

## CITY OF NEWPORT - TASK 3.05 WORK ORDER FY2016 TECHNICAL ASSISTANCE SERVICES



PREPARED FOR: CITY OF NEWPORT, OREGON - PUBLIC WORKS DEPARTMENT  
 PREPARED BY: TIA A. CAVENDER, MA, GPC, PRESIDENT, CHASE PARK GRANTS  
 DATE SUBMITTED: APRIL 1, 2015

### SUMMARY

Since July 2012, the City of Newport (City) and Chase Park Grants (Chase Park) have partnered to identify and implement a series of creative strategies for external funding to help pay for capital and infrastructure projects. The resulting Strategic Funding Plan has subsequently helped the City secure nearly \$11M in grants and low-interest loans.

In addition to the Grants Services outlined in Exhibit A – Scope of Work, Chase Park will work with the City to further advance its funding strategy in FY2016 to help pay for planned capital and infrastructure projects. Based on prior research and experience, we are targeting funding in the following areas:

- Wastewater/Sanitary Sewer Infrastructure (Task 3.01)
- Storm Sewer Infrastructure (Task 3.02)
- Public Facilities (Task 3.03)
- Water Supply and Storage (Task 3.04)
- Water Quality Improvement (Task 3.05)

### GENERAL SCOPE

For all Task 3 pursuits, Chase Park will conduct comprehensive research into specific grant programs, help establish and cultivate relationships with funding agencies, identify new funding strategies for upcoming projects, and provide technical assistance, writing, and project management services to advance the City's efforts to obtain external funding for specific capital and infrastructure projects. Specific responsibilities and deliverables are detailed in the individual scopes of work for each task order. The table below summarizes the anticipated cost and expense for each task order.

Task No.	Funding Pursuit	Labor	Expenses	Total FYE2016
<b>3.01 Wastewater Projects (\$36,650 Subtotal)</b>				
3.01.01	Strategic Planning for Wastewater Projects	\$7,400	\$0	\$7,400
3.01.02	CWSRF for Point Source Projects	\$27,750	\$1,500	\$29,250
<b>3.02 Storm Water Projects (\$38,850 Subtotal)</b>				
3.02.01	Strategic Planning for Storm Water Projects	\$11,100	\$0	\$11,100
3.02.02	CWSRF for Nonpoint Source Projects	\$27,750	\$0	\$27,750

<b>3.03 Facilities Projects (\$7,400 Subtotal)</b>				
3.03.01	Grant Administration & Reporting Requirements (Seismic Retrofit Grant)	\$7,400	\$0	\$7,400
<b>3.04 Water Supply Projects (\$145,500 Subtotal)</b>				
3.04.01	Strategic Planning for Water Supply Projects	\$18,500	\$10,000	\$28,500
3.04.02	SB 839 Water Supply Development Grant	\$33,300	\$1,500	\$34,800
3.04.03	WaterSMART Water & Energy Efficiency Grant for Flow Meters / SCADA Equipment	\$40,700	\$3,000	\$43,700
3.04.04	CWSRF Drinking Water Program for Big Creek	\$37,000	\$1,500	\$38,500
<b>3.05 Water Quality Projects (\$129,550 Subtotal)</b>				
3.05.01	Strategic Grants Planning for Water Quality & NPS Projects	\$14,800	\$0	\$14,800
3.05.02	OPRD Local Gov't Parks & Rec Grant (Sam Moore Park)	\$40,700	\$13,000	\$53,700
3.05.03	OPRD Land & Water Conservation Fund (Sam Moore Creek)	\$33,300	\$0	\$33,300
3.05.04	OPRD Rivers & Trails Program (Sam Moore Creek & Trails Connections)	\$27,750	\$0	\$27,750
	Total Task 3 for FYE2016	\$327,450	\$30,500	\$357,950

### ASSUMPTIONS

The following task order descriptions represent the *current* strategic funding plan for each task order, and the corresponding cost-of-services is based on this plan. In the event that an identified funding opportunity cannot or should not be pursued, Chase Park will work to identify other funding prospects for that project or other projects more appropriate for the identified funding prospect. In addition, new opportunities for funding may be identified during the course of implementing Task 3 activities, which could supplant the current planned pursuits.

