

Recorder's Office Cover Sheet

Recording Requested By:

Name: Debbie Swickard

Department: Finance



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SHAWNYNE GARREN, RECORDER

Type of Document: (please select one)

- Agreement
- Contract
- Grant
- Change Order
- Easement
- Other

specify: _____



FILED

NO. 2023.121

6/21/23
DATE

DOUGLAS COUNTY CLERK
MINDEN, NV

BY  DEPUTY

**CONTRACT FOR PROFESSIONAL SERVICES
FUNDED FROM FEDERAL FUNDS**

AN AGREEMENT BETWEEN

DOUGLAS COUNTY, NEVADA

AND

EVAN BROOKS ASSOCIATES, INC.

This Agreement ("Agreement") is entered into by and between Douglas County, 1594 Esmeralda Avenue, Minden, Nevada, 89423, a political subdivision of the State of Nevada (the "County"), and Evan Brooks Associates, Inc., 750 East Green Street, STE 301, Pasadena, California, 91101 (the "Contractor"). The County and Contractor are at times collectively referred to hereinafter as the "Parties" or individually as the "Party."

WHEREAS, the County is permitted to use Federal funding the County has received to contract with Contractor to provide the professional services referenced herein; and

WHEREAS, the Contractor must comply with all applicable legal and regulatory requirements for the use of Federal funding, including all applicable compliance requirements and all applicable Uniform Administrative Requirements, Cost Principles; and

WHEREAS, the Douglas County Board of Commissioners has approved using Federal funding in accordance with the terms of this Agreement.

Now, THEREFORE, in consideration of the mutual promises and covenants herein made, the County and Contractor mutually agree as follows:

1. TERM AND EFFECTIVE DATE OF CONTRACT. This Agreement is effective as of June 1, 2023 and shall continue in effect until May 31, 2024, with the option to renew for four (4) optional one-year terms thereafter. In no event shall the total term continue beyond May 31, 2028, unless earlier terminated by either party in accordance with the terms of this agreement.

2. SERVICES TO BE PERFORMED. The Parties agree that the services to be performed by Contractor as defined in the RFP for Grant Writing Services attached

hereto as Exhibit A and as further detailed in the Contractor's Proposal attached hereto as Exhibit B.

3. PAYMENT FOR SERVICES. Contractor agrees to provide the services set forth in Paragraph 2 for a total cost not to exceed One Hundred Fifty Dollars and No Cents (\$150,000.00) payable by County to Contractor from Federal funding. Contractor agrees to submit invoices detailing the work completed with backup documentation detailing employee name, title, hours spent, tasks worked on, cost per hour, total costs within ten days of the end of the prior month for any services rendered. County will pay invoices it receives within 45 days after receipt. County reserves the right to withhold or reduce payment under this Agreement if County determines, in its sole discretion, that Contractor has failed to supply required documentation or comply with any applicable laws and regulations regarding the use of Federal funding.

Contractor shall be responsible for all costs and expenses incurred while performing any services under this Contract, including without limitation license fees, memberships and dues; automobile and other travel expenses; and all salary, expenses and other compensation paid to Contractor's employees or contract personnel Contractor hires to perform the services described by this Agreement.

4. INDEPENDENT CONTRACTOR STATUS. The Parties agree that Contractor, and all associates and employees shall have the status of independent contractors and that this contract, by explicit agreement of the parties, incorporates and applies the provisions of NRS 333.700, as necessarily adapted to the parties, including that Contractor is not a Douglas County employee and that there shall be no:

- a. Withholding of income taxes by the County;
- b. Industrial insurance coverage provided by the County;
- c. Participation in group insurance plans which may be available to employees of the County;
- d. Participation or contributions by either the independent contractor or the County to the public employees' retirement system;
- e. Accumulation of vacation leave or sick leave;
- f. Unemployment compensation coverage provided by the County if the requirements of NRS 612.085 for independent contractors are met.

Contractor and County agree to the following rights and obligations consistent with an independent contractor relationship between the Parties:

- a. Contractor has the right to perform services for others during the term of this Agreement.
- b. Contractor has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed.
- c. Contractor shall not be assigned a work location on County premises.
- d. Contractor, at Contractor's sole expense, will furnish all equipment and materials used to provide the services required by this Agreement.

- e. Contractor, at Contractor's sole expense, has the right to hire assistants as subcontractors, or to use Contractor's employees to provide the services required by this Agreement.
- f. Contractor or Contractor's employees or contract personnel shall perform the services required by this Agreement, and Contractor agrees to the faithful performance and delivery of described services in accordance with the timeframes contained herein; County shall not hire, supervise or pay any assistants to help Contractor.
- g. Neither Contractor nor contractor's employees or contract personnel shall receive any training from County in the skills necessary to perform the services required by this Agreement.
- h. County shall not require Contractor or Contractor's employees or contract personnel to devote full time to performing the services required by this Agreement.
- i. Contractor understands that Contractor is solely responsible to pay any federal and state taxes and/or any social security or related payments applicable to money received for services provided under the terms of this contract. Contractor understands that an IRS Form 1099 will be filed by County for all payments County makes to Contractor.

5. INDUSTRIAL INSURANCE. Contractor shall, as a precondition to the performance of any work under this Contract and as a precondition to any obligation of the County to make any payment under this Contract, provide the County with a work certificate and/or a certificate issued by a qualified insurer in accordance with NRS 616B.627. Contractor also shall, prior to commencing any work under the contract, complete and provide the following written request to a qualified insurer:

Evan Brooks Associates, Inc. has entered into a contract with Douglas County from June 1, 2023 through May 31, 2024, with total renewal options through May 31, 2028,, and requests that the insurer provide to Douglas County: (1) a certificate of coverage issued pursuant to NRS 616B.627; and (2) notice of any lapse in coverage or nonpayment of coverage that Evan Brooks Associates, Inc. is required to maintain. The certificate and notice should be mailed to:

Douglas County Manager
Post Office Box 218
Minden, Nevada 89423

Copy: Douglas County Grants Administrator
Post Office Box 218
Minden, Nevada 89423

Contractor agrees to maintain required workers compensation coverage throughout the entire term of the Contract. If Contractor does not maintain coverage throughout the entire term of the Contract, Contractor agrees that County may, at any time the coverage is not maintained by Contractor, order the Contractor to stop

work, suspend the Contract, or terminate the Contract. For each six-month period this Contract is in effect, Contractor agrees, prior to the expiration of the six-month period, to provide another written request to a qualified insurer for the provision of a certificate and notice of lapse in or nonpayment of coverage. If Contractor does not make the request or does not provide the certificate before the expiration of the six-month period, Contractor agrees that County may order the Contractor to stop work, suspend the Contract, or terminate the Contract.

6. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS. Contractor shall comply with all applicable federal, state, and local laws, regulations, and ordinances, including, without limitation, all federal requirements regarding the expenditure of Federal funds that are in effect as of the effective date of this Agreement, and that may later be enacted or promulgated, including, without limitation, 31 CFR Part 35 and 2 CFR Part 200. Pursuant to 2 CFR §200.316 any real property, equipment, and intangible property, that are acquired or improved with a Federal funds must be held in trust by the non-Federal entity as trustee for the beneficiaries of the project or program under which the property was acquired or improved. This includes having the proper documentation in place to obtain reimbursement for indirect costs in accordance with federal law.

7. ADMINISTRATION OF AGREEMENT. The individuals listed below shall administer this Agreement on behalf of the parties. All communications between Contractor and County and notices required under this Agreement shall be sent to the individuals listed below:

County:

Douglas County, Nevada
Attn: Debbie Swickard, Grants Administrator
1594 Esmeralda Avenue
PO Box 218
Minden, NV 89423
775-782-9029
dswickard@douglasnv.us

Contractor:

Evan Brooks and Associates
Attn: Hal Suetsugu and Daniel Bartleson
750 E. Green Street, Suite 301
Pasadena, CA 91101
(626) 799-8011
Hal@ebaplanning.com
daniel@ebaplanning.com

8. AUDIT AND INSPECTION OF CONTRACTOR RECORDS. Upon request of the County, Contractor shall make available to the County for examination all of Contractor's records with respect to all matters covered by this Agreement and will permit the County to audit, examine and make excerpts or transcripts from such records, and make audits of all invoices, materials, payrolls, records of personnel and other data relating to all matters covered by this Agreement. Contractor shall

maintain such records in an accessible location and condition for a period of not less than six years following the termination of this Agreement, unless County agrees in writing to an earlier disposition.

11. TERMINATION OF AGREEMENT. The County may, upon written notice to Contractor, terminate this Agreement in whole or in part, for any reason, upon 30 days advance written notice to Contractor. In the event of termination, Contractor shall be paid for all services rendered to County up to the effective date of termination.

12. SUSPENSION AND DEBARMENT CERTIFICATION. In accordance with Federal Executive Order 12549 and 2 CFR Part 1400 regarding Debarment and Suspension, Contractor certifies that neither it, nor its principals, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency; and, that the Contractor shall not knowingly enter into any lower tier contract, or other covered transaction, with a person who is similarly debarred or suspended from participating in this covered transaction. By signing this Agreement, Contractor certifies that he/she/it has not been suspended or debarred from federal projects, and is fully eligible to receive federal funding.

13. CIVIL RIGHTS REQUIREMENTS. The following requirements apply to the underlying Agreement:

(1) Nondiscrimination -In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, Section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements issued.

(2) Equal Employment Opportunity -The following equal employment opportunity requirements apply to the underlying Agreement:

(a) Race, Color, Creed, National Origin, Sex, Age -In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future activities undertaken in the course of the work under this Agreement. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall

include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements issued.

(b) Age - In accordance with Section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § § 623, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements issued.

(c) Disabilities - In accordance with Section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements issued.

14. LOBBYING. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

15. Buy American (when appropriate). Products permanently incorporated into the work are subject to the Federal Buy America requirements as set forth in 23 CFR 635.410. Buy America requirements apply to all steel or iron materials for permanent incorporation in the work. The steel or iron material must have all manufacturing process occur in the United States. "Manufacturing" includes all processes that affect the size, shape, and finish of the steel (coating, forming, plating, galvanizing, etc.). A Buy America Waiver must be requested and approved by the funding agency prior to commencement of work.

17. Davis-Bacon Act (when appropriate). Davis-Bacon Act as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or

subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

18. CLEAN AIR AND WATER ACTS. Clean Air Act (42 U.S.C. §§ 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. §§ 1251-1387), as amended—Contracts and subgrants of amounts in excess of One Hundred Fifty Thousand and No/100 Dollars (\$150,000.00) must contain a provision that requires the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

19. PUBLIC RECORDS LAW. Contractor expressly understands and agrees that all documents submitted, filed, or deposited with the County by Contractor, unless designated as confidential by a specific statute of the State of Nevada, will be treated as public records pursuant to NRS Chapter 239 and shall be available for inspection and copying by any person, as defined in NRS 0.039, or any governmental entity. Contractor expressly and indefinitely waives all of his/her/its rights to bring, including but not limited to, by way complaint, interpleader, intervention, or any third party practice, any claims, demands, suits, actions, judgments, or executions, for damages or any other relief, in any administrative or judicial forum, against the County or any of its officers or employees, in either their official or individual capacity, for violations of or infringement of the copyright laws of the United States or of any other nation.

20. INDEMNIFICATION OF COUNTY. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend County from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of Contractor, its officers, employees, agents, volunteers, or other representatives arising out of or related to Contractor's performance under this Agreement. Notwithstanding the obligation of Contractor to defend County as set forth in this paragraph, County may elect to participate in the defense of any claim brought against County because of the conduct of Contractor, its officers, employees and agents. Such participation shall be at County's own expense and County shall be responsible for the payment of its own attorney's fees it incurs in participating in its own defense.

21. CONSTRUCTION OF AGREEMENT. The Agreement will be construed and interpreted according to the laws of the State of Nevada. There will be no

presumption for or against the drafter in interpreting or enforcing the Agreement. In the event a dispute arises between the Parties, the Parties promise and agree to first meet and confer to resolve any dispute. If such meeting does not resolve the dispute, then the Parties agree to mediate any dispute arising from or relating to the Agreement before an independent mediator mutually agreed to by the parties. The fee, rate or charge of the mediator will be shared equally by the Parties, who will otherwise be responsible for their own attorney's fees and costs. If mediation is unsuccessful, litigation may only proceed before a department of the Ninth Judicial Court of the State of Nevada in and for the County of Douglas that was not involved in the mediation process and attorney's fees and costs will be awarded to the prevailing party at the discretion of the court. The Parties mutually agree to not seek punitive damages against either Party.

22. FEDERAL CHANGES. The Contractor shall at all times comply with all applicable Federal regulations, policies, procedures and directives, including without limitation those listed directly or by reference in any funding documentation, as they may be amended or promulgated from time to time during the term of this Agreement. The Contractor's failure to so comply shall constitute a material breach of this Agreement.

23. MODIFICATION OF CONTRACT. This Agreement constitutes the entire agreement and understanding between the Parties. All other representations, oral or written, are superseded by this Agreement. This Agreement may only be modified by a written amendment signed by both of the Parties.

24. THIRD PARTY BENEFICIARY. Nothing contained in this Agreement is intended to convey any rights or to create a contractual relationship with any third party, or to otherwise allow a third party to assert a cause of action against either County or Contractor.

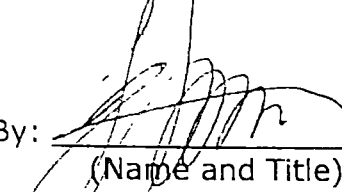
25. ASSIGNMENT. Contractor will neither assign, transfer nor delegate any rights, obligations or duties under this Agreement without the prior written consent of the County.

26. AUTHORITY. The Parties represent and warrant that they have the authority to enter into this Agreement.


27. COUNTERPARTS. This Agreement may be executed in counterparts, and each counterpart shall constitute one agreement binding on all parties hereto.

IN WITNESS WHEREOF, the Parties hereto have caused the Agreement to be signed and intend to be legally bound thereby.

Evan Brooks Associates, Inc.

By:  Hal Suetzugu
(Name and Title) Resident 05-19-2023
(Date)

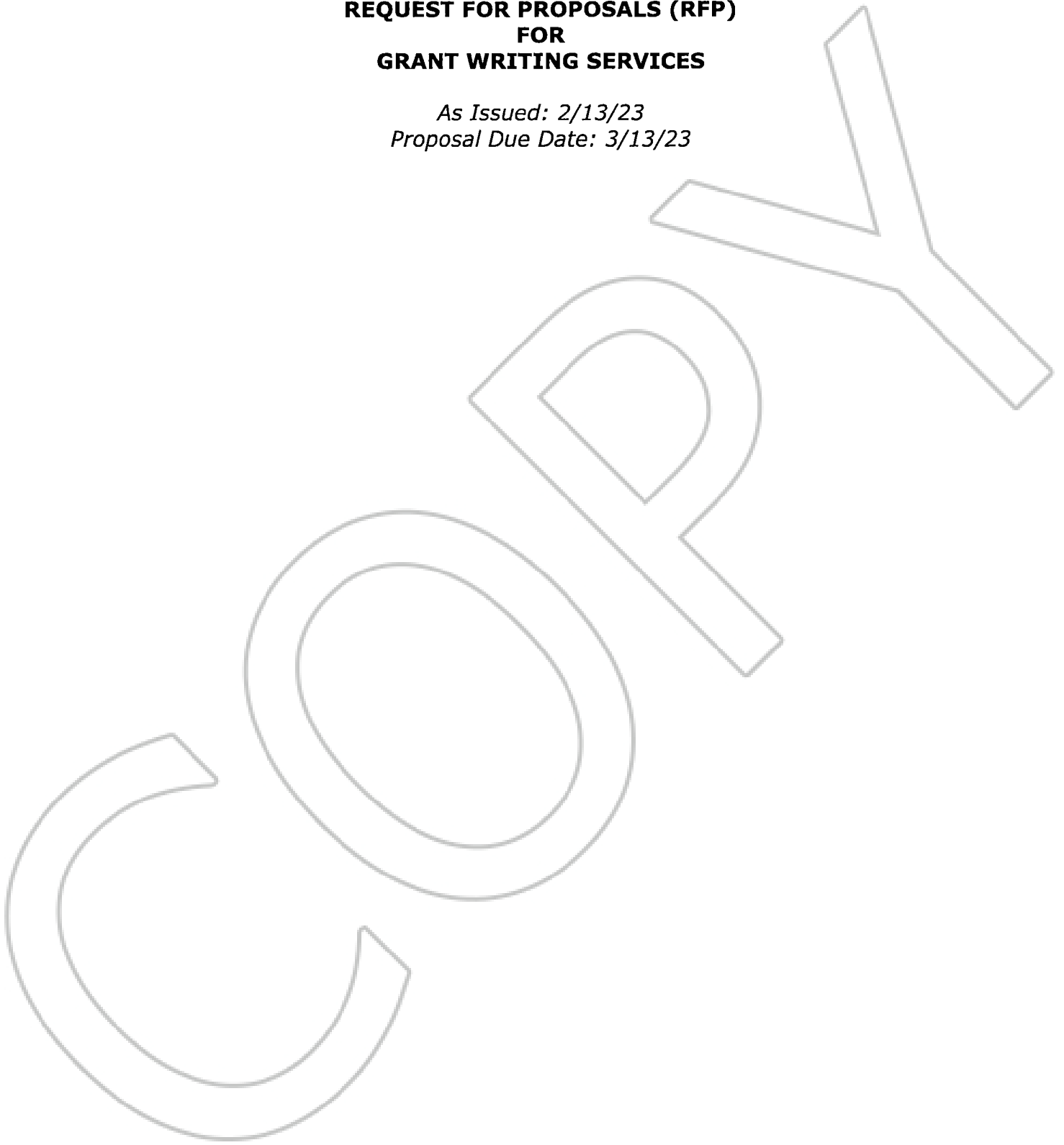
Douglas County, Nevada

By:  06/15/2023
Patrick Gates, Douglas County Manager (Date)
Jennifer Davidson

Appendix A

**REQUEST FOR PROPOSALS (RFP)
FOR
GRANT WRITING SERVICES**

*As Issued: 2/13/23
Proposal Due Date: 3/13/23*





Douglas County Nevada
1594 Esmeralda Ave.
Minden, NV 89423
Phone: (775) 782-6202

REQUEST FOR PROPOSALS (RFP)

FOR

GRANT WRITING SERVICES

RFP Release Date: **2/13/23**

Proposal Due Date: **3/13/23 by 2pm PST**

I. INTRODUCTION

A. PURPOSE

Douglas County, Nevada ("the County") invites qualified firms/consultants ("Offerors") to submit sealed proposals for on-call professional grant writing services. The services are more specifically described in the "Scope of Work" section of this document. Civic Initiatives, a public procurement firm, will be assisting the County with the coordination of the procurement process.

B. BACKGROUND

Douglas County is a local government organization centrally located approximately fifteen (15) minutes south of Nevada's state capital and bordering Lake Tahoe. The county is the fifth (5th) largest community in the state, serving approximately forty-nine thousand (49,000) residents. The county provides services related to ten functional areas: General Government, Judicial, Public Safety, Public Works, Sanitation, Health, Welfare, Cultural and Recreation, Community Support, and Utilities. The county services an area encompassing approximately six hundred (600) square miles.

The county is governed by a five-member Board of Commissioners ("the Board") elected at-large to four-year terms by residents of the community. The County Manager administers the day-to-day operations of the county in accordance with policies and procedures established by the Board. In 2017, the Board approved a Strategic Plan for Fiscal Years 2018 to 2022. It is the intention of the County to apply for grants which supplement funding for services and projects for which the County would otherwise be required to utilize local tax dollars.

II. GENERAL REQUIREMENTS

A. POINT OF CONTACT

During this procurement, the point of contact with the County is listed below. Unless otherwise directed in writing by the County contact, all contacts regarding this request for proposals ("RFP") shall be with the person listed only. Offerors contacting other County staff, County officials, or members of the County Board, or topics referencing this request, may be disqualified.

Hiren Desai
Senior Procurement Process Consultant
Civic Initiatives
hdesai@civicinitiatives.com
512-523-4834 Ext 526

PLEASE NOTE:

The initial RFP, the Responses to Questions, and any other addenda shall be posted on the Douglas County Website at:

https://www.douglascountynv.gov/rfp_bids

It is the responsibility of an interested offeror to regularly check the Douglas County Website for updates in accordance with the timeframe identified in Section II.C below. Please contact the Point of Contact if you have any clarifying questions.

B. SUBMISSION OF PROPOSALS

Proposals must be submitted to the point of contact identified in Section II.A, in a manner consistent with the requirements articulated in Section IV of this RFP.

To be properly and timely considered, an electronic copy of the Offeror's proposal must be received by the County no later than 2:00 pm (PST), on Monday, March 13, 2023. The proposal shall be sent by email to the point of contact identified in Section II.A.

Late proposals will not be accepted. It is the responsibility of the Offeror to ensure that the proposal is received by the County on or before the proposal closing date and time. Offerors are encouraged to plan for Internet/Network issues prior to submitting proposals, allowing ample time to resubmit prior to the deadline as needed to successfully submit proposals.

C. TIMEFRAME FOR SUBMISSION OF PROPOSALS

The following is a list of key dates including the due date for proposals to be submitted:

Activity	Date:
Request For Proposals Issued	Monday, February 13, 2023
Deadline for Submitting Questions	Monday, February 27, 2023 at 2pm PST
Responses to Questions	Monday, March 7, 2023
Proposal Closing/Deadline of Proposal Submittal	Monday, March 13, 2023 at 2pm PST
Proposal Evaluations Completed	TO BE DETERMINED
Oral presentations (optional)	TO BE DETERMINED
Award by the Board of County Commissioners	TO BE DETERMINED
Implementation of Contract	TO BE DETERMINED

During the evaluation process, the County reserves the right to request additional information or clarification from all Offerors, if it is in the best interest of the County to do so. The County also reserves the right to waive minor technicalities or

immaterial irregularities in any proposal submitted. At the discretion of the County, Offerors submitting proposals may be invited to an interview and requested to make oral presentations.

The County reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Offeror of the conditions contained in the request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the County and the Offeror selected.

It is anticipated that selection of an Offeror will be completed in accordance with the timeline outlined above. Following the notification of the selected Offeror, a recommendation and proposed contract will be prepared for review and approval of the Board of County Commissioners.

D. TERM OF ENGAGEMENT

The County intends to enter into an initial one (1) year contract with the successful Offeror for the services contemplated by the Request for Proposals. Any such contract will be subject to approval by the County Board, availability of funds, and other terms and conditions. It is anticipated that there will be a maximum of four (4) optional one-year renewals thereafter; however, the total contract term, including all renewals, will not exceed a total of five (5) years in duration. The successful Offeror will commence work only after the full execution of a contract between the County and the chosen Offeror, the transmittal of a Purchase Order, Executed Contract, and Notice to Proceed. The resulting contract will be a single award.

E. COST OF PREPARING PROPOSALS

All costs incurred by the Offeror for preparation and submittal of a response to the solicitation will be the sole responsibility of the Offeror. The County will not reimburse any Offeror for any such costs.

F. WITHDRAWAL OF PROPOSALS

Any response to this solicitation may be withdrawn prior to the due date and time specified in the solicitation or as revised by an addenda. Following the due date and time, no response may be withdrawn by an Offeror.

G. PROPOSAL FIRM OFFER

Responses to this RFP, including proposal's cost for services, will be considered firm for one-hundred-twenty (120) days after the due date for receipt of proposals and ninety (90) days after the due date for a requested best and final offer.

H. SAMPLE CONTRACT

A sample contract for services is provided as Attachment A to this solicitation. The successful Offeror will be required to execute this type of contract for services upon award.

III. SCOPE OF WORK

A. NATURE OF SERVICES REQUIRED

The County is seeking proposals from experienced Offerors with a proven track record of researching, developing, writing, preparing and submitting successful grant proposals for state and federal grants. Primary responsibilities will include identifying and responding to grant opportunities and providing guidance to successfully assist the County with securing funding for County projects and programs. There is no minimum amount of work guaranteed under any contract awarded. In addition, other public or quasi-public entities may also utilize these services, with the approval of the County and the selected Offeror.

B. SPECIFIC TASKS TO BE PERFORMED

1. *Grant Funding Needs Assessment:* Meet with County staff to identify grant funding needs and priorities and develop an overall grant funding outline and strategy. It is anticipated that this funding strategy will be updated on an annual basis. A specific hourly rate for this type of work can be proposed on the Cost Proposal Form.
2. *Grant Funding Research and Support Activities:* Conduct ongoing research to identify grant resources including, but not limited to federal, state, foundation, agencies and organizations that support the needs identified in the Assessment. A specific hourly rate for this type of work can be proposed on the Cost Proposal Form.
3. *Grant Application Development:* This may include but is not limited to the following types of activities:
 - a. Prepare a strategic work plan for the development of the proposed program underlying the grant application, and for production of the application itself, including key dates, responsible personnel, and specific deliverables.
 - b. Provide grant proposal writing services associated with the completion of grant applications on behalf of the County, including the preparation of funding abstracts, production, and final submittal of applications by the County.
 - c. Ensure that all required components of each proposal are included in submission, ensuring adherence to grant evaluation criteria, and ensuring each entire grant package is timely and correctly prepared in accordance with the requirements and restrictions of its respective funders' portal and technical submission requirements.
 - d. Edit draft proposals for consistency of messaging, ensuring integration of grant requirements and succinctness prior to final review and approval by the County and submittal to funder.
 - e. Organize facts, data, statistics and narrative collected and written as a part of assigned projects, developing tabular or graphic data displays as

appropriate, and making those items available to the County for future use.

A specific hourly rate for this type of work can be proposed on the Cost Proposal Form.

4. *Ongoing Communication*: Engage in regular and ongoing communication with the County staff regarding the status of current work undertaken and upcoming opportunities. This type of ongoing work shall NOT be billed separately and will be assumed to be built into the proposed hourly rates for Tasks 1-3.

IV. FORMAT AND CONTENT FOR PROPOSAL

Offerors shall submit a separate Technical Proposal and a separate Cost Proposal. These documents may be submitted in the same email to the point of contact identified in Section II.A if file size permits. Regardless, all documents have to be received before the proposal deadline.

