

Patsy Allen

Debra Smith

P. O. Box 348
Jersey, GA 30018



Voice (770) 788.3848
Fax (770) 788.9828

The Honorable Ryan McLemore, Chairperson
City of Griffin
P. O. Box T
100 South Hill Street
Griffin, Georgia 30224

**Re: FY2015 Community Development Block Grant (CDBG) Application
Infrastructure Improvements**

Dear Chairperson McLemore:

Allen-Smith Consulting (ASC) is pleased to present this letter of agreement to prepare a FY2015 Community Development Block Grant (CDBG) application for the City of Griffin (Client). As you know from our past experience with the City, we are a Georgia small business specializing in CDBG application preparation and CDBG grant administration. We know you agree that a well planned project leads to a successfully completed project.

Allen-Smith Consulting proposes to prepare a FY2015 Community Development Block Grant (CDBG) application and as part of this agreement will perform the following:

- A. Work with the Client to identify and prepare the most competitive project.
- B. Prepare the publication notice and supporting documents for the required public hearing as well as conduct the public hearing.
- C. Interview local representatives and other parties involved in the project.
- D. Draft letters of support and commitment for third parties as well as a Commitment Resolution for the Client.
- E. Assist in documenting low-to-moderate income data required for the grant application by providing survey form to the Client, as well as preparing a survey tally sheet and an organized survey notebook. Assist with Door-to-Door Surveys.
- F. Plan and attend a Field Day with Client and Engineer interviewing staff and taking photographs in the Target Area.
- G. Format photographs of the project and present them keyed to a map in the grant application.
- H. Gather information to document the need for and the activities of the proposed project from any and all sources.
- I. Work with Client to review the Preliminary Engineering Report (PER) and assist to make sure it meets all CDBG requirements.
- J. Work with Client in planning stages to identify specific needs, define goals and objectives for the project as well as review the PER's conclusions and recommendations.

- K. Incorporate PER into the grant application along with residents' letters, maps, photographs, articles, and other relevant and required information.
- L. Submit an original and three copies of the grant application to the Georgia Department of Community Affairs as well as a copy to the Client.

Our Fee for the above services will be Five Thousand Dollars (\$5,000.00).

To score additional "project readiness" points, Allen-Smith Consulting will prepare and complete the HUD required federal Section 106 and National Environmental Policy Act (NEPA) Environmental Reviews and as part of this agreement will perform the following:

- A. Obtain environmental information from all parties related to the project and project site.
- B. Prepare the required Historic Preservation Division (HPD) and Tribal Consultation documents and submit to appropriate agencies for review.
- C. Once HPD and Tribal approvals have been achieved, ASC will prepare required NEPA documents (HUD - Format II) to complete the Environmental Review Record.
- D. Prepare Notice of Early Public Review and Notice of Explanation for publication for Wetlands and Floodplain and coordinate publication with Client, if applicable.
- E. Prepare Concurrent Notice (Finding of No Significant Impact & Request for Release of Funds) for publication in the local newspaper and coordinate with Client for publication.
- F. Prepare Request for Release of Funds Form for execution by the Client and submittal to DCA for clearance.
- G. Follow up with DCA for clearance of the Environmental Review.
- H. Prepare copies of all information related to Environmental Review for the Client's files.

Our Fee for the above services will be Three Thousand Dollars (\$3,000.00).

**TOTAL FEES FOR PREPARATION OF THE CLIENT'S
FY2015 CDBG APPLICATION WILL BE \$8,000.00**

CLIENT RESPONSIBILITY TO ASC:

The Client will be responsible for providing the following items to ASC after this agreement is executed (or provide a web site where this information can be obtained):

- A. Copy of the Short Term Work Program and any amendments or updates to the Comprehensive Plan since its adoption.
- B. Proof of Qualified Local Government Status.
- C. Any potential Conflicts of Interest related to the proposed project.
- D. Any studies, reports or maps related to the selected site and the overall project.
- E. Copy of Revitalization Strategy Area documentation and designation, if applicable.
- F. Any information or documentation that will increase the competitiveness of the application, such as citizen complaints, EPD consent orders, photographs, work orders, etc.
- G. Hire an Engineering Firm to prepare the required Preliminary Engineering Report (PER) and provide Environmental information to ASC to complete NEPA process.

ASC will submit monthly invoices for services performed. The amounts of said invoices will be based upon the amount and value of the work and services performed by ASC under this Agreement. The Client will pay ASC within fifteen (15) calendar days of the date of the invoice.

Additional Services: In the event the Client issues instructions to ASC to perform certain additional professional services beyond the scope of services contained in this agreement, ASC will bill on an hourly basis at \$90.00 an hour as work is performed.

Allen-Smith Consulting, Inc. wishes to provide the Grant Administration services for the Client's FY2015 CDBG, if funded. Our fee to administer the grant would be 6% of the total grant amount, and ASC would present a separate Grant Administration services agreement to the Client for these services. If CDBG funds will be used for administration fees, ASC would provide sample paperwork to follow the federal guidelines for procurement. We recommend that this process be done prior to the grant being submitted to DCA in order to increase scoring.

If you wish to retain the professional grant services of Allen-Smith Consulting, please sign in the spaces provided below and email a signed copy to our office. Once we have received this proposal executed, we will begin work immediately. We appreciate the opportunity to work with the City of Griffin and look forward to hearing from you soon.

With best regards, we are

Very Truly Yours,



Debra Smith



Patsy Allen

APPROVED:

Date: _____