

PROPOSAL

City of Carson

Grant Writing Services



RFP NO: 21-017

evan
brooks
associates

Strategic Grant Writing Consultants

NAME OF PROPOSER: Evan Brooks Associates, Inc.

ADDRESS: 2824 E. Foothill Boulevard, Pasadena, CA 91107

TELEPHONE: (626) 799-8011 **FAX:** (888) 421-8798

WEBSITE: www.ebaplanning.com

PROPOSAL DUE DATE: Monday, March 17, 2021

PROPOSAL TIME DUE: 5 PM **SUBMISSION TYPE:** Electronic

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Resumes

SECTION 1.

COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

May 17, 2021

City of Carson
701 E Carson Street
Carson, CA 90745

RE: Proposal for RFP No: 21-017 Professional Grant Writing Services

Dear Evaluation Committee:

Evan Brooks Associates, Inc. (EBA) — a certified disadvantaged, small business enterprise (D/SBE) and a California Corporation — is pleased to present this proposal to secure funding for projects and programs that achieve the City of Carson's goals and vision to create a healthier, resilient, prosperous, sustainable, and safe future for all community members.

Qualifications. Operating as a grant writing firm for more than a decade, EBA has secured **\$2 billion** in grant funding for cities and public agencies throughout the State of California. Our staff has secured funding for a range of grant programs, including, but not limited to: Senate Bill 1 (SB1) and Senate Bill 2 (SB2) programs, Transit and Intercity Rail Capital Program (TIRCP), Better Utilizing Investments to Leverage Development (BUILD), Active Transportation Program (ATP), Highway Safety Improvement Program (HSIP), Federal Transit Authority (FTA) Transit Oriented Development (TOD), Transformative Climate Communities (TCC), Statewide Park Program (SPP), Habitat Conservation Fund (HCF), Urban Forestry, Urban Rivers, Urban Greening, and Jobs Access and Reverse Commute (JARC), to name a few.

Currently, EBA manages a team that includes grant writers, planners, greenhouse gas (GHG) analysts, cost estimators, funding specialists, graphic designers, and geographic information systems (GIS) analysts. Our firm accomplishments are presented below for brevity:

- Established in 2010, EBA has secured **a wide range of funding for city and public agency projects**, including transportation and land use planning grants, housing, parks and recreational programming, urban greening, and stormwater management projects, to name a few.
- From 2014-2015, EBA was the **sole grant advisory and writing team for the Southern California Association of Governments (SCAG)**. Our team trained staff, so they could learn how best to position projects and competitively align them to grant programs.
- From 2016 to 2021, EBA expanded its clientele base from Southern California, including cities in **Los Angeles County, Orange County, and San Diego County**, to Northern California by working with cities in Alameda, Contra Costa, Sacramento, San Joaquin, San Luis Obispo, San Mateo, Yolo, and Shasta County.
- From 2016 to 2022, EBA is part of the **grant writing team for the third largest transportation agency in the nation, the Los Angeles County Metropolitan Transportation Authority (Metro), in which our team has written nearly 50 grant applications**, including State and

Federal grants, such as the ATP, TIRCP, and BUILD. As a result, **our team was able to secure more than \$172 million** for both LA County cities and Metro under various programs and **14 SB1 grant applications for regional projects that will transform LA County's transportation network** leading up to the 2028 Los Angeles Summer Olympics.

- More recently, in 2020-2021, EBA **led the Shasta Regional Transportation Authority's (SRTA) grant writing assistance program**, in which staff was responsible for preparing 8 competitive ATP grants for SRTA and local agencies, including Shasta County, Shasta Lake, Anderson, and Redding.

Process. EBA's proven grant writing process has resulted in a **71% funding rate**. We begin with a comprehensive funding needs analysis, in which our team meets with City department directors and elected officials to identify high-priority projects, programs, and initiatives that require funding. Our team works to identify funding opportunities to meet those needs and prepares compelling grant applications that are sound, technical, and data-driven. City staff works hand-in-hand with our team to provide the necessary data to complete and submit the application on behalf of the City.

General Acknowledgments and Contact. Our team has read, understands, and will comply with all RFP instructions, addendums, and requirements. We are available and willing to enter into an agreement under the terms and conditions prescribed by the RFP, insurance requirements, and in the sample service agreement. Our proposal and costs are valid for 200 days, beginning on the date denoted on this letter. EBA's office location is 2824 E. Foothill Boulevard, Pasadena, CA 91107.

As President-Managing Partner, I am the first point-of-contact for this proposal. Please feel free to contact me via telephone **(626) 799-8011** or via email at **hal@ebaplanning.com**. Daniel Bartelson, Principal, will serve as the project manager and provide day-to-day support. He can be reached at the same number or via email at **daniel@ebaplanning.com**. We look forward to hearing back from your agency.

Best regards,



Mr. Hal Suetsugu
President - Managing Partner
Evan Brooks Associates, Inc.

QUALIFICATIONS AND EXPERIENCE

“To plan is human, to implement, divine.” - Janette Sadik-Khan, Streetfight

STATEMENT OF QUALIFICATIONS

EBA is a place where creativity, passion, and experience converge. We bring together a cohesive and creative group of professionals to assist public agencies in achieving their desired capital program, operations efficiency, and project development goals. Since 2010, we have secured **\$2.14 billion** in private, foundation, local, State, and Federal grant funding for 47 cities and regional planning agencies throughout California.

By infusing grant applications with context-sensitive planning, outreach, and subject matter experts, our team has helped shape communities across California – developing safe, sustainable, and livable communities. While the complexity, locations or communities may vary, our mission to integrate well-planned projects that infuse and solve community concerns remains constant.

GRANT SERVICES

From the initial planning phase through environmental compliance and implementation, we assist our clients by providing a complete range of grant services (shown below).

FIRM

Evan Brooks Associates, Inc.

MAIN CONTACT

Hal Suetusgu, President

Address: 2824 E. Foothill Blvd.
Pasadena, CA 91107

Phone: (626) 799-8011

Email: hal@ebaplanning.com

TYPE OF FIRM

California Corporation
(established 2010)

SPECIAL DESIGNATIONS

Small Business Enterprise (SBE)

Disadvantaged Business
Enterprise (DBE)

WEBSITE

www.ebaplanning.com



GRANT PROGRAM EXPERIENCE

Currently, EBA processes approximately 31 private, foundation, local, State, and Federal grants yearly for our clients. Our portfolio of clients primarily includes cities and regional public agencies. Each client has different goals and objectives. Consequently, we have experience preparing a wide variety of grants, including, but not limited to those listed in **Table 1** below and on the following page.

Table 1. Program Experience (*non-comprehensive*)

PROGRAM	REPRESENTATIVE PROJECTS (NON-COMPREHENSIVE)
Proposition 68	
Statewide Park Program	<ul style="list-style-type: none"> Monrovia: Lucinda Garcia Park Improvement Project La Verne: Teen Community Center
Urban Rivers	<ul style="list-style-type: none"> Pico Rivera: Mines Avenue Flood Control, Stormwater Capture, and Urban Greening
Urban Greening	<ul style="list-style-type: none"> Compton: Alameda-SR91 Urban Greening and Water Reclamation
Green Infrastructure	<ul style="list-style-type: none"> Bellflower: Trabuco Butterfly Garden Covina: Banna Community Park
Fixing America's Surface Transportation Act (FAST)	
Highway Safety Improvement Program (HSIP)	<ul style="list-style-type: none"> La Verne: Signal, Lighting, and Medians at Durward Way Compton: 20 High Capacity Intersection Improvement Grand Terrace: Advanced Speed Warning and Intersection Improvement
Senate Bill 99	
Active Transportation Program (ATP)	<ul style="list-style-type: none"> Stockton: Safe Routes to School Safety and Connectivity Improvements Redding: Turtle Bay to Downtown Gap Completion Project Irwindale: Nonmotorized Design Guidelines and Active Transportation
Senate Bill 1	
Local Partnership Program (LPP)	<ul style="list-style-type: none"> La Cañada Flintridge: Freeway Soundwalls Project Metro: Orange Line Bus Rapid Transit Improvements Project
Solutions for Congested Corridors Program (SCCP)	<ul style="list-style-type: none"> Metro: Airport Connector 96th Street Transit Project
Trade Corridor Enhancement Program (TCEP)	<ul style="list-style-type: none"> Metro: I605/SR 91 Interchange Improvement Metro: America's Global Freight Gateway: Southern California Rail
Sustainable Communities	<ul style="list-style-type: none"> Placentia: Open Spaces and Urban Greening Master Plan Los Angeles County: Slauson Station Area TOC Specific Plan
Other/Misc.	
SB2 Housing Program	<ul style="list-style-type: none"> San Bernardino: Development Code Update and Downtown Specific Plan
Workforce Investment Act (WIA) Grant Program	<ul style="list-style-type: none"> Compton: SummerWorks' Summer Jobs and Beyond- Career Pathways for Youth (CPY)
Better Utilizing Investments to Leverage Development (BUILD)	<ul style="list-style-type: none"> Metro: SR-71 Freeway Conversion Project Compton: Ports Access Connector Project
Open Streets	<ul style="list-style-type: none"> Paramount-Norwalk: Walk, Run, and Play Open Streets Event

