


Statement of Qualifications

Introduction to Blais & Associates, Inc.

Blais & Associates, Inc. (B&A) is pleased to provide the City of Carson this statement of qualifications introducing our services. B&A is a full services grant consulting firm focused on local government agencies. Since 2014, B&A has won *75 percent of all proposals prepared on behalf of clients*. **Our clients "return on investment" is typically between \$25 to \$75 in funding for every \$1 spent on services.** This success is because we ensure that proposed programs and projects are squarely aligned with the grant solicitation.

B&A was launched in 2000 and incorporated in May 2005. The Irvine Office will provide project services. Since inception, B&A has submitted over 700 different types of grant applications and funding vehicles. This represents requests for over \$793 million on behalf of our clients. B&A has submitted applications for transportation, water, wastewater, storm water, capital improvement, recreation, parks, cultural, education, public safety, economic development, planning, environmental protection, library, and museum grants, among others.

Professional Standards

B&A is a proud member the  Grant Professionals Association (GPA), the  National Grants Management Association (NGMA), and the American Grant Writers Association (AGWA). B&A maintains the code of ethics promoted by these three organizations.

Grant Research and Support

B&A has dedicated staff who research and identify grant opportunities daily. Our systematic process locates programs at the federal, state, regional, and local level. The research team develops a Fact Sheet, or an executive overview of the program, and attends workshops or webinars. B&A uses all available tools and procedures to keep informed on current opportunities including www.grants.gov (federal solicitations), agency ListServes, monitoring board agendas (e.g. LA Metro, South Coast Air Quality Management District, Southern California Association of Governments), and each State agency web site to ensure opportunities are not missed. Our research team members have both been with B&A for over 10 years and are extremely efficient and thorough.

Communicating Grant Opportunities and Making the Go/No Go Decision

B&A assigns an Associate to each client, who gains knowledge of your needs and becomes your single point of contact for all grant alerts and Fact Sheets. Our Fact Sheet summarizes the grant solicitation to help with the "go" or "no go" determination. The summary includes the grant deadline, maximum funding request, local match requirements, pre-proposal conference information, objectives, eligible projects, available funds, average historical grant awards, number of approved/denied applications, required authorizing Resolutions, general submission requirements, scoring system, etc. Your Lead Associate (LA) will provide guidance on the programs or projects might fit the program, including the availability of a competitive project or need, local match, staffing for project implementation, past performance with the program, etc. Sometimes it is advisable to pass on a grant opportunity when the amount requested is small and the administrative/reporting requirements are extensive. Our best practice is to conduct a monthly conference call discussing the grant activities with City staff. B&A can attend Council meetings upon request.

Developing and Submitting Grants

Prior to writing an application, B&A will develop a Not-to-Exceed (NTE) quote outlining tasks, the time and cost for each task, and the assumptions about the project. B&A only charges for the actual time it takes to prepare an application, but the City is protected by the NTE quote. Unless there is a change in the scope of work, B&A absorbs any extra time and does not charge the City.

Our standardized process includes developing of a Timeline and Checklist (T&C) outlining all needed data, tasks, and responsibility for completion. B&A will initiate discussion with key staff and will capture as much data as independently as possible. B&A develops all letters, staff reports, and forms for the application. Our process ensures successful collaboration with your staff and timely submission of the application. Our goal is to be as non-intrusive as possible, but ensure that your story is effectively told.

B&A has the depth and breadth to work on multiple applications at the same time. B&A staff is also available to review applications developed internally by the City. B&A tracks the status of submitted applications as part of our research efforts.

Grant Management

The City of Carson is more likely to receive grants from a funding agency a second or third time if the City maintains a solid track record in managing funds (e.g. no major audit findings, timely completion of projects, etc.). Our grant management services include the following:

Monthly Coordination: The majority of B&A clients choose to meet with their LA monthly for a short, 30-minute standing conference call. With select members from various City departments and our Grant Activity Report (GAR) as the standing agenda, the call ensures that each department is aware of open opportunities, pending applications, award information, updates to the your program needs, and create synergy between departments as it relates to grants.