A. TECHNICAL PROPOSAL FORM AND CONTENT

In your technical proposal response, please provide a detailed narrative description of how you will fulfill the requirements of the solicitation per the sections requested below. Responses to each requirement should be provided in the order given and clearly marked.

1. Cover Letter.
 - a. Provide key contact information, including phone number, fax number, and email address.
 - b. Confirm that you will comply with the Minimum Service Requirements listed below.
 - c. State any proposed exceptions or deviations you may have with any term, condition, or requirement listed in this solicitation, including the sample contract terms provided in Attachment A. The County reserves the right to summarily decline any proposed exceptions, or deviations which are not included in the Cover Letter.
2. Minimum Service Requirements. Offerors must agree to provide the following Minimum Service Requirements during the life of any contract awarded.
 - a. Must have an assigned service representative.
 - b. Must respond within two (2) business days to all inquiries and requests.
3. Response to Criteria. Please provide a detailed narrative on the following within your technical proposal:
 - a. *Criterion A: Qualifications and Experience*

- i. Articulate how you, as the Offeror, are especially qualified to provide the services being requested in the scope of work for this solicitation.
- ii. Include specific information relating to your organization's prior experience in this area. Provide detailed information on at least three (3) other projects where similar grant writing services have been provided by your organization within the last five (5) years to other public and private entities.
- iii. Please provide resumes on key personnel whom you anticipate will be assigned to this project if you are selected. Resumes should include the qualifications and prior experience of these individuals in providing grant writing services.

b. Criterion B: Approach and Methodology

- i. Please explain your organization's specific approach and methodology to completing the specific tasks outlined in the scope of work for this solicitation. Describe your understanding of the administrative challenges and opportunities associated with completing these tasks and your strategy for resolving any issues.

B. COST PROPOSAL FORM AND CONTENT

Please complete the attached COST PROPOSAL FORM and provide that information with your separate cost proposal.

On the Cost Proposal Form:

- a. Provide a specific hourly rate for each specific type of task (as defined in Section II, B) as follows:
 - i. Grant Funding Needs Assessment;
 - ii. Grant Funding Research and Support Activities; and
 - iii. Grant Application Development.
- b. Each hourly rate shall be used for evaluation purposes and shall establish a not-to-exceed amount for any work performed under that specific task pursuant to any contract awarded.
 - i. *For example*, if the hourly rate bid for grant funding needs assessment is \$50/hour and a contract is awarded, with a subsequent purchase order generated against the contract under a daily rate structure, this daily rate structure for grant funding needs assessment work would still have to be less than or equal to the equivalent hourly rate (i.e. \$400/day which is 8 hours a day X \$50 an hour).
 - ii. If multiple hourly rates are provided for a specific task, only the highest hourly rate will be considered for the purposes of evaluation.

Provide any additional detail about the typical fee structure that you generally utilize for providing grant writing services.

V. PROPOSAL EVALUATION

A. EVALUATION CRITERIA

All proposals submitted in response to this solicitation will be reviewed for responsiveness prior to referral to the evaluation committee. An evaluation committee will evaluate all responsive proposals in accordance with the criteria and points noted below, except for cost. Procurement staff shall separately score cost. Total Scores for all areas will be tabulated, and after taking into account the optional oral presentations and best and final offers (if utilized), a preliminary notice of award will be issued to the Offeror whose proposal is deemed most advantageous to the County.

Evaluation Criteria	Description of Criteria	Maximum Points Possible
Section IV, Part A, Item 3, Criterion A	<p><i>Qualifications and Experience</i></p> <ul style="list-style-type: none"> i. Articulate how you, as the Offeror, are especially qualified to provide the services being requested in the scope of work for this solicitation. ii. Include specific information relating to your organization's prior experience in this area. Provide detailed information on at least three (3) other projects where similar grant writing services have been provided by your organization within the last five (5) years to other public and private entities. iii. Please provide resumes on key personnel who you anticipate will be assigned to this project if you are selected. Resumes should include the qualifications and prior experience of these individuals in providing grant writing services. 	50
Section IV, Part A, Item 3, Criterion B	<p><i>Approach and Methodology</i></p> <ul style="list-style-type: none"> i. Please explain your organization's specific approach and methodology to completing the specific tasks outlined in the scope of work for this solicitation. Describe your understanding of the administrative challenges and opportunities 	25

	associated with completing these tasks and your strategy for resolving any issues.	
Section IV, Part B, Item I	Completed Cost Proposal Form	25
Section V, Part B	Oral Presentations (optional)	15

B. ORAL PRESENTATIONS (OPTIONAL)

If the County requests oral presentations by short-listed Offerors, committee members will score these presentations in accordance with the evaluation criteria above, based on the additional information and clarification received in this phase. Oral presentations may be in-person, virtual, or a combination. Since oral presentations may not be required, Offerors are encouraged to submit complete information with their proposals. Please note that a date for presentations has not yet been set and will be determined if presentations are scheduled.

C. BEST AND FINAL OFFER (BAFO)

The County, at its discretion, may utilize a Best and Final Offer (BAFO) stage. If this phase is utilized, the County shall submit to the offerors most likely to receive the award, requests for specific clarification and allow offerors to enhance their pricing. If your company is invited to participate in this stage, the dates may not be flexible. If the County requests Best and Final Offers by short-listed offerors, cost scores may be revised, based upon additional information and clarification received in this phase. In lieu of revising initial cost scoring, the County also reserves the right to evaluate BAFOs by use of an additional scoring phase.

ATTACHMENT A:

**SAMPLE CONTRACT FOR PROFESSIONAL SERVICES
FUNDED FROM FEDERAL FUNDS**

AN AGREEMENT BETWEEN

DOUGLAS COUNTY, NEVADA

AND

CONTRACT NAME

This Agreement ("Agreement") is entered into by and between Douglas County, 1594 Esmeralda Avenue, Minden, Nevada, 89423, a political subdivision of the State of Nevada (the "County"), and Contractor name and address (the "Contractor"). The County and Contractor are at times collectively referred to hereinafter as the "Parties" or individually as the "Party."

WHEREAS, the County is permitted to use Federal funding the County has received to contract with Contractor to provide the professional services referenced herein; and

WHEREAS, the Contractor must comply with all applicable legal and regulatory requirements for the use of Federal funding, including all applicable compliance requirements and all applicable Uniform Administrative Requirements, Cost Principles; and

WHEREAS, the Douglas County Board of Commissioners has approved using Federal funding in accordance with the terms of this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein made, the County and Contractor mutually agree as follows:

1. TERM AND EFFECTIVE DATE OF CONTRACT. This Agreement is effective on the date signed by both parties and shall continue in effect until all services referenced in the Agreement are performed by Contractor, but in no event later than Date, unless earlier terminated by either party in accordance with the terms of this Agreement.

2. SERVICES TO BE PERFORMED. The Parties agree that the services to be performed by Contractor are as follows: Define project as further detailed in the Contractor's Proposal attached hereto as Exhibit A.

3. PAYMENT FOR SERVICES. Contractor agrees to provide the services set forth in Paragraph 2 for a total cost not to exceed amount spelled out, \$XXX.xx payable by County to Contractor from Federal funding. Contractor agrees to submit invoices

detailing the work completed within ten days of the end of the prior month for any services rendered. County will pay invoices it receives within 45 days after receipt. County reserves the right to withhold or reduce payment under this Agreement if County determines, in its sole discretion, that Contractor has failed to comply with any applicable laws and regulations regarding the use of Federal funding.

Contractor shall be responsible for all costs and expenses incurred while performing any services under this Contract, including without limitation license fees, memberships and dues; automobile and other travel expenses; and all salary, expenses and other compensation paid to Contractor's employees or contract personnel Contractor hires to perform the services described by this Agreement.

4. INDEPENDENT CONTRACTOR STATUS. The Parties agree that Contractor, and all associates and employees shall have the status of independent contractors and that this contract, by explicit agreement of the parties, incorporates and applies the provisions of NRS 333.700, as necessarily adapted to the parties, including that Contractor is not a Douglas County employee and that there shall be no:

- a. Withholding of income taxes by the County;
- b. Industrial insurance coverage provided by the County;
- c. Participation in group insurance plans which may be available to employees of the County;
- d. Participation or contributions by either the independent contractor or the County to the public employees' retirement system;
- e. Accumulation of vacation leave or sick leave;
- f. Unemployment compensation coverage provided by the County if the requirements of NRS 612.085 for independent contractors are met.

Contractor and County agree to the following rights and obligations consistent with an independent contractor relationship between the Parties:

- a. Contractor has the right to perform services for others during the term of this Agreement.
- b. Contractor has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed.
- c. Contractor shall not be assigned a work location on County premises.
- d. Contractor, at Contractor's sole expense, will furnish all equipment and materials used to provide the services required by this Agreement.
- e. Contractor, at Contractor's sole expense, has the right to hire assistants as subcontractors, or to use Contractor's employees to provide the services required by this Agreement.
- f. Contractor or Contractor's employees or contract personnel shall perform the services required by this Agreement, and Contractor agrees to the faithful performance and delivery of described services in accordance with the timeframes contained herein; County shall not hire, supervise or pay any assistants to help Contractor.

- g. Neither Contractor nor contractor's employees or contract personnel shall receive any training from County in the skills necessary to perform the services required by this Agreement.
- h. County shall not require Contractor or Contractor's employees or contract personnel to devote full time to performing the services required by this Agreement.
- i. Contractor understands that Contractor is solely responsible to pay any federal and state taxes and/or any social security or related payments applicable to money received for services provided under the terms of this contract. Contractor understands that an IRS Form 1099 will be filed by County for all payments County makes to Contractor.

5. INDUSTRIAL INSURANCE. Contractor shall, as a precondition to the performance of any work under this Contract and as a precondition to any obligation of the County to make any payment under this Contract, provide the County with a work certificate and/or a certificate issued by a qualified insurer in accordance with NRS 616B.627. Contractor also shall, prior to commencing any work under the contract, complete and provide the following written request to a qualified insurer:

Contractors Name has entered into a contract with Douglas County to perform work from Date through Date, and requests that the insurer provide to Douglas County: (1) a certificate of coverage issued pursuant to NRS 616B.627; and (2) notice of any lapse in coverage or nonpayment of coverage that the Contractors Name is required to maintain. The certificate and notice should be mailed to:

Douglas County Manager
Post Office Box 218
Minden, Nevada 89423

Contractor agrees to maintain required workers compensation coverage throughout the entire term of the Contract. If Contractor does not maintain coverage throughout the entire term of the Contract, Contractor agrees that County may, at any time the coverage is not maintained by Contractor, order the Contractor to stop work, suspend the Contract, or terminate the Contract. For each six-month period this Contract is in effect, Contractor agrees, prior to the expiration of the six-month period, to provide another written request to a qualified insurer for the provision of a certificate and notice of lapse in or nonpayment of coverage. If Contractor does not make the request or does not provide the certificate before the expiration of the six-month period, Contractor agrees that County may order the Contractor to stop work, suspend the Contract, or terminate the Contract.

6. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS. Contractor shall comply with all applicable federal, state, and local laws, regulations, and ordinances, including, without limitation, all federal requirements regarding the expenditure of Federal funds that are in effect as of the effective date of this Agreement, and that may later be enacted or promulgated, including, without limitation, 31 CFR Part 35

and 2 CFR Part 200. Pursuant to 2 CFR §200.316 any real property, equipment, and intangible property, that are acquired or improved with a Federal funds must be held in trust by the non-Federal entity as trustee for the beneficiaries of the project or program under which the property was acquired or improved. This includes having the proper documentation in place to obtain reimbursement for indirect costs in accordance with federal law.

7. ADMINISTRATION OF AGREEMENT. The individuals listed below shall administer this Agreement on behalf of the parties. All communications between Contractor and County and notices required under this Agreement shall be sent to the individuals listed below:

County: Douglas County, Nevada
Attn.
1594 Esmeralda Avenue
PO Box 218
Minden, NV 89423

Contractor: Name: _____
Attn: _____
Address: _____
Contact Number: _____
Email: _____

8. AUDIT AND INSPECTION OF CONTRACTOR RECORDS. Upon request of the County, Contractor shall make available to the County for examination all of Contractor's records with respect to all matters covered by this Agreement and will permit the County to audit, examine and make excerpts or transcripts from such records, and make audits of all invoices, materials, payrolls, records of personnel and other data relating to all matters covered by this Agreement. Contractor shall maintain such records in an accessible location and condition for a period of not less than six years following the termination of this Agreement, unless County agrees in writing to an earlier disposition.

11. TERMINATION OF AGREEMENT. The County may, upon written notice to Contractor, terminate this Agreement in whole or in part, for any reason, upon 30 days advance written notice to Contractor. In the event of termination, Contractor shall be paid for all services rendered to County up to the effective date of termination.

12. SUSPENSION AND DEBARMENT CERTIFICATION. In accordance with Federal Executive Order 12549 and 2 CFR Part 1400 regarding Debarment and Suspension, Contractor certifies that neither it, nor its principals, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency; and, that the Contractor shall not knowingly enter into any lower tier contract, or other covered transaction, with a person who is similarly debarred or suspended from participating in this covered transaction. By signing this Agreement, Contractor certifies that

he/she/it has not been suspended or debarred from federal projects, and is fully eligible to receive federal funding.

13. CIVIL RIGHTS REQUIREMENTS. The following requirements apply to the underlying Agreement:

(1) Nondiscrimination -In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, Section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements issued.

(2) Equal Employment Opportunity -The following equal employment opportunity requirements apply to the underlying Agreement:

(a) Race, Color, Creed, National Origin, Sex, Age -In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future activities undertaken in the course of the work under this Agreement. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements issued.

(b) Age - In accordance with Section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § § 623, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements issued.

(c) Disabilities - In accordance with Section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements issued.

14. LOBBYING. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

15. Buy American (when appropriate). Products permanently incorporated into the work are subject to the Federal Buy America requirements as set forth in 23 CFR 635.410. Buy America requirements apply to all steel or iron materials for permanent incorporation in the work. The steel or iron material must have all manufacturing process occur in the United States. "Manufacturing" includes all processes that affect the size, shape, and finish of the steel (coating, forming, plating, galvanizing, etc.). A Buy America Waiver must be requested and approved by the funding agency prior to commencement of work.

16. Davis-Bacon Act (when appropriate). Davis-Bacon Act as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

17. CLEAN AIR AND WATER ACTS. Clean Air Act (42 U.S.C. §§ 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. §§ 1251-1387), as amended— Contracts and subgrants of amounts in excess of One Hundred Fifty Thousand and No/100 Dollars (\$150,000.00) must contain a provision that requires the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water

Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

18. PUBLIC RECORDS LAW. Contractor expressly understands and agrees that all documents submitted, filed, or deposited with the County by Contractor, unless designated as confidential by a specific statute of the State of Nevada, will be treated as public records pursuant to NRS Chapter 239 and shall be available for inspection and copying by any person, as defined in NRS 0.039, or any governmental entity. Contractor expressly and indefinitely waives all of his/her/its rights to bring, including but not limited to, by way complaint, interpleader, intervention, or any third party practice, any claims, demands, suits, actions, judgments, or executions, for damages or any other relief, in any administrative or judicial forum, against the County or any of its officers or employees, in either their official or individual capacity, for violations of or infringement of the copyright laws of the United States or of any other nation.

19. INDEMNIFICATION OF COUNTY. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend County from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of Contractor, its officers, employees, agents, volunteers, or other representatives arising out of or related to Contractor's performance under this Agreement. Notwithstanding the obligation of Contractor to defend County as set forth in this paragraph, County may elect to participate in the defense of any claim brought against County because of the conduct of Contractor, its officers, employees and agents. Such participation shall be at County's own expense and County shall be responsible for the payment of its own attorney's fees it incurs in participating in its own defense.

20. CONSTRUCTION OF AGREEMENT. The Agreement will be construed and interpreted according to the laws of the State of Nevada. There will be no presumption for or against the drafter in interpreting or enforcing the Agreement. In the event a dispute arises between the Parties, the Parties promise and agree to first meet and confer to resolve any dispute. If such meeting does not resolve the dispute, then the Parties agree to mediate any dispute arising from or relating to the Agreement before an independent mediator mutually agreed to by the parties. The fee, rate or charge of the mediator will be shared equally by the Parties, who will otherwise be responsible for their own attorney's fees and costs. If mediation is unsuccessful, litigation may only proceed before a department of the Ninth Judicial Court of the State of Nevada in and for the County of Douglas that was not involved in the mediation process and attorney's fees and costs will be awarded to the prevailing party at the discretion of the court. The Parties mutually agree to not seek punitive damages against either Party.

21. FEDERAL CHANGES. The Contractor shall at all times comply with all applicable Federal regulations, policies, procedures and directives, including without limitation those listed directly or by reference in any funding documentation, as they may be amended or promulgated from time to time during the term of this

Agreement. The Contractor's failure to so comply shall constitute a material breach of this Agreement.

22. MODIFICATION OF CONTRACT. This Agreement constitutes the entire agreement and understanding between the Parties. All other representations, oral or written, are superseded by this Agreement. This Agreement may only be modified by a written amendment signed by both of the Parties.

23. THIRD PARTY BENEFICIARY. Nothing contained in this Agreement is intended to convey any rights or to create a contractual relationship with any third party, or to otherwise allow a third party to assert a cause of action against either County or Contractor.

24. ASSIGNMENT. Contractor will neither assign, transfer nor delegate any rights, obligations or duties under this Agreement without the prior written consent of the County.

25. AUTHORITY. The Parties represent and warrant that they have the authority to enter into this Agreement.

26. COUNTERPARTS. This Agreement may be executed in counterparts, and each counterpart shall constitute one agreement binding on all parties hereto.

IN WITNESS WHEREOF, the Parties hereto have caused the Agreement to be signed and intend to be legally bound thereby.

Contractor Name

By: _____
(Name and Title) (Date)

Douglas County, Nevada

By: _____
Patrick Cates, Douglas County Manager (Date)

[PROJECT SCOPE WOULD BE ON A SEPARATE PAGE AS AN EXHIBIT TO THE ACTUAL CONTRACT]

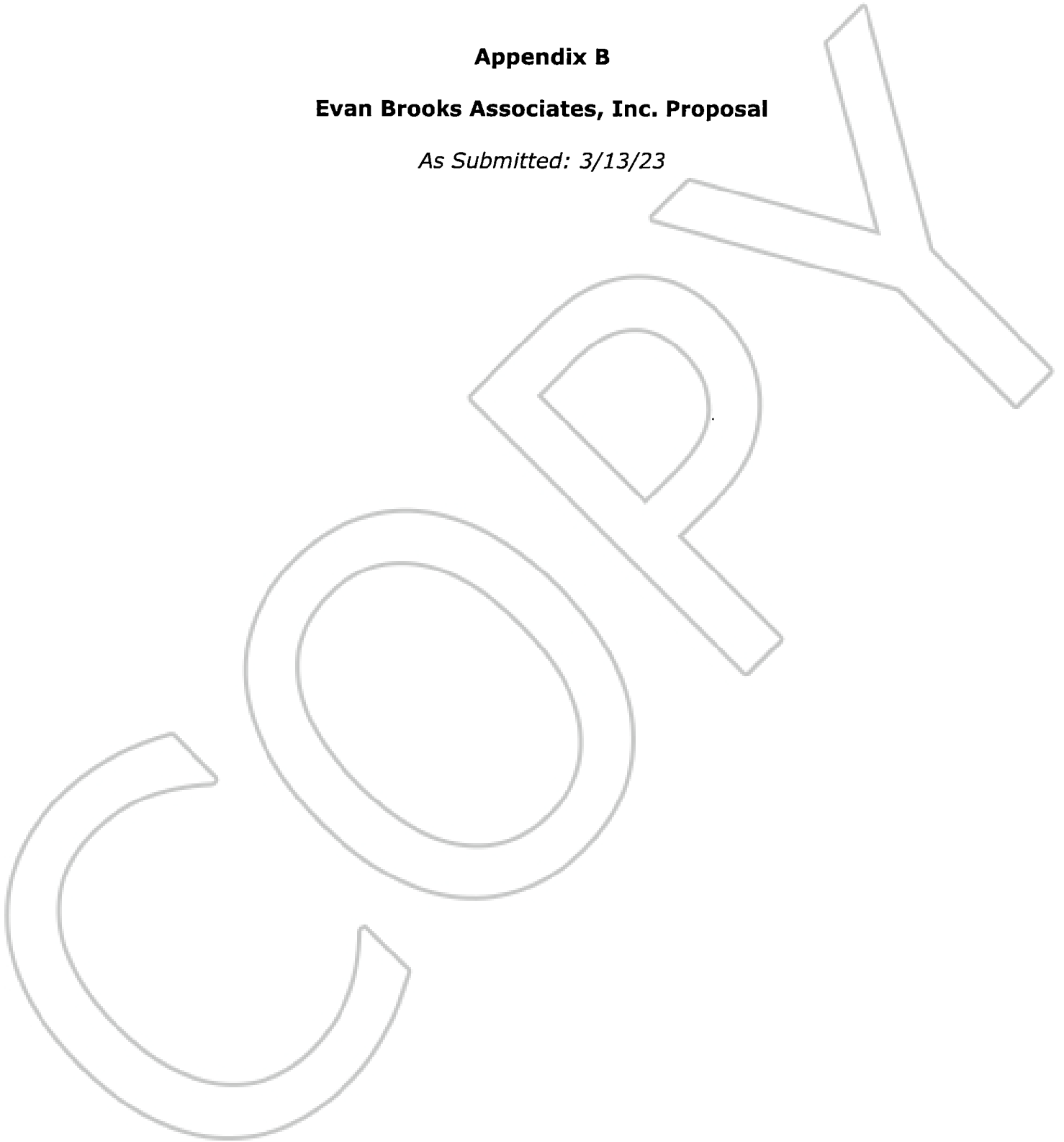
Exhibit A

Project Scope

Appendix B

Evan Brooks Associates, Inc. Proposal

As Submitted: 3/13/23



evan
brooks
associates

PROPOSAL

ON-CALL GRANT WRITING SERVICES COUNTY OF DOUGLAS

March 13, 2013

Firm: Evan Brooks Associates, Inc

Address 750 E Green Street, Suite 301
Pasadena, CA 91101

Contact Hal Suetsugu, President

Website www.ebaplanning.com

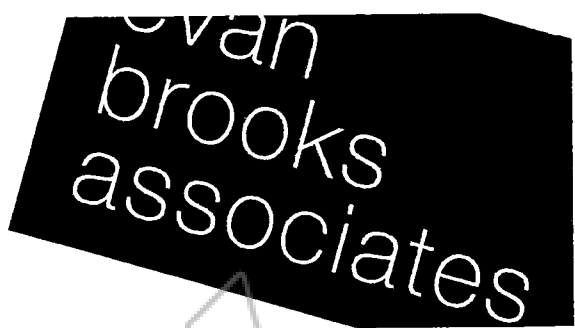
Phone (626) 799-8011

Evan Brooks Associates, Inc.
750 E. Green Street, Suite 301
Pasadena, CA 91101

Hal Suetsugu, President

hal@ebaplanning.com

(626) 799-8011



March 13, 2023

Hiren Desai, Senior Procurement Process Consultant
County of Douglas
1594 Esmeralda Ave.
Minden, NV 89423

Subject: On-Call Grant Writing Services

Senior Procurement Process Consultant Desai and the Evaluation Committee:

Evan Brooks Associates, Inc. (EBA) is proud to present our proposal to secure funding for projects and programs that align with the County of Douglas's (County) vision for a healthier, more resilient, prosperous, sustainable, and safe future for all community members. As a certified disadvantaged, small business enterprise (D/SBE) and a California Corporation, we are committed to providing exceptional service that not only meets the minimum service requirements, but exceeds the County's grant securing needs.

Our experienced team of professionals includes grant writers, planners, greenhouse gas (GHG) analysts, cost estimators, funding specialists, graphic designers, and cartographers. Over the past decade, we have secured more than \$2.2 billion in funding for our clients from a variety of sources, including the US Housing and Urban Development, US Department of Transportation, and the Federal Transit Administration. Our proven track record of success demonstrates our ability to navigate complex funding programs and deliver results.

Daniel Bartelson, MPA, MBA, will serve as project manager. He has more than 20 years of experience managing similar on-call grant writing contracts. With his leadership, EBA's team will deliver high-quality, captivating, and data-driven applications that get funded. As the former Capital Planning and Programming Manager for the nation's third largest transportation agency (Los Angeles County Metropolitan Transportation Authority) and EBA's President, I, Hal Suetsugu, am intimately familiar with the challenges faced by public agencies seeking funding for critical projects. As your main point of contact during contract negotiations, I will ensure that EBA delivers the exceptional service and results that you expect.

We have no proposed exceptions/deviations to the terms of the RFP, and we are confident that our team has the expertise and experience to deliver exceptional results. Please feel free to contact me via telephone (626) 799-8011 or via email at hal@ebaplanning.com should you like to schedule an interview. We look forward to the opportunity to work with you to achieve your goals!

Best regards,


Mr. Hal Suetsugu, President
Evan Brooks Associates, Inc.

QUALIFICATIONS AND EXPERIENCE



CONTACT/LOCATION
Hal Suetsugu, President
Address: 750 E. Green Street,
 Suite 301, Pasadena, CA 91101
Phone: (626) 799-8011
Email: hal@ebaplanning.com

SIZE & DESIGNATIONS
 Small Business Enterprise (SBE)

Disadvantaged Business
 Enterprise (DBE)

SERVING COMMUNITIES
 Since October 2010 (CA Corp.)

