



# County of Monterey

Item No.

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

Legistar File Number: A 25-244

June 24, 2025

Introduced: 6/4/2025

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Approve and authorize the County Administrative Officer or designee to execute an Agreement with Nossaman LLP for the provision of grant and funding advocacy services for a term effective July 1, 2025, through June 30, 2026, in an amount not to exceed \$96,600; and
- b. Approve and authorize the County Administrative Officer or designee to approve up to three (3) additional one (1) year extensions of the Agreement under the same scope of work and payment provisions for a total in aggregate not to exceed \$386,400 subject to County Administrative Officer and County Counsel approval.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the County Administrative Officer or designee to execute an Agreement with Nossaman LLP for the provision of grant and funding advocacy services for a term effective July 1, 2025, through June 30, 2026, in an amount not to exceed \$96,600; and
- b. Approve and authorize the County Administrative Officer or designee to approve up to three (3) additional one (1) year extensions of the Agreement under the same scope of work and payment provisions for a total in aggregate not to exceed \$386,400 subject to County Administrative Officer and County Counsel approval.

### SUMMARY:

At the May 12, 2025, Legislative Committee meeting, the Committee recommended that the Board execute an Agreement with Nossaman LLP for the provision of grant and funding advocacy services. Nossaman LLP has provided grant services to the County since September 2014. The recommendation included a 15% increase to the current Agreement amount, and the ability to extend the Agreement for up to three (3) additional one (1) year periods under the same scope of work and payment provisions subject to budget approval.

### DISCUSSION:

The County of Monterey recognizes the need to pursue grant opportunities to fund projects and programs to serve our community. Many County departments routinely pursue grant funding from state and federal sources, and private foundations. The Board of Supervisors created the Strategic Grants Services Program to assist internal County departments in identifying and strategically applying for these funding opportunities. The Program concentrates funding efforts on the County's highest priority needs and projects which require a high level of collaboration among County departments and/or community partners.

The Program has a limited workload capacity which is directed by the Board through an annually adopted Work Plan. The Program works in close collaboration with the County's Legislative Program,

which aims to maximize funding opportunities through state and federal sources which translate into possible County funding opportunities.

The Strategic Grant Services Program operates under the ongoing guidance of the Board's Legislative Committee. Currently Supervisor Church serves as Chair, and Supervisor Alejo serves as Vice Chair of the Legislative Committee. The Legislative Program Manager in the County Administrative Office - Intergovernmental and Legislative Affairs Division manages the Strategic Grant Services Program and the Agreement with Nossaman LLP for grant and funding advocacy services.

Under the agreement, Nossaman coordinates, facilitates, and provides strategic expertise from the identification of grant funding opportunities through application submittal. Priority projects must align with the Board's Strategic Goals, Legislative Program goals, and meet all grant requirements to submit a strong and competitive application. The level of service provided for each application depends on the needs of the department, complexity of the application, level of coordination required, available department expertise and resources, and program capacity.

Typical activities include: continuously updating the County's grant needs inventory; identification, research and analysis of grant opportunities to meet priority needs; notifying departments of funding opportunities; consulting with departments/grantor agencies to determine project eligibility and competitiveness; providing strategic expertise to put forth complete, compelling and competitive applications; providing strategic advice during the development of the grant application package - including project narrative, scope, schedule, budget, and exhibits; coordinating review of the draft application with the grantor agency if allowable; assisting with post-application adjustments as requested by the grantor agency; monitoring grant award announcements; and assisting in gathering political letters of support for grant applications.

Nossaman LLP has served as the County's grant and funding advocacy firm since September 2014. Since that time, Ashley Walker, Senior Policy Advisor, served as part of the team representing the County and in January 2020 became the County's principal grants and funding specialist. Kasha Hunt, Policy Advisor, joined the firm in December 2024 and is part of the dedicated team serving the County.

Recognizing the importance of this continuity, excellent service to the County, and increased workload, the Legislative Committee recommended a 15% increase to the payment provisions of the new Agreement along with a revised scope of work to reflect services provided under the Agreement.

#### OTHER AGENCY INVOLVEMENT

The County Administrative Office - Intergovernmental and Legislative Affairs Division staffs and coordinates the activities of the Board of Supervisors Legislative Committee and executes the Board's Strategic Grant Services Program. The Legislative Committee met on May 12, 2025, and made the recommendations contained in this report for adoption by the Board of Supervisors.

#### FINANCING

The department will try to manage within the appropriations included in the Recommended 2025-26 Budget; if not manageable, the department will return to the Board of Supervisors to request an increase in appropriations and funding if needed. This Agreement for the provision of grant and funding advocacy

services provided by Nossaman LLP will be billed at \$8,050 per month, or a total not to exceed \$96,600 for FY25-26. Future year amounts will be included in respective budgets. Extension of the Agreement for three (3) additional one (1) year periods (FY26-27, FY27-28, and FY28-29) under the same terms and payment provisions will be subject to budget approval and an aggregate amount not to exceed \$386,400.

Prepared by: Annette D'Adamo, Legislative Program Manager, x3045

Approved by: Nicholas E. Chiulos, Chief Assistant CAO, x5145

Attachments:

- Standard Agreement
- Exhibit A - Scope of Work
- Links to Biographies for Ashley Walker and Kasha Hunt