Tracking/Reporting: B&A provides a monthly, quarterly, or semi-annual report (as directed) summarizing all grants in the development process, submitted, awarded, denied, and any other special services provided by B&A.

Debriefings: If a grant is denied, B&A will coordinate with staff and the grant agency to request a debriefing. This is an extremely valuable tool as it allows the funding agency to define why the grant was denied and offer recommendations for the next grant cycle.

Post-Award Management: B&A can assist with post-award management, reporting and close-out. Services include reviewing the grant agreement, developing a T&C for the request for reimbursements or drawdown requests, project reporting, and project close-out. B&A provides an Audit Binder with all documents for the single audit process. B&A provides a NTE quote for grant management.

Fees

B&A charges a blended rate of \$105 per hour. Time is charged in fifteen-minute increments and direct expenses (e.g. printing) are billed without mark-up. B&A is a fee for service organization in accordance with the ethics of our professional memberships. We take the expenditure of your funds seriously and work to become your trusted advisor.



Destin Blais

Current Position: Founder, Blais & Associates, Inc. January 2005 - Present.

Responsible for developing and executing vision, maintaining a company culture that demands professionalism and competence, and guiding day-to-day activities of staff to ensure exceptional service and quality products.

Other Positions: Grant Manager, Orange County Transportation Authority (2003-2005), Management Analyst, Santa Ana Housing Authority (2000-2003), State Hazard Mitigation Officer, State of Missouri (1993-2000).

Education: B.S. Accountancy, University of Missouri, Columbia, 1992.

Recent Grant and Loan Writing Accomplishments (comprehensive):

Grant Award	Program	Client
\$9.4 million	California Department of Water Resources – Prop 1E: Storm Water Flood Management Grant	City of Rancho Palos Verdes, CA
\$8.3 million	HUD Neighborhood Stabilization Program Round 2	City of Indio, CA
\$2.5 million	California Rivers & Mountains Conservancy	City of Anaheim, CA
\$2.3 million	Orange County Transportation Authority – M2 Tier 1 Environmental Cleanup	City of Anaheim, CA
\$2.1 million	U.S. Department of Homeland Security Federal Management Agency – Hazard Mitigation Grant Program	City of Anaheim, CA
\$2 million	California Transportation Program	City of Anaheim, CA
\$2 million	California Natural resources Agency	East Valley Water District, CA
\$1.7 million	Caltrans: Active Transportation Program	City of Chino Hills, CA
\$1.6 million	Caltrans: Active Transportation Program	City of Fontana, CA
\$1.4 million	U.S. Department of Health and Human Services – Building a Medical Home for Multiply Diagnosed HIV Positive Homeless Populations	City of Pasadena Public Health Department, CA
\$1.3 million	California Department of Housing and Community Development – Housing Related Parks Program	City of American Canyon, CA
\$1.3 million	California State Water Resources Control Board – Pro 84 Storm Water Grant Program	City of Anaheim, CA
\$1.3 million	California Department of Water Resources – Integrated Regional Water Management Program	City of Corona, CA
\$1.3 million	California Department of Water Resources – Water-Energy Program	City of Farmersville, CA
\$1.2 million	Caltrans: Active Transportation Program	City of Anaheim, CA
\$1.2 million	U.S. Department of Homeland Security Federal Management Agency – Hazard Mitigation Grant Program	City of Little Elm, TX
\$1.1 million	New Mexico Department of Emergency Services: Pre- Disaster Mitigation Program	County of Los Alamos, NM
\$1.1 million	Texas Department of Transportation- Texas Transportation Enhancement Program	City of Little Elm, TX
\$1.0 million	California Transportation Commission: State and Local Partnership	City of Anaheim, CA

