

RESOLUTION NO. 2018-065

RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HIALEAH, FLORIDA, AUTHORIZING THE MAYOR OR HIS DESIGNEE AND THE CITY CLERK, AS ATTESTING WITNESS, ON BEHALF OF THE CITY TO ENTER INTO A CONSULTING SERVICES AGREEMENT WITH CIVITAS, LLC, TO SERVE AS THE CITY'S TECHNICAL ADVISOR BY PROVIDING GUIDANCE WITH U.S. HUD'S IDIS SYSTEM, TECHNICAL ASSISTANCE WITH ALL PROGRAMMATIC MATTERS RELATED TO HUD-FUNDED PROJECTS, AND COMPLETING PROJECT ENVIRONMENTAL REVIEWS, FOR A TERM OF ONE YEAR, COMMENCING ON OCTOBER 1, 2018 AND ENDING ON SEPTEMBER 30, 2019, IN AN AMOUNT NOT TO EXCEED \$72,000, IN SUBSTANTIAL CONFORMITY WITH THE AGREEMENT ATTACHED HERETO AND MADE A PART HEREOF AS EXHIBIT "1"; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, CIVITAS, LLC is a research and development consulting firm with offices in Charleston, South Carolina and South California, with a proven track record of accomplishments in helping clients achieve and maintain compliance and efficiency with U.S. HUD's regulatory policies and procedures to support economic development and community revitalization;

WHEREAS, each consultant in the firm has individual subcontracts with U.S. HUD as national technical assistance providers as well as hands-on experience with serving government, non-profit, and for-profit enterprises across the country with their expertise on HUD programs; and

WHEREAS, the City finds it is in the best interest, health and welfare of the community to enter into this Consulting Services Agreement with CIVITAS, LLC to provide guidance and assistance to the City's Department of Grants and Human Services with matters related to U.S. HUD-funded City projects.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HIALEAH, FLORIDA, THAT:

Section 1: The City of Hialeah, Florida hereby authorizes the Mayor or his designee and the City Clerk, as attesting witness, on behalf of the City to enter into a Consulting Services

Agreement with CIVITAS, LLC, to serve as the City's technical advisor by providing guidance with U.S. HUD's IDIS system, technical assistance with all programmatic matters related to HUD-funded projects, and completing project environmental reviews, for a term of one year, commencing on October 1, 2018 and ending on September 30, 2019, in an amount not to exceed \$72,000, in substantial conformity with the Agreement attached hereto and made a part hereof as Exhibit "1"

Section 2: This resolution shall become effective when approved by majority vote of the City Council and signed by the Mayor or at the next regularly scheduled City Council meeting, if the Mayor's signature is withheld or if the City Council overrides the Mayor's veto.

PASSED AND ADOPTED this 14 day of August, 2018.

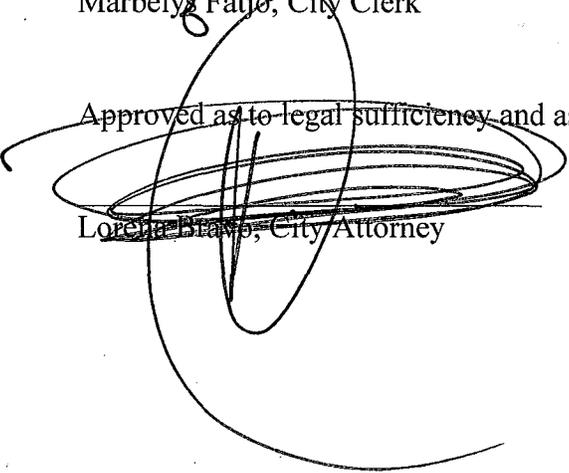

Vivian Casals-Muñoz
Council President

Attest:

Approved on this 20 day of August, 2018.


Marbelys Fatio, City Clerk


Mayor Carlos Hernandez


Approved as to legal sufficiency and as to form:

Lorena Bravo, City Attorney

Resolution was adopted by a 5-0-2 vote with Councilmembers, Zogby, Lozano, Casals-Munoz, Hernandez, and Cue-Fuente voting "Yes" and with Councilmembers Caragol and Garcia-Martinez absent.



