



Approve City of Isleton Request for Change of Grant Scope and Contract Administration

Consent

Prepared by: Gregory Chew

Attachments: Yes

Approved by: James Corless

Referring Committee: Transportation

1. Issue:

The City of Isleton received SACOG Community Design Grants during the 2021 and 2023 Regional Funding Cycle. The city is now requesting changes to both grants and seeking administration services from SACOG.

2. Recommendation:

The Transportation Committee unanimously recommended that the SACOG Board of Directors approve the City of Isleton's Community Design (CD) grant-related requests by: (1) extending the City's 2021 grant by 12 months; (2) allowing the City to change its 2023 grant project; and (3) authorizing the SACOG Executive Director to enter into an agreement with the City for SACOG to serve as the contract and procurement administrator for the City's 2023 grant project consultant.

3. Background/Analysis:

The SACOG CD Program historically has funded grants to the cities and counties in Sacramento, Sutter, Yolo and Yuba Counties. The CD program provides grant funds to local agencies for community development activities that lead to implementing the SACOG Blueprint principles. The program has a competitive category for high award amounts, and a non-competitive category for smaller award amounts. If a jurisdiction applies for the \$100,000 category of non-competitive grants, the smallest available award amounts, then it has maximum flexibility in choosing its project and grant activities. Recipients of \$100,000 grants may receive a one-time 12-month extension if approved by the SACOG board.

The City of Isleton received \$100,000 Community Design grants in both the 2021 and 2023 funding round cycles. The city has three requests (Attachment A):

Request #1: For the City's 2021 grant, it is requesting a 12-month extension. The grant is being used for Phase 4 of the City's General Plan Update, and the city would like more time to ensure it is executed well.

Request #2: The City would like to change its 2023 CD grant project. It was originally awarded \$100,000 for Phase 5 of the General Plan Update, but the City would now rather use the funds to pay for a consultant to help coordinate the City's other grants. The city has been awarded five other state and regional transportation grants for Main Street and State Highway improvements. The City would like to utilize the 2023 CD grant to hire a consultant to serve as grant coordinator and act as an extension of the city staff, as the City does not have the expertise or capacity to manage all of these with existing staff.

Request #3: The City is requesting that SACOG serve as the contract administrator for its 2023 grant to procure and administer a consultant grant coordinator. The City and SACOG would need to enter into an agreement assigning SACOG procurement and contracting duties to SACOG. Essentially, SACOG would prepare a Request for Proposals and advertise for the consultant following its procurement processes. The city would select the consultant following SACOG's procedures. SACOG would then sign the selected contractor directly, and SACOG would pay the contractor directly, subject to the City's approval of each invoice.

4. Discussion/Analysis:

Every cycle of the SACOG Community Design program has requests to the board that are like Isleton's. The CD program allows for flexibility as local agencies have changes in circumstances.

As to request #1, a 12-month extension for a non-competitive CD grant is common, and all past requests have been granted by the SACOG board to allow jurisdictions enough time to utilize their grants.

As to Request #2, a change to the project of a non-competitive grant has also occurred in the past. In Isleton's case, the city's priority is being able to fully utilize the five transportation grants that it already has secured and utilizing the \$100,000 CD grant to pay for a consultant to coordinate them all would be helpful. The city's five grants total over a million dollars, and this is rare for a small jurisdiction to accumulate this many grant resources at one time for transportation improvements. In the past, the SACOG board has allowed all CD grant project change requests.

In Request #3, the city is asking SACOG to serve as contract and procurement administrator. A small jurisdiction like Isleton has limited staffing to manage the advertising for competitive services, a procurement process and contracting. SACOG has performed these services in the past for the city. In addition, the staff report for the 2023 SACOG Funding Round identified this service specifically be available for Isleton. SACOG has performed these activities for prior projects on behalf of the city on non-competitive CD projects, and the board already pre-approved SACOG performing these contract and administrative activities for small jurisdictions for future projects in its most recent funding round action.

In conclusion, SACOG staff believes that these requests can be met as part of SACOG's normal local agency assistance.

5. Fiscal Impact/Grant Information:

The actions and services requested by Isleton can be covered in SACOG's existing staffing budget for the agency's housing and technical assistance programs. They use a combination of sources including state Sustainable Communities Formula Program Funds and Transportation Development Act-Local Transportation Funds.