



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and City Council **DATE:** October 19, 2020

FROM: Matthew Bronson, City Manager

PREPARED BY: Janet Reese, Associate Planner

SUBJECT: Professional Services Agreement for General Administration Services for Grants Administered by the State Department of Housing and Community Development (HCD)

RECOMMENDATION

Authorize the City to enter into a Professional Services Agreement with Adams Ashby Group for general administration services for grants administered by the State Department of Housing and Community Development.

BACKGROUND

In January 2020, the State Department of Housing and Community Development (HCD) released a Notice of Funding Availability (NOFA) for the Community Development Block Grant (CDBG) Program. Subsequently, the Council directed that a Public Improvement Over-the-Counter (OTC) application be submitted for a Waterline Upgrade project and Public Services applications for Subsistence Payment and Security Deposit Programs. In May, HCD released a NOFA for non-competitive funding from the CARES Act (CDBG-CV1) and in July the Council directed staff to submit Public Services applications to assist with operations for a Warming Center this winter and for a Daycare Training program. A NOFA for additional CDBG-CV funding is expected to be released in November and staff will bring an item to the Council in December seeking direction on applying for this additional funding.

In anticipation of receiving the award of the above funding, staff consulted with HCD staff to determine whether the City's existing contract for general administration services could be amended with the existing consultant. Adams Ashby Group is the city's current CDBG consultant providing services for the 2017 CDBG contract and has assisted the city since 2013. However, due to HCD policy at the time, the City's previous Request for Proposals (RFP) process and resulting contract is applicable to only the 2017 CDBG contract. HCD's current policy is that a new RFP was required but it could be applicable to any funds that HCD administers, including any new funds that currently do not exist but could be announced in the future.

Therefore, in September staff prepared and circulated a RFP to provide general administration services for any HCD-administered funding programs. Although the RFP indicated that the City had CDBG and CDBG-CV applications under review, the RFP requested proposers to include their experience with any HCD-administered programs. While three firms indicated they would submit proposals for this work, only the City's current provider (Adams Ashby Group) submitted a proposal by the October 2nd deadline.

Adams Ashby Group has extensive experience with federal and state grant funding including CDBG, the primary program that the City has participated in since leaving the Urban County

Consortium and joining the non-entitlement program. Adams Ashby also has experience in HOME and CalHOME in addition with other non-HCD administered funding programs. Staff reviewed the proposal and is recommending that the Council authorize the award of the contract to Adams Ashby Group located in Sacramento. Adams Ashby has estimated costs as follows:

	Available	Proposed Cost	Available for City-related administration Costs
2020 CDBG Public Infrastructure Project	\$169,204	\$60,000	\$109,204
2020 CDBG Public Services	\$ 32,557	\$24,000	\$ 8,557
CDBG-CV1 Public Services	\$ 17,260	\$12,000	\$ 5,260

Adams Ashby notes in their proposal that their cost includes labor compliance services related to the public infrastructure project. Taking this work into account, the proposed costs are slightly lower than the costs projected for the current 2017 contract. Adams Ashby also indicates that services could be provided for future funds on a similar cost basis. Therefore, staff is recommending that the Council award a general administration requirements services contract for the period up to five years to Adams Ashby Group and authorize the City Manager to execute such a contract on behalf of the City. Based on initial known grant projects, the City's initial anticipated cost will be approximately \$96,000 though this amount could increase depending upon any future unknown grant programs wherein City engages Adams Ashby Group to render administrative services pursuant to this contract.

FISCAL IMPACT

As indicated above, each activity includes an amount set aside for general administration. Of the total amount, Adams Ashby proposes to utilize a portion, leaving the remaining for City staff, eligible general administration costs associated with the awarded funds, and future applications.

ALTERNATIVES

The Council has the following alternatives to consider:

1. Authorizing the City to enter into a Professional Requirements Services Agreement with Adams Ashby Group for general administration services for grants administered by the State Department of Housing and Community Development; or
2. Do not authorize the City to enter into a Professional Services Agreement with Adams Ashby Group; or
3. Provide alternative direction to staff

PUBLIC NOTIFICATION

The agenda was posted in accordance with the Brown Act.