
CITY OF PORT LAVACA

COUNCIL MEETING: NOVEMBER 8, 2021

AGENDA ITEM __

DATE: 11.01.2021

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: JODY WEAVER, INTERIM CITY MANAGER

SUBJECT: SELECTION OF ADMINISTRATION SERVICES FOR AMERICAN RESCUE PLAN ACT (ARP ACT) PROGRAMS

BACKGROUND:

The City of Port Lavaca has been allocated \$2,937,254.64 in funds from the American Rescue Plan Act. We have actually received one-half of this so far, with the other half scheduled for receipt next year. Funding for improvements to Water and Wastewater infrastructure is an eligible use of these funds, so we are planning to use these funds toward recommended improvements that will come out of the AECOM reports on the Wastewater Treatment Plant expansion and Water Supply needs.

As with all federal grant programs, there is a great deal of reporting requirements that are best performed by an experienced grant administrator. The procurement process to contract with an administrator was assigned to our Sr. Accountant, Blake Buller. He advertised a Request for Proposals (RFP) in the Port Lavaca Wave on October 13, with a due date for proposals of October 26. One proposal was received. It was from Grantworks.

The selection committee comprised of Blake Buller, Susan Lang, Alan Tippit, and myself. Grantworks has always done a great job for the City of Port Lavaca and is currently serving as the administrator for our CDBG-DR project as well as the TxCDBG grant application that was submitted to reconstruct the Ann Street Lift Station.

FINANCIAL IMPLICATIONS: The cost of the grant administrator is an eligible use of the ARP Act funds.

IMPACT ON COMMUNITY SUSTAINABILITY: It is vital that when the City takes advantage of any grant opportunity, that all of the various reporting requirements associated with that grant are met, in order to avoid issues that may result in returning grant dollars and to keep the City in good standing to receive other grant dollars in the future. Contracting with an experienced grant administrator will help us accomplish both.

RECOMMENDATION:

Approve the attached Resolution to contract with Grantworks to provide administration services for the ARP Act programs in compliance with federal requirements.