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HUD Program Consulting Services Proposal

For Hialeah, FL

**Submitted by:
Civitas, LLC**

Date: July 11, 2018



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To: Annette Quintana
Director of Grants and Human Services Department
Hialeah, Florida

From: Civitas LLC
1150 Wexford Park
Mount Pleasant, SC 29466

RE: PROPOSAL FOR CONSOLIDATED PLANNING CONSULTING SERVICES

Civitas is pleased to present this proposal for professional services for technical assistance and program management assistance related to the City of Hialeah's HUD funded programs (CDBG, HOME & ESG) as well as the City's SHIP funded activities. Please find below a proposed scope of services and budget for providing remote and onsite services for the City's programs. These services and associated costs are based on our understanding of the City's request, but we are always happy to make adjustments at your request. Civitas is ready to adhere to the services, costs, and timelines outlined in this proposal, and this signed cover letter binds the company for 60 days. Founding partner Erich Chatham will serve as the primary contact person for this project.

We look forward to furthering our working relationship with your staff and facilitating the provision of decent, safe, affordable housing to the citizens of Hialeah, Florida.

Sincerely,

Erich Chatham
Civitas, LLC
(404) 408-1256



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Statement of Qualification

Civitas, LLC is a research and development consulting firm with offices in Charleston, South Carolina and Southern California. We are in the business of thinking *and* doing. We help government, non-profit, and for-profit enterprises solve problems and implement solutions. Our knowledge and experience with HUD programs, social science research, economic development, and community revitalization put us in a unique position to assist a consortium of public and private entities in better meeting their missions. We bring a passion for public service to our work in areas such as affordable housing development, grant writing & administration, program evaluation, research design & implementation, social & economic impact analysis, survey research, GIS mapping/ spatial analysis, and project management. Organizations we have worked with include: Price Waterhouse Coopers, Partnership for New York City, Bristol Township, PA; City of Spartanburg, SC; Horry County, SC; El Monte, CA; San Antonio, TX; City of Myrtle Beach, SC; The South Carolina Association of Community Development Corporations; Joseph P. Riley Center for Urban Affairs and Policy Studies; Lowcountry Housing Trust; City of Aiken, SC; The Town of Bluffton, SC; Myrtle Beach Housing Authority; Georgetown Habitat for Humanity; Waccamaw Regional Council of Governments, and the City of Charleston, SC amongst many others. Furthermore, all of our consultants have individual subcontracts with HUD as national technical assistance providers. We provide expertise, training, and problem solving to HUD grantees across the nation.



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Project Examples

Civitas has successfully worked on numerous projects for HUD entitlement communities across the country:

Consolidated Plans

Bristol Township, Pennsylvania
St. George, Utah
Benton Harbor, Michigan
Columbia, South Carolina
Spartanburg, South Carolina
Waccamaw Council of Governments Georgetown, South Carolina
Lower Savannah Council of Governments Aiken, South Carolina
Lexington County, South Carolina
Horry County, South Carolina
San Antonio, Texas*
Knox County, Tennessee*
El Monte, California*
Richmond, California*
Contra Costa County, California*
Lake County, Illinois*
Waukegan, Illinois*
West Palm Beach, Florida*
Hialeah, Florida*
Port Orange, Florida*
Miami Gardens, Florida*
Charleston, South Carolina

Ongoing Technical Assistance

Bristol Township, Pennsylvania
St. George, Utah
Lexington County, South Carolina
Conway, Arkansas*
El Monte, California
Adams County, Colorado
Richmond, California*
Contra Costa County, California*



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Annual Action Plans and CAPERS

Bristol Township, Pennsylvania
Colorado Springs, Colorado
Hialeah, Florida
St. George, Utah

Assessments of Furthering Fair Housing

Wilmington, North Carolina
Horry County, South Carolina
Statewide AFH for South Carolina*
Clayton County, Georgia*

Analyses of Impediments to Fair Housing Choice

Bristol Township, Pennsylvania
St. George, Utah
Waccamaw Council of Governments Georgetown, South Carolina
Spartanburg, South Carolina
Lexington County, South Carolina
Columbia, South Carolina
Aiken, South Carolina
Lower Savannah Council of Governments Aiken, SC
Commonwealth of Pennsylvania*
State of Michigan*
Charleston, South Carolina*
Richmond, California*
Contra Costa County, California*
Daytona Beach, Florida*
Hialeah, Florida*
Miami Gardens, Florida*

* Civitas was hired as a sub-contractor for these projects.



