



## City of Biggs

### Agenda Item Staff Report for the Regular City Council Meeting: September 19, 2011 6:00PM

DATE: August 29, 2011

TO: Honorable Mayor and Members of the City Council

FROM: Pete Carr, City Administrator/Finance

SUBJECT: Proposals for Grant Administration and Community Development Services  
(Discussion/Action)

Administrator will present proposals for the city's grants administration and community development activities.

#### **Background**

The City in 2007 migrated away from its longstanding relationship with Mercy Housing for administration of grants, awarding the work instead to California Engineering. At the time, CEC had a robust grants application and administration program.

With CEC no longer serving as City Engineer, we again need to consider how these vital services will be performed for the city. Bennett Engineering Services, as the new city engineer, will participate in grant applications and project management but is not set up for writing grant applications nor administering grants, the latter of which is primarily a specialized accounting and regulation compliance function.

Pacific Municipal Consultants (PMC) and Adams Ashby Group (AAG) can serve as an extension of city staff in the area of community development. These services would include specialized advice to the city in the utilization of program income funds and identification of grant opportunities. PMC's service would dovetail with city planner services and be augmented by the city's E-Civis subscription. Adams Ashby has principals with Biggs/CEC experience. In both cases, the cost of many of the services can be wrapped into grant programs.

PMC's and AAG's experience and staffing in this area are excellent. They can serve as on-call grant service providers. Biggs can contract with either or both as needed.

Both firms' grant writing typically costs between \$1500 and \$5500 per grant, and administration is normally covered under a controlled delivery cost element that is limited by the grant's provisions for allowable expenses. Grant admin and consulting would normally be hourly, and their rates are similar.

Additionally, PMC offers the following as an understanding of the cost for services:

PMC would like to request a not-to-exceed budget in the range of \$12,000-\$18,000 for on-call grant related services. Once we are under contract we will provide the City with detailed task orders and budgets that will have to be approved by the City. Tasks orders to create the Commercial Façade Program and to write CDBG eligible activity grants, such as for jobs, economic development, infrastructure improvements and housing programs can be paid for out of the City's CDBG Program Income Funds.

Attachments: PMC Proposal for Grant Writing Services, Statement of Qualifications (provided electronically)

Adams Ashby Group Proposal for Grant Consulting Services and Statement of Qualifications (provided electronically)

**Recommendation**

Accept PMC and AAG's proposals and direct administrator to engage services on an on-call as-needed basis, open-ended timeframe, with a specified not-to-exceed budget of \$15,000 for this fiscal year. Seek City Council approval for submission and acceptance of all grants.

**Fiscal Impact:**

Depends on usage of the contract service, probably \$10,000 to \$15,000 per year billed primarily or entirely to the grants awarded. Would likely be partially General Fund, partially Program Income, partially grant funded.