

**CITY OF HOMER
HOMER, ALASKA**

City Manager

RESOLUTION 24-007

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA AUTHORIZING A TASK ORDER TO HDR ENGINEERING IN AN AMOUNT NOT TO EXCEED \$19,000 FOR GRANT WRITING SERVICES FOR A FY2024 FEDERAL RAISE PLANNING GRANT TO SUPPORT HOMER'S NON-MOTORIZED TRANSPORTATION INFRASTRUCTURE AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE THE APPROPRIATE DOCUMENTS.

WHEREAS, City Council adopted Ordinance 22-39 appropriating funds for professional and technical assistance in support of securing nationally competitive Federal IIJA funds; and

WHEREAS, In 2022, the City utilized the funds to contract with HDR to assist with a FY 2023 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) planning grant application in the amount of \$1,500,000 to support Homer's non-motorized transportation infrastructure; and

WHEREAS, The City's project, 'Realizing Equitable, Accessible Connectivity in Homer' (or REACH), was named a Project of Merit, which means it was highly rated and submitted to the Secretary of Transportations desk for consideration, but was ultimately not selected for award; and

WHEREAS, In a debrief of the REACH submission with RAISE program officials, the City of Homer was highly encouraged to submit again in the FY 2024 RAISE grant cycle; and

WHEREAS, The three-month application period for the FY 2024 RAISE Federal grant program opened November 30, 2023; and

WHEREAS, If successful, the REACH project can advance Homer's Non-Motorized Transportation infrastructure by funding much of the work required to federalize a project, and also allow for the data collection and analysis and other predevelopment work required to prepare a possible implementation grant application in a future RAISE grant cycle; and

WHEREAS, Homer's Non-Motorized Transportation infrastructure is a City Council priority with considerable community support; and

41 WHEREAS, HDR has expertise with transportation infrastructure project planning and
42 developing Federal grant applications and assisted city staff with the FY23 RAISE grant
43 application and attended the application debrief; and
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45 WHEREAS, Administration requested a proposal from HDR for FY2024 RAISE Planning
46 grant revision and resubmission support.
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48 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska authorizes a
49 Task Order to HDR Engineering to assist the City with developing and writing a FY24 RAISE
50 Planning grant for Homer's Non-motorized Transportation infrastructure for an amount not to
51 exceed \$19,000 and authorizes the City Manager to negotiate and execute the appropriate
52 documents.
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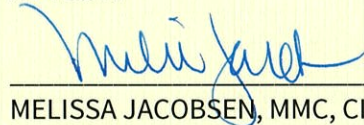
54 PASSED AND ADOPTED by the Homer City Council on this 8th day of January, 2024.
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57 CITY OF HOMER

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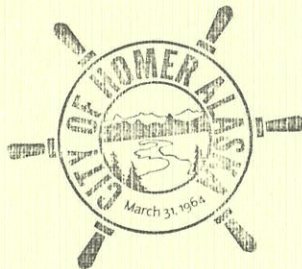
59 _____
60 KEN CASTNER, MAYOR
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62 ATTEST:

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65 MELISSA JACOBSEN, MMC, CITY CLERK
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67 Fiscal note: Ordinance 22-39 appropriated \$125,000 from General Fund CARMA (156); \$39,447
68 remains.





MEMORANDUM

Resolution 24-007, A Resolution Of The City Council Of Homer, Alaska Authorizing a Task Order to HDR Engineering In An Amount Not To Exceed \$19,000 For Grant Writing Services For A FY2024 Federal Raise Planning Grant to Support Homer's Non-Motorized Transportation Infrastructure and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents.

Item Type: Backup Memorandum
Prepared For: Mayor and City Council
Date: December 20, 2023
From: Jenny Carroll, Special Projects and Communications Coordinator
Through: Rob Dumouchel, City Manager

- I. **Issue:** The purpose of this Memorandum is to recommend a Task Order to HDR to assist with revising the City's FY23 REACH (Realizing Equitable and Accessible Connectivity in Homer) planning grant application for resubmission the FY24 RAISE grant round.
- II. **Background:** Ordinance 22-39, adopted by City Council in August appropriated \$125,000 to support development and submission of grant applications under the Federal Infrastructure Investment and Jobs Act (IIJA). Last year, some of these funds were used to contract with HDR to assist with a grant application to the FY23 RAISE (Rebuilding American Infrastructure with Sustainability and Equity) Federal discretionary grant program.

The application, titled REACH (Realizing Equitable, Accessible Connectivity in Homer), sought Federal planning funds to conduct system-wide planning and prioritization, data collection and analysis, feasibility, environmental review and 65% design for selected sidewalk and trail projects in Homer's Non-Motorized Transportation Plan. The planning grant does not require any City match funds.

