



City of Grass Valley City Council Agenda Action Sheet

Title: Authorization for Deputy City Manager to Execute Amendment No. 2 to the Agreement with Michael Baker International for Grant Management Services

CEQA: Not a project

Recommendation: That the City Council authorize the Deputy City Manager to execute Amendment No. 2 to the Professional Services Agreement with Michael Baker International for continued HOME and CDBG grant administration services for Fiscal Year 2025-2026, subject to legal review.

Prepared by: Taylor Whittingslow, Deputy City Manager

Council Meeting Date: 07/08/2025

Date Prepared: 07/02/2025

Agenda: Consent

Background Information: The City of Grass Valley has an ongoing agreement with Michael Baker International, Inc. to provide administrative services in support of its HOME and CDBG grant programs. These services include grant reporting, monitoring, subordination processing, and assistance with the City's First-Time Homebuyer (FTHB) Program. The original contract (C22-16), dated June 2022, has been amended annually to continue services aligned with state funding and compliance cycles.

Amendment No. 2, submitted by Michael Baker International on June 17, 2025, proposes to continue providing grant administration services for the FY 2025-2026 period. Services under this amendment will include:

- HOME & CDBG Reporting and Monitoring
- Subordination and Default Loan Assistance
- Loan Portfolio Management
- General Administration and Activity Delivery for 2019 HOME-funded FTHB loans

The scope of work and associated budget are outlined in Attachment A of the amendment proposal, with costs fully reimbursable through existing HOME and CDBG grant funds. The amendment maintains the same service structure, with no substantive changes to terms other than the updated fiscal year and budget.

Council Goals/Objectives: The execution of this action attempts to achieve Strategic Goal #5 - High Performance Government and Quality Service.

Fiscal Impact: There is no fiscal impact to the General Fund. All activities under this amendment are 100% reimbursable through the California Department of Housing and Community Development (HCD) grant funds.

Funds Available: Yes

Account #: 233-304-5110 & 241-303-5110

Reviewed by: City Manager

Attachments:

- Amendment No. 2 Proposal (Michael Baker International, dated June 17, 2025)
- Original Contract C22-16
- Amendment No. 1 (FY 2024-2025 Services)