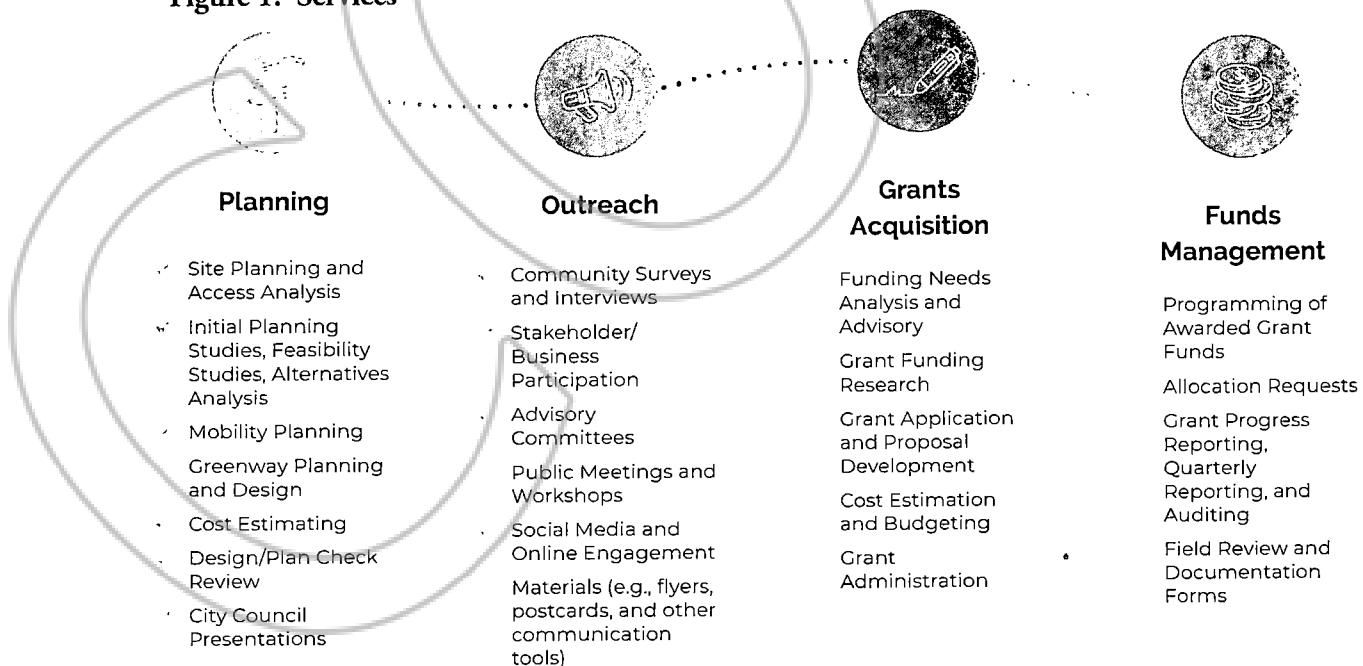
WEBSITE
 www.ebaplanning.com

Evan Brooks Associates, Inc. (EBA) is a full-service strategic planning firm offering project management, grant writing, multimodal studies, community outreach, and environmental compliance services for public agencies to assist in achieving their desired capital program, operations efficiency, and project development goals.

EBA recognizes that each project is different and each community is unique; our innovative approach combines customized expertise with creative thinking to create the best possible solutions for each challenge. By infusing grant applications with context-sensitive planning, outreach, visually-engaging concept designs, and subject matter experts, we have secured **\$2.2 billion** in private, foundation, local, state, and federal grant funding for **74 cities** and regional planning agencies throughout the Western United States. While the complexity, locations or communities may vary, our mission to integrate well-planned projects that infuse and solve community concerns remains constant.

We assist our clients by providing a range of grant and complementary services (shown in *Figure 1*).

Figure 1. Services



RELEVANT EXPERIENCE

EBA is a leading grant acquisition consultant that helps municipalities to obtain funds for their infrastructure improvements. EBA has a wealth of experience working with cities, counties, and public agencies throughout the Western United States.

Between 2010 and 2016, we focused on serving public agencies located in Los Angeles, Orange, and San Diego counties, as well as the cities in and throughout Southern California. This included serving as the sole grant advisory and writing team for the Southern California Association of Governments (SCAG), in which our team trained staff, so they could learn how to find grants, how to best position projects, and how to competitively align projects to State and Federal grant programs.

From 2016 to 2021, EBA expanded its clientele base from Southern California to Northern California by working with cities and counties in Alameda, Contra Costa, Sacramento, San Joaquin, San Luis Obispo, San Mateo, Yolo, and Shasta counties, to name a few. In fact, in 2020-2021, EBA led the Shasta Regional Transportation Authority's (SRTA) grant writing assistance program, in which staff was responsible for preparing 8 competitive grants for SRTA and local agencies, including Shasta County, and the cities of Shasta Lake, Anderson, and Redding, which resulted in securing \$17.5 million.

Today, EBA is part of the grant writing team for the third largest transportation agency in the nation, the Los Angeles County Metropolitan Transportation Authority (Metro), in which our team has written nearly 50 grant applications, including State and Federal grants, such as the Senate Bill 1 (SB1), Active Transportation Program (ATP), Transit & Intercity Rail Capital Program (TIRCP), and Rebuilding American

Infrastructure with Sustainability and Equity (RAISE). Our team has been able to secure more than \$172 million for both LA County cities and Metro under various programs for regional projects that will transform LA County's transportation network leading up to the 2028 Los Angeles Summer Olympics.

Currently, we are preparing Federal grants and conducting cost-benefit analyses with Eugene, Oregon and Bozeman, Montana.

EBA's specialty is transportation. As it relates to the County of Douglas, EBA has experience preparing many historic and newly-created Federal grants stemming from the Bipartisan Infrastructure Law (BIL) of 2021, such as:

- Reconnecting Communities Pilot Program: This program provides funding for projects that aim to address community impacts caused by past transportation infrastructure projects, particularly those that have disproportionately affected low-income and minority communities.
- Congestion Mitigation and Air Quality Improvement (CMAQ) Program: This program provides funding for projects that aim to improve air quality and reduce congestion through transportation projects and programs.
- Bridge Investment Program: This program provides funding for bridge repairs, replacements, and improvements across the country.
- Interagency Alternative Fuel Vehicles Program: This program provides funding for the purchase of alternative fuel vehicles and infrastructure, including electric vehicle charging stations.

EBA's expertise extends beyond state borders. Our team has worked in both urban and rural areas, providing customized solutions to address unique community concerns and challenges. To date, EBA has secured \$2,219,950,176 (Figure 2) and has experience working across diverse geographical and social landscapes showcases our team's flexibility and adaptability (Figure 3).

Figure 3. Regional Experience

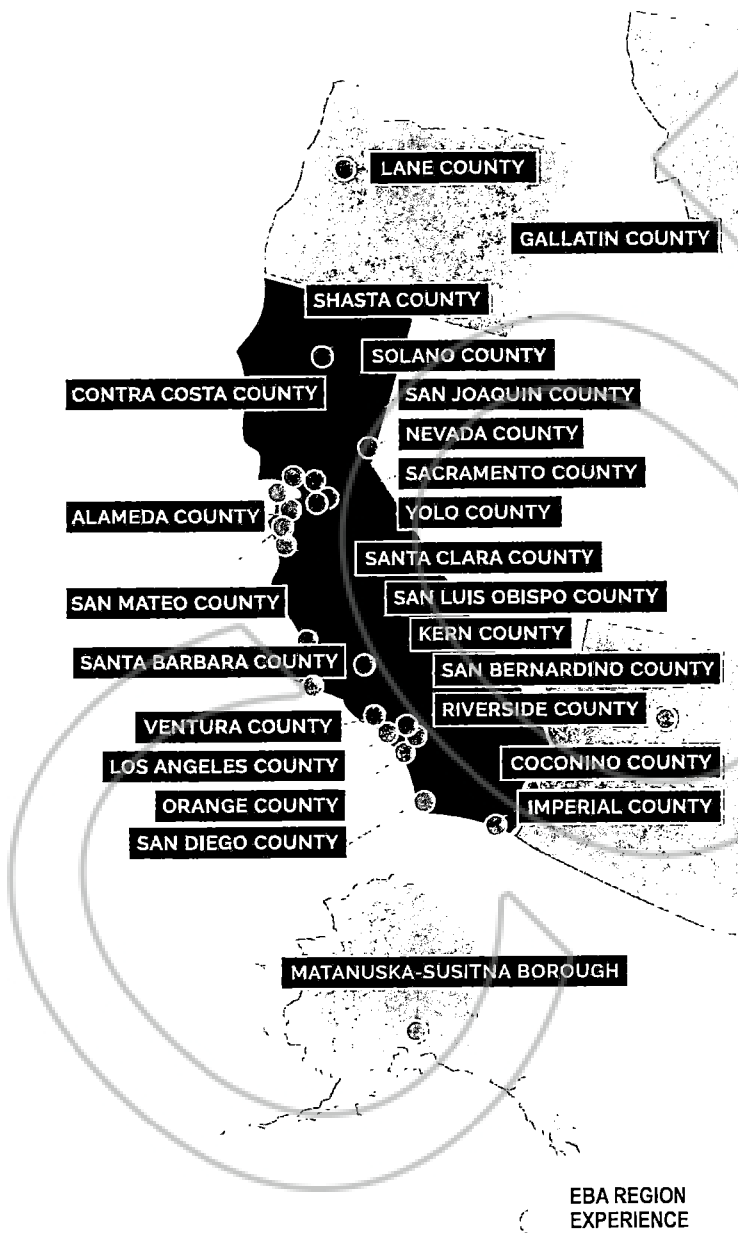


Figure 2. Total Grant Funding Secured by Funding Agency

FUNDING AGENCY	TOTAL SECURED
Air Quality Management District	\$3,996,980
California Department of Forestry and Fire Protection	\$878,633
California Department of Housing and Community Development	\$5,921,622
California Department of Parks and Recreation	\$5,732,751
California Department of Resources Recycling and Recovery	\$826,017
California Department of Transportation	\$149,867,507
California Natural Resources Agency	\$3,569,746
California State Library	\$5,377,020
California State Transportation Agency	\$1,195,550,000
California Transportation Commission	\$703,600,000
Federal Transit Administration	\$4,405,274
Los Angeles County Regional Park and Open Space District	\$2,000,000
Metropolitan Transportation Authority	\$97,653,268
Metropolitan Transportation Commission	\$151,000
MLB-MLBPA Youth Development Foundation	\$33,310
San Joaquin County of Governments	\$5,063,000
Santa Clara County Parks	\$322,750
Southern California Association of Governments	\$1,167,500
Strategic Growth Council	\$1,351,541
Rivers and Mountains Conservancy	\$1,000,000
Riverside County Transportation Commission	\$340,000
Wildlife Conservation Board	\$5,000,000
US Housing and Urban Development	\$10,822,000
US Department of Transportation	\$15,320,257
TOTAL SECURED	\$2,219,950,176

GRANT AWARDS LIST

EBA processes approximately 31 private, foundation, local, State, and Federal grants yearly for our clients. Each client has different goals and objectives. Consequently, EBA has experience preparing a wide variety of grants, including, but not limited to those listed in *Figure 4* below and on the following pages. All grants listed were prepared by EBA staff.

Figure 4. Funded Grants

Funding Agency	Funding Program	Sponsor Agency	Project	Grant Amount	Program Total
AQMD	CMAQ	Alhambra	CNG Refueling	\$300,000	
AQMD	CMAQ	Baldwin Park	Electric Vehicle Charging Stations	\$464,000	
AQMD	CMAQ	Baldwin Park	CNG Refueling	\$269,000	\$1,033,000
AQMD	Energy CEC	Alhambra	LED Signal Upgrade	\$950,000	
AQMD	Energy CEC	Bellflower	Electric Vehicle Charging Stations	\$400,000	
AQMD	Energy CEC	Inglewood	Street Lighting Improvements	\$650,000	\$2,000,000
CA - SGC	TCC	Stockton	Stockton Rising	\$4,869,106	\$4,869,106
CA - SGC	Sust. Comm.	Baldwin Park	Health & Sustainability Element Preparation	\$368,000	
CA - SGC	Sust. Comm.	SCAG	SCS Implementation	\$983,541	\$1,351,541
CA Nat. Resources	Urban Rivers	Pico Rivera	Mines Ave. Flood Control/Stormwater/Greening	\$1,800,000	\$1,800,000
CA Nat. Resources	Urban Greening	Compton	Alameda-SR91 Urban Greening and Water Reclam.	\$1,207,921	
CA Nat. Resources	Urban Greening	La Verne and Pomona	Arrow Highway Urban Greening Project	\$561,825	\$1,769,746
CA-DHCD	Parks Program	San Fernando	Recreation & Parks Improvements	\$176,550	
CA-DHCD	Parks Program	El Monte	Lambert Park Rehabilitation Project - Phase 1/2	\$250,966	\$427,516
CA-DHCD	SB2 Program	San Bernardino	Development Code Update and Downtown Specific F	\$625,000	\$625,000
CA-Library	Building Forward	Covina	Library at Recreation Village	\$5,377,020	\$5,377,020
CA-Park/Rec	Statewide Park Prog.	Morrovia	Lucinda Garcia Park Expansion and Renovation	\$675,000	
CA-Park/Rec	Statewide Park Prog.	Covina	New Recreation Village Park Phase 1	\$4,845,229	\$5,520,229
CA - Park/Rec HCF	Hab. Cons. Fund	Grand Terrace	Blue Mountain Trail and Trailhead Development	\$212,522	\$212,522
CAL FIRE	Urban & Community	Compton	Greening Compton's State Route 91	\$580,952	
CAL FIRE	Urban & Community	Petaluma	Urban Canopy Inventory	\$297,681	\$878,633
CA-CTC	Local Partner. Prog.	La Cañada Flintridge	La Cañada Flintridge Soundwalls Project	\$5,000,000	
CA-CTC	Local Partner. Prog.	LA Metro	Orange Line Bus Rapid Transit Improvements Project	\$75,000,000	\$80,000,000
CA-CTC	Congested Corridors	LA Metro	Airport Metro Connector 96th Street Transit Project	\$150,000,000	\$150,000,000
CA-CTC	Trade Corridor Enh.	LA Metro	SR 71 Freeway Conversion Project	\$44,000,000	
CA-CTC	Trade Corridor Enh.	LA Metro	SR-57/60 Confluence: Chokepoint Relief Program	\$22,000,000	
CA-CTC	Trade Corridor Enh.	LA Metro	Interstate 5 Golden State Chokepoint Relief	\$247,000,000	
CA-CTC	Trade Corridor Enh.	LA Metro	America's Global Freight Gateway: SoCal Rail	\$128,600,000	
CA-CTC	Trade Corridor Enh.	LA Metro	I 605/SR 91 Interchange Improvement	\$32,000,000	\$473,600,000
CalRecycle	Rubberized Pymt.	Compton	Rosecrans and Wilmington Repavement	\$313,660	
CalRecycle	Rubberized Pymt.	Compton	Citywide Repavement	\$175,000	
CalRecycle	Rubberized Pymt.	San Fernando	Glenoaks Blvd. Repavement	\$97,846	
CalRecycle	Rubberized Pymt.	El Monte	Granada/California/Washington Ave. Rehab	\$138,511	
CalRecycle	Rubberized Pymt.	La Verne	Esperanza Ave Rehabilitation	\$101,000	\$826,017
CalSTA	TIRCP	LA Metro	Vermont Transit Corridor	-	
CalSTA	TIRCP	LA Metro	Gold Line Foothill Light Rail Extension to Montclair	-	
CalSTA	TIRCP	LA Metro	East San Fernando Valley Transit Corridor	-	
CalSTA	TIRCP	LA Metro	West Santa Ana Light Rail Transit Corridor	-	
CalSTA	TIRCP	LA Metro	Green Line Light Rail Extension to Torrance	-	
CalSTA	TIRCP	LA Metro	Orange/Red Line to Gold Line BRT: NoHo to Pasadena	-	
CalSTA	TIRCP	LA Metro	Program of Projects (all projects above)	\$1,088,500,000	
CalSTA	TIRCP	LA Metro and Metrolink	Metrolink Antelope Valley Line Capit. & Ser. Impr.	\$107,050,000	\$1,195,550,000
Caltrans	ATP	Baldwin Park	Maine Ave Complete Street Improvements	\$2,201,000	
Caltrans	ATP	Baldwin Park	Maine Ave Complete Street Improve., Phase II	\$1,068,000	
Caltrans	ATP	Baldwin Park	Walnut Creek-San Gabriel River East Bank Greenway	\$1,355,000	
Caltrans	ATP	Compton	Wilmington Ave Safe Street Improvements	\$996,000	
Caltrans	ATP	Compton	Compton-Carson Safe Bicycling and Wayfinding	\$808,500	
Caltrans	ATP	Compton	Blue Line First/Last Mile Improvements	\$22,572,000	
Caltrans	ATP	Carson	Compton-Carson Safe Bicycling and Wayfinding	\$808,500	
Caltrans	ATP	Desert Hot Springs	Palm Drive Improvements	\$3,700,000	
Caltrans	ATP	Duarte	Duarte Active Transportation Safety Project	\$2,270,000	
Caltrans	ATP	Huntington Park	Randolph Street Rails-to-Trails Study	\$400,000	
Caltrans	ATP	Huntington Park	State Street Complete Street	\$1,184,000	
Caltrans	ATP	Irwindale	Non Motorized Design Guidelines and Active Transp	\$154,000	
Caltrans	ATP	La Verne	La Verne Regional Commuter Bicycle Gap Closure Prc	\$1,552,000	
Caltrans	ATP	LA Metro	Doran Street Grade Separation AT Access Project	\$16,319,000	
Caltrans	ATP	Palmdale	Avenue R Complete Streets and Safe Routes Project	\$5,150,000	
Caltrans	ATP	Redding	Turtle Bay to Downtown Gap Completion Project	\$2,665,000	
Caltrans	ATP	Redding	Victor Ave & Cypress Ave Active Transportation (VO	\$7,822,000	
Caltrans	ATP	Redding	Butte Street Boogie Network Project	\$6,437,000	
Caltrans	ATP	Redding	Victor Improvement Project	\$7,993,000	
Caltrans	ATP	Stockton	Stockton SRTS Safety and Connectivity Improvemen	\$2,838,000	
Caltrans	ATP	Shasta County	Cottonwood Active Transportation Trunk Line Expres	\$7,056,000	
Caltrans - CTC	ATP	Artesia	Norwalk Artesia Boulevards Safe Streets Project	\$1,987,000	
Caltrans - CTC	ATP	SGVCOG	Bike Share Expansion into the San Gabriel Valley	\$4,554,000	\$101,890,000
Caltrans	Clean California	Downey	Rio San Gabriel Park - Green, Safe and Active Park In	\$749,405	
Caltrans	Clean California	Santa Maria	Battles Road Green Corridor Rehab and Beautification	\$2,509,133	\$3,258,538

Funding Agency	Funding Program	Sponsor/Agency	Project	Grant Amount	Program Total
Caltrans	HSIP	Alhambra	Mission Drive	\$390,000	
Caltrans	HSIP	Alhambra	Valley Bl/Marengo Ave Intersection	\$440,000	
Caltrans	HSIP	Alhambra	Valley Bl/New Ave Intersection	\$645,000	
Caltrans	HSIP	Azusa	Arrow Highway Safety Improvements	\$490,600	
Caltrans	HSIP	Baldwin Park	Bogart Ave Signal Improvement	\$345,000	
Caltrans	HSIP	Bellflower	Bellflower Bl Safety Improvements	\$913,000	
Caltrans	HSIP	Commerce	Washington/Garfield Improvements	\$559,000	
Caltrans	HSIP	Commerce	Washington/I-5 Interchange	\$353,000	
Caltrans	HSIP	Compton	Compton Blvd./Willowbrook to Central	\$1,168,200	
Caltrans	HSIP	Compton	Compton Blvd./Willowbrook to City Limits	\$1,691,098	
Caltrans	HSIP	Compton	20 High Capacity Intersection Improvements	\$249,800	
Caltrans	HSIP	Grand Terrace	Advanced Speed Warning and Intersection Improv.	\$435,700	
Caltrans	HSIP	Grand Terrace	Upgrade Existing Guardrails	\$648,300	
Caltrans	HSIP	Hermosa Beach	Safety Improvements	\$120,000	
Caltrans	HSIP	Inglewood	Crenshaw S Curve	\$273,000	
Caltrans	HSIP	Inglewood	Manchester Ave Safety	\$172,000	
Caltrans	HSIP	La Verne	Bonita/White, Bonita/B Traffic Signals	\$505,600	
Caltrans	HSIP	La Verne	Footfall Blvd Corridor	\$409,200	
Caltrans	HSIP	La Verne	Streetscape Protection Enhancements on Fruit	\$793,710	
Caltrans	HSIP	La Verne	Signal, Lighting and Medians at Dunward Way	\$252,000	
Caltrans	HSIP	Lawndale	Mansel/Marine Improvements	\$249,000	
Caltrans	HSIP	Pico Rivera	19 High Capacity Intersections	\$853,100	
Caltrans	HSIP	Rosemead	SR 19 Rosemead Bl Safety Improvements	\$479,000	
Caltrans	HSIP	Rosemead	Walnut Grove/Rosemead/Garvey Safety Imps.	\$377,000	
Caltrans	HSIP	San Fernando	Intersection Improvements along Metrolink	\$1,096,000	
Caltrans	HSIP	San Fernando	Glen Oaks Boulevard	\$1,380,400	
Caltrans	HSIP	Stockton	Intersection Safety Project	\$793,800	\$16,082,508
Caltrans	SRTS	Alhambra	Alhambra HS	\$256,000	
Caltrans	SRTS	Alhambra	Commonwealth Ave	\$270,000	
Caltrans	SRTS	Baldwin Park	Safety Improvements around Schools	\$450,000	
Caltrans	SRTS	Baldwin Park	Sidewalks and Bike Lanes around Schools	\$1,000,000	
Caltrans	SRTS	Bellflower	Eucalyptus ES ped improvements	\$642,000	
Caltrans	SRTS	Bellflower	Palm/Clark	\$477,000	
Caltrans	SRTS	Commerce	Laguna/Bandini	\$572,000	
Caltrans	SRTS	Inglewood	La Tijera Safety Improvements	\$325,000	
Caltrans	SRTS	Inglewood	Ivy Sidewalks	\$239,000	
Caltrans	SRTS	Rosemead	Northeast Rosemead	\$1,018,000	
Caltrans	SRTS	Rosemead	Northwest Rosemead	\$860,000	
Caltrans	SRTS	Rosemead	South Rosemead	\$526,000	
Caltrans	SRTS	Rosemead	Citywide SRTS	\$490,000	
Caltrans	SRTS	San Marino	Citywide SRTS	\$727,000	
Caltrans	SRTS	South Pasadena	Fair Oaks Ave	\$251,000	\$8,103,000
Caltrans	SSARP	Bell	Fatality and Severe Injury Study Report	\$19,800	
Caltrans	SSARP	Carson	Fatality and Severe Injury Study Report	\$250,000	
Caltrans	SSARP	Compton	Fatality and Severe Injury Study Report	\$247,500	
Caltrans	SSARP	El Monte	Fatality and Severe Injury Study Report	\$247,500	
Caltrans	SSARP	Placentia	Fatality and Severe Injury Study Report	\$148,500	\$913,300
Caltrans	Sust. Comm.	Bell	Safe Routes to School Plan	\$149,100	
Caltrans	Sust. Comm.	Bell Gardens	General Plan Transportation and Circulation Elem.	\$188,500	
Caltrans	Sust. Comm.	County of Los Angeles	Slauson Station Area TOC Specific Plan	\$457,610	
Caltrans	Sust. Comm.	Carson	Active Transportation and Connectivity Plan	\$358,000	
Caltrans	Sust. Comm.	Compton	Safe Routes to School Plan	\$222,600	
Caltrans	Sust. Comm.	Covina	Active Streets and Multimodal Connectivity Plan	\$319,151	
Caltrans	Sust. Comm.	EcoRapid Transit	TOC Specific Plan	\$600,000	
Caltrans	Sust. Comm.	SCAG - San Marino	Huntington Dr. Safe Streets Corridor Impr.	\$150,000	
Caltrans	Sust. Comm.	SCAG - Vernon	Los Angeles River Bikeway Feasibility Study	\$237,800	
Caltrans	Sust. Comm.	San Fernando	Safe Routes to School Plan	\$144,200	\$2,826,961
Caltrans	TCRP	Pomona	SR71/Mission Bl Interchange	\$16,400,000	\$16,400,000
Caltrans	Transp. Planning	SCAG	Aviation Corridor Improvements	\$221,600	
Caltrans	Transp. Planning	SCAG	RTA - First/Last Mile Mobility Plan	\$171,600	\$393,200
FTA	BOS ARRA	Redondo Beach	ADA Improvements	\$200,000	
FTA	BOS ARRA	Redondo Beach	Bus Stop Improvements	\$218,000	\$418,000
FTA	BSEP	Baldwin Park	Bus Stop Enhancements	\$40,000	
FTA	BSEP	Baldwin Park	Bus Stop Enhancements	\$40,000	
FTA	BSEP	El Monte	Bus Stop Enhancements	\$30,100	
FTA	BSEP	La Verne	Bus Stop Enhancements	\$40,000	\$150,100
FTA	JARC-FTA 5316	Pico Rivera	Transit Expansion Service	\$680,000	
FTA	JARC-FTA 5316	Compton	Operation to Expand Bus Hours of Service	\$192,174	\$872,174
FTA	TOD Planning	Los Angeles	Transit Neighborhood Plan for ESFV Light Rail Corrido	\$405,000	
FTA	TOD Planning	LA Metro	West Santa Ana Branch Transit Corridor TOD	\$1,000,000	
FTA	TOD Planning	LA Metro	Union Station/Civic Center Transit District Study	\$960,000	\$2,365,000
FTA	5310	Monrovia	Senior/Disability Transit Service Expansion	\$600,000	\$600,000
LA-RPOSD	Measure A	Downey	Rio San Gabriel Park Renovation	\$1,000,000	
LA-RPOSD	Measure A	South Gate	Circle Park Renovation	\$1,000,000	\$2,000,000
Metro	Call for Projects	Alhambra	Valley Bl	\$1,500,000	
Metro	Call for Projects	Arcadia	Huntington Drive	\$1,010,000	
Metro	Call for Projects	Azusa	Azusa Ave TEA	\$800,000	
Metro	Call for Projects	Azusa	Transit Center	\$4,200,000	

