

CITY OF ALACHUA, FLORIDA
CONTRACT FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
GRANT ADMINISTRATION SERVICES

THIS CONTRACT is made and entered into by and between the City of Alachua (COA) and Summit Professional, Inc., (CONSULTANT). This Contract is for Grant administration Services and is subject to and contingent on the award of a Grant Agreement between the COA and the Florida Department of Economic Opportunity (DEO) for the **FFY 2018** funding cycle.

NOW THEREFORE, in consideration of the mutual covenants and agreements as contained herein to be kept by and between the parties, the COA and CONSULTANT agree as follows:

A. Covenant for Services

The COA does hereby contract with CONSULTANT to perform the services described herein and CONSULTANT does hereby agree to perform such services under the terms and conditions set forth in this Contract.

B. Availability of Funds

Payment of funds pursuant to this Contract is subject to and conditioned upon the release of authorized appropriations from the DEO. CONSULTANT shall be paid in accordance with Section D of this Contract. The COA's Grant Award Agreement from DEO shall become part of this Contract consistent with the requirements established in Florida Administrative Code, Section 9B-43.014 and as established and incorporated as EXHIBIT 1.

C. Scope of Services – Grant Administration

1. General Requirements

- a. CONSULTANT agrees, under the terms and conditions of this Contract and the applicable federal, state and local laws and regulations, to undertake, perform, and complete the necessary Grant Administration Services required to implement and complete the COA's FFY 2018 CDBG Economic Development project EXHIBIT 1 in compliance with applicable laws and regulations.

2. Specific Services - include but not limited to:

- a. Develop project information management and filing system
- b. Maintain project account records
- c. Preparation of project contract document
- d. Develop budget for project contract
- e. Conducting environmental reviews

- f. Coordinating with funding agencies and other agency contracts, as necessary
- g. Developing and administering agency contract(s), addenda, and amendments
- h. Requesting, tracking and managing program funds in compliance with program guidelines
- i. Developing required public record systems
- j. Davis-Bacon record-keeping requirements
- k. Uniform Relocation Act compliance
- l. Advising and managing any required technical services or criteria
- m. Developing appropriate agency reports, schedules and certifications
- n. Coordinating and conducting any required public input
- o. Oversight of construction related activities
- p. Providing reports and technical assistance
- q. Developing all annual and closeout agency submissions
- r. Review bid documents and contract documents for compliance
- s. Conduct Preconstruction Conferences
- t. Monitor contractor, engineer, and construction specialist progress
- u. Supervision of payment authorizations
- v. Review change orders and amendments for compliance, as needed
- w. Provide regular project status reports to the COA
- x. Monitor all project activity to ensure compliance
- y. Review final change order, pay request, and construction documents
- z. Balance final project budget
- aa. Gather all necessary supporting documents
- bb. Audit support and Audit Certification tracking
- cc. Program management – preparation for, participation in
- dd. Provide responses to required monitoring, audits, financial tracking and advisory management
- ee. Provide guidance to and obtaining project required documentation from job creating entity
- ff. Review and revision to necessary policies and procedures and all other applicable federal or state imposed requirements for grant implementation and compliance

If the Grant Award Agreements between the COA and DEO are amended, the scope of services for the projects shall be amended to be consistent with those Agreements.

D. Consideration and Method of Payment for Services

I. Amount of Consideration

For Grant Administration Services for the Economic Development project, the COA shall pay CONSULTANT the sum of 7% of the grant award, subject to the availability of grant funds. Should no grant funds be awarded, there will be no payments due from the COA. CONSULTANT shall receive payments upon submission to COA of all materials required for Release of Funds as specified in the

COA Grant Award Agreement from DEO. Any balance of the administration fee will be paid to CONSULTANT after completion and submission of the Closeout Status Report to DEO.

2. COA will provide ALL Grant Applications and Planning Services at no cost for the CDBG grant Methods of Payments
3. Method of Payment

CONSULTANT will submit a monthly invoice to COA for the COA review and approval. In order to comply with federal requirements, payment will be issued within three (3) days of approval of the invoice, subject to availability of project funds.

