

June 6, 2022

Thomas Last, Community Development Director
CITY OF GRASS VALLEY
125 East Main Street
Grass Valley, California 95945

**RE: PROPOSAL TO EXTEND CONTRACT STAFF SERVICES FOR
FY 2022/2023 GRANT MANAGEMENT AND REPORTING**

Dear Mr. Last:

Per the City of Grass Valley's direction to extend the existing Agreement dated June 20, 2018 (Agreement) an additional one (1) year as allowed by the State of California's Housing & Community Development, Michael Baker International (Michael Baker) is pleased to submit this proposal to extend the Agreement for an additional year. Michael Baker will continue to provide HOME and CDBG grant program reporting, monitoring, subordinations, and assistance with the City's First Time Homebuyer Program, as well as other administrative assistance, in accordance with the budget presented in Attachment A hereto. We understand the details of the City's HOME and CDBG programs, including program income, loan processing, subordination requests, borrower monitoring, and the critical functions of record-keeping and fiscal management. All work described herein will be performed under and subject to the terms and conditions set forth in the Agreement.

Shannon Andrews will be the lead in continuing to provide you this assistance. Other Michael Baker staff will be available to provide back-up technical support as needed.

Please acknowledge your acceptance and approval of this agreement extension by signing in the space provided below. We sincerely appreciate the opportunity to submit this proposal and look forward to continuing to assist the City of Grass Valley with its HOME- and CDBG-funded activities. If you have any questions, please contact Shannon Andrews at (562) 202-0893 or by email at shannon.andrews@mbakerintl.com.

Sincerely,



William Hoose
Michael Baker International
Associate Vice President
Signed: June 6, 2022

Agreement Extension Approved By:

Tom Last
City of Grass Valley
Community Development Director
Signed: _____

ATTACHMENT A: BUDGET

Task Description	Project Director	Project Manager	Environmental Specialist	Admin	Expenses	Totals
	\$175	\$135	\$100	\$75		

TASK: GRANT MANAGEMENT AND REPORTS						
A) FY 2022-2023 HOME FTHB PI – Activity Delivery Fee						\$4,250
B) FY 2022-2023 Home Reports						
Hours	0	40	0	0	\$0	40 hours
						Subtotal: \$5,400
C) FY 2022-2023 CDBG Reports						
Hours	0	20	0	0	\$0	20 hours
						Subtotal: \$2,700
D) FY 2022-2023 Loan Portfolio Management (includes annual and 5-year recertifications, demand statements, and full reconveyances)						
HOME Monitoring						
Hours	0	40	0	0	\$0	40 hours
CDBG Monitoring						
Hours	0	30	0	0	\$0	30 hours
						Subtotal: \$9,450
E) Default or Short Sale Loan Assistance (On-Call) - per default or short sale loan reprocessing						\$2,500
F) Subordinations (On-Call) - per subordination request						\$550
Total Costs (excluding Tasks A, E, & F which are flat rates to be charged)						\$17,550

In addition to the tasks above, the City of Grass Valley issued Amendment No. 1 on October 21, 2020 to add grant administration services for the City's 2019 HOME funded First-Time Homebuyer Program totaling \$37,000. Of that amount, we have expended \$4,604 for Task G and \$0 for Task H. We are proposing to carry over the balance of both those tasks to the 2022-2023 fiscal year. We also respectfully request an increase in Task H to account for increased costs from \$24,500 to \$37,500. All costs for both tasks below are still 100% reimbursable by HCD:

G) 19-HOME-14968 General Administration	\$7,896
H) 19-HOME-14968 Activity Delivery Costs (6 FTHB loans)	\$37,500

Travel and Expenses

To reduce costs, Michael Baker staff will communicate and coordinate with City staff through email, phone, and mail. We do not anticipate any travel to the City.