



## Spring Lake Improvement District (SLID) ARPA Management Programs

Guardian Community Resource Management, Inc.

Date: January 12, 2022

### Task Order 2 – Broadband Fiscal Year 2022 – From 10/1/21 to 9/30/22

This proposal is for professional consulting services for work known as:

Provide grants management support and technical assistance in implementing and complying with open ARPA broadband facility grant program that needs compliance or technical support to complete and close or undergo audits or monitoring visits during or after completion. Additionally, any prospective broadband grant or loan program or related system management technical assistance will also be included. General support to staff and engineers in locating, comparing, completing new applications or addressing new program feasibility or agency needs, is a part of the scope of work, as is meeting with and advising Board members or other SLID vendors.

In general, Guardian shall provide compliance and technical support, complete forms, complete site visits, coordinate needed materials, support engineers, staff and funders with any compliance needs as well as complete reports and request for reimbursement. Similarly, Guardian will provide research, planning, funding analysis, scoring review, application support and writing as needed for grant and loan sources. Funding sources may include, but not be limited to, ARPA.

#### The work specified as follows:

##### Tasks:

- I. Summarize any grant/loan requirements
- II. Develop or revise any award compliance schedules
- III. Develop or revise any needed grant file system
- IV. Develop any agency or local reports needed, including any public notices or advertisements
- V. Review and provide drafts or updates to any needed policies
- VI. Tracking and monitoring expenditures including required match and backup
- VII. Develop any request for reimbursement and compile and check backup documentation
- VIII. Provide guidance and samples for any land acquisition requirements or third-party agreements
- IX. Guide and track DBE/MBE/WBE, Section 3, Fair Housing and/or other contracting efforts
- X. Guide and track all purchasing requirements and documentation
- XI. Guide and track all Davis Bacon Labor and Wage and related acts compliance
- XII. Track award work plan progress and propose amendments as needed
- XIII. Review and advise on compliance of change orders
- XIV. Review and advise on compliance of any pay applications from vendors or contractors
- XV. Provide and track contract requirements, including any business partners or developers
- XVI. Develop and submit award amendment requests as needed
- XVII. Develop final reports and closeout materials
- XVIII. General technical assistance as needed with open or new programs
- XIX. Attend site visits and meetings as need to support the SLID staff, Board and other vendors
- XX. Troubleshooting the viability and feasibility of various funding options
- XXI. Defining in summary fashion for agendas and internal reports program requirements
- XXII. Researching funding options and compliance needs of various programs as ideas arise
- XXIII. Reviewing third party materials and providing samples where feasible, for applications
- XXIV. Grant writing, planning and/or technical assistance to A/E firms in developing applications

Work hours/month and basis for estimated price:

Grants Project Manager                      15 hours X \$100/hour = \$1,500

Maps, data and other materials not readily available from the world-wide-web or email request from an appropriate agency, will be provided by the District or District's engineer.

Schedule: Guardian shall commence work upon notice to proceed from the District and shall complete all task within the grant work plans time frame subject to amendments and other revisions by the District that the FDEP may approve.

Compensation: Payment for said services based on the Contract and deliverables outlined above shall be \$1,500 per month based on services outlined above. At no time shall the cost exceed \$15,000 for ten months from the current month to ending of the SLID fiscal year.

Any change made after final approval will be considered additional and charged according to the District approved base contract between the District and Guardian. All changes must be agreed to by both parties in writing as governed by the contract.

Approved by:

Guardian Community Resource Management, Inc.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

Approved by:

Spring Lake Improvement District

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Signature

\_\_\_\_\_  
Date

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Print Name and Title