

## Scope of Work

City of Mission is seeking a well-qualified grant research, application, and grant administration service provider(s) (Provider) to assist the city in undertaking an overall resource development strategy to support securing and administering grants to fund partially or completely projects and activities identified by the city.

These Opportunities are anticipated to be available, but not limited to: Bipartisan Infrastructure Law (BIL); Coastal Bend Bays and Estuaries Program (CBBEP); Coastal Erosion Planning Response Act (CERPA); Gulf of Mexico Energy Security Act (GOMESA); National Marine Fisheries Service (NMFS); National Ocean Service (NOS) National Oceanic and Atmospheric Administration (NOAA); National Sea Grant Program; North American Development Bank (NADBANK); Texas Coastal Management Program (CMP); Texas Commission on Environmental Quality (TCEQ); Texas County Transportation Infrastructure Fund (CTIF); Texas Historical Commission (THC); Texas Department of State Health Services (DSHS); Texas Department of Public Safety; Texas Department of Transportation (TxDOT); Texas General Land Office (GLO) Excluding CDBG Disaster Recovery and Mitigation; Texas Department of Agriculture (TDA) Excluding TDA TxCDBG; Texas Division of Emergency Management (TDEM); Texas Parks and Wildlife; Texas Railroad Commission; Texas Sea Grant – TX A&M; Texas State Soil and Water Conservation Board; Texas Water Development Board; US Coast Guard (USCG); US Department of Agriculture (USDA); US Department of Commerce; Economic Development Administration (EDA); National Telecommunications and Information Administration (NTIA); US Department of Energy (DOE); US Environmental Protection Agency (EPA); US Department of Homeland Security; US Department of Housing and Urban Development (HUD); US Department of Housing and Urban Development – Community Development Block Grant Entitlement Programs (HUD-CDBG); US Department of the Interior-Fish and Wildlife Service; US Federal Emergency Management Agency (FEMA); US Department of Transportation (US DOT); US Department of Transportation – Federal Aviation Administration (FAA); US Treasury-Resources & Ecosystems Sustainability Tourist Opportunities & Revived Economics of the Gulf Coast States Act (RESTORE Act); and Other Funding Programs from the above-named agencies.

### 1. Project Description

#### Research, Application, and Administrative Services

The Research, Application and Administration services provider to be hired, if awarded, will provide related Research, Application and Management services, including but not limited to the following areas:

## Scope Development

The Provider will assist in developing scope(s) for grant research and potential applications based on the city's approved list of projects and activities. The Provider will work with the city and engineer(s), if applicable, to evaluate and provide desired benefits and likelihood of success in securing grants as a result of the research and needs for applications to be compliant with any eligibility criteria as established in the grant Notice of Funding Opportunity.

## Implementation Services

Provider will undertake Research, Application and Management services of construction and/or non-construction projects based on scope development. The selected service provider throughout the assigned work should be cognizant of all applicable provisions of 2 CFR 200 for federal programs and assure that all activities related to its work are in compliance.

### **SCOPE OF SERVICES REQUESTED**

Providers will assist the City of Mission by identifying grant funding opportunities through comprehensive grant research that align with the city's identified needs and priorities. Upon authorization from the city, Providers will prepare and submit grant applications for selected opportunities. Additionally, Providers will perform grant administration services on behalf of the city for any awarded grants.

Respondents must be qualified to deliver services across the full grant lifecycle, including Grant Research, Application Preparation, and Grant Administration. These services may include, but are not limited to, environmental compliance, property acquisition, general administration, and project delivery.

All program administrative support services must be conducted in accordance with the requirements outlined in 2 CFR Part 200, as well as the specific rules and regulations governing each grant received and administered.

### **DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS**

a) Respondents must be able to perform the tasks listed herein to be considered eligible for an award under this Solicitation. Respondents should provide a detailed narrative of their experience as it relates to each of the item sections below. Respondents should clearly indicate if they intend to provide services in-house with existing staff or through subcontracting or partnership arrangements. Grant Research, Application, and Administration Services will be provided in conformance with 2 CFR 200.

## **Grant Research, Application and Administration Support Services**

### **Grant Research:**

- a) Connect city identified projects and activities to federal agencies with potential applicable grant programs as well as any other potential grants at state level and/or philanthropic
- b) Establish minimum requirements for the city needs and activities to be eligible for applicable potential grant programs
- c) Carry out the grant research
- d) Provide required status reports on frequency set by city on grant research progress
- e) For each project and activity present an outcome report which includes details on requirements of potential grant(s), when grant application acceptance timeline is set, assessment of likelihood of receiving a grant (I.e., competitiveness), and timeline needed to complete application

### **Grant Application:**

- a) For each authorized grant application by the Entity identify primary requirements including whether technical professional support is needed such as from engineering/architectural services
  - 1. If additional technical professional support is needed, then work with the Entity to procure such support
- b) Coordinate the gathering of all information needed for each application including overseeing work, if required, of technical professional support
- c) Work with the Entity to undertake any outreach related activities which may be required for an application
- d) Assure completion of application to be ready for submission
- e) With approval of Entity, submit application and manage any follow through if required

### **General Grant Administration Support Duties:**

- a) Assist Grantee to monitor program compliance including both 2 CFR 200 and specific individual grant agency requirements.
- b) Facilitate and undertake as necessary environmental reviews
- c) Set up, facilitate and undertake as necessary procurement activities

- d) Facilitate and undertake as necessary labor standard compliance measures and activities including Davis-Bacon
- e) Facilitate and undertake as necessary acquisition programs consistent with applicable federal grant agency requirements including Uniform Relocation Act
- f) Assist in establishing and maintaining financial processes.
- g) Obtain and maintain copies of the most current program agreement, if such exists, including all related change requests, revisions, and attachments.
- h) Assist Grantee with establishing and maintaining record keeping systems.
- i) Implementation and coordination of Affirmatively Furthering Fair Housing (“AFFH”) requirements (if required).
- j) Implementation and coordination of Section 504 requirements (if required)
- k) Assist with resolving monitoring and audit findings.
- l) Serve as monitoring liaison.
- m) Assist with resolving third party claims.
- n) Report suspected fraud.
- o) Submit timely responses to requests for additional information.
- p) Assist with the system of record, documentation, reports, change requests, progress of projects, etc.
- q) Coordinate, as necessary, between recipient and any other appropriate service providers (i.e., Engineer, Environmental, etc.), contractor, subcontractor, and other state/federal agencies to effectuate the services requested.
- r) Assist in public hearings, if required
- s) Provide project status updates