



ECLEG MAR13'12 AM 9:22

COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

ED

March 12, 2012

Erie County Legislature
92 Franklin Street – Fourth Floor
Buffalo, New York 14202

RE: Community Development Block Grant (CDBG) and HOME Investment Partnership Program – Grant Management Services Agreement

Dear Honorable Members:

Enclosed please find a memorandum and proposed resolution pertaining to the execution of an agreement for grant management services associated with the federal Community Development Block Grant and HOME Investment Partnership Programs within the Erie County Department of Environment and Planning.

Should your honorable body require further information, I encourage you to contact Thomas J. Dearing at the Department of Environment and Planning. Thank you for your consideration on this matter.

Sincerely,

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/cw
Enclosure

C: Maria R. Whyte

5E-19

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Environment and Planning
Re: Community Development Block Grant (CDBG) and HOME Investment Partnership Program – Grant Management Services Agreement
Date: February 24, 2012

SUMMARY

It is recommended that the Legislature adopt the attached resolution authorizing the County Executive to sign a personal services agreement with Linda Halt. The contract is for an amount not to exceed \$18,000. Work authorized through the contractual agreement pertains to grant management services necessary to carry out the federally funded Community Development Block Grant and HOME Investment Partnership Programs.

FISCAL IMPLICATIONS

There are no fiscal implications to the County's General Fund. Monies are available in the federally funded 2011 Community Development Block Grant Budget.

REASONS FOR RECOMMENDATION

Linda Halt retired from County service in December, 2011. She had been employed as the Coordinator, Grant and Program Administration with the Erie County Department of Environment and Planning for approximately 15 years and oversaw preparation and integration of County and federal budget transactions associated with the annual \$6,000,000 CDBG and HOME Programs. The Department needs to retain Linda Halt to train a new administrator.

BACKGROUND INFORMATION

The requirements for Request for Proposals in Section 19.08 of the Erie County Administrative Code are requested to be waived since this service requires the unique prior experience of Linda Halt in her capacity as Coordinator, Grants and Program Administration within the Department of Environment and Planning.

Due to the desire to utilize the experience of Linda Halt in the Erie County SAP and federal grant management system, it is recommended that this personal service agreement receive Legislative approval.

CONSEQUENCES OF NEGATIVE ACTION

If negative action occurs, the federal CDBG and HOME grant administrative requirements may not be properly addressed during grant closeout and at other federal fiscal benchmark points.

STEPS FOLLOWING APPROVAL

A Personal Services Contract will be executed with Linda Halt for an amount not to exceed \$18,000.

A RESOLUTION SUBMITTED BY:
DEPARTMENT OF ENVIRONMENT AND PLANNING

RE: Community Development Block Grant
and HOME Investment Partnership
Program – Grant Management
Services Agreement

WHEREAS, the Erie County Department of Environment and Planning has the responsibility for carrying out the federal Community Development Block Grant (CDBG) and HOME Investment Partnership Programs; and

WHEREAS, said Programs require financial oversight, budget integration between federal and County monetary operations, and coordination with the U.S. Department of Housing and Urban Development's Integrated Disbursement Information System; and

WHEREAS, said Programs have an annual budget of over \$6.0 million; and

WHEREAS, the execution of a personal services contract with the retired Coordinator, Grants and Program Administration provides an opportunity to perform necessary administrative functions as required by the grant to insure proper compliance with all federal grant reporting requirements during the 2012/13 Program Year.

NOW, THEREFORE, BE IT

RESOLVED, that the County Executive is hereby authorized to execute a Personal Services Agreement with Linda Halt, residing at 11 Danbury Lane, Kenmore, New York 14217 for the purpose of training personnel to administer grant management services within the federally funded Community Development Block Grant and HOME Investment Partnership Program; and be it further

RESOLVED, that the agreement shall be for one year, terminable upon written notice to Linda Halt, and include an authorized contract amount not to exceed \$18,000; and be it further

RESOLVED, that the requirement for request for proposals in Section 19.08 of the Erie County Administrative Code is hereby waived since the engagement is a continuation of work activities undertaken through the original County service of Linda Halt as a Coordinator, Grant and Program Administration; and be it further

RESOLVED, that the source of funds shall be funds available within the 2011 Erie County Community Development Block Grant Budget, in Project J.00511, WBS elements J.00511.1.9 and J.00511.1.11; and be it further

RESOLVED, that certified copies of this resolution be sent to the County Executive's Office; the Comptroller's Office; the Director of the Division of Budget and Management; the County Attorney; and the Commissioner of the Department of Environment and Planning, Rath Building, 10th Floor.