

TASK ORDER No. 6

**PROFESSIONAL SERVICES
(Grant Management Consulting Services)**

THIS TASK ORDER FOR PROFESSIONAL SERVICES ("Task Order") is made on the day of 2/14/24, between the **City of Lake Worth Beach**, a Florida municipal corporation ("City") and **KC Holdings Inc.** formerly known as Grant Management, LLC. a State of California Corporation, ("CONSULTANT").

1.0 Project Description:

The City desires the CONSULTANT to provide those services as identified herein for the Project. The Project is described in the CONSULTANT's Proposal, dated February 12, 2024 and services are generally described as: Development of an application for the EPA's Community Change Grant including Phase 4: Project, Partner & CBP Development and Phase 6: Application Development (The "Project").

2.0 Scope

Under this Task Order, the CONSULTANT will provide the City of Lake Worth Beach Water Utility with grant management consulting services for the Project as specified in the **CONSULTANT's proposal attached hereto and incorporated herein as Exhibit "1"**.

3.0 Schedule

The services to be provided under this Task Order shall be completed in reasonable time as agreed with the City from the City's approval of this Task Order or the issuance of a Notice to Proceed and not to exceed period of one (1) year.

4.0 Compensation

This Task Order is issued for a lump sum, not to exceed amount of **\$ 129,195**. The attached proposal identifies all costs and expenses included in the lump sum, not to exceed amount.

5.0 Project Manager

The Project Manager for the CONSULTANT is Edward D. Ober, phone 916-342-4333; email: eober@grantmanagementassoc.com; and, the Project Manager for the City is Sam Heady, phone: 561.586.1688; email: sheady@lakeworthbeachfl.gov.

6.0 Progress Meetings

The CONSULTANT shall schedule periodic progress review meetings with the City Project Manager as necessary but every 30 days as a minimum.

7.0 Authorization

This Task Order is issued pursuant to the Professional Services Agreement (KC Holdings, Inc.) between the City of Lake Worth and the CONSULTANT, dated 6/22/2022 ("Agreement" hereafter).

If there are any conflicts between the terms and conditions of this Task Order and the Agreement, the terms and conditions of the Agreement shall prevail.

IN WITNESS WHEREOF, the parties hereto have made and executed this Task Order No. 6 as of the day and year set forth above.

CITY OF LAKE WORTH, FLORIDA

By: _____
Betty Resch, Mayor

ATTEST:

By: _____
Melissa Ann Coyne, MMC, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

APPROVED FOR FINANCIAL
SUFFICIENCY

By: _____
Glen J. Torcivia, City Attorney

By: _____
Yannick Ngendahayo, Financial Services Director

CONSULTANT: KC Holdings, Inc.

[Corporate Seal]

By: _____
Print Name: Rishi Cooper Carter
Title: Owner / CEO

**See Attached California
All-Purpose Acknowledgement**
file 02/14/2024

STATE OF _____)
COUNTY OF _____)

THE FOREGOING instrument was acknowledged before me by means of • physical presence or
• online notarization on this _____ day of _____ 2024, by _____, as the
_____ of **KC Holdings, Inc.**, a State of California Corporation, which is authorized
to do business in the State of Florida, who is personally known to me or who has produced
_____ as identification, and who did take an oath that he or she is duly authorized
to execute the foregoing instrument and bind the CONSULTANT to the same.

Notary Public Signature

Notary Seal:

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Butte)

On February 14th 2024 before me, E. Meza Chavez, Notary Public,
(insert name and title of the officer)

personally appeared Kristin Cooper Carter,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature  (Seal)



Exhibit "1"
Consultant's Proposal (7 pages)



GRANT MANAGEMENT ASSOCIATES
PROPOSAL FOR SERVICES
2/12/24

To: Sam Heady, Utility Director
City of Lake Worth Beach, Florida

Re: EPA Community Change Grant Proposal for Services

Fr: Ed Ober, Chief Operating Officer of Grant Management Associates

Dear Sam,

Thank you for requesting support from Grant Management Associates (GMA) on your development of an application for the EPA's Community Change Grant.

