

## AGREEMENT WITH TOWNSEND PUBLIC AFFAIRS TO PROVIDE ON CALL GRANT WRITING SERVICES

THIS AGREEMENT is made and entered into this 20th day of September 2022 by and between Townsend Public Affairs, Inc., a California corporation (“Consultant”), and the City of Santa Ana, a charter city and municipal corporation organized and existing under the Constitution and laws of the State of California (“City”).

### RECITALS

- A. On June 29, 2022, the City issued Request for Proposal No. 22-064, by which it sought a consultant having special skill and knowledge in the field of Water, Sewer and Public Works grant writing services.
- B. Consultant submitted a responsive proposal that was among those selected by the City. Consultant represents that it is able and willing to provide the services described in the scope of work that was included in RFP No. 22-064.
- C. In undertaking the performance of this Agreement, Consultant represents that it is knowledgeable in its field and that any services performed by Consultant under this Agreement will be performed in compliance with such standards as may reasonably be expected from a professional contracting firm in the field.

**NOW THEREFORE**, in consideration of the mutual and respective promises, and subject to the terms and conditions hereinafter set forth, the parties agree as follows:

### 1. SCOPE OF SERVICES

Consultant shall perform the tasks and obligations including all labor, materials, tools, equipment, and incidental customary work required to fully and adequately complete the services described in RFP No. 22-064, which is attached as **Exhibit A**, and as more specifically delineated in Consultant’s proposal, which is attached as **Exhibit B** and incorporated in full.

### 2. COMPENSATION

- a. City agrees to pay, and Consultant agrees to accept as total payment for its services under this Agreement, the rates and charges identified in **Exhibit C**. Consultant is one of three (3) consultants selected to provide grant writing services on an on-call basis under RFP 22-064. The total compensation for these services provided by all such contracts selected under RFP 22-064 shall not exceed the shared aggregate amount of Two Million, Three Hundred Seventy-Five Thousand Dollars and Zero Cents (**\$2,375,000**) during the term of the Agreement, including any extension periods.
- b. Payment by City shall be made within forty-five (45) days following receipt of proper invoice evidencing work performed, subject to City accounting procedures. Payment need not be made for work that fails to meet the standards of performance set forth in the Recitals

and Scope of Work, which may reasonably be expected by City.

### **3. TERM**

This Agreement shall commence on the date first written above and terminate on September 19, 2025, unless terminated earlier in accordance with Section 17, below. The term of this Agreement may be extended for one (1) two-year period upon a writing executed by the City Manager and City Attorney.

### **4. PREVAILING WAGES**

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the services being performed are part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

### **5. INDEPENDENT CONSULTANT**

Consultant shall, during the entire term of this Agreement, be construed to be an independent consultant and not an employee of the City. This Agreement is not intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow the City to exercise discretion or control over the professional manner in which Consultant performs the services which are the subject matter of this Agreement; however, the services to be provided by Consultant shall be provided in a manner consistent with all applicable standards and regulations governing such services. Consultant shall pay all salaries and wages, employer's social security taxes, unemployment insurance and similar taxes relating to employees and shall be responsible for all applicable withholding taxes.

### **6. OWNERSHIP OF MATERIALS**

This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). Consultant shall require all subconsultants to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were provided to Consultant by the City. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk.

## 7. INSURANCE

Prior to undertaking performance of work under this Agreement, Consultant shall maintain and shall require its subcontractors, if any, to obtain and maintain insurance as described below:

### a. Minimum Scope and Limit of Insurance

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Professional Liability:** if Consultant is or employs a licensed professional such as an architect or engineer: Professional liability (errors and omissions) insurance, with a combined single limit of not less than **\$1,000,000** per claim with **\$2,000,000** in the aggregate.
5. **Broader Coverage:** if the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

### b. Other Insurance Provisions

1. **Additional Insured Status:** The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 if a later edition is used).

2. **Primary Coverage:** For any claims related to this contract, the Consultant's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. **Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.
4. **Waiver of Subrogation:** Consultant hereby grants to City a waiver of any right to subrogation that any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.
5. **Self-Insured Retentions:** Self-insured retentions must be declared to and approved by the City. The City may require the Consultant to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.
6. **Acceptability of Insurers:** Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.
7. **Claims Made Policies (applicable only to professional liability):**
  1. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
  2. Insurance must be maintained and evidence of insurance must be provided *for at least five (5) years after completion of the contract of work.*
  3. If coverage is canceled or non-renewed, and not replaced *with another claims-made policy form with a Retroactive Date prior to* the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of *five (5) years* after completion of work.

8. **Verification of Coverage:** Consultant shall furnish the City with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to City before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them.

The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

9. **Subcontractors:** Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that City is an additional insured on insurance required from subcontractors.
10. **Special Risks or Circumstances:** City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

## 8. INDEMNIFICATION

Consultant agrees to defend, and shall indemnify and hold harmless the City, its officers, agents, employees, consultants, special counsel, and representatives from liability: (1) for personal injury, damages, just compensation, restitution, judicial or equitable relief arising out of claims for personal injury, including death, and claims for property damage, which may arise from the negligent operations of the Consultant or its subconsultants, agents, employees, or other persons acting on their behalf which relates to the services described in section 1 of this Agreement; and (2) from any claim that personal injury, damages, just compensation, restitution, judicial or equitable relief is due by reason of the terms of or effects arising from this Agreement. This indemnity and hold harmless agreement applies to all claims for damages, just compensation, restitution, judicial or equitable relief suffered, or alleged to have been suffered, by reason of the events referred to in this Section or by reason of the terms of, or effects, arising from this Agreement. The Consultant further agrees to indemnify, hold harmless, and pay all costs for the defense of the City, including fees and costs for special counsel to be selected by the City, regarding any action by a third party challenging the validity of this Agreement, or asserting that personal injury, damages, just compensation, restitution, judicial or equitable relief due to personal or property rights arises by reason of the terms of, or effects arising from this Agreement. City may make all reasonable decisions with respect to its representation in any legal proceeding. Notwithstanding the foregoing, to the extent Consultant's services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

## 9. INTELLECTUAL PROPERTY INDEMNIFICATION

Consultant shall defend, indemnify and hold harmless the City, its officers, agents, representatives,

and employees against any and all liability, including costs, and attorney's fees, for infringement of any United States' letters patent, trademark, or copyright contained in the work product or documents provided by Consultant to the City pursuant to this Agreement.

## **10. RECORDS**

Consultant shall keep records and invoices in connection with the work to be performed under this Agreement. Consultant shall maintain complete and accurate records with respect to the costs incurred under this Agreement and any services, expenditures, and disbursements charged to the City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such records and invoices shall be clearly identifiable. Consultant shall allow a representative of the City to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement during regular business hours. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement for a period of three (3) years from the date of final payment to Consultant under this Agreement.

## **11. CONFIDENTIALITY**

If Consultant receives from the City information which due to the nature of such information is reasonably understood to be confidential and/or proprietary, Consultant agrees that it shall not use or disclose such information except in the performance of this Agreement, and further agrees to exercise the same degree of care it uses to protect its own information of like importance, but in no event less than reasonable care. "Confidential Information" shall include all nonpublic information. Confidential information includes not only written information, but also information transferred orally, visually, electronically, or by other means. Confidential information disclosed to either party by any subsidiary and/or agent of the other party is covered by this Agreement. The foregoing obligations of non-use and nondisclosure shall not apply to any information that (a) has been disclosed in publicly available sources; (b) is, through no fault of the Consultant disclosed in a publicly available source; (c) is in rightful possession of the Consultant without an obligation of confidentiality; (d) is required to be disclosed by operation of law; or (e) is independently developed by the Consultant without reference to information disclosed by the City.

## **12. CONFLICT OF INTEREST CLAUSE**

Consultant covenants that it presently has no interest and shall not have interests, direct or indirect, which would conflict in any manner with performance of services specified under this Agreement.

## **13. NOTICE**

Any notice, tender, demand, delivery, or other communication pursuant to this Agreement shall be in writing and shall be deemed to be properly given if delivered in person or mailed by first class or certified mail, postage prepaid, or sent by fax or other telegraphic communication in the manner provided in this Section, to the following persons:

To City:           Clerk of the City Council

City of Santa Ana  
20 Civic Center Plaza (M-30)  
P.O. Box 1988  
Santa Ana, CA 92702-1988

Executive Director  
Public Works Agency  
City of Santa Ana  
20 Civic Center Plaza (M-21)  
P.O. Box 1988  
Santa Ana, CA 92702

To Consultant: Townsend Public Affairs, Inc.  
Attn: Christopher Townsend, President  
1401 Dove Street, Suite 330  
Newport Beach, CA 92660

A party may change its address by giving notice in writing to the other party. Thereafter, any communication shall be addressed and transmitted to the new address. If sent by mail, communication shall be effective or deemed to have been given three (3) days after it has been deposited in the United States mail, duly registered or certified, with postage prepaid, and addressed as set forth above. If sent by fax, communication shall be effective or deemed to have been given twenty-four (24) hours after the time set forth on the transmission report issued by the transmitting facsimile machine, addressed as set forth above. For purposes of calculating these timeframes, weekends, federal, state, County or City holidays shall be excluded.

#### **14. EXCLUSIVITY AND AMENDMENT**

This Agreement represents the complete and exclusive statement between the City and Consultant regarding the subject matter herein, and supersedes any and all other agreements, oral or written, between the parties. In the event of a conflict between the terms of this Agreement and any attachments hereto, the terms of this Agreement shall prevail. This Agreement may not be modified except by written instrument signed by the City and by an authorized representative of Consultant. The parties agree that any terms or conditions of any purchase order or other instrument that are inconsistent with, or in addition to, the terms and conditions hereof, shall not bind or obligate Consultant or the City. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein.

#### **15. ASSIGNMENT**

Inasmuch as this Agreement is intended to secure the specialized services of Consultant, Consultant may not assign, transfer, delegate, or subcontract any interest herein without the prior written consent of the City and any such assignment, transfer, delegation or subcontract without the City's prior written consent shall be considered null and void. Nothing in this Agreement shall be construed to limit the City's ability to have any of the services which are the subject to this Agreement performed by City

personnel or by other Consultants retained by City.

