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**Proposal for
Legislative Advocacy
and Grant Funding Services**

May 25, 2022

TOWNSEND
PUBLIC AFFAIRS
EST TPA 1998

May 10, 2022

Jim Sadro, City Manager
City of La Habra
110 East La Habra Blvd.
La Habra, CA 90631

Dear Mr. Jim Sadro:

Thank you for the opportunity for Townsend Public Affairs, Inc. ("TPA") to submit our proposal for Legislative Advocacy and Grant Funding Services to the City of La Habra ("City").

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 City of La Habra.

Yours truly,



Christopher Townsend
President



ABOUT TPA

TPA is a state and federal legislative advocacy and grant writing firm that provides lobbying and funding services to public agencies and nonprofit organizations throughout California.

- Founder/Owner/President: Christopher Townsend
- Advocacy Success: Shepherded **over 100** client-sponsored legislative proposals into law
- Funding Success: Over **\$2.3 billion** in state, federal, and local government grants as well as grants from nonprofit organizations and private companies
- Longevity: 24 years (founded in 1998)
- Number of Employees: 16
- Number of Registered State and Federal Lobbyists and Grant Writers: 14
- Number of Offices: Five
 - TPA State Capitol Office, Sacramento
 - TPA Federal Office, Washington, DC
 - TPA Northern California Office, Oakland
 - TPA Central California Office, Fresno
 - TPA Southern California Office, Newport Beach
- Types of Clients:
 - City Governments
 - County Governments
 - Water and Sanitation Districts
 - Transportation Districts
 - K-12 School Districts
 - Community College Districts
 - Parks and Recreation Districts
 - Fire Protection Districts
 - Museums, Science Centers, and Cultural Facilities
- Areas of Specialization:
 - Local Governance (Cities, Counties, Special Districts)
 - Transportation Policy and Infrastructure
 - Water and Sanitation Policy and Infrastructure
 - Education Policy and Infrastructure
 - Housing and Economic Development
 - Parks and Community Facilities (Recreational, Cultural, Historical)
 - Energy, Environment, and Natural Resources
 - Public Safety
 - Budget and Finance
- Ranking by Revenue Reported to the California Secretary of State:
 - 8th of 486 Firms Registered for 2019-20 Legislative Session
 - 98th Percentile