Please find our detailed cost proposal in an Excel spreadsheet along with this Word document describing our proposed process. I wanted to provide this proposal narrative to help explain the process we are proposing for this application, which is a little different than many other grant opportunities.

The Community Change Grant (CCG) from EPA is a \$2B opportunity that offers up to \$20M per award in Track 1 for projects that are community driven and which align with the listed strategies in the solicitation. You can apply for up to two applications as the prime applicant. Your proposal can include a variety of different projects within a single application (up to the requested maximum award of \$20M), and at least one project must align specifically with at least one of the strategies within Requirement 1 (Climate Action Strategies), and at least one of which aligns with one of the strategies within Requirement 2 (Pollution Reduction Strategies). We note that the water projects you initially set out to submit for this grant do not appear to align well with Requirement 1 and may or may not align well with the Requirement 2 strategies. This doesn't mean we cannot include them, or some of them, in your application, but it does mean that we need to propose at least one project in the application that does align well with each of the two Requirements, and then once these requirements are met, we can also include additional projects which do not need to be aligned with those strategies.

To achieve this, and to ensure that we have documented a robust community engagement process that is driving these projects as required by the solicitation, we are proposing a two-phase process for developing your application. GMA has 8 phases in our proposal process, some of which do not apply to this proposal. Specifically, Phases 1, 2, 3 and 5 are excluded from our proposal. We are including Phase 4 (Project and Partner development), Phase 6 (Grant Application Development), Phase 7 (Pre-award Support) and Phase 8 (Post-award Support). Phases 7 and 8 would only apply if you win an award and elect to use GMA for this additional support. By retaining us for Phases 4 and/or 6 you are not obligated to utilize us for Phases

7 and/or 8, but we wanted to provide you with the cost estimate for those phases as well at this time to simplify the procurement process for those services later if and when you win an award.

Phase 4 is the Project and Partner Development phase. We estimate this phase will take approximately 3 months to complete and will involve the following activities:

- Identifying appropriate community partners
 - One CBO partner to be the statutorily required partner on the application
 - Additional local partners to support project ideation and implementation
 - City representatives to contribute to project ideation, design specifications and implementation
- Developing multi-lingual community outreach materials to solicit and recruit a broad set of community stakeholder representatives, participants and contributors
- Facilitating a series of approximately seven (7) community engagement events where we will convene representatives from the city, universities and other schools, local nonprofit organizations, who work with disadvantaged communities and members of the general public to develop a project plan that includes as many different projects as we can identify which meet the minimum requirements of the grant and address as many community needs as possible
- Use of a local expert meeting facilitator to convene and lead these community events
- Live-streaming and recording of the community events so the broader community who were unable to attend in person can still view and participate
- Development of an online survey to capture feedback and suggestions from the broader community
- Deciding on a group of projects that will be proposed in the grant application
- Developing and publishing a publicly facing website to inform the community about the grant effort and community engagement process, with links to the livestreams / recordings and surveys, along with publishing the results of the process and, if awarded, status of project implementation
- Developing initial specifications and sketches of project concepts decided upon with community input
- Developing a community engagement and governance plan that will describe how the community will be involved in the in the development and implementation of the project(s) and a Collaborative Governance Structure, which describes the roles and responsibilities of of the Lead Applicant, Collaborating Entities and community residents in implementing the project(s).
- Developing a community strength plan which will describe how the proposed project(s) will enhance overall strength and economic prosperity of the community, including maximizing the benefits of the project(s) for existing residents and minimizing potential risks associated with investing significant resources into the project area. This will include strategies for how the projects will promote inclusive economic development, drive benefits of the projects to existing residents, and proactively address unintended displacement consequences as well as how the projects will enhance the overall wellbeing of the community, ensuring existing community members receive the benefits of these investments and can build on those benefits for future generations.
- Coordinating proposed projects with the city and/or county departments as needed to assess a readiness approach to ensure that all projects proposed can be completed within three years of the grant performance period and can commence within 120 days of grant award.
- Coordinating with city departments to craft a compliance plan that ensures compliance with all grant terms and conditions. GMA's proposal for pre-award and post-award support can be a part of this compliance strategy.

