

R. Miller Consulting Group, LLC  
2764 Pleasant Road Suite A #10810  
Fort Mill, SC 29708

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September 23, 2020

David Hebert, City Manager  
City of Oakland Park  
3650 NE 12th Avenue  
Oakland Park, FL 33334

**Re: Oakland Park CARES Act Implementation and Administration**

Dear Mr. Hebert:

As a part of the R. Miller Consulting Group's (RMCG) ongoing contract with the City of Oakland Park for CRA Implementation Services, we are pleased to have the opportunity to provide the City of Oakland Park with a proposal to Implement and Administer the Oakland Park Small Business Assistance Grant Program as a part of the Federal Government's CARES Act Funding. Collectively, the RMCG team assigned to this engagement has over 75 years of experience implementing and administering federal grant programs. Based on this team of seasoned professionals, RMCG feels confident in its ability to meet the challenge of effective and accountable grant distribution based on the timelines detailed herein. The information below details the scope and costs associated with the administration of CARES Act Small Business funding.

**SCOPE:**

***PHASE I: GRANT PROGRAM DEVELOPMENT***

- *Provide a team of 7 professionals ( 6 RMCG team members and oversight of Marketing manager) dedicated to the day-to day Implementation, Management and Administration of the OP Small Business Assistance Grant;*
- *Develop program guidelines, program applications, financial form documents, grant review protocols, and financial controls to support the efficient administration of the grant program;*
- *Develop a stand-alone website to provide information about the Small Business Assistance Grant Program and facilitate the link to the online portal to accept small business applications and;*
- *Coordinate and develop social media content to promote the grant program;*
- *Develop the format for monthly reports and invoices as required per Broward County/Federal Guidelines;*

- *Coordinate all technological requirements for the automation of the grant intake, review, approval, and document control through the Online grant administration portal service.*

**Phase One Service Cost:     \$11,433.00**

**PHASE II: GRANT PROGRAM IMPLEMENTATION**

*Once Phase One Data is complete and the intake of applications begins, RMCG will complete the following:*

- *Review Applications for Completeness, Accuracy and Eligibility;*
- *Score Applications based on the established Federal and Program set Guidelines;*
- *Follow-up with businesses for additional or lacking information ;*
- *Coordinate with the OP Finance Department to secure and distribute funding to the approved businesses;*
- *Ensure accurate and timely programmatic reporting to both the City and the County Government;*
- *Provide weekly reports to the City on applications processed (approved and denied), reasons for denials, funding approved;*
- *Establish updated marketing strategies should there be a need.*

**Phase Two Service Cost:     \$425.37 per grant application received , not to exceed  
                                      \$43,388.00 (Based on allocation at \$585,000.00)**

**PHASE III: GRANT CLOSEOUT**

- *Complete internal file audit of all files and complete and quality control review*
- *Prepare final financial report for Broward County*
- *Organize all grant documents and files and transmit to the City at the end of the grant period in a digital format (PDF and Excel);*
- *Work with City finance to review files and complete an sample audit of grant files;*
- *Follow-up with grantees to ensure funding is received and that they have a full understanding of requirements;*
- *Prepare a close out presentation to detail the results of the Small Business.*

**Phase Three Service Cost:     \$20,647.00**



TERMS OF SERVICE:

The total cost of this project to the City of Oakland Park is \$75,468.00 based on the current estimated allocation \$585,000.00. Should the City decide to increase the allocation, RMCG's costs will not exceed **13% of the grant allocation**. RMCG will bill for the services listed below on a monthly basis in accordance with the Broward County Guidelines for payment request under this program.

Phase One Service Cost:	\$11,433.00
Phase Two Service Cost:	\$43,388.00
<u>Phase Three Service Cost:</u>	<u>\$20,647.00</u>

Total : \$75,468.00

**ACKNOWLEDGEMENT AND AGREEMENT**

In order to commence work on behalf of the City, we ask that you sign and acknowledge below. Thank you for the continuing opportunity to be of service.

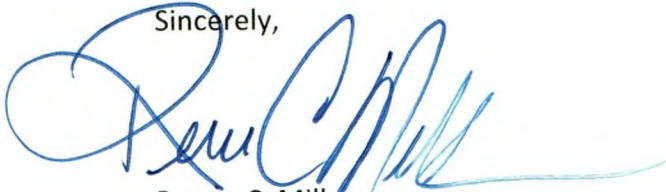
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David Hebert, City Manager  
City of Oakland Park

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Date

Sincerely,



Renee C. Miller,  
President  
R. Miller Consulting Group LLC

Attachment (1)