

**Request for Qualifications**

**CONSULTANT FOR HURRICANE FINANCIAL RECOVERY  
AND FEMA COORDINATION**

Government of the U.S. Virgin Islands

September 10, 2017

**Please send submissions by email to [valdamier.collens@dof.vi.gov](mailto:valdamier.collens@dof.vi.gov)**

*Physical Address:*

**Virgin Islands Public Finance Authority**  
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Attention: Valdamier O. Collens  
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## **Background Statement**

On September 6 and 19, 2017, the U.S. Virgin Islands (“USVI”) were struck by Hurricanes Irma and Maria, two Category 5 hurricanes that together caused catastrophic wind and water damage throughout the USVI. The storms severely degraded the Territory’s infrastructure, including its power distribution grid, telecommunications facilities, airports, seaports, hospitals, schools, and government facilities. Initial estimates suggest that recovery from physical, financial, and economic effects of the hurricanes will cost hundreds of millions of dollars.

The recovery effort will require assistance from and coordination with the federal government, in the form of the Federal Emergency Management Agency (“FEMA”), the Department of Housing and Urban Development (“HUD”), and other federal agencies. The USVI seeks proposals from firms offering expertise in disaster recovery, and particularly in FEMA and other federal disaster recovery programs and procedures.

## **Scope of Work**

The contractor will perform the services listed below. The scope of work may be altered and/or expanded by USVI as USVI deems necessary, with notice to the contractor. The contractor does not have an exclusive right to perform any particular service.

### **A. Track 1: Initial Tasks**

1. *Assess damages and costs*: assist the USVI to understand and quantify storm-related damages and costs, to include specific damage assessments.
2. *Identify recovery sources*: assist the USVI to identify potential sources of recovery
  - a. commercial insurance and NFIP
  - b. FEMA disaster programs
  - c. HUD disaster programs
  - d. Other federal or private sources of funding.
3. *Meeting preparation and assistance*: prepare USVI representatives for meetings with FEMA/HUD and other federal agencies, insurer’s representatives, and attend with USVI as necessary.
4. *Technical Assistance and Management Support for Emergency Work to Restore Critical Infrastructure and Debris Management*
  - a. *Electric*
  - b. *Water*
  - c. *Telecommunications*

- d. *Medical Facilities*
  - e. *Etc.*
5. *Technical Assistance and other support to the Governor's Hurricane Recovery Task Force.*
- a. *Develop issue and potential solution papers*
  - b. *Recommend resilience and other recovery standards and guidance*
  - c. *Provide technical assistance as required*

**B. Track 2: Recovery Process Planning and Implementation**

1. *Organizational process development:* work with USVI staff to develop and modify policies/procedures/systems in accordance with organizational needs and objectives, as well as applicable government regulations.
2. *Program-specific process development:* assist with the development of processes, controls and technologies to support the execution of the following federal administered programs:
  - a. Public Assistance (FEMA)
  - b. Hazard Mitigation (FEMA)
  - c. Individual Assistance (FEMA)
    - i. Other Needs Program
  - d. Community Development Block Grant – Disaster Recovery (CDBG-DR) program (HUD)
  - e. Federal Highway Administration Emergency Relief (FHWA ER)
  - f. other grant and assistance programs.
3. *Compliance:* assist USVI staff with the programmatic, policy, financial, and accounting services necessary to meet aid program requirements.
  - a. FEMA
  - b. HUD
  - c. Other federal
  - d. USVI
  - e. Commercial insurers.
4. *Housing Recovery:* Support the USVI in assessing, developing, implementing and managing interim (short term) and permanent (long term) housing recovery programs.

- a. *FEMA STEP*
- b. *FEMA Direct Housing*
- c. *FEMA Multi-Family Lease & Repair*
- d. *FEMA Direct Leasing*
- e. *FEMA Manufactured Housing Options*
- f. *FEMA Direct Assistance for Limited Home Repair*
- g. *FEMA Transitional Sheltering Assistance*
- h. *FEMA Blue Roof Program*
- i. *HUD Disaster Housing Assistance Program*
- j. *CDBG-DR Housing Recovery Programs*

**C. Track 3: Grant Application and Financial Management**

1. *Grant application assistance:* assist USVI with applications for and management of federal grants, including:
  - a. FEMA Public Assistance Program
  - b. FEMA Hazard Mitigation Grant Program
  - c. Community Disaster Loan(s)
  - d. CDBG grants
  - e. Other federal programs identified in Track 1
2. *Grant compliance assistance:*
  - a. Provide guidance on funding requirements and assist USVI to proactively identify and resolve eligibility and compliance issues.
  - b. Provide guidance on procurement and contracting compliance
  - c. Develop processes to track reconstruction and funding status for each project.
  - d. Facilitate interactions and reviews of documentation by relevant parties (insurers, FEMA, HUD, etc.).
  - e. Meet with USVI departments to collect, organize and analyze costs, contracting, and other supporting documentation for each project.
  - f. Reconcile proceeds from funding sources to identify duplication of benefits.
  - g. Provide assistance with the overall grant closeout process including responding to requests for information.
3. *Audit preparation:* assist USVI to prepare for inspections/audits and resolve findings, including organization of supporting documentation, advice regarding the resolution of

compliance and eligibility issues and development of corrective action plans.

4. *Risk assessment and monitoring*: undertake risk assessments and monitoring of projects to assist the USVI in understanding compliance related matters and appropriately steward recovery funds.
5. *Procurement assistance*: provide guidance on procurement practices and assist with reviewing procurements and contracts related to the recovery effort.
6. *Dispute resolution*: support USVI staff in resolving eligibility issues and disputes, if necessary, including appeal and arbitration processes.
7. *Financial planning assistance*: provide assistance as required to USVI staff regarding cash flow, budgetary matters, and tax implications related to the recovery which may include: cash flow forecasting, quantifying lost tax revenues, quantifying changes to expense and capital outflows, and identifying alternative revenue and expense measures.

#### **D. Track 4: Strategic Planning**

1. *Strategic recovery planning*: provide strategic planning and coordination of financial recovery efforts related to federal disaster relief programs and commercial insurance.
2. *Mitigation and resiliency planning*: assist in identifying mitigation projects for which USVI may seek grant funding in order to mitigate against future damage and build resiliency.
3. *Comprehensive long-term recovery planning*: assist USVI in the creation and implementation of a long term recovery plan if requested.
4. *Emergency management planning*: Assess the current emergency management plans, policies and procedures and assist with the development of new procedures and provide training, as needed.
5. *After-Action Reviews*: Conduct After-Action Reviews, Develop Improvement Recommendation Reports and Convene Forums covering both public and private entities related to response to and recovery from Hurricanes Irma and Maria.

#### **E. Other related services as requested by USVI.**