

WORK ASSIGNMENT

WORK ASSIGNMENT NUMBER: 1

Pursuant to the Manatee County, Florida, Agreement for Professional Grant Writing Services entered into by and between MANATEE COUNTY, a political subdivision of the State of Florida, hereinafter referred to as "COUNTY" and Hagerty Consulting, hereinafter referred to as "CONSULTANT," a determination has been made by COUNTY that there is a need for the performance of or rendering of services by CONSULTANT of a certain "Work Assignment" under the purview of said Agreement, and CONSULTANT is hereby authorized to perform or render the particular services of work described as follows:

TITLE OF THE PROJECT: CDBG-DR Action Plan Development

PHASES AND/OR TASKS OF PROFESSIONAL SERVICES AUTHORIZED:

CONSULTANT shall perform tasks as more specifically detailed in Attachments 1 through 3 as follows:

Attachment 1, Scope of Services

Attachment 2, Hourly Fee Schedule

Attachment 3, Schedule (Term: Upon Execution – October 31, 2025)

Compensation to CONSULTANT for rendering all of the above identified services and products shall not exceed \$467,258. Compensation for the tasks shall not exceed the amounts set forth as follows:

Task/Description #1 Action Plan Development - \$430,300

Task/Description #2 Travel and Other Direct Costs - \$36,958

COUNTY may authorize, in writing, in advance, adjustments in the compensation for particular tasks established above, provided such adjustments do not exceed the maximum compensation authorized for this Work Assignment.

Partial compensation may be requested on a monthly basis for unit prices and actual hours incurred but not to exceed the percentage of the task completed.

CONSULTANT agrees to perform or render services in accordance with this Agreement No. 1 for Professional Grant Writing Services and this Work Assignment dated ____.

Hagerty Consulting Inc., Consultant

By: Bradley R. Grining

Print Name: Bradley R. Grining

Title: Chief Operating Officer

Date: 2/21/2025

**MANATEE COUNTY, a political
subdivision of the State of Florida**

By: _____
Purchasing Official

Date: _____

ATTACHMENT 1, SCOPE OF SERVICE

1.01 SCOPE

Contractor shall furnish all equipment, labor, materials, supplies, licensing, transportation, and other components necessary to provide grant writing and program administration services that will meet the requirements of an Agreement on an “as needed” basis. All work shall be in accordance with any and all applicable federal, state, and local rules and regulations. The Agreement does not guarantee any quantity of work.

1.02 GRANT CONSIDERATIONS

Contractor shall provide grant applications, as pertains to preparing the written proposal for the contracted project, to include but not limited to:

- A. Information System & Technology – upgrades, enhancements, education, outreach.
- B. Public Infrastructure – docks and marine facilities.
- C. Parks and Recreation –water activities.
- D. Social – handicap & disabled facility improvements.
- E. Environmental – water and energy conservation, pollution prevention, and control.
- F. Energy Savings and Efficiency.

1.03 GENERAL REQUIREMENTS

Contractor shall provide the following, as pertains to preparing the written proposal for the contracted project, but not limited to:

- A. Determine departments operations and needs.
- B. Provide technical consultation and/or resource development support services relating to research, design, and development.
- C. Ensure technical and budget accuracy with grantors policies.
- D. Monitor private funding sources and legislation that might affect grant pr.
- E. Synchronize proposal development.
- F. Help build effective collaborations as needed among businesses, public and private sources.
- G. Ensure delivery of grant proposals by deadline.

Contractor shall become familiar with the wide range of projects of high priority to the County Departments by:

- A. Conducting a funding need analysis.
- B. Identifying appropriate grant resources.
- C. Coordinating the grant application process.
- D. Preparing and assisting to prepare any grant documents.
- E. Presenting a completed application for County review, approval, signing, and submission to the funding source.

1.04 SERVICE REQUIREMENTS

Contractor services shall include but not be limited to:

- A. County departments may request the grant writing Contractors to provide assistance with a grant opportunity that the County or others have found.
- D. Provide expertise relating to the issues of the potential grant and assistance to the County

department in the application process.

E. Provide comprehensive grant writing services for submission of a grant application to apply for a specific grant.

F. Coordinate information gathering and creation of all graphics including but not limited to GIS, zoning, and site maps.

G. Provide expertise and assistance to the appropriate department so that the department will have monitoring and compliance systems in place.

Under this Work Assignment, Contractor shall perform the following services under the direction and approval of the County.