Grant Award	Program	Client
\$1.0 million	U.S. Department of Interior, Bureau of Reclamation - Title XVI Construction Activities	City of Corona, CA
\$1.0 million	California Department of Housing and Community Development – Housing Related Parks Program	City of Indio, CA
\$901,996	Strategic Growth Council – Urban Greening Project Grant Program	City of Anaheim, CA
\$995,000	Caltrans: Safe Routes to Schools	City of Chino Hills, CA
\$858,625	California Natural Resources Agency – Water-Energy Program	Elsinore Valley Municipal Water District, CA
\$856,130	Caltrans: Safe Routes to Schools	City of Chino Hills, CA
\$832,200	Caltrans: Active Transportation Program	City of Anaheim, CA
\$796,000	Caltrans: Active Transportation Program	City of Anaheim, CA
\$750,000	San Bernardino County Transportation Development Act: Pedestrian and Bicycle Facilities	City of Fontana, CA
\$750,000	San Bernardino County Associated Governments - Projects for Bicycle and Pedestrian Facilities	City of Fontana, CA
\$748,465	California Department of Water Resources – Urban Streams Restoration Program	City of Farmersville, CA
\$629,950	California Department of Housing and Community Development – Housing Related Parks Program	City of Fontana, CA
\$606,510	Caltrans – Highway Safety Improvement Program	City of Twentynine Palms, CA
\$530,000	U.S. Department of Transportation Federal Highway Administration – Federal Safe Routes to Schools Program	City of Anaheim, CA
\$523,000	U.S. Department of Transportation Federal Highway Administration – Federal Safe Routes to Schools	City of Chino Hills, CA
\$506,000	U.S. Department of Transportation Federal Highway Administration – Federal Safe Routes to Schools Program	City of Anaheim, CA
\$500,000	Strategic Growth Council – Sustainable Community Planning and Incentives Grant	City of Anaheim, CA
\$500,000	Texas Parks and Wildlife Department – Non-Urban Outdoor Recreation Program	City of Prosper, TX
\$490,000	California Department of Housing and Community Development – Housing Related Parks Program	City of Anaheim, CA
\$482,502	Orange County Transportation Authority – Bicycle Improvement Program	City of Anaheim, CA
\$443,950	California Department of Housing and Community Development – Housing Related Parks Program	City of Fontana, CA
\$417,00	Caltrans: Active Transportation Program	City of Farmersville, CA
\$415,000	California State Parks – Recreational Trails Grant Program	City of Anaheim, CA
\$400,000	U.S. Department of Transportation: Transportation, Community, and System Preservation	City of Farmington, NM
\$400,000	Caltrans: Active Transportation Program	City of Anaheim, CA
\$380,000	California Natural Resources Agency – River Parkways Grant Program	City of Fullerton, CA
\$341,544	California State Water Resources Control Board – Small Disadvantaged Communities Technical Assistance	California Rural Water Association
\$338,100	Caltrans: Highway Safety Improvement Program	City of Chino Hills, CA
\$320,000	Mobile Source Air Pollution Reduction Review Committee (MSRC) – Local Government Match Program	City of Anaheim, CA
\$312,000	California State Parks – Prop. 40 Per Capita Grant	City of Chino Hills, CA
\$300,000	Texas Parks and Wildlife Department – State Boating Access Program	City of Little Elm, TX