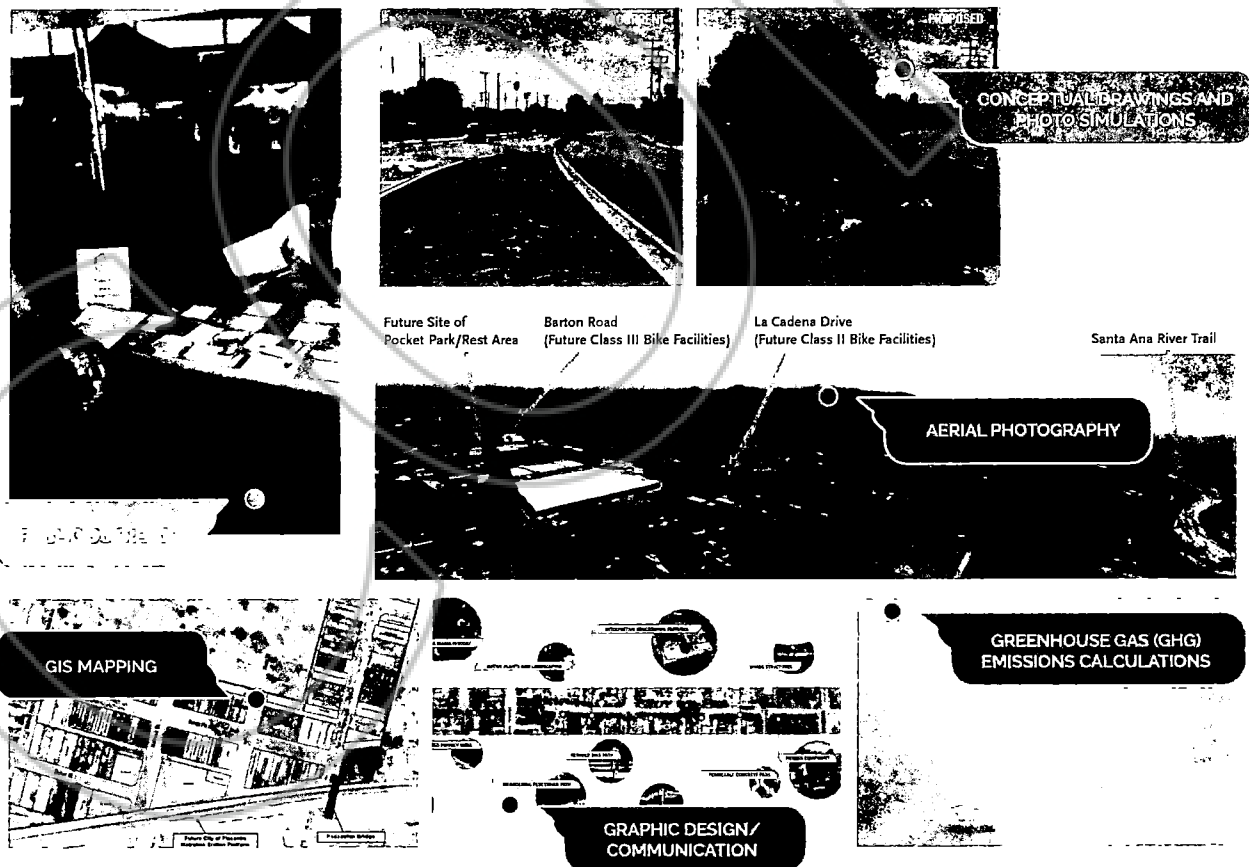
Funding Agency	Funding Program	Sponsor/Agency	Project	Grant Amount	Program Total
Metro	Call for Projects	Baldwin Park	First-Last Mile Connections	\$656,256	
Metro	Call for Projects	Baldwin Park	Regional Commuter Bikeway	\$400,000	
Metro	Call for Projects	Baldwin Park	MetroLink Ped Bridge	\$1,800,000	
Metro	Call for Projects	Baldwin Park	TDM	\$300,000	
Metro	Call for Projects	Baldwin Park	Transit Center	\$4,200,000	
Metro	Call for Projects	Baldwin Park	Clean Fuel Buses for BP Transit	\$1,150,481	
Metro	Call for Projects	Bellflower	Downtown Smart Park	\$370,290	
Metro	Call for Projects	Carson	Avalon RSTI	\$6,700,000	
Metro	Call for Projects	Compton	Central Avenue Regional Commuter Bikeway	\$1,077,727	
Metro	Call for Projects	Duarte	Gold Line Station Ped Linkages	\$530,000	
Metro	Call for Projects	El Monte	Downtown TDM	\$316,000	
Metro	Call for Projects	El Monte	Ramona Signal Synchronization	\$2,760,000	
Metro	Call for Projects	El Monte	Valley Bl RSTI	\$1,470,000	
Metro	Call for Projects	El Monte	El Monte Clean Fuel Bus Replacement	\$1,451,178	
Metro	Call for Projects	El Monte	Regional Bikeway Connector Access Imps.	\$986,803	
Metro	Call for Projects	Huntington Park	HP Sig Synch & Bus Speed Improvements	\$936,927	
Metro	Call for Projects	Huntington Park	Downtown HP i-Park System	\$545,974	
Metro	Call for Projects	Inglewood	Century Bl RSTI	\$3,200,000	
Metro	Call for Projects	Inglewood	Florence Avenue RSTI	\$2,400,000	
Metro	Call for Projects	Inglewood	La Brea Ave S Curve	\$6,300,000	
Metro	Call for Projects	La Verne	La Verne Regional Bike Gap Closure	\$1,122,466	
Metro	Call for Projects	Lawndale	Inglewood/Marine Improvements	\$1,019,000	
Metro	Call for Projects	Pico Rivera	Telegraph Road Bridge Replacement	\$2,298,643	
Metro	Call for Projects	Pomona	SR71/Mission Bl Interchange	\$3,200,000	
Metro	Call for Projects	Redondo Beach	Transit Center	\$3,200,000	
Metro	Call for Projects	Rosemead	Valley Bl RSTI	\$780,000	
Metro	Call for Projects	Rosemead	Rosemead/S. El Monte Regional Bike Corridor	\$923,721	
Metro	Call for Projects	San Fernando	Citywide Signal Synchronization	\$775,376	
Metro	Call for Projects	San Marino	Huntington Drive Capacity Enhancements	\$939,435	\$59,320,277
Metro	Mini Call	Alhambra	Bus Purchase	\$400,000	
Metro	Mini Call	Baldwin Park	Bus Purchase	\$400,000	\$800,000
Metro	Mobility Improv. Proj	San Marino	Huntington Drive Intersection Capacity Improv.	\$12,000,000	
Metro	Mobility Improv. Proj	San Marino	Huntington Drive Capacity Enhancements	\$6,000,000	
Metro	Mobility Improv. Proj	San Marino	Sierra Madre Blvd. Corridor Capacity Improv.	\$4,000,000	
Metro	Mobility Improv. Proj	San Marino	Huntington Drive Traffic Signal Synchronization	\$7,000,000	
Metro	Mobility Improv. Proj	San Marino	San Gabriel Blvd. Traffic Signal Synchronization	\$3,000,000	\$32,000,000
Metro	Open Streets	San Fernando	San Fernando Street Festival	\$148,800	
Metro	Open Streets	San Fernando	San Fernando Street Festival: Nocturnal Ride	\$144,000	
Metro	Open Streets	Paramount	Paramount-Bellflower Open Streets Neighborhood E	\$242,000	\$534,800
Metro	TOD Planning	Baldwin Park	Infill/TOD Planning and Zoning	\$289,670	
Metro	TOD Planning	El Monte	Infill/TOD Planning and Zoning	\$400,400	
Metro	TOD Planning	Irwindale	Metro Gold Line Station Specific Plan	\$460,000	
Metro	TOD Planning	San Fernando	Infill/TOD Planning and Zoning	\$282,392	
Metro	TOD Planning	Compton	Mixed-Use Policies: General Plan/Zoning Code	\$410,000	
Metro	TOD Planning	Burbank	Downtown Metrolink Station Specific Plan	\$410,000	
Metro	TOD Planning	Pico Rivera	Gold Line Extension TOD Plan	\$390,000	\$2,642,462
Metro	Toll Grant	Baldwin Park	Frazier St. Complete Street	\$952,434	
Metro	Toll Grant	Baldwin Park	Commuter Connector Express Line	\$742,395	
Metro	Toll Grant	Carson	Carson Rapid Bus Priority System	\$584,150	\$2,278,979
Metro	Wayfinding Sign.	Compton	Transit Usability Improvement Project	\$76,750	\$76,750
Met. Trans. Comm	Priority Conservation	Midpen	Purisima-to-the-Sea Trail and Parking Area	\$151,000	\$151,000
MLB-MLBPA	Youth Develop.	Brawley	Boys & Girls Club of Imperial Valley T-Ball Program	\$33,310	\$33,310
MSRC	Local Gov. Match	El Monte	EV Charging Infrastructure	\$33,000	
MSRC	Local Gov. Match	La Verne	CNG Fueling Station	\$365,000	
MSRC	Local Gov. Match	San Fernando	Class 1 Bikeway	\$354,000	
MSRC	Local Gov. Match	San Fernando	EV Charging Infrastructure	\$100,000	\$852,000
MSRC	Clean Trans. Funding	Alhambra	Electric Vehicle Charging Stations	\$111,980	\$111,980
RMC	Prop 68 Grant	Covina	Banna Park Construction Project	\$1,000,000	\$1,000,000
RCTC	TDA Article 3 (\$8821)	Desert Hot Springs	Wardman Park / 8th Street Sidewalk and ADA Imprc	\$340,000	\$340,000
SCAG	Sust. Comm.	San Fernando	Parking Management Plan	\$237,500	
SCAG	Sust. Comm.	Placentia	Open Spaces and Urban Greening Master Plan	\$150,000	
SCAG	Sust. Comm.	Burbank	Media District Specific Plan Update	\$430,000	
SCAG	Sust. Comm.	Covina	Covina Downtown EIFD	\$100,000	\$917,500
SCAG	Compass BP	Inglewood	La Cienega Corridor Study	\$250,000	\$250,000
SCCGOV	Historic Grant	Midpen	Alma Cultural Landscape Rehabilitation Project	\$322,750	\$322,750
SJCOG	CMAQ	Stockton	Transportation Management Center Equip. Upgrade	\$3,906,000	
SJCOG	CMAQ	Stockton	Arch Airport Road Traffic Signal Sync	\$1,157,000	\$5,385,750
US-DOT	SS4A	LA Metro	Los Angeles Metro Comprehensive Safety Action Pla	\$6,320,257	
US-DOT	SS4A	Los Angeles	La Brea Avenue Complete Streets Project	\$9,000,000	\$15,320,257
US-HUD	Comm. Dev. Fund	Baldwin Park	Roadside Park Project	\$2,222,000	
US-HUD	Comm. Dev. Fund	Covina	Covina Recreation Village	\$3,000,000	
US-HUD	Omnibus Appro.	Covina	Covina Metrolink Access and Connectivity Project	\$4,000,000	
US-HUD	Omnibus Appro.	Duarte	Donald & Bemice Watson Greenbelt Trail Improvem	\$1,600,000	\$10,822,000
WCB	Restoration Funding	Midpen	Wildlife and Regional Trail Crossing	\$5,000,000	\$5,000,000
TOTAL FUNDING AMOUNT				\$2,219,950,576	

BEHIND OUR SUCCESS

Unlike most grant writing firms, our team doesn't just write grants. We manage city projects and utilize our skillset to increase grant application competitiveness by preparing underlying elements that demonstrate to the funding agency a project's readiness, regional connectivity, and vision. Elements include:

- **Geographic information system (GIS) mapping** highlights crucial data and patterns like demographic composition, public health attributes, infrastructure, and land use, among others.
- **Greenhouse gas (GHG) emissions calculations** can ensure proposed improvements are adequate, and provide evidence that the project will be sustainable and reduce environmental impacts.
- **Conceptual drawings and photosimulations** convey a project's vision and excites evaluators, providing a glimpse into the completed project.
- **Plans, specifications and estimates (PS&E)** and similar engineering documents demonstrate the technical feasibility and shovel-readiness of a project.
- **Public outreach** illustrates the community's needs and desire on a personal level, providing real public concerns/comments expressed.
- **Aerial and ground-level photographs** show regional connectivity and demonstrate need.
- **Graphic design and communication** conveys a project's story in a fashion that is simpler and easier to understand. It can also be used to promote project awareness and obtain input from the community.

Figure 5. Competitive Capabilities

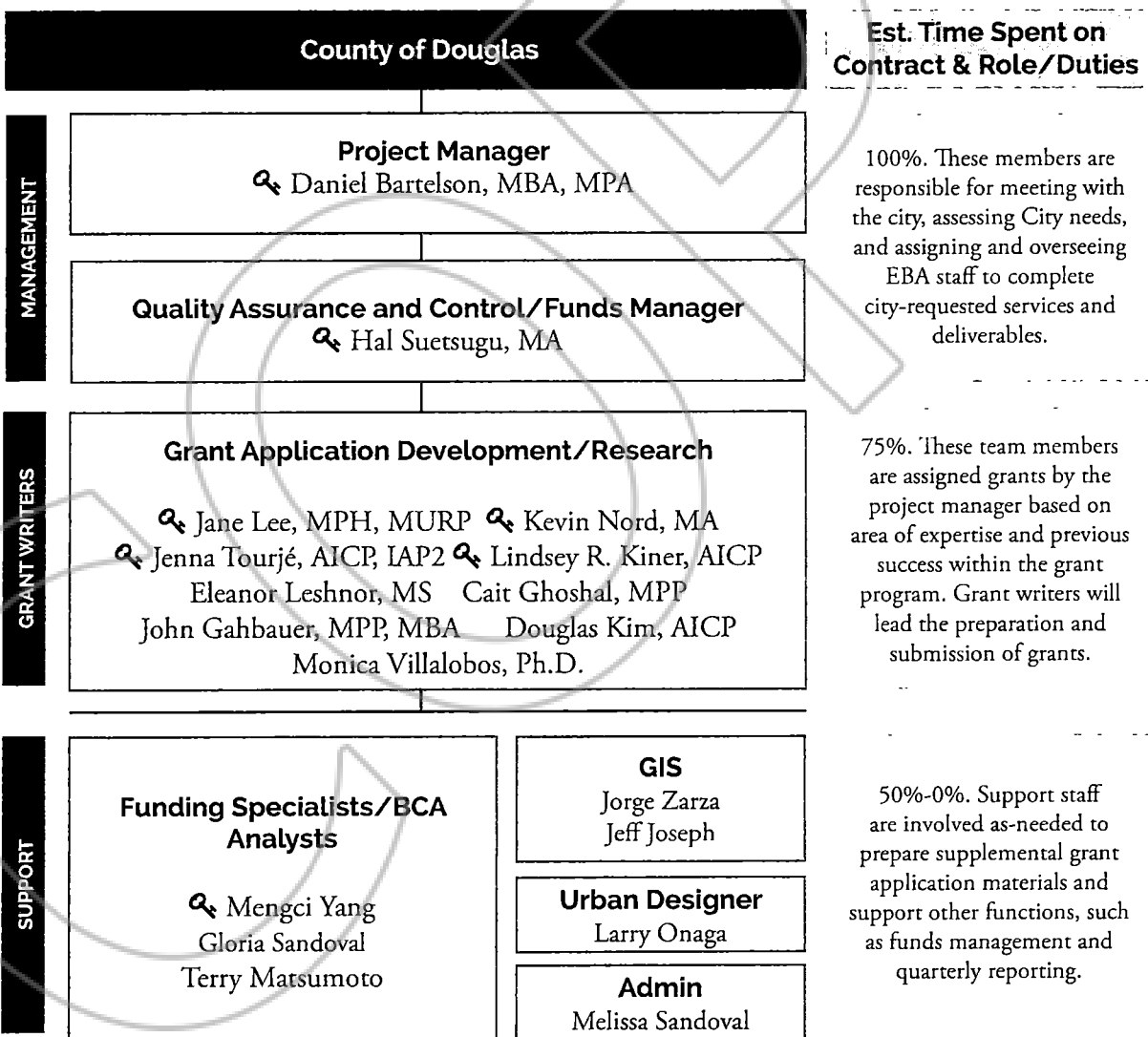


KEY PERSONNEL

To successfully deliver services, a fully integrated team has been assembled for this effort (Figure 6). The following organizational chart provides an outline of the management structure and staff allocation for the key task areas. The organizational chart lists the Project Manager, QA/QC lead, and proposed support staff members. Team personnel who will actually be assigned to perform substantial amounts of the work on this project are denoted with a key symbol by their name (Q).

All EBA members will work from our main Pasadena office or remotely from their nearby home addresses throughout Los Angeles County, with the exception of northern California residents, including Lindsey Kiner, Doug Kim, and John Gahbauer.

Figure 6. Organization Chart



PROJECT TEAM QUALIFICATIONS

Hal Suetsugu, the founder of EBA, has more than 30 years of experience in grant writing for transit, active transportation, and urban planning projects. He has coordinated the development of multi-jurisdictional, multi-purpose projects between municipal agencies and the community, all on schedule and within budget. Hal has worked with more than 23 cities in preparing and securing grant applications worth over \$122 million. He has administered regional, state, and federal grant-awarded funds, managed transportation planning projects, and sustained interagency coordination with several agencies (i.e., Caltrans, CTC, CNRA, FHWA, FTA, and SCAG).

Having served as Metro's former State/Federal Funding Program Coordinator, Board of Directors Transportation Deputy, and Transportation Planning Manager, Hal has first-hand knowledge of programming funds, funding opportunities, and eligibility strategies relative to grant acquisitions and funds management. He will provide oversight of all grant applications, assist the County in managing grant funds, and provide as-needed assistance/advice relative to programming of funds.

Daniel Bartelson, MPA, MBA will serve as the Project Manager. Daniel has 20 years of experience leading complex, multi-jurisdictional grant projects that require inclusive buy-in from multiple stakeholders. He has extensive experience with managing similar bench and on-call contracts across the State, including San Diego Association of Governments (SANDAG), Shasta Regional Transportation Agency (SRTA), Midpeninsula Regional Open Space District (Midpen), and the cities of Manhattan Beach, Pismo Beach, La Verne, West Sacramento, Oakland, Stockton, and Paramount, to name a few. As a manager of these contracts, Daniel has been responsible for contract management, change management, QA/QC, resource allocation, conflict resolution, scoping, budgeting, scheduling, risk analysis, and negotiations. Daniel's public-sector career spans more than a decade and includes serving the cities of West Hollywood, Lawndale, and Signal Hill.

OTHER PERSONNEL

Key personnel the County may work with include: Jane Lee, MURP, MPH, has experience preparing grant applications for tree planting, prevention of wildfires, flood hazard mitigation, and community connectivity programs. Kevin Nord, MA, has experience preparing grants for green corridors, beautification projects, construction of community facilities, and recently secured more than \$24 million for bicycle and pedestrian infrastructure in Redding, California. Jenna Tourjé, AICP, IAP2, has experience preparing grants for active transportation, community engagement programs, and flood-risk and resiliency. Lindsey Kiner, AICP, is an urban planner with experience in CEQA/NEPA documents, integrated land use, and transportation studies. Cait Ghoshal, MPP, has worked on infrastructure feasibility, change management, and grant writing, including for discretionary programs such as RAISE and INFRA. John Gahbauer, MPP, MBA, has experience preparing grants for transit projects, including the San Francisco (SF)park project. Full resumes are included in *Attachment 1*.

REFERENCES

Grant Writing and On-Call Research



EBA has secured a total of **\$18.6 million** in grant funding for the City of Covina for various projects, including, but not limited to:

- **California State Parks' Prop 68 Statewide Park Program** to renovate a former fruit packing warehouse into a new indoor recreation and sports complex, complete with outdoor components, such as a new pocket garden park, rock climbing area, and historical/cultural artwork (\$4.8 million)
- **California State Library's Building Forward Grant** for the renovation of a fruitpacking warehouse into a new library (\$5 million)
- **Rivers and Mountains Conservancy's Prop 68 Grant** for the construction of a new dog park (\$1 million)
- **Caltrans' Sustainable Communities Grant** for a citywide active streets and multimodal connectivity plan that aims to identify corridors to connect the Downtown area with the regional Metrolink (\$319,151)
- **SCAG's Sustainable Communities Grant** to establish an Enhanced Infrastructure Financing District (EIFD) (\$100,000).

EBA provides the city with monthly grant opportunities listings and frequently meets with city staff to identify which opportunities are worth pursuing.

Grant Research

Grant Writing and Exhibits

Cost Benefit Analysis

Cost Estimates

Project Management

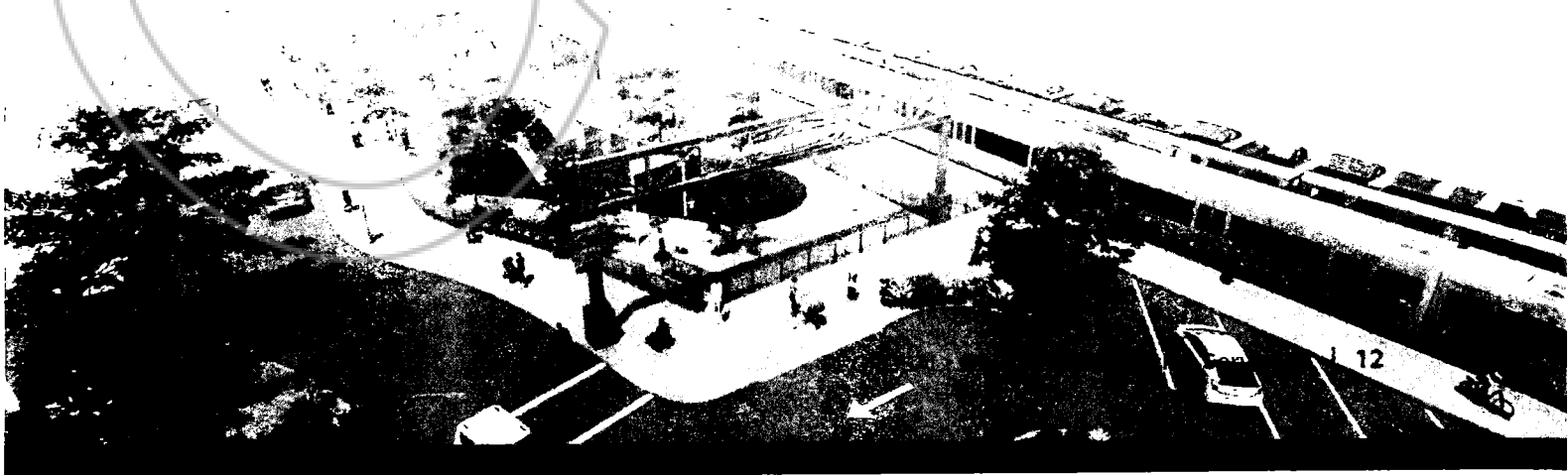
Community Outreach

Contact: Brian Lee, Community Development Director, Email: BLEe@CovinaCA.gov Phone: (626) 384-5460

Hal Suetsugu (Grant Writer)
William Imperial (Grants Research)

"You guys are awesome! Thanks for leading our projects and helping move them forward."

- Chris Marcarello, City Manager (City of Covina)



On-Call Grant Writing

The City of Richmond is located 16 miles northeast of San Francisco on the western shore of Contra Costa County. Richmond is best known for its unique history and role in the World War II home front effort. Today, the city is an important oil refining, industrial, commercial, transportation, shipping and government center.

Under EBA's existing on-call contract, EBA provides grant funding opportunities on a monthly basis and was recently responsible for preparing the **California State Parks' Shoreline Erosion Control Grant** for the construction of rock revetment at Point Molate Beach Park. Tasks involved visiting the site to document existing conditions and capture photos, analyzing previous community outreach efforts, and working with a technical consultant to prepare a solution to the coastal erosion. The **\$500,000** project is vital to save and protect the beach park for future generations. The application required a strong community-focused story, documentation of historical significance, and safety benefits of the project for visitors to the park.

EBA is currently preparing an application for **CALOES' Building Resilient Infrastructure and Communities (BRIC)** totaling **\$5.3 million** to offset the cost of retrofitting a 68-year-old wastewater treatment facility which has been previously identified as a critical operational facility.



Grant Research

Grant Writing and Exhibits

Cost Benefit Analysis

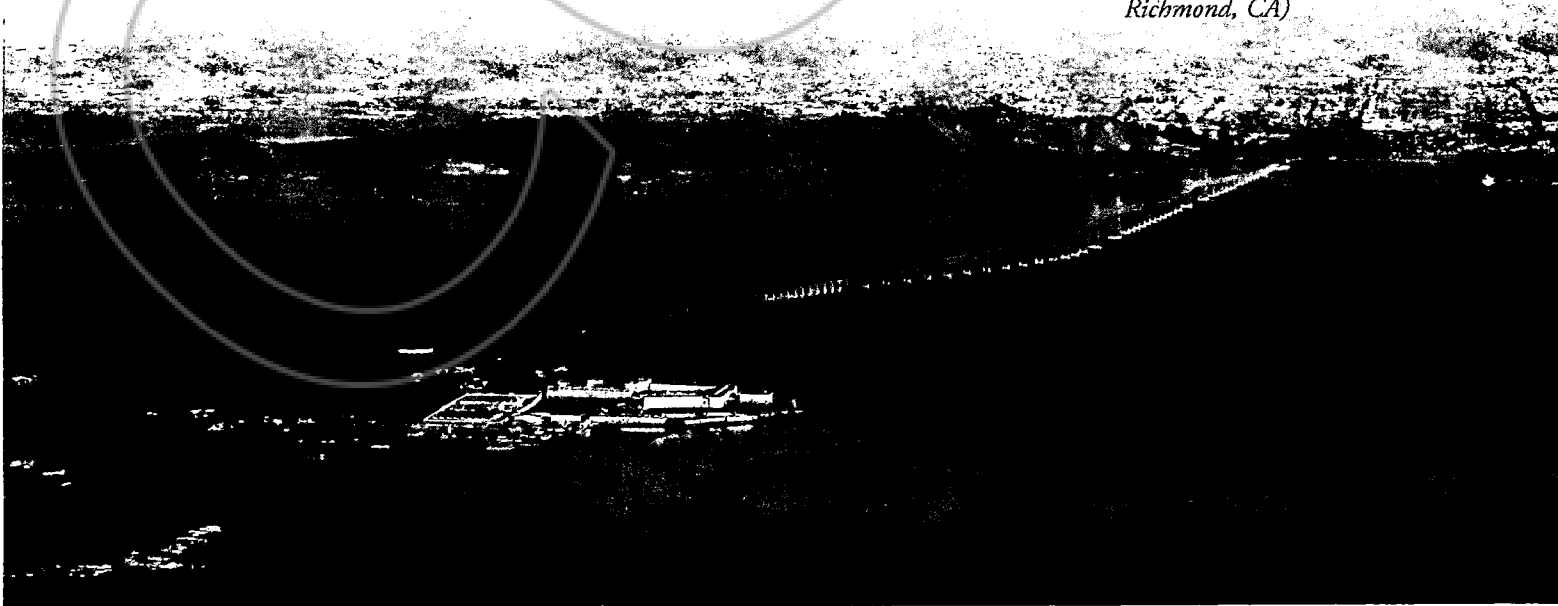
Cost Estimates

Contact: Yader Bermudez,
Engineering and Capital
Improvements Projects Director;
Email: Yader_Bermudez@ci.richmond.ca.us; Phone: (510)
774-6300

Daniel Bartelson (Project Manager/
Grant Writer)
Writers (Kevin Nord, Jenna Tourje,
Lindsey Kiner, John Gahbauer)
Mengci Yang (Benefit-Cost Analyst)

**"Great job. I got you on my
speed dial!"**

*- Yader A. Bermudez,
Engineering and Capital
Improvements
Projects Director, former (City of
Richmond, CA)*



Grant Writing and Research

EBA has secured a total of **\$4 million** in grant funding for the city via **Caltrans' ATP** grant program for bicycle and pedestrian improvements to Palm Drive and **RCTC's TDA Article 3 (SB 831)** Grant Program for Wardman Park/8th Street sidewalk and ADA improvement project. Currently, EBA staff is developing grants funded under the **Bipartisan Infrastructure Law**, including the **USDA/NRCS's Watershed and Flood Prevention Program** and the **U.S. DOT's Multimodal Projects Discretionary Grant** for construction assistance to elevate low water crossings over two washes: Mission Creek and Morongo Wash. Watershed protection is needed not just to protect infrastructure but also to increase erosion and sediment control necessary to safeguard water quality.