Table 1. Program Experience (*non-comprehensive*) - *Cont.*

ADDITIONAL PROGRAMS/EXPERIENCE		
SGC's Transformative Climate Communities	SGC's Affordable Housing and Sustainable Communities	Transit Oriented Development
CalRecycle Rubberized Pavement Grant Program	CalFire Urban and Community Forestry	Prop 1 Storm Water Grant Program
Environmental Enhancement Mitigation Program (EEM)	California ReLeaf Grants	Habitat Conservation Fund
FHWA's Congestion Mitigation and Air Quality (CMAQ)	California HCD's Local Early Action Planning Grant and Parks Grant	USDOJ's COPS Office Grants (Various)
CalOES Local Hazard Mitigation Grants	US Bureau of Reclamation WaterSmart Grant	Measure A Grants
American Recovery and Reinvestment Act (ARRA)	DPH Nutrition Education and Obesity Prevention (NEOP)	Roberti-Z' Berg-Harris Grant
Transit Section 5310 Senior Mobility and 5309 Bus Facility	Job Access and Reverse Commute Program 5316	National Endowment of the Arts Our Town Grant
State Coastal Conservancy Funds	Climate Action Planning Grant	California Air Resources Board Cap and Trade Program

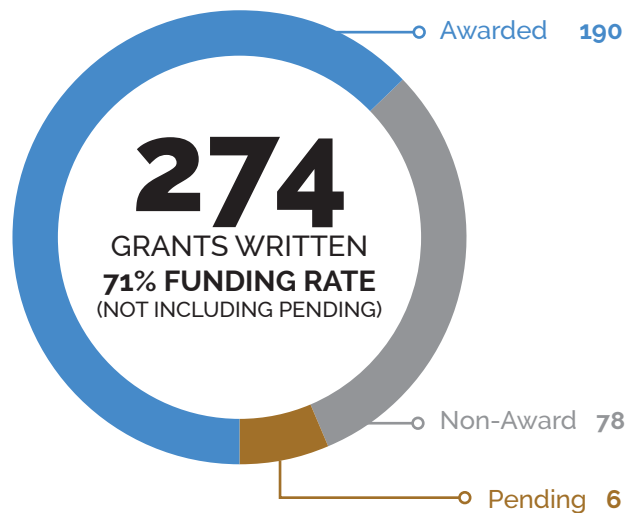
FUNDING RATE

We have a **71% funding rate** (*Figure 1*). While we recognize it may not be as high as other firms, we also do not “cherry pick” specific projects that we know are going to score well to maintain our own record. Rather, we advise our clients on which of their projects are best suited for each program and provide all the facts up-front. We leave it up to the client to make the “go” or “no-go” decision on whether to pursue the grant.

Having written hundreds of grant applications, we are confident in our capabilities to prepare applications for projects that may not be as competitive because we have a nuanced understanding of the way certain variables, including (i) location, (ii) complexity, and (iii) project type, influence a project proposal's ability to score well. This allows us to provide suggestions to enhance projects in order to increase the chance of funding.

Our team will use all of our resources to strengthen the final proposal because we recognize our name and reputation is also on the line.

Figure 2. Funding Rate



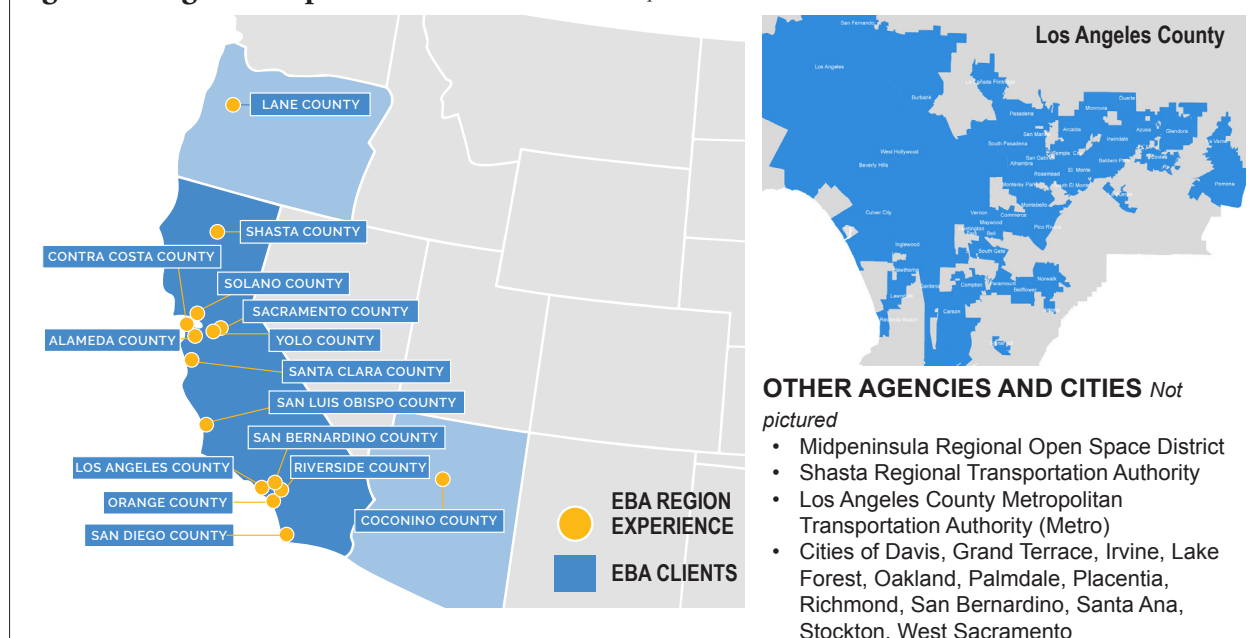
EXPERIENCE

Our firm has secured more than \$2 billion, summarized in **Table 2**, and worked with 71 public agencies (**Figure 2**) throughout the West Coast on applications, funding assistance and planning.

Table 2. Total Grant Funding Secured by Funding Agency

FUNDING AGENCY	TOTAL SECURED
Air Quality Management District	\$3,996,980
California Department of Forestry and Fire Protection	\$580,952
California Department of Housing and Community Development	\$5,921,622
California Department of Parks and Recreation	\$887,522
California Department of Resources Recycling and Recovery	\$826,017
California Department of Transportation	\$127,801,818
California Natural Resources Agency	\$3,569,746
California State Transportation Agency	\$1,195,550,000
California Transportation Commission	\$703,600,000
Federal Transit Authority	\$2,040,274
Metropolitan Transportation Authority	\$97,653,268
Metropolitan Transportation Commission	\$151,000
San Joaquin County of Governments	\$5,063,000
Santa Clara County Parks	\$322,750
Southern California Association of Governments	\$1,167,500
Strategic Growth Council	\$1,351,541
Rivers and Mountains Conservancy	\$1,000,000
Wildlife Conservation Board	\$5,000,000
TOTAL SECURED	\$2,156,483,990

Figure 2. Regional Experience and Clients *Non-comprehensive*



Compton Grant Writing and Funds Management

📅 2015- Current
👤 City of Compton

💰 \$100,000/year

EBA has secured a total of \$31.9 million in grant funding for the City of Compton for various projects, including, but not limited to:

- California Natural Resources Agency's **Urban Greening** grant for tree planting, water reclamation and a pocket park near Alameda and SR-91 (\$1.2 million)
- California Department of Fire **Urban Forestry** grant (\$580,952)
- Metro **Call for Projects** for Central Avenue commuter bikeway (\$1 million)
- Metro **Wayfinding Signage** grant for the Blue Line (\$76,750),
- Caltrans' **Systemic Safety Analysis Reporting Program** grant for fatality and severe injury report (\$247,500).



PROJECT HIGHLIGHTS

- » Grant Writing
- » Funds Management
- » Grant Compliance
- » Contact: John Strickland, Project Manager, jstrickland@comptoncity.org

STAFFING

Daniel Bartelson (Project Manager)
Writers (Hal Suetsugu, Kevin Nord)
Mengci Yang (Funds Management and Cost Estimator)

Baldwin Park Grant Writing and Funding Obligation

📅 2011- Current, completed on schedule and within budget
👤 City of Baldwin Park

EBA has secured a total of \$18.4 million in grant funding for the City of Baldwin Park since 2013 for various projects, including, but not limited to:

- **South Coast Air Quality Management District** grant for electric vehicle charging stations and CNG refueling (\$733,000)
- California **Strategic Growth Council** for health and sustainability element preparation and outreach (\$368,000)
- Caltrans' **ATP** for complete streets improvements (\$4.6 million)
- Caltrans' **HSIP** for road safety improvements (\$345,000)
- FTA's **Safe Routes to School Program** for sidewalks and bicycle lanes (\$1.45 million),



PROJECT HIGHLIGHTS

- » Grant Writing
- » Funds Management
- » Grant Compliance
- » Contact: Sam Gutierrez, Director of Public Works Email: sgutierrez@baldwinpark.com
Phone: (626) 960-4011, Ext: 460

STAFFING

Hal Suetsugu (Project Manager),
Writers (Daniel Bartelson, Kevin Nord)
Jorge Zarza (GIS Mapping)

In addition to grant writing, EBA has provided project management and community outreach services for a range of projects, including overseeing construction and grant compliance for the Downtown Metrolink Transit Structure and, more recently, preparing a feasibility study for the City's new trolley/commuter shuttle.

La Verne On-Call Grant Writing

📅 2013-Current, on schedule and on budget
👤 City of La Verne

EBA has secured more than \$5.7 million in grant funds for the City, including, but not limited to:

- Caltrans **HSIP** (\$1.9 million) for streetscape protection enhancements, signals, lighting, and median installation
- Caltrans **ATP** (\$1.5 million) to close gaps in the city's bicycle lanes
- MSRC's Local Match Government Program (\$365,000) for new CNG Fueling stations
- FTA's BSEP for bus stop improvements at selected sites.

More recently, EBA submitted the following application, which is under review by the funding agency:

- **Statewide Park Program** (\$10 million) for a new teen and recreational center.

EBA provides the City of La Verne with funding opportunities by actively monitoring for new and upcoming funding opportunities that are in line with the City's current capital improvement program.



