

HEBER PUBLIC UTILITY DISTRICT

REPORT TO BOARD OF DIRECTORS

MEETING DATE: August 20, 2020

FROM: Laura Fischer, General Manager

SUBJECT: Authorize The Holt Group to write the grant application to the Statewide Park Program for the next round of grant funding.

ISSUE:

Shall the Board of Directors authorize The Holt Group to write the grant application to the Statewide Park Program for the next round of grant funding

GENERAL MANAGER'S RECOMMENDATION:

It is recommended that the Board of Directors authorize The Holt Group to write the grant application to the Statewide Park Program or the next round of grant funding.

FISCAL IMPACT:

Not to exceed \$4,960. The Holt Group proposal is attached to this report.

BACKGROUND:

The HPUD has a contract with The Holt Group for grant writing services, which included the prior year Statewide Park Program successful grant application for improvements at Children's Park.

The next round of funding is now open, and it is time to apply for more funding for our parks.

DISCUSSION:

As this is a Professional Service that is currently provided by our District Engineer's office, the HPUD may execute an Agreement for these services.

I have attached the letter from The Holt Group with the details of the requirements for the SPPP grant application and the cost to perform these services.

CONCLUSION:

Staff recommends authorizing The Holt Group to write the Grant Application(s) to the Statewide Park Program grant application for the next round of funding.

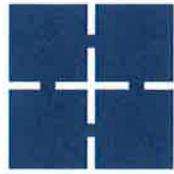
ALTERNATIVES:

- 1) Do not authorize The Holt Group to write the grant application(s) to the Statewide Park Program and provide direction to staff.

Respectfully Submitted,

Laura Fischer,
General Manager

Attachment: The Holt Group cost estimate



**The
Holt
Group**

Engineering * Planning * Construction Management

1601 North Imperial Avenue
El Centro, CA 92243
(760)337-3883

July 17, 2020

Ms. Laura Fischer, General Manager
Heber Public Utility District
1078 Dogwood Rd., Ste 103
Heber, CA 92249

**RE: Task Order for Grant Writing Services for the Statewide Park Program (SPP)
Application for the Heber Public Utility District – THG Proposal Number 2020-043**

Dear Ms. Fischer,

This Task Order is being prepared per the Heber Public Utility District's (HPUD) request for the grant application preparation for Round 4 of the the Statewide Park Development and Community Revitalization Program (SPP). The Holt Group, Inc. understands that the HPUD intends to obtain funding through the SPP Grant to build a new park and/or expand an existing park and is pleased to submit this proposal for grant writing services. The Holt Group, Inc. has concentrated their extensive experience in working with public sector clients to assist municipalities and public utility districts obtain millions of dollars in grant funding to implement community development, economic development, and public works projects. Our firm strives to provide tailored services to meet the unique needs of each community.

In August of 2019, The Holt Group assisted HPUD with the preparation and submission of three (3) grant applications for the SPP Program, one of which was awarded \$700,000 for improvements and expansion to Children's Park. The Holt Group proposes to provide HPUD with grant preparation and submission of the application(s) in accordance with the grant requirements. Should HPUD be interested in selecting the same project scope and location, as previously submitted for the SPP Program, The Holt Group presents the option of modifying existing grant applications (i.e. Multi-Sports Complex and Edwards "Jiggs" Johnson) to fit the current needs of the community. If HPUD requests a new project location and project scope, the Holt Group proposes to prepare and submit the grant application(s) based off of the "scope of work" provided in the following sections.

GRANT PROGRAM OVERVIEW

The Statewide Park Development and Community Revitalization Program is a competitive program that emphasizes the creation of new parks and new recreation opportunities in underserved communities across California. The SPP Program is the largest park related grant program in California with over \$1 billion in funding between the 2018 Proposition 68 and 2006 Proposition 84 Bond Acts.

Available Funding – Round 4

There is a total of **\$395,302,155** available for Round 4 of the SPP Grant Program.

Grant Amount Per Application

The maximum grant request per Application/Park is **\$8,500,000**.

The minimum grant request per Application/Park is **\$200,000**.

SCOPE OF WORK

A. Statewide Park Program Application Preparation

The Holt Group will prepare a competitive application for HPUD highlighting the community's need for funding and will submit all pertinent information as required by the grant application, a few of which will include the following supporting documentation:

- A.1** *Application Form*
- A.2** *Project Selection Questions*
- A.3** *Resolution*
- A.4** *Grant Scope/Cost Estimate*
- A.5** *Project Timeline*
- A.6** *Project Timeline*
- A.7** *Applicant Capacity*
- A.8** *California Environmental Quality Act (CEQA) Compliance*
- A.9** *Concept Level Site Plan*
- A.10** *Project Site Photos*
- A.11** *Project Location Map*

B. Community Based Project Planning

The grant program requires public participation during the design of the proposed park. The Holt Group will work closely with HPUD with an outreach program that would effectively engage the public during the design process while taking safety measures to combat the spread of COVID-19. These may include mail-in-surveys, visual preference survey posters with photos presented on the HPUD Website. The Holt Group will rely heavily on last year's public outreach efforts.

COST PROPOSAL

The Holt Group proposes to complete the scope of work on for the **Grant Writing Services for the Statewide Park Program (SPP) Application** for a cost not to exceed \$4,960.00, based on the following breakdown:

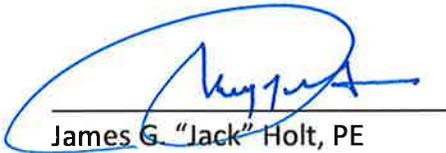
Scope of Work	Hours	Hourly Rate	Subtotal
<i>Statewide Park Program Application Preparation</i>			
Senior Planner	10	\$150.00	\$1,500.00
Senior Engineer	4	\$150.00	\$600.00
Assistant Planner	16	\$80.00	\$1,280.00
Planning Clerk	8	\$70.00	\$560.00
<i>Community Based Planning</i>			
Senior Planner	4	\$150.00	\$600.00
Planning Clerk	6	\$70.00	\$420.00

Grand Total:

\$4,960.00

We greatly appreciate the opportunity to be of service and we look forward to a continued and strong working relationship with the Heber Public Utility District. Should you have any questions, please do not hesitate to contact me at (760) 337-3883.

Sincerely,



James G. "Jack" Holt, PE
Secretary/CFO

cc: George Galvan, AICP, The Holt Group, Inc.