E. Subcontracts

1. If CONSULTANT subcontracts any of the work required under this Contract, CONSULTANT agrees to include in the subcontract that the subcontractor is bound by the terms and conditions of this Contract with the COA.

2. CONSULTANT agrees to include in the subcontract that the subcontractor shall indemnify and hold harmless the DEO, the COA and CONSULTANT from and against all claims of whatever nature by the subcontractor arising out of the subcontractor's performance of work under this Contract.

F. Change Orders.

All changes in Scope of Work, Contract Times or Scheduling, Price, Terms or conditions shall be as mutually agreed to by COA and Consultant and valid only by Change Order on the then existing COA Change Order form.

G. Contract Term

The initial term of the contract resulting from this solicitation will commence upon approval by the City of Alachua Commission, execution by the Mayor and shall be for that period of time as stipulated in the Florida Small Cities Community Development Block Grant program for the Fiscal Funding Cycle 2018. Contract may be extended through the Fiscal Funding Cycle 2018, or until the open grant award expires, upon mutual agreement of parties. All pricing, terms and conditions will be in full force for the extended Fiscal Funding Cycle.

H. Termination (Cause and/or Convenience)

1. This Contract may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this Contract through no fault of the terminating party, provided that no termination may be effected unless the other party is given (1) not less than ten (10) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate and (2) an opportunity for

consultation with the terminating party prior to termination.

2. This Contract may be terminated in whole or in part in writing by the COA for its convenience, provided that the other party is afforded the same notice and consultation opportunity specified in H. (1) above.

3. If termination for default is effected by the COA, an equitable adjustment in the price for this Contract shall be made, but (1) no amount shall be allowed for anticipated profit on unperformed services or other work, and (2) any payment due to CONSULTANT at the time of termination may be adjusted to cover any additional costs to the COA because of default by CONSULTANT.

For any termination, the equitable adjustment shall provide for payment to CONSULTANT for services rendered and expenses incurred prior to receipt of the notice of intent to terminate, in addition to termination settlement costs reasonably incurred by CONSULTANT relating to commitments (e.g., suppliers, subcontractors) which had become contracted prior to receipt of the notice of intent to terminate.

4. Upon receipt of a termination action under paragraphs (1) or (2) above, CONSULTANT shall (1) promptly discontinue all affected work (unless the notice directs otherwise) and (2) deliver or otherwise make available to the COA all data, drawings, reports, specifications, summaries and other such information, as may have been accumulated by CONSULTANT in performing this Contract, whether completed or in process.

5. Upon termination, the COA may take over the work and may award another party a Contract to complete the work described in this Contract

6. If, after termination for failure of CONSULTANT to fulfill contractual obligations, it is determined that CONSULTANT had not failed to fulfill contractual obligations, the termination shall be deemed to have been for the convenience of the COA. In such event, adjustment of the contract price shall be made as provided in paragraph (3) above.

I. Remedies

Unless otherwise provided in this Contract, all other matters in question between the COA and CONSULTANT, arising out of or relating to this Contract, or the breach of it, will be decided by a Florida court of competent jurisdiction. The venue for any legal action or other proceedings, which might arise from this Contract, shall be Alachua County, Florida.

J. Liability

CONSULTANT shall indemnify, defend and hold harmless the COA from and against all claims for any injury or damages to person or property relating to CONSULTANT's work under this Contract. CONSULTANT shall be responsible, financially and otherwise, for the proper care and protection of all such work until the completion thereof and final acceptance by the COA.

