



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-064

AUTHORIZING THE AWARD OF A CONTRACT FOR EXTRAORDINARY UNSPECIFIABLE SERVICES – GRANT CONSULTING SERVICES FOR OBTAINING FEMA FUNDING

WHEREAS, the Borough of Highlands has a need to award a contract for extraordinary unspecifiable services pursuant to the provisions of N.J.S.A. 19:44A-20.5 for Grant Consulting Services to assist the Borough with obtaining FEMA funding for various projects; and

WHEREAS, Grant Rite Management Corporation provides Grant Consulting Services specializing in disaster recovery programs such as FEMA, PA, CARES and the American Rescue Plan Act, and various other state and federal grant programs for municipalities and public and private entities across the country; and

WHEREAS, such services are specialized and qualitative in nature requiring expertise, extensive training and proven reputation in the field of endeavor and as such, constitute extraordinary, unspecifiable services pursuant to N.J.S.A. 40A:11-5(1)(a)(ii); and

WHEREAS, by way of Resolution 22-209 duly adopted, September 7, 2022, Grant Rite Management Corporation was awarded a contract for grant consulting services to assist the Borough with obtaining FEMA funding for various projects; and

WHEREAS, Grant Rite Management Corporation has set forth a proposal to continue providing FEMA Grant Consulting Services, in a written proposal dated January 25, 2024, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the proposed amount of the contract with Grant Rite Management Corporation is not to exceed \$50,000.00 and consists of the following services:

1. Coordinating implementation efforts with the Federal and State response and recovery plan and providing comprehensive program guidance.
2. Assisting the Borough in developing an approach to filing and tracking costs (if/where necessary).
3. Reviewing and assembling documentation provided by the Borough and developing corresponding narratives to support and substantiate claims and reimbursement requests.
4. Reviewing any potential/identified eligibility issues and working with the Borough to develop justifications for presentation to FEMA.

5. Preparing reimbursement claims and submitting those claims to FEMA once the Borough has reviewed and approved.
6. Assisting in identifying and addressing special consideration issues.
7. Attending meetings with the Borough, funding agency and all relevant parties to negotiate reimbursement claims as needed.
8. Assisting in determining if any eligible damages have not been quantified and presented.
9. Preparing draft correspondence to relevant agencies as necessary, including that pertaining to the arbitration of eligibility issues and in response to formal RFIs.
10. Working with the Borough to support/resolve disputes that may arise and, when necessary, strategizing, and preparing formal appeals if the Borough disagrees with eligibility determinations.
11. Identifying and addressing in advance any issues related to inter-agency funding conflicts.
12. Assisting with Requests for Reimbursement (RFRs), preparations for final inspections by FEMA (if applicable), and closeout of all projects when the Borough has completed projects and drawn down reimbursement for all eligible costs.
13. Assisting with preparations for annual and/or other (potential) future audits, as necessary.
14. Recording and tracking all reimbursement claim submissions, awards, receipt/appropriation of funds, timelines, and programmatic and fiscal grant summaries as required by the Borough and/or FEMA.
15. Preparing correspondence, reports, summaries and findings, conclusions and recommendations as needed and/or required by the Borough and/or FEMA; and

WHEREAS, the FEMA Grant Consulting Services will be billed at an hourly rate of \$165.00 per hour, with expenses for personal auto use at a rate of \$00.575 per mile and travel and lodging per diem as incurred/GSA rates when available; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$50,000.00 as stated in Grant Rite Management Corporation's proposal dated January 25, 2024; and

WHEREAS, Grant Rite Management Corporation has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year and that the contract will prohibit Grant Rite Management Corporation from making any reportable contributions through the term of the contract; and

WHEREAS, Grant Rite Management Corporation has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

WHEREAS, certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands;

I hereby certify that funds are available as follows, Account # 4-01-20-131-000-201:


Patrick DeBlasio, Chief Financial Officer

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. seq. requires that notice with respect to contracts for services awarded without competitive bids must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Highlands as follows:

1. Grant Rite Management Corporation is hereby retained to provide Grant Consulting Services to assist the Borough with obtaining FEMA funding for various projects within the Borough as described above and in their proposal, dated January 25, 2024, for an amount not to exceed \$50,000.00, for the twelve (12) month period beginning January 1, 2024 through December 31, 2024.
2. The contract is awarded without competitive bidding as an extraordinary, unspecifiable service pursuant to N.J.S.A. 40A:11-5(1)(a)(ii) and the Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R 24-064:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						X
CHELAK			X			
MELNYK			X			
OLSZEWSKI		X	X			
BROULLON	X		X			

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: February 7, 2024


Nancy Tran, Municipal Clerk
Borough of Highlands