Phase 6 is the grant application development phase, will take approximately 45 days, and will include writing up and/or reviewing all narrative components of the grant application, completion of all budget and forms required, including development / completion and review of the following application components:

- Application form (SF-424)
- Budget form (SF-424A)
- EPA Key Contacts form 5700-54
- EPA Pre-Award Compliance Review Report Form 4700-4
- Project Narrative (20 pages)
- Attachment A: Program Budget Template
- Attachment B: Partnership Agreement (Between LWB and whichever partner we select as the statutorily required CBO partner)
- Attachment C: Other documents, which may include:
 - Indirect Rate Agreement
 - Any other documents needed
- Attachment D: Project Area Map
- Attachment E: Community Engagement and Collaborative Governance Plan (10 pages)
- Attachment F: Community Strength Plan (5 pages)
- Attachment G: Readiness Approach Information (no page limit)
- Attachment H: Compliance Plan (5 pages)

This phase also includes general communications activities, project management, status reports, package final and compliance reviews and support on application submission.

If your proposal is selected for award, then phases 7 and 8 may apply, should you choose to use GMA for this support.

Phase 7 is the Post-selection / Pre-Award support, and includes:

- Team general communications (meetings, emails and calls) and project management
- Supporting additional document requests made by the agency
- Oral interview preparation and coaching
- Scope of work and budget adjustments as requested or directed by the agency
- Contract negotiations support
- Funding agency pre-award risk assessment information requests, as needed
- Policy and Procedure development or refinement, as needed

For phases 4, 6 and 7, GMA bills hourly for work performed. We only bill for hours actually used, so the total cost may be less than estimated if some items turn out to go faster than estimated or are not needed. We will not exceed the cost estimate without prior authorization from you.

Phase 8 is the Post-award Grant Management and Compliance. This service is offered on a flat fee rather than an hourly basis, for the duration of the grant (3 years / budget periods) and includes the three service offerings described below:

- **Service Offering 1 (\$15,000 per budget period):**
 - Solicitation review and engagement with the agency to clarify compliance requirements as needed
 - Review existing policies and procedures and determine compliance gaps

- Review existing financial controls and determine needs
- Develop / revise policies and procedures to fill gaps
- Develop tools, forms and checklists to ensure compliance, as needed
- Ongoing review and refinement of documents and policies and procedures as needed
- Budget review
- **Service Offering 2 (\$40,000 per budget period):**
 - Client project management including tracking award deliverables, reporting, compliance requirements, managing communication between stakeholders, and identifying and working to resolve issues that could impede programmatic progress.
 - Client meetings - Participation in meetings with client staff and funding agency staff (as requested).
 - Consultation as needed regarding compliance, issues and concerns
 - Staff training and development in introductory grants management, the Uniform Administrative Requirements, Federal Cost Principles, internal controls, and subrecipient monitoring.
 - Assist with and consult on preparation of programmatic and financial reports required through the grant award, including report preparation with ASHRAE staff and final review before submission of reports, including closeout reporting and all closeout requirements at the end of the period of performance.
 - Assist with preparation of Federal drawdown requests and working with client finance staff on monthly grant reconciliation.
 - Single audit preparation, Federal agency monitoring visit preparation, and other agency monitoring and audit preparation, as well as ongoing representation during the audit/monitoring event, working collaboratively with program, financial and accounting staff.
 - Assist with implementation of any required corrective actions as resulting from any internal or external monitoring events or audits.
 - Other ancillary grants management services to effect proper administration of the award.
- **Service Offering 3 (per budget period \$20,000 base plus \$10,000 per subrecipient):**
 - Subrecipient management and monitoring for the entire subaward lifecycle for subrecipients. Services include but are not limited to those described in the Subrecipient Monitoring and Management section of this proposal and include full documentation of subrecipient monitoring for inclusion in subrecipient grant files
 - Development of a subrecipient monitoring plan
 - Preparation of subrecipient agreements for signature by client and subrecipient organizations.
 - Development and provision of all subrecipient reporting forms, tools, and templates necessary for comprehensive subrecipient management and monitoring.
 - Subrecipient kick-off call with each subrecipient to review requirements and responsibilities.
 - Ongoing communication and technical assistance (administrative and programmatic) for subrecipients.
 - Monthly review of subrecipient invoicing/request for funds requests, including review of back-up documentation to ensure compliance of requests with the subrecipient's budget, terms and conditions of their award agreement, and cost reasonableness. Review will include a reconciliation and consultation with client Finance staff before payment is issued.

