

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: July 20, 2026

Topic:

Approve an amendment to the professional services agreement with GrantWorks for grant administration services related to the U.S. Department of Housing and Urban Development – Community Project Fund (CPF) grant received for construction phase of S. Persimmon and Timkin Street Improvements, for an amendment amount not to exceed 4.21% of the new grant received or \$210,000, for a total contract amount not to exceed \$504,700, approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the services. These expenditures are to be paid from grant funds received from the U.S. Department of Housing and Urban Development – Community Project Fund.

Background:

In accordance with the terms and conditions of the Community Project Fund grant and 2 CFR 200 regulations, staff advertised a Request for Proposal for grant administration services for grant award assistance and management throughout the grant term.

Staff received two (2) sealed proposals from qualified firms. Scoring was completed by a committee to determine the most qualified firm to complete the work and based on the review staff entered into contract negotiations with GrantWorks.

On March 17, 2025, City Council awarded a professional services agreement to GrantWorks for award assistance and management throughout the grant term for the HUD – CPF grant. The agreement included full-grant administration services including environmental, procurement assistance, and administering and managing the grant funds awarded to the City. The total contract was not exceed 4.21%, or \$294,700, of the total grant awarded and was to be paid from grant funds.

In May 2026, the City received an additional CPF grant totaling \$5,000,000 toward construction phase services for the S. Persimmon & Timkin Street Improvement project. Following conversations with HUD, it has been approved for the City to amend their existing contract with GrantWorks to add the additional grant administration services for the newly received funds.

A breakdown of the grant administration cost is reflected in the table below.

Awarded Project	Grant Amount	Grant Administration Cost
S. Persimmon & Timkin Street Improvements – Design	\$3,000,000	\$126,300
N. Cherry Street Storm Sewer Improvements – Design	\$2,000,000	\$84,200
Carrell & Lovett Storm Sewer Improvements – Design	\$2,000,000	\$84,200
Total Grant Received: \$7,000,000		
Total Grant Administration Cost (Design): \$294,700 (4.21% of total grant received)		
S. Persimmon & Timkin Street Improvements – Construction	\$5,000,000	\$210,000
Total Grant Received: \$5,000,000		
Total Grant Administration Cost (Construction): \$210,000 (4.21% of total grant received)		
Total Contract Cost (with amendment): \$504,700		

Origination: Project Management

Recommendation:

Staff recommends approving an amendment to the professional services agreement with GrantWorks for grant administration services related to the U.S. Department of Housing and Urban Development – Community Project Fund grant for an amendment amount not to exceed 4.21% of the new grant received or \$210,000, for a total contract amount not to exceed \$504,700

Party(ies) responsible for placing this item on agenda: Meagan Mageo, Project Manager

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: X No: If yes, specify Account Number: #400-154-6409

If no, funds will be transferred from account: # To Account: #

Signed: **Approved by:**
 Staff Member Date City Manager Date