



## Town Council Agenda Report

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Date: October 22, 2019 Item No. 6

To: Honorable Mayor and Town Council

Subject: FY 2019-20 GRANT MANAGEMENT SERVICES

From: Douglas Robertson, Town Manager

Submitted by: Julie Ryan, Administrative Analyst II  
Town Manager's Office

Budgeted Item:  Yes  No  N/A

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### RECOMMENDED ACTION

That the Town Council approve an extension to the Professional Services Agreement with Blais & Associates, Inc., for Grant Management Services for Fiscal Year 2019-2020.

### BACKGROUND

As a result of the significant loss of local funding due to State-mandated Redevelopment Agency dissolution in 2012, Town staff contracted with Blais & Associates to develop and implement a more aggressive strategy for identifying, obtaining and managing funding opportunities from State and Federal Grants. Since 2013, the Town has contracted with Blais & Associates for grant management research, writing and management services.

Over the years, Blais & Associates has been successful in assisting the Town with the preparation and submittal of applications for various agencies and programs such as the California Transportation Commission Local Partnership Program for the Highway 18/Apple Valley Road Realignment; Safe Routes to School Active Transportation Programs and the Reclaimed Water Conversion through the California Natural Resources Agency.

In the past six years, Blais & Associates has assisted the Town in securing approximately \$13 million in grant funding to develop and construct projects.

### ANALYSIS

Blais & Associates has an outstanding professional reputation and a proven track record of successful grant applications, winning approximately 60% of all proposals. Based upon previous performance, staff recommends the Town extend the contract for grant management services with Blais & Associates for FY 2019-20. Attached is the Scope of Services and Schedule of Compensation.

### **FISCAL IMPACT**

Fiscal Year 2019-20 will have approximately \$25,000 in grant management expenses. Funding has been included in the proposed FY 2019-20 budget for these services.

### **ATTACHMENTS**

- A. Scope of Services
- B. Schedule of Compensation

ATTACHMENT "A"  
TO  
TOWN OF APPLE VALLEY AGREEMENT FOR GRANT MANAGEMENT SERVICES

**SCOPE OF SERVICES**

1. Standard Grant Monitoring and General Support

Blais & Associates, Inc. (B&A) will continue to monitor all applicable federal, state, regional, and non-profit (project specific) grant funding opportunities and alerting the Town when an announcement is released and advising staff on the appropriate next steps. This activity includes preparing and providing Fact Sheets, monthly all hands call, and a monthly Grant Activity Report. B&A will coordinate conference calls with staff to discuss eligible projects and the competitiveness of the project (i.e. likelihood of receiving a grant award). For budgeting purposes, the activity is calculated as follows: Estimate 15 hours per month, which is approximately \$1,500 per month x 12 months = **\$18,000** total.

2. Grant Writing

This activity is flexible depending on the level of need and complexity of the grant application and includes all activities necessary for the on-time submission of a grant application. B&A will provide an estimate for each grant effort. We are estimating that the Town may pursue five (5) grant applications that are mid-range level of complexity. For budgeting purposes, the activity is calculated as follows: Estimate 75 hours per application, which is approximately \$7,500 each x 5 = **\$37,500** total.

3. Federal and State Advocates.

B&A will complement the work of the Town's federal and state advocates. B&A staff are not registered lobbyists because we focus on our core business of grant research and writing. B&A will regularly communicate with your advocates alerting them about grant applications submitted on your behalf. B&A will assist with the development of "leave behind" cut sheets describing key projects and grant efforts. For budgeting purposes, the activity is calculated as follows: Estimate 30 hours for remainder of the fiscal year, which is approximately **\$3,000** total.

4. Post Award Grant Management.

B&A is willing to assist with the management of grants following an award. B&A will provide an estimate for this effort upon request from the Town.

ATTACHMENT "B"  
TO  
TOWN OF APPLE VALLEY AGREEMENT FOR GRANT MANAGEMENT SERVICES

**SCHEDULE OF COMPENSATION**

**Blais & Associates, Inc. Standard Rate Sheet - FY 2019-2020**

The table below reflects B&A's current rates. B&A is proposing the same rates for Apple Valley as the prior year. B&A reserves the right to adjust the rates annually depending on the cost of doing business.

*Table 1: Schedule of Costs*

Description	Fee
Grant Writer/Program Lead Labor (billed in 15-minute increments)	\$100/hour
Mileage (billed at current IRS rate)	\$0.565/mile
Travel (tolls, airfare, hotel, cab)	Cost - no mark up
Copies/Reprographics	Cost - no mark up
Telephone (long distance only)	Cost - no mark up
Courier Service	Cost - no mark up
Postage or Express Mail	Cost - no mark up

As shown in Table 1 above, all out-of-pocket expenses are billed at cost without markup. The IRS mileage rate is typically adjusted every six months and B&A's mileage rate adjusts accordingly. B&A provides monthly itemized invoices and can, at your request, provide receipts for all out-of-pocket expenses.