



## Legislation Text

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**File #:** 2019-0630, **Version:** 1

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**To:** Sonoma County Board of Supervisors  
**Department or Agency Name(s):** County Administrator's Office  
**Staff Name and Phone Number:** Michael Gossman, 565-2431  
**Vote Requirement:** Majority  
**Supervisorial District(s):** All

**Title:**

Amendment to Agreement with Glen Price Group

**Recommended Actions:**

Authorize the County Administrator to extend the term of the agreement with the Glen Price Group to provide expanded grant writer services supporting recovery and resiliency efforts, from July 1, 2019 to June 30, 2020, and to increase the not-to-exceed amount by \$75,000 to a total of \$225,000 for the additional 12-month term.

**Executive Summary:**

The County has contracted for grant writer services for over a decade as part of an ongoing effort to build departmental and staff grant writing capacity, notification of funding opportunities, and coordination of multi-agency proposals and to maximize the access to outside grant funding sources. Given limited county discretionary funds, grants are and will remain a critical project funding pathway to implement expanded hazard mitigation, recovery, and resiliency efforts.

The current agreement with Glen Price Group was authorized by your Board for an initial three year term from July 1, 2016 through June 30, 2019 for a not-to-exceed amount of \$150,000 per year for the three year term. The agreement provides the option to extend for up to two years.

The activities identified in the Recovery and Resiliency Framework require a significant financial investment. Grant funding is essential to meet this challenge. Raising their not-to-exceed limit by \$75,000 and extending the term of their contract for one-year will help ensure the ability of the County to quickly and effectively evaluate federal and state grant funding opportunities, and support departmental proposal development, staff development or funding opportunity monitoring and research.

The County Administrator's Office recommends extending the term an additional 12-months and increasing the not-to-exceed amount by \$75,000, for a total of \$225,000 for the additional 12-month term. The \$75,000 increase provides for an expanded grant seeking effort and will amplify the County's ability to obtain state and federal funding sources. To continue support of County programs, including recovery and resiliency efforts, Glen Price Group has agreed to keep their 2016 hourly fees unchanged for the duration of this amendment.

**Discussion:**

To ensure a competitive bidding process, in February 2016, staff released a Request for Proposal (RFP) inviting grant development and writing consultants. With the assistance from a Review Committee consisting of staff of the General Services Department, Probation Department and the County Administrator's Office, the Glen

Price Group was selected and your Board authorized the County Administrator to execute the initial agreement for a three-year term.

The Glen Price Group's range of grant writing experience includes hazard mitigation, agriculture, environmental protection, water conservation, information technology, family and community violence, workforce development, violence protection, health services, community development, child care, recreation, transportation planning, energy conservation open space/parks, planning and emergency services.

The County has contracted with the Glen Price Group since 2003 and the Glen Price Group has helped the County to secure over \$30 million in grants and contracts and has also provided research work and professional learning programs for the County and community-based organizations.

Following the October 2017 fires, the Glen Price Group assisted departments in drafting \$15 million in FEMA Hazard Mitigation Grant Program (HMGP) proposals that have successfully moved through review by the California Office of Emergency Services (CalOES) and subsequently recommended by CalOES for full HMGP funding. The need for grant writer services continues as this first round of County-led HMGP proposals serves as a catalyst to drive proactive actions to help people in the County reduce their losses from natural hazards.

**Glen Price Group Contract.** The current Glen Price Group contract includes a combination of a monthly retainer cost and a fee schedule option. Given the agreement can be utilized by all departments, staff recommends the combined option: An unchanged amount of \$2,000 monthly retainer payment, up to a maximum of \$51,000 for full comprehensive proposal development services, which can include collaborative proposal development with Community Based Organizations (CBO), and an expansion of the proposal development services from \$75,000 to \$150,000 to support increased recovery and resiliency efforts.

The monthly retainer will provide the County with two on site grant development training workshops per year, ongoing funding opportunity monitoring and weekly newsletter, a survey of Department Heads will be facilitated by the County Administrator's Office through the Office of Recovery and Resiliency to identify annual funding priorities, bid/no-bid analysis identified for grants, and a monthly progress report to the County Administrator's Office.

The County Administrator's Office through the Office of Recovery and Resiliency will coordinate the use of the Glen Price Group services budgeted for in the Non-Departmental budget. The funding for this increase has been included in the FY 2019-2020 recommended budget. The funding source is a combination of General Fund and departmental revenue or fees.

### **Prior Board Actions:**

June 14, 2016: Authorized agreement with Glen Price Group  
June 16, 2015: Authorized amendments with Glen Price Group  
June 25, 2013: Authorized amendments with Glen Price Group  
June 26, 2012: Authorized agreements with Glen Price Group

### **FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 18-19 Adopted</b>	<b>FY19-20 Projected</b>	<b>FY 20-21 Projected</b>
Budgeted Expenses		225,000	
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF		150,000	
State/Federal			
Fees/Other		75,000	
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>		<b>225,000</b>	

**Narrative Explanation of Fiscal Impacts:**

The increased cost of \$75,000 are included in the FY 19-20 Non-Departmental budget, managed by the County Administrator's Office.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A - I Step)</b>	<b>Additions (number)</b>	<b>Deletions (number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

None

**Attachments:**

05-21-2019 Glen Price Group\_Amendment1

**Related Items "On File" with the Clerk of the Board:**

Prior Board Actions with the Glen Price Group.