★ PROJECT HIGHLIGHTS

- » Grant Writing
- » Funds Management
- » Grant Compliance
- » Contact: Anthony Ciotti, Interim Public Works Director Email: aciotti@cityoflaverne.org Phone: (909) 596-8741

STAFFING

Daniel Bartelson (Project Manager)
Hal Suetsugu (Project Director)
Writers (Kevin Nord, Jenna Tourje, Lindsey Kiner, John Gahbauer)
Jorge Zarza (GIS Mapping)

San Fernando As-Needed Grant Writing and Funds Management

📅 2013-2018, on schedule and on budget
👤 City of Fernando

EBA has secured \$4.9 million for the City. This includes, but is not limited to: Caltrans HSIP (\$2.5 million), California **HCD Parks Program** (\$176,550), and CalRecycle Rubberized Pavement Program (\$97,846). Most recently, EBA secured an **Open Streets** grant application. The \$150,000 grant allowed the City to host a citywide event that turned 4 miles of City streets, 27 signalized intersections, and 2 Metrolink rail grade crossings into an urban car-free playground. The event had five zones to explore and included physical challenges, an art walk, and live performances. EBA has also managed State and Federal funds and worked with Caltrans to save de-obligated funding for the installation of crosswalks.



★ PROJECT HIGHLIGHTS

- » Grant Monitoring/Writing/Compliance
- » Contact: Chris Marcarello, Former Public Works Dir. Email: CMarcarello@covinaca.gov Phone: (626) 384-5400

STAFFING

Daniel Bartelson (Project Manager)
Grant Writers (All)
GIS Mapping (Jorge Zarza)
Mengci Yang (Cost Estimator)

”

“It is challenging to find good grant writers...sometimes we end up doing most of the work...or telling them how to do it. Your firm is great at grant writing and we really appreciate all your efforts.”

- Maria Carrillo, Principal Analyst, City of Pico Rivera

Pico Rivera On-Call Grant Writing

📅 2015-Current, on schedule and within budget
👤 City of Pico Rivera

EBA has secured \$6 million for the City of Pico Rivera, including, but not limited to:

- **Transit Oriented Development Planning** grant for the development of a TOD plan (\$390,000)
- **FTA Jobs Access and Reverse Commute Program** (\$680,000) to extend operating hours of its local shuttle services
- Caltrans **HSIP** for emergency vehicle preemption systems to allow fire, police and safety to control signals at intersections during emergencies (\$853,1000),
- California Natural Resources Agency's **Urban Rivers** grant to install water saving mechanisms through green infrastructure in medians along Mines Avenue and adjacent areas. (\$1.8m)

Several of these funded projects support the City's goal to create a sustainable future for its residents.



★ PROJECT HIGHLIGHTS

- » Grant Management/Writing/Grant Compliance
- » Contact: Maria Carrillo, Principal Analyst, Email: MCarrillo@pico-rivera.org Phone: (562) 801-4343

STAFFING

Hal Suetsugu (Project Manager)
Writers (Daniel Bartelson, Kevin Nord, Lindsey Kiner)
Mengci Yang (Cost Estimator)

Grand Terrace On-Call Grant Writing and Funds Management

📅 2017-Current 👤 City of Grand Terrace

Located in San Bernardino County, the City of Grand Terrace is primarily a bedroom community and boasts one of the highest median incomes in the Inland Empire. In providing the City with on-call grant writing, EBA has written 4 grants (3 of which were funded) totaling \$1.2 million, which include:

- California Parks and Recreation's **Habitat Conservation Fund** for a Trail and Trailhead Development at Blue Mountain (\$212,522)
- Caltrans' **HSIP** for Advanced Speed Warning and Intersection Improvements (\$435,700)
- Caltrans' **HSIP** for Intersection Safety Improvements (\$793,800)

EBA also prepared and submitted a concept proposal for slope stabilization along Mt. Vernon Avenue. The concept proposal was submitted to the **FEMA Hazard Mitigation Grant Program**. The proposal was successful and FEMA is now requesting a full application.



★ PROJECT HIGHLIGHTS

- » Grant Writing
- » Funds Management
- » Grant Compliance
- » Contact: G. Harold Duffey, City Manager; Email: hduffey@grandterrace-ca.gov Phone: (909) 824-6621 x 240

STAFFING

Daniel Bartelson (Project Manager)
Writers (Hal Suetsugu, Kevin Nord)
Mengci Yang (Funds Management and Cost Estimator)

REFERENCES

In addition to references provided for project experience, references of Evan Brooks Associates' include those listed on this page. Dollar value of contracts are omitted because we typically submit quotes for client approval prior to preparing grant applications.

City of Burbank

Grant Writing, Planning, Funds Management
October, 2017 – Current
Fred Ramirez, Assistant Community Development Director
818.238.5273 | framirez@burbankca.gov

City of Compton

Project Management, Outreach, GIS, Traffic Engineering, Transportation Planning, Funds Management, Grant Writing
August, 2013 – Current
John Strickland, Project Manager
(310) 605-5505 | jstrickland@comptoncity.org

City of El Monte

Project Management, Outreach, Transportation Planning, Funds Management, Grant Writing
January 2012 – January 2017
Cesar Roldan, Senior Engineer (former) 323-584-6274 | croidan@hpca.gov

City of Grand Terrace

Grant Writing, Funds Management
July, 2016 – Current
G.Harold Duffey, City Manager
909.824.6621 | Hduffey@grandterrace-ca.gov

City of La Verne

Grant Writing, Funds Management, Public Outreach
January, 2012 – Current
Dan Keeseey, PE, Public Works Director
909.596.8741 | dkeeseey@ci.laverne.ca.us

City of Monrovia

Grant Writing, Public Outreach
February, 2019 – Current
Tina Cherry, Community Services Director
626.256.8226 | tcherry@ci.monrovia.ca.us

City of Manhattan Beach

Funds Management
August, 2019 - Current
Leah Portman, Management Analyst
310.802.5309 | lportman@citymb.info

City of Pasadena

Planning, Grant Writing
February, 2018 – Current
Donson Liu, T.E., Associate Transportation Engineer
626.744.7672 | dliu@cityofpasadena.net

City of Pismo Beach

Grant Writing, Funds Management
March, 2015 – May, 2015
Chad Stoehr, Engineer
805.779.1201 | CStoehr@pismobeach.org

City of San Fernando

Grant Writing, Funds Management, Public Outreach, Planning
March, 2015 – May, 2015
Chris Marcarello, Former Public Works | 626.384.5400 | CMarcarello@covinaca.gov

City of Stockton

Grant Writing, Planning
June 2018 – Current
Wes Johnson, Project Manager
209.937.8088 | wes.johnson@stocktonca.gov

California Department of Conservation

Public Outreach, Graphic Design
April 2019 – Current
Sarah Rubin, Outreach and Engagement Coordinator
916.214.5731 | sarah.rubin@conservation.ca.gov

Los Angeles County Metropolitan Transportation Authority (Metro)

Planning, Grant Writing, Funds Management
June 2016 – Current
Melani Smith, Senior Director
213.922.7276 | smithm8@metro.net

Midpeninsula Regional Open Space District (Midpen)

Grant Writing
October, 2019 – Current
Deborah Hirst, Grants Manager
650.625.6507 | dhirst@openspace.org

KEY PERSONNEL

ORGANIZATION CHART/LIST OF PERSONNEL

To successfully deliver grant writing applications, a fully integrated team has been assembled for this effort. The following organizational chart provides an outline of the management structure and staff allocation for the key task areas. The organizational chart lists the Project Manager, QA/QC lead, and proposed support staff members. Team personnel who will actually be assigned to perform substantial amounts of the work on this project are denoted with a key symbol by their name (🔑).

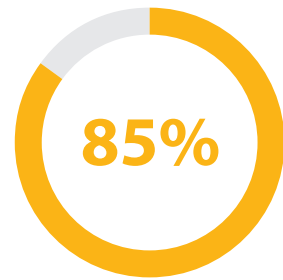
All members will work from our local Pasadena office or remotely from their nearby home addresses, with the exception of northern California residents, including Lindsey Kiner, Doug Kim, and John Gahbauer.

City of Carson		Anticipated % of Time on Contract
MANAGEMENT	Project Manager 🔑 Daniel Bartelson, MBA, MPA	100%
	Quality Assurance and Control (QA/QC) 🔑 Hal Suetsugu	
GRANT WRITERS	Grant Application Development 🔑 Kevin Nord, MA 🔑 Jenna Tourjé, AICP, IAP Lindsey R. Kiner, AICP Doug Kim, AICP John Gahbauer, MPP, MBA Monica Villalobos, PhD, MRP	75%, but grant writers are assigned upon writer's field of expertise and success within that grant program. The City will likely work with key staff indicated by the 🔑.
SUPPORT	Funding/BCA Analysis 🔑 Mengci Yang Terry Matsumoto	50%-0%. Support staff is involved as-needed to prepare required grant application materials and support other functions, such as monthly reporting and grant research.
	GIS Jorge Zarza	
	Urban Designer Larry Onaga	
	Photography Amanda Pedroza	
	Grants Research Will Imperial	

PROJECT TEAM QUALIFICATIONS

Project Director Qualifications

Being EBA's founder, **Hal Suetsugu** (EBA) has more than 30 years' experience grant writing for transit, active transportation, and urban planning projects. Hal has coordinated the development of multi-jurisdictional, multi-purpose projects between municipal agencies and the community, all on schedule and within budget. Hal has worked with more than 23 cities in preparing and securing grant applications worth more than \$122 million. He has administered regional, State, and Federal grant awarded funds, managed transportation planning projects, sustained interagency coordination with several agencies (i.e., Caltrans, CTC, CNRA, FHWA, FTA, and SCAG), and supervised technical and administrative staff.



**Hal's approximate
success rate obtaining
grants**

Having served as Metro's former State/Federal Funding Program Coordinator, Board of Directors Transportation Deputy, and Transportation Planning Manager, Hal has first-hand knowledge of programming funds, funding opportunities, and eligibility strategies relative to grant acquisitions and funds management. He will provide oversight of all grant applications, assist the City in managing grant funds, and provide as-needed assistance/advice relative to programming of funds.

