



Administrative Report

H.14., File # 24-1731

Meeting Date: 10/29/2024

To: MAYOR AND CITY COUNCIL
From: LUKE SMUDE, ASSISTANT TO THE CITY MANAGER

TITLE

APPROVE A NEW AGREEMENT WITH EVAN BROOKS ASSOCIATES, INC. FOR GRANT WRITING SERVICES FOR A TOTAL AMOUNT NOT TO EXCEED \$60,792 AND THE TERM OCTOBER 30, 2024 THROUGH OCTOBER 29, 2027

EXECUTIVE SUMMARY

On August 16, 2022, the City Council approved an agreement with Evan Brooks Associates, Inc. (EBA) to help staff pursue grants available through federal and California granting agencies to fund numerous City projects including the implementation of waterfront public amenities, the installation of additional electric vehicle chargers, and the mitigation of sea level rise impacts. EBA was selected after a competitive request for proposal process. The original Agreement was for an amount not to exceed \$75,000 and was extended through August 2024. The City has used approximately \$15,000 of the original contract amount. The new Agreement would allow staff to continue utilizing EBA for the remaining amount, on an as-needed basis, to research and apply for upcoming grant opportunities.

BACKGROUND

Historically, the City has relied on staff to seek appropriate grant funding for designated projects. Departments independently research grant availability and submit applications as their workload permits. Though often successful, this approach limited the City's awareness of, and competitiveness for, larger national grants. Since 2022, EBA has served the City on an as-needed basis as a grant consultant which has enabled staff from multiple Departments to better research and prepare grant applications for competitive local, state, and federal grant programs.

Under the previous Agreement, EBA assisted the City in preparing grant applications for:

1. NOAA Climate Resilience Regional Challenge
2. OPC SB1 Seal Level Rise Local Coastal Plan Update

They also provided consultation and valuable research to staff on additional grants, including:

1. Project Homekey
2. Federal Highway Administration Charging Fuel Infrastructure Grant
3. Defense Community Infrastructure Pilot Program (discussed over three rounds)
4. Coastal Conservancy Grant

5. HOME-ARP
6. Bureau of Justice Administration Mental Health Collaboration Program
7. Bureau of Justice Administration Adult Treatment Court Program

EBA has helped its clients secure over \$2.1 billion in total grant finding since 2010. EBA provides the City with a comprehensive package of services, including a funding needs analysis, monthly grant availability and progress reports, community engagement activities, GIS and photography services, planning expertise, and grant writing and administration, as directed by the City

To ensure the City is best prepared to pursue future grant opportunities, staff recommends the approval of a new Agreement with EBA for a term of October 30, 2024 through October 29, 2027 to provide comprehensive grant services to the City on an as-needed basis for a total not-to-exceed amount of \$60,792.

COORDINATION

This Agreement was prepared by City Attorney's Office.

FISCAL IMPACT

Funding for the Agreement was originally approved as a part of the City's FY 2022-23 Budget and the remaining contract funds have been carried over to FY 2024-25.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Evan Brooks Associates, Inc
- Agmt- Original Agreement with Evan Brooks Associates, Inc., August 16, 2022
- Agmt- First Amendment to the Agreement with Evan Brooks Associates, Inc., August 15, 2023
- Insurance - Evan Brooks Associates, Inc.