



400 South Federal Hwy
Hallandale Beach, FL 33009

City of Hallandale Beach City Commission Agenda Cover Memo

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|---|---|-----------|--|---|------------------|--------------------------------------|-----------|------------|
| Meeting Date: | October 4, 2017 | | Item Type: <small>(Enter X in box)</small> | Resolution X | Ordinance | Other | | |
| Fiscal Impact: <small>(Enter X in box)</small> | Yes | No | Ordinance Reading: <small>(Enter X in box)</small> | 1st Reading N/A | | 2nd Reading N/A | | |
| | X | | | Public Hearing: <small>(Enter X in box)</small> | | Yes | No | Yes |
| | | | | | X | | | |
| Funding Source: | 1210-531010 City Manager- Consultant/Prof.Svcs. | | Advertising Requirement: <small>(Enter X in box)</small> | Yes | | No | | |
| Account Balance: | \$30,000 | | Quasi-Judicial: <small>(Enter X in box)</small> | Yes | | No | | |
| | | | | Yes | | No | | |
| Project Number : | N/A | | RFP/RFQ/Bid Number: | St. Lucie County RFP No. 17-024 | | | | |
| Contract/P.O. Required: <small>(Enter X in box)</small> | Yes | No | Strategic Plan Priority Area: <small>(Enter X in box)</small> Safety <input type="checkbox"/> Quality <input checked="" type="checkbox"/> Vibrant Appeal <input type="checkbox"/> | | | | | |
| | X | | | | | | | |
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| Sponsor Name: | Roger M. Carlton, City Manager | | Department: City Manager's Office | Jeremy Earle, Assistant City Manager | | | | |

Short Title:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO UTILIZE ST. LUCIE COUNTY REQUEST FOR PROPOSAL (RFP) NO. 17-024 AND AWARD CONTRACTS FOR GRANT WRITING SERVICES IN AN AMOUNT NOT TO EXCEED THIRTY THOUSAND DOLLARS (\$30,000); AND PROVIDING FOR AN EFFECTIVE DATE.

Staff Summary:

Background:

The City Commission heard a presentation on the proposed City-wide Grants Program and supported the creation of this program on June 21, 2017.

The purpose of the program is to centralize grants management and grants development activities including accounting, compliance, identification of grant opportunities, and coordination of City-wide applications. The ultimate goal of the program is to safeguard grant dollars, and increase grant revenues in order to offset costs of City projects, programs and services.

Over the past three months, efforts have been focused on the development of internal controls to ensure compliance with current grant contracts; the development of a strategy to guide City-wide grant application efforts; and documentation of Hurricane Irma related costs for FEMA reimbursement.

As part of the program's strategy to guide and coordinate grant applications, a comprehensive review of grant opportunities was conducted and a Grants Funding Matrix was created and provided to City Departments; this was in an effort to review, identify, and plan for the submission of grant opportunities that aligned with each Department's projects, goals and initiatives. The collaborative effort resulted in a list of pre-selected grant applications that will guide City-wide grant writing activities and provide a snapshot of potential grant funding if proposals are awarded.

A total of 38 grant applications were proposed for submittal by the various Departments based on alignment with funding priorities, level of work necessary to apply and probability of award. If all were written and submitted, this would represent a 90% increase in applications when compared to FY 16/17. Proposals, if awarded, will offset, supplement or allow initiation of expenditures for projects in categories such as healthy communities, mobility, parks and recreation, public safety, sustainability, utilities and infrastructure. The requested total award for the 38 grants would be \$12.9 million although this is only an addition of all the application amounts. The probability of all grants being awarded is very speculative.

Current Situation:

In order to prepare the proposed applications, the assistance of outsourced grant writers is needed and piggybacking off the St. Lucie County contracts awarded through RFP No. 17-024 was found to be more cost effective and practical for the City.

The St. Lucie County RFP resulted in a pool of grant writers to provide grant writing and proposal/application support services on an as-needed basis. Firms have experience writing, submitting and securing grants for government.

Because Grant Writing Services are considered Professional Services, which involve particular skill, ability, experience or expertise, City Commission approval is required for all such contracts in excess of \$25,000. Therefore, authorization from the City Commission is requested to spend \$30,000 using one or more contracts awarded to the five (5) firms listed below.

1. Angie Brewer & Associates – Bradenton, Florida
2. In Rem Solutions, Inc. – Boca Raton, Florida
3. Bell Tower Consulting Group, LLC – Miami, Florida
4. eCivis, Inc. – Washington, DC
5. T. Pinney & Associates, LLC – Port St. Lucie, FL

Grant writing service will be offered to Departments based on criteria such as level of effort necessary to complete the application, complexity of the application materials and expected award amount.

Fiscal Impact:

Thirty thousand (\$30,000) dollars has been budgeted in FY17/18 for grant writing services.

Why Action is Necessary:

Pursuant to Chapter 23, Section 23-8 Exception to Bid Requirements, (6) Bids and Contracts from Other entities, and Section 23-9 Cooperative Purchasing, the City Manager is authorized to procure all supplies, materials, equipment and services from other governmental units, when the best interests of the City would be served.

Because Grant Writing Services are considered Professional Services, which involve particular skill, ability, experience or expertise, City Commission approval is required for all such contracts in excess of \$25,000.

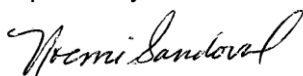
Proposed Action:

Staff recommends the approval of the attached Resolution authorizing the City Manager or Executive Director to execute the necessary documents to effectuate the expenditure of grant writing funds for FY17/18 with the firms listed in this report in accordance with City's policies and procedures.

Attachment(s):

- Exhibit 1 – Resolution – Forthcoming
- Exhibit 2 – List of Proposed Grant Applications & Matching Requirements
- Exhibit 3a – Contract – Angie Brewer & Associates, LLC
- Exhibit 3b – Contract – In Rem Solutions, Inc.
- Exhibit 3c – Contract – Bell Tower Consulting Group, LLC
- Exhibit 3d – Contract - eCivis, Inc.
- Exhibit 3e – Contract - T. Pinney & Associates, LLC

Prepared by:



Noemy Sandoval, Grants Manager

Department Head Review:



Jeremy Earle, Assistant City Manager