

**RESOLUTION NO. 2020-121**

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 PROVIDE THE CITY WITH TECHNICAL ASSISTANCE AND PROGRAM MANAGEMENT SERVICES RELATED TO THE CITY'S HOUSING PROGRAMS FUNDED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD), INCLUDING CDBG, HOME AND ESG AS WELL AS RECENTLY AWARDED CARES ACT FUNDING, COMPLETING PROJECT ENVIRONMENTAL REVIEWS, AND OTHER SERVICES AS SET FORTH IN THE SCOPE OF WORK ATTACHED HEREAFTER AS EXHIBIT "A", FOR A TERM COMMENCING ON OCTOBER 1, 2020 AND ENDING ON SEPTEMBER 30, 2021, IN AN AMOUNT NOT TO EXCEED \$84,000.00, IN A FORM ACCEPTABLE TO THE CITY ATTORNEY; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, CIVITAS, LLC is a research and development consulting firm with a proven track record of success as a consultant for the City, and other accomplishments in helping clients achieve and maintain compliance and efficiency with HUD's regulatory policies and procedures to support economic development and community revitalization;

**WHEREAS**, each consultant in the firm has individual subcontracts with 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;

**WHEREAS**, CIVITAS, LLC shall provide the City with technical assistance and program management services related to the City's Housing Programs funded by HUD, including CDBG, HOME and ESG as well as recently awarded CARES Act funding, and other services as set forth in the Scope of Work attached hereafter as Exhibit "A", for a term commencing on October 1, 2020 and ending on September 30, 2021, in an amount not to exceed \$84,000.00, in a form acceptable to the City Attorney; and

**WHEREAS**, the City finds it is advantageous to the City and in the best interest, health and welfare of the community to enter into this Consulting Services Agreement with CIVITAS, LLC to provide the City with professional guidance and assistance with HUD-funded housing programs.


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

**Section 1:** The foregoing facts and recitations contained in the preamble to this resolution are hereby adopted and incorporated by reference as if fully set forth herein.

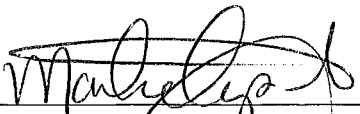
**Section 2:** The City of Hialeah, Florida hereby authorizes the mayor or his designee and the city clerk, as attesting witness, on behalf of the City to enter into a Consulting Services Agreement with Civitas, LLC, to provide the City with technical assistance and program management services related to the City's housing programs funded by the U.S. Department of Housing and Urban Development (HUD), including CDBG, HOME and ESG as well as recently awarded Cares Act funding, completing project environmental reviews, and other services as set forth in the scope of work attached hereafter as Exhibit "A", for a term commencing on October 1, 2020 and ending on September 30, 2021, in an amount not to exceed \$84,000.00, in a form acceptable to the City Attorney. All actions taken to date by officers of the City in furtherance of the performance of this Agreement, is hereby approved, confirmed and ratified.

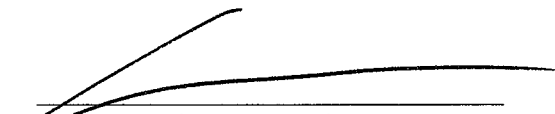
**Section 3:** This resolution shall become effective when approved by majority vote of the City Council and signed by the Mayor or at the next regularly scheduled City Council meeting, if the Mayor's signature is withheld or if the City Council overrides the Mayor's veto.

PASSED AND ADOPTED this 22 day of September, 2020.

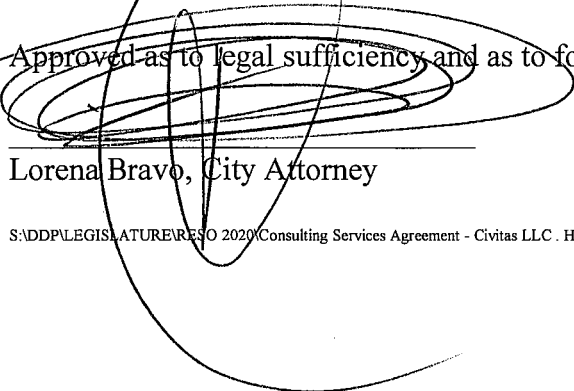
  
Paul B. Hernandez  
Council President

Attest: Approved on this 10 day of October, 2020.

  
Marbelys Fatjo, City Clerk

  
Mayor Carlos Hernandez

Approved as to legal sufficiency and as to form:

  
Lorena Bravo, City Attorney

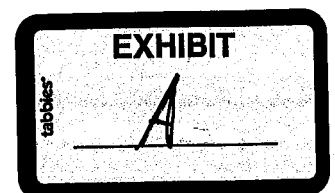
Resolution was adopted by 7-0 vote with Councilmembers, Cue-Fuente, De la Rosa, Garcia-Roves, Hernandez, Perez, Tundidor and Zogby voting "Yes."



## **HUD Program Consulting Services Proposal**

**For Hialeah, FL**

**Submitted by:  
Civitas, LLC**





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 including CDBG, HOME and ESG as well as recently awarded CARES Act funding. 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 to ready to adhere to the services, costs, and timelines outlined in this proposal, and this signed cover letter binds the company for 60 days. Principal Owner 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



## **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:

### **Ongoing HUD Technical Assistance**

County of Lexington, SC  
Horry County, SC  
Greenville, NC  
N. Miami, FL  
Miami Gardens, FL  
Hialeah, FL  
Broward, FL  
Jersey City, NJ  
Harrisburg, PA  
Bristol Township, PA  
Jacksonville, FL

### **Consolidated Plans**

Charleston, SC  
Horry County Consortium, SC  
Columbia, SC  
Spartanburg County, SC  
City of Spartanburg, SC  
Waccamaw COG - Georgetown, SC  
Lower Savannah COG (Consortium), SC  
Lexington County, SC  
Greenville, NC  
Jacksonville, FL  
Bristol Township, PA  
St. George, UT

### **Annual Action Plans & CAPERs**

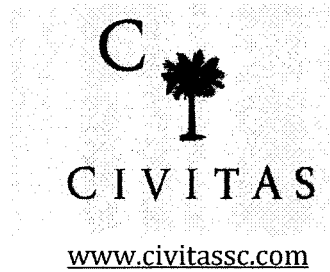
Horry County Consortium, SC  
Spartanburg County, SC  
City of Spartanburg, SC  
Jacksonville, FL  
Miami Gardens, FL  
Bristol Township, PA  
St. George, UT  
Colorado Springs, CO  
Hialeah, FL  
Greenville, NC  
Marin County, CA

### **Analyses of Impediments to Fair Housing Choice**

Horry County, SC  
Spartanburg, SC  
Lexington County, SC  
Columbia, SC  
Wilmington, NC  
Greenville, NC  
Hialeah, FL  
Waccamaw COG - Georgetown, SC  
Aiken, SC  
Lower Savannah COG - Aiken, SC  
Bristol Township, PA  
St. George, UT

### **Housing Market Assessments**

Homes of Hope – Greenville, SC  
City of Spartanburg, SC  
Grand Strand Housing – Myrtle Beach, SC  
Horry County, SC  
Seewee Community, Charleston, SC  
Jacksonville, FL  
Adams County, CO  
Commerce City, CO  
Falls River, MA (subcontractor)



## **References**

**Client:** Spartanburg County, SC  
**Period of Performance:** Fall 2018 – current  
**Project(s):** 2019-2023 Consolidated Plan and 2019 Annual Action Plan; Technical Assistance  
**Project Leads:** Erich Chatham  
**Point of Contact:** Kathy Rivers, Director of Community Development  
[krivers@spartanburgcounty.org](mailto:krivers@spartanburgcounty.org) – (864) 595-5300

**Client:** Jacksonville, Florida  
**Period of Performance:** September 2017 – Current  
**Project(s):** 2018 Consolidated Plan Substantial Amendment, CAPERs & Annual Action Plans, Neighborhood Strategic Counseling Services, Disaster Relief Program Consulting, HUD-program management, Environmental Reviews and related training, development of CDBG, HOME, ESG and HOPWA policy and procedure manuals.  
**Project Leads:** Erich Chatham  
**Point of Contact:** Tom Daly, Director of Neighborhoods Department  
[TDaly@coj.net](mailto:TDaly@coj.net) – (904) 255-8204

**Client:** Horry County HOME Consortium, South Carolina  
**Period of Performance:** March 2013-May 2014, June 2017-August 2018  
**Project(s):** 2013-2017 Consolidated Plan; 2014 Analysis of Impediments to Fair Housing Choice; 2017 Assessment of Fair Housing, 2018-2022 Consolidated Plan and 2018 Annual Action Plan, HOME program technical assistance as needed  
**Project Leads:** Erich Chatham  
**Point of Contact:** Courtney Kaine, Community Development and Block Grants Department Head  
[KainC@horrycounty.org](mailto:KainC@horrycounty.org) – (843) 915-7033



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**Personnel** (RESUMES PROVIDED UPON REQUEST)

**Erich Chatham, Principal Owner (Project Manager) – Charleston, South Carolina**

Erich has eleven years of professional experience in the field and, as Project Manager, will serve as the primary contact for City staff. Recently, Erich worked on economic and community development projects with local governments, for-profits, and non-profits throughout New York, New Jersey, Pennsylvania, South Carolina, Florida, Utah, Georgia, Texas, and Colorado to name a few. He 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 provides technical assistance to HUD grantees related to CDBG, CDBG-DR, HOME, and ESG program management. He has also conducted numerous IDIS and DRGR training workshops throughout the country.

Erich serves on numerous non-profit boards of directors including the Palmetto Community Land Trust, Grand Strand Housing and Community Development, the South Carolina Interagency Council on Homelessness and the Lowcountry Continuum of Care where he serves as the Chairman of the Governing Council. Erich received a Bachelor of Arts in History and Secondary Education Certification from Oglethorpe University in Atlanta, Georgia. He then taught high school economics and government and coached several sports for four years. He holds a Masters of Public Administration from the College of Charleston, with a focus on Economic Development and Urban Planning.

As the Project Manager, will be the point of contact for City of Columbia staff and will work with them to develop priorities, goals, and projects for the Consolidated Plan and Annual Action Plan. He will also be conducting any site visits and public presentations that will be necessary.

**Spencer Christian, Director of Operations – Charleston, South Carolina**

Spencer recently transitioned to housing and community development consulting after serving 10+ years in the United States Navy as an intelligence officer. Having spent time in cities and military bases throughout the US, Middle East, and Asia, he brings a unique, multinational perspective to housing and development. He delivers value and insight to urban development projects by leveraging his military background in analysis, policy compliance, financial oversight, and project management. Spencer has a keen interest in affordable housing as well as supporting urban sustainability technology and culture.

Spencer continues to serve as an intelligence officer with the US Navy Reserves. Prior to his service, he taught high school French and coached basketball. He holds a Bachelor of Arts in French from Georgia College and State University. Spencer completed his Master's of Science in International Affairs from Georgia Institute of Technology.

Spencer's primary role in this project will be to ensure the project meets deadlines and that workflow and communication between staff and Civitas remains open and transparent. He will also enable quality checks to certify document is high quality, accurate, and readable. He will view the document as a whole and work with Peter and Vern to further expand and clarify sections that warrant additional attention.





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**Peter J. Neiger, Lead Researcher – Wilmington, North Carolina**

Peter has eight years of professional experience in economic analysis, with five years specializing in housing policy issues. He will serve as the lead analyst on this project, a role he has excelled at on many similar projects. Some of these previous projects include ConPlans for Jacksonville, Florida; Charleston, South Carolina; and Greenville, North Carolina. Additionally, he has assisted in providing IDIS Technical Assistance for clients in North Carolina and CDBG-DR Program Research and assistance throughout Florida.

Peter has a Bachelor of Science in Economics from the College of Charleston. Before college, he joined the US Army where he served as an infantry paratrooper with the 82<sup>nd</sup> Airborne Division. Working with Civitas, Peter was a data analyst in Washington DC where he focused primarily on higher education reform. Peter currently serves on the Board of Directors for the Cape Fear Community Land Trust and is passionate about helping communities develop affordable sustainable housing.

As the Lead Researcher Peter will be heavily involved with the Needs Assessment and Market Analysis. He will consolidate all the data gathered, look for connections and correlations, and craft the narratives to clearly explain the housing situation in City of Columbia. He will also identify any missing data points or areas that warrant further research to provide a clear picture.

**Vern Xiong, Data Collection and Visualization – St. Paul, Minnesota**

Vern has worked with Civitas for five years as a research assistant and data collection expert. His experience spans housing studies across the country including, but not limited to, Columbia, SC ConPlan and AAP; Horry County, SC ConPlan and AAP; and St. George, UT ConPlan and AAP. In addition to his work with Civitas, he has worked on research and evaluation for non-profits in Minnesota and Colorado, as well as international development projects in Southeast Asia and Central America. Coming from a refugee family, Vern has a special interest in helping displaced people and secondary migrants adapt, make healthy living choices, and grow with their new communities.

Before working at Civitas, Vern managed Lao Family's Youth and Family program for seven years. He also helped lead many community development programs, including CDBG, in Minneapolis-St. Paul. Vern earned a Bachelor of Art from Greenville College, Illinois and a Certificate of Grant Proposal Writing from Fort Hayes State University.

He will gather information from any necessary sources and put the data into a presentable format. This will include standards charts and graphs, as well as custom maps to complement HUD provided data or, if appropriate, replace it with more up to date data.



## **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 unlimited remote technical assistance as needed, management of all IDIS functions, as well as site visits as requested by the director. Civitas shall ensure successful completion of all HUD required reports including but not limited to the 2019 CAPER and 2021 Annual Action Plan.

- 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
- 2019 CAPER Approval
- 2021 Action Plan
- Completion of all Quarterly SF-425s
- All Environmental Reviews
- Assistance with annual CHDO Certification, underwriting & subsidy layering analysis as necessary.
- 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 above for a monthly retainer rate of \$7,000 beginning October 1, 2020 through September 30, 2021. 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.

### **Additional Services**

In addition to the above specified scope of services Civitas is available to provide assistance with the preparation of grant applications on an as needed basis for any and all grants for which the city may wish to apply for funding. Should the city be successful in being awarded additional grant funding Civitas staff is also available to provide grants management assistance as needed. All additional grant writing and grants management assistance, outside of the HUD related programs identified above, shall be billed at an hourly rate of \$135.

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

### **Agreement**

**Civitas, LLC:**

\_\_\_\_\_

Date: \_\_\_\_\_

Erich Chatham,  
Managing Partner

**City of Hialeah, Florida:**

\_\_\_\_\_

Date \_\_\_\_\_

Annette Quintana,  
Director of Grants and Human Services Department