



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

**FORT BEND COUNTY**

  
County Judge KP George

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

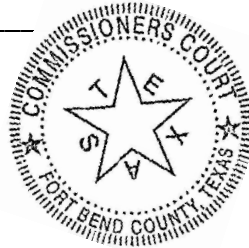
12/15/2020

\_\_\_\_\_  
Date

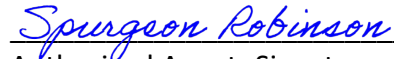
ATTEST:



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



**MPACT STRATEGIC CONSULTING,  
LLC**

  
\_\_\_\_\_  
Authorized Agent- Signature

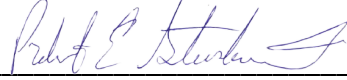
Spurgeon Robinson  
\_\_\_\_\_  
Authorized Agent- Printed Name

President  
\_\_\_\_\_  
Title

12.09.2020  
\_\_\_\_\_  
Date

**AUDITOR'S CERTIFICATE**

I hereby certify that funds are available in the amount of \$ 5,016,600.00 to accomplish and pay the obligation of Fort Bend County under this contract.



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Robert Ed Sturdivant, County Auditor

# EXHIBIT A



## **FORT BEND COUNTY, TEXAS**

### **TASK ORDER NO. 0005**

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

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

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

**Task 2: Small Business Assistance Program**

**Task 3: Community Development Block Grant - COVID**

**Task 4: Technical Assistance**

### **COVID-19 TASK SCOPE DESCRIPTION**

- **Task 1:** Program Services including (Program Administration, Quality Control/Quality Assurance; Audit Reviews and Technical Assistance) for Fort Bend County Rental, Mortgage, and Utility Assistance Program.
- **Task 2:** Program Services including (Call Center Operations and Program Administration) for Fort Bend County Small Business Assistance Program.
- **Task 3:** Community Development Block Grant COVID-19 Case Management Services including (Outreach and eligibility determinations, verification, Duplication of Benefits check and file preparation)
- **Task 4:** 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: Rental, Mortgage and Utility (RMU) Assistance 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, mortgage and/or utility payments and are at risk of eviction and displacement. In response, Fort Bend County has established a rental, mortgage and utility assistance program (RMU) to assist citizens in payments via the CARES Act.

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

- 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 vendors.
- Provide staff for augmentation of Auditor's office.
- Perform activities necessary to support review, submission and compliance with additional programmatic needs using CARES ACT or multiple funding sources; and



- Document management support.
- Perform other tasks as assigned and identified for Program Management.

## **TASK 2: Small Business Assistance Program**

- **Scope:**

Fort Bend County 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 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. Applications will be accepted for the for the Small Business Assistance Program from eligible small businesses that meet eligibility criteria.

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 inquires 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
- Perform other tasks as assigned and identified for Program Management.

## **TASK 3: Community Development Block Grant for COVID-19 (CDBG-CV) Program**

- **Scope:**

Fort Bend County has received CDBG-CV finds 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 inquires 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
- Perform other tasks as assigned and identified for Program Management.
- Provide document management support.
- Perform other tasks as assigned and identified for Program Management.



#### **TASK 4: 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 RMU, Small Business, CDBG-CV, Childcare, Food Programs and any other programs implemented by Fort Bend County under CARES Act.
  - 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 December 31, 2020 for approximately 90 days, up until March 31, 2021.