Project Manager Qualifications

Daniel Bartelson, MPA, MBA will serve as the team's Project Manager. Daniel has more than 16 years of experience leading complex, multijurisdictional grant projects that require inclusionary buy-in from multiple stakeholders. He has extensive experience with managing similar bench and on-call contracts across the State, including San Diego Association of Governments (SANDAG), Shasta Regional Transportation Agency (SRTA), Midpeninsula Regional Open Space District (Midpen) and the cities of Manhattan Beach, Pismo Beach, La Verne, West Sacramento, Oakland, Stockton, and Paramount, to name a few. As manager of these contracts, Daniel has been responsible for contract management, change management, QA/QC, resource allocation, conflict resolution, scoping, budgeting, scheduling, risk analysis, and negotiations. Daniel's public-sector career spans more than a decade and includes serving the cities of West Hollywood, South Pasadena, Lawndale, and Signal Hill. His relevant experience includes, but is not limited to:

- ✓ California Transportation Commission's Local Partnership Program, Trade Corridor Enhancement Program, and Solutions for Congested Corridors - Secured more than \$700 million
- ✓ California Natural Resources Agency's Urban Rivers Grant Program, secured \$1.8 million for the City of Pico Rivera, CA
- ✓ CalFire Urban and Community Forestry California Climate Investments Grant, secured \$5 million for the City of Compton, CA

RESUMES

Resumes for all key staff are included in the Appendix. Substitution of key personnel, to include project manager and lead staff, will not occur without prior written approval by City.

APPROACH

Fundamentally, this contract is about improving the quality of life for City of Carson (City) residents and visitors. By increasing available City funding to pay for community-supported projects and programs, community members will be able to enjoy things they want, like increased mobility via better designed streets that benefit all users (e.g., motorists, pedestrians, bicyclists, and transit-users); better community connections centered around public health initiatives; expanding recreational opportunities; more strategic housing projects and planning efforts that provide inclusive housing solutions; more public art; and sustainable development that protects Carson's environment for future generations to come. Via this contract, the City has a profound opportunity to meet its goals and objectives to its constituents by selecting one or multiple consultants that are committed to help secure grant funding for the City to make its projects and programs a reality.

Through this on-call contract, the City seeks to aggressively pursue all types of grant funding in an inter-departmental manner. Anticipated grant pursuits include those at all levels of government, as well as grants offered to municipal governments from the private and nonprofit sector.

The City is aware that a robust grant-making

environment exists, especially at the State level, such as SB1 (Road Repair and Accountability Act of 2017); Proposition 68 (California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018); Caltrans' ATP, HSIP, and Sustainable Communities, California Climate Investments (i.e., AB 32 Cap-and-Trade funding), Affordable Housing and Sustainable Communities (AHSC), and Prop 84's Urban Greening and Urban Rivers. These grant programs largely fund projects involving transportation and sustainable communities; clean energy and energy efficiency; and natural resources and waste diversion. All programs are prime opportunities to further the City's goals.

METHODOLOGY/APPROACH

Our team is committed to ensuring the success of this on-call contract. We have learned from our previous experiences (*Table 3*) and understand that this is a deadline-driven, resource-intensive contract, which requires detail-oriented review and expert level technical support. As such, we will provide all services requested, including, but not limited to:

- Match grants to City endeavors utilizing **grant databases** (e.g., Foundation Directory Online, GrantStation, Grant Finder, eCivis, Grants.gov, CA.gov/grants, and Google

Table 3. Lessons Learned

Lessons Learned

Rank and score proposed projects based on evaluation criteria and past projects funded under the grant program before preparing a full application. This exercise will allow you to save resources by only preparing applications with high funding potential.

Utilize independent quality assurance/quality control protocols. A siloed approach will ensure every application is double, even triple checked before submittal.

Maintain an online folder to share and house all information (e.g., Dropbox).

Develop naming conventions for files to ease workflow.

Test submission portals in advance and submit early.

Alerts);

- Identify, in collaboration with the City, which grants to pursue by involving staff in the decision making process.
- Prepare well-written grants by **assigning writers with the appropriate expertise** and with a high success rate for the grant program,
- Filter applications through stringent and independent internal quality assurance and control measures; and
- Bring together appropriate stakeholders and **utilize existing relationships with State and Federal agency staff and their directives** throughout the grant development process.
- Seek to understand City goals, finances, and stakeholder relationships and work to support and strengthen all of them

Being on several on-call grant writing contracts throughout the State, our team finds it best to work hand-in-hand with City staff to determine which grants to pursue.

PROCEDURE FOR IDENTIFYING GRANTS AND PREPARING GRANTS

As outlined in this section, EBA will provide all grant research, preparation, writing, and submittal services for the City, while providing monthly/annual updates.

In order to determine which grant types to pursue, Project Manager, Daniel, and experts including Hal, and Kevin, will attend the City's project kick-off meeting. The meeting will be a time to discuss the entire understanding of the scope of work required, objectives/vision/goals, project management procedures, as well as issue mitigation and protocols. The meeting will include: team introductions; establishment of communication protocols and file sharing sites; information collection; key stakeholder's identification (e.g. nonprofits, school district,

etc.); identify point of contacts for each City department; identify and discuss current projects/needs; identify and discuss proposed future projects/needs; identify current funding sources; and discuss goals and objectives (e.g. City expectations).

Using our collected information from the kick-off meeting, we will prepare a draft Funding Needs Analysis report. The report will include: (1) the dollar amount of additional funding needed to implement individual projects, (2) prioritization of proposed future projects based on existing project budgets and funding levels, and (3) identification of several grants that align with City projects/needs. We understand most cities prefers grants with no match requirements; however, we do not want to limit options. Therefore, our report will also identify current funding sources (excluding general funds) that can be used for grants that require local match. The report will allow the City to ensure we are on the correct path and help us determine which grant programs best suit your needs.

Utilizing the Funding Needs Analysis report, we will prepare and submit monthly, customized Grant Opportunities Reports (GORs). The GOR identifies potential funding opportunities, including but not limited to Federal, State, local, foundation, and private grants that can be used to fund and implement City projects. The GOR will provide crucial information on the viability of each grant in relation to the time and resources required to pursue and manage it. As available and pertinent, the GOR will include the following information:

- » Funding agency
- » General program/agency requirements
- » Total funding availability
- » Funding years

- » Maximum project funding amount
- » Local match requirements (preferably grants with no match)
- » Release date of grant applications
- » Grant application due date
- » Examples of projects previously funded by the program

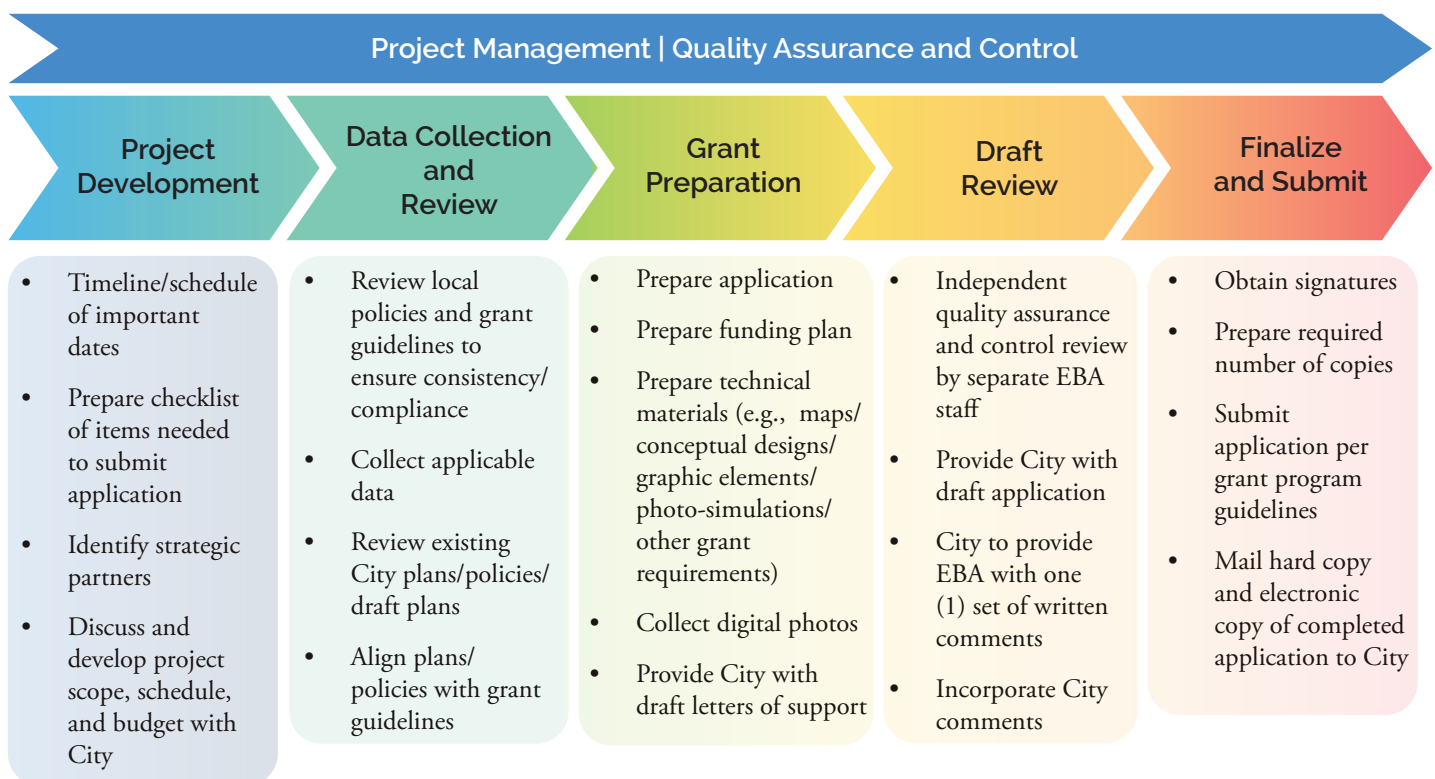
Ensuring the City is aware of opportunities early (preferably before the RFP is released) is critical to the development of competitive applications that get funded. Therefore, in addition to grant reporting, we will present City staff with viable grant opportunities by email or telephone as grants become available. EBA will also be available to attend as-needed meetings, via teleconference, or in-person as requested by the City to discuss new grant needs that arise and to debrief the City regarding application status, budget, materials and data, to introduce fresh

ideas and new perspectives, and address any potential issues.