LEGISLATIVE ADVOCACY ACHIEVEMENTS

| Policy Sector | Issue | Description |
|-----------------------------------|-----------------------------|--|
| Local Governance | Local Control and Finance | <ul style="list-style-type: none"> Public Facilities and Finance Public Employee Programs Contractual Assessment Programs Infrastructure Financing Opportunities |
| | Public Employee Benefits | <ul style="list-style-type: none"> PEPRA Compliance JPA Benefits Medical Benefits Vesting |
| | Cannabis | <ul style="list-style-type: none"> Drafting Local and State Cannabis Regulations Local Control |
| Transportation | Local Streets and Roads | <ul style="list-style-type: none"> State Highway Relinquishments Local Venue Signage on State Highways |
| | State Highway System | <ul style="list-style-type: none"> State Bond Funding for Highway Projects Expansion of Toll Lanes/Toll Roads |
| Water and Sanitation | Water Quality | <ul style="list-style-type: none"> Drinking Water Public Health Regulations Groundwater Pollution Liability Groundwater Management Plans Direct/Indirect Potable Reuse |
| | Water Infrastructure | <ul style="list-style-type: none"> State Bond Funding for Water Projects Local Reliability Projects Water Conservation Programs |
| | Sanitation Infrastructure | <ul style="list-style-type: none"> Integrated Regional Watershed Projects Advanced Water Treatment Facilities |
| Housing and Community Development | Affordable Housing | <ul style="list-style-type: none"> Developing Funding for Affordable Housing Expanding Affordable Housing Eligibility |
| | Economic Development | <ul style="list-style-type: none"> Capital Investment Incentive Program Expansion Enterprise Zone Program Regulations Military Base Re-Use Land Planning |
| | Redevelopment | <ul style="list-style-type: none"> Agency Dissolution Process Developing Post-RDA Funding Sources State Liability Reduction |
| Recreation and Natural Resources | Park Facilities | <ul style="list-style-type: none"> Joint-Use Projects with Schools Districts State Bond Funding for Local Park Projects (Propositions 11, 68, and 84) |
| | Greenhouse Gas Reduction | <ul style="list-style-type: none"> TOD Housing to Support Cap and Trade Objectives Increase Transit Accessibility for Active Transportation |
| Cultural and Historical Resources | Cultural Facilities | <ul style="list-style-type: none"> CA Cultural and Historical Endowment CA Nature Education Facilities Program |
| Public Safety | Public Health | <ul style="list-style-type: none"> Air Pollution Reduction Methods Treatment of the Remains of a Deceased Veteran Resources |
| | Crime Reduction | <ul style="list-style-type: none"> Sex Trafficking Control Gun Control |
| | Local Law Enforcement | <ul style="list-style-type: none"> Increasing Local Police Presence/COPS Police Body Cameras Regional Public Safety Task Force Initiatives |
| Education | Community College Districts | <ul style="list-style-type: none"> Veterans Resources Alternative Energy Job Training ADA Reform |
| | K-12 School Districts | <ul style="list-style-type: none"> K-12 Safety Planning Programs Joint Use Projects with Civic Agencies |
| | School Facilities | <ul style="list-style-type: none"> Charter School Facilities Funding Community College Facilities Funding K-12 School District Facilities Funding |

A DETAILED SCHEDULE OF OUR STATE, FEDERAL, AND LOCAL LEGISLATIVE ADVOCACY ACHIEVEMENTS CAN BE PROVIDED UPON REQUEST



FY 2021-22 STATE BUDGET EARMARKS

This table provides an overview of the budget earmarks that TPA secured on behalf of our clients in the State Budget for FY 2021-22. TPA strategized with our clients to identify priority projects and transform them into budget requests. TPA then worked closely and diligently with Members of the Assembly and Senate (and their staff), the Budget Committees, the Governor’s Administration, and other key stakeholders to ensure our client projects were included in the final official budget.

| Client Name | Project | Amount Awarded |
|---|--|----------------------|
| City of Costa Mesa | Regional Fire and Rescue Facility Improvements | \$2,500,000 |
| City of Del Mar | Del Mar Fairgrounds Operating Shortfall | \$3,500,000 |
| City of Emeryville | Affordable Housing Site Remediation | \$2,500,000 |
| City of Farmersville | Fire Engine Acquisition | \$750,000 |
| City of Fremont | Mission Blvd Interchange Modernization Project | \$7,200,000 |
| City of Fullerton | Hunt Library Restoration | \$2,750,000 |
| | Homelessness Recuperative Center | \$4,000,000 |
| City of Half Moon Bay | Carter Park Renovation Project | \$4,750,000 |
| City of Hayward | Hayward Navigation Center | \$662,000 |
| | South Hayward Youth Family Center Project | \$1,000,000 |
| City of Irvine | Bommer Canyon Fire Prevention Efforts | \$1,000,000 |
| City of Lafayette | Safe Pathway for Children Trail | \$238,000 |
| City of Modesto | Infrastructure Improvements to County Islands | \$5,000,000 |
| City of Oakland | Oakland Fund for Public Innovation for the California Entrepreneurship Capital in the Community Initiative | \$8,000,000 |
| | Local Jurisdiction Assistance for Cannabis Equity Program | \$9,905,020 |
| | Oakland MACRO Project | \$10,000,000 |
| | Port of Oakland Freight and Passenger Infrastructure Enhancements | \$280,000,000 |
| City of Pismo Beach | Public Safety Communications Equipment | \$470,000 |
| City of Reedley | Olson/Kings River Sewer Main Replacement | \$2,800,000 |
| City of San Leandro | Memorial Park Rehabilitation Project | \$2,750,000 |
| City of San Pablo | Alternative Policing and Mental Health Program | \$2,000,000 |
| City of Santa Ana | Youth Facilities Improvements | \$4,000,000 |
| City of South San Francisco | Vehicle License Fee Adjustment | \$3,000,000 |
| City of Tracy | Multi-Generational Recreation Center | \$5,000,000 |
| City of Tustin | New Emergency Backup Generator | \$1,500,000 |
| Discovery Science Foundation | Discovery Cube of Orange County Re-Opening Operating Expenses | \$2,040,000 |
| | Discovery Cube of Los Angeles Re-opening Operating Expenses | \$2,600,000 |
| North Orange County Public Safety Task Force | North Orange County Public Safety and Homelessness Task Force Program Extension | \$7,800,000 |
| TOTAL FY 2021-22 STATE BUDGET EARMARKS | | \$377,715,020 |



