



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
December 20, 2022

TOPIC: American Rescue Plan Act (ARPA) Consulting Services

AGENDA TITLE:

Approve an Agreement with Guidehouse Inc. for American Rescue Plan Act (ARPA) Compliance Consulting Services (**Revive Santa Ana Program**)

RECOMMENDED ACTION

Authorize the City Manager to execute an agreement with Guidehouse Inc. for ARPA Consulting Services for a two-year term, beginning December 20, 2022 through December 19, 2024 with a provision for two one-year renewals exercisable by the City Manager, for a total aggregate amount not to exceed \$400,000, subject to non-substantive changes approved by the City Manager and City Attorney.

DISCUSSION

On July 20, 2021, the City Council authorized the Revive Santa Ana Spending Plan made possible by the American Rescue Plan Act (ARPA) through U.S. Department of Treasury (DOT) Coronavirus State and Local Fiscal Recovery Funds (SLFRF). The spending plan is intended to protect and revive the Santa Ana community as it emerges from the impacts of the COVID-19 pandemic.

The City is responsible for the effective administration of these funds in accordance with the SLFRF Compliance and Reporting Guidance and the Uniform Guidance of the Office of Management and Budget (OMB). The City must implement robust internal controls and effectively monitor the Revive Santa Ana projects to ensure compliance with all applicable federal rules and regulations. In order to support City staff with these efforts, City Council authorized a new consulting services agreement with Guidehouse Inc. (Formerly Grant Thornton Public Sector, LLC) on December 21, 2021 after the Finance and Management Services Agency performed a competitive process via Request for Qualifications (RFQ) No. 21-093. The agreement was authorized for an initial trial period of six-months plus a six-month extension, which expires on December 21, 2022.

Guidehouse Inc. has provided staff valuable assistance in addressing various compliance questions and reporting requirements, and shared their in-depth knowledge of the SLFRF guidelines with staff during the first year of the agreement. As the City continues to expend the SLFRF funds on Council approved projects through December 2026, staff

expects ongoing compliance related requests. Having a consultant with a high level of technical knowledge and experience in federal grant management and audits as a resource will allow the City to manage SLFRF funded projects more effectively and ensure continued compliance with grant guidelines.

As such, staff recommends contracting with Guidehouse Inc. to perform ARPA consulting services for a period of two years with a provision for two one-year renewals in accordance with the terms and conditions of RFQ No. 21-093.

ENVIRONMENTAL IMPACT

There is no environmental impact associated with this action.

FISCAL IMPACT

Funds in the amount of \$400,000 are currently available in the following accounting account. Any remaining balances not expended at the end of the fiscal year will be carried forward into next fiscal year for expenditure.

| Fiscal Year | Accounting Unit-Account # | Fund Description | Accounting Unit, Account Description | Amount |
|--------------------|----------------------------------|---------------------------------|---|---------------|
| FY22-23 | 18110013-62300 | American Rescue Plan Act (ARPA) | ARPA-FMSA | \$100,000 |
| FY23-24 | 18110013-62300 | American Rescue Plan Act (ARPA) | ARPA-FMSA | \$100,000 |
| FY24-25 | 18110013-62300 | American Rescue Plan Act (ARPA) | ARPA-FMSA | \$100,000 |
| FY25-26 | 18110013-62300 | American Rescue Plan Act (ARPA) | ARPA-FMSA | \$100,000 |

EXHIBIT

1. Professional Services Agreement – ARPA Consulting Services

Submitted By: Kathryn Downs, FMSA Executive Director

Approved By: Kristine Ridge, City Manager