MEMO

GRANTS OFFICE

To: Mayor & City Council

From: Jim Tolbert, Assistant City Manager

Subject: SUPPLEMENTAL INFORMATION – GRANT WRITING CONTRACT AMENDMENTS

Date: NOV. 21, 2024

The city currently has existing contracts with three grant writing firms, all of which expire at the end of 2024. Staff recommends amending these three contracts to extend the terms to 12/31/2026 and increase the not-to-exceed amounts.

The proposed amendments would:

- Enable the city to meet the federal ARPA funding obligation deadline of 12/31/2024, by fully showing the $1 million allocated to the 3-year grant writing program as contractually obligated. This obligation deadline is important to minimize risk of having to return un-obligated funds to the federal government after 2024.
- Set staff up to successfully manage these contracts and fully expend the $1 million in grant writing funding by the federal ARPA funding expenditure deadline of 12/31/2026.

The following provides supplemental information on each of the three (3) grant writing firms that were selected via a Request for Proposals (RFP) and contracting process in the Fall 2023.

A. FHU (Infrastructure & Transportation Grants)

Prior Grant Writing Experience

- In the last five years, FHU has participated in 40 successful grant applications totaling approx. $200M in grant awards.
- Types of applications completed for clients: RAISE, PROTECT, SMART, RCN, MPDG, BIP, HSIP, CRISI, BUILD, TIGER, CDOT - RMS, DRCOG Transportation Improvement Program (TIP), DRCOG Regional Transportation Operations & Technology (TSIP)
- Prior Commerce City Grant Support:
  - Wrote successful City of Commerce City - Consolidated Rail Infrastructure and Safety Improvements (CRISI) Planning Grant Application for US 85/120th Avenue Project for approx. $10M. in 2023
  - Supported the obligation of federal funds from the CRISI Grant, including grant agreement, scope/schedule/budget, performance measures, terms and conditions, and identifying NEPA requirements.
  - As a result of these efforts, agreement has been executed and project work has begun.

Year 1 Contract Summary

Total ARPA Expenditures (through 10/31/24): $55,771

Grant Application	Grantor / Total Request	Result
RAISE FY' 24	US DOT / $20,000,000	Pending Funding Decision (Rolled over to RAISE FY '25 due to being deemed a *Project of Merit*)
SMART	US DOT / $1.8M	Pending
Rail Crossing Elimination	FRA / $89M	Pending

B. Eleventh House Solutions

Prior Grant Writing Experience

- Has provided similar grant-writing services to numerous clients, including:
  - Baltimore County, MD
  - Queen Anne's County, MD
  - Talbot County, MD
  - Town of Easton, MD
  - City of Rockville, MD
  - Tompkins County, NY
  - Maryland Rural Development Corporation
- Eleventh House Project Manager has been in grants management and proposal sector for 20+ years

Year 1 Contract Summary

Total ARPA Expenditures (through 10/31/24): $49,858

Grant Application	Grantor / Total Request	Result
Crime Prevention Against Safe Streets Grant Program	OAJJA / $100,000	Awarded $100,000
Farmers Market Promotion Program	USDA / $100,000	Not Awarded
OAJJA Co-Response Grants	OAJJA / $160,050	Not Awarded
Adams County Co-Response	ADCO / $261,250	Awarded $261,250
Next 50 – Changing Aging	Next 50 / $80,259	Not Awarded
Adams County Open Space Mini Grant – Story Walk	ADCO / $9,000	Awarded $9,000
Adams County Open Space – Eagle Pointe Pool Re-Plaster	ADCO / $80,000	Awarded $80,000
Adams County Open Space – Pioneer Park Irrigation	ADCO / $1,300,000	Awarded $1,300,000
Homelessness Resolution Program	DOLA / $2,000,000	Pending Notification
Summary	9 Applications Submitted	Awarded: 5 (Total - $1,750,250) Not Awarded: 3 Pending: 1

C. Lotus (Sustainability & Environment Grants)

Prior Grant Writing Experience:

- Proposal team has secured nearly $26,000,000 in funding for previous clients
- Subcontracts with Pinyon Environmental – who has grant experience focused on air and water quality
- Lotus authored the city's Sustainability Action Plan and has worked with the Environmental Policy Advisory Committee (EPAC) which has resulted in a thorough understanding of the city's sustainability and environmental justice needs
- Past grants experience includes Charge Ahead Colorado, Energy/Mineral Impact Assistance Fund, CEO Supplemental Environmental Project Grant, etc.
- Worked with the Colorado Energy Office (CEO) to develop multiple grant programs for local communities

Year 1 Contract Summary

Total ARPA Expenditures (through 10/31/24): $47,936.25*

*Significant work completed in November 2024. City pending invoice for additional expenditures.

Grant Application / Project	Grantor / Total Request	Result
Community Change Grant Program	EPA / $17,150,021	Not Awarded
CDPHE Environmental Justice Grant Application	CDPHE / TBD	Application In-Progress – Due 11/25/2024
Community Change Grants Program (Re-Submittal)	EPA / TBD	Application In-Progress – Due 11/21/2024
Community Benefits Package Template	N/A	Project Completed

Noteworthy Items for 2025 Grant Efforts

1. Lobbyist Support

The Grants Office has engaged with the city's state and federal lobbyists to better position pending and upcoming grant applications.

2. Anticipated Increase in ARPA Expenditures

As a result of the Grants Office having been established for over a year, it is anticipated that grant writing expenditures will increase in 2025. 2024 expenditures have been lower due to ramp up time required to complete the RFP process, finalize contracts and on-board each of the grant writing firms. Expenditures have continued to increase in recent months and will continue to increase. We are on track to spend the remaining funds before the ARPA deadline of 12/31/2026. With approval of the proposed contract amendments, application activity will seamlessly continue into 2025 without a gap in services.