- Review of subrecipient programmatic reporting for progress and compliance, as well as consistency with financial reporting.
- Desk reviews/virtual site visits with each subrecipient, with schedule and frequency determined by initial and ongoing risk assessment.
- On-site monitoring of subrecipients as necessary, determined through ongoing evaluation of risks.

We do not know at this juncture how many subrecipients you will have in your proposal(s), so the cost for Service Offering 3 will adjust based on the number of subrecipients you end up including.

Phase 8 costs can be included in your grant application budget. To comply with federal open competitive procurement requirements, we recommend that you seek additional quotes from qualified vendors for the same or similar scope of work provided above for Phase 8 Post-Award Grant Administration / Compliance Support Services between now and the time we begin the grant application development process so that if you choose to use GMA for the post-award work you can include GMA, or your selected vendor, in your grant application and budget as your post-award grant management support system without having to do any further procurement work. This will enable you to utilize your selected vendor's qualifications, experience and cost structure in your grant application, which can increase the competitiveness of your application.

As we have discussed, I am happy to come to Lake Worth Beach or participate in an online meeting with the Commission or other City personnel as requested to explain our proposal and services, as you may determine appropriate. As you probably recall from other discussions and our prior work with the City, GMA has a 92.7% success rate and recently surpassed \$1.3 billion in grant awards for our clients. Please let me know if you have any questions about the contents of this proposal or would like any additional information about GMA's capabilities and experience.

We appreciate your consideration and the opportunity to support you on the EPA Community Change Grant opportunity and we look forward to working with the City of Lake Worth Beach once again.



GMA TIME / COST ESTIMATE

DATE: 1/29/2024
GMA ACCOUNT MANAGER: Ed Ober
CLIENT: LAKE WORTH BEACH
SUB-CLIENT (IF APPLICABLE): N/A
SOLICITATION NAME: COMMUNITY CHANGE GRANT (2024)
SOLICITATION NUMBER: EPA-R-0EJCR-OCS-23-04
TRACK: Track 1: Target Investment Areas: None
AGENCY: EPA
EPA R-0EJCR-OCS-23-04 which is 281 days from today
GMA'S START DATE: May / June 2024 anticipated start date for initial selections
LINK TO SOLICITATION PARTNERS (IF KNOWN): TBD
SERVICE TYPE: Multiple Service Types
SERVICE LEVEL: Maximum
SERVICE NOTE: Multi-Phase support on Community Change Grant 2024, \$20M max award

GMA BILLING RATE / HR: \$223.00

Role: Project Manager, Technical Lead, Lead Writer, Reviewer, GMA Cate, Mapping
Description: Manage project task assignments, due dates, content distribution
Self-education support, backup PM, technical writing / editing, other HR in Primary contact writer
Request content writer, forms and supporting documentation
Review and edit for grammar, flow, language
Perform / Review GMA or other Impact / benefit calculations
Deviations needed using various tools, e.g. ARCADIS, FEMA, etc.

ABOUT THIS ESTIMATE: GMA provides a detailed cost estimate for each phase of the work requested by the client. Not all phases apply to all clients. GMA only bills for actual hourly work performed unless on a per page / flat rate fee basis, which will be identified in the description. While a phase, GMA reserves the right to shift hours between tasks as needed to complete the Phase work as long as it remains within the overall Phase total, unless authorized in advance to amend the estimated amount. Other terms and conditions apply per the GMA Master Services Agreement and Work Orders.

OBJECTIVE: Assist client with all Phases of Community Change Grant funding opportunity
PROJECT TITLE: LWB Community-Driven Sustainability Change Projects

Table with columns: Activity / Component, Format, Eff Limit, Project Manager, Technical Lead, Lead Writer, Support, Reviewer, Other, Specialist, Mapping, Total, Cost. Includes sections for PHASE 3: PROJECT PARTNER & CSP DEVELOPMENT and PHASE 4: APPLICATION DEVELOPMENT.

