



January 4, 2017

The Honorable John E. Koniar, Mayor
City of Foley
P.O. Box 1750
Foley, Alabama 36536

Re: CDBG Project No. LR-CM-PF-16-010 Program Administration Proposal

Dear Mayor and Council Members:

Please accept this as a formal proposal from Grant Management, LLC, for Program Administrative Services for the City's 2016 Community Development Block Grant (CDBG) Project. The following are responses to the rating criteria published in the Request for Proposals:

- 1. Experience with the Community Development Block Grant Program-** Grant Management, LLC is uniquely qualified to administer the City of Foley's FY16 CDBG Sewer Rehabilitation Project. Our company successfully secured and administered an FY12 CDBG Sewer Rehabilitation Grant for the City of Foley. This project provided nearly \$1.1 million in sewer improvements for the Aaronville Community of Foley. The project was completed in a timely manner and all ADECA and HUD grant requirements were satisfied. As the company's owner, I prepared the competitive CDBG grant application that was awarded to the City by the Alabama Department of Economic and Community Affairs (ADECA). I worked with the Mayor and Council, City Staff, and Project Engineers to develop this worthy project that will provide \$450,000 in grant funds and an additional \$700,000 in matching funds from Riviera Utilities to rehabilitate the City's public sewer facilities at no charge to the City. My company has successfully secured and managed grant funded development projects for approximately 25 different government agencies in southwest Alabama. The company provides a full range of grant writing and grant management services to cities and counties with a specialty in securing funding for infrastructure projects. I have specific knowledge of the U.S. Department of Housing and Urban Development (HUD) and CDBG requirements and policies, such as 24CFR 570.489 Program Administrative Requirements, 24CFR 570.490 Record Keeping Requirements, and OMB Circular A-133. I am knowledgeable of CDBG related rules, regulations and procedures, and applicable state and federal laws and stand ready to implement this project in a timely and comprehensive manner.
- 2. Professional Qualifications-** As the Owner of Grant Management, I will be the key person assigned to this project. I have a Master's Degree in Community Counseling from

the University of Alabama, and over 20 years of professional experience in comprehensive grant writing and project management services working with more than 30 government agencies in Alabama. I possess 12 years of direct CDBG management experience. I have managed more than 40 CDBG funded projects totaling over \$20 million. I have specialized expertise in securing state and federal grants for infrastructure projects for cities and counties. Previous experience includes successful implementation of grant funded projects for public water and sewer facilities, drainage improvements, road paving, public buildings, housing projects, park facilities, and sidewalks.

Ms. Cara Stallman, Co-Owner of Grant Management, will also serve a key role in the administration of this project. Ms. Stallman has a Master's Degree in Environmental Engineering and over 16 years of professional experience in community planning and development for government agencies. She has over 6 years of direct CDBG management experience, writing grants for and administering CDBG funded projects for approximately 25 different cities and counties in Alabama. She has written for and administered grant funded projects from a wide variety of funders and has an in-depth understanding of what is required for compliance with grant applicable rules, regulations and laws. Some of her past achievements include providing management of grant funds on the Gulf State Park Pier in Gulf Shores, AL (an \$8.25 million project funded by U.S. Department of Interior), an 18-mile pedestrian trail along the Baldwin County Eastern Shore (a \$5 million project funded by the Federal Highway Administration), and a Storm Shelter in Mobile County (a \$1.5 million project funded by the Federal Emergency Management Agency). All of these projects were completed on time and resulted in *no* disallowed costs or audit findings.

Mr. Locke Williams, Chief Financial Officer of Grant Management, is the former Treasurer of the Baldwin County Commission and a former State Examiner for the State of Alabama. Mr. Williams will assist the City in meeting the financial requirements of the program, will ensure timely reimbursement of grant funds, and will work with the City to provide proper documentation of financial records during ADECA monitoring visits and the City's Financial Audits.

Mr. Robert Haney, Project Manager for Grant Management, has served as Operations Manager for various industries throughout southwest Alabama will assist the City, Riviera Utilities, and project Engineers and Contractors to ensure City's compliance with Federal Labor Standards, bidding and contracting procedures, construction and close-out procedures that meet ADECA and HUD requirements.

