

COUNCIL AGENDA REPORT

TO: Mayor and City Council

FROM: Chenin Dow, Community Development Director

DATE: May 5, 2026

SUBJECT: Adoption of a Resolution to Award a Professional Services Agreement to MDG Associates, Inc. for Grants Compliance Management for the Santa Maria Sports Complex Project

Description:

The City Council will consider adopting a Resolution approving a Professional Services Agreement to MDG Associates, Inc for Grants Compliance Management for the Santa Maria Sports Complex Project.

Environmental Notice: The activity is not a “Project” as defined under Section 15378 of the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c)(3) no environmental review is required.

RECOMMENDATION:

1. Adopt a Resolution awarding a Professional Services Agreement to MDG Associates, Inc. for Grants Compliance Management for the Santa Maria Sports Complex Project in an amount of \$100,000; and
2. Authorize the City Manager, or designee, to execute the agreement.

BACKGROUND:

In January 2026, the City of Santa Maria issued a Request for Proposals (RFP) seeking qualified firms or individuals to provide Grants Compliance Management Services for the multi-funded Sports Complex Project. The project is supported by local, state, and federal sources, each with unique compliance requirements and spending timelines. The selected Grants Compliance Manager will be responsible solely for grants administration, compliance monitoring, reporting, fiscal oversight, and grant closeout. This role does not include construction management, scheduling, or contractor oversight.

Pursuant to the City’s Purchasing Guidelines, the RFP was released on Tuesday, January 20, 2026. Three proposals were received by Thursday, February 19, 2026. A review committee consisting of representatives from Community Development, Public Works Engineering, and Recreation and Parks evaluated the submissions and selected MDG Associates, Inc.

The Community Development Department will oversee the resulting Professional Services Agreement.

DISCUSSION:

A. Scope of Work

The Grants Compliance Manager must have experience in grants administration and compliance, with a strong understanding of federal and state funding requirements. The Manager will oversee grant-related tasks for the project, including but not limited to:

- Financial and Compliance Oversight
 - Manage the full grant lifecycle through closeout, including tracking expenditures, ensuring timely use of funds, and preparing reimbursement requests and compliance reports.
- Budget and Contract/Grant Administration
 - Apply and interpret requirements across multiple funding sources to ensure consistent compliance.
- Reporting and Documentation
 - Verify that expenditures are eligible, properly documented, and reimbursable.
 - Maintain organized records and prepare monthly or quarterly progress reports.
- Stakeholder Coordination
 - Work with designated City staff to gather required documents.
 - Provide updates on grant expenditures and compliance status.

B. Deliverables

- Reimbursement and drawdown tracking reports for each funding source
- Monthly or quarterly grant status reports
- Final project closeout and completion documentation

Alternative(s)

The City Council could decide not to award this Professional Services Agreement and direct staff to conduct all associated efforts in-house. However, this alternative may prevent the City from successfully carrying out Federal and State grant requirements consistent with the various grant deadlines, which could not only prolong the completion of the project, but also risk the funding available for this project.

Fiscal Considerations

No General Fund resources will be used under this Agreement. All fees will be paid solely from eligible federal grant(s) funds, utilizing administrative funding designated for grant management use. The initial contract is for \$100,000, with the potential for an increase of a minimum of \$25,000 should supplementary tasks be required as noted in the proposed contract.

Impact on the Community

Awarding this agreement will enable the City to better meet the needs of the community. Grant-related guidelines and deadlines have a significant impact on the overall cost and resources required to complete the Sports Complex. The proposed consultant will act as a force multiplier, available to coordinate all grant management and lend expertise regarding a small number of grant sources with which City Staff is not as familiar. This will enrich quality of life for Santa Maria's residents by facilitating the timely delivery of the Sports Complex.

ATTACHMENT(S)

- A. Resolution – MDG Associates, Inc.
- B. Professional Services Agreement – MDG Associates, Inc.
- C. Proposal from MDG Associates, Inc.