

CITY OF NEWPORT

TASK ORDER NO. 2

**TO GRANT CONSULTING SERVICES AGREEMENT
FOR TASK 3: PROJECT SPECIFIC GRANT SERVICES**

This TASK ORDER NO. 2 to the Grant Consulting Services Agreement dated July 23rd, 2012, hereinafter called Agreement, between the City of Newport, (CITY), and Chase Park Writing Services, LLC, doing business as Chase Park Grants, LLC, (CONSULTANT).

A. Description of Project

Funding Plan for Bay Road Improvements per the attached scope of services.

B. SCOPE OF SERVICES

The City agrees to utilize the services of CONSULTANT and CONSULTANT agrees to perform consulting services set forth in the attached scope of services.

C. CITY'S RESPONSIBILITIES

CITY to provide information and assistance as defined within the attached scope of services.

D. COMPENSATION

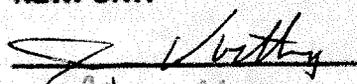
1. CITY shall pay CONSULTANT according to the fee schedule set forth in Exhibit A to the Grant Consulting Services Agreement dated July 23rd, 2012.
2. Services provided under this Task Order shall be paid hourly not to exceed fifteen-thousand four-hundred and thirty dollars (\$15,430). This shall include \$1,300 in reimbursable expenses.

E. MISCELLANEOUS

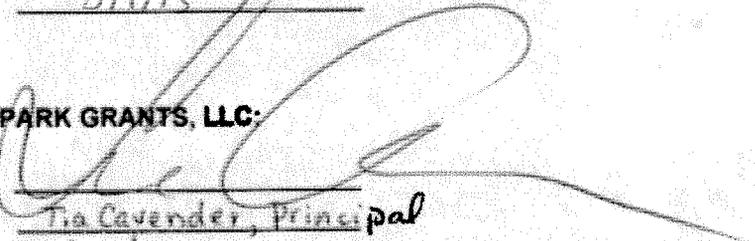
All terms and conditions of the Grant Consulting Services Agreement apply to this Task Order as though fully set forth therein. In the event of a conflict between this Task Order and the Grant Consulting Services Agreement, the terms of this Task Order shall apply.

The parties do mutually agree to all mutual covenants and agreements contained within this Task Order No.2.

CITY OF NEWPORT:

By: 
Title: City Manager
Date: 3/1/13

CHASE PARK GRANTS, LLC:

By: 
Title: Tia Cavender, Principal
Date: 2/27/13

Task Order No. 3.02

Funding Plan for Bay Road Improvements

Prepared for: City of Newport
Prepared by: Chase Park Grants, LLC
February 18, 2013

BACKGROUND

To help address storm sewer deficiencies on Bay Road, the City of Newport (City) is interested in pursuing loan and loan forgiveness funds from the Oregon Dept of Environmental Quality (ODEQ) through its Clean Water State Revolving Fund (CWSRF) program.

The City's grants consultant of record (Chase Park Grants, LLC) will explore the feasibility of a Nonpoint Source CWSRF application for planned storm sewer infrastructure improvements on Bay Road in Newport. Recommendations will help guide grant-seeking efforts in anticipation of construction (scheduled for mid-2014).

PROJECT APPROACH

The following section outlines Chase Park Grants' recommended approach for conducting the work.

- Create a CWSRF Pursuit Plan that maximizes the "principal loan forgiveness" portion of the loan.
- Confirm eligibility for the NPS Green Projects Reserve fund.
- Serve as the liaison between CWSRF loan officers, City staff, and engineering staff.
- Conduct in-depth research about the CWSRF program to establish an appropriate pursuit strategy (qualitative interviews, evaluate funding categories, verify eligible expenses).
- Determine funding potential available through additional state and federal sources.
- Identify leverage opportunities.

DELIVERABLES

- CWSRF Pursuit Strategy
- Funding Report for Bay Road Improvements

ASSUMPTIONS

- The City's on-call engineering firm of record for storm sewer projects (Civil West) will participate in the eligibility determination process as needed.
- The City is responsible for submitting all application materials to the Oregon DEQ.
- Any delay in submitting, or decision to not submit, an application to the Oregon DEQ after the work has been completed will not affect the terms of this Agreement, including the fee for services.

PROJECT SCHEDULE

Work will commence on March 1, 2013, and will conclude by May 31, 2013. Depending upon information collected from the funding agency, the City may extend the project period to conduct the work if needed.

COST OF SERVICES

Based on our proposed approach, we anticipate using approximately 54 consultant hours to conduct the work (as shown below). Cost to conduct the work will not exceed \$14,130 in

consultant fees, payable on a time and materials basis. Direct expenses (travel expenses) are estimated to be an additional \$1,300, for a total of \$15,430.

Task 3.02 Funding Plan for Bay Road Improvements				
Project Approach	Tia Cavender (Principal Strategist)	Jen Waltz (Sr. Grant Strategist)	Jen Shumar (Sr. Project Manager)	Total
	\$200	\$160	\$135	
	Est # of Hours	Est # of Hours	Est # of Hours	TOTAL
Task 3.02a - Prepare Pursuit Plan				
Correspond with loan officer; conduct qualitative interviews; facilitate planning meetings	8	12		\$3,520
Conduct in-depth research to confirm eligibility and eligible project expenses; make recommendations about timeline and strategy (Deliverable = CWSRF Pursuit Plan for Bay Rd Improvements)	12	16		\$4,960
Task 3.02b - Prepare Funding Report				
Create search criteria; Conduct database query; export relevant grants; update data; evaluate and prioritize top prospects	2	4	12	\$2,660
Discriminatory analysis; evaluate and prioritize top prospects; interpret and summarize results (Deliverable = Funding Report)	4	12	2	\$2,990
TOTAL	26	44	14	\$14,130