

MEMORANDUM

March 10, 2021

TO: City Commission

VIA: James Slaton, City Manager

FROM: Darrell G. Starling, CRA Coordinator

SUBJECT: Grants administration service for the CDBG-CV Small Cities grant and the CDBG Housing Rehab grant.

SYNOPSIS: Approval of 2 grants administration agreements with Andy Easton & Associates for the CDBG-CV Small Cities grant and the CDBG Housing Rehab grant.

RECOMMENDATION

Staff recommends approval of the grants administration agreements from Andy Easton & Associates for the grants administration service for the CDBG-CV Small Cities grant and the CDBG Housing Rehab grant.

BACKGROUND

In the beginning of February 2020, the City put out a Request for Proposal (RFP) for a grant administration service for the CDBG-CV Small Cities grant and the CDBG Housing Rehab grant.

On February 19, the evaluation and selection committee reviewed and scored proposals. Andy Easton & Associate was selected for the Grants administration service for the CDBG-CV Small Cities grant and the CDBG Housing Rehab grant.

LAKE WALES CONNECTED PLAN ACTION STEPS

Action #	Description
13	Pursue funding/sponsorships for Olmsted streetscapes

GRANTS ADMINISTRATION SERVICE, ANDY EASTON & ASSOCIATES

Andy Easton & Associates has over 50 years of planning and grant management experience. In addition, Mr. Easton prepared the CDBG housing grant application for the City of Lake Wales. The grant funds will be used to target low income households in the North West Community.

As the grant administrator, the firm will ensure that project is successfully completed in accordance with the CDBG regulations and as directed by City staff. This includes that the proper CDBG procedures are followed, that adequate documentation is maintained, and that the outcome specified in the grant application is accomplished.

FISCAL IMPACT

CDBG Housing Rehab - \$102,000 (To be paid by the CDBG Grant)
CDBG-CV Small Cities - \$50,000 (To be paid by the CDBG Grant)

OTHER OPTIONS

Not Applicable

ATTACHMENTS

Final Ranking Sheet
Scoring Sheets

Grant Administration Agreements