

City of Dunnellon  
Agenda Summary Form

**Meeting Date:** June 9, 2021

1. Responsible Department: Finance
2. Presenter: Jan Smith
3. Recommended Action: Authorize the Mayor to sign Agreement #AGR2021-05 Kimley Horn IPO No. 92 Grant Preparation and Writing Services for the Dunnellon Police Station \$15,000.

**Subject:** Agreement #AGR2021-05 Kimley Horn IPO #92 for Grant Preparation and Writing Services for the Dunnellon Police Station \$15,000.

**Request for Approval Summary Explanation & Background:**

The U.S. Department of Housing and Urban Development (HUD) created a funding program to help assist areas impacted by presidentially declared disasters in 2016 and 2017. The program is the Community Development Block Grant-Mitigation (CDBG-MIT) administered by DEO. This request falls under the Rebuild Florida Mitigation Program –Critical Facility Hardening. IPO #92 provides for the preparation of the grant application for the City to submit to DEO for the complete remodel of the Souls Harbor Church.

**Procurement Method: Extension to current contracted grant writing service**

**Fiscal Information:** This is an unbudgeted item for FY20-21. A budget amendment will be prepared at year end if needed to use funds from the General Fund unrestricted operating reserve.

**Department Head Approval: Jan smith**

**Attorney Review: N/A**

## INDIVIDUAL PROJECT ORDER NUMBER 92

Describing a specific agreement between Kimley-Horn and Associates, Inc. (“Kimley-Horn”), and The City of Dunnellon (the “City”) in accordance with the terms of the Master Agreement for Continuing Professional Services dated November 9, 2009, which is incorporated herein by reference.

### ***Identification of Project:***

Project: Grant Preparation and Writing Services (Dunnellon Police Station)

Client: City of Dunnellon

### ***General Category of Services:***

The U.S. Department of Housing and Urban Development (HUD) created a funding program to help assist areas impacted by presidentially declared disasters in 2016 and 2017. That funding program is the Community Development Block Grant - Mitigation (CDBG-MIT) administered by the Florida Department of Economic Opportunity. The funding will be used to fund disaster mitigation programs to better protect Florida from future disasters. The Rebuild Florida Mitigation Program offers three different categories of potential funding: Critical Facility Hardening Program, General Planning Support Program, and General Infrastructure Program.

The Client has requested Kimley-Horn to assist in the preparation and writing of a grant under the Rebuild Florida CDBG-MIT General Infrastructure Program.

It is understood that grant applications are time-sensitive and that adequate time is required for grant preparation and writing. The amount of time necessary to complete the grant application is dependent on the particular grant and will be discussed and agreed upon between the Client and Consultant prior to authorization to proceed.

### ***Scope of Services***

Kimley-Horn will provide the services specifically set forth below.

#### Task 1: Project Coordination

The Consultant will assist in the scheduling of meetings (all meetings are to be held virtually), the development of timelines, project narrative, project budget, and the development of the grant application.

Under this task, the Consultant will prepare for and facilitate a kick-off meeting with City Staff to review application requirements and details. During this meeting the following will be covered:

- Consultant will provide the Client with a list of necessary materials that may be in the possession of the Client or another consultant of the Client. Consultant will review with the Client the timeliness of the receipt of materials requested. It is understood that if materials are required, and not provided by the Client in a timely manner, the Consultant may not be able to complete and submit the grant to the relevant agency, or organization by the application deadline.
- Consultant will review the application timelines which may include, but not limited to, any question and answer periods, application submittal deadline, application review and evaluation period, award date, and project completion date.

## Task 2: Grant Preparation and Writing

Consultant will perform the following services under this task:

- Provide consultation, planning, and strategizing with the Client throughout the process.
- Understand the compliance guidelines provided for the grant and advise the Client.
- Prepare and ask questions, as necessary and/or applicable, for clarity during available question and answer periods with grantor.
- Develop timelines and the strategy for the timely submission of the application.
- Collaborate with appropriate stakeholders to obtain signatures, data, forms, and other relevant information.
- Locate, identify, research, collect, and analyze data as set forth in the grant application guidelines.
- Provide research and research assistance, as necessary.
- Develop language for both the grant application narrative and data including, if necessary, charts, tables, photographs, and diagrams to illustrate data, as appropriate.
- Prepare a project budget.
- Prepare supplemental documents to support the application.
- Prepare grant application with all required documents.

Consultant will review the draft application with Client and make necessary revisions prior to submitting the grant application. The Client is responsible for publishing any public notices in a timely manner as requested by funding agencies (in both English and Spanish, Creole or other language, if and as required by the grant).

## Task 3: Grant Application Submittal, Evaluation, and Monitoring

The Consultant will rely upon the appropriate Client representative as the responsible party for signing documents in an expeditious manner in order to meet application deadlines.

Consultant or Client will submit the grant application to the required agency and/or organization in the method required under the grant.

Consultant will monitor the evaluation process of the agency or organization and apprise the Client of status of award notifications.

### ***Additional Services***

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. Additional services Kimley-Horn can provide include, but are not limited to, the following:

- Grant administration
- In-person meetings

### ***Information Provided by Client***

Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information requested by Kimley-Horn in a timely manner, including but not limited to the following:

- Materials as requested by Consultant to support the grant application (i.e. maps, data, reports, studies, and other similar record), if available.

- The City's up to date FEIN #, DUNS #, and other similar information, as appropriate.

### **Responsibilities of Client**

In addition to other responsibilities set out in this Agreement, the Client shall:

- Provide requested materials in a timely fashion as requested by the Consultant, including signing and/or submitting the application, which may be required to be done electronically.

### **Schedule**

Kimley-Horn will provide our services as expeditiously as practicable, when requested.

### **Fee and Expenses**

Kimley-Horn will complete the above scope of services on a Lump Sum fee basis of \$15,000.

ACCEPTED:

THE CITY OF DUNNELLON, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: \_\_\_\_\_

BY:  \_\_\_\_\_

Richard V. Busche, P.E.

TITLE: \_\_\_\_\_

TITLE: Senior Vice President

DATE: \_\_\_\_\_

DATE: June 1, 2021