



Agenda Item

File #: 21-1193

Requested Agenda Date:

10/12/2021

Requested Agenda Title:

Budget Adjustment: Office of Regional Development's Request for 3 Grant Funded FTEs 1 - Contract and Technology Specialist, 1 - Contract Monitor, 1 - Contracts and Program Coordinator

Requested Agenda Item Description: Contract and Technology Specialist - This position will assist in the contract preparation, development of contract criteria, outcome measurements, contract reimbursements, and reporting requirements identified for federal and state agencies and local stakeholders. Provides monitoring and performance analysis. Assists with the administration of the Navigator data system. Assists with the administration of the System Navigator Program, and regional planning and grant administration in housing and community development.

The funding for this new FTE Time Limited Position is from our Community Development Block Grant (CDBG), Emergency Solution Grant (ESG) from U.S. Department of Housing and Urban Development.

Contract Monitor - This position will assist in monitoring the performance of grant subrecipients and contractors for compliance including financial reimbursements and including the federal Davis/Bacon wage reviews on federal funded construction projects. Will provide technical assistance to subrecipients and contractors as needed.

The funding for this new FTE Time Limited Position is from our Community Development Block CARES Act Grant (CDBG-CV), Emergency Solution CARES Act Grant (ESG-CV) from U.S. Department of Housing and Urban Development.

Contracts and Program Coordinator - This position will administer and coordinate contracting functions primarily for the CARES ACT funded Community Development Block Grant and Emergency Solutions Grant Programs. Provides administrative support to program staff. Serves as administrative liaison to internal and external stakeholders. Funding runs through September 2025.

The funding for this new FTE Time Limited Position is from our Community Development Block CARES Act Grant (CDBG-CV), Emergency Solution CARES Act Grant (ESG-CV) from U.S. Department of Housing and Urban Development.

Requested Action: Discussion - Vote Needed

Presenter(s) (with titles): Brad Kendrick Budget and Policy Analyst

Time Needed: Less than 5 MINS

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Is this Item Time-Sensitive and/or Requesting a Time-Certain? No

Requesting Staff Member: Dina Blaes

Are Supporting Documents Needed for this Agenda Item Request? Yes

Please attach supporting documentation, including presentations, to the Legistar file.

Agenda item requests must be complete and submitted via Legistar Approval Sequence to the Council Administrative & Communications Coordinator by the Wednesday before the upcoming Tuesday meeting at 3:00 PM. Please note that some offices have earlier, internal Approval Sequence deadlines.

Items without necessary supporting documentation may be withheld from consideration for the desired meeting date.