

## Legislation Text

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**File #:** 18-622, **Version:** 1

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Presenter/Contact  
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**SUBJECT:**

Approval of an annual contract with Paula Harper d/b/a Community Solutions TX to provide grant management and administration services for the City's Community Development Block Grant program.

**BACKGROUND / RATIONALE:**

The City of New Braunfels issued a solicitation in August 2018 seeking a qualified consultant to provide administrative support for the City's Community Development Block Grant (CDBG) program due to the complexity of the federal regulations and requirements in the U.S. Department of Housing and Urban Development (HUD) CDBG program. Services include the administration and management of the program, and the facilitation and resolution of HUD project monitoring activities.

A Request for Proposal (RFP) was issued on August 31, 2018, to obtain proposals from consultants capable of providing administrative support for Community Development Block Grants. The City received one proposal which was opened on October 1, 2018. The proposal was evaluated based upon criteria such as Professional Qualifications and Experience, Demonstrated Experience and Expertise in Projects/Contracts of Similar Scope, Recommended Approach to Management of City's Program, and Proposed Fee.

The respondent is the City's incumbent consultant; Paula Harper d/b/a Community Solutions TX has completed all previous services to the City's satisfaction.

The base term of the contract will begin on November 1, 2018 through September 30, 2021 to better align with the CDBG Program Years. Additionally, there are two, one-year options to renew for a combined total of five years.

The cost for Year 1 is \$5,600 per month (not to exceed \$61,600) due to the additional work of development and submission of the 5-Year Consolidated Plan, 5-Year Strategic Plan, and the Fair Housing Plan for an Entitlement Justification. The cost for Years 2-5 is \$4,250 per month for a total of \$51,000 per year.

**ADDRESSES A NEED/ISSUE IN A CITY PLAN OR COUNCIL PRIORITY:**

<input checked="" type="checkbox"/>	Yes	<b>Strategic Priorities:</b>	Use a variety of funding sources for operational and capital needs.
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**FISCAL IMPACT:**

The 2018 CDBG program administrative funding is approximately \$76,000. This grant funding will be used to pay for the administrative services provided under this contract. The contract will charge a monthly flat rate of \$5,600 through the 2018 Program Year. The balance of the administrative funding will be used for required legal notices, postage supplies and printed outreach materials. Therefore, sufficient funds are available to award the contract as described above.

**COMMITTEE RECOMMENDATION:**

N/A

**STAFF RECOMMENDATION:**

Staff recommends approval of an annual contract with Paula Harper d/b/a Community Solutions TX to provide grant management and administration services for the City's Community Development Block Grant ("CDBG") program.