Grant Research

Grant Writing and Exhibits

Contact: Jilleen Ferris, Email: jferris@cityofdhs.org Phone: (818) 238-5250

Daniel Bartelson (Project Manager)
Lindsey Kiner (Grant Writer)
Jorge Zarza (GIS Cartographer)

On-Call Planning and Grant Writing

EBA has secured a total of **\$840,000** in grant funding for the Community Development Department via:

- **Metro's Transit-Oriented District (TOD) Planning Grant Program** for the Downtown Metrolink Station TOD Specific Plan (\$410,000)
- **SCAG's Sustainable Communities Grant Program** for a Media District Specific Plan Update (\$430,000)

In addition, EBA staff assists the Department with any and all duties regarding ADU property owner applicant submittals, including, but not limited to plan checking (including reviewing plans for ADUs and ensuring compliance with State and local laws, policies and guidelines); and monitoring the progress and status of permitting reviews, re-submittals and approvals.



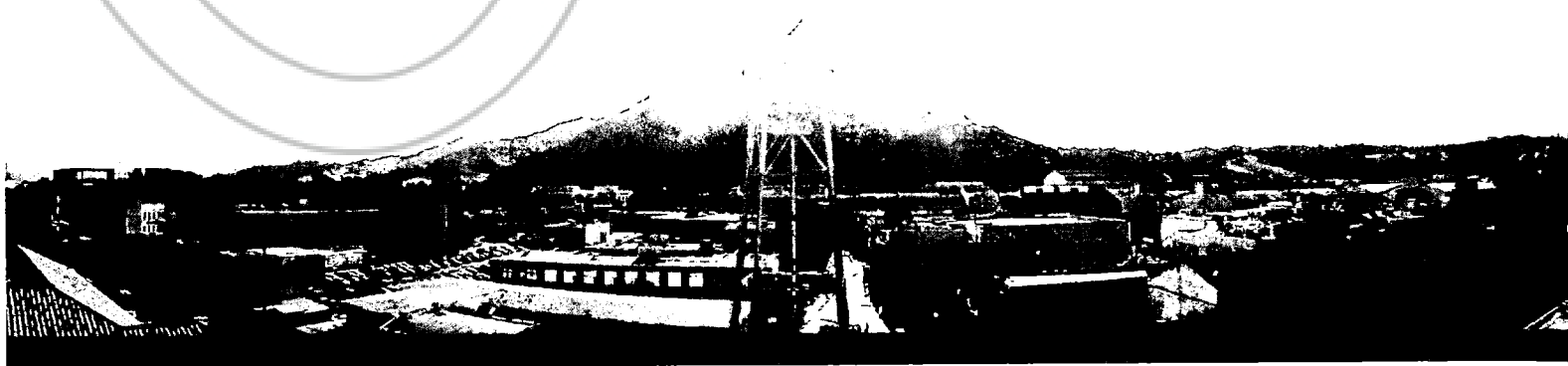
Grant Research

Grant Writing and Exhibits

Planning

Contact: Fred Ramirez,
Assistant Community
Development Director, Email: FRamirez@burbankca.gov
Phone: (818) 238-5250

Hal Suetsugu/Daniel Bartelson
(Grant Writer)



Grant Application Writing and Outreach



EBA has secured **\$1.275 million** for this non-disadvantaged City via two grant applications. The first was the **California State Parks' Statewide Park Program (SPP)** grant, which was awarded \$675,000 for renovations and expansion to Lucinda Garcia Park. To fulfill the grant application requirements, EBA managed and facilitated five community outreach meetings, including park workshops for the community at-large, ice cream socials for local schools, and smaller focus groups with residents adjacent to the park. To gain further input from the public, EBA created a large table long image using drone images, on which people could provide direct input regarding existing park amenities. This well-researched, community-supported application was instrumental in the grant's success. The second grant application was the **U.S. Federal Transit Administration's (FTA) 5310 Grant**, which resulted in an award of \$600,000 for an expansion of senior and disability transit services.

Grant Research

Grant Writing and Exhibits

Cost Benefit Analysis

Cost Estimates

Community Outreach

Contact: Tina Cherry, Director of Community Services;
tcherry@ci.monrovia.ca.us
Phone: (626) 256-8226

Daniel Bartelson (Project Manager/Writer)

"EBA is attentive, responsive, and is always willing to write grant applications on short notice. They are our "go-to" firm when it comes to meeting short deadlines for grants."

- Cesar Roldan, Senior Management Analyst, City of El Monte, CA

"Thank you for your very hard work and expertise composing the grant responses and materials, obtaining the pictures, maps and all the necessary background information as well as putting the grant applications together and pushing us to ensure they were submitted on time."

- Lillian Burkenheim Silver, Director of Planning and Economic Development, Eco-Rapid



Grant Writing and Technical Study Assistance

...

EBA has secured **\$13.5 million** in grant funding for the City's priority projects through several grant writing contracts. The first contract was for the preparation of a **Caltrans' Active Transportation Program (ATP)** Cycle 4 grant application for the Safe Routes to School Safety and Connectivity Improvement Project. This project entailed the implementation of recommendations from the City's SRTS Plan, including bike lanes, missing sidewalk segments, high visibility crosswalks, flashing beacons, curb ramps, safety medians, pedestrian refuges, and traffic islands. Our firm scored a 93/100 on this application, making it one of two projects in San Joaquin County to receive State funding. Additionally, EBA has helped the City secure **Highway Safety Improvement Program (HSIP), Congestion Mitigation and Air Quality Improvement (CMAQ), and Transformative Climate Communities (TCC)** grants.



Grant Research
Grant Writing and Exhibits
Technical Studies
Contact: Wes Johnson, PE,
Project Manager Email: wes.johnson@stocktonca.gov
Phone: (209) 937-8088

Daniel Bartelson (Project Manager)
Kevin Nord, Hal Suetsugu (Grant Writer)
Mengci Yang (BCA Analyst)

The high level of care that you placed in projects research, regular communications and preparing quality applications have been notable. So I would like to express our appreciation of your work."
- Heba El-Guindy, City Traffic Engineer — former (City of Stockton, CA)

Midpeninsula Open Space Regional District (Midpen) On-Call Grant Writing



Under contract with Midpen, a special district in the San Francisco Bay Area, EBA was responsible for preparing and securing **\$5.4 million** in grants. This included the **CNRA's Prop 68** grant of \$999,678 for the rehabilitation of the Alma Cultural Landscape Site, which involves constructing interpretive and educational open space facilities and exhibits. This application required a strong ability to communicate the benefits of the project clearly and concisely. Additionally, EBA was successful in preparing a **Wildlife Conservation Board (WCB)** grant for a wildlife and regional trail crossing. Midpen has preserved an impressive regional greenbelt system of over 63,000 acres of public land and manages more than 220 miles of grant-funded trails.



Grant Research
Grant Writing
Contact: Deborah Hirst,
Grants Program Manager
Email: dhirst@openspace.org
Phone: (650) 625-6507

Daniel Bartelson (Project Manager/Grant Writer)
Mengci Yang (Cost Estimator)

Grant Funding Administration



EBA provides the City of Manhattan Beach's Public Works Department with assistance in the **administration of its Federal, State, and local grant-funded projects and programs.** EBA reviews and oversees grants related to the capital improvement plan, project funding agreements, and fund balances, including various grant programs and those funded through the city's local transportation funding (e.g. Props A, C, Measure R, and Measure M).

The project objectives are for EBA to facilitate the authorization process of the city's identified grant-funded projects in accordance with Federal, State, and local guidelines and procedures, such as those outlined in the Local Assistance Procedures Manual (LAPM) and the Local Assistance Programs Guidelines (LAPG) Manuals. This includes assisting in the preparation of **Contract Documents, Project Advertisement, Open Bids, Award Packages, Invoicing, Progress Reports, and Project Closeout.** EBA staff adheres to the terms of each grant in accordance with the policies and procedures outlined by the city's Code of Ethics and the LAPM. EBA staff keeps the city updated on a regular basis, and participates in project development meetings as established by the city. Additionally, EBA emails the city monthly about grant opportunities.

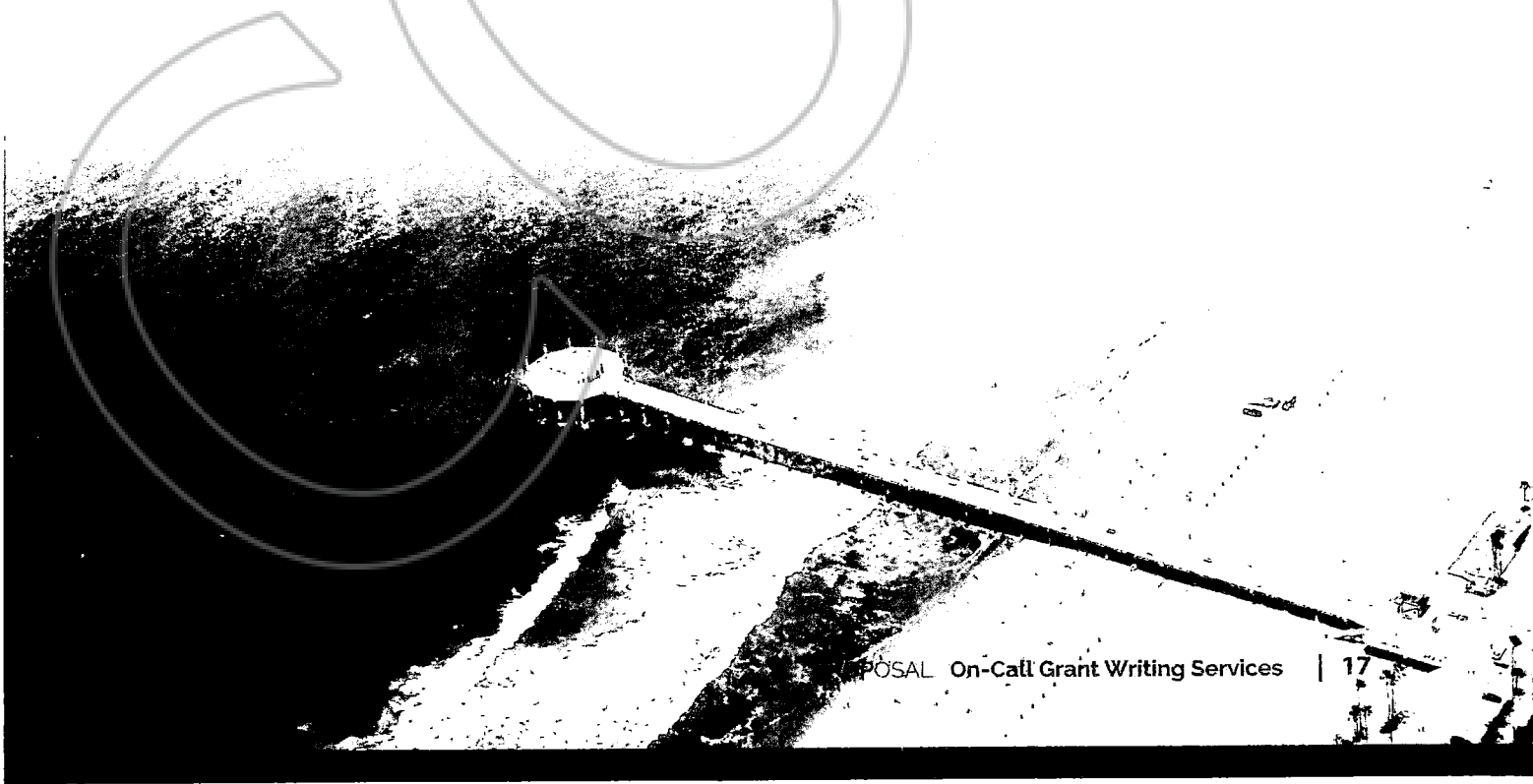


Grant Management

Grant Research

Contact: Leah Portman,
Management Analyst Email:
lportman@citymb.info
Phone: **(310) 802-5309**

Daniel Bartelson (Project Manager)
Hal Suetsugu (Funds Manager)
Mengci Yang (Assistant Funds Manager)



APPROACH AND METHODOLOGY

UNDERSTANDING

Douglas County faces several community issues, including transportation congestion, aging infrastructure, environmental problems, housing affordability, economic development, education, and health and wellness. These issues pose safety risks, impede economic growth, and hinder access to quality education and healthcare. There is a need for continued investment in infrastructure, environmental management, and programs that promote wellness, economic growth, and access to affordable housing.

To address these and other issues, the County is proactively seeking a consultant that can acquire grant funding to make meaningful progress toward meeting its constituents' needs and providing top-quality services while sustaining a sound fiscal position.

Via this contract, the County has a profound opportunity to expand its capabilities and, ultimately, continue improving the quality of life for residents and visitors. By increasing available County funding to pay for community-supported projects and programs, community members will be able to enjoy things they want, like increased mobility via better designed streets that benefit all users (e.g., motorists, pedestrians, bicyclists, and transit-users); upgraded parks and community connections; and sustainable development that protects the County's environment for future generations to come. Choosing committed consultants who can secure grant funding can help the County meet its goals and objectives and bring its projects and programs to fruition.

Our team is committed to ensuring the success of this contract. We have learned from previous experiences (*Figure 7*) and understand that

Figure 7. Administrative Challenges and Opportunities

Lessons Learned

Assign a County project manager to facilitate communication and coordination between stakeholders and departments. Lack of consensus, differing priorities, and having a unified voice throughout an application are challenges when preparing proposals for larger organizations. As a County, you can expect stakeholders and departments to voice their opinion. As such, we strongly encourage having one project manager from the County to lead this effort in order to ensure effective communication, coordination, and cooperation between departments and other stakeholders. For instance, you also don't want any mix-ups, like two departments submitting an application to the same funding source for the same project!

Review the proposed County project carefully utilizing past award lists (i.e., what the funding agency has historically funded) and the evaluation criteria for the current cycle under the grant program being considered. This exercise will allow you to save resources by only preparing applications with high funding potential.

Utilize independent quality assurance/quality control protocols and establish a review process with relevant stakeholders to ensure accuracy and completeness of the application. A siloed approach will ensure every application is double, even triple checked before submittal.

Test submission portals in advance and submit early, especially Federal grants!

Maintain an online folder to share and house all information (e.g., Dropbox).

Develop naming conventions for files to ease workflow.

Regularly communicate with funding agencies after an award is made. Though it may not be explicitly stated anywhere, proactively ensuring you are meeting reporting requirements makes a huge impact to the success of obtaining future grants from that agency. If you don't, you risk being blacklisted!

this contract can become deadline-driven and resource-intensive, especially when multiple grant opportunities are released and due within days. As such, we will provide all services requested, including, but not limited to:

- ✓ **Match** grants to County endeavors utilizing grant databases (e.g., Grant Finder, eCivis, Grants.gov, and CA.gov/grants);
- ✓ **Identify**, in collaboration with the County, which grants to pursue by involving staff in the decision making process;
- ✓ **Prepare** well-written grants by assigning writers with the appropriate expertise and with a high success rate for the grant program;
- ✓ **Bring together** appropriate stakeholders and utilize existing relationships with funding agency staff and their directives throughout the grant development process;
- ✓ **Seek** to understand County goals, finances, and stakeholder relationships and work to

support and strengthen all of them.

IDENTIFYING GRANTS

Our team will partner with County staff, working one-on-one to build a sustainable grants management program. Project Manager, Daniel, will attend the County's project kick-off meeting. The meeting will be a time to discuss current and proposed project funding needs, including County Council goals, objectives, and County staff expectations.

Using our collected information from the kick-off meeting, as well as reviewing existing capital improvement plans, we will draft a funding forecast (**Figure 8**) that shows upcoming grants that align with County projects/needs. The forecast will serve as a living document, providing the County with clarity and an action plan to start applying for grant opportunities. The forecast will be provided in Microsoft Excel to ensure County staff can edit and update as needed.

Figure 8. Example of a Grant Funding Forecast

City of Bogeman		Grant Funding Forecast/Schedule		USD Grant		City Program Project	
Fall 2022		Winter 2023					
<p>Funding for development of a comprehensive safety action plan</p> <p>U.S. Department of Transportation Safe Streets and Roads for All (SS4A) Grant Program</p> <p>Due: September 15, 2022</p>	<p>Grade Separated Railroad Crossing (connecting bridge to northern neighborhood) limited Q23 Railroad Crossing Quiet Zone</p> <p>U.S. Department of Transportation Railroad Crossing Eminent Domain Loans</p> <p>Due: October 1, 2022</p>	<p>Grade Separated Railroad Crossing (connecting bridge to northern neighborhood) limited Q23 Railroad Crossing Quiet Zone</p> <p>U.S. Department of Transportation QuietZone Rail Infrastructure Safety Improvement (QRISI) Grant Program</p> <p>Due: December 1, 2022</p>	<p>Soundproof Insulate Q23 City Parking Garage w/ roof-top solar array and battery backup</p> <p>U.S. Department of Commerce Economic Development Administration (EDA) Public Works and Economic Adjustment Assistance Program including LEADS Act and American Recovery Plan Act Funding</p> <p>Due: Ongoing</p> <p>Consult with FTA (Urban Prioritization) pr.</p>	<p>Grade Separated Railroad Crossing (connecting bridge to northern neighborhood) limited Q23</p> <p>U.S. Department of Transportation (DOT) Grant Program</p> <p>Due: TBD</p> <p>Multiple Departments of Transportation (MDOT) will receive funding.</p>	<p>Solar Arrays with Battery Storage at City Facilities</p> <p>Next Zero Energy Retrofit Program</p> <p>Electric Vehicle Charging Stations</p>		
<p>Tourism and recreation projects, such as trail construction, upgrades, that enhance visitor experience and increase expenditures, reduce the aging of destinations, heritage preservation, wayfinding, etc.</p> <p>U.S. Department of Commerce Tourism Loans Program</p> <p>Due: September 15, 2022</p>	<p>Up to \$4 million in grants will be awarded and prepare justice-involved youth and young adults for the world of work through placement time paid work experiences. The goal is to identify and prepare youth for the world of work, help youth identify career interests, obtain relevant skills, and gain work experience.</p> <p>U.S. Department of Labor Unleash Opportunities</p> <p>Due: October 5, 2022</p>	<p>Up to \$1 million to conduct demonstration projects focused on informal smart city or community technologies and systems in a variety of communities to improve transportation efficiency and safety.</p> <p>U.S. Department of Transportation Smartening Mobility and Revolutionizing Transportation (SMART)</p> <p>Due: December 16, 2022</p>	<p>Funding to renovate a town hall, a senior center, a local brick league field, a library, or any space where friends and neighbors gather.</p> <p>T-Mobile Homecare Grant Program</p> <p>Due: Quarterly (for next 5 years)</p> <p>Must have "shared road" plans</p> <p>Population of city must be at or under 50,000</p>	<p>Solar Arrays with Battery Storage at City Facilities Q23 Zero Zone Energy Return Program Q23 Sustainable Renewable Energy Source Development (Wind and Solar)</p> <p>U.S. Department of Energy, Energy Efficiency and Conservation (EECA) Green Program</p> <p>Due: TBD</p> <p>NDA expected in 4th quarter of 2022</p>	<p>Scalable Renewable Energy Source (Development Wind and Solar)</p> <p>Railroad Crossing Quiet Zone</p> <p>City Parking Garage w/ roof top solar array and battery backup</p>		
<p>Funding for capital projects that support the purchase, design, construction, renovation, or replacement of building or sites of national, historical, architectural, or cultural significance and facilities that house humanities collections or are used for humanities activities.</p> <p>National Endowment for the Humanities, Humanities and Legacy Building Challenge Grants Capital Projects</p> <p>Due: September 27, 2022</p>	<p>Grade Separated Railroad Crossing (connecting bridge to northern neighborhood) limited Q23</p> <p>U.S. Department of Transportation Infrastructure Construction Pilot Program</p> <p>Due: October 15, 2022</p> <p>Necessary feasibility studies and other planning activities must be completed in order to apply for capital construction grant. Will have planning activities, if needed.</p>			<p>Electric Vehicle Charging Stations</p> <p>U.S. Department of Transportation Charge and Fueling Infrastructure Grants</p> <p>Due: TBD</p> <p>NDA expected in Winter 2023 2023</p>	<p>Transportation - Interstate Highway On and Off-ramp</p> <p>Water/Sewer Soundough Drake</p>		

Additionally, we will prepare and submit grant opportunity reports (sample excerpt in *Attachment 2*). The reports identify potential funding opportunities, including, but not limited to, Federal, State, local, foundation, and private grants that can be used to fund and implement County project. The report will provide crucial information on the viability of each grant in relation to the time and resources required to pursue and manage it.

The process of finding grants can be time-consuming and daunting; however, our team actively monitors and tracks existing programs throughout the year using online resources and internal grant calendars that show us when a grant opportunity is likely to be released based on previous funding cycles.

With several new grant programs being created under the Bipartisan Infrastructure Law (BIL) of 2021, our team utilizes several online tools to find and track programs, including, but not limited to:

- **Grants.gov** is the official website of Federal grant programs, and it contains information on more than \$500 billion in grants awarded each year.
- **Grantwatch.com** is a subscription-based website that features over 500 grant opportunities worth more than \$10 billion annually for state and local governments, nonprofits, and community-based organizations in California

These, and other websites, allow our team to search by keyword or filter results by funding source, category, or agency. In this way, we are able to find grants that align with County projects.

We also frequently reach out to funding agencies for advice on funding mechanisms and potential

upcoming opportunities that align with our client's projects. Often times, funding agency staff provide helpful resources and direction to programs that may not have been considered.

Finally, ensuring the County is aware of opportunities early (preferably before the Notice of Funding Availability is released) is critical to the development of competitive applications that get funded. Therefore, we will present County staff with viable grant opportunities by email or telephone as grants become available.

COUNTY INVOLVEMENT

With several associates being former municipal employees, we understand County staff has many duties and responsibilities outside of grants acquisition and management. Therefore, County staff will be largely be responsible for deciding whether to pursue a grant opportunity that our team presents to the County (or any grant that may come across the desks of County staff). Upon an approved notice to proceed with a grant application, the County will be emailed a checklist of items required for that particular grant. The checklist will itemize documents that the County will need to collect and supply to our team before the grant deadline. Examples include:

- Signature pages
- Support letters
- Approved resolutions

To ensure scopes, budgets, and project elements are to the specifications of the County, County staff will also be expected to provide written comments on draft grant applications. Fresh eyes, especially from the perspective of those who work for and live in the County, will ensure all needs and project elements are presented accurately in the application.