After reviewing the GOR and listening to our recommendations, the City will need to tell us which grants they are most interested in pursuing. We will review the application and provide a checklist of requirements, schedule, and a notice to proceed document that will be submitted for City approval prior to proceeding with preparing the grant. The checklist and schedule will help the City identify what and when we need items from the City. If the City agrees it can obtain the required documents, the City will provide approval to move forward with the grant development process shown in **Figure 3** below. As each grant is different, this process may be modified. Modifications will be detailed in the checklist and schedule submitted to the City for that particular grant.

Upon a notice to proceed with a grant, EBA staff members will each be assigned a specific role and concurrently work on deliverables.

Figure 3. EBA's Grant Application Development and Submittal Process



CITY STAFF REQUIREMENTS

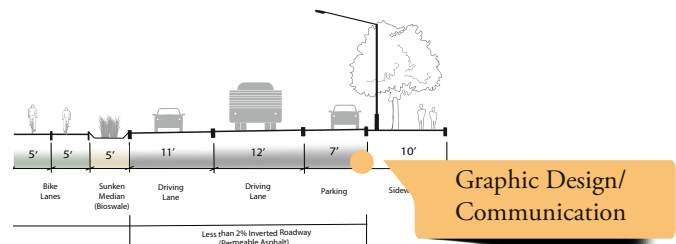
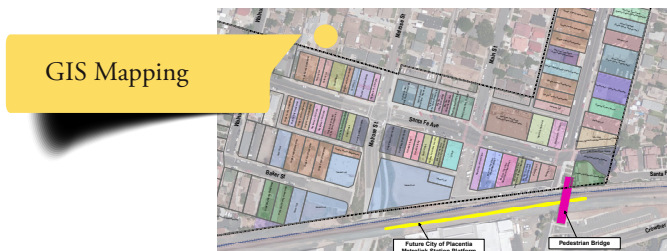
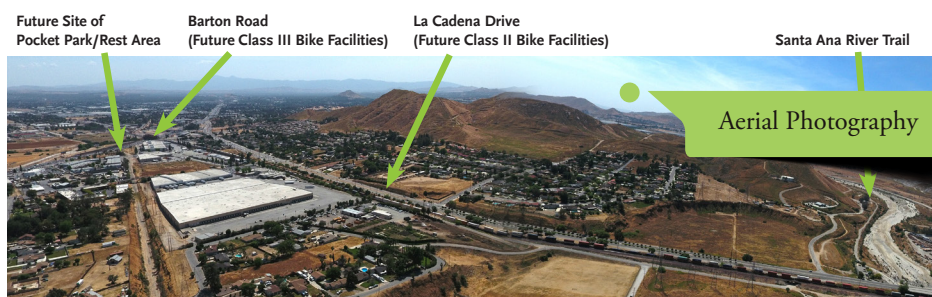
With several associates being former municipal employees, we understand City staff has many duties and responsibilities. Therefore, City staff time will largely consist of being responsible for deciding whether to pursue a grant opportunity that we think will benefit the community. A checklist of items that the City will be required to provide to our team will be provided at the onset of the grant development process. Typically, the checklist will include things that the City is best equipped to assist our team with, such as:

- ✓ Executing Signature Pages
- ✓ Identifying Organizations for Support Letters
- ✓ Obtaining Approved Resolutions
- ✓ Providing City Comments on draft grant applications
- ✓ Sharing Stakeholder Contacts
- ✓ Providing proof of financial stability and other required materials and/or information that cannot be publicly obtained

ADDITIONAL SERVICES

Our team will seek to maximize grant application competitiveness by applying lessons learned and mobilizing expertise to develop data-driven, quality-controlled, highly-competitive grant applications. This means that we plan to go above and beyond by providing more than just grant writing services. We have the skills to prepare underlying elements that demonstrate to the funding agency a project's readiness, regional connectivity, and vision. These elements include, but are not limited to:

- **Geographic information systems (GIS) mapping** highlights crucial data such as demographic composition, public health attributes, transportation infrastructure, land use, crash/safety issues, and other relevant information. Maps also reveal patterns and can help to identify problem areas.
- **Conceptual drawings and photosimulations** show a project's vision and excites evaluators, providing a glimpse into the completed project.
- **Public outreach** illustrates the community's needs and desire on a personal level, providing real public concerns/comments expressed.
- **Aerial and ground-level photographs** show regional connectivity and demonstrates a project's need.



CLIENT SATISFACTION

In our efforts to improve our services, we have implemented customer satisfaction (CSAT) surveys. Upon completion of contracts, we urge our clients to provide honest and open feedback by completing our CSAT surveys. For brevity, some of our recent responses are provided below.



"I wanted to take this opportunity to thank you for all your time and efforts. The **high level of care** that you placed in projects research, regular communications and **preparing quality applications** have been notable. So I would like to express our appreciation of your work."

- HEBA EL-GUINDY, City Traffic Engineer, City of Stockton



"Thank you for your very hard work and expertise composing the grant responses and materials, obtaining the pictures, maps and all the necessary background information as well as putting the grant applications together and pushing us to ensure they were submitted on time."

- LILLIAN BURKENHEIM SILVER, Director of Planning and Economic Development, Eco-Rapid Transit



"Evan Brooks Associates **has consistently gone above and beyond to ensure our needs are met**, while delivering real results in the process. EBA has taken the time to understand our City, our goals and our vision. As a result, **they have offered new, creative solutions and funding opportunities** that align with our City's projects and objectives. They stay within budget and are always very attentive."

- GLEN KAU, PE, Public Works Director (former), City of Compton



"Evan Brooks Associates is **attentive, responsive, and is always willing to write grant applications on short notice**. They are our "go-to" firm when it comes to meeting short deadlines for grants because we know they can get it done and provide results in the form of awarded grants."

- CESAR ROLDAN, Senior Management Analyst, City of El Monte, CA



"I appreciate that they are **always available and highly knowledgeable...** They always stay in communication with us, provide flexibility, and simplify the complex (and sometimes challenging) grant applications with ease. They also **consistently meet our deadlines** to review applications before they submit them to the funding agency."

- DANIEL W. KEESEY, Director of Public Works, City of La Verne

SECTION 2.

SUBCONTRACTOR LIST

SUBCONTRACTOR LIST

Evan Brooks Associates (EBA) is not including subconsultants.

SECTION 3.

COST PROPOSAL

COST PROPOSAL

MONTHLY RETAINER

Evan Brooks Associates (EBA) proposes a monthly retainer. The first month will include a kick-off meeting and funding needs analysis to gain a thorough insight into the City's goals, projects, and priorities. Subsequent months will be used to identify, evaluate, present, and secure grants the City wishes to pursue. Monthly and yearly reports will also be provided. The following table provides a breakdown of the firm's monthly retainer and total cost for consulting work.

Monthly Retainer

TASKS	MONTH 1 (JUNE 2021)	MONTHS 2-30 (JULY 2021-DEC 2023)
Funding Needs Analysis/Kick-off Meeting	\$1,480	-
Grant Funding Research/ Funding Opportunities Advisement	-	\$352
Grant Writing*	-	\$1,700
Monthly and Yearly Summary Reports/ As- Requested Weekly Reports	-	\$532
MONTHLY COST	\$1,480	\$2,584
YEAR 1 TOTAL COST (June 2021-Dec 2021)		\$16,984
YEAR 2 TOTAL COST (Jan 2022-Dec 2022)		\$31,008
YEAR 3 TOTAL COST (Jan 2023-Dec 2023)		\$31,008
TOTAL 3-YEAR COST		\$79,000

** Grants the City wishes to pursue will be reviewed based on level of effort and resources required to prepare the application and negotiated utilizing the following chart.*

Level of Difficulty

LEVEL OF DIFFICULTY	DESCRIPTION	EST. # OF GRANTS INCLUDED IN RETAINER	EXAMPLES
Simple	Application can be accomplished with minimal effort/allocation of internal resources (1-20 hours to develop)	4-5 grants/year	CalRecycle, LEAP/ REAP, SB2
Medium	Application will take substantial amount of resources and might require outside assistance (20-70 hours to develop)	2-3 grants/year	SCAG, Caltrans Sustainability, CalFire, HSIP, ATP, Urban Greening, Urban Rivers
Complex	Very competitive opportunity with small success rate and intensive grant development and positioning (70+ hours to develop)	1-2 grants/year	BUILD/RAISE, LPP, SCCP, TIRCP, SPP, AHSC, Local Hazard Mitigation, EDA-related grants

ADDITIONAL REQUESTS AND SERVICES

HOURLY RATES

For any other services or requests outside of the City's scope of work, Evan Brooks Associates (EBA) will provide the City with a service quote that contains a "Not-to-Exceed" amount to prepare the application. The quote will be sent to the City for approval prior to beginning work. The quote will include costs for time and materials according to the following hourly rate chart:

Labor Categories	2021 Hourly Rates	2022 Hourly Rates	2023 Hourly Rates
President-Managing Partner	\$210	\$210	\$220
Project Manager	\$190	\$190	\$200
Grants Manager			
Outreach Manager	\$150	\$160	\$160
Project Planner			
Grant Writer			
GIS Mapping/Cartographer	\$125	\$130	\$135
Associate Planner			
Research/Funds Analyst	\$95	\$100	\$110
Graphics /Mapping	\$90	\$100	\$100
Administrative Support	\$75	\$85	\$85

SECTION 4.

