

Grants/Procurement Office

MISSION STATEMENT:

The Grants/Procurement Department has a twofold mission:

1. To apply for, develop, coordinate and administer federal and state grant funded programs in order to enhance Town revenue sources and provide services that the Town of Winthrop may not have the initial funding to implement.
2. To procure and contract for goods and services on behalf of the Town under MGL Chapter 30B, the Uniform Procurement Act.

Grants: In addition to grant application and project management, the Grants/Procurement Administrator acts as a liaison or as project manager on other Town Projects. The Grants Department initiates and updates State required community planning documents. A grant-funded staff person provides support for the Housing Rehab Program. The office keeps track of all grant budgets, pays all invoices and submits quarterly reports to various State grantor agencies.

Procurement: The office procures and provides contract administration for annual municipal goods and services contracts as well as specialty contracts. The office conducts the entire procurement process, from development of the RFP/RFB to contract administration. This office also provides procurement guidance to other Town departments regarding small contracts and bids, and conducts annual procurement seminars for department heads. A central purchasing system will be implemented this year. The G/P Administrator is a MCPPO and MAPPO member and attends continuing education seminars.

HIGHLIGHTS:

- Planning
\$112,000 Community Development Plan, Harbor Plan, Open Space & Recreation Plan
- Economic Development – Shirley Street area
\$3,1130,528 Multi-use Town Pier, Harbor Walk conceptual design study, Massa Playground reconstruction, Repair of Greenhill Pathway, decorative fencing repairs at Shirley St. and Lewis Lake
- Flood prevention
\$254,503 Point Shirley home flood-proofing retrofit program, Point Shirley Yirrell Beach Storm Surge Prevention study, Grandview Ave. Seawall Repair
- Housing
\$533,400 2 Housing Rehab Programs, Soft-second loan funding
- Procurement
Over 30 annual and specialty contracts bid in 2006.
OSD Comm-Pass Seminar held for employees September 2006.

BUDGET ISSUES:

- In FY08 the Administrator's salary will be paid in part by a grant fund allocation. Administrative assistant's salary is paid through the use of HOME funds and the Grants office budget is also paid out of grant funds.
- Procurement expenses will now be centralized in the G/P office and budgeted from an account other than grant funds.

STAFFING:

1 Grants/Procurement Administrator, 1 part-time Administrative Assistant

Element Totals	FY2006 Expended	FY2007 Appropriated	FY2008 Dept Request	FY2008 Recommend
Compensation	27,703	27,774	53,216	47,345
Expenses	0	4,500	0	0
Total	27,703	32,274	53,216	47,345

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