



thompson
CONSULTING SERVICES

September 15, 2017

Davone Hall
950 Bellevue Avenue
Daytona Beach, FL 32115

SENT VIA EMAIL TO: HallD@codb.us

Re: Grant Management Support - Scope of Services and Budget Estimate: Task Order No. 1 – Contract No. 0117-0960

Dear Ms. Hall,

Thompson Consulting Services (Thompson) is pleased to submit the following scope and budget to provide Federal Emergency Management Agency (FEMA) Public Assistance (PA) grant management services to the City of Daytona Beach (City). The scope and budget have been prepared based on Thompson’s current understanding of the City’s FEMA PA grant management services requirements related to the recent severe weather event. As per the City’s pre-existing competitively procured contract, #0117-0960, Thompson is to provide grant management support and FEMA Public Assistance consultation.

This task order serves to capture efforts and costs incurred to date since the estimated time of expiration for Task Order #2 under our former contract with the City (Contract No. 0112-1290) as well as anticipated additional requirements. Thompson will track all costs in accordance with FEMA PA requirements to identify direct administrative costs (DAC) which may be included for reimbursement under the PA program. Tasks may include, but are not limited to:

- **Post-Declaration Activities**
 - Other pre-award activities
 - FEMA policy guidance
- **Project Listing Development**
 - Preliminary cost estimates
 - Data collection and dissemination
- **Project Formulation**
 - Financial compliance reviews
 - Project description / scope development
 - Project worksheet review
- **Project Worksheet Processing/Management**
 - FEMA/grantee documentation requests
 - Project costs reconciliations

Table 1: Task Order #1 Grant Management Support Services Budget Estimate

Position	Hourly Rate (\$)	Quantity	Avg Hours per Week	Est. # of Weeks	Budget Estimate (\$)
Project Manager	115.00	1	2	16	3,680.00
Sr. Grant Management Consultant	95.00	1	16	16	24,320.00
Grant Management Analyst	55.00	1	2	16	1,760.00
TOTAL LABOR					29,760.00
TOTAL EXPENSES					2,976.00
TOTAL ESTIMATE					32,736.00

It is Thompson's objective to deliver our services at or below the estimated budget for the anticipated period of performance. The above estimated budget for labor and expenses has been developed based on Thompson's current understanding of the City's needs. The City will only be charged for work actually performed and required by the City. Expenses will be billed at cost without markup, as per the terms included in Thompson's original proposal and subsequent contract. In the event that the City's actual needs exceed this estimate, Thompson will notify the City to request a new task order or change order to this task order.

If you have any questions, please feel free to contact me directly at jhoyle@thompsoncs.net or 321.303.2543.

Sincerely,

THOMPSON CONSULTING SERVICES



Jon Hoyle
President, Thompson Consulting Services
[Jhoyle@thompsoncs.net](mailto:jhoyle@thompsoncs.net)
C: 321-303-2543 | O: 407-792-0018