



# *CITY COUNCIL*

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## *Committee of the Whole*

**Wednesday, February 23, 2022**

**ARPA Update**

**5:00 pm**

**Virtual Meeting**

**Agenda**

*The City Council Committee of the Whole meetings are filmed and can be viewed LIVE while the meeting is taking place via the attached Zoom link and dial-in phone number, on Facebook and on BCTV MAC Channel 99 or at your convenience at <https://www.readingpa.gov/content/city-council-video>.*

*Due to COVID-19, the public is prohibited from physically attending the meeting. In person attendance to view the meeting is permitted in the Penn Room in City Hall – use the 8<sup>th</sup> Street doors. To attend the meeting via our virtual app, please log-in using the link or the dial-in phone number below.*

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://readingpa.zoom.us/j/82118864826?pwd=WjRGNGcxOGU1TUhZRUd6YUFPUTRkZz09>

Passcode: 556784

Or One tap mobile:

+13017158592,,82118864826#,,,,\*556784# US (Washington DC)

+13126266799,,82118864826#,,,,\*556784# US (Chicago)

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 720 707 2699 or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free)

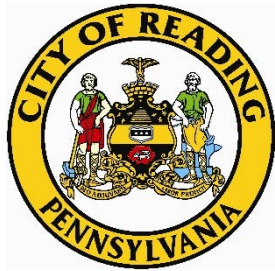
Webinar ID: 821 1886 4826

Passcode: 556784

### **I. Introductions**

**II. Zelenkofske Axelrod, LLC – Scope of Work & ARPA Regs 30 mins**  
ARP Grants Management, Accounting and Compliance

**III. Mayor’s Recommended Allocations – Jamar Kelly 30 mins**



## AGENDA MEMO

DEPARTMENT OF ADMINISTRATIVE SERVICES

**TO:** City Council  
**FROM:** Tammi Reinhart, Purchasing Coordinator  
**PREPARED BY:** Tammi Reinhart, Purchasing Coordinator  
**MEETING DATE:** November 22, 2021  
**AGENDA MEMO DATE:** November 16, 2021  
**RECOMMENDED ACTION:** Awarding of Contract for the ARP Grants Management, Accounting and Compliance Project

### RECOMMENDATION

The recommendation is to award the contract for the ARP Grants Management, Accounting and Compliance Project to Zelenkofske Axelrod, LLC, 830 Sir Thomas Court, Suite 100, Harrisburg, PA 17109.

### BACKGROUND

The City of Reading, Pennsylvania was seeking proposals from qualified Consulting Firms services related to federal grants administration, accounting and compliance serves for the American Recovery Plan (ARP) and related funding. The below lists the scope of services that presented the minimum that was required. Additional specific administrative support services and/or grant administration duties may be assessed during the contract period as identified by the City based on guidance and/or federal regulatory requirements by the granting agencies.

### General Requirements

1. Assist with review of grant requirements, guidance, and interpretation in accordance with uniform guidance referencing 2 CFR §200.
2. Assist in funds administration and control procedures for the review of grant requirements, guidance, and interpretation.
3. Assist in funds administration and control procedures of grant proposals selected for funding.
4. Assist in developing policies and procedures for administrative, accounting, and grant compliance oversight.
5. Advise on the proper fund structure, accounting standards, internal controls and compliance.

6. Assist with creation and maintenance of project files. These files must demonstrate compliance with all applicable state, local and federal regulations.
7. Assist with compliance and monitoring of subrecipients and beneficiaries, including review of funding requests submitted by subrecipients as well as auditing for appropriate controls and documentation.
8. Assist in establishing an internal financial tracking system to ensure funds are expended within established timelines, recorded appropriately in the accounting system and generate information needed for periodic reporting to the granting agency.
9. Assist with conducting required risk assessments and review of internal controls.
10. Assist with preparation of project files identified as the subject of monitoring visits and/or audits by any requesting entity.
11. Assist with preparation of monitoring and/or audit responses to findings and/or concerns.
12. Assist with other grant administration-related activities and technical assistance as needed.

**BUDGETARY IMPACT**

The fees for this part of the project will be paid from account code 47-06-13-4222. \$150,000 will be paid in 2022 and \$100,000 will be budgeted annually. The award is based on an hourly rate, not a specific dollar amount. The hourly rate is:

\$325/hour for Partner/Principal

\$215/hour for Manager

**PREVIOUS ACTION**

None

**SUBSEQUENT ACTION**

Formal action by Council is required to award the contract at the November 22, 2021 meeting.

**RECOMMENDED BY**

Managing Director, Finance Director, Controller and Purchasing Coordinator

**RECOMMENDED MOTION**

Approve/Deny the recommendation for the ARP Grants Management, Accounting and Compliance Project be awarded to Zelenkofske Axelrod, LLC.