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References

Client: Bristol Township, PA

Period of Performance: November 2014 - present

Project(s): 2014 Annual Action Plan, 2015 - 2019 Consolidated Plan, 2016 Action Plan, 2013 CAPER, 2014 CAPER, 2015 CAPER, Ongoing technical assistance as needed (IDIS, Environmental Review, CDBG & HOME Program Management)

Project Leads: Erich Chatham & Jimmy Ardis

Point of Contact: Tom McDermott, Community Development Director

(215) 785-0500

TMcDermott@bristoltownship.org

Client: St. George, UT

Period of Performance: October 2015 - present

Project(s): 2016-2020 Consolidated Plan, 2016 Analysis of Impediments, 2016 Action Plan, IDIS Training and Technical Assistance, CDBG Program Management, Environmental Review

Project Leads: Erich Chatham & Jimmy Ardis

Point of Contact: Matt Loo, Economic and Housing Development Director

(435) 627-4206

Matt.Loo@sgcity.org

Client: Lexington County, SC

Period of Performance: May 2015 - present

Project(s): 2015-2019 Consolidated Plan & 2015 Analysis of Impediments to Fair Housing Choice; Ongoing technical assistance as needed (IDIS, Environmental Review, CDBG & HOME Program & CDBG-DR Program Management)

Project Leads: Erich Chatham & Jimmy Ardis

Point of Contact: Charles Garren, Community Development Director

(803) 785-8121

cgarren@lex-co.com



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Personnel (RESUMES PROVIDED UPON REQUEST)

Erich Chatham, Partner

Mount Pleasant, SC

Erich is a founding partner of Civitas, LLC, a community and economic development consulting firm with offices in Charleston, SC and Southern California. He has worked on economic and community development projects with local governments, for-profits & non-profits across South Carolina, North Carolina, Florida, Georgia, South Carolina and Texas. Erich serves as a national technical assistance provider for the US Department of Housing and Urban Development and is a HOME Certified Specialist. In his role as a HUD TA provider, Erich has worked extensively throughout South Carolina and is currently working with the State, the City of San Bernardino and the City of Richmond. He has conducted numerous IDIS and DRGR training workshops including recent trainings for the eCon Planning Suite.

Erich received a Bachelors of Arts in History and a Secondary Education Certification from Oglethorpe University in Atlanta, GA. He then taught high school economics & government and coached several sports for four years. He holds a Masters of Public Administration from the College of Charleston, with a focus in Economic Development and Urban Planning.

Jimmy Ardis, Partner

Columbia, SC

Jimmy is the Managing Partner of Civitas, LLC's Southern California Operations. Civitas is a community development and research firm with offices in Charleston, SC and Southern California. As an established public policy researcher, project manager and GIS analyst, Jimmy brings a powerful mix of collaborative and analytical skills. He has extensive experience across the community development field, including: grant writing, public-private partnerships, non-profit capacity building, and program compliance. Jimmy is a national technical assistance provider for the US Department of Housing and Urban Development and is a HOME Certified Specialist. He is an expert in HUD Consolidated Planning and Analyses of Impediments, as well as HUD Environmental Reviews. Jimmy has a particular interest in sustainable, human-scaled urbanism and brings a passion for creating healthy living environments to all of his projects.

Before working as a community development consultant, Jimmy worked as a research associate at The Riley Center for Urban Affairs and Policy Analysis at the College of Charleston. He began his career in the United States Air Force, working in the aviation and emergency management fields. Jimmy studied Business as an undergraduate at UMUC while living in Turkey, and went on to earn a Masters of Public Administration at the College of Charleston in South Carolina.



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Peter J. Neiger

Wilmington, NC

Peter is a research assistant for Civitas, LLC, a community and economic development consulting firm based in Charleston, SC. He has worked as a researcher and data analyst on projects throughout South Carolina, Florida, Texas, and California. He has a passion for assisting community institutions in becoming more efficient and improving the educational and economic opportunities for citizens.

