



CITY OF POMONA COUNCIL REPORT

June 5, 2023

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Benita DeFrank, Neighborhood Services Director

SUBJECT: EXERCISE THE FIRST OF THREE ONE-YEAR RENEWAL OPTIONS WITH BLAIS & ASSOCIATES, LLC FOR GRANT WRITING SERVICES FROM JULY 1, 2023 TO JUNE 30, 2024 AND INCREASE THE TOTAL NOT-TO-EXCEED AMOUNT FROM \$140,000 TO \$350,000 TO INCORPORATE THE ANNUAL RENEWAL OPTIONS

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Approve exercising of the first of three, one-year renewal options with Blais & Associates, LLC for Grant Writing Services from July 1, 2023 to June 30, 2024 and increase the total not-to-exceed amount for these service from \$140,000 to \$350,000 to incorporate the renewal options.
2. Authorize the City Manager to execute this and future renewals, subject to review and approval by the City Attorney.

EXECUTIVE SUMMARY:

To increase grant-funding opportunities for the City, the City contracted with Blais & Associates, LLC to perform grant writing services under a two year agreement with three one-year renewal options. At the time of the award, the contracted amount was awarded in an amount not to exceed \$140,000. To ensure these services continue, staff is requesting the authorization to exercise the first of three one-year renewals, from July 1, 2023 through June 30, 2024, and to increase the total not to exceed amount to \$350,000 to incorporate the option for all three annual renewals.

FISCAL IMPACT:

A sufficient amount of \$70k to cover the cost of this grant writing service contract through June 30, 2024 will be appropriated in the Adopted Fiscal Year 2023-24 operating budget (Fund 101-4204-52285- 00000) that is set for approval on this same agenda.

DISCUSSION:

On May 17, 2021, the City Council authorized the City Manager to execute a two-year agreement with three one-year renewal options with Blais & Associates, LLC to provide grant writing services to the City of Pomona.

Since that time, Blais & Associates has provided the following services:

- Developed a grant program outline;
- Met with each City Department to ascertain areas of grant funding need;
- Performed and provided a grant funding needs assessment;
- Provided grant funding research to City staff, reviewing project requirements and identifying grant opportunities on an ongoing basis;
- Sent the City sixty-nine (69) grant alerts based on eligibility and expressed funding needs, averaging approximately five (5) grant alerts per month.
- Communicated with federal and state staff regarding pending applications, held conference calls, and submitted supplemental information as needed.
- Scheduled and helped host debriefings for unsuccessful applications.
- Conducted special projects, as requested.
- Wrote and submitted ten (10) grants on behalf of City; and,
- Meets with City staff on a monthly basis to review grant opportunities and provide updates.

As a result of these efforts, the City has been awarded close to \$5,000,000 in grant funds and has an additional \$17,000,000 in grant funds currently under review by granting agencies. In addition, there are two grants under development for the City by Blais & Associates.

It is recommended that the City Council authorize the City to exercise the first of three, one-year renewals with Blais & Associates, LLC for Grant Writing Services. This first extension will cover the time period from July 1, 2023 to June 30, 2024 and increase the total not-to-exceed amount for these service from \$140,000 to \$350,000 to incorporate all three renewal options.

Prepared by:

Benita DeFrank
Neighborhood Services Director