FY 2019-20 STATE BUDGET EARMARKS

This table provides an overview of the budget earmarks that TPA secured on behalf of our clients in the State Budget for FY 2019-20. TPA strategized with our clients to identify priority projects and transform them into budget requests. TPA then worked closely and diligently with Members of the Assembly and Senate (and their staff), the Budget Committees, the Governor’s Administration, and other key stakeholders to ensure our client projects were included in the final official budget.

| Client Name | Project | Amount Awarded |
|---|---|---------------------|
| City of Agoura Hills | Stormwater Treatment Project | \$1,000,000 |
| City of Avalon | Underground Fuel Tank Removal and Replacement | \$500,000 |
| City of Buena Park | Historical Facilities Renovations | \$500,000 |
| City of Costa Mesa | Lions Community Park | \$1,000,000 |
| City of Dinuba | Water Well Replacement | \$1,000,000 |
| City of Huntington Beach | Multi-Use Blufftop Path | \$1,700,000 |
| City of Laguna Beach | Laguna Canyon Road Fuel Modification | \$1,000 |
| City of Oakland | Public Safety Projects | \$4,000,000 |
| | Bus Services | \$1,000,000 |
| City of Selma | Storm Drain, Storage, and Recharge | \$1,500,000 |
| Discovery Cube of Los Angeles | Natural Resources Pavilion | \$5,000,000 |
| Discovery Cube of Orange County | Property Acquisition/Parking Structure | \$10,000,000 |
| East Contra Costa Fire Protection District | Equipment, Vehicles, and Facilities Acquisitions and Improvements | \$500,000 |
| North County Transit District | Del Mar Bluffs Stabilization Project | \$6,130,000 |
| Tri Valley Cities Coalition | Dublin Sports Grounds All-Abilities Playground | \$1,400,000 |
| TOTAL FY 2019-20 STATE BUDGET EARMARKS | | \$36,230,000 |

CUMULATIVE TOTAL STATE BUDGET EARMARKS FOR FY 2019-20 AND FY 2021-22:

\$413,945,020



FY 2021-22 FEDERAL APPROPRIATIONS EARMARKS

This table provides an overview of the appropriations earmarks that TPA secured on behalf of our clients in the Federal Appropriations legislation for FY 2021-22. TPA strategized with our clients to identify priority projects and transform them into appropriations requests. TPA then worked 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 our client projects were included in the final appropriations legislation.

