

EXHIBIT “A”

SCOPE OF SERVICES

The CITY seeks the CONSULTANT to perform the necessary tasks and complete the objectives necessary to utilize the CITY’s allocated American Rescue Plan Act (ARPA) funding as provided through the Coronavirus Local Fiscal Recovery Fund Agreement.

1. Review and become knowledgeable of the categories and restrictions of ARPA as they relate to spending by the CITY.
2. Develop a fully compliant ARPA Plan that includes:
 - A process for analyzing, selecting and monitoring projects.
 - Prioritization of projects by eligibility and sustainability.
 - A spend plan with associated timeline.
 - Processes and procedures, to include all procurement requirements for solicitations required in the spend plan.
 - A reporting system to include status of project completion.
3. Prepare presentations as needed for Commission review and public outreach