**WORK PLAN:**

The Work Plan section meticulously details a matrix of personnel tasks, estimated efforts in hours, and delineates the specific roles and responsibilities aligned with the project's requirements, as illustrated in ***Figure 5***. It includes the proposed staff, their titles, duty statements, and the specific scope of work items they will address as requested in the RFP, along with the annual allocation of hours per task. This work plan is designed to cover one year of services from the Notice to Proceed (NTP). Given the dynamic nature of the FEMA PA program, which often encounters changes and requires adaptability—commonly referred to as being "FEMA flexible"—a project schedule specifying exact months and dates has not been included. The inherent uncertainties and potential modifications in the program make it impractical to define the approach and work plan with specific dates and times. Below the described tasks, you will find the assumptions used in calculating the hours and durations, providing clarity and context to our flexible planning approach.

| **PROPOSED STAFF** | **PROPOSED TITLE** | **PROPOSED DUTY STATEMENT** | **SPECIFIC SOW ITEM**  **PERFORMED BY RELEVANT STAFF (AS REQUESTED IN THE RFP)** | **ANNUAL ALLOCATION OF HOURS PER TASK** |
| --- | --- | --- | --- | --- |
| Jeff Abraham | Principal DR Consultant | As the Principal-in-Charge, Jeff Abraham is responsible for overarching project oversight and strategic decision-making. He will represent the City in crucial meetings with FEMA, Cal OES, and other agencies, ensuring robust advocacy and support for the city's interests. He will manage complex disputes and facilitate resolutions with these agencies, applying his in-depth knowledge of government regulations and compliance. Jeff will also oversee the tracking, reconciliation, and retention of all financial obligations and payments throughout the project, ensuring financial accuracy and accountability in line with disaster recovery goals. | Represent the City by attending or hosting meetings with FEMA, Cal OES or other agencies as needed. | 300.00 |
| Work with the City to resolve disputes with FEMA, Cal OES, or other agencies as may be necessary. | 300.00 |
| Track and assist in the reconciliation of notice of obligations, payments, and retention throughout the life of the disaster. | 400.00 |
| Eric Zabukovec | Senior PM/FEMA Liaison | Eric Zabukovec, as the Senior Project Manager/FEMA Liaison, will coordinate and support all recovery efforts between the city, county, and special districts, enhancing the effectiveness of cost recovery processes. He will facilitate applicant briefings with FEMA and Cal OES, playing a pivotal role in developing relationships and clarifying programmatic details that assist the city in navigating the grant process. Eric is also tasked with managing project tracking systems and providing monthly status reports on all active disasters, ensuring all stakeholders are well-informed and that project timelines and deliverables are on track. | Provide support and coordination in conjunction with the City, County and Special Districts navigating cost recovery. | 400.00 |
| Assist the City during Applicant Briefings with FEMA and Cal OES, assisting with relationship development. | 500.00 |
| Contractor may be required to work remotely and/or at the City when needed. | 300.00 |
| Provide written monthly status report on all active disasters. | 300.00 |
| Jon Berquist | Lead DR Analyst | Jon Berquist, as the Disaster Recovery SME, will ensure strict compliance with federal documentation standards necessary for disaster management. He will maintain critical documentation such as ICS Activity Logs and sign-in sheets. His role includes assisting in the creation and review of FEMA project worksheets, ensuring they meet compliance standards and are effective for securing federal funds. Jon will also oversee the compilation and organization of all project documentation to ensure readiness for audits and retain essential records in electronic format. | Ensure all proper documentation including (ICS Activity Log 214’s, ICS 213’s and sign-in sheets, etc.) have been completed. | 10.00 |
| Assist the City in the creation of project worksheets required by FEMA and/or Cal OES, collect and review contracts for FEMA and/or Cal OES compliance. | 10.00 |
| Ensure that project completion includes an organized compilation of documentation in electronic format for audit purposes and document retention requirements. | 10.00 |
| Josh Milner | Debris Mgmt. Specialist | Josh Milner will provide specialized technical advisory services on debris removal, permanent repairs, and disaster recovery. He is responsible for making critical recommendations on cost-allowability based on the latest PAPPG guidelines and supplemental disaster-specific documentation. Additionally, Josh will manage the generation of time extension requests to FEMA and other Federal grants and conduct audits for missing documents, ensuring that the city has all necessary documentation to support disaster recovery efforts. | Provide technical advisory services related to debris removal, permanent repairs, and recovery from disasters. | 50.00 |
| Generate time extension requests to FEMA and/or other Federal grants and Cal OES when necessary. | 50.00 |
| Audit for missing documents and work with the appropriate departments to obtain any documents. | 50.00 |
| Pat Geelan | Technical Advisor | As the Technical Advisor, Pat Geelan will create and maintain critical contract lists and project tracking mechanisms, incorporating detailed timelines and deadlines to ensure project coherence and compliance. He will coordinate with mutual aid agencies regarding reimbursement requests and assist in the grant closeout and final inspection processes. Pat is also responsible for managing potential audits in relation to the disaster, coordinating with the City, State Controller’s Office, and Federal Office of Inspector General to ensure all financial and regulatory compliance is maintained. | Create and maintain critical contract lists and project tracking mechanisms to include timelines and deadlines. | 10.00 |
| Coordinate with mutual aid agencies that may respond regarding their request for reimbursement packets. | 10.00 |
| Assist with grant closeout and Final Inspection. | 20.00 |
| Manage potential audits with the City, State Controller’s Office, and Federal Office of Inspector General in relation to the disasters. | 10.00 |
|  |  |  | **TOTAL ESTIMATED HOURS (1 YEAR)** | **2730.00** |