| Client Name | Project | Amount Awarded |
|--|---|----------------|
| Amity Foundation | Mother's Hub Residence | \$2,838,521 |
| Cities of Anaheim, Brea, Buena Park, Fullerton, Stanton, Placentia | North Orange County Public Safety and Homelessness Task Force | \$5,000,000 |
| Cities of Dublin, Livermore, and Pleasanton | AXIS Mental Health Urgent Care | \$450,000 |
| City of Agoura Hills | Community Center | \$1,000,000 |
| City of Beaumont | Pennsylvania Avenue Widening | \$1,500,000 |
| City of Berkeley | African American Holistic Resource Center | \$1,000,000 |
| City of Brea | Tracks at Brea Extension | \$2,000,000 |
| City of Chino Hills | Open Space Fuel Reduction | \$565,000 |
| City of El Monte | MacLaren Community Park Project | \$1,500,000 |
| City of Emeryville | Contaminated Remediation for Housing | \$2,000,000 |
| City of Hesperia | Maple Avenue Street Improvements | \$2,000,000 |
| City of Huntington Beach | Sand Mitigation | \$15,500,000 |
| | Mobile Crisis Response Program | \$500,000 |
| City of Murrieta | Homeless Outreach Services Funding | \$500,000 |
| City of Oakland | Mental Health Resilience Project | \$1,230,000 |
| | Mental Health Resilience Project | \$734,000 |
| | Broadway - Bus and Pedestrian Safety | \$2,000,000 |
| | Violence Prevention Project | \$200,000 |
| City of Placentia | Golden Avenue Bridge | \$2,200,000 |



| | | |
|---|--|---------------------|
| City of San Ramon | Iron Horse Trail Crow Canyon Road Iron Horse Trail Bicycle-Pedestrian Overcrossing | \$2,000,000 |
| City of Santa Clara | City of Santa Clara De La Cruz Blvd, Lick Mill Blvd, and Scott Blvd Bicycle Projects | \$2,725,000 |
| City of Stanton | Orangewood Parkette | \$850,000 |
| Discovery Cube of Orange County | Land Acquisition and Development for Sustainability Festival | \$2,000,000 |
| East Contra Costa Fire Protection District | Fire Station | \$1,500,000 |
| Guadalupe Union School District | LeRoy Park | \$1,700,000 |
| North County Transit District | Hydrogen Fuel Cell Electric Bus Station | \$1,717,836 |
| Rancho Santiago Community College District | RSCCD Digital Access Consortium | \$2,000,000 |
| Town of Danville | Danville Townwide Traffic Signal Modernization | \$1,000,000 |
| | Iron Horse Trail Bridge, Nature Park, and Pedestrian Safety Project | \$350,000 |
| Yorba Linda Water District | Heli-Hydrant | \$500,000 |
| TOTAL FY 2021-22 FEDERAL APPROPRIATIONS EARMARKS | | \$59,060,357 |

**TOTAL FEDERAL APPROPRIATIONS EARMARKS
FOR FY 2021-22:**

\$59,060,357



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 |
| TOTAL | \$2.023 Billion | \$308.1 Million | \$2.331 Billion |

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



CURRENT ADVOCACY EFFORTS FOR THE CITY OF LA HABRA

LEGISLATIVE DIRECTED SPENDING

STATE

Over the last several months, TPA has been working with City staff, the State Legislature, the Governor's office, and Members of Congress on opportunities to secure additional funding for key projects in La Habra. TPA has been advocating on behalf of the City of La Habra to secure funding for the following priorities:

- **North Orange County Public Safety Task Force - \$32.8 million secured**

TPA worked to create and secure funding for the North Orange County Public Safety regional collaboration project from FY 17-18 to FY 22-23. These annual funds have been allocated to be used for programs to address youth violence prevention and intervention in K-12 schools, programs to promote and enhance the successful reentry of offenders into the community and programs to address homeless outreach and intervention efforts. Funding secured for the Collaborative has come from both the State and Federal levels. The funding includes:

- 2017 - \$20 million from the State of California General Fund (AB 97)
- 2021 - \$7.8 million from the State of California General Fund (AB 128)
- 2022 - \$5 million from the House Commerce, Justice and Science Community Project Funding, OJB/Byrne JAG Program (*this was the largest community project award nationwide for the OBJ/Byrne JAG program*)

The Collaborative continues to operate on an annual basis, pending additional funding. TPA continues to work with State legislators as well as federal legislators to secure additional funding for the Collaborative.