CLIENT REFERENCE LIST

CLIENT REFERENCE LIST

In order to more fully evaluate your background and experience for the project herein proposed, it is requested that you submit a list of references and/or similar projects completed or in progress within the last 24 months or as noted in the requirements of the RFP or IFB. Your cooperation in this matter is greatly appreciated.

Company Name: Evan Brooks Associates, Inc.

Number of years as a contractor in the work of this type: 10

Three projects/clients references for this type of work:

Client Name City of Compton
 Address 205 S Willowbrook Ave, Compton, CA 90220
 Contact Name John Strickland Contact Email jstrickland@comptoncity.org
 Contact Phone Number (310) 605-5505
 Project Description Grants Acquisitions, Federal/State Obligations, & Funds Administration
 Project Start Date 2015 Project End Date Current
 Project Amount: \$200,000 (2019-2022)

Client Name City of Baldwin Park
 Address 14403 Pacific Ave, Baldwin Park, CA 91706
 Contact Name Sam Gutierrez Contact Email sgutierrez@baldwinpark.com
 Contact Phone Number (626) 960-4011, Ext: 460
 Project Description Grants Acquisitions, Project Management, & Funds Administration
 Project Start Date 2011 Project End Date Current
 Project Amount: Hourly Rates

Client Name City of La Verne
 Address 3660 D St, La Verne, CA 91750
 Contact Name Anthony Ciotti Contact Email aciotti@cityoflaverne.org

Contact Phone Number (909) 596-8741

Project Description Grants Acquisitions & Funds Administration

Project Start Date 2013

Project End Date Current

Project Amount: Hourly Rates

Bidder's Signature  _____

NOTE: If requested by the City, the bidder shall furnish a certified financial statement, references, and other information sufficiently comprehensive to permit an appraisal of his current financial condition.

SECTION 5.

MODIFICATION, CHANGES OR
EXCEPTIONS TO THE CITY AGREEMENT
TEMPLATE

MODIFICATION, CHANGES OR EXCEPTIONS TO THE CITY AGREEMENT TEMPLATE

Evan Brooks Associates (EBA) accepts all contract and conditional terms as outlined and described in the RFP sample agreement. EBA also accepts all RFP, addendum, and questions/answers issued as of May 17.

SECTION 6.

AFFIDAVIT OF NON-COLLUSION AND
NON-DISCRIMINATION

CITY OF CARSON
AFFIDAVIT OF NON-COLLUSION AND NON-DISCRIMINATION


I hereby swear (or affirm) under the penalty of perjury:

That the attached proposal or bid has been arrived at by the responder independently and has been submitted without collusion with and without any agreement, understanding, or planned common course of action with any other firm or entity designed to limit fair and open competition;

That the contents of the proposal or bid response have not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder and will not be communicated to any such persons prior to the official opening of the solicitation responses; and

The proposer/bidder does not and shall not discriminate, will provide equal employment practices, and will adhere to an affirmative action program to ensure that in their employment practices, persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.

I certify that the statements in this affidavit are true and accurate.



Signature
Hal Suetsugu

May 17, 2021

Date

President-Managing Partner

Printed Name

Title

2019.05.08sh

SECTION 7.

FEDERAL LOBBYIST REQUIREMENTS

FEDERAL LOBBYIST REQUIREMENTS CERTIFICATION

Name of Firm: Evan Brooks Associates, Inc. Date: May 17, 2021

Address: 2824 E. Foothill Blvd., Pasadena, CA 91107

State: CA Zip Code: 91107 Phone No.: (626) 799-8011

Acting on behalf of the above-named firm, as its Authorized Official, I certify as follows:

1. No Federal appropriated funds have been paid, by or on behalf of the above named firm to any person for influencing or attempting to influence an officer or employee of any 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 and Federal grant, loan or cooperative agreement, and any extension, continuation, renewal, amendment, or modification thereof, and;


2. If any funds other than Federal appropriated funds have paid or will be paid to any person for influencing or attempting to influence an officer or employee or any 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, or cooperative agreement, the above named firm shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions, and:

3. The above-named firm shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreement) and that all sub-recipients shall certify and disclose accordingly.

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 the 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.

Authorized Official:

Name: Hal Suetsugu Title: President-Managing Partner

Signature:  Date: May 17, 2021

SECTION 8.

DEBARMENT AND SUSPENSION
CERTIFICATE

DEBARMENT AND SUSPENSION CERTIFICATION

Name of Firm: Evan Brooks Associates

Acting on behalf of the above-named firm ("Consultant"), as its Authorized Official, I, the undersigned, certify as follows:

I am a duly authorized representative of ("Consultant"). Consultant certifies, to the best of its knowledge and belief, that Consultant, including its principals:

Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency, and not does not have a proposed debarment pending;

Has not within the three-year period preceding this certification been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction, contract, or subcontract under a public transaction; for violation of federal or state antitrust statutes; or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2) above; and

Has not within the three-year period preceding this certification had one or more public transactions (federal, state or local) terminated for cause or default.

Consultant further certifies that Consultant, including its principals, is not listed on the government-wide exclusions in the System for Award Management.

Consultant acknowledges that falsely providing this certification may result in criminal prosecution or administrative sanctions, and that this certification is a required component of all proposals in response to this RFP/IFB.

A proposal that does not include a completed and signed version of this certification will be deemed incomplete and materially nonresponsive, and will not be considered.

CONSULTANT

By: Hal Suetsugu

Title: President-Managing Partner

Date: May 17, 2021



SECTION 9.

CERTIFICATE OF COMPLIANCE WITH
LABOR CODE SECTION 3700

CERTIFICATE OF COMPLIANCE WITH LABOR CODE SECTION 3700

Per RFP, this form is “Required if Applicable.” No form was provided on Planetbids nor within the RFP document.

SECTION 10.

BID SECURITY

BID SECURITY

Per RFP, this form is “Required if Applicable.” No form was provided on Planetbids nor within the RFP document.

APPENDIX 1.

RESUMES

DANIEL BARTELSON, MPA, MBA

Project Manager

Daniel Bartelson has more than 16 years of experience leading complex, multi-jurisdictional active transportation and grant projects that require inclusionary buy-in from multiple stakeholders. He has served as the Project Manager on various contracts with cities and regional agencies, such as the LA County Metropolitan Transportation Authority (Metro), including Metro's Rail to Rail/River Active Transportation Corridor Project Alternative Analysis - Segment B and as firm lead on Metro's Grant Application Assistance Project. Daniel is intimately familiar with all aspects of municipal transportation projects, planning practices, grants acquisition strategies, and project management processes. Prior to joining EBA, Daniel served his career in the public sector, serving cities in various capacities, including Deputy City Manager, for the cities of West Hollywood, South Pasadena, Lawndale, and Signal Hill.

EDUCATION

- » Master of Public Administration (MPA), Villanova University
- » Master of Business Administration (MBA), University of Arizona
- » BA, Political Science, UCLA

PROFESSIONAL EXPERIENCE

- » Deputy City Manager, City of Signal Hill
- » Assistant to the City Manager/ Human Resources Director, City of Lawndale
- » Management Analyst, Office of the City Manager, City of South Pasadena
- » Administrative Analyst, Office of the City Manager, City of South Pasadena

CERTIFICATIONS

- » Certified in Safe Routes to School Local Planning, National Center for Safe Routes to School

FUNDS MANAGEMENT

- » South Pasadena Rogan Funds Allocation, Reimbursement, and Quarterly Report
- » South Pasadena Gold Line STIP

[Los Angeles Metropolitan Transportation Authority \(Metro\) Grant Application Assistance | Los Angeles County, CA](#)

In 2017-2020, Daniel is serving as Metro's Project Manager, leading WSP, Deborah Murphy Urban Design and Planning, Safe Routes to School National Partnership, and Stantec to advise Metro on grant opportunities and prepare applications. To date, Daniel has led the development of 19 State grant applications.

Previously, in 2016, Daniel served as task lead/grant writer and was responsible for coordinating and delivering 9 grant applications to Metro. Management tasks included working to achieve Stantec's (prime) goals and providing direction to a team of internal funding experts and urban planners to develop and enhance Caltrans' Active Transportation Program (ATP) applications for Metro and several multi-jurisdictional projects through the Metro-covered area. Contract culminated in securing \$172.6 million dollars for first/last mile projects throughout the Los Angeles region. Key tasks involved working hand-in-hand with Metro to obtain support for projects from the City of Los Angeles, County of Los Angeles, and local public agencies.

[California Department of Parks and Recreation, Division of Boating and Waterways' Shoreline Erosion Control Grant Program | Richmond, CA](#)

QA/QC lead responsible for reviewing the City of Richmond's application to the California Department of Parks and Recreation, Division of Boating and Waterways grant for the construction of revetment along Point Molate Beach Park. This park holds both cultural, historic, and recreational significance to the region and required a strong argument as to why the City must take measures to mitigate the damaging effects of erosion.

[California Natural Resources Agency's Urban Rivers Grant Program \(Prop 84\) | Pico Rivera, CA](#)

Grant writer preparing several parks and urban greening grant applications that support the City of Pico Rivera's goal to create a sustainable future for its residents. Most recently, Daniel secured \$1.8 million through the California Natural Resources Agency's Urban Rivers grant for the City to install and construct water saving mechanisms through green infrastructure in medians along Mines Avenue and adjacent areas. To date, he has helped the City secure \$5.6 million for various parks and active transportation projects.