While not selected for funding in the FY23 round, Homer's REACH application made it to the Secretary of Transportation's desk for final funding consideration, was Highly Rated and earned the designation as a "Project of Merit." At an application debrief, the Transportation Department encouraged the City to consider applying again in the FY24 round.

The FY24 RAISE program opened in late November with a February 28, 2024 application submission deadline. A Resolution approving a Task Order to HDR to help update and resubmit the REACH application for FY24 RAISE funding is before you for consideration. The scope of work (attached) is estimated not to exceed \$19,000 based on time and effort. The Professional IIJA Grant Writing Services fund has \$44,976 remaining to cover this cost.

TASK ORDER #24-01 IIJA Grant Assistance

This Task Order pertains to an Agreement by and between the City of Homer, (“OWNER”), and HDR Engineering Inc., (“ENGINEER”), dated **January 10, 2024**, (“the AGREEMENT”). Engineer shall perform services on the project described below as provided herein and in the Agreement.

PART 1.0 PROJECT DESCRIPTION

Update the City’s FY23 RAISE Application and submit for FY24 RAISE.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER

Task 1: FY23 RAISE Application

This scope describes HDR’s approach to updating The City’s FY23 RAISE Application and submitting it to the FY24 RAISE funding opportunity.

We propose to coordinate and lead The City’s RAISE application development process while working closely with City staff to agree on key strategic decisions. At least three rounds of review will confirm that the application captures the essence of The City’s needs, plans, and expected impacts, and aligns with federal grant program priorities.

1.1 Initial Application Internal Review

HDR will select two senior grant writers who have either reviewed grants for FHWA or won RAISE grants under IIJA. These grant writers will read the FY23 agency debrief notes and then review the FY23 application in detail to provide critical comments aimed at strengthening the application. They will provide suggestions for addressing deficiencies identified in the FY23 debrief.

1.2 Kick-Off Meeting, Grant Program Requirement Checklist, and Application Management

Working closely with The City’s staff, HDR will discuss project selection and develop a unique work plan and schedule to address the specific application requirements, including grants.gov workspace and supporting documentation, data, and analyses. This schedule will be used to monitor progress, identify critical path items, meet client deadlines, and document issues and concerns as they arise.

HDR will hold a brief virtual kickoff meeting to:

- Review results of subtask 1.1
- Identify data and other substantive content needed to support the application
- Develop a schedule for grant application

DELIVERABLES

- Grant application virtual kick-off meeting
- Grant application work plan
- Brief virtual meetings twice weekly to coordinate on grant progress
- Oversight and coordination of tasks required to complete grant application
- Assistance preparing for grants.gov submission
- Shared file space

1.3 Grant Application Narrative

HDR will revise the narrative to strengthen it for FY24 RAISE, first focusing on areas identified in the agency debrief then reviewing the entire application. Our grant writing team will revise the narrative and supporting data analyses and guide The City in gathering relevant project documentation.

Concurrently, HDR’s graphic designer will utilize the FY23 application template and provide minor updates for dates, pagination, and flow as required by document revisions for FY24 application.

Our team will deliver a draft version of the Application Narrative in MS Word for review and a final version of the Application Narrative in PDF for submission, including the Work Plan appendix and letters of support. We will work with The City to prepare for final submission at least a day before the application deadline, when City staff will upload the documents onto the grants.gov web portal.

DELIVERABLES

- Draft and final versions of a clear, concise, and narrative that answers grant evaluation metrics
- Draft and final layout templates

1.4 Post-Application Debrief

HDR will support The City in reaching out to the grant agency for an application debrief to garner lessons learned from the funder’s project review.

DELIVERABLES

- Roughly two hours of virtual attendance at debrief meeting and a summary and discussion of lessons learned

Breakdown and assignment of work on the application can be summarized as follows:

Document/Section	Section	Level of Effort	HDR Initial QC	The City	HDR Writing Team	HDR Final QC
1. Project Description		Review & update	y	Provide data & new content; Review draft & approve final	Review & update	y
2. Merit Criteria	Safety	Update data & app	y		Data mining; Review & update	y
	Environmental Sustainability	Redefine & rewrite	y		Rewrite	y
	Quality of Life	Update data & app	y		Review & update	y
	Mobility and Community Connectivity		y			
	Economic Competitiveness and Opportunity		y			
	State of Good Repair		y			
	Partnership and Collaboration	Review & update	y		y	
	Innovation	Redefine & rewrite	y		Rewrite	y
3. Project Readiness	Technical Capacity Assessment	Review & update	y	Review & update	y	
	Financial Completeness Assessment		y	Review & update	y	
Project Readiness	Schedule		y	Revise & weave in	y	