TPA has submitted the program for consideration through the FY23 Community Project Funding process at the federal level and has received a commitment from Congresswoman Young Kim to submit the project for consideration to the federal appropriations committees. TPA will work closely with the Congressman, and relevant appropriations staff, to secure additional funding for this program. TPA continues to work with Senator Feinstein and Senator Padilla to submit the project for consideration on the Senate side.

In addition, TPA continues to support Senator Josh Newman's efforts to create a continued funding stream for the Collaborative at the State level. The Senate has submitted a request for specific funding as well as longer term funding. That request has been heard by the Senate Budget Subcommittee and is being held open for additional consideration.



- **Coyote Creek/Imperial Channel Improvement Project - \$8,500,000 requested**

TPA has been working closely with Senator Newman to secure funding for the collapsed underground culvert in La Habra. TPA drafted and submitted a budget request letter and has had several discussions with relevant stakeholders in Sacramento, as well as with the County of Orange, to provide additional information on the project and to advocate for \$8.5 million in funding to be included in the FY 22-23 budget.

- **Active Transportation Program Grant Program – La Habra Rails to Trails Project – TBD**

TPA is working with City staff to update and resubmit an Active Transportation Program grant request for the La Habra Rails to Trails OC Loop Gap Closure Project. Applications are due to the California Transportation Commission on June 15.

FEDERAL

- **La Habra Children’s Museum - \$2,000,000 requested**

TPA has been working closely with City Staff to submit the La Habra Children’s Museum project for consideration to receive community project funding through the federal appropriations process. TPA wrote and submitted an application for \$2,000,000 in for funding to Congresswoman Kim, Senator Feinstein, and Senator Padilla, and has had several conversations with each of the Representatives following submittal, to advocate for the funding.

Congresswoman Kim has selected the project as one of her top projects to advance in the appropriations process. Senator Feinstein and Senator Padilla have not yet announced their final selections

- **Bureau of Justice Body-Worn Camera Implementation Funding Program - TBD**

TPA has been working closely with the La Habra Police Department team to write and submit an application for the Bureau of Justice Assistance Body Worn Camera Policy and Implementation Program. The project will purchase of eighty-five (85) Body Worn Camera’s with auxiliary equipment to update equipment and provide BWC to personnel not previously equipped, such as Reserve Police Officers and Civilian Police employees who operate in the field – such as Paring Enforcement Officers and Community Service Officers.

PROPOSED SCOPE OF WORK

TPA will utilize the following strategic and comprehensive approach to provide legislative advocacy and grant funding services to the City:

LEGISLATIVE ADVOCACY SERVICES

- **Conduct Detailed Orientation:** TPA utilizes a comprehensive onboarding process that includes extensive meetings with various relevant members of City leadership and key City departments to help develop a strategic plan that is carefully tailored to satisfy the needs of the City, as well as designed for maximum success in the current political climate and funding environment.
- **Develop Legislative Strategy:** TPA will coordinate with the City to develop an official legislative platform and strategy that represents the City's priorities in Sacramento and Washington, DC. This blueprint will be shared with key stakeholders in the State Legislature and Governor's Administration as well as Congress and the Biden Administration.
- **Implement the Legislative Strategy:** TPA will advocate for the City's legislative agenda utilizing the following methods:
 - **Build and Strengthen Relevant Relationships:** TPA has cultivated a network of valuable relationships that will be leveraged to promote the City's legislative agenda.
 - **Leverage Relationships for Strategic Advocacy Plan:** TPA will engage various techniques to leverage our network of key relationships on behalf of the City:
 - Schedule meetings for the City to discuss relevant legislation
 - Prepare all briefing materials and talking points for the City
 - Brief legislative offices and stakeholders on the City's legislative agenda
 - Follow-up on meetings to ensure commitments and deliverables are being met
 - **Coordinate Advocacy Trips:** TPA will work with the City to coordinate advocacy trips to Sacramento and Washington, DC to meet with the City's legislative delegation, as well as legislators that serve on committees relevant to the City's agenda. Furthermore, when possible, TPA will schedule site visits by legislators to the City.
 - **Track Legislation:** TPA will identify, analyze, and monitor all bill introductions and amendments relevant to the City's legislative platform and assess their potential impact on the City.
 - **Craft Testimony and Position Letters:** TPA will prepare and submit written and verbal testimony regarding legislation relevant to the City. TPA will also draft and deliver position letters to legislators and key officials on specific bill language.