Caltrans' Active Transportation Program (ATP) Cycle 3 | San Gabriel Valley Council of Governments

Grant writer charged with writing and coordinating the development of this multimillion dollar grant application which required working with nearly 15 stakeholders/cities with competing interests on behalf of the San Gabriel Valley Council of Governments. The project was awarded \$4.5 million dollars in ATP Cycle 3 funding. This project will expand the County's existing bike share program into several neighborhoods east of Los Angeles.

CalFire's Urban and Community Forestry California Climate Investments Grant Program | Compton, CA

Grant writer charged with developing two City of Compton grant applications under the CalFire Urban and Community Forestry California Climate Investments Grant Program. Awards totaled more than \$5 million for green transportation projects designed to decrease greenhouse gas (GHG) emissions through tree planting, divert stormwater through engineering improvements, and educating children through demonstration projects.

California Natural Resources Agency's Urban Greening Grant (Prop 84) | Grand Terrace, CA

Grant writer responsible for writing and securing this Prop 84-funded Urban Greening Grant for the City of Grand Terrace to develop a pocket park and transform a 1 mile stretch of a defunct railway into a greenway, complete with 190 trees, protected bike lane, several benches, permeable surfaces, and a hydration station. The application will provide the City with more than \$2.3 million.

Sustainability Project Planning and Implementation Services | Los Angeles Metropolitan Transportation Authority (Metro)

Task lead and strategic counsel to Metro for internal and external sustainability policies and projects. Daniel assisted Metro in identifying, prioritizing, and developing competitive sustainability initiatives and projects that can be operated utilizing grant funding sources. Projects and programs largely involve water conservation, climate change/resiliency, and solid waste/recycling. His work has also included assistance with program scope, timeline and budget development. The Project Team's efforts are anticipated to save Metro millions of dollars, while also seeking to conserve and protect the environments in which Metro conducts business.

TIGER-funded Rail to Rail/River Active Transportation Corridor Project Alternative Analysis - Segment B | Los Angeles Metropolitan Transportation Authority (Metro)

Project manager responsible for leading this USDOT TIGER-funded project and overseeing team of subconsultants, including AECOM, Kittelson and Associates, and TransLink, through a comprehensive, community-rich alternative analysis. The project involved analyzing several active transportation routes to select a preferred alternative that would provide the greatest safety to users and first/last mile connectivity to schools, activity centers, job centers, and transportation opportunities from the Slauson Blue Line Station to the Los Angeles River. A large portion of this analysis involved interagency coordination with the City of Los Angeles, County of Los Angeles and neighboring cities, as well as direct feedback through the outreach to local communities through technical committees, community advocacy representatives, and directly interacting with residents that reside along corridor options.

ATP Cycle 4 and HSIP Cycle 9 Grant Writing Assistance | Stockton, CA

Project manager responsible for leading a team of grant writers to prepare multiple ATP Cycle 4 and HSIP Cycle 9 under two (2) separate contracts for the City of Stockton. As project manager, Daniel coordinated with the City, managed EBA resources, and ensured every deliverable was submitted to the City for draft review on or before the scheduled deadline. The culmination of work resulted in securing \$3,631,800 in grant funding for the City's priority projects, including the Safe Routes to School Safety and Connectivity Improvement Project and the HSIP project for improvements to multiple intersections (El Dorado Street and Robinhood Drive, El Dorado Street and Benjamin Holt Drive, and March Lane and McGaw Street).

Caltrans' Systemic Safety Analysis Program (SSARP) | Various Agencies

Grant writer responsible for securing more than \$900,000 for the cities of Bell, Carson, Compton, El Monte and Placentia. The intent of this program is to assist local agencies in performing a collision analysis, identifying safety issues on their roadway networks, and developing a list of systemic low-cost countermeasures that can be used to prepare future HSIP and other safety program applications.

Hal has more than 30 years of experience preparing, writing, and submitting grant applications for a wide variety of project types. He has worked with more than 23 local Los Angeles County cities and served as the grant advisor and application evaluator for grant programs administered by the Southern California Association of Governments (SCAG). He has managed Federal and State grant awarded funds and has developed strong relationships with funding agency staff that continue to benefit clients. Having served as Metro's former State/Federal Funding Program Coordinator, Board of Directors Transportation Deputy, and Transportation Planning Manager, Hal has first-hand knowledge of funding opportunities and eligibility strategies relative to grant acquisitions and funds management. He will utilize his full expertise, from project concept alternatives to competitiveness of application proposals for grant funding for which the County has interest in pursuing.

EDUCATION

- » MA, Urban Planning, UCLA
- » Graduate studies in Geography/Urban Studies, California State University, Los Angeles
- » BA, Geography (Minor in Business) California State University, Los Angeles

PROFESSIONAL EXPERIENCE

- » Vice President of Planning, Transtech Engineers
- » Transportation Manager, City of South Pasadena
- » Transportation Planning Manager, Capital Planning and Programming, Los Angeles County MTA
- » Board of Directors Transportation Deputy, Los Angeles County MTA
- » Transportation Planning Manager, Westside Area Team, Los Angeles County MTA

PROFESSIONAL AFFILIATIONS

- » California Chapter, American Planning Association

Southern California Association of Governments (SCAG), Grant Funding Identification, Application Development and Grant Scoring | Los Angeles, CA.

Project manager responsible for grants needs assessment; grant funding opportunity identification; grant application development, including managing large, interagency grant applications, and coordinating SCAG's interest with potential funders. In coordination with Project Team staff, was also responsible for reviewing and ranking received grant applications for SCAG's Sustainable Communities program. In less than one year, more than \$3 million in local and state grants were secured for SCAG and multi-jurisdictional projects.

Los Angeles Metropolitan Transportation Authority (Metro) Grant Application Assistance | Los Angeles County, CA

Lead author on multiple grant applications for Metro and local cities in the Los Angeles County region. Managed application writing and development through close coordination with cities, community stakeholders, and feedback from Metro to produce competitive grant applications. Grants prepared included, but were not limited to: Senate Bill 1 (SB1) funded Transit and Intercity Rail Capital Program (TIRCP), Active Transportation Program (ATP), and Better Utilizing Investments to Leverage Development (BUILD) Transportation Grants program. A majority of these grants will close transit gaps and improve Metro service in disadvantaged areas.

Funding Plan for First/Last Mile Improvement to the Baldwin Park Metrolink Transit Center | Baldwin Park, CA

Funds manager responsible for developing a funding plan for the City's proposed first/last mile improvements to and from the Baldwin Park Metrolink Transit Center, including sourcing opportunities to fund the construction of nearby infrastructure that promoted connection to the Metrolink. Secured more than \$6 million in federal and local grant funds for infrastructure improvements at and surrounding the station. Funded improvements, which adhered to FTA's Policy Statement in regards to access sheds, included additional bicycle facilities within a three mile radius, as well as a pedestrian overcrossing access bridge within a ½ mile linking the Metrolink Station platform with City Hall and the downtown core.

California Department of Housing and Community Development's (CA-HCD) Housing Related Parks Program | El Monte, CA

Grants manager responsible for securing more than \$728,600 for the City of El Monte to rehabilitate and restore Lambert Park. The Lambert Park Rehabilitation Project - Phase 1 and 2 of construction will continue the rehabilitation of the

park facilities including passive improvements to watershed area (DG paths, benches, picnic tables, etc), removal of existing wading pool and backfill with sod to include irrigation; environmental testing of the two existing buildings (Teen/Youth Hut and Recreation Office/Maintenance Room/Restrooms); and updating conceptual plan to be used at outreach meetings with stakeholders, the community and any other interested parties to solicit feedback on refining the concepts so the concepts can then be further developed into design/construction documents.

Urban Streams Restoration Grant Program (Prop 84) | Compton, California

Grant writer responsible for writing the City's Prop 84-funded Urban Streams grant application. The \$999,640 proposed project involved restoring the Compton Creek. The grant funded the final planning, permitting and design work to prepare the project site and the larger project area for the planting of a new, native vegetation pallet, that will enhance the ecosystem of Compton Creek while continuing its primarily role as a flood protection facility. The project also included creating two new access portals to view and maintain the new natural environment. As a part of the project planning and implementation activities, a workshop and CEQA analysis were conducted.

California Natural Resources Agency's Urban Greening Grant | Grand Terrace, CA

Grant writer responsible for preparing a State-funded Urban Greening Grant for the City of Grand Terrace to develop a pocket park and transform a 1 mile stretch of a defunct railway into a greenway, complete with 190 trees, protected bike lane, several benches, permeable surfaces, and a hydration station. This \$2.3 million dollar grant will provide the City with the additional funds it needs to make this project a reality.

FEMA's Hazard Mitigation Grant Program | Grand Terrace, CA

Grant writer responsible for preparing and submitting the City's application to prevent slope failure along Mt. Vernon Avenue. The program's objective is to reduce human and financial consequences by preventing future disasters. The grant provides funding for the planning and construction of all types of safety measures that could harm the public. The total requested federal amount is \$2.7 million.

Caltrans' Sustainable Communities | Various Agencies

Grant writer secured nearly \$1 million from Caltrans' Sustainable Communities grant program for multiple municipalities. Funded projects include, but are not limited to, Safe Routes to School Plans, Safe Streets and Corridor Improvement Projects. He also secured \$237,000 for the Los Angeles River Bikeway Feasibility Study, which looked at a wide range of alternatives, challenges, and presented recommendations for installing a regionally connected bikeway throughout Vernon to the Los Angeles River.

Caltrans' Active Transportation Program (ATP) | Various Agencies

Grant writer has mastered the Caltrans ATP grant program, securing more than \$10 million for non-motorized projects throughout Southern California, including funding for the development of Complete Streets Improvements, Safe Routes to School, and infrastructure projects. These projects will act as a catalyst for additional road diets and complete streets improvements that are planned throughout region.

