



AGENDA REPORT

Community Development

DATE:	September 12, 2023
TO:	Mayor Martinez and Members of the City Council
FROM:	Lina Velasco, Director of Community Services Jesus Morales, Housing Manager
Subject:	Contract Amendment No. 3 with Hatchuel Tabernik & Associates (HTA) for On-Call Grant Writing and Project Evaluation Services for Awarded Grants
FINANCIAL IMPACT:	The proposed grant writing expenditures are included in the Housing Division FY 2023-24 budget (account string 12031063-400201).
PREVIOUS COUNCIL ACTION:	December 21, 2021
STATEMENT OF THE ISSUE:	City staff is requesting City Council approval of a contract amendment no. 3 with Hatchuel Tabernik & Associates (HTA) for \$100,000 to provide on-call grant writing for the Housing Division for homelessness services and supports, for a term ending June 30, 2025.
RECOMMENDED ACTION:	APPROVE contract amendment no. 3 with Hatchuel Tabernik & Associates (HTA) for \$100,000, for a total contract amount not to exceed \$140,000, to provide on-call grant writing for the Housing Division for homelessness services and supports, for a term extending through June 30, 2025 – Community Development Department (Lina Velasco 510-620-6841/Jesus Morales 510-620-6649).

DISCUSSION:

On December 21, 2021, the City Council approved a \$15,000 on-call contract with Hatchuel Tabernik & Associates (HTA), with a \$15,000 option, for a total not to exceed amount of \$30,000, to assist the City in preparing an Encampment Resolution funding application. On February 2, 2022, the City exercised its option, and executed a first amendment for \$15,000. Additionally, the City processed an administrative amendment to add \$10,000 for a total, not to exceed amount of \$40,000 to support City staff in preparing its second proposal for Encampment Resolution Funding. The proposed contract amendment with HTA will be for \$100,000, for a total contract amount of \$140,000, to provide on-call grant writing services to support the Housing Division in preparing applications for homelessness and related services, for a term extending through June 30, 2025.

As part of the original contract process, City staff solicited proposals from three firms for grant writing services to assist the City in submitting a proposal for Encampment Resolution Funding. Two of the three firms declined to submit proposals due to other commitments. HTA was the only firm that responded with a proposal and a commitment to dedicate resources to complete a timely City application.

HTA assisted the City in preparing two separate applications for Encampment Resolution Funding. Both applications were awarded funds, totaling more than \$13.5 million to support unhoused residents into housing pathways. Measure X funding notices are anticipated to open in October 2023, so staff wants to ensure grant writing resources will be available for the City to apply for these funds.

HTA has over 20 years of success in writing government, foundation, and corporate grant proposals and contracts – yielding their clients over \$800 million in funding since 1997. In addition, their service and knowledge of social services has helped the City obtain two successful ERF applications for homelessness and support services. Their knowledge of the City's existing programs addressing homelessness will assist the City in making efficient use of their services to apply for additional funding for existing and new city programs.

DOCUMENTS ATTACHED:

Attachment 1 – Contract Amendment No. 3

Attachment 2 – Original Contract with Amendments No.1 and No. 2