- **State Budget Funding Opportunities:** In an effort to maximize state funding, TPA will work with the City to identify projects and other funding priorities that may be suitable for funding through the State Budget. TPA will coordinate with the City to develop supporting materials for the budget request. TPA will also work with members of the City’s state legislative delegation, along with the Assembly and Senate Budget Committees, to gain support for the inclusion of the City’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 City to identify projects and other funding priorities that may be suitable for funding through the Federal Earmark process. TPA will coordinate with the City to develop supporting materials for the earmark request. TPA will also work with members of the City’s federal legislative delegation to gain support for the inclusion of the City’s project.
- **Provide Progress Reports:** TPA will confer regularly with the City on our activities. TPA will provide timely electronic reports on the status of all legislative activity, such as bill language, amendments, and committee analyses. In addition to written reports, TPA will be available to the City for conference calls, in-person briefings, and meetings.
- **Prepare and File Lobbying Disclosure Reports:** TPA will prepare and file, on behalf of the City, all applicable state and federal lobbying disclosure reports.

GRANT FUNDING SERVICES

- **Craft Strategic Funding Plan:** TPA will coordinate with the City to develop a proactive and comprehensive strategic funding plan that serves the needs of the City’s priorities. ***The plan will do more than simply identify City 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. ***The Strategic Funding strategy will include funding opportunities for the La Habra Rails to Trails Extension Project as well as the sinkhole on Imperial highway.***
- **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 City’s projects. TPA will then share these opportunities with the City for further assessment and determination if a grant application is warranted. The City will also receive a grant matrix of funding programs that is updated regularly as new opportunities arise.
- **Grant Application Development and Submittal:** TPA will develop, draft, submit, and follow up on each City grant application through the following process:
 - **Establishment of Clear Accountabilities:** TPA will coordinate with the City to ensure the assignment of responsibilities and tasks are made clear so that confusion and

inefficiency are avoided and the City 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 City 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 City'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 City 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 City 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 City could be provided during the proposal review process.
- **Incorporate Feedback to Finalize Proposal:** Well ahead the of the application deadline, TPA will provide the City 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 City 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 City with tracking and delivery confirmation for the application. TPA will also obtain a receipt for proof of submission and provide the City 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 City grant applications are aligned with the goals of the specific grant program and that the applications are well-crafted and well-positioned for funding.

- **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 City's projects and convey their support for those projects.
- **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.

FEE SCHEDULE

| DESCRIPTION OF SERVICES | FEE |
|--|---------------------------|
| Legislative Advocacy and Grant Funding Services | \$3,500 Per Month* |
| State and Federal Legislative Advocacy | |
| • Conduct Detailed Orientation | Included |
| • Develop Legislative Strategy | Included |
| • Implement the Legislative Strategy | Included |
| • Build and Strengthen Relevant Relationships | Included |
| • Leverage Relationships for Strategic Advocacy Plan | Included |
| • Coordinate Advocacy Trips | Included |
| • Track Legislation | Included |
| • Craft Testimony and Position Letters | Included |
| • State Budget Funding Opportunities | Included |
| • Federal Earmark Funding Opportunities | Included |
| • Provide Progress Reports | Included |
| • Prepare and File Lobbying Disclosure Reports | Included |
| Grant Funding | |
| • 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 |
| • 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> | |