Caltrans' Highway Safety Improvement Program (HSIP) | Various Agencies

Grant writer responsible for overseeing and securing more than 20 grant applications totaling more than \$14 million through the State administered program. This includes securing more than \$2 million for non-motorized safety improvements along Compton Boulevard, one of Los Angeles County's longest and deadliest transportation corridors that spans South LA and the South Bay. Additionally, more than \$1 million was secured for multimodal safety improvements along Glen Oaks Boulevard for the City of San Fernando. These projects will ultimately improve pedestrian and bicycle safety, connectivity, and mobility.

JENNA TOURJÉ, AICP, IAP2

Senior Planning Associate - Outreach - Grant Writer



EDUCATION

- » B.A. International Development, University of California, Irvine
- » M.S. Urban and Regional Planning, University of California, Irvine



PROFESSIONAL EXPERIENCE

- » Founder, Collab Local
- » Senior Community Planner, Michael Baker International
- » Millenium Ten Coordinator, Codman Square Development Corporation
- » Vice President of Community Development, University of California, Irvine
- » Data and Evaluation, Santa Ana Building Healthy Communities
- » Hope Center Coordinator, Mika Community Development Corporation



CERTIFICATIONS

- » American Institute of Certified Planners (AICP), 027398
- » Licensed International Association of Public Participation Trainer (IAP2)

Jenna Tourjé is a planner, strategist, and community builder with more than 10 years of experience in active transportation, healthy communities, and community engagement. She is passionate about partnering with communities on the path to creating healthy, whole and equitable places, where people love where they live and have a voice and a stake in the future. Through her career, Jenna has experience working with elected officials, staff, and residents in multiple cities and counties in Southern California. She has led projects related to health, active transportation, transportation planning, community planning, flood-risk & resiliency, and parks and open space. Her clients include cities, regional and federal agencies, and non-profit collaborations

[Metro Grant Application Assistance | Los Angeles, CA.](#)

Grant writer providing authorship of grants for active transportation and transit-oriented development projects in LA County. Developed application and directed maps and analysis.

[LA County Public Works: LA River Master Plan | Los Angeles, CA](#)

Facilitation for Advisory Group sub-committees for the LA River Master Plan. The Plan is a comprehensive blueprint covering all 51 miles of the River. The effort to update the LA River Master Plan was launched in late 2016 to modernize an existing 1996 plan, synthesize more recent ideas for portions of the River, and bring a coherent and comprehensive vision to the transformation and re-imagining of the LA River.

[City of Laguna Beach.: Enhanced Mobility and Complete Streets Transition Plan | Laguna Beach, CA.](#)

Co-author of a Complete Streets transition plan that will provide the policy framework for the city to implement physical and operational changes to the roadway network to improve conditions for all users including bicycles, pedestrians, transit, and motor vehicles. Led community outreach, including an online survey, walk audit, and bike audit, resulted in community identification of issues and opportunities. The final plan included recommendations to improve mobility citywide.

[SANBAG: Rim of the World Active Transportation Plan | San Bernardino County, CA](#)

As public involvement manager on the project, responsibilities included direction and coordination of outreach and engagement activities throughout the planning process. Specific outreach programs and activities included interactive online surveys, pop-up workshops, stakeholder tours, asset mapping, and community workshops.

[City of San Diego Economic Development: Linda Vista Comprehensive Active Transportation Strategy \(CATS\) | San Diego, CA](#)

Responsible for advising on community outreach and participation throughout the Linda Vista Comprehensive Active Transportation Strategy (CATS), a first in the region, with an objective to blend the pedestrian and bicycle master planning processes into one active transportation plan effort.

Kevin brings 4 years of professional experience in several interrelated fields, including public policy, transportation and land use planning, geographic information systems, urban development, and sustainability. He has participated in both qualitative and quantitative research projects, including studies on transit-oriented development impacts, land-use regulations, and environmental modeling. He blends his wide variety of interests -- accessibility, biking, design, environmentalism, housing, mobility, social justice, spatial analysis, and sustainability -- through a creative approach to planning. Kevin's research experience and work throughout Los Angeles County have provided him a broad perspective and understanding of transportation challenges and opportunities.

EDUCATION

- » MA, Planning with Transportation and Infrastructure Concentration, USC
- » BA, Sociology, California State University, Long Beach
- » AA, Liberal Arts and Sociology, Cypress College

PROFESSIONAL EXPERIENCE

- » Transportation Planning Associate, Evan Brooks Associates
- » Blue Zone Policy Intern, Beach Cities Health District
- » Production Manager, Openers Plus
- » Quantitative Methods of Social Research Teaching Assistant, CSULB
- » Community Health and Wellness Intern, Orange County Department of Education
- » Merchandising and Pricing Associate, Sears, Roebuck and Co.

FTA 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Transit Grant Program | Monrovia, CA

Grant writer responsible for preparing the City of Monrovia's application to the Federal Transit Administration requesting \$600,000 to 1) expand transportation services to seniors and individuals with disabilities, 2) increase service destinations for educational and medical purposes, and 3) extend hours to accommodate a 24-hour daily on-demand service and adjust transit bus and van transports to meet high demand peak hour local service.

Rivers and Mountains Conservancy Prop 68 Grant Program | Covina, CA

Grant writer responsible for preparing the City of Covina's application requesting \$1 million to create a new community park in one of the park-poor community along Banna Avenue at Cypress Street. The proposed 2 acre new park will incorporate an interactive nature play park, fitness zone, outdoor classroom and lab, pollinator garden, tot lot, walking and bicycling paths, and a dog park.

Statewide Park Program (Prop 68) Grant | La Verne, CA

Grant writer responsible for preparing La Verne's California Natural Resources Agency's Prop 68 grant for the construction of a teen center. The \$3 million dollar grant request will fund the construction of interpretive and educational open space facilities and exhibits. This application required a thorough understanding of the benefits of a major rehabilitation project and a strong ability to convey these benefits clearly and concisely.

Environmental Enhancement and Mitigation Grant Program | Compton, CA

Grant writer responsible for preparing the City of Compton's application to the California Natural Resources Agency requesting funding to plant approximately 100 trees along the Alameda corridor. The project will reduce GHG emissions along a 2.8 mile stretch and reduce the impacts caused by nearby freight trains.

Parking Study | Covina, CA

Transportation planner and author responsible for preparing parking recommendations for Downtown Covina. The study is part of the City's updated Town Center Specific Plan. Major tasks included specific plan review, surveying of existing parking areas and spaces, and identifying parking opportunities to ensure even distribution and possible increases to parking revenue.

Mengci is responsible for the direction and coordination of Authorizations to Proceed, quarterly reporting, audit preparation, closeout, and grant reporting requirements. Having worked with Caltrans Local Districts and supervising civil engineers on schematic designs, cost estimates, and specifications, Mengci has extensive experience in obligating, administering, and managing federal, state, county, and regional grant funding for projects. Notably, she has experience that includes performing rough-order-of-magnitude estimates at the schematic design levels for safety and sustainable facility designs. She understands that cost estimation at the grant stage of a project can be a challenging process, as it is subject to a number of variables including fluctuations in construction costs, utility relocations, property ownership, and potential surface treatments over a variety of surfaces. She carefully considers each alternative when preparing and applying benefit-cost analysis (BCA) during the grant phase to ensure the treatment with the highest potential for safety is being considered. Additionally, she has extensive first-hand experience working with cities to obligate and program grant funding. She has prepared several funds management services (E-76 Authorizations to Proceed, invoices, and programming of funds).

EDUCATION

- » Master of Public Policy (MPP), Minor in Public Financial Management, University of Southern California
- » B.S., Economics, Beijing University of Chemical Technology

PROFESSIONAL EXPERIENCE

- » SEVIS Coordinator, Office of International Services at USC
- » Research Assistant, State Administration of Forestry
- » Human Resources Intern, Tecon Company Limited

CERTIFICATIONS

- » Funding and Programming Transportation Projects, California Local Technical Assistance Program
- » Bilingual in Mandarin Chinese

[On-Call Grant Funds Management, City of La Verne. \(Grant Funding Associate\)](#)

Mengci works with the City of La Verne to submit regular invoices to draw down grant funds, as well as preparing quarterly reports detailing activities and progress made toward implementation of the project, and reimbursement requests for grant-eligible costs. Mengci monitors and tracks expenditures, maintaining all documentation for future reporting and auditing purposes.

[Grant Funding Management and Administration, City of Compton. \(Grant Funding Associate\)](#)

Mengci assists the City of Compton's Public Works Department with the administration of its local transportation projects and programs, including review of previous capital improvement plans, project funding agreements, and fund balances. This includes projects funded through various grant programs and by the City through its local transportation funding (i.e. Prop A, C, Measure R, and Measure M, to name a few).

[National Transit Database \(NTD\) Annual Report, City of Covina. \(Project Manager\)](#)

Mengci prepares the City of Covina's annual NTD report, which requires a detailed financial report of all local, State, and Federal funding expenditures used throughout the year on the City's local transit. The report is required in order to maintain Federal compliance and be eligible for future grant funding as it relates to its local transit and shuttle services.

[Federal Transportation Improvement Programming \(FTIP\) Assistance, Multiple Cities \(Grant Funding Associate\)](#)

Mengci has assisted multiple cities update and manage their FTIP. The FTIP is a federally mandated listing of transportation projects that will be funded with federal, state or local funds over the next four years. The FTIP includes regionally significant and/or federally funded transit, highway, local roadway, bridge, freight, bicycle, and pedestrian capital and non-capital projects. She has managed amendments and administrative modifications, utilized the online portal, and overseen the adoption and carry-overs from year to year. This work ensures that local cities who require additional time to complete a project remain in compliance and maintain access to their grant funds.