Action Plan Development

1. Administrative Action Plan Development (if necessary)
 - a. Review with County staff option to submit Action Plan for Administrative Costs for early access to CDBG-DR administrative funding to address costs of Action Plan development and advance staffing of critical new positions
 - b. Provide County with draft and final versions of optional Action Plan, if desired
2. Communications and Outreach Plan
 - a. Leverage County's existing HUD Citizen Participation plan for CDBG-DR purposes
 - b. Develop a Communications and Outreach Plan for community involvement in Action Plan development process
 - c. Conduct Community Meetings and other outreach pursuant to the Citizen Participation and Communications and Outreach Plan(s)
 - d. Compile and analyze feedback, comments, and data received during community meetings and outreach
 - e. Ensure County's current outreach plan includes steps to address applicable fair housing and civil rights requirements (e.g., affirmatively furthering fair housing, addressing Limited English Proficiency, making materials accessible to handicapped individuals, etc.)
3. Assessments
 - a. Collect data and engage in stakeholder consultation to inform completion of assessments required by HUD's Universal Notice as part of Action Plan:
 - i. Unmet Needs Assessment
 - ii. Mitigation Needs Assessment
 - iii. Fair Housing and Civil Rights Assessment
 - b. Provide County with draft and final versions of required needs assessments for inclusion in the Action Plan
4. Action Plan Development
 - a. Under direction of the County, develop the Action Plan required to access the \$252 million CDBG-DR award
 - b. Offer expert policy guidance to County on CDBG-DR program design issues and provide best practices for County's consideration
 - c. Conduct, at minimum two (2), Community Meetings for the Action Plan consultation process as described in Citizen Participation and Communications and Outreach Plans

Deliverables:

1. Communications and Outreach Plan, including associated consultation process consistent with Universal Notice guidance
2. Completed analyses, including but not limited to, unmet needs, mitigation, fair housing, and civil rights, as required as part of Action Plan
3. Draft Action Plan for HUD submission
4. At least two (2) public comment sessions to receive and record public comment and input for submission to HUD along with Action Plan
5. Reviewed documentation required by HUD to certify proficiency of financial management and related areas as prerequisite to receiving CDBG-DR grant agreement
6. Revised draft Action Plan and drafted responses to requests for additional information to ensure that the Action Plan is ultimately approved by HUD
7. General technical assistance and advisory services to the County as needed
8. Set up County's DRGR access and enter Action Plan once approved and Grant is fully executed
9. Meetings with County staff and stakeholders as needed in person or virtually

1.05 ACCESSIBILITY

Contractor shall ensure all its electronic information, documents, applications, reports, and deliverables required under the Agreement are in a format that meets the requirements of Section 504 of the Rehabilitation Act and best practices (W3C WCAG 2).

Where not fully compliant with these requirements and best practices, Contractor shall provide clear points of contact for each document and information technology to direct users in how to obtain alternate formats. Further, Contractor shall develop accommodation strategies for those non-compliant resources and implement strategies to resolve the discrepancies.

END OF ATTACHMENT 1

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Manatee County, Florida

RE: CDBG-DR Action Plan Development – Budget Estimate

Job Description	Fee Rate	Estimated Hours	Estimated Cost
Project Executive	\$260.00	240	\$62,400
Project Manager	\$175.00	420	\$73,500
Grant Consultant III	\$180.00	1,440	\$259,200
Senior Grant Management Specialist	\$160.00	220	\$35,200
Travel and Other Direct Costs	-	-	\$36,958
Total Estimated Cost			\$467,258

Hagerty Consulting reserves the right to utilize any of the Job Descriptions and Fee Rates contained in Agreement No. 24-R083319SB between Manatee County and Hagerty Consulting and to re-allocate estimated hours between Job Descriptions utilized by Hagerty Consulting in executing this Work Assignment. Total Cost will not exceed \$467,258 unless approved by Manatee County.

In developing this cost estimate, Hagerty Consulting has the following assumptions:

- 800 SFH rehab/recon/elevation/buyout,
- New development of 150 mixed SF/MF ownership and rental units of LMI housing,
- 4 stand-alone critical infrastructure projects
- 6 non-federal match projects
- LMI job creation/retention economic development program,
- Public services to include first-time homebuyer/legal services/job training, and
- 3 planning studies.

FOR MORE INFORMATION

For more information, please feel free to reach out to:

John H. Hageman, Deputy Director, Hagerty Consulting, Inc.

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