

**AGENDA ITEM REPORT**

DATE: February 21, 2023
DEPARTMENT: Human and Veteran Services
REQUESTER: Roger Mercado
TITLE: Award Contract for HUD Tiered Environmental Review

I. MOTION REQUESTED

A) Award Request for Proposal No. RFP220322BAG for U.S. Department of Housing and Urban Development (HUD) Tiered Environmental Review to Guardian Community Resource Management, Inc., for the HUD Tiered Environmental Review, on an as needed basis, for an initial term of five (5) years, an amount not to exceed \$125,000 annually.

B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.

C) Grant the County Manager or designee the authority to renew the contract(s), for up to five (5) additional one (1) year periods, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal(s).

II. ITEM SUMMARY

Awards Request for Proposal for U.S. Department of Housing and Urban Development (HUD) Tiered Environmental Reviews to Guardian Community Resource Management, Inc. (Guardian CRM). This is the first contract in an amount not to exceed \$125,000 with Guardian CRM with an option to renew the annual contract for up to five additional one-year periods. The vendor will complete environmental reviews meeting HUD requirements for Lee County projects. Solicitation of a vendor to ensure compliance with expanded responsibilities and regulations related to Environmental Reviews will greatly improve operational efficiency. One tiered, county-wide environmental review and approximately 35 project specific reviews will be completed. This project utilizes previously budgeted funding.

III. BACKGROUND AND IMPLICATIONS OF ACTIONA) Board Action and Other History

Pursuant to Section 116 (b) of the Housing and Community Development Act of 1974 (42 U.S.C. 5316), 24 CFR 91, and as approved by the Board of County Commissioners, Lee County submitted all Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD). The Board approved the submission of the 2022 Annual Action Plan on August 2, 2022 (Agenda Item #24).

Lee County is a recipient of entitlement resources from HUD in accordance with 24 CFR 576.3, and Section 106 of the Housing and Community Development Act of 1974. Pursuant to the 2020 Cares Act (PL 116-136), funding from HUD was made available to Lee County pursuant to that same formula in fiscal year 2020. CARES Act allocations were made by HUD on April 3, 2020. CDBG Cares Act allocations were accepted by the Board on June 16, 2020 (Agenda # 4).

Lee County Procurement facilitated a request for proposal solicitation process in compliance with 2 CFR 200.

B) Policy Issues

Lee County Administrative Code 3-17 Grant Program Administrative Procedures requires each department to ensure compliance with all grant terms and requirements.

C) BoCC Goals

Meets requirements for HUD grant funding, including the completion of an environmental review for all eligible projects utilizing federal funding.

D) Analysis

The unique allocations of Community Development Block Grant CARES Act (CDBG-CV) Program funds are to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was passed on March 27, 2020, to respond to the growing effects of this historic public health crisis. Lee County is a recipient of entitlement resources from HUD in accordance with 24 CFR 576.3, and Section 106 of the Housing and Community Development Act of 1974. 2020 Cares Act (PL 116-136), funding from HUD was made available to Lee County pursuant to that same formula in fiscal year 2020.

Pursuant to Section 116 (b) of the Housing and Community Development Act of 1974 (42 U.S.C. 5316), 24 CFR 91, and as approved by the Board of County Commissioners, Lee County submits an Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD) each year. This Annual Action Plan serves as the application for Community Development Block Grant (CDBG), HOME and Emergency Solutions Grant (ESG) entitlement resources to HUD.

Tiered and site-specific environmental review records have been completed by Human and Veteran Services staff since the initial receipt of Community Development Block Grant funds. The decision was made to solicit a vendor to ensure compliance with expanded responsibilities and regulations related to Environmental Reviews, and to reduce staff time spent ensuring compliance.

CDBG-CV administrative funds will be used to award the request for proposal for HUD tiered environmental reviews to

Guardian CRM to complete a county-wide, tiered environmental review for Lee County and additional project specific reviews as needed.

E) Options

Award the request for proposal for the HUD Tiered Environmental Review to Guardian Community Resource Management, Inc.

IV. FINANCIAL INFORMATION

| | | |
|----|---|---------------------|
| A) | Current year dollar amount of item: | See Comments below. |
| B) | Is this item approved in the current budget? | N/A |
| C) | Is this a revenue or expense item? | N/A |
| D) | Is this Discretionary or Mandatory? | N/A |
| E) | Will this item impact future budgets? If yes, please include reasons in III(D) above. | No |
| F) | Fund: Program: Project: Account Strings: | |
| G) | Fund Type? | |
| H) | Comments: This project utilizes previously budgeted funding in an amount not to exceed \$125,000 annually. | |

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

Procurement will execute the contract with Guardian Community Resource Management, Inc. upon approval by the Board. Following contract execution, Human and Veteran Services will work with Guardian to complete the required HUD Tiered Environmental Review and project specific reviews.

VII. FOLLOW UP

A) The Board may need to periodically sign documents required by HUD.
a. HUD environmental assessments and associated certifications.

B) Human and Veteran Services staff will continue to administer projects meeting the requirements of HUD entitlement funds.

ATTACHMENTS:

| Description | Upload Date | Type |
|---|-------------|-----------|
| Agreement for HUD Tiered Environmental Review | 1/31/2023 | Agreement |

REVIEWERS:

| Department | Reviewer | Action | Date |
|----------------------------|-----------------|----------|----------------------|
| Human and Veteran Services | Isley, Rae | Approved | 2/9/2023 - 2:57 PM |
| Human and Veteran Services | Mercado, Roger | Approved | 2/9/2023 - 3:44 PM |
| Budget Services | Henkel, Anne | Approved | 2/10/2023 - 8:23 AM |
| Budget Services | Winton, Peter | Approved | 2/10/2023 - 10:20 AM |
| County Attorney | Swindle, Amanda | Approved | 2/10/2023 - 2:18 PM |
| County Manager | Mora, Marc | Approved | 2/14/2023 - 11:19 AM |