K. Insurance

Prior to the time CONSULTANT is entitled to commence any part of the project, work or services under this Contract, CONSULTANT shall procure, pay for, and maintain at least the following insurance coverage's and limits. Said insurance shall be evidenced by delivery to the COA of 1) certificates of insurance executed by the insurers listing coverage and limits, expiration dates and terms of policies and all endorsements whether or not required by the COA, and listing all carriers issuing said policies; and 2) if requested, a certified copy of each policy, including endorsements. The insurance must be underwritten through a company licensed to do business in the State of Florida and have an AM Best rating of at least A- VII. The insurance requirements shall remain in effect throughout the life of this Contract.

1. Workers Compensation in at least the limits as required by law: Employers Liability Insurance of not less than \$100,000 for each accident, \$500,000 disease policy limit, and \$100,000 disease each employee.

2. Commercial General Liability Insurance including, but not limited to, Independent Contractor, Contractual, Premises/Operations, Products/Completed Operation and Personal Injury covering the liability assumed under indemnification provisions of this Contract, with limits of liability for personal injury and/or bodily injury, including death, of not less than \$1,000,000 each occurrence, and property damage of not less than \$1,000,000 each occurrence. Combined single limit of not less than \$1,000,000 each occurrence will be acceptable unless otherwise stated. Coverage shall be on an "occurrence" basis.

3. Commercial Automobile and Truck liability covering any owned, hired, and non-owned vehicles with a combined single limit of not less than \$1,000,000 each occurrence. Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards. COVERAGE AS FOLLOWS:

COMBINED SINGLE LIMIT (CSL).....	\$1,000,000
BODILY INJURY (PER PERSON).....	\$1,000,000
BODILY INJURY (PER ACCIDENT)	\$1,000,000
PROPERTY DAMAGE.....	\$1,000,000

4. Professional Liability Insurance (including Errors and Omissions) with minimum limits of \$1,000,000 per occurrence, if occurrence from is available; or claims made from with "tail coverage" extending four (4) years beyond completion and acceptance of the project with proof of "tail coverage" to be submitted with the invoice for final payment. In lieu of "tail coverage", CONSULTANT may submit annually to the COA a current Certificate of Insurance proving claims made insurance remains in force throughout the same four (4) year period.

Each insurance policy shall include the following conditions by endorsement to the policy:

a. Each policy shall require that thirty (30) days prior to

expiration, cancellation, nonrenewal, or any material change in coverage or limits, a notice thereof shall be provided to the COA upon offer of Contract. CONSULTANT shall also notify the COA, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal, or material change in coverage received by CONSULTANT from its insurer; and nothing contained herein shall absolve CONSULTANT of this requirement to provide notice.

- b. Companies issuing the insurance policy, or policies, shall have no recourse against the COA for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of CONSULTANT.
- c. The term COA shall include all Authorities, Councils, Boards, Bureaus, Commissions, Divisions, Departments, and Offices of the COA and i
- d. Individual members, employees thereof in their official capacities, and/or while acting on behalf of the COA.
- e. The COA shall be endorsed to the required policy or policies as an additional insured.
- f. The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by the COA, to any such future coverage, or to the COA's self-insured retention of whatever nature.

The COA hereby waives subrogation rights for loss or damage against the COA.

L. Energy Efficiency

CONSULTANT shall comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

M. Project Representatives

The COA's Project Manager for this Contract is the City Manager or designee shall act as the official interface for purposes of administering this contract. Project Grants Manager responsible for the administration of this Contract is Scott Modesitt, Summit Professional, Inc., President. In the event that different representatives are designated by either party after execution of this Contract, notice of the name and address of the new representative will be rendered in writing to the party and said notification attached to the original of this Contract. Notice to the parties shall be perfected by sending an email to COA at aboukari@cityofalachua.org and CONSULTANT by email at scottm@summit

N. Terms and Conditions

This Contract contains all the terms and conditions agreed upon by the parties.

O. Eligibility

CONSULTANT certifies that it is eligible to receive state and federally funded contracts. CONSULTANT also certifies that no party, which is ineligible for such work, will be subcontracted to perform services under this Contract.

