



**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Chris Plank, NDR Grant Manager

**DATE:** 2-20-24

**SUBJECT: SERVICE AGREEMENT BETWEEN CITY OF MINOT AND RESOURCE CONSULTANTS**

**I. RECOMMENDED ACTION**

1. Staff recommends the Council to Authorize the Mayor to sign the Service Agreement between Resource Consultants and The City of Minot, ND to aid in the development of a 2024-2029 Consolidated Plan.
2. Staff recommends Council Authorize the budget amendment on the first reading.

**II. DEPARTMENT CONTACT PERSONS**

Chris Plank, NDR Grant Manager 701-857-1553

**III. DESCRIPTION**

A. Background

The City is currently in its first year of being an Entitlement Community. HUD regulations require the development of a Consolidated Plan (CP) according to 24 CFR 570 et.seq.

**IV. IMPACT:**

A. Strategic Impact:

The Community Development Block Grant (CDBG) program is a program designed to assist in the development of projects and activities benefiting the low to moderate income (LMI) residents. The annual allocation of funds can vary from year to year depending on the final amount approved by Congress. Had the City of Minot been an Entitlement Community in Fiscal Year 2023, the allocation would have been \$314,000.

B. Service/Delivery Impact:

During the development of the CP, public forums are required. These forums allow residents and stakeholders, such as non-profits along with organization who provide services to those in the LMI category, to voice share their thoughts on projects and/or programs they feel will benefit the City. Information from these meetings will be gathered and used to develop Action Plans, also required by HUD. There are also required 30-day periods where residents can respond to the public forum sessions.

C. Fiscal Impact:

CDBG Program Rules (24 CFR 570.200(h)) permit a new CDBG formula grant recipient to receive reimbursement of costs necessary to develop its Consolidated Plan and undertake other administrative actions necessary to receive its first grant. Such costs may be reimbursed from Minot's initial grant, provided Congress appropriates funds for FY 2024, that City completes an acceptable and timely Consolidated Plan, and that the costs meet other applicable requirements.

**V. CITY COUNCIL ASPIRATIONS**

Approving the Recommended Action would meet the City Council's aspiration of being resilient and prepared.

**VI. ALTERNATIVES.**

Alt 1 – Council can approve the agreement along with the budget amendment allowing the City to proceed in the development of the Consolidated Plan.

Alt 2 – The Council can reject the subrecipient contract and reopen the bidding process. This would significantly delay the process and meeting the August 16, 2024 deadline for submittal to HUD would be missed.

Alt 2 – "Permanently" defer the entitlement status. This means the City does not intend to accept its status in the foreseeable future. If Minot elects to make this choice, it must notify HUD in writing. HUD will not send any further notifications to the grantee regarding its potential entitlement status. Minot may elect in the future to accept its entitlement status, as its decision to "permanently" defer its entitlement status is reversible; however, it will be the responsibility of the City to notify HUD if it changes its mind in the future.

**VII. TIME CONSTRAINTS**

Timeliness is essential. HUD requires the Consolidated Plan to be reviewed and submitted by August 16, 2024. During this time, public forums and well as two 30-day periods needed for public comment.

**VIII. LIST OF ATTACHMENTS**

A. Resource Consultants Contract.doc