GRANT WRITING PROCESS

Each grant application has different requirements and will require varying amounts of effort; however, our typical scope of grant writing activities is shown in *Figure 9*. In general, we provide full grant writing and management services (including technical studies, photography, design, outreach, and post-award compliance reports). The following provides additional details and sub-tasks:

1 Review Application, Guidelines, and Evaluation Criteria

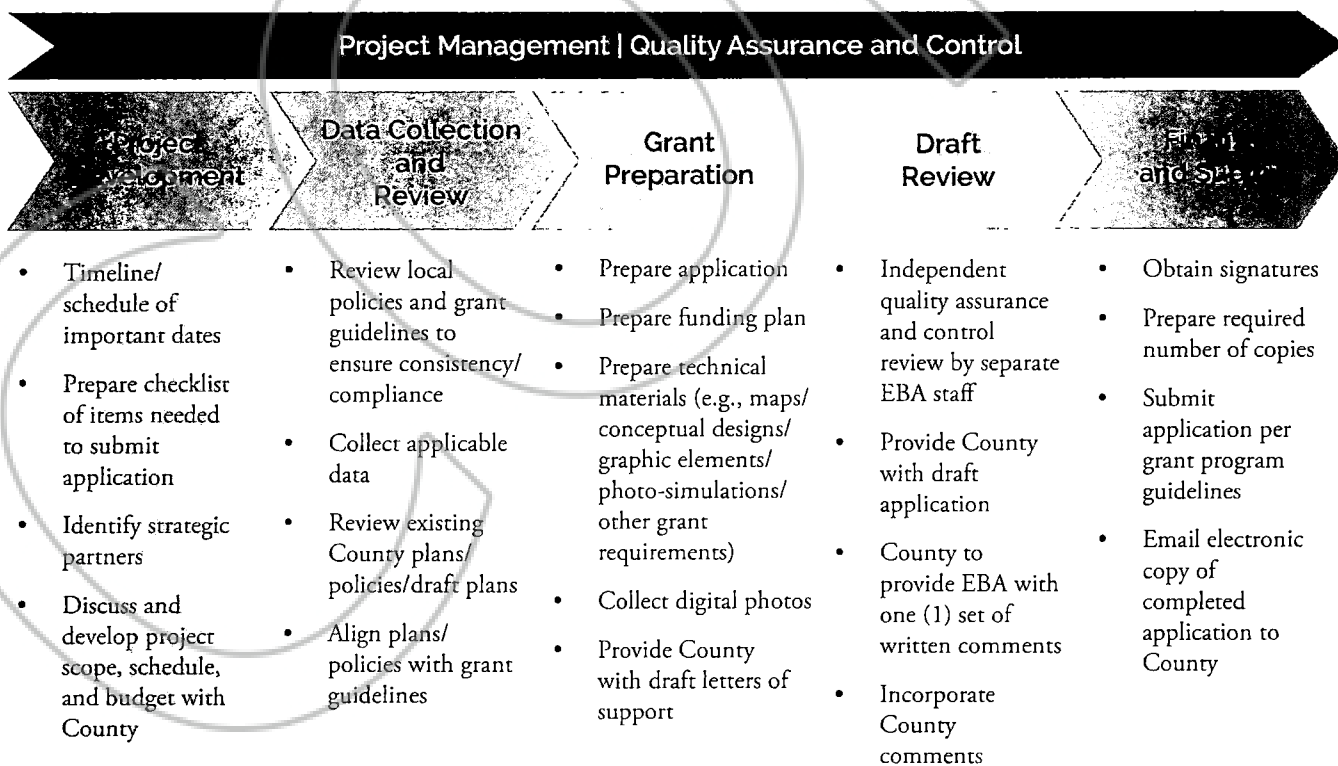
Application requirements, guidelines, and evaluation criteria will all be reviewed in depth in order to recognize any differences from the requirements, guidelines, and criteria used in previous cycles. A full and comprehensive understanding of all of these is necessary and will guide project documentation, as well as application preparation and submittal. We

will prepare a detailed memo and checklist outlining all requirements for distribution amongst all relevant team members to ensure that expectations are communicated to all parties involved. The memo/checklist will include any tasks that we may need assistance with from the County. Examples include: executed signature pages, approved resolutions, stakeholder contacts, and any internal data not readily available to the general public.

2 Project Area Characteristics

Every single project will include a scan of the area in which that project proposes to be implemented. This scan will identify important area characteristics that will allow for a clear understanding of current issues and development of proposed recommendation and implementation. This task will help our team maximize the cost-benefit of each project, while

Figure 9. EBA's Grant Application Development and Submittal Process



paying close attention to addressing the existing concerns of that location.

For transportation planning projects, such as HSIP and ATP projects, identified solutions will be evaluated and reviewed by our engineering team to ensure that each recommended action does not create new problems. The information obtained through the scans will be used by team members to support project justifications going forward, and will be incorporated into project maps, charts, data graphics, and other project application materials where reasonably necessary or useful.

3 Modeling and Analysis

As deemed necessary, our project team may include subject matter experts (pre-approved by the County), such as architects, economists, or information technology experts. Use of subject matter experts will assist our team in running forecasting models and analyzing project impacts. The goal of this process is to provide quantitative data and baseline measurements for the proposed project or program. Including experts early in the grant writing process will yield a more fine-tune narrative that is backed by sound technical judgment and reasoning.

For projects which require modeling and analysis, our project team will utilize available databases and resources, as well as coordinate with local agencies, such as law enforcement, the County, or local stakeholders, to ensure that accurate and complete data is utilized to evaluate conditions. Current data will assist in determining what project impacts have in that area.

4 Letters of Support

An important component of grant applications is proof of sponsorship and community support. Our team will ensure that all grant applications include the necessary documentation of support from County councils, community groups, neighborhood councils, business improvement

districts, local business owners, pedestrian, bicycle and SRTS advocacy groups, property owners, and developers so that the evaluating body will see that all the necessary support is in place to implement the proposed projects.

5 Perform Any Necessary Public Outreach

We typically assume that most or all necessary public outreach has been performed sufficiently; however, we are prepared to coordinate cost-effective public outreach efforts with the local agency, stakeholders, and advocacy groups before finalizing project design and submitting the final grant application. Outreach efforts enable us to partner with local advocacy groups and to communicate effectively with community partners.

6 Project Area Photos

Project area photos are often a necessary component of grant applications that illustrate the need for the project in a very comprehensible way. Any available photographs from the County will be collected and considered, but we will perform comprehensive photography (including aerial photography) of all project areas to fully document local conditions. By doing so, our grant applications will clearly tell the story about local need for the project and the positive impact that the proposed project will have in the area.

7 Demonstrate Consistency with Existing Plans and Policies

This is an important task, and requires review of existing land use, transportation, sustainability, public health plans, and policies. Undertaking such a review allows us to demonstrate that not only does the project have the support of community members; it is also supported by official policy and largely consistent with regional plans. By doing so, we will demonstrate how the project will help interested agencies and parties meet regional goals.

8 Create Maps and Layouts

We will work with our in-house graphic designers and cartographers to develop maps that illustrate the extent of each project, surrounding land use, previous safety concern sites, activity centers, and any other local features necessary to support the requirements of a particular application. We will complete the majority of this information in ArcGIS so that maps, an easily-accessible format for presentation of information, can be included in final applications. We use public databases and GIS information to show the project's land use and relation to disadvantaged communities. These are important pieces of information to include as applications for projects serving disadvantaged communities typically score higher in the evaluation process, translating into greater success rates.

9 Provide Supporting Data

Applications will cite and include any necessary documentation supporting claims of project benefits, but will do so in a way that makes them engaging and easily readable, bearing in mind that applications are typically scored by both experts and volunteers.

10 Craft a Succinct and Compelling Case for the Project

A critical component of every application is a compelling narrative that explains local and regional need for the proposed project to address the identified problem. Our team is experienced in crafting these compelling narratives by using engaging language and storylines to develop compelling grant applications.

11 Draft Review Phase

When our team has finished drafting and revising a draft text, we will upload the text of the application onto a file sharing service so that County staff can read and offer comments on the contents of the application. This allows County staff to review the draft application earlier in the process, and without all the additional

components of an actual application. After receiving and implementing any feedback on the text of the application, all draft packages will be prepared to fit the granting agency's template.

12 Full-Draft Application

Our team of experts will compile the draft application package, bringing together all written sections, photos, charts, maps, and other graphic components into a single document for County staff review. Our team is prepared to meet with County staff via teleconference, or in-person, to discuss comments and concerns about full-draft applications. We will formally note all comments, suggestions, and actions taken as a result, so that County staff will be able to see how concerns are being addressed. This will allow all parties involved to collaborate easily and effectively in application development, and provide a transparent and effective channel for resolution of conflicting opinions as to application components. In this way, executive approval and ultimate timely submission of all grant applications are made easy.

Typical deliverables may include, but not be limited to:

- ✓ *Pre-applications/letters of intent*
- ✓ *Checklist for grant applications*
- ✓ *Existing conditions*
- ✓ *Letters of support*
- ✓ *Public outreach*
- ✓ *Cost estimates and benefit-cost analysis*
- ✓ *Planning document and policy consistency*
- ✓ *Maps, concept design drawings, photographs*
- ✓ *Complete project draft applications*
- ✓ *Attendance at review meetings – as needed*
- ✓ *Final project applications in electronic and printed form for the County and granting agency*

WORK SCHEDULE

Grant writing can take several months to complete, depending on the complexity of the project and the grant proposal requirements. A schedule will be provided for each grant the County wishes to pursue. After a grant is identified, EBA will ideally have two (2) months to prepare the application. Stages typically include:

- ✓ **Gather information and data:** Spend 2-3 weeks gathering information, data, and other materials necessary for the grant proposal, such as budgets, project plans, and organizational information.
- ✓ **Develop a proposal outline:** Spend 1-2 weeks creating an outline for the grant proposal, including sections such as project goals, methodology, evaluation, and budget.
- ✓ **Write the proposal:** Spend 3-6 weeks writing the grant proposal, including drafting and revising.
- ✓ **Finalize the proposal:** Spend 1-2 weeks editing, proofreading, and finalizing the proposal, including ensuring that all required attachments and supporting documents are included.
- ✓ **Submit the proposal:** Submit the proposal before the deadline and follow up with the funder as necessary.

CONSULTANT AGREEMENT

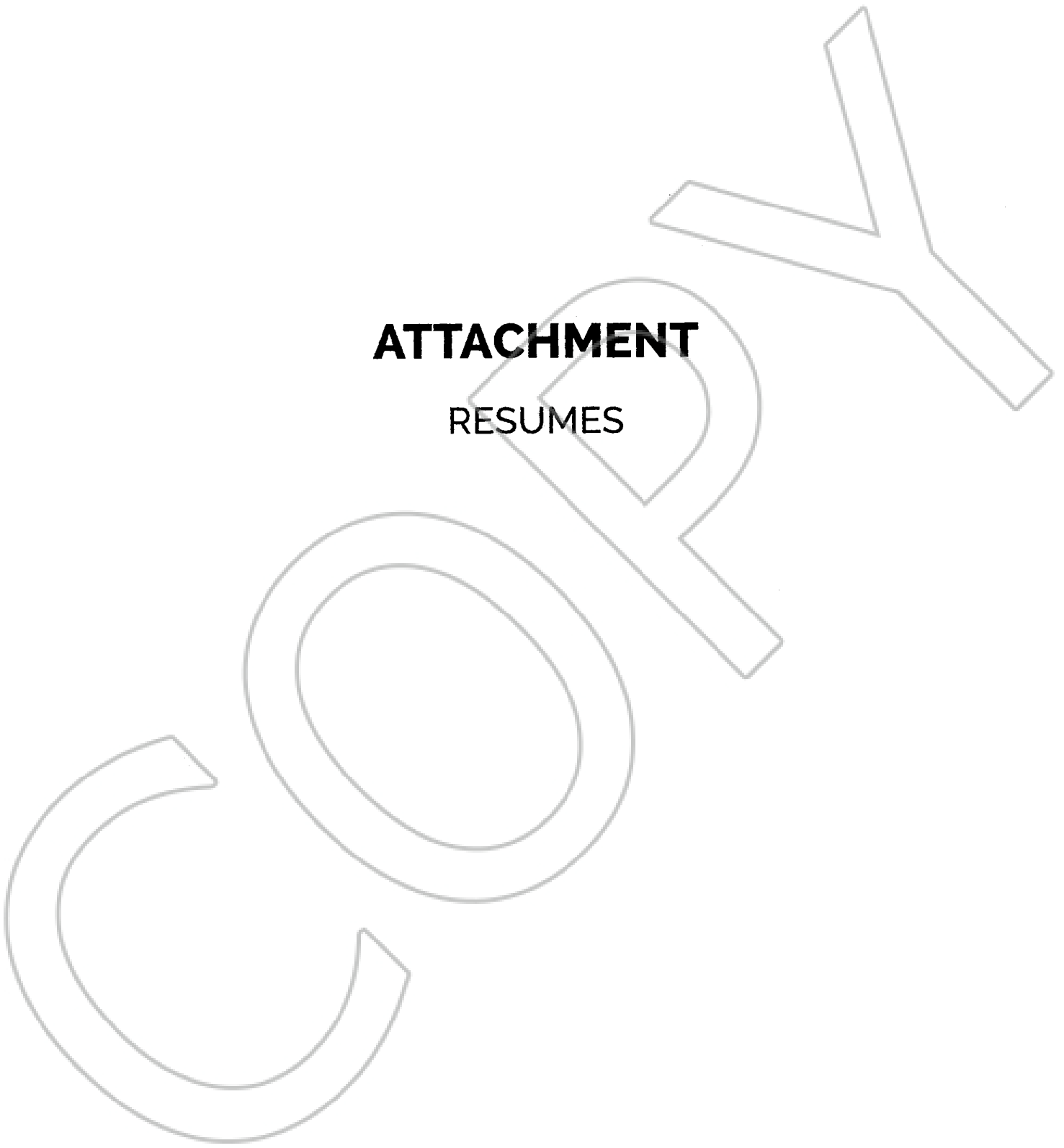
EBA does not have any issues with the provisions of the County's standard consulting services agreement, insurance, terms, etc. EBA has read and accepts all RFP documents, Q/A documents, and addendums.

ATTACHMENTS

1. Resumes
2. Grant Opportunities Report (Excerpt)

ATTACHMENT

RESUMES



DANIEL BARTELSON, MPA, MBA

Principal - Project Manager

Daniel has 20 years of experience leading complex, multijurisdictional transportation, planning, and grant acquisition projects. He has served as project manager and firm lead on various contracts with public agencies across the states of California, Oregon, Arizona, and Montana including the Los Angeles County Metropolitan Transportation Authority (Metro) and Shasta Regional Transportation Authority (SRTA). Daniel is adept at project and programmatic budgeting and control, as well as coordinating with public entities because his public-sector career spans more than a decade and includes serving several cities in various capacities. He understands, from goals and objectives to developing and implementing projects, having clear and concise data and working side-by-side each client, is paramount for the project to be a success and to achieve a high return on investment for the client.

Daniel's experience also includes writing grants, researching new grants, and managing all grant associated work for large agencies, such as Los Angeles Metro and Midpeninsula Regional Open Space District, as well as smaller cities throughout Northern and Southern California. He is skilled at developing strategic relationships with the funding agency, obtaining support from all levels of government, and developing substantive and well-written applications. Daniel's efforts have secured more than \$2 billion in state, federal, and local sources for client projects.



Master of Public Administration (MPA), Villanova University

Master of Business Administration (MBA), University of Arizona

BA, Political Science, UCLA



Deputy City Manager, City of Signal Hill

Assistant to the City Manager/
Human Resources Director,
City of Lawndale

Management Analyst, Office of
the City Manager, City of South
Pasadena

Administrative Analyst, Office of
the City Manager, City of South
Pasadena



Certified in Safe Routes to
School Local Planning, National
Center for Safe Routes to
School

Los Angeles Metropolitan Transportation Authority (Metro)
Grant Application Assistance | Los Angeles County, CA
Project manager, leading WSP, Deborah Murphy Urban Design and Planning, Safe Routes to School National Partnership, and Stantec to advise Metro on grant opportunities and prepare applications. To date, Daniel has led the development of more than 20 State grant applications.

Previously, in 2016, Daniel served as task lead/grant writer and was responsible for coordinating and delivering 9 grant applications to Metro. Management tasks included working to achieve Stantec's (prime) goals and providing direction to a team of internal funding experts and urban planners to develop and enhance Caltrans' Active Transportation Program (ATP) applications for Metro and several multi-jurisdictional projects through the Metro-covered area. Contract culminated in securing \$172.6 million dollars for first/last mile projects throughout the Los Angeles region. Key tasks involved working hand-in-hand with Metro to obtain support for projects from the City of Los Angeles, County of Los Angeles, and local public agencies.

Active Transportation Program (ATP) Cycle 5 Grant Writing Assistance | Shasta Regional Transportation Authority (SRTA)
Project manager responsible for the development of several competitive grant applications for the Caltrans' ATP Cycle 5. The ATP is the primary source of active transportation funding in California, is very competitive, and includes an intensive application effort such that small, local agencies in the Shasta Region can only afford to submit a couple applications per grant cycle, or none at all. As manager and under this contract, Daniel secured more than \$17.5 million for the City of Redding and Shasta County.



Grant Funding Strategic Plan | City of Irvine

Project manager responsible for preparing a Grant Funding Strategic Plan (Plan) that will serve as a three-year roadmap that defines specific projects and priorities and matches them to upcoming grant opportunities. Even though

the Plan will serve as a living document because timelines change and new opportunities arise, the overall strategy will allow City staff to determine which grant opportunities make the most sense and enable staff to stay ahead of opportunities, which will result in more thoughtful and ultimately more successful grant applications.

California Office of Emergency Services (CalOES) Hazard Mitigation Grant Program | City of Richmond

Grant writer responsible for preparing this \$5.3 million application for the Richmond Wastewater Treatment Plant Seismic Retrofit Project. The grant will fund the retrofitting of a 68-year-old wastewater treatment facility which has been previously identified as a critical operational facility (Local Hazard Mitigation Plan, 2018). The proposed structures for improvement include an influent pump station, primary sedimentation basins, aeration basins, digester tanks, and pipe gallery which are all significantly susceptible and will likely sustain significant damage as a result of seismic activity. This wastewater treatment facility with more than 21,000 service accounts was identified by the city for improvement as a part of a detailed quantitative seismic assessment and development of conceptual retrofit designs.

State and Federal Funding Administration | City of Pismo Beach

On-call firm manager for the City's state and federal grant funded projects and programs. Work includes managing environmental clearances; Right-of-Way (ROW) certifications; completing Request for Authorizations (RFA) to obtain E-76s for initiation, preliminary engineering (PE), and construction; preparing progress invoices, bid, and contract documents; and maintaining records for future auditing purposes according to funding source requirements.

On-Call Grant Writing | City of Desert Hot Springs

On-call manager responsible for aligning projects with grants and leading a team of grant writers to prepare all types of competitive grant applications. Under his leadership, Daniel has helped secure \$340,000 under SB821 for bicycle and pedestrian facilities.

California Department of Parks and Recreation's Statewide Park Program Grant Program (Prop 68) | City of Monrovia

Grant writer responsible for securing funding for the expansion and renovation of Lucinda Garcia Park. The SPP-awarded project involved construction of two new playgrounds with lighting, fencing and picnic tables, five exercise fitness stations, demonstration garden, interpretive garden, bike racks with fixit stations, new "Lucinda Garcia Park" monument sign and historic Red Car signage, and lighting throughout the park.

CalFire's Urban and Community Forestry California Climate Investments Grant Program | City of Compton

Grant writer charged with developing two City of Compton grant applications under the CalFire Urban and Community Forestry California Climate Investments Grant Program. Awards totaled more than \$5 million for green transportation projects designed to decrease greenhouse gas (GHG) emissions through tree planting, divert stormwater through engineering improvements, and educating children through demonstration projects.

ATP Cycle 4 and HSIP Cycle 9 Grant Writing Assistance | Stockton, CA

Project manager responsible for leading a team of grant writers to prepare multiple ATP Cycle 4 and HSIP Cycle 9. Daniel coordinated with the City, managed EBA resources, and ensured every deliverable was submitted to the City for draft review on or before the scheduled deadline. The culmination of work resulted in securing \$3,631,800.

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HAL SUETSUGU, MA President

Hal has more than 35 years of experience providing regulatory planning support for city projects. Hal has led several projects, including zoning code updates, specific plans, and general plan amendments, and commercial, housing, and mixed-use planning projects. Hal has overseen the award of more than 100 grant-funded projects and plans for municipalities and regional agencies, including the Los Angeles County Metropolitan Transportation Authority (Metro) and the Southern California Association of Governments (SCAG). His expertise includes outreach and grant writing. To date, Hal has obtained funding for Metro Gold Line first/last mile station enhancements and sound mitigation, active transportation plans, pedestrian linkages, bike facilities/corridors, bus acquisition, and sidewalk improvements. He has an 85% success rate securing grants he has prepared (including ATP, SB1 and AHSC) and has led outreach projects ranging from large-scale, regional events to smaller community congresses and City Council planning commissions. With a Masters in Urban Planning from UCLA, Hal has dedicated his life to creating livable, sustainable communities that elevate education, health, the environment and safety.



MA. Urban Planning, UCLA

Graduate studies in Geography/
Urban Studies, California State
University, Los Angeles

BA. Geography (Minor in
Business) California State
University, Los Angeles



Vice President of Planning,
Transtech Engineers

Transportation Manager, City of
South Pasadena

Transportation Planning
Manager, Capital Planning and
Programming, Los Angeles
County MTA

Board of Directors
Transportation Deputy, Los
Angeles County MTA



California Chapter, American
Planning Association

La Verne's Citywide Active Transportation Funding Plan | La Verne CA

Hal serves as a project manager and is charged with developing an active transportation funding plan for the City of La Verne to guide strategic investment and provide a basis for seeking additional capital funds for its planned projects. Under the guidance of the plan, Hal secured more than \$3.4 million for highway safety improvement projects, bicycle/pedestrian facilities, regional bikeway connectors, and roadway/bridge widening projects. These projects have increased the speed of active travel, reduced point-to-point distances, and served as a catalyst to multimodal transfer activity.

On-Call Grant Writing | West Sacramento, CA

The City of West Sacramento has built a successful record of obtaining competitive grants, with awards totaling more than \$100 million over the last ten years. While most of the work in researching grant opportunities and preparing applications is conducted by the City in-house, staffing constraints presented the need for outside grant writing services. To this end, Hal provides the City with grant writing and monitoring on an on-call basis. Work tasks include, but are not limited to, meeting with City staff in-house to discuss potential applications, conducting grant research and/or advocacy, preparing grant application materials, and packaging and submitting applications on behalf of the City.

Southern California Association of Governments (SCAG).
Grant Funding Identification, Application Development and
Grant Scoring | Los Angeles, CA

Project manager responsible for grants needs assessment; grant funding opportunity identification; grant application development, including

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managing large, interagency grant applications, and coordinating SCAG's interest with potential funders. In coordination with Project Team staff, was also responsible for reviewing and ranking received grant applications for SCAG's Sustainable Communities program. In less than one year, more than \$3 million in local and state grants were secured for SCAG and multi-jurisdictional projects.

On-Call Grant Writing | Stockton, CA

Hal has helped secure \$5 million in grant funding for the City's priority projects. Hal prepared the City's ATP Cycle 4 grant application for the Safe Routes to School Safety and Connectivity Improvement Project. The project involves constructing bike lanes, missing sidewalk segments, high visibility crosswalks, flashing beacons, curb ramps, safety medians, pedestrian refuge and traffic islands. Hal scored a 93/100 on this application and it was 1 of 2 projects in the San Joaquin County to receive State funding. Additionally, Hal secured \$793,800 for via the HSIP grant program, and has prepared CMAQ grants and supported efforts for the 2020 TCC grant.

California Department of Housing and Community Development's (CA-HCD) Housing Related Parks Program | El Monte, CA

Grants manager responsible for securing more than \$728,600 for the City of El Monte to rehabilitate and restore Lambert Park. The Lambert Park Rehabilitation Project - Phase 1 and 2 of construction will continue the rehabilitation of the park facilities including passive improvements to watershed area (DG paths, benches, picnic tables, etc), removal of existing wading pool and backfill with sod to include irrigation; environmental testing of the two existing buildings (Teen/Youth Hut and Recreation Office/Maintenance Room/Restrooms); and updating conceptual plan to be used at outreach meetings with stakeholders, the community and any other interested parties to solicit feedback on refining the concepts so the concepts can then be further developed into design/construction documents.

California Natural Resources Agency's Urban Greening Grant | Grand Terrace, CA

Grant writer responsible for preparing a State-funded Urban Greening Grant for the City of Grand Terrace to develop a pocket park and transform a 1 mile stretch of a defunct railway into a greenway, complete with 190 trees, protected bike lane, several benches, permeable surfaces, and a hydration station. This \$2.3 million dollar grant will provide the City with the additional funds it needs to make this project a reality.

Baldwin Park Health and Sustainability Element | Baldwin Park, CA

Hal led the outreach portion for the City of Baldwin Park's new Health and Sustainability Element for the City's General Plan. The goal was to adopt an Element to comprehensively plan for a healthier, greener and stronger Baldwin Park. The Plan had defined actions the City will take over the next several years to improve the health of Baldwin Park residents and to create a cleaner, more sustainable environment. The Plan also complemented the Transit Oriented Development Specific Plan for Downtown Baldwin Park.

Caltrans' Active Transportation Program (ATP) | Various Agencies

Grant writer has mastered the Caltrans ATP grant program, securing more than \$10 million for non-motorized projects throughout Southern California, including funding for the development of Complete Streets Improvements, Safe Routes to School, and infrastructure projects. These projects will act as a catalyst for additional road diets and complete streets improvements that are planned throughout region.

Caltrans' Sustainable Communities | Various Agencies

Grant writer secured nearly \$1 million from Caltrans' Sustainable Communities grant program for multiple municipalities. Funded projects include, but are not limited to, Safe Routes to School Plans, Safe Streets and Corridor Improvement Projects. He also secured \$237,000 for the Los Angeles River Bikeway Feasibility Study, which looked at a wide range of alternatives, challenges, and presented recommendations for installing a regionally connected bikeway throughout Vernon to the Los Angeles River.

JANE LEE, MURP, MPH

Urban Planning Associate

Jane is a professional planner and grant writer. With a Masters in Public Health and Masters in Urban and Regional Planning from UCLA, she has more than 5 years of professional experience in several interrelated fields, including community health, public policy, land use planning, and urban development. Through a creative yet grounded approach to grant writing, she has helped solve community challenges for cities and public agencies. Her passion for equity in the built environment, mobility, and health has also allowed her to participate and lend her voice in planning and outreach projects. Jane's experience and work in urban and rural areas throughout California and beyond have provided her with a comprehensive understanding of community challenges and opportunities. In her free time, Jane enjoys traveling abroad, trying new cuisines, and long-distance running.



M.U.R.P., Urban and Regional Planning, UCLA

M.P.H., Public Health, UCLA

B.S.P.H., Public Health, UC San Diego



Staff Research Associate
V at Sustainable LA Grand Challenge

Planning Intern, LA County Dept. of Regional Planning ESGVAP

Independent Contractor at Easterseals, Inc.



Canva, ArcGIS, Project Management, Airtable, SPSS, STATA, Monday

Languages: Korean and Chinese



UCLA Institute of Transportation Lewis Center for Regional Policy Studies Fellow (2022)

American Public Health Association (APHA) PHEPH Award Finalist (2021)

U.S. Department of Homeland Security's (FEMA) Building Resilient Infrastructure and Communities (BRIC) Program | Santa Cruz, CA

Grant writer responsible for preparing a \$15.7 million dollar grant application to fund a flood hazard mitigation project that will increase protection from increasingly frequent and intense rainfall events. The current level of protection is inadequate for 5- and 25- year floods, with flooding evident in low-lying areas along streets in Downtown Santa Cruz. The city is proposing to harden existing and construct new pump stations, as well as deepen wet wells, to alleviate flows in the existing storm drain lines.

