

Ashland City Grant Assistance

TASK ORDER 2.0

BACKGROUND

GNRC has been contracted (contract# ECD-OC-2024-002) by the Ashland City Municipal Government (“CLIENT”) to provide various services in support of the CLIENT’s pursuit and use of funding made available through state and federal grant programs. The contract relies on the issuance of “task orders” by the CLIENT in order to authorize GNRC to perform services. Each task order must include a description of the authorized work activities, period of performance, and approved fee. All work performed must be carried out in accordance with the terms and conditions of the approved contract, as amended.

WORK ACTIVITIES AND DELIVERABLES

The CLIENT authorizes GNRC to provide the following services:

Administration of the **CDBG Grant** to include 1) participation in project planning meetings with CLIENT staff and partners to discuss the scope of work; 2) establishing proper file organization and filing systems; 3) assisting with procurement and recordkeeping in accordance with the applicable local, state, and federal laws; 4) assisting with plans and specification approvals, if necessary; 5) assisting with pre-construction conferences and related activities, if necessary; 6) establishing policies and procedures for financial management and the orderly flow of contract funds to include preparation of requests for payment, any budget and/or program amendments, and written reports, as needed periodically and at close-out; 7) providing representation during scheduled monitoring visits conducted by the State and aid in responding to any comments made during those visits; 8) assisting or performing the required grant closeout activities.

PERIOD OF PERFORMANCE

January 1, 2022 thru December 31, 2025

PROJECT FEE AND BUDGET ASSUMPTIONS

The CLIENT shall compensate GNRC in the amount of \$20,000.00. GNRC will invoice the CLIENT based on progress, no more often than monthly.

AUTHORIZATION AND ACCEPTANCE

This task order is authorized with the following signatures:

APPROVED BY

MAYOR

DATE

ACCEPTED BY



4/16/2024

GNRC EXECUTIVE DIRECTOR

DATE