

APPENDIX B
WORK AUTHORIZATION
404 HAZARD MITIGATION GRANT
GRANT MANAGEMENT ASSISTANCE
Number: _2021-03

Project Name: Seabrook Fire Station and Pine Gully Pier

GRANT MANAGER will provide professional services and technical assistance to support the 404 Hazard Mitigation Grant applications for the following projects; Seabrook Fire Station and the Pine Gully Pier

1.1 Grant Management

The GRANT MANAGER is to provide assistance and support for grants management and administration as needed for 404 Hazard Mitigation Program and application process. The GRANT MANAGER will perform services and work necessary to complete the following objectives and tasks:

- 1.1.1 Project Scope Review for 404 application projects – Grant Manager will meet with City staff as needed to define the proposed scope of work to be completed for each grant application.
- 1.1.2 Project Initial Cost Estimate & Schedule Review – Grant Manager will develop the initial grant project cost estimates and completion schedules for input into the grant applications. Project costs will be based upon estimates provided from the City’s Capital Improvement Plan (CIP) and adjusted as necessary. For the Fire Station the Grant Manager will develop general specifications for the generator to be proposed.
- 1.1.3 Application Process – Grant manager will complete the following sections of the grant application based upon understanding obtained by meeting with City staff.
 - i. Project eligibility, clear project description including major elements of the project such as contracting, construction, close-out, and PoP.
 - ii. Project objectives including solution hazard reduction, outcome, millstones, and LOE, project staff and management.
 - iii. Damage History, Project Location and Population and Structures Affected by Project
 - iv. Environmental Historical Preservation (EHP) Compliance
- 1.1.4 Maps – Grant Manager will develop the maps needed to support the grant applications based upon the project descriptions and locations provided in the CIP and meetings with City staff.
 - i. GIS Maps
 - ii. Drawings/ Design
 - iii. Photos
- 1.1.5 Complete Budget Worksheet – this will be based upon cost estimates provided within the CIP and revised as necessary
- 1.1.6 BCA – It is anticipated the BCA will only be required for both the Fire Station and Pine Gully Pier. BCA for the Pier will be based upon historic damage information provided by City staff. BCA for Fire Station will be developed based upon similar information provided for the previous application for the EOC.

- 1.1.7 All Completed Forms (6) – Grant Manager will complete all drafts of supporting forms for execution by the City
- 1.1.8 Draft and Final Grant Applications – Draft grant applications shall be provided for City staff review. Upon completion of their review comments from City staff will be addressed and incorporated into the final grant applications. Grant Manager will coordinate the submittal of the final grant applications on the City’s behalf. Response to any comments on the final grant applications shall be provided as needed.

1.2 Work Authorizations

Each work authorization shall be provided its own separate defined scope of services, budgetary limit and schedule. This work authorization shall be for the completion of the tasks indicated above for the two separate grant applications as indicated below

- I. Pine Gully Pier
- II. Seabrook Fire Station

2.0 COMPENSATION:

Payments to GRANT MANAGER shall be based on hourly rates provided as **Attached C**. The Not to Exceed limit for Work Authorization 2021-03 shall be \$18,800. The City will issue a separate notice to proceed for each work authorization provided.

3.0 TIME OF PERFORMANCE

The services of the GRANT MANAGER shall commence on May 1, 2022. Draft applications shall be provided for City review by June 7, 2022. Final applications shall be uploaded by June 30, 2022. Response to comments on submitted grant applications shall be provided as needed.

ACCEPTANCE:

The foregoing Work Authorization is accepted on the terms set forth as indicated by the signatures below

GRANT MANAGER

CITY

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____