SECTION II
OVERVIEW / SCOPE OF WORK

I. PURPOSE: The City of Oakland Park, hereinafter referred to as "The City" is soliciting proposals to retain a Consultant to assist in researching and identifying potential grant opportunities, providing strategic grant writing services associated with the completion and submission of grant applications, technical assistance and program administration services, and management of grants throughout their lifecycles.

II. SCOPE OF WORK:
The City recognizes that obtaining grant funding is a critical and important function to enable the City to leverage local public funds to help the City find and apply for funding for a variety of uses, including community planning, technical assistance, research, and capital infrastructure projects.

The City is seeking a Consultant to assist in researching and identifying potential grant opportunities and providing strategic grant writing and administration services associated with the completion and submission of grant funded projects. The Consultant will also provide Grant Management Services throughout the lifecycle of each grant.

Grant funding may be utilized for, but not be limited to, the following types of improvements:

a) Economic development
b) Potable water systems
c) Sanitary sewer systems
d) Stormwater drainage
e) Parks and recreation
f) Streetscapes
g) Community facilities
h) Public safety
i) Development of public parking
j) Other public improvements

Technical Assistance and Program Administration services shall include, but not be limited to:

a) Grant application assistance
b) Conducting required environmental reviews
c) Coordinating with funding agencies
d) Developing and administering agency contracts
e) Requesting, tracking, and managing program funds in compliance with program guidelines
f) Developing required public records systems
g) Preparing for and assisting with agency audits and site visits
h) Ensuring Davis-Bacon management and record-keeping requirements are met
i) Coordinating property or easement acquisitions to comply with the Uniform Relocation Act as required
j) Managing bid/contract grant requirements
k) Providing technical support on any other requirements or criteria required for project implementation
l) Developing appropriate agency reports, schedules, and certifications
m) Coordinating and conducting any required community and public input meetings
n) Managing grant schedules and assuring all timelines and grant submittal deadlines are met

o) Compiling, preparing, and submitting commencement and pre-reimbursement documents
p) Preparing and submitting status reports to granting agencies, as required
q) Compiling, preparing, and submitting close-out documentation
r) Providing agency reports, and developing any annual and closeout agency submissions

The consultant is expected to meet and hold calls with staff, as needed.

II. SERVICES REQUESTED/CONSULTANT RESPONSIBILITIES:
The following responsibilities will not be limited to future grants. The consultant will, upon request of the City, provide such services for existing grants awarded to the City, grants currently under consideration by granting agencies, and awarded but unexecuted grants. A sample list of the City's current grants is attached as "Grants Initiative Summary."

A. Funding Needs Analysis/Strategic Outreach. Work with City staff to review grant needs identified by City departments; assess the validity of current funding priority areas; identify changes in funding priority areas and identify new priority areas for funding/grant proposals based on funding viability. Assist City staff in providing strategic outreach to relevant agency staff in determining how to competitively structure the City's funding request. Review the City's Capital Improvement Project (CIP) Plan to identify projects that are grant eligible and projects that would rank high on grant receiving potential.

B. Grant Funding Research. Conduct research to actively assist in identifying grant resources including, but not limited to federal, state, federal, foundation, agencies and organizations that support the City's funding needs and priorities including but not limited to the following areas: road improvements; water quality and other environmental initiatives; community/economic development; public safety; health and human services; infrastructure (i.e. storm, potable water, sanitary sewer, streets) development and maintenance; technology; parks, recreation and trail development.

As new grant opportunities arise or at a minimum, on a quarterly basis, provide the City with summaries of potential funding opportunities related to priority areas. Summaries should include, but not be limited to, name of agency, due dates for applications, eligibility, a brief program summary, and the level of funding available. In addition, when requested, provide summaries of potential grants and financing resources including, but not limited to, name of agency, due dates for applications, eligibility, a brief program summary, and the level of funding available and City match requirements.

C. Grant Proposal Development and Review. Provide general grant proposal writing services associated with the completion of grant applications annually on the behalf of the City of Oakland Park, including the preparation of funding abstracts, production and submittal of applications to funding sources. In addition, provide ongoing technical review of grant applications prepared and submitted by staff when requested. A copy of each grant application package submitted for funding, in its entirety, is to be provided to the City.

D. Grant Management Services. Consultant will manage the life cycle of grants. Management of grants will include compiling, preparing, and submitting commencement and pre-reimbursement documents; preparation and submission of status reports to granting agencies as required; compilation, preparation, submission of close-out documentation. Such services will include the preparation and submission of grant reimbursement packages in coordination with the City and the granting agency to ensure accuracy

and timeliness of the reimbursement of funds to the community. Managing grant schedules and ensuring all timelines and grant submittal deadlines are met. In addition, consultant will serve as liaison between the City and granting agencies, handling all amendments, requests for time extensions, and other situations involving the grant project and its successful completion.

E. Monthly and Annual Report. Provide a monthly report and an annual summary of grants the City has applied for with the grant writer's assistance and the outcome of each grant request.

MINIMUM QUALIFICATIONS

1. The Consultant must be actively in business performing grant writing and administrative services for at least the past FIVE (5) years.
2. The Consultant must have a minimum of FIVE (5) years of experience writing and/or administering Federal and/or State government grant and/or loan programs.
3. The Consultant must have a minimum of five (5) years of experience writing grant and/or loan proposals.
4. The Consultant must have a minimum of two (5) years of experience working with local governments in Florida writing and/or administering State and/or Federal grant and/or loan programs.

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