



CITY OF APPLETON

MEMORANDUM

Date: June 5, 2025

To: Finance Committee

From: Kara Homan, AICP, Director of Community Development
Jeri Ohman, Director of Finance

Subject: Request to approve contract amendment for BMC ARPA Grant Administration
Contract with funding from ARPA reserve amounts

Background

In August 2022, the Common Council approved awarding a contract to Booth Management Consulting, LLC (BMC) to provide ARPA Grant Administration services for an amount not to exceed \$150,000, with an original expiration date of December 31, 2024. Last December, the Common Council approved an extension to the contract performance date to December 31, 2026 (to align with the US Treasury ARPA reporting period). Since our last extension, we've gone through several quarters of ARPA grant subrecipient and city-led department project reporting, and have exhausted the existing contract budget. Quarterly reporting, due to the level of technical assistance needed to ensure compliance for our internal and external projects, has proven to be more time intensive than initially estimated at the time of our first contract amendment (which did not change the contract budget).

We have worked with our consultant to estimate a new contract amount that is needed to complete the ongoing compliance and reporting work for internal and external grant recipients, and to assist the Finance Director with ARPA closeout reporting.

Recommendation

Staff requests that an amendment to the Booth Management Consulting, LLC ARPA Grant Administration contract not to exceed contract amount be increased by \$70,000, for a total amount not to exceed of \$220,000. We request this be funded by the ARPA reserve amounts, ensuring no fiscal impact on the city's general fund.