



Administrative Report

H.11., File # 22-4516

Meeting Date: 8/16/2022

To: MAYOR AND CITY COUNCIL
From: ELIZABETH HAUSE, ASSISTANT TO THE CITY MANAGER

TITLE

APPROVE AN AGREEMENT WITH EVAN BROOKS & ASSOCIATES FOR GRANT WRITING SERVICES FOR AN AMOUNT NOT TO EXCEED \$75,000 FOR THE TERM AUGUST 16, 2022 THROUGH AUGUST 15, 2023

EXECUTIVE SUMMARY

Forthcoming grants available through the Bipartisan Infrastructure Law (BIL) and several California granting agencies will present the City with opportunities to obtain grant funding for numerous planned City projects including the development of various waterfront public amenities, the installation of additional electric vehicle chargers, and the mitigation of sea level rise impacts. In order to ensure the City is best prepared to pursue these grant opportunities, staff recommends the approval of an agreement with Evan Brooks and Associates to track grant funding opportunities, align the City's project needs with available grant funding, and prepare grant applications.

BACKGROUND

Historically, the City has relied on staff to seek appropriate grant funding for designated projects. Departments independently researched grant availability and submitted applications as their workloads permitted. Though successful at times, this approach neither guarantees the City is pursuing all available grant opportunities nor does it ensure that applications submitted are comprehensive or tailored enough to be considered competitive.

As part of the FY 2022-23 Budget, Council appropriated \$75,000 for grant writing consulting services (Decision Package #83). Grant writing consultant firms have years of experience in developing grant applications, fostering relationships with granting agencies, and managing the tangential responsibilities and demands of applying for, and administering grants. These firms also have unique knowledge of federal, state, and local grant funding procedures and expectations. Acquiring the services of a grant writing firm would also give the City access to numerous, dedicated grant writers with a variety of backgrounds and expertise.

In order to find a suitable firm to perform these services on behalf of the City, a Request for Proposals (RFP) was created and multiple grant writing firms were contacted. Of the four (4) responses received, Evan Brooks and Associates (EBA) distinguished itself through its success in attaining grant funding for multiple municipalities and organizations, including over \$2.1 billion in total grant finding secured for their clients since 2010. EBA also offers the City 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 staff.

Forthcoming grants available through the BIL and several California granting agencies will present the City with opportunities to obtain grant funding for Strategic Plan goals and Capital Improvement Projects. Utilizing EBA's services will ensure these opportunities are tracked and that City applications are competitive and appropriately tailored to each granting agency's requirements.

COORDINATION

The scope of work identified in the agreement was coordinated by the City Manager's Office. The contract was approved as to form by the City Attorney's Office.

FISCAL IMPACT

Funding for grant writing services was approved in the City's FY 2022-23 Budget in the amount of \$75,000.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agreement with Evan Brooks and Associates