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**CITY OF PORT LAVACA**

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**CITY COUNCIL MEETING:**     APRIL 12, 2021

**DATE:**            3/31/2021

**TO:**                JODY WEAVER, INTERIM CITY MANAGER

**CC:**                HONORABLE MAYOR AND CITY COUNCIL MEMBERS

**FROM:**           JESSICA CARPENTER, DEVELOPMENT SERVICES DIRECTOR

**SUBJECT:**   Recommendation to renew the administrative contract agreement with Grantworks, Inc., for the 2021 HOME Investment Partnerships Program grant cycle.

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The City currently has a HOME Investment Partnership Program grant agreement with the Texas Department of Housing and Community Affairs. The City has been working to qualify applicants under this HOME Investment Partnership Program grant and there are current applicants that are ready to be assisted. The City used the existing administrative contract with Grantworks Inc. for this current grant cycle of the HOME Investment Partnership Program grant. The Grantworks Inc. administrative contract agreement is for four (4) years, and it is time to renew this administrative contract with Grantworks Inc. to continue the positive work under the HOME Investment Partnership Program.

The Grantworks, Inc., fee is capped by the program at 4% of construction hard costs and \$12k for the soft cost. All of these fees are paid using grant funds. The City has a 12% match requirement per house. This has historically been met by the City through a combination of waived fees, title, appraisal, survey costs, and donations or in-kind.

The HOME Investment Partnership Program assists residents who own and occupy their home, and their home is in substandard condition. This provides safe, decent affordable housing to the applicant and improves the housing stock in your community as well as increasing the tax base.

Resolution that Grantworks, Inc., be awarded a new administrative contract to provide the city of Port Lavaca with the opportunity to serve its community with the benefits of the HOME Investment Partnership Program. Grantworks Inc. provides administrative services and soft cost project management services for the HOME Investment Partnership Program. The resolution is enclosed.