Before starting at Civitas, Peter's career has focused on higher education reform and economic research. His work in Washington DC provided guidance to higher education institutions to provide a more affordable system for all potential students. During his time at the College of Charleston his economics research in the fields of Public Choice and International Trade worked to find unique and creative solutions to the problems facing local communities. Peter's career began with the United States Army where he quickly established himself as a leader and climbed the ranks to Sergeant in three years, as well as being on the Commandant's List for superior performance at the US Army Primary Leadership Development Course.

Vern Xiong

Chiang Mai, Thailand

Vern Xiong is a research assistant for Civitas, LLC, a community and economic development consulting firm based in Charleston, SC. He has worked on research and evaluation for nonprofits in the Twin Cities, Midwest and other international projects. Vern is currently working with several nonprofits to build evaluation tools and resources for programs. Coming from a refugee family, Vern has a special interest in helping displaced people and secondary migrants adapt and make healthy living choices and grow with their new communities.

Before working with Civitas, he managed Lao Family's Youth and Family program for 7 years and helped lead many community development programs like CDGB in the Twin Cities. Vern received a Bachelor of Art from Greenville College, IL and then a Certificate of Grant Proposal Writing from Fort Hayes State University.



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Scope of Services

The proposed scope of services for this proposal is listed below. In general, Civitas will provide ongoing, remote and on-site, technical assistance for all aspects of program management for the CDBG, HOME & ESG programs. This shall include a two-day site visit each quarter, unlimited remote technical assistance as needed, management of all IDIS functions, as well as completion of all HUD required reports including but not limited to the 2018 Annual Action Plan, 2017 CAPER, quarterly SF 425s.

- All IDIS functions including but not limited to:
 - Project & Activity Set-ups
 - Activity Funding
 - Beneficiary Reporting
 - Program Income Receipts
 - Micro-Strategies Reports
 - Creation of Drawdown Vouchers (staff must approve all vouchers)
- On-going technical assistance related to programmatic Policies & Procedures
- Compliance Management Assistance related to HOME & CDBG commitments & timeliness requirements
- 2017 CAPER Approval
- 2018 Action Plan Approval
- Completion of all Quarterly SF-425s
- All Categorically Excluded Not Subject To and Exempt Environmental Reviews
- Up to two Categorically Excluded Subject To Environmental Reviews or Environmental Assessments Per Program Year (\$2,250 to \$3,000 each additional; \$650 each for Noise Studies)
- Assistance with annual CHDO Certification, underwriting and subsidy layering analysis
- Assistance with annual Sub-recipient project selection
- Assistance conducting Sub-recipient Monitoring (as needed)
- Completion of the Annual HUD 2516 Report
- Completion of the Annual Section 3 & SPEARs reporting
- Completion of the Annual FFATA report for any Sub-recipient that receives more than \$25,000 in a given grant year



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Fee for Services

Civitas is prepared to provide the services identified for a monthly retainer rate of \$6,000 beginning October 1, 2018 through September 30, 2018. Civitas shall bill on the first of each month. This contract shall be renewable annually for two years upon approval by the City of Hialeah.

We look forward to continuing our relationship with the City of Hialeah, FL.

Sincerely,

Karl Erich Chatham

Karl "Erich" Chatham
Managing Partner
Civitas LLC
(843) 573-7825 office
(404) 408-1256 cell
erich.chatham@civitassc.com

City of Hialeah
Department of Grants and Human Services
Interdepartmental Memorandum

To: Lorena E. Bravo, City Attorney
From: Marilyn Gutierrez, Program Specialist *MD*
Department of Grants and Human Services
Date: July 18, 2018
Re: FY 2018-2019 Civitas, LLC Consulting Agreement

I am forwarding the following documents for the above referenced project for your review and approval.

- Agreement/Contract
- Resolution
- Change orders
- Draft Text
- Final Documents
- Corporate resolution/signed/sealed
- Not a Corporation - signatures and witnesses

If you have any questions, please let me know. You can contact me at extension 8044.

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