

M.H.M. & Associates Enterprise, Inc.

Premier Client Resource Development/Forecast Cost Proposal/Bid

Prepared For: The City of Perris for Execution March 1, 2017

Proposer: M.H.M. & Associates Enterprise, Inc. (MHM)

Contract Cost: The Actual Cost/Value for services is \$65,000 for the first year and \$75K for the second year. **Total Contract Cost to the City of Perris:** \$140,000. Payments are due for year one (1) upon execution of agreement and payments for Year (2) is due and payable March 1, 2018. i

Term: Beginning March 1, 2017 to February 28th, 2019

Product and Service: e3p3 Model Grants Research, Proposal and Grants Development and Submittal.

Scope of Work

MHM will work with the National Resource Development Council of Local Governments (NRDC- LG) and its strategic partners in preparing and carrying out the e3p3 Model City program scope- of-work services (specified in the R&D plan). Services will begin immediately with completion of interviews with key staff, contractors and members of the City Council. Upon completion of said interviews, and upon execution of agreement, the City of Perris will become an e3p3 Model City. Key activities to be provided by MHM include:

1st Quarter:

- Identify gaps and needs in programs and services being provided or planned
- Create a chart of resources needed and desired to guide applications identified and pursued.
- Provide City of Perris with checklist of items needed to be effective in building logical models and/or submitting grant proposals; retrieve checklist items in a timely manner
- Establish necessary CCR and grants.gov portals; ensure current and operational
- Present two (2) year Resource Development (RD) Plan/Forecast to the City of Perris that covers projected level of resources to be requested
- Share findings with Mayor/City Manager regarding finding of the Resource Development (RD) Plan

2nd Quarter:

- Provide Department Heads with necessary Logic Models for consideration of approval for grants being considered
- Receive approvals for moving forward with select opportunities
- Ensure services support execution of the R&D plan in all four areas: local, foundation, state and federal.
- Begin pursuing grants (this can occur sooner if a strong opportunity is identified during the 1st quarter)
- Obtain city approval for facilitating Community Collaborative "clusters" that provide needed supportive services that could be beneficial in reaching the specified goals / objectives for the city and various departments within the city.



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3rd Quarter

- Continue pursuing grants at capacity as state in the Strategic Plan's expressed full capacity
- Obtain needed approval for all grants prior to submittal
- Ongoing efforts of creating and obtaining approval for new and innovative program models (that are fundable)
- Present to the City Council a plan for 'empowering' area non-profit community and faith-based organizations – referred to as Community Collaborative "Clustering" that prepares area agencies for inclusion in grants being submitted for the city (as strategic partners) – thus expanding resources for direct social services being provided by area agencies.
- Upon approval, execute the 'City of Perris' 'Clustering' program that promotes local empowerment. **Note:** This plan maintains the City of Perris as the 'Lead Agency' for all grants being submitted unless specifically deferred by the City to another agency to serve in this capacity.

4th Quarter

- Continue pursuing grants at 100% of the Strategic Plan's expressed full capacity for each department
- Continue pursuing grants at 100% of the Strategic Plan's expressed capacity for 'cluster' projects that include area community and faith-based organizations (if the cluster model is approved)

Year 2 - Will be reflective of the 3rd and 4th quarter of Year 1.

Conditions – MHM will provide Project Management services will be written into each grant that supports project compliance. These services will be carried out by MHM at a cost agreed to by City and MHM prior to submittal with the full cost of these services included in the grant. The services include grants and project compliance management, reporting, and sustainability of the funded model(s). Cost for these services will be fully covered in the grant(s) awarded and will be carried out at 12% of the grant award. This does not negate having NRDC-LG industry experts or Solution Team Experts serve in carrying out specific services as/if warranted in the grant as covered by the grant (as will be encouraged by MHM).

Evaluation – This service is optional and is determined on a case-by-case basis. The standard percentage for MHM to provide Evaluation is between 5% - 12.5%. Grant project 'evaluation' may be carried out by MHM if the City of Perris requires and requests said services of MHM. This cost for services will be dictated by the scope of the evaluation, the funding agencies and/or their guidelines. This cost will be agreed to and approved by the City of Perris, prior to each submittal when warranted.

Upon satisfactory performance of MHM, as solely determined by the City of Perris, an automatic extension will be granted to continue said services in two (2) year increments.



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