

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: September 28, 2021

To: Jim Marino, Village Manager

From: Napoleon Haney, Assistant Village Manager

Topic: Grant Writer Contract – Extension Agreement

PURPOSE

During August of 2019, in an effort to maximize the Village's ability to identify, apply for, and secure grants, the Village hired a contractual grant writer. Paul Zaremba was selected through an extensive vetting process to perform grant writing and grant acquisition services for the Village. The two-year agreement expires on September 30, 2021 and needs to be extended to the end of the current fiscal year - April 30, 2022.

PROCESS

During the past two years, Paul Zaremba has worked with staff to research, evaluate, and submit a total of thirty-six (36) grant applications with a valued combined request of \$20 million dollars.

- Thirty-five (35) grants submitted
 - Twenty-three (23) submissions not funded (*Village is appealing 2 of the denials*)
- Ten (10) grants currently being reviewed by agencies
- Three (3) submissions funded

The Village has received \$648,731 during the two-year submission period and continues to appeal funding denials and resubmit applications for upcoming grant funding cycles. We received \$448,731 in Cares Act funding from Cook County for reimbursement of COVID-19 related expenses. We also received \$200,000 from the IEPA to perform an assessment of contaminated soil at the former Citgo gas station on 183rd Street.

OUTCOME

The Grant Writer contract is recommended for extension through the end of the fiscal year (April 30, 2022). Extending the contract to the end of the fiscal year will enable the Grant Writer to follow up on submitted grants and continue grant submissions, appeals and resubmission processes with the expectation that there will be additional grant funding awards, alleviating capital and general fund obligations.

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FINANCIAL IMPACT

- **Funding Source:** General Fund
- **Budgeted Amount:** \$45,000
- **Cost:** \$26,250

LEGAL REVIEW: Completed

RECOMMENDED BOARD ACTION

Approve a seven (7) month contract extension (September 30, 2021 through April 30, 2022) with Paul A. Zaremba of Clarendon, Hills, IL for grant writing services for an amount not to exceed \$26,250.

ATTACHMENT(S)

- Contract for Grant Writing Services
- Grant Submission Summary as of 9/17/2021