**Addendum 2 of 2**

**October 18, 2021**

**City of Statesboro Request for Qualifications: Professional Housing Rehabilitation Services**

Do you know what specific roles that the following units will be authorized to play?

Planning and Development Department:

This department will have administrative oversight of the program and will coordinate all of the consultant’s duties as well provide input into the required processes and procedures manual.

Finance: Will they be responsible for accessing the grant funds based on eligible homeowners, paying bills (material and labor?  What services will they be able to provide?

This department will not be involved in the day-to-day financial processes of operating the program. This will be the responsibility of the consultant who will set up the financial system. This department, however, will make the required periodic reports to the U.S. Treasury.

Public Works:

Unless some infrastructure improvements are required in the project area, they will not play any role.

Public Utilities:

All of the neighborhoods eligible for these funds already have water and sewer service. Therefore, there will be no role for the Public Utilities Department.

Public Information Office:

Planning and Development staff will assist with public outreach, in conjunction with the consultant. The Public Information Officer will assist with written and digital public information notices.