US Department of Transportation's Reconnecting Communities Grant Program | Covina, CA

Grant writer responsible for preparing a \$5 million dollar grant application to "bridge the gap" between the City's communities. The funding will help the City meet several objectives, including 1) building a bridge to connect the Covina Metro station to its parking lot across the street, 2) creating wayfinding signage to bolster economic revenue in the historic downtown area, and 3) fostering a better pedestrian experience through reimagined sidewalks and walkways, coupled with better public safety, for a more unified community.

Post-Pandemic Mobility Evaluation | East San Gabriel Valley, CA

Project analyst responsible for executing a community outreach analysis to inform the East San Gabriel Valley Area Plan on public space usage and mobility of immunocompromised and senior residents in Hacienda Heights and Rowland Heights. Through surveys, social media scans, and geospatial evaluation, the analysis identified key areas of open space use and residents' existing and future space-related needs. The final evaluation identified several actionable strategies that contained a range of innovative solutions, such as culturally and generationally inclusive recommendations for equitable public spaces.

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JENNA TOURJÉ, AICP, IAP2

Senior Planning Associate

Jenna Tourjé is a planner, strategist, and community builder with more than 13 years of experience in active transportation, healthy communities, and community engagement. She is passionate about partnering with communities on the path to creating healthy, whole and equitable places, where people love where they live and have a voice and a stake in the future. Through her career, Jenna has experience working with elected officials, staff, and residents in multiple cities and counties in Southern California. She has led projects related to health, active transportation, transportation planning, community planning, flood-risk & resiliency, and parks and open space. Her clients include cities, regional and federal agencies, and non-profit collaborations



B.A. International Development, University of California, Irvine

M.S. Urban and Regional Planning, University of California, Irvine



Founder, Collab Local

Senior Community Planner, Michael Baker International

Millenium Ten Coordinator, Codman Square Development Corporation

Vice President of Community Development, University of California, Irvine

Data and Evaluation, Santa Ana Building Healthy Communities Hope Center



American Institute of Certified Planners (AICP), 2014, 027398

Licensed International Association of Public Participation Trainer (IAP2), 2014

LA County Public Works. LA River Master Plan | Los Angeles, CA

Providing facilitation for Advisory Group sub-committees as a contractor to Kearns and West. The LA River Master Plan is a comprehensive blueprint covering all 51 miles of the River. The effort to update the LA River Master Plan was launched in late 2016 to modernize an existing 1996 plan, synthesize more recent ideas for portions of the River, and bring a coherent and comprehensive vision to the transformation and re-imagining of the LA River. Led by Geosytec, Gehry Partners, OLIN, River LA, and Kearns & West.

SANBAG Rim of the World Active Transportation Plan | San Bernardino County, CA

As public involvement manager on the project, responsibilities included direction and coordination of outreach and engagement activities throughout the planning process. Specific outreach programs and activities included interactive online surveys, pop-up workshops, stakeholder tours, asset mapping, and community workshops.

City of Long Beach 15th Street Corridor Bicycle Boulevard | Long Beach, CA

Responsible for managing, coordinating, and facilitating outreach and engagement activities throughout the life of the project. Michael Baker provided preliminary engineering services, community outreach, and final engineering services for a citywide network of bicycle boulevard projects on local neighborhood roadways. The network of bicycle boulevards forms the backbone of the city's bicycle master plan. The 15th Street Corridor Bicycle Boulevard is a 3.3-mile corridor that travels from Magnolia Avenue at 14th Street; easterly on 14th Street to Long Beach Boulevard; northerly to 15th Street; and easterly to Pacific Coast Highway (PCH). The project consisted of Class II and Class III bicycle facilities, traffic circles, roadway rehabilitation, signage and striping improvements, and traffic signal improvements with bicycle detection.




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Jacksonville Transportation Authority: Complete Streets Improvements and Public Workshops | Jacksonville, FL
Provided content and design for outreach materials for the Jacksonville Complete Streets Mobility Workshops. As part of the MobilityWorks program, Michael Baker provided conceptual design and analysis services for implementation of the Complete Streets model in two improvement focus areas. Michael Baker studied the most appropriate application of the Complete Streets model to the focus areas to accommodate all site users, including pedestrians, bicyclists, buses, and vehicles. Part of the design process included two public workshops that brought local residents together to provide ideas and give feedback to existing conditions in the study areas.

City of Laguna Beach.. Enhanced Mobility and Complete Streets Transition Plan | Laguna Beach, CA
Provided writing support and plan structure for the final product. Michael Baker prepared a Complete Streets transition plan that will provide the policy framework for the city to implement physical and operational changes to the roadway network to improve conditions for all users including bicycles, pedestrians, transit, and motor vehicles. As part of the project, Michael Baker conducted an extensive analysis of the existing facilities in Laguna Beach that support or hinder mobility, including sidewalk locations, street grades, and speed limits. Extensive community outreach, including an online survey, walk audit, and bike audit, resulted in community identification of issues and opportunities. The final plan included recommendations to improve mobility citywide.

City of San Diego Economic Development Linda Vista Comprehensive Active Transportation Strategy (CATS) | San Diego, CA
Responsible for advising on community outreach and participation throughout the project. Michael Baker provided public outreach and GIS modeling services for The Linda Vista Comprehensive Active Transportation Strategy (CATS), a first in the region, with an objective to blend the pedestrian and bicycle master planning processes into one active transportation plan effort. It focuses on GIS modeling and public outreach to arrive at data driven results to develop active transportation projects. Pedestrian and bicycle demand models were overlaid with existing and planned transit routes to determine the high score areas for active transportation propensity. Typologies were created to understand the existing street network and how it relates to land use, so that context-appropriate solutions can be implemented. Two public workshops and an online survey were developed to gain community opinions that would help identify specific areas of need that may not have been captured by modeling efforts.



KEVIN NORD, MA

Planning Associate

Kevin has a rich background spanning multiple fields, making him an ideal candidate for any project. With over 6 years of experience in public policy, transportation and land use planning, geographic information systems, urban development, and sustainability, he brings a wealth of knowledge to the table. Kevin has contributed to a range of qualitative and quantitative research projects, including studies on transit-oriented development impacts, land-use regulations, and environmental modeling, demonstrating his broad range of expertise. Kevin is known for integrating his diverse interests, such as accessibility, biking, design, environmentalism, housing, mobility, social justice, spatial analysis, and sustainability, into a cohesive and innovative approach to planning.



MA, Planning with
Transportation and
Infrastructure Concentration,
USC

BA, Sociology, California State
University, Long Beach

AA, Liberal Arts and Sociology,
Cypress College

Clean California Grant Program | Santa Maria, CA

Author responsible for preparing the City of Santa Maria's application to Caltrans securing \$2.5 million for the Battles Road Green Corridor Rehabilitation and Beautification Project, a 1.1-mile long public pathway that regularly accumulates litter, is under-lit, deteriorating, and lacking beautification/recreation features. The grant will provide funding for lighting, workout/recreation features, local artwork, and drought-tolerant landscaping that will surround an educational bioswale, a repaved existing bike path, and a new meandering pedestrian path.



Blue Zone Policy Intern, Beach
Cities Health District

Production Manager, Openers
Plus

Quantitative Methods of Social
Research Teaching Assistant,
CSULB

Community Health and
Wellness Intern, Orange
County Department of
Education

Merchandising and Pricing
Associate, Sears, Roebuck and
Co.

Active Transportation Program | Redding, CA

Author responsible for preparing and securing four (4) City of Redding's grant applications in ATP Cycle 5 and Cycle 6. More than \$24 million was secured for projects that will enhance and improve bicycle and pedestrian infrastructure.

Prop 68 Statewide Park Program | La Verne, CA

Outreach lead and author responsible for preparing La Verne's California Natural Resources Agency's Prop 68 grant for the construction of a teen center. The \$3 million dollar grant request will fund the construction of interpretive and educational open space facilities and exhibits. This application required five outreach meetings (which Kevin facilitated), a thorough understanding of the benefits of a major rehabilitation project, and a strong ability to convey these benefits clearly and concisely.

Rivers and Mountains Conservancy Grant Program | Covina, CA

Outreach lead and author responsible for preparing the City of Covina's application requesting \$1 million to create a new community park in one of the park-poor community along Banna Avenue at Cypress Street. The proposed 2 acre new park will incorporate an interactive nature play park, fitness zone, outdoor classroom and lab, pollinator garden, tot lot, walking and bicycling paths, and a dog park -- all of which were identified by the community as priorities via outreach meetings in which Kevin met with neighborhood residents.

CAIT GHOSHAL, MPP

Senior Planning Associate

Cait Ghoshal has provided services ranging from federal and state grant writing, to business process improvement and change management, to infrastructure feasibility and risk analysis. Cait has played an advisory role on more than 25 infrastructure projects in the United States. In addition to her work on alternative delivery projects, Cait is an experienced grant writer. Cait has written federal grants since 2016, including grants for discretionary programs such as Better Utilizing Investments to Leverage Development (BUILD) and Infrastructure for Rebuilding America (INFRA). Cait has also worked as a grant writer in the nonprofit sector, managing initiatives funded by the Ford Foundation, Oram Fund for the Environment & Urban Life, and Surdna Foundation, for six years prior to returning to graduate school.



Master in Public Administration,
DePaul University

Bachelor of Arts, Political
Science and Media Studies,
Hobart and William Smith
Colleges

MD 5 Great Mills Improvement Project. BUILD | Maryland
Department of Transportation

Grant writer responsible for \$14,950,000 grant to replace a bridge. The Great Mills project will increase safety and mobility by expanding capacity for motorized traffic, creating multimodal transportation options, and replacing an obsolete bridge. Analysis found that long traffic queues during the peak travel periods, creates congestion and safety concerns, with a crash rate 40 percent higher than the statewide average for similar routes.



Director, Aegis Owner Services

Senior Consultant, WSP

Associate, Aon Infrastructure
Solutions

Program and Development
Director, Congress for the New
Urbanism

Bushnell to West Kimball, Interstate 80. BUILD | Nebraska
Department of Transportation

Grant writer for \$25,000,000 grant for a highway reconstruction project. The I-80 Bushnell to West Kimball Project covers 9 miles in Western Nebraska and plays a crucial role in facilitating commerce among regional rural businesses and national freight carriers that move goods across the state.



Young Professionals in
Infrastructure

WTS International

American Society of Public
Administrators

Grant writing, value capture
analysis, risk analysis, financial
feasibility and Value-For-
Money, training and curriculum
design

Lake Nona Mobility Network. BUILD | Orange County, Florida
in partnership with Tavistock

Cait first served as a grant writer for the winning grant and then played an implementation role in executing a partnership with Orange County, Florida. The BUILD grant funded a multi-project infrastructure network program in Lake Nona, Florida. The project included a greenbelt and other park amenities to support both the transportation network and residential development in Lake Nona. Cait created the business processes necessary to support the project move from the grant award phase to implementation phase with an eye toward federal grant compliance. She also led a project delivery workshop to determine the appropriate delivery method to procure contractors for the program's five project elements. She was also responsible for drafting procurement documents and providing support to Tavistock throughout their efforts to procure a Construction Manager at Risk.

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Downtown Transit Center. BUILD | New Orleans Regional Transit Authority

Grant writer responsible for preparing this \$16,392,000 grant application for a Downtown Transit Center in New Orleans's Central Business District. The facility is designed to consolidate transfers across routes, integrate passenger amenities, and enhance pedestrians' safety as they make transfers.

BART Silicon Valley Extension Program | Valley Transportation Authority (VTA)

Cait was the Deputy Project Manager for an effort to create a funding plan and identify developer incentives for four station areas within the Phase II transit extension. She led a team of six staff members and was the day-to-day point of contact for intergovernmental negotiations between the client and its municipal and county stakeholders. She built a value capture plan for four station areas in the project limits, an instrumental component in securing federal grants and loans. The plan demonstrated a local financial commitment from both BART and its municipal and county stakeholders, helping the Federal Transit Administration (FTA) expedite the Project Delivery Pilot Program Expression of Interest, and was an essential component to BART's application for a Full Funding Grant Agreement (FFGA). Cait prepared tax and assessment projections, and drafted the legislative and implementation roadmap.

Illinois Bridge Bundling Program | Illinois Soybean Association

Cait assisted the Illinois Soybean Association in forming a state-wide working group in coordination with the Illinois Department of Transportation and the County Engineers Association. The group is designed to explore the feasibility of a bridge bundling program. Feasibility of such a program in Illinois depended on understanding both state and local government processes to finance, obligate funding, select, and procure. Cait helped the working group advance the concept of bridge bundling by contacting like-minded organizations, offering case study and research to support the group's policy recommendations, and organizing webinars with relevant subject matter experts. She also moderated a webinar with the Ohio Department of Transportation and the Ohio County Engineers Association so that the working group could understand both the mechanics of Ohio's bridge bundling program and the change management strategies needed to execute the program across the state with multiple local government entities.

Procurement, Governance and Financial Feasibility for Commercial and Park Lid Development on Interstate 5 | City of Seattle

Cait participated in a feasibility study to examine the possibility of placing a greenspace and commercial development on top of Interstate 5 in downtown Seattle. She led an effort to assess the governance, procurement, and financial solutions to bridge the highway, support new uses, and reconnect neighborhoods that have been divided for over 50 years. Her analysis contemplated how park and recreational capital needs may be borne by private partners and ways to structure greenspace investments over multiple phases of construction.

Change Management & Business Process Improvement Support | Southern CA Regional Rail Authority (Metrolink)

Cait executed an organizational change management strategy for the revision of Metrolink's contract and procurement procedures manual. She was instrumental in updating procedures to align with new policies passed by the Metrolink board of directors, bringing procedures in line with best practices, and drafting new procedures for the implementation of alternative project delivery. She led a team that mapped out existing business processes for contracts and procurement for the agency, proposed recommendations to improve or create procedures that made workflows more efficient, and conducted trainings and workshops that helped the agency gain universal adoption of the new procedures.

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LINDSEY R. KINER, AICP

Senior Planning Associate

Lindsey is an urban planner with 13 years of experience working on transportation and land use projects in both Northern and Southern California. She is passionate about developing sustainable and practical approaches to improving regional mobility and the viability of alternative modes of travel. Lindsey is experienced with preparing CEQA/NEPA documents including initial studies and environmental impact reports for residential, commercial, mixed-use, as well as large transportation projects and plans. Throughout her career, she has served as project manager and deputy project manager on a variety of integrated land use and transportation studies, including the Caltrain Peninsula Corridor Electrification Project EIS/EIR and the LA Metro Airport Metro Connector Project. While at SamTrans, she also managed a number of strategic mobility projects as well as the agency's short-range transit planning process. Lindsey earned her Master's in Urban Planning at the University of California, Los Angeles, and is also a graduate of the Coro Fellows Program in Public Affairs in San Francisco.



University of California, Los Angeles, Luskin School of Public Affairs, M.A. Urban Planning.

University of California, Los Angeles, B.A. Political Science



Principal/Founder, LK Planning

Senior Planner, San Mateo County Transit District

Transportation Planner, Fehr and Peers

Transportation Planner, WSP (formerly Parsons Brinkerhoff)

Rail Operations Intern, San Mateo County Transit District

Marketing Coordinator, Meyers Nave

Project Manager, Barbary Coast Consulting



American Institute of Certified Planners (AICP), 027483

SanTrans Youth Mobility Plan | San Mateo County, CA

As project manager, directed research and community outreach for county-wide Plan to enhance youth awareness and access to bus services through targeted marketing and service improvement strategies. Outreach included surveys and focus groups with middle school, high school and college-aged youths in San Mateo County to better understand challenges and opportunities around transit use. Recommendations for implementation developed in partnership with students from the Youth Leadership Institute.

San Mateo County Transit District US-101 Express Bus Feasibility Study | San Mateo County, CA

Project Manager for planning-level study exploring the financial and operational feasibility of San Mateo County Transit District (SamTrans) operating cross-county express bus services. Led a multi-disciplinary technical team, including travel demand forecasting, community outreach, and conceptual route design specialists. Designed and implemented a creative public outreach process that was focused on engaging commuters at pop-events, including street fairs and local markets.

Metro Grant Application Assistance | Los Angeles, CA

Lead author on three Caltrans Active Transportation Program (ATP) Cycle 4 applications in the LA County region: La Cañada Flintridge, Monrovia, and unincorporated East San Gabriel. Manage application writing and development through close coordination with city sponsors and feedback from LACTMA to produce competitive grant applications.

Metro Airport Metro Connector | Los Angeles, CA

Assistant Project Manager of team of eleven sub-consultant firms in developing CEQA/NEPA studies for a direct rail transit connection to LAX. Coordinated both with Metro and subconsultants, to verify consistency between engineering, environmental and modeling tasks.

She assisted in the writing and editing of documentation to be included in the DEIS/DEIR, including authoring the Purpose and Need section. She also worked closely with the modeling team to gather and verify data inputs for the special generator Air Passenger Model for the project.

Peninsula Corridor Joint Powers Board. Caltrain Peninsula Corridor Electrification Project EIS/EIR | San Francisco, CA
Project planner and lead author of the transportation analysis for the EIR. Analyzed and documented the local and regional transportation impacts of converting Caltrain from diesel to electrical power within a study area spanning 16 cities and three counties. Assisted with validating and calibrating the ridership model for future scenarios and coordinating data consistency across traffic model inputs for over 90 study intersections. Worked with technical specialists to develop and document mitigation measures for traffic, transit, pedestrian and bicycle facilities, emergency vehicle access, and station parking/access.

Santa Cruz County Regional Transportation Commission (RTC) Santa Cruz Rail Feasibility Study | Santa Cruz, CA
Deputy project manager for this planning-level study evaluating the operational feasibility of operating passenger rail service for residents and visitors along the scenic 32-mile coastal Santa Cruz Branch Line between Santa Cruz and Watsonville. Coordinated technical analysis and documentation of results for ridership projections, capital and operating costs estimates, and rail operating scenarios. Assisted client with exploring operational feasibility in conjunction with other transportation uses on the corridor, including an adjacent bicycle-pedestrian path operating alongside rail, often in geographically constrained areas along the coast.

601 Marshall Transportation Impact Analysis | Palo Alto, CA
Project Manager for this infill, mixed-use development adding Class A office space and retail in Redwood City's transit-oriented downtown area. Coordinated with City staff on consistency with the General Plan and Downtown Precise Plan. Developed a Transportation Demand Management plan to accompany the project with an emphasis on reducing automobile trips through the provision of bicycle and transit-supportive amenities on-site for employees.

Los Angeles Bureau of Sanitation Plastic Bag Ban EIR | Los Angeles, CA
Project planner for the environmental study of the ban on use of single-use plastic bags in the City of Los Angeles. Assisted with data gathering and writing of EIR documentation, including the Initial Study and Biological Resources chapter.

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associates

MENGCY YANG, MPP

Analyst



Master of Public Policy (MPP),
Minor in Public Financial
Management, University of
Southern California

B.S., Economics, Beijing
University of Chemical
Technology

Mengci is responsible for the direction and coordination of Authorizations to Proceed, quarterly reporting, audit preparation, closeout, and grant reporting requirements. Having worked with Caltrans Local Districts and supervising civil engineers on schematic designs, cost estimates, and specifications, Mengci has extensive experience in obligating, administering, and managing federal, state, county, and foundation grant funding for projects. Mengci also has experience working with disadvantaged communities and is fluent in both English and Mandarin Chinese.



Grant Finance Specialist, Evan
Brooks Associates

SEVIS Coordinator, Office of
International Services at USC

Research Assistant, State
Administration of Forestry

Human Resources Intern,
Tecon Company Limited

Grant Funding Management and Administration City of
Compton (Grant Funding Associate)

Mengci assists the City of Compton's Public Works Department with the administration of its local transportation projects and programs, including review of previous capital improvement plans, project funding agreements, and fund balances. This includes projects funded through various grant programs and by the City through its local transportation funding (i.e. Prop A, C, Measure R, and Measure M, to name a few).

Grant Funding Management and Administration City of
Pismo Beach (Grant Funding Associate)

Mengci assists the City of Pismo Beach with the administration of its local transportation projects and programs, including review of previous capital improvement plans, project funding agreements, and fund balances. This includes projects funded through various grant programs and by the City through its local transportation funding.



Funding and Programming
Transportation Projects,
California Local Technical
Assistance Program (LTAP)

Benefit-Cost Analysis
Fundamentals, FEMA
Emergency Management
Institute

National Transit Database (NTD) Annual Report, City of
Covina (Project Manager)

Mengci prepares the City of Covina's annual NTD report, which requires a detailed financial report of all local, State, and Federal funding expenditures used throughout the year on the City's local transit. The report is required in order to maintain Federal compliance and be eligible for future grant funding as it relates to its local transit and shuttle services.

Bilingual in Mandarin Chinese

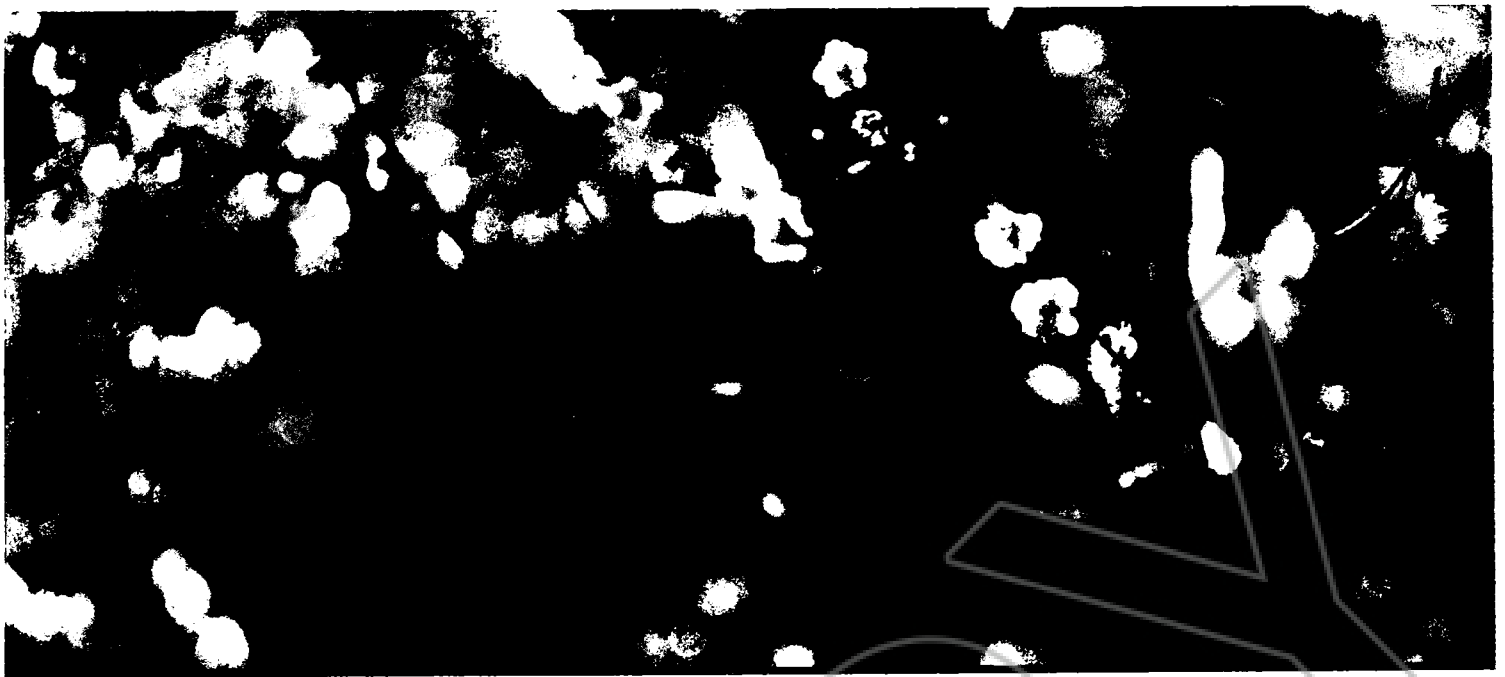
Hazard Mitigation Grant Program, City of Grand Terrace. (Grant Writer)

Mengci prepared the City of Grand Terrace's application for the federally-funded CalOES Hazard Mitigation Grant Program for a slope stabilization grant. This included conducting a benefit-cost analysis and preparation of multiple forms. The total request was \$2 million.



ATTACHMENT

GRANT OPPORTUNITIES REPORT
(EXCERPT)



LOOK AHEAD

Upcoming Grant Opportunities

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brooks
associates

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- **California Department of Food and Agriculture: Prevention of Animal Homelessness and Cruelty Voluntary Tax Contribution Fund**

Total Funds: \$184,000

Minimum: \$7,500

Maximum: \$22,500

Match: None

Application Due: March 8, 2023

<https://www.grants.ca.gov/grants/prevention-of-animal-homelessness-and-cruelty-voluntary-tax-contribution-fund-3/>

The California Department of Food and Agriculture's (CDFA) Prevention Fund Program is supported by California taxpayer contributions and anticipates awarding up to \$184,000 on a competitive basis to be distributed to municipal animal control agencies, and eligible society for the prevention of animal cruelty affiliates and humane society affiliates for the sole purpose of spay and neuter activities to eliminate cat and dog homelessness. The sole purpose of the Prevention Fund is to support spay and neuter activities to eliminate cat and dog homelessness.