## **16. WAIVER**

No waiver of breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure or right, or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

## **17. TERMINATION**

This Agreement may be terminated by the City upon thirty (30) days written notice of termination. In such event, Consultant shall be entitled to receive and the City shall pay Consultant compensation for all services performed by Consultant prior to receipt of such notice of termination, subject to the following conditions:

- a. As a condition of such payment, the Executive Director may require Consultant to deliver to the City all work product completed as of such date, and in such case such work product shall be the property of the City unless prohibited by law, and Consultant consents to the City's use thereof for such purposes as the City deems appropriate.
- b. Payment need not be made for work which fails to meet the standard of performance specified in the Recitals of this Agreement.

## **18. NON-DISCRIMINATION**

Consultant shall not discriminate because of race, color, creed, religion, sex, marital status, sexual orientation, gender identity, gender expression, gender, medical conditions, genetic information, or military and veteran status, age, national origin, ancestry, or disability, as defined and prohibited by applicable law, in the recruitment, selection, teaching, training, utilization, promotion, termination or other employment related activities or any services provided under this Agreement. Consultant affirms that it is an equal opportunity employer and shall comply with all applicable federal, state and local laws and regulations.

## **19. JURISDICTION-VENUE**

This Agreement has been executed and delivered in the State of California and the validity, interpretation, performance, and enforcement of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California. Both parties further agree that Orange County, California, shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

## **20. PROFESSIONAL LICENSES**

Consultant shall, throughout the term of this Agreement, maintain all necessary licenses, permits, approvals, waivers, and exemptions necessary for the provision of the services hereunder and

required by the laws and regulations of the United States, the State of California, the City of Santa Ana and all other governmental agencies. Consultant shall notify the City immediately and in writing of its inability to obtain or maintain such permits, licenses, approvals, waivers, and exemptions. Said inability shall be cause for termination of this Agreement.

## **21. MISCELLANEOUS PROVISIONS**

- a. Each undersigned represents and warrants that its signature herein below has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify City fully, including reasonable costs and attorney's fees, for any injuries or damages to City in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.
- b. All exhibits referenced herein and attached hereto shall be incorporated as if fully set forth in the body of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

**ATTEST:**

**CITY OF SANTA ANA**

\_\_\_\_\_  
Clerk of the Council

\_\_\_\_\_  
Kristine Ridge  
City Manager

**APPROVED AS TO FORM**  
SONIA R. CARVALHO  
City Attorney

**CONSULTANT**

By: \_\_\_\_\_

\_\_\_\_\_  
Brandon Salvatierra  
Deputy City Attorney

\_\_\_\_\_

Name: Christopher Townsend  
Title: President

**RECOMMENDED FOR APPROVAL**

\_\_\_\_\_  
Nabil Saba, P.E.  
Executive Director  
Public Works Agency

## **EXHIBIT A**

**Appendix  
ATTACHMENT 1  
SCOPE OF WORK**

**CITY OF SANTA ANA  
REQUEST FOR PROPOSALS  
FOR  
WATER, SEWER AND PUBLIC WORKS PROGRAMS GRANT WRITING SERVICES  
RFP NO.: 22-064**

**Introduction and Background:**

The City of Santa Ana is located in the County of Orange in Southern California. The City encompasses 27.5 square miles and a population of over 335,000 people.

The City of Santa Ana Public Works Agency is soliciting proposals from professional firms for grant writing services. The primary emphasis will be seeking grant related funds for Water and Sewer programs all other programs will be secondary.

In the past the City has utilized professional grant writing consulting firms on as needed basis to meet the goals and objectives of the City. The goals of this proposal for consulting services are to identify areas of funding needs, grant research and funding, development, and grant program administration and delivery to the City's Public Works Agency.

In summary, the City of Santa Ana is soliciting proposals from qualified firms to provide grant writing services. This request for proposal (RFP) provides interested qualified firms with the information enabling them to submit a Service Bid Proposal and to provide the services described herein.

**Description of Work:**

The Consultant/s will seek funding opportunities primarily for water and sewer programs, secondarily for all other programs with an emphasis on securing funds for capital projects. The selected consultants are expected to search for relevant grant opportunities and inform the City of their applicability. When relevant grant opportunities are identified and approval to proceed is granted by City, the consulting firm shall prepare the necessary grant application documents and submit grant applications on behalf of the City for approval or fully support the City in applying. All the work shall be coordinated with Public Works Agency personnel. The successful firm(s) shall have experience in grant writing, grant program development and administration for Federal, State, and Local entities including and not limited to:

- US Department of Commerce-Economic Development Administration (Public Works and EAA programs)
- US Department of Housing and Urban Development (CDBG)
- US Department of Interior-Bureau of Reclamation
- California Department of Water Resources

- California Water Quality Control Board
- California Water Resources Control Board
- Air Quality Management District (AQMD)
- Mobile Source Air Pollution Reduction Review Committee (MSRC)
- State of California Department of Parks and Recreation; various programs and Bond Acts (Office of Grants and Local Services OGALS)
- State of California Natural Resources Agency
- State of California Coastal Conservancy

The funding sought is intended to support contemplated programs for, among other things:

- Recycled water
- Infrastructure replacement
- Automated Metering Infrastructure
- Green infrastructure/solar panels
- Conservation/outreach enhancements
- Sewer septic tank removals/conversions
- Alternative (RNG/CNG/Propane) fuel vehicles/infrastructure
- EV charger infrastructure
- Park Land Acquisitions
- Park Development (Capital Improvements)
- Park Deferred Maintenance Projects

The following are typical service and or items that the successful Consultant(s) will be required to provide for the City of Santa Ana.

Funding Needs Analysis – Conduct current funding priority needs analysis and identify new priority areas for funding in conjunction with Staff.

Outside Funding/On-Call Research – Conduct research and identify third-party funding sources that support the Public Works Agency, funding needs and priorities. This scope includes researching grant opportunities independently as well as any identified by the City.

Funding Proposal Development – Provide proposal writing associated with funding applications on behalf of the City of Santa Ana, including the preparation of funding abstracts, production and submittal of applications to funding sources. The City understands that many applications require technical details,. City staff will provide technical data as necessary but it is expected that the consultant(s) will perform the majority of work required to generate funding applications. Once applications are finalized, consultant will provide a copy of each application package for funding to the City prior to submittal and review the package with City staff.

Program Administration and Delivery – The Consultant(s) will be required to provide grant administration and coordination services as part of this proposal including, but not limited to, coordinating with City staff to provide expenditure reports and submit reimbursement requests, preparing Resolutions and Staff Reports for City Council consideration, coordinating with funding sources' staff, and submitting periodic status update reports to City.

On a monthly basis, the Consultant(s) shall provide the City summaries of potential funding opportunities. The summaries shall include, but not limited to the name of the funding agency, due dates for applications, eligibility, and program summary and funding level available.

**City Responsibilities:**

The City will provide information in its possession relevant to the preparation of the required information in the RFP. Availability of staff time to assist with the preparation of grant application documents is limited. Selected consultant is expected to perform a substantial amount of research and data gathering independently. City staff will provide system information and data as available in an effort to develop the best grant application package possible.

## **EXHIBIT B**

# TOWNSEND

PUBLIC AFFAIRS

EST **TPA** 1998

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SACRAMENTO • WASHINGTON, DC  
NORTHERN CALIFORNIA • CENTRAL CALIFORNIA  
SOUTHERN CALIFORNIA



**Proposal for  
Water, Sewer, and Public Works  
Grant Writing Services**

**July 25, 2022**

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# 1. STATEMENT OF QUALIFICATIONS

## A. COVER LETTER

July 25, 2022

Kathia Reyes, Project Manager  
Santa Ana Public Works Agency  
220 S. Daisy Street, 1<sup>st</sup> Floor  
Santa Ana, CA 92703

Dear Ms. Reyes:

Thank you for the opportunity for Townsend Public Affairs, Inc. ("TPA") to submit our proposal for Grant Writing Services to the City of Santa Ana Public Works Agency ("Agency"). We have been proud to work with the Agency for the last several years and have been successful in securing \$4 million for the Agency.

Since its inception in 1998, TPA has earned the reputation as ***Champions for Better Communities*** by providing the experience, resources, and relationships expected from a premier legislative advocacy and grant writing firm while also giving clients the unique brand of customer service they deserve: personal attention, maximum accessibility, and passion for their mission.

Our strategic approach to advocacy and funding is tailored to meet the individual needs of each client by leveraging the breadth and depth of our team as well as our vast network of relationships with key stakeholders and decision makers.

***Utilizing this method on behalf of our clients, TPA has shepherded over 100 legislative and regulatory proposals into law, and secured over \$2.3 billion in grants from state, federal, and local government agencies as well as nonprofit foundations and private companies.***

Thank you again for your interest in our firm and your consideration of this proposal. Please contact us if you have any questions or need additional information. We would be honored to serve the Santa Ana Public Works Agency.

Yours truly,



Christopher Townsend  
President\*

**\*Authorized to bind the firm**



## 1. STATEMENT OF QUALIFICATIONS

### B. AGREEMENT STATEMENT

TPA concurs with the provisions contained within the standard agreement attached as Attachment 2 in the Appendix of the RFP and is prepared to enter into agreement under those terms.

### C. UNDERSTANDING OF NEED

TPA has been proud to work with the Agency for the last five years to identify creative funding solutions for the Agency's priority projects. TPA has been successful in securing \$4 million for the Agency for advanced metering infrastructure and is prepared to continue to work with the Agency on a variety of water and energy projects that will help create a more sustainable Santa Ana.

The majority of the Agency's potable water comes from an underground basin and is pumped through 21 existing wells to serve about 44,500 water accounts. Given the limited water supplies in the region, recent reoccurring droughts, and the previous contamination levels, the Agency has needs for a new groundwater well, expansion of the recycled water system to add additional distribution infrastructure and new connections, and PFAS clean-up projects. TPA is prepared to continue to work with the Agency to identify grant funding opportunities as well as legislative directed opportunities to improve overall water system reliability and reduce the burden on other water production facilities, including on imported water.

In addition, the Agency has several energy related projects including an expansion of the natural gas fuel station at the City Yard, incorporation of hydro-electric generation and battery storage, and the design and construction of solar parking lot canopies with electric vehicle chargers.

TPA believes that funding success for our clients requires much more than simply reacting to existing grant programs when they are announced. TPA believes that maximum funding success for our clients requires aggressive PROACTIVE strategy and effort to CREATE new funding opportunities via budget earmarks or grant programs that are tailored to ensure eligibility and maximum competitiveness for client projects.