1. Conflict of interest

No member of or Delegate to the Congress of the United States, or Resident Commissioner, and no elected state official or state employee shall share in any proceeds of this Contract, or in any benefit to arise from it. No officer or employee of the local jurisdiction or its designers or agents, no member of the governing body, and no other official of the locality who exercises any function or responsibility with respect to this Contract, during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed. Further, CONSULTANT shall cause to be incorporated in all subcontracts the language set forth in this paragraph prohibiting conflict of interest.

P. Federal Statutory Requirements

When applicable, CONSULTANT and the COA shall comply with the provisions contained in Attachment 1 and incorporated herein.

Q. Florida Public Record Law

Public Records - CONSULTANT shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by the CONSULTANT in conjunction with this Contract. Specifically, the CONSULTANT must:

- a) Keep and maintain public records that ordinarily and necessarily would be required by COA in order to perform the services being performed by the CONSULTANT.
- b) Provide the public with access to public records on the same terms and conditions that COA would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

- d) Meet all requirements for retaining public records and transfer, at no cost, to COA all public records in possession of the CONSULTANT upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to COA in a format that is compatible with the information technology systems of COA.

The CONSULTANT shall promptly provide COA with a copy of any request to inspect or copy public records in possession of the CONSULTANT and shall promptly provide COA a copy of the CONSULTANT's response to each such request. Failure to grant such public access will be grounds for immediate termination of this Contract by COA.

This provision will apply to all services provided unless CONSULTANT can demonstrate by clear and convincing evidence that it is not or was not acting on behalf of COA under Florida law. The CONSULTANT will be held liable for plaintiff attorney fees and costs if a suit is properly filed and the court finds that the CONSULTANT unlawfully refused to comply with a public records request within a reasonable time.

The CONSULTANT shall contact Deputy City Clerk Alan Henderson, Custodian of City Public Records, at (386) 418-6104 or ahenderson@cityofalachua.com, concerning any questions the CONSULTANT may have regarding the duty of CONSULTANT to provide Public Records.

THIS PROVISION WILL APPLY TO ALL SERVICE PROVIDED UNLESS THE CONSULTANT CAN DEMONSTRATE BY CLEAR AND CONVINCING EVIDENCE THAT IT IS NOT ACTING ON BEHALF OF COA UNDER FLORIDA LAW.

R. Right to Audit

During the term of the contract, Consultant shall maintain all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The form of all records and reports shall be subject to the approval of the City of Alachua Auditor. The Consultant agrees to make available to the City of Alachua during normal business hours all books of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of six (6) years beyond the last day of the contract term and/or as required by CDBG provisions.

S. Attachments

This Contract is subject to the provisions of the following Attachments, which are attached to and made a part of this Contract:

- (1) Attachment 1, "Federal Provisions", consisting of three (3) pages.
- (2) Attachment 2, "Section 3 and Affirmative Action Plan", consisting of one (1) page.

(3) Attachment 3 "Drug Free Workplace Certification"

IN WITNESS WHEREOF, the parties have executed this Contract on this the 16th
day of June, 2020.

CONSULTANT

By: f. Scott Modesitt

Name and Title: Scott Modesitt, President

CITY OF ALACHUA

By: [Signature]

Name and Title: Adam Boukari, City Manager

Attest: _____

Name and Title: _____

ATTACHMENT 1

FEDERAL PROVISIONS

1. Equal Employment Opportunity

During the performance of this Contract, CONSULTANT agrees as follows:

a. CONSULTANT will not discriminate against any employee or applicant for employment because of age, race, sex, national origin, ethnic background, and handicap status. CONSULTANT will take affirmative action to ensure that applicants are employed, and that employees are treated fairly during employment, without regard to their race, creed, sex, color or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion, transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the COA setting forth the provisions of this non-discrimination clause.

b. CONSULTANT will, in all solicitation or advertisements for employees placed by or on behalf of CONSULTANT, state that all qualified applicants will receive consideration for employment without regard to age, race, sex, national origin, ethnic background, and handicap status.

