

PUBLIC NOTICE

The City of Storm Lake, Iowa is seeking proposals from qualified firms for grant writing and administration services related to a projects eligible for CDBG-CV funding. Proposed projects must meet the guidelines for funding including the HUD national objective such as benefitting low-to-moderate income residents. Interested firms may submit proposals meeting the requirements of the official Request for Proposals document, which is available by contacting Mayra Martinez, City Clerk, 712-732-8000, cityclerk@stormlake.org. Proposals are due to the City of Storm Lake, PO Box 1086, Storm Lake, Iowa 50588 no later than July 16, 2021, 2020 at 12:00 P.M. For more information, please contact Keri Navratil, City Manager, at navratil@stormlake.org or telephone number 712-732-8000.

Mayra Martinez, City Clerk
City of Storm Lake, Iowa

Section 3 clause

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with

persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

REQUEST FOR PROPOSALS

Grant Writing and Administration Services

The City of Storm Lake, Iowa is seeking proposals from qualified firms for grant writing and administration services related to a projects eligible for CDBG-CV funding. Proposed projects must meet the guidelines for funding including the HUD national objective such as benefitting low-to-moderate income residents.

The City seeks a partner agency to work with the City on the identification of potential grants, preparation of grant applications, and administration of grants received for the project. The potential exists that the City will seek grants funded by federal agencies and require that the selected firm agree to enter into a contract or agreement with the City that would bind them to federal regulations as part of this project.

The actual administrative responsibilities involved will depend on the grants applied for and the administration required by those sources but may include the following elements:

- Preparing draws for funding.
- Preparing and submitting regular progress reports and final reports.
- Monitoring contractor's compliance with Davis-Bacon regulations.
- Acting as liaison between the City and the funding agency.
- Assisting the City in maintaining grant project files.
- Preparing RFP's and RFQ's for other services related to the project.
- Assisting the City in other duties, requirements, and processes required of individual grants.
- Assist with environmental reviews as needed.
- Provide guidance to the City on Land Acquisition, if needed, related to compliance with funding sources.

The City is also requesting that the selected firm assist the City in researching potential grant sources, investigating the compatibility of grants for the project and preparing applications including additional assistance needed for submittal of an application.

Proposals submitted shall meet the following requirements:

- Proposals shall not exceed a maximum of five pages.
- Proposals shall address the following elements:
 - Firm history and qualifications
 - Personnel who will be assigned to the Storm Lake project and a brief overview of their qualifications
 - While costs for services may be hard to determine at this time the proposal shall include some detail regarding how the consultant proposed to bill the City and what kind of costs can be expected.

Proposals are due to the City of Storm Lake by July 16, 2021 at 12:00 P.M. Proposals received after the deadline will not be accepted.

Interested firms shall submit a proposal to the City of Storm Lake by mail at the following address:
PO Box 1086
Storm Lake, Iowa 50588

Or by delivering in person at 620 Erie Street, Storm Lake, Iowa 50588.

Proposals received after the submittal date and time will not be accepted. The City reserves the right to reject all proposals or amend the rules for any reason that they see is fair to the City.

Questions on the proposal may be addressed to Keri Navratil, City Manager, City of Storm Lake, Iowa by email at navratil@stormlake.org or by phone at 712-732-8000.

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