



Consulting Services for Oversight and Compliance in Connection with the American Rescue Act of 2021 and Other Related Grant Funds

EXHIBIT A

SCOPE OF WORK / PROJECT REQUIREMENTS

The respondent selected by the City will be required to provide professional services necessary for the City to comply with all requirements of the Rescue Plan Funds; including, but not limited to:

- Provide technical advisory services related to recovery of expenditures arising from or related to the COVID-19 public health emergency.
- Develop and implement strategies designated to maximize federal and state financial assistance.
- Provide expert programmatic and policy advice on federal disaster relief programs.
- Provide support for strategic planning and coordination of all recovery efforts.
- Identify past, present, and future cost exposures and expenditures associated with Consulting Services for Oversight and Compliance for American Rescue Plan Act of 2021.
- Regulatory compliance expertise including identification of authorized uses of the Rescue Plan Funds.
- Interpret Federal Guidance and establish and/or verify eligibility under the Rescue Plan Funds.
- Establish procedures for verification of eligibility for award and expenditure of Rescue Plan Funds.

- Establish policies and procedures for appropriate document retention and reporting with the Federal Financial Accountability and Transparency Act (FFATA) and/or Treasury Office of Inspector General.
- Confirmation of verification of eligibility and final disbursement of Rescue Plan Funds, and/or any other award of proceeds.
- Monitor for duplication of benefits and develop processes and documentation requirements around sub-recipient risk assessment, monitoring and management, including training of sub-recipients on grant requirements.
- As may be applicable, coordinate between federal, state, and local agencies.
- Provide for fraud, waste, and/or abuse identification, reporting, and remediation.
- Provide oversight and guidance to guarantee compliance with OMB Uniform Guidance, 2 CFR, Part 200, and the Single Audit Act, including performing internal control risk assessments as required.
- Provide regular and frequent status reports, including reporting on financial performance and projection modeling, the form, and contents of which shall be dictated by the City. These status reports should be transparent and address broader questions about the City's distribution and use of the Rescue Plan Funds. Examples of questions status reports should address include: "How much total funding is the City eligible to receive;" "How much total funding has the City actually received;" "How much total funding has the City distributed to date;" and "How have the distributed funds been allocated."
- Establish review processes for any new/future reporting requirements related and/or applicable to the Rescue Plan Funds.
- Resolve any requests for information, justification, audit findings, and eligibility appeals.
- Review contracts and purchasing documentation to ensure cost recovery and compliance of expenditures using federal funds.

SECTION 1: ADVISORY SERVICES

Provide expert guidance and advisory services regarding all applicable legislation, regulation, policies, and rules related to federal recovery funds.

Assist the City with establishing a comprehensive recovery portfolio by reviewing multiple funding streams from various federal and state programs.

Assess and catalog available funding to prioritize needs, including the creation of a strategy that defines when and how funds should be used, from most to least restrictive, to maximize all resources. When multiple funding sources may be available, advise the City on which funding source(s) will best meet the City's needs.

SECTION 2: COMMUNICATIONS SERVICES

Assist the City with creating presentations and communications materials for community stakeholders and the public.

Assist the City with understanding and setting expectations regarding scope and eligibility of each funding source before stakeholder engagement.

SECTION 3: PROJECT MANAGEMENT SERVICES

Provide project management services, including project oversight, compliance with project and/or grant requirements, and compliance with general federal and state guidelines related to administrative expenses, accountability, transparency, and contracting.

Identify relevant funding source deadlines, including application, expenditure, and reporting deadlines and closeout requirements.

Provide monthly status updates.

Assist the City with tracking outcomes of recovery spending and whether communities hardest hit by COVID-19 are being reached by federal stimulus funds.

SECTION 4: COST TRACKING, ACCOUNTING, REPORTING AND AUDITING SERVICES

Assist the City with expanding the City's capacity for cost tracking, public accounting, and fiscal management as needed.

Coordinate with City staff to obtain all costs and necessary backup documentation.

Work with the City to develop an electronic system for tracking and management of expenses, applications, documentation, and information sharing.

Work with the City to ensure that the City is following processes that meet federal reporting requirements.

Assist the City with preparing reports related to federal recovery funds.

Assist the City with developing a process to oversee grants distributed to outside organizations, including communicating the terms and conditions of funding to relevant vendors and sub-recipients.

Assist the City with ensuring costs and/or proposed budgets for vendors or subrecipients are necessary and reasonable for the activity provided.

Assist City staff with monitoring, disbursing, and financial oversight functions.

Assist the City with devising and implementing fraud prevention and abuse practices.

The selected Proposer(s) may be requested to directly audit spending by outside organizations to ensure compliance with federal and state requirements.

The selected Proposer(s) may also be requested to prepare a risk assessment of sub-recipients to evaluate noncompliance risk.

SECTION 5: PERIOD OF PERFORMANCE

The contract will continue until terminated in the sole discretion of the City. Prior to the expiration of the term, the contract may be extended for an additional period of time as agreed between the parties to continue any services made necessary by the Rescue Plan Funds.