

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: HUD Grant Administration Services

Requested & Presented by: Administrator Oliphant & Economic Development Director Glasbrenner

Meeting Date: Finance Committee and Common Council on 10-07-2025

Background: As discussed at previous Committee and Council meetings, the City was awarded a \$2,500,000 HUD CPF Grant to support public infrastructure initiatives. This award carries with it a unique set of federal compliance, reporting, and environmental review requirements. Given the complexity and duration of the grant—spanning multiple projects and several years—staff determined that professional grant administration services would be necessary to ensure accurate financial reporting, compliance monitoring, and environmental clearances.

In accordance with the City's Financial Policy on professional services procurement, competitive quotes were solicited for technical and consulting services. The selected firm will be responsible for:

- Oversight of financial management, reporting, and drawdowns via DRGR.
- Preparation and submission of semi-annual performance and financial reports.
- Monitoring compliance with federal requirements.
- Environmental Review: Full process from initiation through HUD release of funds/clearance.
- Assistance with procurement compliance, subrecipient monitoring, and conflict-of-interest adherence.
- Conducting all competitive bidding processes required under City and federal policy.
- Coordination with staff, HUD, and project partners to ensure timely progress, documentation, & closeout.

Preliminary Quotes Received		
Firm	Est. Cost	Summary
Ayres Associates	≈ \$196,100.00	Grant administration and environmental review services for (3) projects on a time and materials basis.
MSA Professional Services	≈ \$120,500.00	Grant administration and environmental review services for (3) projects on a time and materials basis.
Vierbicher Associates	≈ \$61,900.00	Grant administration and environmental review services for (3) projects on a time and materials basis.

Given the nature of this request and the proposals received, staff reviewed each proposal not only on cost but also on the scope of inclusions and overall effectiveness in administering a multi-project federal grant. While the firm selected for grant administration is not required to perform the environmental reviews, consolidating these functions under one party offers a more cost-effective and efficient process.

Department Recommendation: Based on scope completeness and cost competitiveness, staff recommends contracting with Vierbicher Associates for HUD Grant Administration Services.

Financial Impact: ≈ \$61,900.00

Funding Source: Eligible Expense - HUD CPF Grant B-24-CP-WI-2332

Requested Action:

FINANCE: Motion to recommend to the Common Council to approve contracting with Vierbicher Associates for grant administration services associated with HUD CPF Grant B-24-CP-WI-2332.

COUNCIL: Motion to approve contracting with Vierbicher Associates for grant administration services associated with HUD CPF Grant B-24-CP-WI-2332.

Attachment(s):

- Ayres Grant Administration Services Estimate
- MSA Grant Administration Services Estimate
- Vierbicher Grant Administration Services Estimate