3. **Knowledge and familiarity with the community-** Grant Management, LLC is a small woman-owned business located in Baldwin County, AL. The company currently has a small client base limited to southwest Alabama and can perform the work well within the time limitations set forth by ADECA. I have established an excellent working relationship with the City of Foley and have proven through past performance on other City projects that my company will provide adequate resources and availability to ensure the success of this project.
4. **Experience with Federally funded projects-** Grant Management LLC specializes in Community Development Block Grant (CDBG) funding administered by the Alabama Department of Economic and Community Development (ADECA) funded by the

Department of Housing and Urban Development (HUD). Projects include the rehabilitation of potable water and sanitary sewer, installation of new water service and sanitary sewer, drainage projects, road improvements. All projects completed by the firm have resulted in no audit findings or disallowed costs. Grant Management LLC provides comprehensive grant administration services. These services include preparing and managing numerous grant opportunities through numerous federal and state grant programs.

- 5. Cost of services to be provided-** Grant Management, LLC offers to provide Administrative Services for the City of Foley's 2016 CDBG Sewer Rehabilitation Project for a "lump-sum" fee of \$50,000. ***100% of this fee is an approved grant eligible expenditure to be paid for with grant funds.*** Periodic invoices will coincide with project progress.

Grant Management, LLC will provide the full range of grant management services necessary for the successful implementation of the City's 2016 CDBG Sewer Rehabilitation Project. The Consultant will complete all tasks required to ensure the City's compliance with applicable federal laws, rules and regulations and program specific procedures as prescribed by HUD and ADECA. The Consultant will utilize professional grant management experience to make certain that no project delays, audit findings, or disallowed costs occur in relation to the project.

Consultant's duties will generally include the following tasks:

- 1. Completion of Start-up Documents:** Consultant will prepare all necessary start-up documents and will submit to ADECA in order to obtain an executed grant agreement in a timely manner; Assist the community in meeting equal opportunity, citizen participation, fair housing, and Section 3 requirements necessary for participation in the CDBG program; Prepare an Environmental Assessment of the project and assist the community in meeting all environmental clearance procedures required by the State; and provide all assurances and certifications of City's compliance with applicable federal laws, rules and regulations.
- 2. Establishment of Financial Procedures:** Consultant will assist the community in meeting financial requirements of the program; Establish a separate bank account or fund along with a general ledger to track all grant related expenditures and reimbursements; and will assist the City Clerk on payment procedures to ensure timely reimbursement and prevent cash flow problems. General ledger will show total project cost as stated in the grant agreement with a zero balance upon project completion.
- 3. Establishment of Record Keeping Procedures:** Consultant will assist the community in meeting all record keeping requirements of the program, including the establishment and maintenance of a filing system. Consultant will be responsible for creating and maintaining all grant related financial and programmatic records in an orderly manner for use during ADECA site visits, Single Audits, and other purposes. Upon final project close-out such records will be provided to the City to keep on-site for required record retention period.
- 4. Documentation of Proper Procurement and Bidding and Contracting Procedures:** Consultant will provide proper documentation to ADECA of City's compliance with all applicable procurement, bidding and contracting laws. Consultant will work with Project

Engineers throughout the development and execution of construction contracts to ensure that all grant applicable procedures are addressed.

5. **Project Management Tasks:** Consultant duties will include comprehensive construction, financial and programmatic management of the project. Consultant will monitor program progress and compliance with all applicable requirements; Assist the community in contract administration and monitoring requirements of the program, including enforcement of labor standards and conducting preconstruction conferences as required; Maintain regular communication with the ADECA Program Manager, the Project Engineer, and the City Clerk and Council throughout; Ensure that the Contractor complies with all grant related regulations, such as the Davis Bacon Act; and will provide regular reports to the Council documenting project milestones.
6. **Preparation of Requests for Reimbursement:** Consultant will monitor all grant related costs to ensure 100% of expenditures are eligible for reimbursement through the grant and no costs will be disallowed. Consultant will submit accurate Requests for Reimbursement with required back-up in a timely manner to ADECA and will correspond with ADECA staff when necessary to ensure timely reimbursement.
7. **Submission of Program Reports:** Consultant will submit required CDBG programmatic reports to ADECA in a timely manner, including all narrative status reports and funding and expense reports.
8. **Establish Procedures for Compliance with Audit Requirements:** Consultant will consult with City Auditors regarding compliance with the Single Audit Act of 1964. Consultant will provide auditors with books, documents, papers, records necessary to conduct audit and will meet with auditors on site to answer any project related questions.
9. **Completion of Close-out Documents:** Consultant will prepare final close-out documents as required by ADECA upon completion of the program. Consultant will provide timely and accurate submission of final financial, programmatic and other reports necessary to receive final reimbursements.

Thank you very much for the opportunity to provide this proposal to you. Please feel free to contact me if you have any questions or would like more information. I can be reached by phone at 251.533.6930 or via email at mckeans@bellsouth.net.

Sincerely,



Stacy McKean, Owner

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