

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

DATE: October 19, 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. 1 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. 1 (**ATTACHMENT 1**).

FISCAL IMPACT:

\$52,545

FUNDING SOURCE:

6549-Professional Services

FUNDING BALANCE:

\$371,138 as of the writing of this report

DISCUSSION:

Staff initially entered into an agreement 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 \$17,891.

The attached Amendment No. 1 is estimated to take the District through June 2022, while writing currently known about 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.

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 application materials for the Per Capita Grant, Recreational Infrastructure Revenue Enhancement (RIRE) Grant, Regional Park Program (RPP) Grant and Rural Recreation and Tourism grant (which we ultimately decided not to pursue further). The consultant researches materials, consults with grantor program manager's, submits applications and associated forms, coordinates website posting

materials with District staff, plans and assists with required public participation meetings and more. Therefore, staff recommends that the Board consider approving Amendment No. 1 to Management and Administrative Services Agreement with RGS for professional grant writing services.

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.

Staff respectfully recommends that the Board approve the attached Amendment No. 1 for Management and Administrative Services Agreement (**ATTACHMENT 1**) in substantially the form attached and authorize the General Manager to execute the Amendment.

ATTACHMENTS:

1. [Amendment No. 1 To Management and Administrative Services Agreement](#)