



**Monday, May 6, 2024
4:00 PM**

**City Council
Monday Meeting Agenda**

**Council Chambers
200 Forrest Street**

Call to Order

- **Agenda Adjustments - Add Policy Item #21 at the request of the Administration as follows:**

21. 2024-153 Letter of Engagement with Karen McCarty for professional services related to the 2023 Consolidated Annual Performance Report (CAPER), the 2024 CDBG and HOME 2024 Annual Action Plan.

Agenda Review

Citizens' Forum

Meeting Recess



Memorandum

To: Mayor Toby Barker and Members of City Council

From:

cc: Wiley Quinn, Urban Development Director

Date: Monday, May 6, 2024

Re: Letter of Engagement with Karen McCarty for professional services related to the 2023 Consolidated Annual Performance Report (CAPER), the 2024 CDBG and HOME 2024 Annual Action Plan.
File Number: 2024-153
Minute Book #

Summary

Letter of Engagement with Karen McCarty for professional services related to the 2023 Consolidated Annual Performance Report (CAPER), the 2024 CDBG and HOME 2024 Annual Action Plan.

Recommendation Statement

I recommend approval of the Letter of Engagement for submittal of the City's 2023 Consolidated Annual Performance Report (CAPER) and the 2024 CDBG and HOME 2024 Annual Action Plan.

Please place this on the May 6, 2024 City Council meeting for consideration.

Karen McCarty, Consultant
7025 Frederick Road
Pass Christian, Mississippi 39571
(228) 380-8589
karenmccarty@ymail.com

April 27, 2024

Mr. Wiley Quinn
Director of Urban Development
City of Hattiesburg
200 Forrest Street
Hattiesburg, MS 39401

Dear Mr. Quinn,

I appreciate the opportunity to submit this proposal, as per our conversation on April 25, 2024, to assist in preparing and submitting the City of Hattiesburg's CDBG and HOME 2023 Consolidated Annual Performance Report (CAPER) and the 2024 CDBG and HOME 2024 Annual Action Plan, in addition to assisting the Community Development Department staff as needed.

Preparation of the 2023 CAPER – Due to HUD June 2024

- I will complete the preparation of the 2023 CAPER for a total amount not to exceed \$3,700.00, based on my rate of \$85.00 per hour, for an estimated 43 hours. My hourly rate includes all indirect costs and travel expenses except copying, printing and postage expenses, which will be billed to the city at costs, based on receipts.
- The time estimates include reviewing prior action plans and Capers, HUD notices, preparing narratives, data charts, and attachments, providing public review drafts and final documents in Work and IDIS formats.
- On site meetings with staff (Staff date and times as needed)
- Preparation of public hearing notices and 15-day draft review to staff.
 - Staff to submit public and legal notices to newspaper/websites/locations.
 - Attend public hearing with staff.
- Input the CAPER into IDIS utilizing CD Staff computer and sign in (1 to 2 days)
 - Note: due to the time frame it is not feasible to obtain new IDIS access through HUD's process.

- The actual timeline and dates will be dependent on HUD deadline and council meeting deadlines, if applicable.
- I am available to begin work on this project immediately.

Preparation of the 2024 CDBG and HOME Annual Action – Due by August 16, 2024.

- I will complete the preparation of the 2024 CDBG and HOME Annual Action Plan for a total amount not to exceed \$7,800.00, based on my rate of \$85.00 per hour for an estimated 92 hours. My hourly rate includes all indirect costs and travel expenses except copying, printing and postage expenses, which will be billed to the city at costs, based on receipts.
- The time estimate includes reviewing HUD notices, regulations and instructions; searching existing data sources; researching, formatting and maintaining other necessary data (interviews, surveys, meetings, hearings); completing and analyzing information; preparing narratives, data charts and attachments; coordinating citizen outreach and participation efforts; and providing public review drafts(s) and final documents(s) in Word and IDIS formats.
- On site meetings with staff (Staff date and times as needed)
- Preparation of public hearing and meeting notices and 30-day draft review to staff.
 - Staff to submit public and legal notices to newspaper/websites/locations.
 - Attend public hearing and meetings with staff.
- Input the Action Plan into IDIS utilizing CD Staff computer and sign in (1 to 2 days)
 - Note: due to the time frame it is not feasible to obtain new IDIS access through HUD's process.
- The actual timeline and dates will be dependent on HUD deadline and council meeting deadlines, if applicable.
- I am available to begin work on this project immediately.

Please note I am currently not enrolled in SAM.GOV and do not have a UEI number as a requirement for Federal funding.

Thank you for the opportunity,

Karen McCarty