

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA AUTHORIZING THE CITY MANAGER TO ENTER INTO A FIVE-YEAR CONTRACT WITH ADAMS ASHBY GROUP FOR GRANT ADMINISTRATION SERVICES

WHEREAS, the City of Capitola actively administers and pursues funding from a variety of state and federal housing and community development programs, including the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and the Permanent Local Housing Allocation (PLHA) program; and

WHEREAS, to support current and future program needs, the City issued a Request for Proposals (RFP) to identify a qualified consultant to provide comprehensive grant administration services; and

WHEREAS, the purpose of the RFP was to establish a long-term relationship with a consultant capable of supporting the City in day-to-day administration as well as the pursuit of new grant opportunities, with a proposed contract term of five years; and

WHEREAS, following a competitive RFP process, Adams Ashby Group was selected due to its extensive experience with state-administered programs such as CDBG, HOME, and PLHA, and its proven track record in both grant application development and program implementation; and

WHEREAS, Adams Ashby Group, through Paul Ashby, has provided grant administration services to the City of Capitola since 2011, including for the Bay Avenue Senior Housing project (HOME reporting), the 2015 CDBG grant, the 2020 and 2021 CDBG Coronavirus grants, and the 2021 and 2023 CDBG grants for public services and improvements at the Jade Street Community Center; and

WHEREAS, Adams Ashby Group will provide a full range of services under this contract, including grant application preparation, program implementation, labor compliance monitoring, reporting, fund coordination, environmental review, procurement compliance, subrecipient monitoring, public outreach, and recordkeeping in compliance with federal and state requirements; and

WHEREAS, the contract will be funded through administrative allocations from awarded grants and program income, with funding included in the FY 2024/25 Budget and no impact to the General Fund.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Capitola hereby authorizes the City Manager to enter into a five-year contract with Adams

Ashby Group, attached hereto as Exhibit A, for comprehensive grant administration services.

I HEREBY CERTIFY that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 12th day of June, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Joe Clarke, Mayor

ATTEST:

Julia Gautho, City Clerk