



Legislation Text

File #: 20-0431, **Version:** 1

Consider and take action on a resolution authorizing an agreement with MKP Consulting for contract management services for the League City Community Development Block Grant (CDBG) program for an amount not to exceed \$51,000 (Executive Director of Development Services)

If approved, this item will allow the City to continue utilizing MKP Consulting for assistance in managing the CDBG program for Program Year (PY) 2020. Since 2004, MKP Consulting has assisted City staff with the management of the CDBG program. Services and deliverables for the consultant include:

1. Services:

Contractor will serve as the contract manager of the HUD Community Development Block Grant program and will support staff in meeting all of the HUD regulations and requirements in carrying out the program administration duties.

2. Deliverables:

Contractor will deliver the following (Attach additional sheet, if necessary):

1. PY 2019 Consolidated Annual Performance Evaluation Report (CAPER)
2. Maintenance of data in HUD's IDIS on-line system, including setting up new activities
3. Environmental Review Record
4. Subrecipient management
5. In-house management, assistance, and desk monitoring
6. Labor Relations and Davis Bacon Act Compliance
7. Technical Assistance to staff
8. Support during HUD monitoring
9. PY 2021 preparation
10. PY 2021 Annual Action Plan
11. Assistance with the CDBG-CV fund management

The contract was put out to bid in July of 2020; and three proposals were received in response. On August 11, 2020, City Council approved the PY 2020 Annual Action Plan that devoted 20 percent of the City's CDBG funds, \$90,063, to administrative cost. The proposed contract with MKP Consulting accounts for approximately 56% of the money designated toward administration of the program. The proposed contract is for one year at a cost of \$51,000 paid on a monthly basis, with two optional one-year extensions.

Attachments:

1. Data Sheet
2. Proposed Resolution
3. Exhibit A - Agreement with MKP Consulting

FUNDING

{X} Funds are available from CDBG Administrative Cost Account 21101200-54720

STRATEGIC PLANNING

{X} NOT APPLICABLE