Therefore, in order to successfully pursue the Agency's funding needs, TPA strongly suggests the Agency utilizes the following approach to generate and secure additional funding beyond the opportunities identified in traditional grant programs. While these activities are above and beyond the typical grant writing scope of work, TPA believes a creative funding advocacy component is critical to maximize funding success for the Agency.

**State Budget Opportunities:** TPA has worked with several municipal clients to secure project funding in the State Budget through legislative-directed grants, also referred to as "earmarks". This has led to success for the Santa Ana Public Works Agency, which received a direct project allocation in the form of a \$4 million earmark for Advanced Water Metering Infrastructure. Looking forward to future budget cycles, earmarks are likely to be included in the State's 2023-24 budget cycle. TPA will work with the Agency to identify priority projects and leverage legislative connections to advocate for this funding in upcoming budget cycles.

In addition to project specific funding, current opportunities in Sacramento include \$2.7 billion in new water drought funding that was included in the Fiscal Year 2022 budget that will need to be allocated in early August. That funding will likely replenish existing programs that will fund recycled water, habitat restoration, and drought relief, and could provide additional funding opportunities for Agency projects.



**State Bond Legislation:** Since its establishment in 1998, TPA has participated in the development and implementation of many California legislative propositions to provide capital funding for a wide variety of infrastructure projects, ***including water, natural resources, parks and recreation, transportation, education, and cultural and historical resources*** in the following bonds: 13, 40, 50, 84, and 1.

TPA worked closely with the Senate and Assembly leaders, staff, and stakeholders on the drafting of park bond legislation for the June 2018 statewide ballot, which was eventually passed by voters and implemented Proposition 68. Proposition 68 authorized \$4.1 billion for the Legislature to appropriate to various state and local agencies to fund a variety of capital projects. \$2.5 billion of the total amount of the bond funds park and open space related projects, while the remaining \$1.5 billion funds a variety of water development programs.

By using a holistic approach targeted at exploring all channels of funding advocacy, TPA worked with relevant state agencies to develop guidelines for park and water bond grant programs to ensure that language is included so that client projects are eligible and competitive. TPA was successful in creating and directing funding in Proposition 68 to align with client projects and priorities that ultimately resulted in the funding of legacy infrastructure projects.

**Federal Infrastructure Legislation:** At the federal level, in addition to funding programs that the Agency is already familiar with including the WaterSMART Water and Energy Grant Program (WEEG) and Drought Resiliency Program, there are new opportunities that have been created through the Bipartisan Infrastructure Law (BIL) that was recently signed into law by President Biden.

These new federal opportunities include \$9 billion in dedicated funding for remediation of emerging contaminants in water supplies, including PFAS. \$4 billion of these funds are distributed through the States' various State Revolving Fund programs. California's share of these funds will be distributed through the State's Drinking Water State Revolving Fund (DWSRF), which is administered by the State Water Resources Control Board. TPA is uniquely positioned to pursue these funds given our extensive relationships in Sacramento as well as Washington, D.C. For water recycling there is a dramatically expanded water recycling program administered by the U.S. Bureau of Reclamation that provides \$1 billion for projects that reclaim or reuse municipal, industrial, and agricultural wastewater. This program could be a unique opportunity to expand the Agency's recycled water system.

The BIL also includes a large focus on energy and electric vehicle infrastructure. The primary program for electric vehicle infrastructure is the National Electric Vehicle Infrastructure Formula Program (NEVI) which will allocate \$5 billion over the course of the next five years to build out electric vehicle charging infrastructure on both public and private land. An additional \$2.5 billion is being allocated through discretionary grant programs along highway corridors and in communities to expand the nation's electric vehicle charging infrastructure.

TPA will utilize the following strategic and comprehensive approach to provide grant funding services to the Agency:

- **Conduct Detailed Orientation:** TPA utilizes a comprehensive onboarding process that includes extensive meetings with various relevant members of Agency leadership and key Agency departments to help develop a strategic plan that is carefully tailored to satisfy the needs of the Agency, as well as designed for maximum success in the current political climate and funding environment.

## 1. STATEMENT OF QUALIFICATIONS

- **Craft Strategic Funding Plan:** Utilizing the information gathered during the onboarding process, TPA will coordinate with the Agency to develop a proactive and comprehensive strategic funding plan that serves the needs of the Agency's priorities. ***The plan will do more than simply identify Agency projects;*** it will outline and prioritize multiple funding options for each project, and develop a specific plan of work tailored for each project. It will also identify key "strings attached" to help assess the cost/benefit ratio for each grant opportunity. Funding opportunities will have in mind the Agency's priority projects, such as infrastructure replacement, green infrastructure, park land acquisitions, recycled water programs, EV charging infrastructure, sewer septic tank removals/conversions, and more.
- **Identify, Research, and Monitor Grant Funding Opportunities:** TPA will utilize list-serve subscription programs, funding workshops, agency canvassing, and other networking tactics to ensure every potential opportunity is identified and reviewed for relevance with the Agency's projects. TPA will then share these opportunities with the Agency for further assessment and determination if a grant application is warranted. The Agency will also receive a grant matrix of funding programs that is updated regularly as new opportunities arise, which will identify funding opportunities from state and federal agencies such as the US Department of Interior-Bureau of Reclamation, the California Natural Resources Agency, the California Water Quality Control Board, and others.
- **Grant Application Development and Submittal:** TPA will develop, draft, submit, and follow up on each Agency grant application through the following process:
  - **Establishment of Clear Accountabilities:** TPA will coordinate with the Agency to ensure the assignment of responsibilities and tasks are made clear so that confusion and inefficiency are avoided and the Agency is burdened as little as possible while TPA pursues a grant opportunity.
  - **Provide Overview of Full Application Requirements:** For each grant application, TPA will provide the Agency with a detailed overview of the requirements for the grant program and corresponding application to ensure that the program is a strong fit for the Agency's project. This will include:
    - Application timeline
    - Eligible project types
    - Funding availability and award maximum and minimums
    - List of application components, including proposal questions and any required attachments
  - **Assemble Project Background and Details:** TPA will conduct a detailed informational interview with Agency staff most involved with each project in order to gain a full understanding of the project background and scope details necessary for developing the grant proposal and addressing all application questions.
  - **Coordinate Technical Project Details:** For technical application components such as site plans, detailed cost estimates, project timelines, engineering plans, and cost-benefit analyses, TPA will coordinate with Agency staff to compile all necessary attachments and ensure consistency across all elements of the application.
  - **Draft Written Proposal:** TPA will fully draft all narrative components of the application and, when applicable, will indicate where additional input or project detail from the Agency could be provided during the proposal review process.



## 1. STATEMENT OF QUALIFICATIONS

- **Incorporate Feedback to Finalize Proposal:** Well ahead the of the application deadline, TPA will provide the Agency with a full draft for review and feedback. TPA will incorporate any additional details or revisions provided during this process to finalize the grant application and will obtain Agency approval for the final version of the application prior to submission.
- **Submit Completed Application:** TPA will ensure that applications are submitted prior to the deadline, whether the submission is electronic or through hard copies, in accordance with submission instructions for each individual program. For hard copy submissions, TPA will print and package applications according to submission instructions and will ship applications through a reliable carrier service such as FedEx in order to provide the Agency with tracking and delivery confirmation for the application. TPA will also obtain a receipt for proof of submission and provide the Agency with a final copy of all submitted application documents.
- **Funding Advocacy:** Throughout grant application process TPA will leverage relationships with relevant officials and program officers in various state and federal funding agencies to ensure that Agency grant applications are aligned with the goals of the specific grant program and that the applications are well-crafted and well-positioned for funding.
- **State Budget Funding Opportunities:** In an effort to maximize state funding, TPA will work with the Agency to identify projects and other funding priorities that may be suitable for funding through the State Budget. TPA will coordinate with the Agency to develop supporting materials for the budget request. TPA will also work with members of the Agency's state legislative delegation, along with the Assembly and Senate Budget Committees, to gain support for the inclusion of the Agency's project in the final State Budget approved by the Legislature.
- **Federal Earmark Opportunities:** In an effort to maximize federal funding, TPA will work with the Agency to identify projects and other funding priorities that may be suitable for funding through the Federal Earmark process. TPA will coordinate with the Agency to develop supporting materials for the earmark request. TPA will also work with members of the Agency's federal legislative delegation to gain support for the inclusion of the Agency's project. TPA will strategize with the Agency to identify priority projects and transform them into appropriations requests. TPA will then work closely and diligently with Members of Congress and the U.S. Senate (and their staff), the appropriations committees, the President's administration, and other key stakeholders to ensure projects are included in the final appropriations legislation.
- **Post-Grant Submittal Advocacy:** TPA will frequently contact legislators and agency officials to follow up on the status of a grant application and promote its need and urgency. This will include drafting letters of support after grant submissions and distributing them to legislators for their consideration. In addition, TPA will work with legislators to reach out to individual granting agencies to provide background on Agency's projects and convey their support for those projects.
- **Post-Award Grant Administration and Compliance:** TPA will also assist, as needed, with post-award administration and compliance for all grant applications submitted by TPA on behalf of the Agency. This assistance will include interacting with granting agencies on behalf



## 1. STATEMENT OF QUALIFICATIONS

of the Agency, providing support for the drafting and submission of required reports, evaluations, and other tasks related to the successful monitoring of and compliance with the program requirements.

- **Comprehensive Follow-Up on Unsuccessful Applications:** Despite all best efforts, some grant applications are not selected for funding. In those instances where grant applications are unsuccessful, TPA will work with the relevant state and federal funding agencies to set up in-person or telephone debriefing sessions to discuss the grant applications and how to best revise the grant applications for the next funding round to ensure success.
- **Provide Monthly Progress Reports:** TPA will confer regularly with the Agency on our activities. TPA will provide timely electronic monthly reports on the status of all funding activity, such current funding opportunities, current applications, submitted applications, and post-grant submittal advocacy. In addition to written reports, TPA will be available to the Agency for conference calls, in-person briefings, and meetings.



**GRANT FUNDING ACHIEVEMENTS**

This table provides an overview of our grant funding achievements on behalf of our clients from state, federal, and local government agencies as well as private and nonprofit grant programs.

These amounts represent grants secured through a competitive and/or legislative process and do NOT include any funds awarded to clients via formulas or related forms of funding entitlements.