Any delay in submitting, or decision not to submit, an application to the funding agency after the work has been completed will not affect the terms of this Agreement, including the fee for services.

## TASK ORDER NO. 3.05

### TECHNICAL ASSISTANCE – WATER QUALITY PROJECTS

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#### OBJECTIVE

Acquire external funding for water quality improvement projects.

#### APPROACH

Activities related to Task Order 3.05 are divided into two subtasks: strategic planning (3.05.01) and funding pursuits (3.05.02-3.05.04), as described below.

##### Strategic Planning (3.05.01)

- Identify external funding opportunities to support other wastewater infrastructure projects.
- Compile comprehensive research data for top prospects (i.e., grant application materials, guidance documents, list of past awards, technical assistance materials).
- Interview program officers to gather information about targeted grant programs.
- Help establish and cultivate relationships with key prospects.
- Participate in planning meetings with City staff and engineering team.
- Recommend tactics to improve the City's grant success.
- Explore strategies to raise capital funds (i.e., designing a demonstration project).
- Identify, research, and make recommendations about leverage opportunities.
- Research and compile grant materials for the City's use.

##### Funding Pursuits (3.05.02-3.05.04)

- Conduct in-depth research into targeted grant programs to establish a appropriate pursuit strategies.
- Conduct key informant interviews, including an in-person meeting with program officers.
- Assess score and ranking criteria, and identify ways to maximize competitiveness.
- Confirm eligibility status and verify eligible project expenses.
- Coordinate between funding agency representatives, the City's Public Works Department, and its technical advisors.
- Facilitate planning meetings and obtain technical information from engineers and other consultants.
- Liaise between grant team, IFA program officer, City staff and City consultants.
- Complete application, budget documents, letters of support, and auxiliary materials.

Technical assistance and project management activities performed **after** an application is submitted are not included as part of this scope. The City may option these services at a later date at which time the parties will execute an addendum outlining specific costs.

##### Post-submission activities may include:

- Ongoing support and project management during the review and award process.
- Assistance with completion of required federal crosscutting authorities.
- Compile and submit required auxiliary materials not included with original application.

## DELIVERABLES

### Strategic Planning (3.05.01)

- Deliverables related to funding opportunities to support other water quality improvement projects (e.g. grant summary, pursuit plan, application).

### Funding Pursuits (3.05.02 – 3.05.04)

- Pursuit Plan detailing activities and strategies to maximize the City's competitiveness for grant or loan funds.
- Grant Program Summary detailing application requirements, review criteria, key milestones, and award process.
- Draft and final iterations of grant and/or loan application forms and supplementary materials.
- Attend one in-person funder meeting or site visit.
- Draft letters of support to accompany application submissions as needed.
- Draft and final iterations of grant and/or loan application forms and supplementary materials.

## CITY INVOLVEMENT

- The City's financial department will assist in providing financial documents and consultation as needed.
- The City's Public Works Director and associated engineering and legal consultants will participate in the planning process, review and approve draft and final versions of funding applications.
- The City's engineering vendor/s will provide technical expertise, engineering reports, and environmental reports as needed.
- City staff will assist in obtaining and compiling supplementary application materials, letters of support, and other materials as needed.
- The City will cover costs for technical assistance or support provided by other consultants (e.g. engineers).

## PROJECT SCHEDULE

This work order spans the City's 2016 fiscal year, – beginning July 1, 2015 and ending June 30, 2016 or when approved funds have been exhausted, whichever occurs first. The timeline of activities will vary depending on the funding agency, application deadlines and City staff availability.

## COST OF SERVICES

We expect to use 630 consultant team hours to conduct the work as described in this scope. Based on a consultant team rate of \$185/hour, the cost to conduct the work in this scope is \$116,550. Direct expenses are estimated to be an additional \$13,000 for travel expenses and project design and rendering fees for a total of \$129,550. Work and expenses will be invoiced monthly, based on a time and materials basis.

CONSULTANT:

CITY OF NEWPORT:

By:   
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Date: June 25, 2015

By:   
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Date: 08-10-15