



## 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.

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