



Except as provided herein, all terms and conditions of the Agreement, including the Maximum Compensation, any addenda or amendments, not modified shall remain in full force and effect. If there is a conflict between this Seventh Amendment and the Agreement, the provisions of this Seventh Amendment shall prevail with regard to the conflict.

IN WITNESS WHEREOF, the parties put their hands to this Seventh Amendment on the dates indicated below.

**FORT BEND COUNTY**

**MPACT STRATEGIC CONSULTING,  
LLC**

\_\_\_\_\_  
KP George, County Judge

*Spurgeon Robinson*

\_\_\_\_\_  
Authorized Agent – Signature

\_\_\_\_\_  
Date

Spurgeon Robinson

\_\_\_\_\_  
Authorized Agent – Printed Name

President

\_\_\_\_\_  
Title

09.14.2021

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Laura Richard, County Clerk

**AUDITOR'S CERTIFICATE**

I hereby certify that funds are available in the amount of \$\_\_\_\_\_ to accomplish and pay the obligation of Fort Bend County under this contract.

\_\_\_\_\_  
Robert Ed Sturdivant, County Auditor

Exhibit A – Scope of Work

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# EXHIBIT A



## **FORT BEND COUNTY, TEXAS**

### **Scope of Work (SOW)**

**PROJECT: COVID-19 Emergency Management and Grant Management Services for Fort Bend County, Texas**

#### **CARES Act - COVID-19 Scope Summary:**

**Task 1: Emergency Rental Assistance (ERA) Program**

**Task 2: American Rescue Plan (ARP) Act, Small Business Assistance Program**

**Task 3: Homeowner Assistance Fund (HAF) Program**

**Task 4: Community Development Block Grant – COVID-19 (CDBG-CV) Program**

**Task 5: Technical Assistance and Financial Reimbursement**

#### **TASK SCOPE DESCRIPTION**

- **Task 1:** Program Services including (Program Administration, Outreach, Eligibility Determination, Quality Control/Quality Assurance; Payment Calculations, Payment Reviews and Technical Assistance) for Fort Bend County Emergency Rental Assistance Program.
- **Task 2:** Program Services including (Program Administration, Outreach, Eligibility Determination, Quality Control/Quality Assurance; Payment Calculations, Payment Reviews and Technical Assistance) for Fort Bend County Small Business Assistance Program.
- **Task 3:** Program Services including (Design, Outreach, Program Administration, Eligibility Determination, Quality Control/Quality Assurance, Payment Calculation, Payment reviews and Technical Assistance for the Homeowner Assistance Fund (HAF) Program.
- **Task 4:** Community Development Block Grant COVID-19 Case Management Services including (Outreach and eligibility determinations, verification, Duplication of Benefits check and file preparation)
- **Task 5:** COVID-19 Grant Management Technical Assistance for Fort Bend County including (Program Management; Program planning assistance; Data Reporting; Program oversight and Financial Management reviews for proper allocations of multiple funding sources)

#### **TASK 1: Emergency Rental Assistance (ERA) Program**

- **Scope:**

Fort Bend County has identified housing as a priority among basic needs for the community. Due to the impacts of the COVID-19 crisis, a rising number of Fort Bend County residents are unable to sustain their rent and/or utility payments and are at risk of eviction and displacement. In response, Fort Bend County, as allowed and funded through the US Department of Treasury ERA



Program, has established an emergency rental and utility assistance program (FBC ERA) to assist citizens in making rental and utility payments to landlords.

MPACT will facilitate and implement this program by providing the following services:

- Conduct and assist with outreach and awareness of the ERA Program.
- Review of submitted applications for quality assessment, accuracy and verification of eligibility.
- Review files for duplicates and missing data and information.
- Conduct reviews for payment processing to landlords and vendors.
- Provide staff for augmentation of Auditor's office.
- Perform activities necessary to support review, submission and compliance with additional programmatic needs using federal ERA Program funds or other funding sources.
- Provide weekly and/or monthly reporting.
- Document ERA policies and procedures.
- Perform other tasks as assigned and mutually agreed upon for Program Management.

## **TASK 2: American Rescue Plan (ARP) Act, Small Business Assistance Program**

- **Scope:**

Fort Bend County has identified small business as a priority among basic needs for its vendors, small business owners and a healthy community. Due to the impacts of the COVID-19 crisis, a number of Fort Bend County small businesses are unable to sustain their operational costs and are at risk of closing down. In response, Fort Bend County has launched a small business emergency assistance program, funded through the American Rescue Plan (ARP). Small businesses established and located in the Fort Bend County will be eligible for grant awards through the Small Business Assistance Program that meet eligibility criteria.