Policy Sector	State Funding	Federal Funding	All Sources
Water and Sanitation	\$128.9 Million	\$8.7 Million	\$137.6 Million
Transportation	\$568.7 Million	\$131.3 Million	\$700 Million
Education	\$248.0 Million	\$46.8 Million	\$294.8 Million
Parks and Recreation	\$154.7 Million	\$30.1 Million	\$184.85 Million
Cultural Resources	\$120.0 Million	\$10.3 Million	\$130.3 Million
Housing and Development	\$696.6 Million	\$14.2 Million	\$710.8 Million
Public Safety	\$106.5 Million	\$66.7 Million	\$173.2 Million
<b>TOTAL</b>	<b>\$2.023 Billion</b>	<b>\$308.1 Million</b>	<b>\$2.331 Billion</b>

***A DETAILED 20-PAGE SCHEDULE OF OUR STATE, FEDERAL, AND LOCAL GRANT FUNDING ACHIEVEMENTS CAN BE PROVIDED UPON REQUEST***



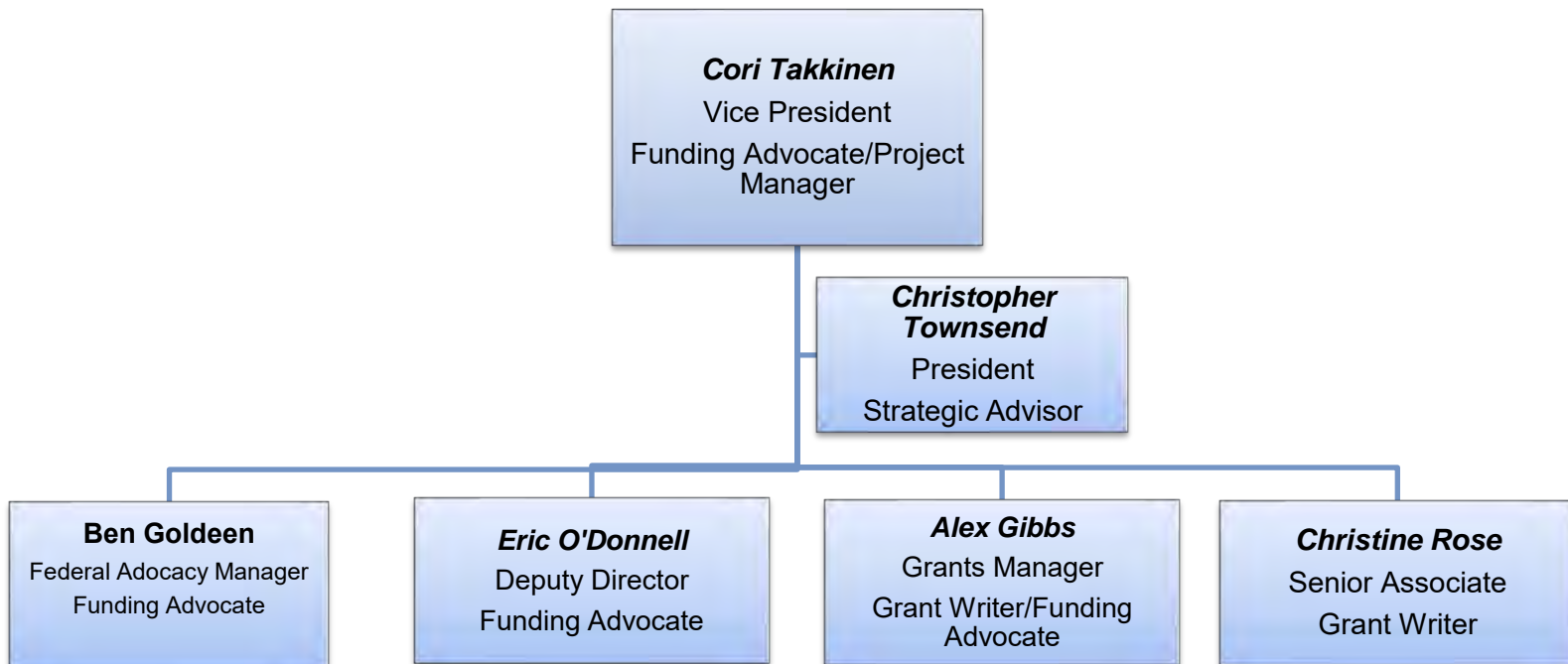
## D. FIRM AND TEAM EXPERIENCE

With a team of 14 registered state and federal grant writers, TPA has the breadth and depth of experience AND the ability to deploy as many grant writers as needed to maximize success for the Agency while minimizing the burden on Agency staff. TPA will rely on Agency staff to provide technical project information, appropriations process details, and project timeline information as appropriate. TPA is prepared to draft all briefing materials, funding requests, and grant applications.

The project manager, Vice President Cori Takkinen, will oversee the proposed team for the project to ensure the proposed work for this project is within the time limits of the grant program, considering the team's current workload. TPA Grants Manager Alex Gibbs and Senior Associate Christine Rose will assist in grant writing and drafting technical narrative, while providing support to Cori and working directly with the Agency on grant applications and appropriations requests. TPA Deputy Director Eric O'Donnell will work with the Grant Writing Team to provide feedback, identify funding opportunities, and ensure that all funding avenues, including legislative and regulatory, are explored.

The proposed team will also be supported by an additional nine (9) TPA grant writing specialists and funding advocates. TPA President Christopher Townsend will personally engage in the project to adjust internal workloads in order to ensure quality control of all deliverables. TPA does NOT propose utilizing subconsultants or third-party vendors to complete the scope of work.

The proposed team for this engagement will be structured in the following way. Resumes for each member of the proposed project team can be found on the following pages.



## 1. STATEMENT OF QUALIFICATIONS



**Christopher Townsend, President:** Christopher founded TPA in 1998 and has 40 years of experience in public affairs, legislative advocacy, and grant writing. Christopher and TPA have represented over 315 clients, including 235 local public agencies, such as cities, counties, transportation agencies, water and sanitation districts, elementary and secondary school districts, community college districts, park and recreation districts, and other special districts, as well as nonprofit organizations.

Christopher provides leadership to a team of 13 advocates and grant writers while managing the development and implementation of strategies for the agendas of each client. His achievements include:

- Under Christopher's leadership, TPA has become one of the most successful advocacy firms in California (representing more California public agencies in Washington, DC than any other firm) while providing the personalized attention and focus of a small boutique firm.
- Christopher and his team have secured over **\$2.2 billion** in local, regional, state, and federal government grants as well as nonprofit and private grants for a multitude of legacy projects in the policy sectors of water and sanitation, transportation, housing and economic development, parks and natural resources, historical and cultural resources, public safety, and education.
- Christopher and his team have shepherded **over 100** legislative proposals into law over a wide range of policy areas, including local governance, water, sanitation, transportation, housing and economic development, parks, natural resources, historical and cultural facilities, public safety, higher education, and K-12 education. The bipartisan capabilities of the firm are evidenced by legislative and funding successes over the tenure of several federal and state administrations, including: Presidents Bill Clinton, George W. Bush, Barack Obama, Donald Trump, and Governors Pete Wilson, Gray Davis, Arnold Schwarzenegger, Jerry Brown, and Gavin Newsom.
- Maintains close bi-partisan relationships with several members of the California Congressional delegation, including Senators Feinstein and Padilla, and Representatives Torres, Lowenthal, Porter, Levin, Correa, Lee, Swalwell, Napolitano, Garamendi, Carbajal, Desaulnier, Sanchez, Lieu, Harder, McNerney, Calvert, Garcia, Steel, and Kim.
- Christopher and TPA have secured **over \$119 million** in funding for museums, science centers, cultural facilities, and at-risk youth programs from various state, federal, and local funding sources, including: Federal Department of Energy, National Aeronautics and Space Administration, Federal Department of Transportation, Institute of Library and Museum Services, California Cultural and Historical Endowment, California Department of Parks and Recreation, County of Los Angeles, County of Orange, City of Los Angeles, Orange County Water District, Municipal Water District of Orange County, and Children and Family Commissions of Los Angeles and Orange County.

Prior to TPA, Christopher served as a Senior Director of Government and Community Affairs for PepsiCo, Inc. and Vice President of Public Affairs for Stein-Brief Group, Inc., a major land developer in Southern California.



## 1. STATEMENT OF QUALIFICATIONS



**Cori Takkinen, Vice President:** Cori brings 13 years of legislative advocacy and public policy experience to TPA. Cori has extensive experience writing grants for various local, regional, state, and federal opportunities. Cori has expertise in the policy sectors of local governance, transportation, water resources, infrastructure, sanitation, parks and recreation, and economic development.

**Townsend Public Affairs, Inc.**  
*Vice President*

*2011-Present*

Throughout her tenure at TPA, Cori has been responsible for securing millions in competitive grant funds for local public agency clients. In addition to her expertise on municipal issues, Cori has strong experience building coalitions, identifying synergies, and leveraging all available opportunities to achieve success. Cori has a strong network of relationships with State and Federal Legislators, key staff, and various funding agencies, including the California State Department of Parks and Recreation, the Natural Resources Agency, and the California Coastal Conservancy. Some of Cori's accomplishments include the following:

- Cori worked with the City of Santa Ana to secure a direct funding allocation in the FY 2018-19 State Budget in the amount of **\$4 million** to upgrade water infrastructure within the City. TPA worked with the City's legislative delegation, staff from the Assembly and Senate Budget Committees, and the Department of Finance to ensure funding was included in the State Budget for this critical project to allow the City's water customers to have real-time access to their water usage, which will help facilitate water conservation and reduce customers' utility bills.
- Leveraging relationships with the California Federal delegation, Cori currently has over **\$25 million** in Community Project Funding (or earmarks) included in the nine appropriations bills that have passed the House.
- In the FY 2021-22 State Budget, Cori worked with several municipal and nonprofit clients to secure **\$54 million** in budget earmarks for priority projects, including funding for infrastructure improvements, parks and trails improvements, mental health, and public safety.
- Cori worked with the Orange County Water District and the Orange County Sanitation District to sponsor AB 2022 (Gordon). The bill allowed for limited bottling of the highly treated and recycled GWRS water for educational purposes. The bill was the first legislation in the nation that allowed for the direct bottling of advanced treated recycled water. TPA secured bi-partisan support for the legislation and it was signed into law.
- Worked closely with the State Legislature and Administration on the development and implementation of **Proposition 68, the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018**. Cori worked in support of a variety of clients to create specific funding opportunities to achieve desired results. In addition to securing funding opportunities for municipalities, Cori's efforts with Proposition 68 resulted in **\$4.8 million** to fund a conservation program at West Coyote Hills in Fullerton as well as **\$3.46 million** to fund science education at the Discovery Cube Orange County.