***Figure 5:*** *Proposed Work Plan*

**ASSUMPTIONS/EXCEPTIONS:**

* **Active Disaster Declaration(s) Assumption:** The allocation of hours per task and the total annual hours outlined for the project team members are based on the assumption that the consultants are engaged in response to active disaster declaration(s). The team’s involvement and the hours dedicated are contingent upon the activation and requirements of these disaster declarations throughout the year.
* **One Year of Services:** The hours assigned to each task and the cumulative total of 2730 hours for Year 1 are based on a contractual agreement to provide services for one full year. This duration is critical to understanding the scope and limits of the resources committed to the City of Santa Cruz.
* **Historical Data Modeling:** The total hours for Year 1, particularly the sum of 2730 hours, have been modeled on actual consultant hours expended with our current client in Merced County, CA, for disasters DR-4683 and DR-4699. This historical data is used to estimate and justify the workload and resource allocation for similar disaster recovery efforts in Santa Cruz. This modeling assumes that the nature and scale of the activities in Santa Cruz will closely resemble those experienced in Merced County.
* **Scope of Work Dependence**: The hours allocated per task are based on the activities listed in the disaster recovery effort's scope of work. If there are any changes or extensions in the scope of work, it may require a reevaluation and adjustment of the hours allocated per task and overall resource commitment.
* **Efficiency and Unforeseen Delays:** While the allocation of hours is based on previous experiences and established efficiency standards, it is important to note that actual hours may vary due to unforeseen complexities or delays in disaster recovery operations. The consultancy is prepared to adapt to these changes, potentially affecting the total hours.
* **Continuity and Availability of Staff:** The assignment of hours assumes that all designated staff members will be available throughout the duration of the contract to fulfill their roles without interruption. Changes in staff availability due to unforeseen circumstances (e.g., illness, resignation) could impact the fulfillment of these hours and necessitate adjustments.

In sum, GrantCity Consulting (GCC) presents a superior, strategically designed Technical Approach and Work Plan that expertly aligns with the City of Santa Cruz's requirements as outlined in the RFP. Our methodology is not only structured to efficiently manage the immediate aftermath of disasters but also to enhance the city’s long-term resilience through detailed phase-wise recovery management and meticulous planning. With our rich experience in working with other California applicants, GCC has refined a set of practices that are both FEMA-compliant and uniquely adapted to the unpredictable nature of disaster recovery—often referred to as being "FEMA flexible." This flexibility, combined with our proven track record in places like Merced County, allows us to tailor our approach to meet and anticipate the evolving needs of Santa Cruz, ensuring that recovery efforts are not just reactive but proactive.

Our Work Plan is designed to cover a full year from the Notice to Proceed, focusing on specific, measurable, and relevant tasks assigned to our highly skilled team members, each bringing specialized expertise that enhances our collective ability to support Santa Cruz. The assumptions underpinning our scheduling and resource allocation reflect a realistic and informed approach to disaster management, acknowledging the potential for unforeseen changes while maintaining commitment to our objectives. By choosing GCC, Santa Cruz secures a partnership that values transparency, efficiency, and adaptability, ensuring the city is not only restored but is stronger and more resilient for the future.