PHASES EACH PROJECT PHASE WILL BE A SEPARATE GMA WORK ORDER WITH A SEPARATE RETAINER
In: 4/29/2024

Table with columns: Client Responsibility, GMA Responsibility, Comment / Assumptions. Details responsibilities for various tasks like 'Invite relevant people, attend', 'Review, edit, approve', etc.

Narrative										0.00	\$0.00	Provides info & feedback, review, and edit	Request info, draft, edit
Executive Summary		-20								0.00	\$0.00	Provides info & feedback, review, and edit	Request info, draft, edit
Community Vision Description		-3								0.00	\$0.00	Provides info & feedback, review, and edit	Request info, draft, edit
Community Description			0.50	1.00	4.00					8.50	\$1,237.50	Provides info & feedback, review, and edit	Request info, draft, edit
Community Challenges			0.50	1.00	4.00		1.50			7.00	\$1,575.00	Provides info & feedback, review, and edit	Request info, draft, edit
Community Vision			0.50	1.00	4.00		1.50			7.00	\$1,575.00	Provides info & feedback, review, and edit	Request info, draft, edit
Selected Strategies										0.00	\$0.00	Provides info & feedback, review, and edit	Request info, draft, edit
Strategy Overview			0.50	1.00	4.00		1.00			8.50	\$1,462.50	Provides info & feedback, review, and edit	Request info, draft, edit
Climate Action Strategies			0.50	1.00	4.00		1.00			6.50	\$1,462.50	Provides info & feedback, review, and edit	Request info, draft, edit
Pollution Reduction Strategies			0.50	1.00	4.00		1.00			6.50	\$1,462.50	Provides info & feedback, review, and edit	Request info, draft, edit
Program Management, Capability and Capacity										0.00	\$0.00	Provides info & feedback, review, and edit	Request info, draft, edit
Performance Management Plan, Outputs, Outcomes			0.50	1.00	8.00		1.00			10.50	\$2,362.50	Provides info & feedback, review, and edit	Request info, draft, edit
Project Linkages to the EPA Strategic Plan			0.50	1.00	8.00					9.50	\$2,137.50	Provides info & feedback, review, and edit	Request info, draft, edit
CBO Experience and Commitment			0.50	1.00	6.00		1.00			8.50	\$1,812.50	Provides info & feedback, review, and edit	Request info, draft, edit
Programmatic and Managerial Capability and Resources			0.50	1.00	4.00					5.50	\$1,237.50	Provides info & feedback, review, and edit	Request info, draft, edit
Past Performance			0.50	1.00	4.00					5.50	\$1,237.50	Provides info & feedback, review, and edit	Request info, draft, edit
Feasibility, Sustainability and Budget										0.00	\$0.00	Provides info & feedback, review, and edit	Request info, draft, edit
Feasibility			0.50	1.00	2.00					3.50	\$787.50	Provides info & feedback, review, and edit	Request info, draft, edit
Sustainability			0.50	1.00	2.00					3.50	\$787.50	Provides info & feedback, review, and edit	Request info, draft, edit
Program Budget Description			0.50	1.00	3.00					4.50	\$1,012.50	Provides info & feedback, review, and edit	Request info, draft, edit
Package Final Review / Editing / Formatting			1.00	5.00	5.00		5.00			16.00	\$3,600.00	Review, and edit	Review / edit
Compliance Review			0.50	2.00						2.50	\$562.50	Client will perform submission	April 9 / as needed
Submission					1.00					1.00	\$225.00		
Team meetings, emails, texts, posting and other communications			12.00	12.00	12.00	12.00	4.00	6.00		58.00	\$13,050.00		4 weekly calls + incidents
										0.00	\$0.00		
PHASE 6 SUBTOTAL: APPLICATION DEVELOPMENT			31.25	57.00	109.00	23.70	25.00	22.00	20.00	287.85	\$64,788.75		