Grant Award	Program	Client
\$291,082	California State Water Resources Control Board – Pro 84 Storm Water Grant Program	California Rural Water Association
\$265,000	Caltrans: Active Transportation Program	City of Colton, CA
\$257,500	California State Parks – Land & Water Conservation Grant Program	City of Anaheim, CA
\$250,000	Caltrans – Transportation Planning Grant	City of Fullerton, CA
\$248,612	U.S. Department of Justice – Grants to Encourage Arrest Policies	City of Elk Grove, CA
\$245,000	U.S. Department of Transportation Federal Highway Administration – Transportation, Community, and System Preservation Grant Program	City of Chino Hills, CA
\$201,000	Texas Parks and Wildlife Department – State Boating Access Program	City of Little Elm, TX
\$200,000	California Stewardship Council	Friends of Oakland, CA
\$200,000	Orange County Transportation Authority – M2 Tier 1 Environmental Cleanup	City of Anaheim, CA
\$200,000	Caltrans: Community Based Transportation Planning Grant	City of Corona, CA
\$200,000	U.S. Environmental Protection Agency – Community-wide Petroleum Assessment: Hazardous Substances	City of Corona, CA
\$200,000	Orange County Transportation Authority – M2 Tier 2 Grant Program	City of Fullerton, CA
\$200,000	Texas Parks and Wildlife Department – Recreational Trails Program	City of Little Elm, TX
\$198,700	California Department of Water Resources – 2012 Agricultural Water Use Efficiency Program	California Rural Water Association
\$193,394	U.S. Department of Agriculture - Supplemental Nutrition Assistance Program Education (SNAP-ED)	City of Fontana, CA
\$192,800	California Department of Water Resources – 2012 Agricultural Water Use Efficiency Program	California Rural Water Association
\$192,258	California State Parks – Prop. 40 RZH Block Grant	City of Chino Hills, CA
\$186,000	California Department of Water Resources – 2012 Agricultural Water Use Efficiency Program	California Rural Water Association
\$178,263	Mobile Source Air Pollution Reduction Review Committee (MSRC) – Local Government Match	City of Corona Department of Water & Power, CA
\$175,000	Mobile Source Air Pollution Reduction Review Committee (MSRC) – Local Government Match Program	City of Anaheim, CA
\$127,296	Mobile Source Air Pollution Reduction Review Committee (MSRC) – Major Event Center Transportation Programs	City of Anaheim, CA
\$125,000	Southern California Associated Governments (SCAG) – Sustainability Program	City of Chino Hills, CA
\$100,000	Vitamin Case Consumer Settlement Fund	City of Chino Hills, CA
\$86,559	U.S. Department of Agriculture – Farmer’s Market Promotion Program	City of Little Elm, TX
\$86,520	California Department of Resources Recycling and Recovery – Tire Derived Product Grant Program	City of Corona Department of Water & Power, CA
\$79,868	U.S. Department of Interior, Bureau of Reclamation – Water Conservation Field Services Program	City of Torrance, CA
\$78,074	U.S. Department of Agriculture – Farmers Market Promotion Program	City of American Canyon, CA
\$77,500	California State Library System – Pitch an Idea Program	City of Anaheim, CA
\$75,000	California Department of Water Resources – Flood Emergency Response Project	City of Corona Department of Water & Power, CA

Grant Award	Program	Client
\$60,000	Mobile Source Air Pollution Reduction Review Committee (MSRC) – Local Government Match Program	City of Anaheim, CA
\$59,850	California Department of Forestry and Fire Protection (CALFIRE)	City of Chino Hills, CA
\$58,000	Mobile Source Air Pollution Reduction Review Committee (MSRC) – Local Government Match Program	City of Fullerton, CA
\$57,591	San Bernardino County Associated Governments – Transit Stop Access Program	City of Chino Hills, CA
\$57,525	San Bernardino County Associated Governments – Transportation Development – Bicycle & Pedestrian Facilities	City of Chino Hills, CA
\$50,000	U.S. Department of Interior, Bureau of Reclamation – Water Conservation Field Services Program	City of Corona, CA
\$50,000	Federal Home Loan Bank – Individual Development & Empowerment Account	City of Santa Ana, CA
\$40,565	California Department of Forestry and Fire Protection (CALFIRE)	City of Chino Hills, CA
\$40,000	Wells Fargo – National Fish and Wildlife Foundation – Environmental Solutions Program	City of Little Elm, TX
\$30,000	Mobile Source Air Pollution Reduction Review Committee (MSRC) – Local Government Match Program	City of Fullerton, CA
\$25,000	American Public Power - Demonstration of Energy and Efficiency Developments (DEED)	City of Pasadena Department of Water and Power, CA
\$19,250	San Bernardino County Associated Governments – Healthy Cities Program	City of Chino Hills, CA
\$17,500	U.S. Soccer Foundation – Safe Places to Play	City of Indio, CA
\$11,634	Office of Traffic Safety – Sobriety Checkpoint mini-grant	City of Chino Hills, CA