c. CONSULTANT will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

d. CONSULTANT will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967 and as supplemented in Department of Labor regulations (41 CFR Chapter 60).

e. CONSULTANT will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the COA and the Florida or United States Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

f. In the event of CONSULTANT's non-compliance with the equal opportunity clauses of this Contract or with any of such rules, regulations or orders, this Contract may be cancelled, terminated or suspended in whole or in part and CONSULTANT may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

2. CONSULTANT will include the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. CONSULTANT will take such action with respect to any subcontract or purchase order as the local governing authority(s) representative may direct as a means of enforcing such provisions including sanction for non-compliance: Provided, however, that in the event CONSULTANT becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a

result of such direction by the COA, CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States Civil Rights Act of 1964

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

3. Section 109 of the Housing and Community Development Act of 1974

No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under Title I of the Housing and Community Development Act.

4. "Section 3" Compliance in the Provision of Training, Employment, and Business Opportunities

a. If work to be performed under this Contract is assisted by direct federal assistance from the U.S. Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 135), as amended, 12 U.S.C. 170. Section 3 requires that, to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

b. The parties to this Contract will comply with the provisions of said Section 3 and regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this Contract. The parties to this Contract certify and agree that they are under no contractual or other disability, which would prevent them from complying with these requirements.

c. CONSULTANT will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or worker's representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants-for employment or training.

d. CONSULTANT will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, CFR Part 135. CONSULTANT will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued hereunder prior to the execution of this Contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors and assigns to those sanctions

specified by the grant or loan agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

5. Access and Retention to Records

The COA, the DEO, the U.S. Department of Housing and Urban Development, the Comptroller General of the United States, and any of their duly authorized representatives, shall have access to any books, documents, papers, and records of CONSULTANT which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcriptions. CONSULTANT shall retain all records relating to this Contract for six (6) years after the COA makes final payment and all other pending matters are closed.

ATTACHMENT 2

SECTION 3 AND AFFIRMATIVE ACTION PLAN

1. CONSULTANT will solicit and evaluate applications for employment in a manner that is non-discriminatory based upon age, race, sex, national origin, ethnic background, and handicap status.
2. When training and/or employment opportunity arises in connection with this project, CONSULTANT will, to the greatest extent feasible, provide maximum opportunity to lower income residents of the project. Employment opportunity will be locally advertised in a manner that will ensure that potentially eligible applicants are 1) made aware of the opportunity, and 2) provided a convenient way to apply for employment.
3. During this project, CONSULTANT will seek to purchase necessary goods and/or services from businesses that are located in, or owned by persons residing in the jurisdiction.
4. CONSULTANT will utilize the HUD and Florida lists of minority businesses in filling subcontracting and/or purchasing needs.
5. CONSULTANT will include applicable equal opportunity provisions in subcontracts issued in connection with this project.
6. CONSULTANT shall publicize and post this policy in a conspicuous place available to employees and applicants for employment and training.
7. CONSULTANT is under no contractual or other disability, which would prevent compliance with this policy.

ATTACHMENT 3

DRUG-FREE WORKPLACE CERTIFICATION

The undersigned vendor, in accordance with Florida Statute 287.087, hereby certifies

that _____ does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing commodities or contractual services that are under a bid, a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or pleas of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for any violation occurring in the workplace, no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this form complies fully with the above requirements.

Signature _____

Print Name &

Title _____



City of Alachua

ADAM BOUKARI
CITY MANAGER

G.B. WILSON, J.D.
COMPLIANCE & RISK MANAGEMENT DIRECTOR

Name: Robert Bonetti, Administrative Services and Finance Director
Department: Administrative Services and Finance

☒ Approved ☐ Returned

Summit Professional, Inc. Contract for CDBG Grant Administration Services This document has been reviewed, amended and approved by C&RM on 06/16/2020 for City Manager signature.

COMMENT: None

G. Wilson
Compliance & Risk Management Director

June 16, 2020
Date