Document/Section	Section	Level of Effort	HDR Initial QC	The City	HDR Writing Team	HDR Final QC
4. Budget			y			y
5. Funding Commitment Documentation		Review & update	y	Provide data & new content; Review draft & approve final	n	y
6. Letters of Support		Sign on letter affirming importance of project - sign with list of org names, not actual signatures	n	Draft & complete	n	n
7. Document compilation			n	n	y	n
8. Grants.gov upload			n	y	n	n
9. Tech edit			n	y	n	n
10. DOT commitment letter			n	y	review strategy vis a vis project readiness	n

PART 2.0 OWNER'S RESPONSIBILITIES

Owner shall provide:

- 1) Financial documentation
- 2) Project information and data
- 3) Liaison staff
- 4) Technical editing
- 5) RAISE application certification and submission

PART 3.0 DELIVERABLES AND SCHEDULE

Deliverables are detailed in subtasks above.

HDR will perform this task between **January __, 2024** and the RAISE grant submission deadline of February 28, 2024. This task order will conclude after the application debrief, which is anticipated by November 30, 2024.

PART 4.0 PAYMENTS TO ENGINEER

Fee will be based on a not to exceed T&M contract price of \$ **_____**.

This Task Order is executed this **_____rd day of January, 2024**.

City of Homer
"OWNER"

By: Rob Dumouchel

Signature: _____
Title: City Manager

HDR Engineering, Inc.
"ENGINEER"

By: Matthew Stone, PE

Matthew Stone

Signature: _____
Title: Alaska Area Manager/Vice President

DRAFT

**CITY OF HOMER
HOMER, ALASKA**

City Manager

ORDINANCE 22-39

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA, APPROPRIATING \$125,000 FROM THE FY23 CAPITAL BUDGET GENERAL FUND CAPITAL ASSET REPAIR AND MAINTENANCE ALLOWANCE FUND FOR PROFESSIONAL AND TECHNICAL ASSISTANCE TO SUPPORT DEVELOPMENT AND SUBMISSION OF INFRASTRUCTURE INVESTMENT AND JOBS ACT GRANT APPLICATIONS.

WHEREAS, The Infrastructure Investment and Jobs Act (IIJA), signed into law in November 2021, provides a federal investment of more than \$1 trillion that will be available through a variety of competitive and formula grant programs through FY2026; and

WHEREAS, The IIJA authorized 350 distinct programs across more than a dozen federal agencies and departments to distribute \$550 billion through competitive grants in support of infrastructure planning and construction projects; and

WHEREAS, The Federal IIJA provides the City unprecedented opportunity to support priority projects in the City's adopted 6-year Capital Improvement Plan, including roads, ports, airport terminals, water and sewer utility projects, environmental remediation; community resilience and cybersecurity; and

WHEREAS, To be successful projects must be nationally competitive based on alignment with program goals and the benefits provided, which requires significant project planning time, engagement of partners and the public, environmental review, technical and cost-benefit analyses, identification of matching funds and grant writing; and

WHEREAS, Given the complexity, time and cost associated with preparing Federal grant applications, it is in the City's best interest to increase its capacity to research and strategically prioritize grant programs to pursue and pre-position projects for success; and

WHEREAS, Given the short timeframe between funding announcements and grant submission deadlines, the ability to leverage additional expertise as necessary to draft and submit competitive applications will ensure the City of Homer is in the best possible position to benefit from the IIJA opportunity.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

43 Section 1. The FY23 capital budget is hereby amended by appropriating funds from the
44 General Fund Capital Asset Repair and Maintenance Allowance (CARMA) fund in the amount of
45 \$125,000 for the purpose of obtaining professional IJJA advisory, technical and grant writing
46 services as follows:

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48 Expenditure:

49 <u>Fund</u>	<u>Description</u>	<u>Amount</u>
50	General Fund CARMA	\$125,000

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52 Section 2. This is a budget amendment ordinance, is temporary in nature, and shall
53 not be codified.

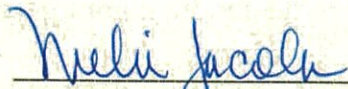
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55 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 8th day of August, 2022.

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58 CITY OF HOMER

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62 KEN CASTNER, MAYOR

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64 ATTEST:

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68 MELISSA JACOBSEN, MMC, CITY CLERK



72 Introduction: 7.25.22

73 Public Hearing: 8.8.22

74 Second Reading: 8.8.22

75 Effective Date: 8.9.22

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77 YES: 6

78 NO: 0

79 ABSENT: 0

80 ABSTAIN: 0