Unique Experience

- Exceptional strategic thinker and ability to assist staff to pre-position applications for success including outlining proposed responses, backward planning, and attending to potential fatal flaws. Skills include process development and ensuring work is completed on time and on budget.
- Exceptional communication skills and ensuring all B&A activities follow a tested process including development of an internal Procedures Manual to guide staff activities.
- Trained in disaster management and responding to stressful situations with thoughtful and planned responses. These skills have been transferred to the B&A company culture to help maintain a professional and logical response in stressful grant writing and deadline driven situations.
- Almost 20 years working in the grant industry spanning three different government agencies, writing over 100 grant applications, and managing over \$30 million in federal and state funding.
- Maintaining detailed and technical involvement in the day-to-day management of Blais & Associates and guiding Directors and associates on a daily basis.
- Member of the American Grant Writers Association and Grant Professionals Association.



Natale Lessey

Current Position: Associate, Blais & Associates, Inc. August, 2013 - Present. Responsible for grant development and client relationships.

Most Recent Position: Grant Writer, Circle of Help Foundation. 21012- 2013. Complete management and development of the grant processes for the Circle of Help Foundation.

Education: B.A. English, California State University, Fullerton, 1999.

Recent Grant and Loan Writing Accomplishments (comprehensive):

Grant Award	Program	Client
\$3.0 million	California Department of Transportation (Caltrans) Active Transportation Program	City of Indio, CA
\$2.0 million	California Department of Transportation (Caltrans) Active Transportation Program	City of Fontana, CA
\$1.7 million	California Department of Transportation (Caltrans) Active Transportation Program	City of Chino Hills, CA
\$1.6 million	California Department of Transportation (Caltrans) Active Transportation Program	City of Fontana, CA
\$1.3 million	California Housing and Community Development Housing Related Parks Program	City of Anaheim, CA
\$1.0 million	California Department of Housing and Community Development – Housing Related Parks Program	City of Indio, CA
\$997,400	California Housing and Community Development Housing Related Parks Program	City of Indio, CA
\$901,996	Strategic Growth Council, Urban Greening Project Grant	City of Anaheim, CA
\$775,039	North Central Texas Council of Governments – Transportation Alternatives Set-aside	City of Keller, TX
\$751,960	California Natural Resources Agency – Urban Rivers Program	City of Claremont, CA
\$732,925	California Housing and Community Development Housing Related Parks Program	City of Indio, CA
\$629,950	California Housing and Community Development Housing Related Parks Program	City of Fontana, CA
\$498,750	Mobile Source Air Pollution Reduction Review Committee Local Government Match Program	City of Claremont, CA
\$491,770	Strategic Growth Council – Sustainable Communities Planning and Incentives Grant	City of Anaheim, CA
\$486,625	California Natural Resources Agency – Urban Rivers Program	City of Indio, CA
\$426,625	California Housing and Community Development Housing Related Parks Program	City of Fontana, CA
\$391,745	California Department of Transportation (Caltrans) – Sustainable Transportation Planning Grant	City of Indio, CA
\$377,000	California Department of Forestry and Fire Protection – Urban and Community Forestry Climate Investment Grant	City of Claremont, CA
\$368,800	California Department of Transportation (Caltrans) Highway Safety Improvement Program	City of Indio, CA
\$330,120	California Department of Transportation (Caltrans) Highway Safety Improvement Program	City of Indio, CA

