

WORK ASSIGNMENT

WORK ASSIGNMENT NUMBER: 2

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 Program Design and Planning

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 \$745,983. Compensation for the tasks shall not exceed the amounts set forth as follows:

Task/Description #1 Program Design and Planning - \$709,025

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. 2 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: [Signature]
Procurement Official

Date: 3/25/25

Project Schedule for Task 1 and Task 2: CDBG-DR Action Plan Development, Program Design, and Planning

Week 1 (Upon Effective Date)

1. Meet virtually and/or in person with Manatee County to review process, stakeholder preferences, public input, and basic outline and expectations of Unmet Needs Assessment and Action Plan writing process to include timetable, critical deliverables and expectations

Weeks 1-38

1. Provide in-person and/or virtual technical assistance to the County staff, subrecipients, vendors, and all other program/project stakeholders

Weeks 1-6

1. Fully completed unmet needs analysis and robust consultation process

Weeks 5-9

1. Completion of a draft Action Plan for HUD submission
2. At minimum, two (2) public comment sessions to receive and record public comment and input for submission to HUD along with Action Plan
3. Compliance with all requirements for the Financial Certifications (financial management, capacity and controls) to be submitted to HUD
4. Revising the draft Action Plan and providing responses to requests for additional information to ensure that the Action Plan is ultimately approved by HUD

Weeks 9-12

1. Responding to HUD requests for additional information/clarification
2. Setting up County's DRGR access and entering Action Plan once approved and Grant has been fully executed

Weeks 9-38

1. All program guides, policies, standard operating procedures shall be developed
2. All federal regulations and requirements applicable to use of CDBG-DR funds, including but not limited to, DOB, URA, NEPA, Section 504, Section 3, DBRA, and others, shall have written procedures demonstrating the County's compliance with them
3. Should the County choose a notice of funding opportunity process for subrecipients for activities such as planning studies, affordable multifamily developments, stand-alone infrastructure, etc, the NOFOs, scoring and evaluation methodologies, and other processes shall be created
4. Other federal, state, and local funding resources shall be evaluated which may be brought to bear on projects to leverage CDBG-DR investments

5. A rigorous and comprehensive monitoring and compliance process shall be developed
6. Subrecipient agreements, drafted in coordinated with appropriate County staff, shall be developed to address activities (housing, infrastructure, economic development, planning, public services)
7. Meet with County staff and stakeholders as needed in-person and/or virtually
8. Set up all selected and funded projects and programs in DRGR and collect data to draft QPRs

This schedule is subject to change based on implementation. The project schedule is dependent on the County providing data, information, and input necessary for Hagerty Consulting to complete analyses and develop deliverables. Upon execution of the Work Assignment, Hagerty Consulting will develop a Project Management Plan, including a project schedule and timeline, that will be maintained and updated by Hagerty Consulting during the implementation of this Work Assignment.



Manatee County, Florida

RE: CDBG-DR Program Design and Planning – Budget Estimate

Job Description	Fee Rate	Estimated Hours	Estimated Cost
Project Executive	\$260.00	1,060	\$275,600
Project Manager	\$175.00	515	\$90,125
Grant Consultant III	\$180.00	1,525	\$274,500
Senior Grants Management Specialist	\$160.00	430	\$68,800
Travel and Other Direct Costs	-	-	\$36,958
Total Estimated Cost			\$745,983

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 \$745,983 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.



March 25, 2025 - Regular Meeting

Subject

Execution of Work Assignment No. 2 to Agreement No. 24-R083319SB for Grant Writing and Program Administration for CDBG-DR Program Design and Planning services

Category

CONSENT AGENDA

Briefings

None

Contact and/or Presenter Information

Presenters: Michele R. Davis-Farnham, Grant Administration Division Manager, Ext. 3769 and Stephanie Garrison, Director of Government Relations, Ext. 5323

Contact: Sherri Meier, Procurement Manager, Financial Management Department, Procurement Division, Ext. 3042

Action Requested

Authorize the Purchasing Official, or designee, to execute Work Assignment No. 2 to Agreement No. 24-R083319SB with Hagerty Consulting Services, Inc., for CDBG-DR Program Design and Planning services in the not-to-exceed amount of \$745,983.00

Enabling/Regulating Authority

Manatee County Code of Laws

Applicable Advisory Board

N/A

Background Discussion

Work Assignment No. 2 provides an action plan development, program design and planning for the Community Development Block Grant-Disaster Recovery.

Procurement History:

On February 7, 2024, the County executed Agreement No. 24-R083319SB with Hagerty Consulting Services, Inc. for Grant Writing and Program Administration services.

Work Assignment No. 2 with Hagerty Consulting Services, Inc., authorizes the not-to-exceed amount of \$745,983.00 for CDBG-DR program design and planning services.

Attorney Review

Not Reviewed (Utilizes exact document or procedure approved within the last 36 months)

Instructions to Board Records

Copies to:

Government Relations: Michele Davis, (michele.davis@mymanatee.org), Maura Intorcia (maura.intorcia@mymanatee.org), Stephanie Garrison, (stephanie.garrison@mymanatee.org)

Procurement Division: Sherri Meier, (sherri.adamsmeier@mymanatee.org), approvedeagendas@mymanatee.org

Distributed 3/27/25, RT

Cost and Funds Source Account Number and Name

\$745,983.00 / 837-9012581-531000 / Block Grant

Amount and Frequency of Recurring Costs

N/A