1. **SCOPE OF SERVICES**
	1. Consultant(s) shall specialize in the writing and/or management of the overall grant process including admin process including administrative compliance with technical construction activities and can assist the County to maximize the benefits of grant funding.
	2. It is the intention of the County to apply for grants which address documented County needs associated with service delivery and necessary capital infrastructure improvements.
	3. It is the intent of the County to apply for grants which not only are consistent with identified County needs but those grants that can be properly and efficiently administered by staff considering existing duties and responsibilities.
	4. The goal of the County’s grant program is to secure funding for services and projects for which the County otherwise would be required to utilize local tax dollars.
	5. The Consultant shall identify and recommend possible grant opportunities to the County and assist with writing the grant applications.
		1. Services may also encompass the administration of awarded grants including assistance with reporting requirements, reimbursement requests, verifying compliance documents, and closeout documentation.
		2. Work will be assigned to the Consultant for individual Projects.
		3. Any conditions imposed by funding sources affecting Projects will be provided to each party.
	6. Consultant may be required to assist with FEMA disaster recovery reimbursement efforts.
2. **CONSULTANT RESPONSIBILITIES**
	1. Consultants are not required to provide all services as Consultants will be selected based on area of expertise or based on the ability to provide specialty expertise in any service.
		1. Consultant shall specify which services are considered their primary areas of expertise.
		2. Examples of Grant types include, but are not limited to:
			1. Florida Department of Economic Opportunity - Community Development Block Grant Programs (CDBG)
			2. Florida Division of Historic Resources Grants (DHR)
			3. Florida Department of Transportation - Transportation Alternatives Program (FDOT – TAP)
			4. Florida Department of Transportation – Safe Streets and Roads for All (FDOT – SS4A)
			5. Florida Department of Transportation – County Incentive Grant Program (FDOT – CIGP)
			6. Florida Boating Improvement Program (FBIP)
			7. Florida Department of Transportation – Local Agency Program (FDOT – LAP)
			8. Florida Division of Emergency Management - Hazard Mitigation Grant Program (FDEM – HMGP)
			9. U.S. Economic Development Administration – Economic Adjustment Assistances (EAA)
			10. Grants assisting Public Works to acquire funding for road improvements (resurfacing, widening, stormwater management, signals, and bridges).
	2. Consultant shall specify a comprehensive hourly rate for each type of staff person who would be used on a project. For each person or category of persons, identify the job titles, primary area of job responsibility, and hourly rate.
	3. Consultant shall describe in detail the fee structure proposed for providing grant writing and grant administration services.
		1. Grant writing – Identify whether costs will be hourly or per grant written and submitted.
		2. Grant administration – Identify whether costs will be hourly, or a lump sum based on the length of time of a grant’s period of performance.
	4. Consultant shall be familiar with all Federal, State, and local laws, ordinances, rules and regulations that may apply to the Services or that may in any manner affect the cost, progress, or performance of the Services.
		1. Knowledge of all license requirements and obtaining such licenses for County and municipalities and any other agencies within the State and County are the responsibility of the Consultant.
3. **COUNTY RESPONSIBILITIES**

County will provide the necessary authorization to Consultant to carry out the purpose of this Agreement.

1. **DELIVERY REQUIREMENTS AND ACCEPTANCE.**
	1. Define the methodology/approach to be used to identify the needs of the County which would be eligible for funding through grants.
	2. Detail the involvement of County staff and County resources in the grant writing process. Describe in detail, the process you would utilize to prepare the actual grant application.
	3. List experience in the identification and preparation of grants for municipalities and/or other government entities. Specifically detail your experience with federal and state grants for public safety, infrastructure improvements, parks, recreation, community development and capital assets.
	4. Define the methodology/approach to be used for the administration of awarded grants including whether you can provide administrative compliance with technical construction activities. Detail how you will work with the County to ensure grant requirements are met and followed during the grant period of performance.

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