

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING**

DATE: November 3, 2021
TO: Board of Directors
FROM: Kelly McCullough, Finance Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Review and Approval of Amendment to Agreement for Services with Regional Government Services (RGS) for Professional Grant Writing Services

RECOMMENDED ACTION

Staff respectfully recommends that the Board approve Contract Amendment No. 2 with Regional Government Services (RGS) to provide specialized grant writing services for capital projects, in substantially the form submitted and authorize the General Manager to execute the Amendment No. 2 (**ATTACHMENT 3**).

FISCAL IMPACT:

\$32,545

FUNDING SOURCE:

6549-Professional Services

FUNDING BALANCE:

\$348,638 as of the writing of this report

DISCUSSION:

Staff initially entered into an agreement (**ATTACHMENT 1**) in March of FY2020-21 with RGS, a governmental, joint powers authority, which formed in 2001 under Section 6500, to meet changing local government needs, for an amount not to exceed \$40,000, and expended \$21,362. To date in FY 21-22 the District has expended \$25,981.95.

At the October 19, 2021 Board Meeting, staff requested approval of Amendment 1 (**ATTACHMENT 2**), to address ongoing work and estimated hours for future grant opportunities. The Board authorized \$20,000 dollars and requested additional information for their consideration at the November meeting, prior to authorizing additional funding.

The attached Amendment No. 2 (**ATTACHMENT 3**) is estimated to take the District through June 2022, while researching, writing and providing any required support for currently known about grants and estimated hours to research and write additional grants. However, staff and consultants are aggressively looking for additional grants, which may be desirable for the District, and which may require expanded services in the future, beyond what is currently estimated.

The estimated hours and explanation that covered the requested Amendments 1 and 2 are:

30 hours per week now through November 5 x 8 weeks = <ul style="list-style-type: none"> ○ RPP Grant ○ RIRE and PROP 68 Grant submittals 	240 hours
November 2021 remaining 3 weeks x 15 hrs/wk = <ul style="list-style-type: none"> ○ Grant website updates 	45 hours
December 2021 – June 2022 <ul style="list-style-type: none"> ○ 8 months x 30 hours/month = <ul style="list-style-type: none"> ▪ Anticipation of grant writing requests 	240 hours
TOTAL	525 hours

Staff continues to find the independent professional consulting services highly valuable, affordable and critical. The grants are highly complex and the expertise of the independent RGS consultant have proven to save the District time and money. The RGS independent consultant has assisted the District in applications for the following grants:

- NRPA Resilient Park Access grant, a 2-year grant;
- Prop 68 Per Capita Grant;
- Recreational Infrastructure Revenue Enhancement (RIRE);
- Regional Park Program (RPP);
- Rural Recreation and Tourism grant (which we ultimately decided not to pursue further, due to lack of matching funding approval).

The consultant researches materials, consults with grantor program manager's, submits applications and associated forms, develops and coordinates website posting materials with District staff, plans and assists with required public participation meetings, develops surveys, analyzes and summarizes and provides reports on survey responses, develops video & media segments and more. Please see the attached log of activities, which briefly summarizes but does not capture all of the grant writer's work to date (**ATTACHMENT 4**).

The RGS consultant sets their own hours and works from their own office location, has a selection of benefits and are covered by worker's compensation through RGS. In addition, RGS provides the District with a suite of insurance coverages including, general liability, automobile liability and others. The hourly rate for the grant writer's services is currently \$93/hourly. Please note, in the benefits described above, that the grant writer does not receive \$93/ hour. This is the charge rate from the agency. This rate includes all of the costs, similar to any outside staffing company, that support the individual's services (overhead, benefits, insurance, supervision).

If the District were to hire staff directly for this service, we would have the same additional support and overhead costs. In addition to those costs, we would also have pension costs, which would range anywhere from 7.7% – 23.02% of wages annually, and we would be responsible for pension and health costs into the future.

Staff respectfully recommends that the Board approve the attached Amendment No. 2 for Management and Administrative Services Agreement (**ATTACHMENT 3**) in substantially the form attached and authorize the General Manager to execute the Amendment.

ATTACHMENTS:

1. [Agreement for RGS Grant Writing Services](#)
2. [Amendment No. 1 To Management and Administrative Services Agreement](#)
3. [Amendment No. 2 To Management and Administrative Services Agreement](#)
4. [Log of Grant Writer Activity](#)