Prior to joining TPA, Cori worked as a Policy Advisor for then-Orange County Supervisor John Moorlach. Cori holds a Bachelor of Arts in Economics and Government with Leadership Sequence from Claremont McKenna College and a Masters in Public Administration from Chapman University.



## 1. STATEMENT OF QUALIFICATIONS



**Alex Gibbs, Grant Manager:** Alex brings ten years of public policy and legislative advocacy experience to TPA. Alex has four years of experience working for the State Legislature analyzing researching, writing, and shepherding bills through the legislative process. Alex has also secured significant grant funding for clients throughout California. Alex has expertise in the policy sectors of parks and recreation, local governance, public safety, transportation, cap and trade, and labor relations.

**Townsend Public Affairs, Inc.**  
*Grants Manager*

*2014-Present*

During his tenure at TPA, Alex has been responsible for securing millions in competitive grant funds at the private, state, and federal levels for local public agency clients. In addition to his expertise on parks and recreation, transportation, and public safety, Alex has a strong network of relationships with State Legislators and key staff, as well as various state departments and agencies. Some of his accomplishments include:

- Alex worked closely with the City of Oakland staff to secure **\$10,801,183** in grant funding from the Clean CA Local Grant Program. Alex leveraged relationships with the California Department of Transportation and the City's legislative delegation to successfully advocate for two funded projects. This funding helped the City of Oakland conduct the Courtland Creek Restoration Project, as well as the Oakland Mini Parks Beautification Project, both of which provided significant remediation and beautification of public resources for local residents.
- Alex led a team of Kern County staff through the application process to secure **\$6,515,000** in grant funding from the Prop 68 Statewide Parks Program (Round 4). This funded the South Kern Lamont Park Project which provided much needed renovations to an existing park in the community of Lamont, despite grant program guidelines which provided preferences for the construction of new parks.
- Alex collaborated with state Natural Resources Agency staff to secure a **\$3,086,000** Urban Greening Grant for the Desert Recreation District. This funded the construction of a new park and sports complex in unincorporated Riverside County. Alex then continued to work with the District on grant administration, ensuring the client was able to see the completion of their legacy project, that had been years in the making.
- Alex collaborated with state and federal Land and Water Conservation Fund staff to secure a **\$750,000** grant for the City of Imperial. This funded the construction of a 300 plus acre regional park and equestrian center. Alex then continued to work with the City on grant administration, ensuring the client was given the appropriate time to meet deadlines and retain their funding.

**California State Senate**  
*Legislative Aide*

*2012-2014*

Alex worked as a member of the Eighth Senate District's legislative team representing San Francisco and San Mateo Counties. Alex's primary responsibilities included monitoring, reviewing, and making recommendations on legislation passing through the Senator's committee's as well as bills of interest to the District. Alex annually carried a bill package through the legislative process and assisted with problem bills that required more support. Alex consistently had one of the highest numbers of bills signed into law of any senate staffer.

**University of San Francisco, CA**  
*Bachelor of Arts, Politics*

*2011*



## 1. STATEMENT OF QUALIFICATIONS



**Eric O'Donnell, Deputy Director:** Eric brings seven years of experience in local governance and grant writing to TPA. Eric has been responsible for major grant awards on behalf of public agency clients. Eric has a strong network with both staff and members of the state and federal legislatures as well as relationships with local Southern California municipalities. Eric has expertise in the policy sectors of wastewater, water resources, natural resources, local governance, parks and recreation, and transportation.

**Townsend Public Affairs, Inc.**  
*Deputy Director*

*2015-Present*

Since joining TPA, Eric has worked with numerous public agencies to secure grant funding for water and sanitation policy and infrastructure, natural resources, and parks and recreation. Some of his accomplishments include:

- Eric worked with the Orange County Sanitation District to secure a **\$1 million** grant award from the Department of Water Resources' Integrated Regional Water Management Grant Program to replace a critical sewer line. Eric worked closely with staff at the Orange County Sanitation District, the Department of Water Resources, and the Santa Ana Watershed Project Authority throughout the development and implementation of the grant program.
- Eric helped the East Orange County Water District secure a **\$500,000** grant from the Drought Response Program, administered by the U.S. Bureau of Reclamation. The funding allowed East Orange County Water District to construct a new drinking water well in order to provide safe, clean, and affordable drinking water to the District's retail customers. Due to the prevalence of PFAS/PFOA in existing groundwater resources, the District needed new sources of reliable and affordable drinking water.
- Eric was critical in facilitating a resolution to a Redevelopment Dissolution related issue for the City of Stanton that resulted in the City receiving **over \$2.1 million** in loan repayment. Eric worked closely with the City, the City's legislative delegation, and executive staff from the Department of Finance to identify a solution. The favorable resolution resulted in the Department of Finance approving a previously denied line item on the City's Recognized Obligation Payments Schedule (ROPS), thus awarding the City a loan repayment.
- Possesses Drinking Water Distribution Operator (D1) and Drinking Water Treatment Operator (T1) certifications from the State Water Resources Control Board.

**City of Brea**  
*Community Services Senior Leader*

*2009-2015*

**Chapman University, Orange, CA**  
*Masters of Public Administration*

*2020*

**California State University, Fullerton**  
*Bachelor of Arts, Business Administration, General Management*

*2014*



## 1. STATEMENT OF QUALIFICATIONS



**Ben Goldeen, Federal Advocacy Manager:** Ben brings 12 years of federal legislative, funding, and public policy experience. Ben has experience managing legislative activity, including bill analysis, research, and drafting particularly for federal funding opportunities. Ben has expertise in several policy sectors including water resources, healthcare, housing, environmental hazards, agriculture, foreign affairs, and resources for veterans.

**Townsend Public Affairs, Inc.**  
*Federal Advocacy Manager*

*2021-Present*

Since joining TPA, Ben keeps clients informed of significant actions and pertinent developments in the federal government and strategizes on ways in which to influence and enact changes in Washington, DC that have concrete results for clients. Some of Ben's accomplishments include:

- Ben worked with Oakland City staff to develop, prepare, and execute a strategic plan to support the City's FY21 RAISE grant application. This highly competitive federal grant opportunity administered by the U.S. Department of Transportation formed a key component of the City's TOWN For All initiative to reconnect the City's waterfront neighborhoods. The strategy entailed gathering support from key stakeholders in a way especially tailored to the current Administration's priorities, maximizing the application's chances of success. In addition to tailoring a message, TPA planned advocacy that leveraged the City's strengths during the grant review process. The culmination of this process was the award of more than **\$14.5 million** in federal RASIE funds for the City's TOWN For All project. In the FY21 RAISE cycle Oakland was one of only four jurisdictions in the State of California to receive a RAISE grant.
- Ben's nearly seven years working for members of California's Congressional Delegation has led to an extensive network of relationships both on Capitol Hill and within federal agencies. His understanding of the regional and political dynamics of the California Congressional delegation and their interactions with other members of the House and Senate are important to successfully advocating for California-based clients.
- Ben has first-hand knowledge of the current federal appropriations process, including community project funding requests. This process differs from the pre-2011 earmark process and an understanding of the need to balance transparency and politics to submit a competitive request is key. Ben has utilized his experience to successfully assist clients secure millions of dollars' worth of earmarks.
- Ben has identified new and previously-underutilized federal grants for the benefit of TPA clients. He has leveraged his relationships with key grant officials at various federal agencies to ascertain their specific priorities and buzz words required for successful grant applications. Ben then leverages that information to help TPA federal clients develop and submit more competitive federal grant applications and then provide more effective tailored advocacy to secure funding awards.

Prior to joining TPA, Ben was a Legislative Director for Congressional Representative Jim Costa and a Legislative Assistant for Representative Dennis Cardoza. He holds a Bachelor in Arts in Political Science and Latin American Studies from Boston College and a Certificate in Community Development and Growth from the University of Pennsylvania.



## 1. STATEMENT OF QUALIFICATIONS



**Christine Rose, Senior Associate:** Christine brings a variety of experience and knowledge to TPA, including five years of experience in public policy and four years of experience in higher education. Christine has grant writing experience in areas such as education, cultural resources, public health, and transportation.

**Townsend Public Affairs, Inc.**  
*Senior Associate*

*2022 – Present*

Since joining TPA, Christine has worked with clients to identify their funding needs and develop competitive proposals. She has identified new and strategic funding resources, bringing her clients' proposals from idea to reality. Her work includes:

- Christine works to create accessible grant writing and development tools for clients such as grant tracking matrices and application breakdowns. These tools allow clients to access key strategic funding opportunities, develop comprehensive and competitive proposals, and ultimately secure grant funding.
- Christine works closely with clients to understand and meet their funding goals. Her collaboration with clients allows her to craft persuasive narratives and strong grant proposals. She is always researching and identifying new funding opportunities that fit the goals and objectives of her clients.

**California State Assembly**  
*Legislative Director*

*2018 – 2022*

Christine worked as the lead member of the Twenty-third Assembly District's legislative team representing portions of Fresno and Tulare Counties. Her primary responsibilities included crafting the Assembly member's legislative package and shepherding all bills through the legislative process, as well as identifying budget priorities and staffing those requests. Christine was responsible for monitoring all legislation passing through the Member's committees and the Assembly Floor, analyzing each bill and making an appropriate recommendation. She had numerous bills signed into law and multiple budget requests included in the state budget.

**California State Assembly**  
*Legislative Aide*

*2017 – 2018*

Christine worked as a member of the Seventy-seventh Assembly District's legislative team representing San Diego County. Christine's primary responsibilities included carrying multiple bills through the legislative process as well as monitoring, reviewing, and making recommendations on legislation passing through the Assembly member's committees. She worked collaboratively with constituents and stakeholders to help craft the Assembly member's legislative package, carrying multiple bills to the Governor's desk.