MPACT will facilitate and implement this program by providing the following services:

- Assist with outreach and awareness of the Small Business Assistance Program.
- Review of submitted applications for eligibility, accuracy and completion, verification of benefits, duplication of benefit and award amount.
- Respond to inquires and resolve discrepancies.
- Review files for missing data and information.
- Prepare applications and checklist and transmittals for payment processing to vendors.
- Provide weekly and/or monthly reporting.
- Document ERA policies and procedures.
- Perform other tasks as assigned and mutually agreed upon for Program Management.

## **TASK 3: Homeowner Assistance Fund (HAF) Program; Mortgage Assistance Program (MAP)**

- **Scope:**

Fort Bend County has identified housing and homeownership as a priority among basic needs for the community. Due to the impacts of the COVID-19 crisis, a rising number of Fort Bend County residents are unable to sustain their mortgage and/or utility payments and are at risk of



foreclosure and displacement. In response, Fort Bend County, as allowed and funded through the US Department of Treasury to mitigate financial hardships associated with the coronavirus pandemic by providing funds to eligible homeowners for the purpose of preventing homeowner mortgage delinquencies, defaults, foreclosures, loss of utilities or home energy services, and displacements of homeowners experiencing financial hardship after January 21, 2020, through qualified expenses related to mortgages and housing. The federal HAF Program guidelines will be used to assist Fort Bend County residents in making mortgage and other utility payments to maintain homeownership of their primary residence.

MPACT will facilitate and implement this program by providing the following services:

- Conduct and assist with outreach and awareness of the HAF Program.
- Review of submitted applications for quality assessment, accuracy and verification of eligibility.
- Review files for duplicates and missing data and information.
- Conduct reviews for payment processing to mortgage holders and vendors.
- Provide staff for augmentation of Auditor's office.
- Perform activities necessary to support review, submission and compliance with additional programmatic needs using federal HAF Program funds or other funding sources.
- Provide weekly and/or monthly reporting.
- Document HAF policies and procedures.
- Perform other tasks as assigned and mutually agreed upon for Program Management.

#### **TASK 4: Community Development Block Grant for COVID-19 (CDBG-CV) Program**

- **Scope:**

Fort Bend County has received CDBG-CV funds to assist County residents with eligible activities. The County has elected to initially use these funds to support a rental and utility assistance program. This program will uniquely address those applicants that meet CDBG-CV eligibility guidelines and procedures. The program will focus on low-moderate income residents and provide assistance for rent and utilities only. MPACT will perform the case management activities for eligible residents of the County.

MPACT will facilitate and implement this program by providing the following services:

- Review of submitted applications for eligibility, accuracy and completion, verification of benefits, duplication of benefit and award amount.
- Respond to inquiries and resolve discrepancies.
- Review files for missing data and information.
- Prepare applications and checklist and transmittals for payment processing to vendors.
- Prepare and provide performance reporting
- Provide weekly and/or monthly reporting.
- Perform other tasks as assigned and mutually agreed upon for Program Management.



## **TASK 5: Technical Assistance**

- **Scope:**

Provide continued and necessary 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:

- Maintain program and management support staffing and case management resources to support American Rescue Plan (ARP), Emergency Rental Assistance (ERA), Small Business, CDBG-CV, Childcare, Food Programs and any other programs implemented by Fort Bend County to address and respond to the Coronavirus under the Federal ARP.
- Support call center and case management support and operations to meet demand;
- Additional staffing for review and quality assurance of payments and fund distribution in compliance with the CARES Act;
- Development, review and/or implementation of policies and procedures;
- Activities necessary to support review, submission and compliance with additional programmatic needs using CARES ACT or multiple funding sources.
- Document management support; and
- Support of any other program and operational needs of the county.

## **COMPENSATION**

For these Tasks and Scope of Work (SOW), the fees will be based upon MPACT's submitted and approved Houston-Galveston Area Council (HGAC) negotiated rate schedule. The HGAC Schedule is provided below as Attachment A.



**Attachment A**

**MPACT Strategic Consulting, LLC**

**All Hazards Preparedness, Planning, Consulting & Recovery Services**

**Contract No.: HP08-17**

<b>Labor Category</b>	<b>Hourly Price</b>
Principal	\$235.00
Subject Matter Expert	\$300.00
Project Manager	\$190.00
Senior Manager	\$150.00
Manager	\$110.00
Consultant/Analyst	\$85.00
Trainer	\$75.00
Administrative Assistant	\$45.00

**PERFORMANCE PERIOD**

Due to the current and extended public health emergency and exigent circumstances related to the Coronavirus Pandemic of COVID-19, this SOW performance period is to begin June 1, 2021 for approximately one year, until May 31, 2022.