



CITY OF APPLETON

MEMORANDUM

Date: December 4, 2024

To: Finance Committee

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

Subject: Request to approve contract extension for BMC ARPA Grant Administration Contract

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 – as part of action item [22-1083](#). BMC has been advising the City and assisting with compliance, program reporting and grants administration ever since. City staff has found their services to be of value and advises they be continued to ensure compliance with federal regulations and continuity of services for our subrecipient grantees.

The current agreement has an expiration date of December 31, 2024. We have been working with BMC staff to scope out a contract extension. Based on their estimate of work remaining, we will continue to remain under the “not to exceed” amount of \$150K and merely need a contract modification extending the performance period to align with ARPA US Treasury expenditure and reporting timelines.

Recommendation

Staff requests that an extension to the Booth Management Consulting, LLC ARPA Grant Administration contract's performance period be extended through December 31, 2026, **BE APPROVED**.