

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: CDBG-Close Grant Application and Administration consulting agreement.

Department	Richland Economic Development	Presented By:	Jasen Glasbrenner
Date of Meeting:	9/29/20 – 1pm	Action Needed:	Selection of Consultant for CDBG Close Fund Applications and Administration
Disclosure:	Open	Authority:	Committee Structure J
Date submitted:	9/23/20	Referred by:	

Recommendation and/or action language: (summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)

- 1) Motion to accept the proposal of Veirbicher Associates, Inc. to provide consulting services for the CDBG – Close process in the area of Application Preparation and Grant Administration.
- 2) Motion to impose the application fee of the CDBG – Close project applicant finalists (estimated cost per application is \$4,500) on the partnering project beneficiary.

Background: (preferred one page or less with focus on options and decision points)

There are numerous steps and details to adhere to in completing the Grant Application Process and Administrating the grants for the CDBG Close Program. It is necessary to select a consulting firm that has the experience to move us through the process quickly, efficiently, and with the highest probability of success. Once applications are successful the same firm will be charged with Administrating the Grants.

An updated timeline will be discussed.

Attachments and References:

MSA Quote	
Vierbecher Quote	
RFP Submittal Scoring documents	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact		

This CBDG Close process is in regard to a fund balance of approx. 1.2million that the county has in its possession. The funds must be returned to the state by Jan 2021. We are able to recover those funds for the county if we write project proposals that meet the State requirements.

I have been advised by the DOA that the only portion of these contract expenses that cannot be covered by the grant monies is the fee associated with the application process. Approximately \$4,500 per application (x2). It is my recommendation that the final two grant applicants and recipients pay the

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\$4,500 application fee. This will mean that the county should have no cost associated with the grant application and administration process.

Approval:

Jasen Glasbrenner

Department Head

Review:

Administrator, or Elected Office (if applicable)