SUMMARY STATEMENT

ITEM NO.: DRPA-13-101
SUBJECT: Contract for Grants Management and Administration (M&A)

COMMITTEE: Operations and Maintenance

COMMITTEE MEETING DATE: September 4, 2013
BOARD ACTION DATE: September 18, 2013

PROPOSAL: That the DRPA Commission authorizes staff to enter into an agreement with Homeland Defense Solutions, Inc. (HDS) to perform grants management and administrative tasks for the DRPA and PATCO.

PURPOSE: To enter into an agreement with HDS to perform grants management and administrative services on an as needed basis.

BACKGROUND: A review committee chose the proposal from HDS as the best firm out of the three responses to an RFP. It represented the lowest hourly rate and Homeland Defense Solutions, Inc. was the most qualified respondent. The other bidding firms were: Bruno and Associates, and QWIC.

The number of grants currently being managed by DRPA staff has grown to over an average of $150M of open, working grants. Also, the attendant complexity of the federal grants awarded to the DRPA by various Federal Agencies, including heightened focus on security related grants throughout the DRPA core and subsidiary lines of business has grown proportionately. This represents an over 1600% increase from the 1999. Our total funding from federal agencies in 1999 was $9,342,011. In 2012, this total had grown to $150,000,000. Additionally, each grant may contain multiple projects often involving different departments. The most salient function in the process of administering grants involves ensuring that DRPA is in compliance with the federal and state laws which govern grantees. With this increase in funding, DRPA staff has been tasked with the increased requirements of monitoring expenditures to ensure they are allowable under the terms of the grant, meeting grant deadlines for submissions of applications, milestone reports, ensuring work is completed within applicable time-frames and coordination by the various DRPA departments in implementing the subject grants. In order to do this, the grants staff needs augmentation in lieu of a full time grants administrator. The management and administrative functions served by the current contractor involve compliance measures as well as internal coordination.
between the other affected departments and project managers in the areas listed above.

The funding for this contract comes from the management and administrative portion of the grants on which the contractor works. The term of the contract shall be three (3) years with an annual amount not-to-exceed $75,000. In all instances, the contract shall be managed to ensure all funds are paid with 100% federal grant monies. The compensation shall be hourly and capped at $67 per hour.

**SUMMARY:**

<table>
<thead>
<tr>
<th>Amount</th>
<th>$225,000</th>
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<tbody>
<tr>
<td>Source of Funds:</td>
<td>DHS, FEMA, FTA, FHWA</td>
</tr>
<tr>
<td>Capital Project #:</td>
<td>N/A</td>
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<tr>
<td>Operating Budget</td>
<td>N/A</td>
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<tr>
<td>Master Plan Status:</td>
<td>N/A</td>
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<tr>
<td>Other Fund Sources:</td>
<td>N/A</td>
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<tr>
<td>Duration of Contract:</td>
<td>3 Years</td>
</tr>
<tr>
<td>Other Parties Involved:</td>
<td>N/A</td>
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RESOLUTION

RESOLVED: That the appropriate officers of the Delaware River Port Authority be and hereby are authorized to staff to enter into an agreement for Grants Management and Administration with Homeland Defense Solutions, Inc. The term of the contract shall be three (3) years with an annual amount not-to-exceed $75,000. In all instances, the contract shall be managed to ensure all funds are paid with 100% federal grant monies. The compensation shall be hourly and capped at $67 per hour.

RESOLVED: The Chair, Vice Chair and the Chief Executive Officer must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chair, Vice Chair and Chief Executive Officer and if thereafter either the Chair or Vice Chair is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of DRPA along with the Chief Executive Officer. If both the Chair and Vice Chair are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of DRPA.

SUMMARY:  
Amount $225,000  
Source of Funds: DHS, FEMA, FTA, FHWA  
Capital Project #: N/A  
Operating Budget N/A  
Master Plan Status: N/A  
Other Fund Sources: N/A  
Duration of Contract: 3 Years  
Other Parties Involved: N/A