



CITY OF BAY CITY
1901 FIFTH STREET
BAY CITY, TEXAS 77414
(979) 245-2137
FAX: (979) 323-1626

AGENDA ITEM SUBMISSION FORM

Any item(s) to be considered for action by the City Council must be included on this form and be submitted along with any supporting documentation. Completed Agenda Item Submission forms must be submitted to the City Secretary's Office no later than 4:00 p.m. on the Monday of the week prior to the Regular Council meeting.

Requestor Name: Lopez, Gabriel **Date Submitted:** 05/21/2024
Last, First *MM/DD/YYYY*

Requestor Type: City Staff **Meeting Date:** 05/28/2024
Citizen/City Staff/Council Member *MM/DD/YYYY*

Position Title Engineering Technician
For City Staff Only

Agenda Location: Discussion
(e.g.: Consent Agenda/ Discussion Item/ Public Hearing/ Executive Session/ Presentation)

Agenda Content:

Discuss, consider, and/or approve the selection of an administrative and construction management service provider for the HOME Investment Partnerships Program (HOME) Homeowner Reconstruction Program, administered by the Texas Department of Housing and Community Affairs.

Executive Summary of Item:

BACKGROUND: The HOME Investment Partnerships Program, administered by the Texas Department of Housing and Community Affairs (TDHCA) and funded by the U.S. Department of Housing and Urban Development (HUD), provides an opportunity for the City of Bay City to assist homeowners in need of reconstruction assistance. A Request for Proposals (RFP) was issued to identify qualified administrative service providers to support the successful implementation of the Homeowner Reconstruction Program. The RFP process has been completed, and City Council is now asked to consider the selection of an administration service provider to ensure compliance with state and federal guidelines and manage the program's administrative tasks.

FINANCIAL IMPLICATIONS: The selected administrative service provider will manage the program's administrative tasks and focus on maximizing benefits for homeowners in need of housing reconstruction assistance. The costs associated with these services will be covered by the program's funding, with no additional financial burden on the City of Bay City.

The program provides up to \$135,000 for reconstruction, with an additional \$15,000 available for households of five or more requiring a four-bedroom unit, totaling a maximum award of \$150,000 per home. The city is required to provide a 15% match based on its population and must also commit

\$40,000 in cash reserves. These funds will facilitate program administration and cover costs prior to reimbursement or costs determined ineligible for reimbursement.

In addition to financial contributions, the program recognizes in-kind services such as donated labor, materials, equipment, professional services, and office space as a form of match. This provision allows the city to leverage non-monetary assets and services that contribute directly to the project's goals, offering flexibility in meeting the matching fund requirements.

The match requirement is waived for reconstruction projects assisting Persons with Disabilities and in situations of Disaster Relief.

IMPACT ON COMMUNITY SUSTAINABILITY: Selecting a qualified administrative service provider will enhance the City's ability to provide safe, affordable, and quality housing, thereby improving the community's sustainability and resilience. The program will improve living conditions for homeowners in need, promoting social equity and economic stability in Bay City.

RECOMMENDATION: Staff recommends that City Council approve the award to GrantWorks, the sole service provider who submitted a proposal in response to our RFP. The submission from GrantWorks was thoroughly reviewed and found to be fully responsive to the RFP specifications, meeting all requirements and expectations outlined for administrative services for the HOME Investment Partnerships Program. GrantWorks has demonstrated the necessary expertise and capacity to efficiently manage the program's administrative tasks and ensure successful implementation.

ATTACHMENTS:

1. Resolution