

GRANT MANAGEMENT SERVICES

OVERVIEW/SCOPE

Purpose:

Levy County is soliciting proposals to retain a Consultant to provide technical assistance and program administration services, and management of grants through their lifecycles.

Scope of Work:

The County recognizes that maintaining compliance with grant obligations and schedules is critical to the successful implementation of project, as well as maintaining the County's eligibility to secure future grant opportunities. The County is therefore seeking a Grant Manager to provide technical assistance and program administration associated with active County grants, including, but not limited to:

1. Coordinating with funding agencies.
2. Developing and administering agency contacts.
3. Requesting, tracking and managing program funds in compliance with program guidelines.
4. Developing a required public records systems.
5. Preparing for and assisting with agency audits and site visits
6. Ensuring Davis-Bacon management and record-keeping requirements are met
7. Ensuring compliance with all federal, state and other agency grant requirements.
8. Coordinating property or easement acquisitions to comply with the Uniform Relocation Act as required.
9. Managing bid/contract requirements.
10. Providing technical support on any other requirements or criteria required for project implementation
11. Developing appropriate agency reports, schedules and certifications
12. Coordinating and conducting and required community and public input meetings
13. Managing grant schedules and assuring all timelines and grant submittal deadlines are met
14. Compiling, preparing, and submitting commencement and pre-reimbursement documents
15. Preparing and submitting status reports to granting agencies, as required.
16. Compiling, preparing, and submitting close-out documentation
17. Providing agency reports, and developing any annual and closeout agency submissions.
18. The consultant is expected to meet and hold calls with staff, as needed.

Services Requested/Consultant Responsibilities:

The Consultant shall, upon request of the County, provide such services for existing grants awarded to the County, grants currently under consideration by granting agencies, and awarded but unexecuted grants. A sample list of the County's current grants is attached as "Active Grant List."

- A. **Grant Management Services:** Consultant will manage the life cycle of grants. Management of grants will include compiling, preparing, and submitting commencement and pre-reimbursement documents; preparation and submission of status reports to granting agencies as required; compilation, preparation, submission of close-out documentation. Such services will include the preparation and submission of grant reimbursement packages in coordination with the County

and the granting agency to ensure accuracy and timeliness of the reimbursement of funds to the Community. Managing grant schedules and ensuring all timelines and grant submittal deadlines are met. In addition, Consultant will serve as the liaison between the County and Granting Agencies, handling all amendments, requests for time extensions, and other situations involving grant projects and its successful completion.

- B. **Reports:** Provide a monthly report in relation to the status of all County Grants. Provide an annual summary of active and pending grants.

Minimum Requirements:

- A. The Consultant must be actively in business performing grant writing and administrative services for at least the past five (5) years.
- B. The Consultant must have a minimum of five (5) years of experience administering Federal and/or State Government Grant and or Loan Programs.
- C. The Consultant must have a minimum of five (5) years of experience working with local government in Florida administering State and/or Federal Grant and/or Loan Programs.