



REPORT TO CITY COUNCIL

To: Honorable Mayor and Members of the City Council

From: Jason Simpson, City Manager

Prepared by: Shannon Buckley, Assistant City Manager

Date: May 28, 2024

Subject: Amendment No. 2 to the Professional Services Agreement with Blais & Associates for Grant Writing and Administration Services.

Recommendation

Approve and Authorize the City Manager to execute Amendment No. 2 to the Agreement for Professional Services with Blais & Associates (B&A) to provide grant writing and administration services in an amount not to exceed \$70,000 per fiscal year in such final form as approved by the City Attorney.

Background

Since 2019, B&A has provided the City with grant writing services, including on-call grant consultation and technical support, grant writing, and grant administration services.

To date, B&A has assisted the City in securing more than \$16.8 million in grants, of which \$10 million has been for the City's new library and another \$6.8 million has been for developing and implementing many of the City's homeless services and programs. The City's Original Agreement was for a not to exceed amount of \$24,000 annually through June 30, 2021.

On December 14, 2021, the City Council approved Amendment No. 1, increasing compensation to \$40,000 per fiscal year, and extended the contract to June 30, 2024, with the option of two 1-year extensions.

Discussion

Staff proactively monitors and seeks grant funding to address service needs and planned projects in the City. Currently, the City is working with B&A on two additional grant opportunities that could provide more than \$1.1 million in funding for critical projects in the community.

B&A Grant Writing & Administrative Services

Amendment No. 2, attached as Attachment No. 1, increases the existing agreement for grant writing and administration services for the City of Lake Elsinore from \$40,000 per fiscal year to \$70,000 per fiscal year. All other terms stay in effect at the City Manager's discretion.

Fiscal Impact

To date, staff has been satisfied with B&A's performance and services and recommends the City Council approve this amendment to ensure the City's ongoing success in procuring future grant funding and support for the City.

Attachments

Attachment 1 - Amendment No. 2
Attachment 2 - Amendment No. 1
Attachment 3 - Original Agreement