**Cal Poly, San Luis Obispo**  
*Master of Arts, History*

*2013*

**California State University, Sacramento**  
*Bachelor of Arts, History and Government*

*2011*



## 1. STATEMENT OF QUALIFICATIONS

### E. RELEVANT PROJECT EXPERIENCE

#### CURRENT CLIENTS

The table below outlines a list of TPA clients that have engaged in grant writing and funding advocacy within the past five years. The table organizes clients by: name, type of service (either grant writing, or grant writing and legislative advocacy (both)), level of service (either state (S), federal (F), or state and federal (S/F)), contact name, contact address, and contact telephone number.

Client	Type of Service	Level of Service	Contact Name	Contact Address	Contact Telephone
<b>Cities and Counties</b>					
City of Agoura Hills	Grant Writing	S/F	Nathan Hamburger	30001 Ladyface Ct Agoura Hills CA, 91310	(818) 597-7300
City of Anaheim	Both	S	Greg Garcia	200 South Anaheim Boulevard Anaheim, CA 92805	(714) 765-4311
City of Avalon	Both	S/F	Devin Thompson	410 Avalon Canyon Rd. P.O. Box 707 Avalon, CA 9072	(310) 510-0220
City of Beaumont	Both	S/F	Christina Taylor	550 East 6th Street Beaumont, CA 92223	(951) 572-3212
City of Brea	Both	S/F	Mario Maldonado	1 Civic Center Circle Brea, CA 92821	(714) 990-7757
City of Buena Park	Both	S/F	Aaron France	6650 Beach Boulevard Buena Park, CA 90621	(714) 562-3550
City of Concord	Both	S	Karan Reid	1950 Parkside Dr. Concord, CA 94519	(925) 671-2489
City of Costa Mesa	Grant Writing	S/F	Alma Reyes	77 Fair Drive Costa Mesa, CA 92626	(714) 754-5090
City of Del Mar	Both	S/F	Clem Brown	1050 Camino del Mar Del Mar, CA 92014	(858) 375-9524
City of Dinuba	Both	S/F	Karina Solis	405 East El Monte Way Dinuba, CA 93618	(559) 591-5904
City of Duarte	Grant Writing	S/F	Daniel Jordan	1600 Huntington Drive Duarte, CA 91010	(626) 357-7931
City of El Monte	Both	S	Alma Martinez	11333 Valley Boulevard El Monte, CA 91731	(626) 580-2001
City of Emeryville	Both	S/F	Rochelle Conner	1333 Park Avenue Emeryville, CA 94608	(510) 596-4300
City of Farmersville	Both	S/F	Jennifer Gomez	909 W. Visalia Rd Farmersville, CA 93223	(559) 747-0458
City of Fullerton	Both	S/F	Anissa Livas	303 W. Commonwealth Avenue Fullerton, CA 92832	(714) 738-6300
City of Gardena	Both	S/F	Clint Osario	1700 W 162nd St, Gardena, CA 90247	(310) 217-9503



## 1. STATEMENT OF QUALIFICATIONS

City of Guadalupe	Grant Writing	S/F	Ariston Julian	918 Obispo Street Guadalupe, CA 93434	(805) 343-2114
City of Half Moon Bay	Both	S/F	Jessica Blair	501 Main Street Half Moon Bay, CA 94019	(650) 726-8779
City of Hayward	Both	S	Kelly McAdoo	777 B Street Hayward, CA 94541	(510) 583-4000
City of Hesperia	Both	S	Melinda Sayre	9700 Seventh Avenue Hesperia, CA 92345	(760) 947-1000
City of Huntington Beach	Both	S/F	Travis Hopkins	2000 Main Street Huntington Beach, CA 92648	(714) 536-5575
City of Huron	Both	S/F	George Turegano	36311 South Lassen Avenue Huron, CA 93234	(559) 945-2241
City of Laguna Beach	Both	S/F	Ken Domer	505 Forest Avenue Laguna Beach, CA 92651	(949) 497-0797
City of La Habra	Both	S/F	Jim Sadro	110 E. La Habra Blvd. La Habra, CA 90633	(562) 383-4200
City of Madera	Grant Writing	S	Gabriella Salazar	205 W 4th St, Madera, CA 93637	(559) 661-5492
City of Menifee	Grant Writing	S/F	Christina Hernandez	29844 Haun Rd, Menifee, CA 92586	(951) 723-3751
City of Mendota	Grant Writing	S	Nancy Banda	643 Quince St, Mendota, CA 93640	(559) 655-4298
City of Merced	Both	S/F	Stephanie Dietz	678 West 18th Street Merced, CA 95240	(209) 388-7000
City of Mission Viejo	Both	S/F	Dennis Wilberg	200 Civic Center Mission Viejo, CA 92691	(949) 470-8409
City of Montebello	Grant Writing	S/F	David Sosnowski	1600 W Beverly Blvd, Montebello, CA 90640	(323) 887-1200
City of Moreno Valley	Grant Writing	S/F	Brian Mohan	14177 Frederick Street Moreno Valley, CA 92552- 0805	(951) 413-3024
City of Murrieta	Both	S/F	Clara Vera	1 Town Square Murrieta, CA 92652	(951) 304-2489
City of Oakland	Both	S/F	Shereda Nosakhare	250 Frank H Ogawa Plaza Oakland, CA 94612	(510) 238-7648
City of Oceanside	Grant Writing	S	Terry Gorman Brown	300 N Coast Hwy, Oceanside, CA 92054	(760) 435-3076
City of Palmdale	Grant Writing	S/F	Terrie Zayas	38300 Sierra Highway Palmdale, CA 93550-4798	(661) 267-5450
City of Parlier	Both	S/F	Bertha Augustine	1100 East Parlier Avenue Parlier, CA 93648	(559) 646-3545
City of Pismo Beach	Both	S	Biancha Buchanan	760 Mattie Road Pismo Beach, CA 93449	(805) 773-7007
City of Placentia	Both	S/F	Damien Arrula	401 East Chapman Avenue Placentia, CA 92870	(714) 993-8117



## 1. STATEMENT OF QUALIFICATIONS

City of Pleasanton	Both	S/F	Becky Hopkins	123 Main Street Pleasanton, CA 94566	(925) 931-5000
City of Reedley	Grant Writing	S/F	Nicole Zieba	1733 9th Street Reedley, CA 93654	(559) 637-4200
City of San Pablo	Both	S/F	Matt Rodriguez	13831 San Pablo Avenue San Pablo, CA 94806	(510) 215-3000
City of Santa Ana	Both	S	Rosa Flores	20 Civic Center Plaza, Santa Ana, CA 92702	(714) 647-5690
City of Selma	Grant Writing	S/F	Jason Siegen	1710 Tucker Street Selma, CA 93662	(559) 891-2200
City of South San Francisco	Grant Writing	S/F	Heather Enders	400 Grand Avenue South San Francisco, CA 94080	(650) 877-8500
City of Stanton	Both	S/F	Jarad Hildenbrand	7800 Katella Ave, Stanton, CA 90680	(714) 379-9222
City of Temecula	Both	S/F	Randi Johl	41000 Main Street, Temecula, CA 92590	(951) 694-6444
City of Tulare	Both	S/F	Roxanne Yoder	411 East Kern Avenue Tulare, CA 93274	559-684-4200
City of Turlock	Both	S/F	Jennifer Land	156 South Broadway, Suite 270 Turlock, CA 95380	(209) 668-5590
City of Tustin	Both	S/F	Ken Piguee	300 Centennial Way, Tustin, CA 92780	(714) 573-3000
City of Vallejo	Grant Writing	S/F	Natalie Peterson	555 Santa Clara St #3, Vallejo, CA 94590	707-648-8616
City of Walnut Creek	Both	S	Kesava Washington	1666 North Main Street Walnut Creek, CA 94596	(925) 256-3580
County of Kern	Grant Writing	S/F	Jim Zervis	1115 Truxtun Avenue, 5th Floor Bakersfield, CA 93301	(661) 868-3140
County of Stanislaus	Grant Writing	S/F	Jody Hayes	1010 10th Street, Modesto	(209) 525-4494
County of Mariposa	Both	S/F	Dallin Kimble	5100 Bullion Street Mariposa, CA 95338	(209) 966-3222
Town of Colma	Both	S/F	Brian Dossey	1520 Hillside Boulevard, Colma, CA	650-997-8300
<b>Special Districts</b>					
Bear River Recreation and Park District	Grant Writing	S/F	Cindy Latimer	22431 Kingston Ln, Grass Valley, CA 95949	530-268-7275
California Water Service	Both	S	Justin Skarb	1720 North First Street, San Jose CA 95112	310- 961-1914
Cosumnes Community Services District	Both	S/F	Pam Dawson	8820 Elk Grove Blvd, Elk Grove, CA 95624	916-405-7150
Desert Recreation District	Grant Writing	S/F	Tony Strange	45-305 Oasis Street Indio, CA 92201	(760) 347-3484



## 1. STATEMENT OF QUALIFICATIONS

East Contra Costa Fire Protection District	Both	S	Brian Helmick	150 City Park Way #1335, Brentwood, CA 94513	925-634-3400
East Orange County Water District	Both	S/F	Sylvia Prado	185 N McPherson Rd, Orange, CA 92869	714-538-5815
Golden State Natural Resources	Both	S/F	Greg Norton	1215 K Street, Suite 1650, Sacramento CA 95811	855-740-8422
Hesperia Park and Recreation District	Grant Writing	S/F	Marshawn Etchepare	16292 Lime St, Hesperia, CA 92345	760-244-5488
Sacramento Regional Transit District	Grant Writing	S/F	Erik Rietz	1400 29th St. Sacramento CA 95420	916-321-2800
Cosumnes Community Services District	Both	S/F	Pam Dawson	8820 Elk Grove Blvd, Elk Grove, CA 95624	916-405-7150
<b>Public Education</b>					
Coast Community College District	Both	S/F	Letitia Clark	1370 Adams Avenue Costa Mesa, CA 92626	(714) 438-4605
Guadalupe Union School District	Grant Writing	S/F	Ed Cora	4465 9th Street Guadalupe, CA 93434	(805) 343-2114
Merced Union High School District	Both	S/F	Alan Peterson	3430 A Street Atwater, CA 95301	(209) 325-2000
Long Beach Community College District	Both	S/F	Nevon Watson	4901 E. Carson St., Long Beach 90808.	562-938-4749
<b>Non-Profit Organizations</b>					
Chabot Space and Science Center	Grant Writing	S/F	Shawn Connolly	10000 Skyline Blvd, Oakland, CA 94619	510-336-7347
Discovery Science Foundation	Both	S/F	Joe Adams	2500 N Main Street, Santa Ana, CA 92705	714-913-5022
Hebrew Academy of Orange County	Grant Writing	F	Amina Newman	14401 Willow Ln, Huntington Beach, CA 92647	(714)898-0051
Land Conservancy of San Luis Obispo County	Both	S	Joey Chavez	1137 Pacific St suite a, San Luis Obispo, CA 93401	805-544-9096



## F. SCHEDULE

TPA's general process for completing a grant application will remain the same regardless of the size and nature of the application. TPA will begin with a meeting with key Agency staff to review the grant application requirements, project overview and background. TPA will then establish clear accountabilities for Agency staff and TPA grant writers, including coordinating and conducting stakeholder meetings, drafting grant narratives, soliciting feedback from staff, incorporating feedback into a final application, drafting and securing letters of support and submitting a final grant application. After submittal is completed, TPA will advocate on behalf of the Agency, including contacting elected officials and drafting talking points for further advocacy. If successful, TPA will administer any post-award compliance requirements. If unsuccessful, TPA will coordinate debrief meetings with funding agencies to learn why the application was not funded and how to strengthen future application submissions.

