



Agenda Item: 13.F
Date of Meeting: June 10, 2024
Department: Public Works

STAFF REPORT

To: City Council
From: Nora Gamino
Subject: **A Resolution Designating an Administrator for USDA Rural Development's RDAppl Application Intake System**
Prepared On: May 31, 2024
Attachments: Reso 2024-(xx) USDA RDAppl Administrator

Background/History:

The US Department of Agriculture Rural Development (USDA RD) has both loan and grant programs that can fund improvements to water and sewer infrastructure. The Public Works Department is pursuing two applications with USDA RD, a loan and a grant. The loan application will be for the construction of the new main water line on East Line Street and the grant application will be for Disaster Relief funds to address the excessive groundwater inflow and infiltration in the sewer collection system caused by the storms that occurred in the winter of 2022.

To apply for financial assistance from USDA RD, applications must be submitted through their RDAppl application intake system. As such, they required that the City designates an authorized agency representative (AAR) to submit applications. The AAR is subject to approval by a designated Administrator for the program. The City has neither position designated at this time.

Analysis/Discussion:

Both the AAR and Administrator require a Council Resolution designating who will serve in these roles. A designated Administrator can serve the same role as an AAR and can also assign roles, such as technical roles for consultants, however and AAR cannot preform the roles of an Administrator. Therefore, at a minimum, the City needs to designate an Administrator if we want to submit applications.

Due to limited City staffing, it is recommended that the Public Works Director serve as the Administrator and perform the tasks that an AAR would perform. This reduces the number of staff that would need to be involved in registering in the RDAppl application. USDA RD indicated that this is a typical structure for jurisdictions with limited staffing.

Economic Impacts:

None.

Budget Impacts:

None.

Legal Review:

Not required.

Recommended Action:

Council consideration to approve a resolution designating the Public Works Director as the administrator for the USDA Rural Development's RD Apply application intake system by title only.

Approved By: Deston Dishion, 6/3/2024

Approved By: Robin Picken 6/4/2024

Approved By:

Approved By: