

May 28, 2024

Taylor Day, Deputy City Manager
CITY OF GRASS VALLEY
125 East Main Street
Grass Valley, California 95945

**RE: PROPOSAL FOR CONTRACT STAFF SERVICES FOR
FY 2024/2025 GRANT MANAGEMENT AND REPORTING**

Dear Ms. Day:

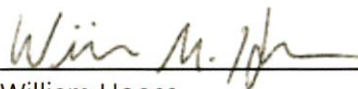
Michael Baker International (Michael Baker) is pleased to submit this proposal to continue to provide HOME and CDBG grant program reporting, monitoring, subordinations, and assistance with the City's First Time Homebuyer Program, as well as other administrative assistance, in accordance with the budget 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,

Agreement Extension Approved By:



William Hoose
Michael Baker International
Vice President
Signed: May 28, 2024



Taylor Day
City of Grass Valley
Community Development Director
Signed: 6/13/2024

ATTACHMENT A: BUDGET

Task Description	Project Director	Project Manager	Environmental Specialist	Admin	Expenses	Totals
	\$225	\$155	\$155	\$75		

TASK: GRANT MANAGEMENT AND REPORTS						
A) FY 2024-2025 HOME FTHB PI – Activity Delivery Fee						\$4,250
B) FY 2024-2025 Home Reports						
Hours	0	40	0	0	\$0	40 hours
Subtotal: \$6,200						
C) FY 2024-2025 CDBG Reports						
Hours	0	20	0	0	\$0	20 hours
Subtotal: \$3,100						
D) FY 2024-2025 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: \$10,850						
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. We are proposing to carry over the balance of both those tasks to the 2024-2025 fiscal year. All costs for both tasks below are still 100% reimbursable by HCD:

G) 19-HOME-14968 General Administration	\$12,500
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.