County agencies and constituents

- **Deliverables:**

- Attend meetings with and assist the Client in responding to inquiries from TDEM, FEMA, HUD and other State agencies
- Review and update/revise policies and procedures for compliance with federal and state regulations
- Assist in identifying eligible costs and appropriate funding sources
- Review procurements for proper application of federal 2 CFR requirements
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- Assist with appeals and reconciliations with HUD, FEMA, FHWA and/or TDEM
- Assist with presentation to City/County agencies and constituents

- **Period of Performance**

August 24, 2020 – December 31,2020

- **Rate Schedule**

TITLE	RATE	HOURS
Project Manager	\$ 150.00/hr.	80.00
Subject Matter Expert	\$ 185.00/hr.	20.00
Manager	\$ 110.00/hr.	120.00
COVID-19 Analyst 1	\$ 75.00/hr.	120.00
COVID-19 Analyst 2	\$ 55.00/hr.	120.00
Not to exceed \$75,000.00		

Contractor will be paid within 7 days of invoice submission, provided no edits are required.



EXHIBIT A

In witness thereof, the parties have caused this Task Order to be duly executed, intending to be bound thereby

City of Missouri City, Texas

MPACT Strategic Consulting, Inc.

DO NOT SIGN - DRAFT

DO NOT SIGN - DRAFT

Signature

Signature

Printed Name

Spurgeon Robinson

Printed Name

Date

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Signature

Signature

Printed Name

Spurgeon Robinson

Printed Name

Date

Date