Below is a chart overviewing the timeline for which TPA will use to implement its strategic grant identification and writing services on behalf of the District, including details on the involvement of Agency staff:

Services	Timeline	Agency Staff Involvement
Conduct Detailed Orientation	September 2022	Staff participation in orientation
Craft Strategic Funding Plan	September-October 2022	Staff review of TPA proposed funding plan
Implement Funding Strategy	October 2022 – Contract End	No Involvement
Track Funding Opportunities	October 2022 – Contract End	No Involvement
Establishment of Clear Accountabilities	October 2022 – Contract End	Coordination between TPA and Staff
Grant Application Development and Submittal	October 2022 – Contract End	Staff to provide technical budget and project timeline information to TPA
Post-Grant Submittal Advocacy	October 2022 – Contract End	No Involvement
Post-Grant Administration and Compliance	October 2022 – Contract End	Coordination between TPA and Staff
Comprehensive Follow-Up on All Unsuccessful Applications	October 2022 – Contract End	Optional participation by staff on any follow up conversations or meetings on unsuccessful applications
Update Strategic Funding Plan	November-January 2024	Staff review of plan updates
State Budget Earmark Projects	November-January 2024	Staff participation in selection of projects
Federal Community Project Funding (Earmarks)	November-January 2024	Staff participation in selection of projects

### G. REFERENCES

#### 1. CALIFORNIA WATER SERVICE (CALWATER)

**Contact Name:** Justin Skarb

**Title:** Director of Community Affairs and Government Relations

**Address:** 2632 W 237th St, Torrance, CA 90505

**Phone Number:** (310) 961-1914

**Email:** jskarb@calwater.com

**Scope:** TPA provides advocacy and funding services to the Service District.

#### 2. YORBA LINDA WATER DISTRICT

**Contact Name:** Doug Davert

**Title:** Assistant General Manager

**Address:** 1717 Miraloma Ave Placentia, CA 92870

**Phone Number:** (714) 701-3029

**Email:** ddavert@ylwd.com

**Scope:** TPA provides legislative and funding advocacy services to the District.

#### 3. BEAUMONT CHERRY VALLEY WATER DISTRICT

**Contact Name:** Daniel Jaggars

**Title:** General Manager

**Address:** 560 Magnolia Avenue, Beaumont, California 92223

**Phone Number:** (951) 845-9581

**Email:** dan.jaggars@bcvwd.org

**Scope:** TPA provides grant writing services to the District.

#### 4. CITY OF PALMDALE

**Contact Name:** Terrie Zayas

**Title:** Management Analyst

**Address:** 38300 Sierra Highway, Palmdale, CA 93550

**Phone Number:** (661) 267-5450

**Email:** tzayas@cityofpalmdale.org

**Scope:** TPA provides grant writing services to the City.

#### 5. CITY OF BUENA PARK

**Contact Name:** Aaron France

**Title:** City Manager

**Address:** 6650 Beach Boulevard, Second Floor Buena Park, CA 90621

**Phone Number:** (714) 562-3550

**Email:** afrance@buenapark.com

**Scope:** TPA provides legislative and grant writing services to the City.

## 2. SCOPE OF SERVICES & SCHEDULE

TPA advocates will utilize a strategic and comprehensive approach to initiate, develop, and carry out effective strategies to influence funding activities and opportunities to lobby on behalf of clients' priority projects. This approach includes, but is not limited to:

- Conducting a detailed orientation
- Crafting a Strategic Funding Plan
- Identifying, Researching, and Monitoring Grant Funding Opportunities
- Developing and Submitting Grant Applications by utilizing the following process:
  - Establishment of Clear Accountabilities:
  - Providing Overview of Full Application Requirements
  - Assembling Project Background and Details
  - Drafting Written Proposal
  - Incorporating Feedback to Finalize Proposal
  - Submitting Completed Application
- Performing Funding Advocacy across various channels
  - State legislative and budget processes
  - State bond measures
  - Federal infrastructure funding and community project requests
- Providing monthly progress reports
- Being available for client conference calls, in-person briefings, and meetings

To effectively lobby on behalf of the Agency's funding priorities, TPA will leverage the following relationships:

### STATE GOVERNMENT

- Agency Legislative Delegation:
  - Senator Tom Umberg
  - Assembly Member Tom Daly
- Governor's Administration and Agency Leadership:
  - Governor Gavin Newsom
  - Lieutenant Governor Eleni Kounalakis
  - State Treasurer Fiona Ma
  - State Controller Betty Yee
  - Attorney General Rob Bonta
  - Superintendent of Public Instruction Tony Thurmond
  - Secretary Wade Crowfoot, Natural Resources Agency
  - Secretary Toks Omishakin, California State Transportation Agency
  - Secretary Jared Blumenfeld, California Environmental Protection Agency
  - Secretary Lourdes Castro Ramirez, Business, Consumer Services, and Housing Agency
  - Director Karla Nemeth, California Department of Water Resources
  - Director Eileen Sobeck, State Water Resources Control Board
    - Sean Maguire, Board Member
  - Director Armando Quintero, Department of Parks and Recreation
  - Director Karla Nemeth, Department of Water Resources
  - Director Gustavo Velasquez, Department of Housing and Community Development
  - Air Quality Management District
  - Mobile Source Air Pollution Reduction Review Committee



## 2. SCOPE OF SERVICES AND SCHEDULE

- California Coastal Conservancy
- Joel Gerwin, South Coast Program Deputy Manager
- Santa Ana River Conservancy
- Greg Gauthier, Program Specialist,
- State Legislative Leadership:
  - Senate President Pro Tempore Toni Atkins
  - Senate Republican Leader Scott Wilk
  - Assembly Speaker Anthony Rendon
  - Assembly Republican Leader James Gallagher
- **FEDERAL GOVERNMENT**
  - Agency Legislative Delegation:
    - Senator Dianne Feinstein
    - Senator Alex Padilla
    - Representatives Luis Correa and Michelle Steel
  - President's Administration and Federal Agencies:
    - White House Office of Intergovernmental Affairs
    - Department of Agriculture
    - Department of Commerce
  - Key Legislative Committees:
    - House Appropriations Committee
    - Energy and Commerce Committee
    - Transportation and Infrastructure Committee
    - House Ways and Means Committee
- Department of Education
- Department of Homeland Security
- Department of Housing and Urban Development
- Department of the Interior – Bureau of Reclamation
- Department of Justice
- Department of Labor
- Department of Transportation
- Army Corps of Engineers
- Bureau of Reclamation
- Economic Development Administration
- Environmental Protection Agency
- Fish and Wildlife Service
- National Marine Fisheries Service
- National Park Service
- US Department of Commerce-Economic Development Administration (Public Works and EAA programs)
- US Department of Housing and Urban Development (CDBG)

***A DETAILED LIST OF OUR STATE, FEDERAL, AND LOCAL RELATIONSHIPS CAN BE PROVIDED UPON REQUEST***



## 2. SCOPE OF SERVICES AND SCHEDULE

### UPCOMING GRANT FUNDING OPPORTUNITIES CHART

In addition, TPA has preliminary identified the following funding programs that meet the scope of work. Those programs include, but are not limited to:

Administrator & Grant Name	Application Info	Eligible Projects	Application Deadline
Department of Housing and Urban Development  <b>Choice Neighborhood Planning Grant</b>	Max Award \$500,000  5+% Match Required	The grant program assists communities with severely distressed public housing or HUD-assisted housing in developing a successful neighborhood transformation plan. Neighborhood transformation plans are a blueprint for the redevelopment of distressed public housing/HUD-assisted housing into mixed-income communities, supportive services for families that live there, and physical improvements to the surrounding neighborhood.	July 28, 2022
US Bureau of Reclamation  <b>WaterSMART Water Energy and Efficiency Grant Program</b>	Max Award \$1,500,000  50% Match Required	The program provides funding to conserve and use water more efficiently, increase the use of renewable energy and improve energy efficiency, benefit endangered and threatened species, facilitate water markets, or carry out other activities to address climate-related impacts on water or prevent any water-related crisis or conflict.	July 28, 2022
California Natural Resources Agency  <b>Youth Community Access Grant Program</b>	\$25k Min. Award  \$300k Max Award  No Match Required	The Youth Community Access Grant Program supports youth access to natural or cultural resources with a focus on low-income and disadvantaged communities including, but not limited to, community education and recreational amenities to support youth substance use prevention and early intervention.	July 29, 2022



## 2. SCOPE OF SERVICES AND SCHEDULE

Administrator & Grant Name	Application Info	Eligible Projects	Application Deadline
CalRecycle  <b>Tire-Derived Aggregate (TDA) Grant Program</b>	Max Award: \$375,000  25% required match	The program provides opportunities to divert waste tires from landfills, prevent illegal tire dumping, and promote markets for recycled-content tire products. The Program provides assistance to civil engineers in solving a variety of engineering challenges using Tire-Derived Aggregate (TDA), which is produced from shredded tires, is lightweight, free-draining, and a less expensive alternative to conventional aggregates.	August 17, 2022
US Environmental Protection Agency  <b>Water Infrastructure Finance and Innovation Act (WIFIA) Loan Program</b>	Max Award \$20,000,000 for large communities (pop. >20,000)	The program provides funding for projects that are eligible for the State Revolving Fund, including decentralized wastewater treatment systems, water reuse projects, stormwater projects, construction of publicly owned treatment works, and watershed pilot projects.	Letter of Interest Due September 6, 2022
Department of Transportation  <b>Reconnecting Communities Pilot Program</b>	\$5 million Min. Award  \$10 million Max award  20% match required (Planning)  50% match required (capital)	The program's funds can support planning, capital construction, and technical assistance to equitably and safely restore community connectivity through the removal, retrofit, mitigation, or replacement of eligible transportation infrastructure facilities that create barriers to mobility, access, or economic development	October 13, 2022



