

October 2, 2023

EXHIBIT "A"

Mr. Gabriel Perez
Development Services Director
City of Coachella
53990 Enterprise Way
Coachella, CA 92236

Request for Budget Addendum on Strategic Growth Council Community Resilience Center Grant Assistance Services

Dear Mr. Perez:

KOA Corporation (KOA) respectfully requests the City of Coachella to consider providing a budget addendum to our existing contract. The contract was approved in the amount of \$25,000, with approximately 141 consultant hours allocated to the contract. We request that an additional \$15,000 in budget, or approximately 119 additional consultant hours, be added to the existing contract for the following tasks mentioned below.

These additional tasks will position the City of Coachella most competitively for Strategic Growth Council Community Resilience Center (SGC CRC) grant funding. While these tasks were not originally part of the scope of the approved contract at the time of contract signing, these tasks are all key additional components of the final SGC CRC grant.

If this addendum is approved by the City of Coachella, KOA's contract will be adjusted to \$40,000 for approximately 260 hours of consultant work.

ADDITIONAL SCOPE OF WORK TASKS

Attendance of SGC Office Hours for the CRC Grant Application

In response to the submission of a pre-application to SGC in August 2023, SGC provided workshops on the overall CRC grant program as well as focused office hours for applicants to the grant program. Attending the workshops and office hours provided the additional context needed for strengthening application responses. They also provided clarification on the CRC grant application guidelines and templates, including the development of partnership agreements. Additional meetings and workshops required an additional 24 hours on the project and \$3,000 in budget.

Development of Partnership Agreements for the CRC Grant Application

The most significant update occurring since the contract signing for KOA was in the development of partnership agreements for the CRC grant application. While the initial discussion with SGC was to develop a streamlined agreement, upon further discussion during office hours it was confirmed that the grant agency wanted full documentation of each individual co-applicant applying alongside the City of Coachella for the Community Resilience Center with accepted contract language as supported by SGC. KOA took the lead in developing the components, instead of supporting the City's lead in developing the agreements as originally stated in the executed contract. Additional time required to develop and

coordinate the partnership agreements required approximately 59 hours on the project and \$8,000 in budget.

Coordination of City and Co-Applicant Components

To expedite the grant application in a limited timeframe, KOA provided the City of Coachella with additional assistance on items originally stated to be led by the City of Coachella in the contract. This includes assistance on the following narratives and supporting documentation:

- Application Capacity of City and co-applicants
- Financial Capacity of City and co-applicants
- Management Capacity of City and co-applicants
- Operations and Management Budget for CRC facility

Additional time required to develop and coordinate the items mentioned above required approximately 36 hours on the project and \$4,000 in budget.

AUTHORIZATION

This effort defined by the scope of work will be conducted as a task under the KOA's existing contract through the City of Coachella. The signature below indicates acceptance of this budget augmentation and authorization to proceed.

Sincerely,
KOA CORPORATION



Michael Nilsson, AICP CTP
Principal, Director of Planning

City of Coachella (Client) has carefully reviewed the request for addendum to our existing contract and hereby authorizes KOA Corporation to commence work as indicated within the terms and conditions of this addendum request.

Signature

Name (Please Print)

Date

Title (Please Print)

Client Purchase Order or Project Number