



Commerce City

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Council Communication File Number: Res 2024-136

Agenda Date: 11/25/2024

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

A RESOLUTION APPROVING AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH FELSBURG, HOLT & ULLEVIG (FHU) FOR GRANT WRITING SERVICES

Summary and Background Information: In August 2023, the City Council allocated \$1,000,000 in American Rescue Plan Act (ARPA) funds to a three-year grant writing program. To initiate the three-year grant writing program, a competitive procurement process was conducted through a Request for Proposals (RFP) for grant writing in the Fall 2023.

Through the competitive procurement process, the City selected Felsburg, Holt & Ullevig (FHU) to provide grant writing services focused on transportation and infrastructure efforts. In January 2024, the City entered into a contract with FHU for grant writing services through December 31, 2024 with a not-to-exceed amount of \$100,000.

This amendment would extend the contract through December 31, 2026, to coincide with the federal expenditure deadline for ARPA funds, and increase the not-to-exceed amount to \$400,000 for grant writing services. This increase along with the recommended increases for the grant writing contracts with Lotus Engineering and Sustainability per resolution 2024-137 and Eleventh House per resolution 2024-138 will set city staff up to successfully administer the three-year grant writing program and fully expend the \$1,000,000 in ARPA funding allocated to this program.

This contract amendment is essential to meeting the ARPA funding obligation deadline of December 31, 2024 and the subsequent expenditure deadline of December 31, 2026. This contract amendment will also ensure there is no gap in grant writing service delivery as staff pursues grants.

Staff Responsible (Department Head): Theresa Wilson, Director of Finance

Staff Member Presenting: Jenny Penoncello, Grants & Special Projects Manager, is available for questions.

Financial Impact: \$400,000

Funding Source: American Rescue Plan Act (ARPA)

Staff Recommendation: Staff recommends approval of Resolution 2024-136

Suggested Motion: Move to Approve Resolution 2024-136