

**MINUTES**  
**PRELIMINARY GRANTS REVIEW COMMITTEE**  
**CONTRACTS REVIEW COMMITTEE**  
**TUESDAY, OCTOBER 4, 2022**  
**10:00 A.M.**  
**COUNCIL CHAMBERS – ROOM 348**

The Preliminary Grants and Contracts Review Committee meeting was called to order by Mr. Toups, Chairman. The following members were present: Messrs.: Joe Toups. Mmes: Danette Brown, April Charles, Chelsea Faulk, and Lisa Smith. Others Present: Leah Faulk, Samantha Green, Mary Hall and Kaleb Harmon. Recording Secretary: Mary Gibbens

Representatives participating for agenda items: Harry St. Pierre – Mayor’s Office of Homeland Security and Emergency Preparedness; Rolanda Ellis, Daryl Blacher and Tony Scott – Mayor’s Office of Community Development; Pamela Turner-Stokes – DHDS/OSS; Rhonda McFarland – DHDS/Head Start

**GRANTS REVIEW:**

**A motion was made by Ms. Charles to approve minutes of the September 22, 2022 regular meeting. No objections, the motion passed unanimously.**

**GRANTS:**

1. **Mayor’s Office of Homeland Security and Emergency Preparedness** – FEMA/GOHSEP –

- A) State Homeland Security Program (SHSP) FY 2022 – Federal \$146,924.13; Total \$146,924.13

**A motion was made by Ms. Faulk and seconded by Ms. Charles to approve this item as presented. No objections, the motion passed unanimously.**

- B) Emergency Management Performance Grant (EMPG) FY 2022 – Federal \$78,899.78; Total \$78,899.78

**A motion was made by Ms. Faulk and seconded by Ms. Charles to approve this item contingent upon receipt of the line item budget and grant award. No objections, the motion passed unanimously.**

2. **Mayor’s Office of Community Development** – FY 2021 Action Plan – Federal Total Award: \$13,385,472.00 (**Deferred from 9/1/22 and 9/22/22 PGRC meetings**)

- A) Community Development Block Grant (CDBG) Program – Federal \$3,258,983.00; Total \$3,258,983.00
- B) Home Investments Partnership Program (HOME) - Federal \$1,408,393.00; Program Income \$800,000.00; Total \$2,208,393.00
- C) HOME – American Rescue Plan (H-ARP) – Federal \$5,104,454.00; Total \$5,104,454.00
- D) Emergency Solutions Grant (ESG) – Federal \$28,093.00; Total \$280,093.00
- E) Housing Opportunities for People with AIDS (HOPWA) – Federal \$2,533,548.00; Total \$2,533,548.00

**A motion was made by Ms. Faulk and seconded by Ms. Smith to approve items # 2 (A) through (E) as presented. No objections, the motion passed unanimously.**

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**GRANTS: (continued)**

3. **Mayor's Office of Community Development** – Mid Year Budget Adjustments PY 2020-2021 and PY 2021-2022 – Federal \$1,932,038.00; Total \$1,932,038.00 (Line item budget amendments for sub-recipient projects awarded under the associated HUD entitlement grant program and CARES Act) (**Deferred from 9/1/22 and 9/22/22 PGRC meetings**)

**A motion was made by Ms. Faulk and seconded by Ms. Smith to approve this item as presented. No objections, the motion passed unanimously.**

4. **DHDS/Office of Social Services** –

- A) Louisiana Workforce Commission – Community Services Block Grant (CSBG) – Amendment (From \$1,370,571.00 to \$1,389,323.00) – State \$1,389,323.00; Total \$1,389,323.00

**A motion was made by Ms. Faulk and seconded by Ms. Smith to approve this item as presented. No objections, the motion passed unanimously.**

- B) Louisiana Housing Corporation - Low Income Home Energy Assistance Program (LIHEAP) – Amendment # (1) – Other \$73,865.00; Total \$73,865.00

**A motion was made by Ms. Faulk and seconded by Ms. Charles to approve this item as amended to \$85,758.00 per Finance Department. No objections, the motion passed unanimously.**

5. **DHDS/Head Start Program** –

- A) Administration for Children and Families - EBRP Head Start Program Continuation Grant – Federal \$11,720,197.00; Total \$11,720,197.00

**A motion was made by Ms. Faulk and seconded by Mr. Toups to approve this item for application. (This item will be adopted in the annual budget process) No objections, the motion passed unanimously.**

- B) Louisiana Department of Education, Office of Nutrition Services – Child and Adult Care Food Program 2023 – State \$1,425,660.00; Total \$1,425,660.00

**A motion was made by Ms. Faulk and seconded by Ms. Smith to approve this item contingent upon receipt of the line item budget. No objections, the motion passed unanimously.**

**CONTRACTS REVIEW:**

**A motion was made by Ms. Charles to approve minutes of the September 22, 2022 regular meeting. No objections, the motion passed unanimously.**

**CONTRACTS:**

1. Proposed amendment # (3) to the contract entered into December 1, 2021, between the City of Baton Rouge, Parish of East Baton Rouge, and Hunt, Guillot and Associates, LLC for project management, grant management and administrative services for additions and adjustments for a new contract amount not to exceed \$2,487,933.47. (**By: MOHSEP**)

**A motion was made by Ms. Faulk and seconded by Ms. Smith to approve this item contingent upon receipt of the funding agreements. No objections, the motion passed unanimously.**

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**OTHER BUSINESS:**

There was brief discussion regarding two grant funded professional services agreements Winnie Rey and Glenna Gauthier that were submitted to the committee for review and consideration. These items will be placed on the agenda for the October 18, 2022 regular meeting.

Ms. Smith, Parish Attorney's Office, expressed to the committee and department representatives the need to confirm and include general federal clauses vs. more specific ARP funded federal clauses when preparing contracts for submission to PGRC. In addition, the Independent Contractor questions must be answered and submitted in conjunction with the sub-recipient vs. vendor forms on all contracts.

**No further business before the committee, the meeting adjourned.**