## 2. SCOPE OF SERVICES AND SCHEDULE

Administrator & Grant Name	Application Info	Eligible Projects	Application Deadline
Department of Energy  <b>Upgrading Our Electric Grid and Ensuring Reliability and Resiliency</b>	Total funding available: \$1 billion	This new grant program will provide funding to provide federal financial assistance to demonstrate innovative approaches to transmission, storage, and distribution infrastructure to harden and enhance resilience and reliability; and to demonstrate new approaches to enhance regional grid resilience.	NOFO expected Fall 2022
California Infrastructure Bank (IBank)  <b>State Revolving Loan Fund</b>	No Max Award  No Match Required	The program provides funding for a wide variety of infrastructure and economic development projects, including solid waste collection and disposal and water treatment and distribution.	Ongoing

### *Looking Ahead: Upcoming Grant Opportunities*

Administrator & Grant Name	Application Info	Eligible Projects	Application Deadline
California Natural Resources Agency  <b>Urban Greening Grant Program (UGG)</b>	No Maximum or Minimum grant Amounts  Available funding approx. \$50 million	The Urban Greening Program will fund projects that reduce greenhouse gases by sequestering carbon, decreasing energy consumption and reducing vehicle miles traveled, while also transforming the built environment into places that are more sustainable, enjoyable, and effective in creating healthy and vibrant communities.	Expected Spring/Summer 2023



## 2. SCOPE OF SERVICES AND SCHEDULE

Administrator & Grant Name	Application Info	Eligible Projects	Application Deadline
South Coast Air Quality Management District (AQMD)  <b>Carl Moyer Program</b>	To Be Determined	The purpose of the CMP is to obtain emission reductions of Nitrogen Oxides (NOx), Particulate Matter (PM10) and Reactive Organic Gases (ROG) from heavy-duty vehicles and other equipment operating in California as early and as cost-effectively as possible. The CMP provides financial incentives to assist in the purchase of cleaner-than-required engine and equipment technologies to achieve emission reductions that are real, surplus, quantifiable and enforceable.	Expected Spring/Summer 2023
US Bureau of Reclamation  <b>WaterSMART Title XVI Water Reclamation and Reuse Program</b>	To Be Determined	The program provides funding to identify and investigate opportunities to reclaim and reuse wastewater and naturally impaired ground and surface water.  Projects are first authorized by Congress and then receive funding for planning, design and/or construction activities on a project-specific basis.	Expected Spring/Summer 2023
Economic Development Agency  <b>Build to Scale Program</b>	To Be Determined	The Build to Scale Program builds regional economies through scalable startups through the Venture Challenge and Capital Challenge. The program's national competitions will deploy funding to further technology-based economic development initiatives that accelerate high-quality job growth, create more economic opportunities, and support the next generation of industry leading companies.	Expected Spring/Summer 2023 (pending funding availability)



## 2. SCOPE OF SERVICES AND SCHEDULE

Administrator & Grant Name	Application Info	Eligible Projects	Application Deadline
California Office of Emergency Services/FEMA  <b>Pre-Disaster Mitigation (PDM) Grant Program/Hazard Mitigation Grant Program (HMGP)</b>	To Be Determined	<p>Under PDM: A generator that is a stand-alone project can be considered for PDM funding if the generator protects a critical facility</p> <p>A generator that is a component of a larger project (e.g., elevation of a lift station) can also be funded under regular HMGP funding</p>	Expected Winter 2023



### 3. FEE PROPOSAL

In accordance with the RFP, the proposed fee schedule has been submitted separately, utilizing the Proposed Fee Schedule included as Attachment 4 in the RFP.



## 4. CERTIFICATIONS

### ATTACHMENT 3-1: NON-COLLUSION AFFIDAVIT

#### APPENDIX ATTACHMENT 3-1: NON-COLLUSION AFFIDAVIT CERTIFICATIONS

##### NON-COLLUSION AFFIDAVIT (Title 23 United States Code Section 112 and Public Contract Code Section 7106)

To the CITY OF SANTA ANA DEPARTMENT OF PUBLIC WORKS

In accordance with Title 23 United States Code Section 112 and Public Contract Code 7106 the BIDDER declares that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the BIDDER has not directly or indirectly induced or solicited any other BIDDER to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived or agreed with any BIDDER or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the BIDDER has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the BIDDER or any BIDDER, or to fix any overhead, profit, or cost element of the bid price, or of that of any other BIDDER, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the BIDDER has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Note: The above Non-collusion Affidavit is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Non-collusion Affidavit. BIDDERS are cautioned that making a false certification may subject the certifier to criminal prosecution.

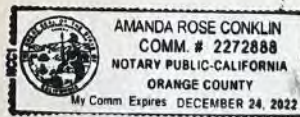
Signed \_\_\_\_\_

State of California  
County of Orange

Subscribed and sworn to (or affirmed) before me on this 25<sup>th</sup> day of July, 2022 by Amanda Rose Conklin, notary public proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

[Signature]

Notary Public Signature



Notary Public Seal

## ATTACHMENT 3-2: NON-LOBBYING CERTIFICATION

APPENDIX  
**ATTACHMENT 3-2: NON-LOBBYING CERTIFICATION  
 CERTIFICATIONS**


The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant loan, loan or cooperative agreement, the undersigned shall complete and submit a "Disclosure of Lobbying Activities".

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such sub recipients shall certify and disclose accordingly.

Firm: Townsend Public Affairs, Inc.

Signed /Printed Name: Christopher Townsend 

Title: President and Founder


Date: July 25, 2022



## ATTACHMENT 3-3: NON-DISCRIMINATION CERTIFICATION

7. The Consultant shall include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontract or purchase order as the administering agency may direct as means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event the Consultant becomes involved in, or is threatened with, litigation with a subconsultant or vendor as a result of such direction by the administering agency, the Consultant may request that the United States enter into such litigation to protect the interests of the United States.
8. Pursuant to California Labor Code Section 1735, as added by Chapter 643 Stats. 1939, and as amended,

No discrimination shall be made in the employment of persons upon public works because of race, religious creed, color, national origin, ancestry, physical handicaps, mental condition, marital status, or sex of such persons, except as provided in Section 1420, and any consultant of public works violating this Section is subject to all the penalties imposed for a violation of the Chapter.

Firm:	Townsend Public Affairs, Inc.	
Sign/Printed Name:	Christopher Townsend	
Title:	President and Founder	
Date:	July 25, 2022	

## **EXHIBIT C**

# FEE SCHEDULE

## OPTION I: ALL-INCLUSIVE MONTHLY RETAINER

DESCRIPTION OF SERVICES	FEE
<b>Grant Writing Services</b>	<b>\$7,500 Per Month*</b>
• Conduct Detailed Orientation	Included
• Craft Strategic Funding Plan	Included
• Identify, Research, and Monitor Grant Funding Opportunities	Included
• Grant Application Development and Submittal	Included
• Establishment of Clear Accountabilities	Included
• Provide Overview of Full Applications Requirements	Included
• Assemble Project Background and Details	Included
• Coordinate Technical Project Details	Included
• Draft Written Proposal	Included
• Incorporate Feedback to Finalize Proposal	Included
• Submit Completed Application	Included
• Funding Advocacy	Included
• State Budget Funding Opportunities	Included
• Federal Earmark Opportunities	Included
• Post-Grant Submittal Advocacy	Included
• Post-Award Grant Administration and Compliance	Included
• Comprehensive Follow-Up on Unsuccessful Applications	Included
<i>*The monthly fee includes all reasonable business and travel expenses</i>	

***TPA does NOT institute a limit on the number of funding opportunities that we will pursue on behalf of a client. For this reason, TPA recommends our monthly fee option as a more cost-effective option for the Agency than on a per-grant or hourly basis.***

## OPTION II: ALL-INCLUSIVE HOURLY RATES

NAME & TITLE	FEE
<b>Christopher Townsend, President</b> <i>Role: Senior Strategic Advisor:</i>	\$300*
<b>Cori Takkinen, Vice President</b> <i>Role: Project Manager</i>	\$275*
<b>Alex Gibbs, Grants Manager</b> <i>Role: Funding Advocate/Grant Writer</i>	\$250*
<b>Ben Goldeen, Federal Advocacy Manager</b> <i>Role: Federal Funding Advocate</i>	\$250*
<b>Eric O'Donnell, Deputy Director</b> <i>Role: State Funding Advocate</i>	\$250*
<b>Christine Rose, Senior Associate</b> <i>Role: Grant Writer</i>	\$225*
<i>*The hourly fee includes all reasonable business and travel expenses</i>	

APPENDIX  
**ATTACHMENT 4: PROPOSER FEE SCHEDULE**

The proposer shall complete this form and include it along with the billing rates breakdown.

Proposer's fee proposal shall be submitted concurrently with the technical proposal, but in a separately sealed envelope, clearly labeled as "Fee Proposal." This shall include the firm's Standard Hourly Fee Schedule, and a Project Fee Schedule.

<u>TITLE</u>	<u>COMPANY NAME (date)</u>	<u>BILLING RATE</u>
Monthly Report on Grant Funding Availability		\$ <u>7,500</u> /month
<u>Job Classifications</u>		
• Project Manager/Coordinator		\$ <u>275</u> /Hour
• Grant Writer		\$ <u>225</u> /Hour
• Administrative Assistant		\$ <u>n/a</u> /Hour
<u>Additional Job Classifications</u>		
• Strategic Senior Advisor		\$ <u>300</u> /Hour
• Grants Manager		\$ <u>250</u> /Hour
• Federal Advocacy Manager		\$ <u>250</u> /Hour
• Deputy Director		\$ <u>250</u> /Hour
•		\$ _____ /Hour
•		\$ _____ /Hour
•		\$ _____ /Hour
•		\$ _____ /Hour