

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: March 17, 2025

Topic:

Approve a 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 for an amount not to 4.21% of the total grant received or \$294,700, 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.

Staff is recommending awarding a professional services agreement with GrantWorks for award assistance and management throughout the grant term for the HUD – CPF grant. The agreement will include full grant administration services including environmental, procurement assistance, and administering and managing the grant funds awarded to the City. The total contract will not exceed 4.21%, or \$294,700, of the total grant awarded and will be paid from grant 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	\$3,000,000	\$126,300
N. Cherry Street Storm Sewer Improvements	\$2,000,000	\$84,200
Carrell & Lovett Storm Sewer Improvements	\$2,000,000	\$84,200
Total Grant Received: \$7,000,000		
Total Grant Administration Cost: \$294,700 (4.21% of total grant received)		

Origination: Project Management

Recommendation:

Staff recommends approving a 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 amount not to 4.21% of the total grant received, or \$294,700.

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