Grant Award	Program	Client
\$300,000	California Department of Transportation (Caltrans) – Sustainable Transportation Planning Grant	City of Indio, CA
\$300,000	U.S. Department of Interior Bureau of Reclamation – WaterSMART Drought Resiliency Program	San Gabriel River Water Committee, CA
\$279,169	California Natural Resources Agency – Environmental Enhancement and Mitigation Program	City of Chino Hills, Ca
\$268,689	California Department of Transportation (Caltrans) – Sustainable Transportation Planning Grant	City of Fontana, CA
\$250,000	California Department of Transportation (Caltrans) Highway Safety Improvement Program	City of Indio, CA
\$249,752	San Bernardino Transportation Authority – Transportation Development Act Bicycle and Pedestrian Program	City of Chino Hills, CA
\$246,000	California Department of Transportation (Caltrans) – Sustainable Transportation Planning Grant	City of Indio, CA
\$225,000	California Department of Transportation (Caltrans) – Systemic Safety Analysis Report Program	City of Fontana, CA
\$200,000	Orange County Transportation Authority Measure M2 Environmental Cleanup Program Tier 1	City of Fullerton, CA
\$200,000	Southern California Association of Governments – Sustainability Planning Program	City of Indio, CA
\$180,000	Orange County Community Resources Department Public Facilities Improvement Program	City of La Palma, CA
\$141,000	Los Angeles County Metropolitan Transportation Authority – Transit Oriented Development Planning Grant	City of Azusa, CA
\$114,000	California Department of Transportation (Caltrans) Highway Safety Improvement Program	City of Chino Hills, CA
\$100,000	California Department of Transportation (Caltrans) Highway Safety Improvement Program	City of Indio, CA
\$90,000	California Department of Transportation (Caltrans) – Systemic Safety Analysis Report Program	City of Azusa, CA
\$87,877	California State Parks- Land and Water Conservation Program	City of Indio, CA
\$87,100	San Bernardino Transportation Authority – Transportation Development Act Transit Stop Program	City of Chino Hills, CA
\$17,500	U.S. Soccer Foundation – Safe Places to Play Program	City of Indio, CA
\$17,500	U.S. Soccer Foundation – Safe Places to Play Program (Round 2)	City of Indio, CA

Unique Experience

- Excellent writing and editing skills; possess a highly professional personality with excellent communication skills.
- Able to work with confidentiality and integrity and on multiple tasks in a fast paced environment.



Ursula Drake

Current Position: Grant Manager, Blais & Associates, Inc. November 2016 - Present. Manages grants for multiple clients across California and Texas.

Other Positions: Director of Budget and Grants Management, Wichita Area Technical College 2013 – November 2016. Directed the monthly, quarterly and annual reconciliation of the college's budget, including multi-year state and federal grant award budgets and provided a financial analysis and report of the fiscal budget for the college.

Education: B.A. Business Management/Marketing, *Summa Cum Laude*, Baker College, 2000.

Recent Grant Management Accomplishments (comprehensive):

Grant Award	Program	Client
\$1,300,000	CADWR: SAWPA – Prop 84: Home Gardens Well	City Corona, CA – Department of Water and Power
\$1,236,864	FEMA/TDEP – Safe Room	Little Elm, TX
\$500,000	SWRCB – Household/Small Water Systems	California Rural Water Association (CRWA)
\$400,000	CADWR: SAWPA – Corona-Arlington Desalter: Promenade Connection	City Corona, CA – Department of Water and Power
\$355,750	Bureau of Reclamation – Foothill Parkway Expansion Title XVI	City Corona, CA – Department of Water and Power
\$325,632	CA Energy Commission – Electric Vehicle Charging Stations	City Corona, CA – Department of Water and Power
\$250,000	CalRecycle – Household Hazardous Waste Facility	City Corona, CA – Department of Water and Power
\$178,263	South Coast MSRC	City Corona, CA – Department of Water and Power
\$147,600	BOR – Feasibility Study of Water Reclamation and Reuse	Hudson Oaks, TX

Unique Experience

- Extensive experience with budget management including preparing and maintaining financial budgets, and providing financial analysis of budget variances with detailed reporting. Identified decisions points for review by college departmental leaders and the VP of Finance and Administration.
- As Regional Operations Manager for the Kansas Department of Commerce (2010 – 2013), managed operations for six workforce centers including two program managers. Built and managed annual local budget of approximately \$2 million through several funding streams. Provided guidance to local employers by leveraging resources of educational, economic development, state, and local resources mainly in the fields of recruitment, retention, and expansion.