- **California Department of Transportation (Caltrans): Sustainable Transportation Program**

Total Funds: \$84 million

Minimum: \$100,000

Maximum: \$1.5 million

Match: 11.47%

Application Due: March 9, 2023

<https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/regional-and-community-planning/sustainable-transportation-planning-grants>

The Sustainable Transportation Planning Grant Program includes:

- **Sustainable Communities Grants** (\$29.5 million) to encourage local and regional planning that supports state goals, implements Regional Transportation Plan (RTP) Sustainable Communities Strategies (SCS) (where applicable), and to ultimately achieve the State's greenhouse gas (GHG) reduction target of 40 and 80 percent below 1990 levels by 2030 and 2050, respectively
- **Climate Adaptation Planning Grants** (\$50 million) support local and regional identification of transportation-related climate vulnerabilities through the development of climate adaptation plans, as well as project-level adaptation planning to identify adaptation projects and strategies for transportation infrastructure
- **Strategic Partnerships and Strategic Transit Grants** (\$4.5 million) to identify and address statewide, interregional, or regional transportation deficiencies on the State

highway system in partnership with Caltrans. A sub-category funds transit-focused planning projects that address multimodal transportation deficiencies

- **U.S. Department of Transportation: Areas of Persistent Poverty Program**

Total Funds: \$20 million

Minimum: None

Maximum: \$850,000

Match: Required

Application Due: March 10, 2023

<https://www.grants.gov/web/grants/view-opportunity.html?oppld=345284>

FTA will competitively award grants for planning, engineering, or development of technical or financing plans for projects eligible under Chapter 53 of title 49, United States Code that will assist "Areas of Persistent Poverty" or "Historically Disadvantaged Communities". Eligible activities may include, planning, engineering, or development of technical or financing plans for improved transit services; new transit routes; engineering for transit facilities and improvements to existing facilities; innovative technologies; planning for low or no emission buses; planning for a new bus facility or intermodal center that supports transit services; integrated fare collections systems; or coordinated public transit human service transportation plans to improve transit service in an Area of Persistent Poverty or Historically Disadvantaged Community, or to provide new service such as transportation for services to address the opioid epidemic, as well as increase access to environmental justice populations, while reducing greenhouse gas emissions and the effects of climate change.

- **U.S. Department of Labor: Growth Opportunities**

Total Funds: \$85 million

Minimum: \$2 million

Maximum: \$4 million

Match: None

Application Due: March 10, 2023

<https://www.grants.gov/web/grants/view-opportunity.html?oppld=336623>

This program prepares justice-involved youth and young adults for employment through education and training, paid work experiences, mentorship, and leadership development, and contributes to community violence intervention among youth and young adults. Eligible applicants include only intermediary organizations. Intermediary applicants must facilitate the replication of best practices across multiple sub-grantees, and provide sub-grantees with administrative and fiscal support or management to ensure compliance with DOL requirements. Intermediaries must, in their proposal, identify subgrantees (which may be affiliates or local offices) across three or more non-contiguous metropolitan areas or rural regions, which must be spread across at least two states (unless the three non-contiguous areas or regions are in California or Texas). These two states are exceptions to the rule because of their exceptionally large populations and square mileage, relative to other

states. Additionally, intermediaries or their sub-grantees must have a distinct justice system partner in each of the three metropolitan areas or rural regions. The purpose of this program is to introduce and prepare justice-involved youth and young adults for the world of work through placement into paid work experiences, and on a path to more equitable career opportunities with their peers. In addition to paid work experiences, the program encompasses occupational education and training in in-demand industries, leadership development, a mentorship component, and post-work experience placement into unsubsidized employment and/or education. These grants focus on youth and young adults most impacted by community violence to advance equity, particularly in areas of concentrated crime and poverty as well as communities that have recently experienced significant unrest. This program contributes to the Biden-Harris Administration's comprehensive strategy to combat gun violence and other violent crime, in part, with preventative measures that are proven to reduce violent crime and support public safety and community well-being. The goals of the grant are to:

- Help youth and young adults to increase their conflict resolution skills and develop strategies to prevent and avoid violence.
- Introduce and prepare youth for the world of work.
- Help youth identify career interests, attain relevant skills and gain work experience.
- Provide income to youth, to start them on the path of earning living wages and obtaining high quality jobs and careers.

- **California Department of Education: California Serves Grant Program**

Total Funds: \$5 million

Minimum: None

Maximum: \$500,000

Match: None

Application Due: March 10, 2023

<https://www.cde.ca.gov/fq/fo/r12/caserves22rfa.asp>

The California Serves Grant Program will promote access to effective service learning for pupils in grade twelve who are enrolled at participating local educational agencies, with the goal of expanding access for high school graduates in obtaining a State Seal of Civic Engagement through service learning. The California Serves Grant Program will award participating and eligible local educational agencies with grants of up to \$500,000 to use for a variety of purposes:

- (1) Paid planning time for teachers to increase the use of service learning in their instruction.
- (2) Professional development for school and local educational agency administrators and classroom teachers on service learning.
- (3) Purchase of instructional materials to aid in the use of service learning in instruction.
- (4) Participation costs of pupils and school personnel, including any materials or travel expenses related to service learning activities.
- (5) Personnel costs for coordination of service learning at a local educational agency or a school site of an LEA.

(6) Participation costs associated with grant program evaluation.

- **California Department of Food and Agriculture: Community Resilience Centers Program**

Total Funds: \$38 million

Minimum: \$5 million

Maximum: \$38 million

Match: None

Applications Due: March 10, 2023

<https://www.cdfa.ca.gov/FairsAndExpositions/fcrccp/>

The Budget Act of 2021 appropriated a one-time General Fund allocation of \$150 million for fairground and community resilience centers. Of the total amount appropriated to CDFA, \$38 million will be awarded to community resilience centers to support infrastructure for emergency evacuation, shelter, base camps during emergency events, and critical deferred maintenance. Elements for this infrastructure may include cooling and heating centers, clean air centers, and extended emergency evacuation response centers, equipped with community kitchens, shower facilities, broadband, back-up power, and other community needs during an emergency or climate events.

- **California Department of Forestry and Fire Protection (CALFIRE): Wildfire Prevention Grant Program**

Total Funds: \$240 million

Minimum: None

Maximum: \$5 million (equipment purchases must not exceed \$750,000)

Match: N/A

Application Due: March 15, 2023

<https://www.fire.ca.gov/what-we-do/grants/wildfire-prevention-grants>

The purpose of this program is to provide funding for projects that prevent catastrophic wildfires, protect communities, and restore forests to healthy, functioning ecosystems while also sequestering carbon and reducing greenhouse gas emissions. CAL FIRE's Wildfire Prevention Grants Program seeks to award up to \$120 million for local projects in and near fire threatened communities that focus on increasing the protection of people, structures, and communities. Qualified activities include hazardous fuels reduction, wildfire prevention planning and wildfire prevention education with an emphasis on improving public health and safety while reducing greenhouse gas emissions. CAL FIRE's Forest Health Grant Program will award up to \$120 million to landscape scale forest restoration projects that restore forest resilience to catastrophic disturbance. Eligible activities include forest fuels reduction, fire reintroduction, reforestation, and utilization of forest biomass. An additional \$50 million is available for post fire reforestation and restoration and finally \$19 million is available for Tribal Wildfire Resilience planning and implementation projects.

Eligible activities include:

- **Hazardous Fuels Reduction**

- Vegetation clearance in critical locations to reduce wildfire intensity and rate of spread
- Creation or maintenance of fuel breaks in strategic locations, as identified in CAL FIRE Unit Fire Plans, a Community Wildfire Protection Plan, or similar strategic planning document
- Removal of ladder fuels to reduce the risk of crown fires
- Creation of community-level wildfire prevention programs, such as community chipping days, roadside chipping, and green waste bin programs
- Selective tree removal (thinning) to improve forest health to withstand wildfire
- Modification of vegetation adjacent to roads to improve public safety for egress of evacuating residents and ingress of responding emergency personnel
- Reduction of fuel loading around critical infrastructure to maintain continuity of government and other critical services
- Purchase of fuel modification equipment not to exceed a cumulative total of \$750,000. Equipment is an item of \$5,000 or more per unit cost and has a tangible useful life of more than one year
- Supplies include items under \$5,000 per unit cost. Chainsaws are an example of a supply item and are not considered equipment
- Projects to improve compliance with defensible space requirements as required by Public Resources Code Section 4291 (Projects eligible for CCI funds are low-income, disabled, or elderly households per CA requirements)
- Seasonal and temporary prescribed grazing consistent with increasing the protection of people, structures, and communities
- **Wildfire Prevention Planning**
 - Wildfire risk or related mapping
 - Creation or update of strategic wildfire planning documents, such as:
 - Evacuation plans
 - Community Wildfire Protection Plans (CWPP)
 - Local Hazard Mitigation Plans
 - Safety Elements
 - Wildfire Prevention or mitigation plans
- **Wildfire Prevention Education**
 - Development and implementation of public education and outreach programs.
 - Workshops, meetings, materials creation, and other educational activities with the purpose of increasing knowledge and awareness of information that could be used to reduce the total number of wildfires, acres burned, and structures lost
 - To educate the public on regarding making homes and communities more wildfire resilient, including defensible space training.
 - Activities are subject to CAL FIRE approval.
- **U.S. Department of Energy: Program Upgrading Our Electric Grid and Ensuring Reliability and Resiliency (Grid Innovation Program)**
Total Funds: \$1.9 billion

Minimum: \$50 million

Maximum: \$250 million

Match: 50%

Application Due: March 17, 2023

<https://www.grants.gov/web/grants/view-opportunity.html?oppld=343309>

This program seeks to provide financial assistance to eligible entities (States, local governments, Tribes, public utility commissions) to facilitate coordination and collaboration with electric sector owners and operators to:

- demonstrate innovative approaches to transmission, storage, and distribution
- infrastructure to harden and enhance resilience and reliability; and
- demonstrate new approaches to enhance regional grid resilience, implemented through States by public and rural electric cooperative entities on a cost-shared basis.

DOE is proposing to solicit projects that contribute significantly to one or more of the following primary objectives:

- Ensuring reliable grid operations by reducing the frequency, scale, and/or duration of disruptions, reducing capacity interconnection time, increasing regional and interregional transfer capacity, or reducing costs associated with increased reliability.
- Improving overall grid resilience in terms of avoiding, withstanding, responding to, and recovering from disruptions, including deliberate attacks, accidents, the growing threats of extreme weather events and climate change, and other naturally occurring threats or incidents. Projects may demonstrate:
- Individual technologies and solutions (or multiple technologies and solutions working as a system) that address resilience in one part of the power system (e.g., transmission system).
- Technologies and solutions that address resilience across the traditional boundaries in the power system (e.g., between transmission and distribution).
- Enhancing collaboration between and among eligible entities and private and public sector owners and operators on grid resilience, including in alignment with regional resilience strategies and plans. This includes collaboration across state and other territorial boundaries such as grid operators or other balancing authorities, with a particular focus on innovating planning processes, modeling, cost allocation, permitting, reduction of interconnection queue waiting time, inter-regional projects and other activities aided by collaborative approaches. and.
- Contributing to the decarbonization of the electricity and broader energy system in a way that supports system resilience, reliability, and affordability by improving access to technologically and geographically diverse energy resources, including distributed energy resources and electrification opportunities.
- Providing enhanced system value, improving current and future system cost effectiveness, and delivering economic benefits to community members, underrepresented regions, or other stakeholders. Applications should clearly identify their value proposition for each individual stakeholder group.

- Project results should enable asset owners and operators to effectively articulate within local, state, regional and federal decision-making frameworks the economic, technical, and societal benefits of deploying new innovative technologies that improve system reliability and resilience.
- **Institute of Museum and Library Services: Laura Bush 21st Century Librarian Program**
Total Funds: \$8 million
Minimum: N/A
Maximum: \$1 million
Match: 1:1 (only for implementation grants)
Application Due: March 17, 2023
<https://www.ims.gov/grants/available/laura-bush-21st-century-librarian-program>

The Laura Bush 21st Century Librarian Program (LB21) supports the training and professional development of library and archives professionals; developing faculty and information leaders; and recruiting, educating, and retaining the next generation of library and archives professionals in order to develop a diverse workforce of library and archives professionals and meet the information needs of their communities. The goals for this program are to generate projects of far-reaching impact that:

- Recruit, train, develop, and retain a diverse workforce of library and archives professionals.
 - Develop faculty, library, and archives leaders by increasing the institutional capacity of libraries, archives, and graduate programs related to library and information science.
 - Enhance the training and professional development of the library and archival workforce to meet the needs of their communities.
- **Institute of Museum and Library Services: National Leadership Grants for Libraries**
Total Funds: \$9 million
Minimum: \$50,000
Maximum: \$1 million
Match: 1:1 (only for implementation grants)
Application Due: March 17, 2023
<https://www.ims.gov/grants/available/national-leadership-grants-libraries>

The National Leadership Grants for Libraries Program (NLG-L) supports projects that address critical needs of the library and archives fields and have the potential to advance practice and strengthen library and archival services for the American public. Successful proposals will generate results such as new models, tools, research findings, services, practices, and/or alliances that can be widely used, adapted, scaled, or replicated to extend and leverage the benefits of federal investment. The goals for this program are to generate projects of far-reaching impact that:

- Build the workforce and institutional capacity for managing the national information infrastructure and serving the information and education needs of the public.
- Build the capacity of libraries and archives to lead and contribute to efforts that improve community well-being and strengthen civic engagement.
- Improve the ability of libraries and archives to provide broad access to and use of information and collections with emphasis on collaboration to avoid duplication and maximize reach.
- Strengthen the ability of libraries to provide services to affected communities in the event of an emergency or disaster.
- Strengthen the ability of libraries, archives, and museums to work collaboratively for the benefit of the communities they serve.

Throughout its work, IMLS places importance on diversity, equity, and inclusion. This may be reflected in an IMLS-funded project in a wide range of ways, including efforts to serve individuals of diverse geographic, cultural, and socioeconomic backgrounds; individuals with disabilities; individuals with limited functional literacy or information skills; individuals having difficulty using a library or museum; and underserved urban and rural communities, including children from families with incomes below the poverty line.

- **California Energy Commission: Advanced Prefabricated Zero Carbon Homes**

Total Funds: \$7.5 million

Minimum: None

Maximum: N/A

Match: None

Application Due: March 17, 2023

<https://www.grants.ca.gov/grants/gfo-22-305-advanced-prefabricated-zero-carbon-homes/>

The purpose of this solicitation is to fund the demonstration of prefabricated homes that integrate advanced energy efficiency and renewable energy features. The intent of this solicitation is to develop, test and demonstrate zero-carbon or near-zero-carbon (collectively "ZC"), cost-effective, modular and manufactured homes (collectively "prefabricated homes") that can be readily deployed, particularly in under-resourced communities including California Native American Tribes. The prefabricated housing industry generally has minimal research and product innovation, except in meeting code requirements. By involving key prefabricated and manufactured home industry stakeholders in the development process, they share ownership of the results, and increase the opportunity to gain widespread and immediate market acceptance. Economically integrating energy efficiency solutions at the factory with advancements in manufacturing processes can reduce production costs and make the homes affordable. The results of projects funded by this solicitation can increase cost-effectiveness of energy efficient prefabricated homes in under-resourced communities, including in fire-prone areas.

- **California Governor's Office of Emergency Services: 2022-23 Listos California Target Grant (LG) Program RFP**

Total Funds: \$6 million

Minimum: None

Maximum: \$300,000

Match: None

Application Due: March 20, 2023

<https://www.grants.ca.gov/grants/2022-23-listos-california-target-grant-lg-program-rfp/>

The purpose of the Listos California Target Grant (LG) Program is to support organizations throughout California that serve smaller populations with key social vulnerability factors located in any given area at moderate to high risk from natural hazard. Community-based organizations throughout the state, referred to as CBOs, can work independently or subgrant with local CBOs to provide disaster training and resources to vulnerable and diverse populations. This work is intended to increase their communities' disaster preparedness, response, recovery, and mitigation capabilities.

- **California Governor's Office of Emergency Services: 2022-23 Listos California Statewide Grant (LS) Program RFP**

Total Funds: \$8 million

Minimum: None

Maximum: \$500,000

Match: None

Application Due: March 20, 2023

<https://www.grants.ca.gov/grants/2022-23-listos-california-statewide-grant-ls-program-rfp/>

The purpose of the Listos California Statewide Grant (LS) Program is to support organizations throughout California that serve multiple counties and/or larger populations with key social vulnerability factors located in areas at moderate to high risk from natural hazard. Community-based organizations throughout the state, referred to as CBOs, can work independently or subgrant with local CBOs to provide disaster training and resources to vulnerable and diverse populations. This work is intended to increase their communities' disaster preparedness, response, recovery, and mitigation capabilities.

- **Sierra Nevada Conservancy: Strategic Land Conservation Grant Program**

Total Funds: \$4.6 million

Minimum: None

Maximum: None

Match: None

Application Due: March 20, 2023

<https://sierranevada.ca.gov/funding/snc-grants/>

This grant program supports planning and implementation of land conservation through fee title or conservation easement acquisition projects to provide access for public use or to public lands, and protect lands threatened by conversion, unique cultural or natural areas, or lands providing critical resilience to climate change. The Sierra Nevada Conservancy recognizes land conservation as an important tool for achieving holistic watershed health.

The Strategic Lands Conserved goal in the SNC's Strategic Plan focuses on protection of high-risk and/or high-priority lands. These lands provide a range of benefits including working landscapes; recreation opportunities; and protection of unique cultural and natural areas, as well as key wildlife habitat. The regional goal of this grant program aims to permanently protect high-benefit lands that are threatened with conversion, represent unique natural characteristics, or are critical for resilience to climate change.

- **Sierra Nevada Conservancy: Vibrant Recreation and Tourism Grant Program**

Total Funds: \$2.5 million

Minimum: None

Maximum: None

Match: None

Application Due: March 20, 2023

<https://sierranevada.ca.gov/funding/snc-grants/>

This program aims to support innovative, collaborative efforts to enhance, promote, and develop sustainable recreation and tourism opportunities and increase access to public lands in the Sierra Nevada Region.

- **U.S. Department of Justice: BJA FY 23 Second Chance Act Pay for Success Program**

Total Funds: \$6 million

Minimum: None

Maximum: \$1 million

Match: None

Application Due: March 21, 2023

<https://bja.ojp.gov/funding/opportunities/o-bja-2023-171523>

With this grant, BJA seeks to implement programming and services to enhance or implement clinical services and other evidence-based responses to improve reentry, reduce recidivism, and address the treatment and recovery needs of people with mental health, substance use, or co-occurring disorders who are currently involved in the criminal justice system or were formerly involved. There are two categories for funding: (1) Performance-based and Outcomes-based Contracting for Reentry Services, and (2) Performance-based and Outcomes-based Contracting for Permanent Supportive Housing.

- **U.S. Department of Justice: BJA FY 23 Second Chance Act Smart Supervision Program**

Total Funds: \$4.25 million

Minimum: None

Maximum: \$850,000

Match: None

Application Due: March 21, 2023

<https://bja.ojp.gov/funding/opportunities/o-bja-2023-171505>

This program provides resources to support states and units of local government in

planning, implementing, or expanding effective supervision capacity to address individuals' needs and reduce recidivism. Agencies are invited to propose grant projects that will improve supervision outcomes for all adults on supervision in their jurisdiction or for a specific subgroup ("target population") (e.g., females, young adults, a specific geographic area). Applicants may propose one or more of the following:

1. Provide training and other skill building opportunities to staff members to be change agents.
2. Adopt technology or tools to facilitate more effective supervision by staff.
3. Improve the quality and increase the capacity of programs and services to meet the identified needs of adults under supervision.
4. Examine and revise policies and practices to align with best and promising practices and implement changes.
5. Focus resources where they can have the greatest impact.
6. Strengthen the organization's culture to reduce recidivism through committed leadership and staff engagement.
7. Improve supervision officer health and wellness.
8. Promote and increase collaboration among justice and other agencies relevant to the supervision population.
9. Document and assess the efficacy of the grant-funded intervention or change as part of the practitioner–researcher partnership.

- **U.S. Department of Justice: BJA FY 2023 Comprehensive Opioid, Stimulant, and Substance Use Site-based Program**

Total Funds: \$102 million

Minimum: None

Maximum: \$1.6 million

Match: None

Application Due: March 21, 2023

<https://bja.ojp.gov/funding/opportunities/o-bja-2023-171527>

This program provides funding to develop, implement, or expand comprehensive programs in response to the overdose crisis and the impacts of use and misuse of opioids, stimulants, or other substances. This program provides resources to support state, local, tribal, and territorial efforts to respond to illicit substance use and misuse; reduce overdose deaths; promote public safety; and support access to prevention, harm reduction, treatment, and recovery services in the community and justice system.

- **U.S. Department of Justice: BJA FY 2023 Improving Adult and Youth Crisis Stabilization and Community Reentry Program**

Total Funds: \$7.5 million

Minimum: None

Maximum: \$750,000

Match: None

Application Due: March 21, 2023

<https://bja.ojp.gov/funding/opportunities/o-bja-2023-171525>

This program provides funding to state, local, and tribal governments, as well as community-based nonprofit organizations, to enhance or implement clinical services and other evidence-based activities or services to improve reentry, reduce recidivism, and address the treatment and recovery needs of people with mental health, substance use, or co-occurring disorders who are currently involved in the criminal justice system or were formerly involved.

- **U.S. Department of Justice: BJA FY 2023 Justice and Mental Health Collaboration Program**

Total Funds: \$17 million

Minimum: None

Maximum: \$550,000

Match: Escalating Percentage (20% to 40%)

Application Due: March 21, 2023

<https://bja.ojp.gov/funding/opportunities/o-bja-2023-171522>

Through this opportunity, the Bureau of Justice Assistance seeks applications for funding programs that support cross-system collaboration to improve public safety responses and outcomes for individuals with mental health disorders (MHDs) or co-occurring mental health and substance use disorders (MHSUDs). This solicitation is one of two solicitations available as part of the Justice and Mental Health Collaboration Program funding in FY 2023.

- **U.S. Department of Justice: BJA FY 2023 The Kevin and Avonte Program: Reducing Injury and Death of Missing Individuals with Dementia and Developmental Disabilities**

Total Funds: \$2.7 million

Minimum: None

Maximum: \$150,000

Match: None

Application Due: March 21, 2023

<https://bja.ojp.gov/funding/opportunities/o-bja-2023-171512>

Through this opportunity, the Bureau of Justice Assistance seeks applications for funding to reduce the number of deaths and injuries of individuals with forms of dementia, such as Alzheimer's disease, or developmental disabilities, such as autism, who, due to their condition, wander from safe environments. This program provides funding to law enforcement and other public safety agencies to implement locative technologies that track missing individuals, and it provides funding to such agencies and partnering nonprofit organizations to develop or operate programs to prevent wandering, increase vulnerable individuals' safety, and facilitate rescues.

- **California Department of Housing and Community Development: Affordable Housing and Sustainable Communities Program (AHSC)**

Total Funds: \$750 million

Minimum: \$10 million

Maximum: \$50 million

Match: None

Application Due: March 21, 2023

<https://www.hcd.ca.gov/grants-and-funding/programs-active/affordable-housing-and-sustainable-communities>

The AHSC Program funds land-use, housing, transportation, and land preservation projects to support infill and compact development that reduce greenhouse gas ("GHG") emissions. Projects must be located within one-half (0.50) mile from a Transit Station/Stop as defined in the guidelines. Eligible projects include, but are not limited to:

- Construction or Substantial Rehabilitation of affordable housing
- Installation of broadband internet trunk line or fixed wireless infrastructure
- Installation of on-site energy storage (battery arrays)
- Zero Emission Transit Vehicle (ZEV) Charging Infrastructure
- Energy efficiency and renewable energy capital improvements
- Urban Greening and water efficiency capital improvements

- **California Department of Aging (CDA): Local Aging & Disability Action Planning (LADAP) Grant Program**

Total Funds: \$4.5 million

Minimum: \$75,000

Maximum: \$200,000

Match: None

Application Due: March 24, 2023

<https://www.grants.ca.gov/grants/local-aging-disability-action-planning-ladap-grant-program/>

The grant purpose is to provide funding to communities across the state to plan and develop their own, cross-sector local age- and disability-friendly plans. Under the grant program, CDA will support local communities in planning and creating their own age and disability-friendly action plans. The local plans developed under this grant program aim to improve a community's livability and address the current, emerging, and future needs of California's older adults, people with disabilities, caregivers, and families through cross-sector collaboration and transformational systems change. The purpose is to provide funding to communities across the state to plan and develop their own, cross-sector local age- and disability-friendly plans that: 1) transform the infrastructure and coordination of services and supports for older adults, people with disabilities, caregivers, and families; 2) Elevate the strengths and voices of community members who are aging and/or living with a disability; 3) Expand culturally relevant and accessible services and opportunities to older adults, people with disabilities, caregivers, and families; 4) Address health and other inequities that can become cumulative with age; and 5) Combat racism, ageism, ableism, and biases in aging and disability systems of care. The grant program goals align with

California's Master Plan for Aging (MPA).

- **U.S. Department of Agriculture: 2023 Urban Agriculture and Innovative Production (UAIP) Competitive Grants Program**

Total Funds: \$7.5 million

Minimum: \$50,000

Maximum: \$350,000

Match: None

Application Due: March 27, 2023

<https://www.grants.gov/web/grants/view-opportunity.html?oppld=345615>

The U.S. Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS), under the OUAIP, is soliciting applications from eligible entities to host the UAIP Competitive Grants pilot project. The primary goal of the UAIP pilot project is to support the development of urban agriculture and innovative production. The two types of UAIP grants being made available for application under this NFO are Planning Projects and Implementation Projects. Planning Projects are projects that will initiate, develop, or support the efforts of farmers, gardeners, citizens, government officials, schools, members of tribal communities, and other stakeholders in areas where access to fresh foods are limited or unavailable. Implementation Projects are for accelerating existing and emerging models of urban and/or innovative agricultural practices that serve multiple farmers or gardeners. Innovation may include new and emerging, as well as traditional or indigenous, agricultural practices.

- **U.S. Department of Transportation: Federal-State Partnership for Intercity Passenger Rail Grant Program for projects located on the Northeast Corridor**

Total Funds: \$8.9 billion

Minimum: N/A

Maximum: N/A

Match: Required

Application Due: March 27, 2023

<https://www.grants.gov/web/grants/view-opportunity.html?oppld=345215>

The Federal Aviation Administration (FAA) announces the opportunity to apply for approximately \$268,728,965 in fiscal year (FY) 2022 competitive supplemental discretionary grants. The purpose of the supplemental discretionary grant program is to make grants to eligible airports for airport construction projects, associated airport capital planning, noise planning and noise mitigation projects, and energy and environmental sustainability projects.

- **National Endowment for the Arts: Research Grants in the Arts, FY2024**

Total Funds: N/A

Minimum: \$20,000

Maximum: \$100,000



Contact Us
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(626) 799-8011
www.ebaplanning.com

LOOK AHEAD:
Upcoming Grant Opportunities

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Douglas County State of Nevada

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I certify that the document to which this certificate is attached is a full and correct copy of the original record on file in the Clerk-Treasurer's Office on this

21st day of June, 20 23

By Christine Balala Deputy