



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

EXECUTIVE SUMMARY

TO: Bob Vitas, City Manager

CC: Mark Finigan, Assistant City Manager - Administration
E. David Fernandez, Asst. City Manager - Operations

FROM: Carolyn Sheldon, Senior Grants Administrator

DATE: January 8, 2014

RE: **Grant Writers, Langton Associates, Inc. and IN REM Solutions, Inc., presentation on Grant Needs Assessment and Strategic Grants Plan**

ACTION STATEMENT:

Grant writers, Langton Associates, Inc. and IN REM Solutions, Inc., will present the Grants Needs Assessment and Strategic Grants Plan.

BACKGROUND:

At a meeting held on March 5, 2013, the City Commission selected Langton Associates & IN REM Solutions as the City's professional grant writers as a result of a competitive RFQ (#002-13).

A Contract for services began the next day on March 6, 2013.

As part of the Grant Needs Assessment process on-site interviews were conducted with individual City Commissioners and City Staff from every Department during the week of April 8-12, 2013.

Over the following months a comprehensive list of needs was created reflecting all the needs and interests of the City.

The next step was extensive research by two (2) Research Specialists from Langton Associates & IN REM Solutions to attempt to identify possible grant matches for each and every City need. The result of this effort is the **Grant Research List**.

Key to the Caribbean – Average yearly temperature 77° F.

The final step of the process is to strategically target 10 to 15 grants to pursue in the coming calendar year. **The City of Key West Strategic Grants Plan** is that document.

The Grant Research List and The City of Key West Strategic Grants Plan are living documents and will be changed and revised as circumstances and opportunities change.

Simultaneous to preparing the Grant Research List and the Strategic Grants Plan, the Langton Associates & IN REM Solutions Team is busy preparing grant applications, which the grant writing team and the City Staff have immediately identified as of interest to the City. A report of our activity on your behalf in the pursuit of grants during the first 9 months of our Contract is provided below.

**Grant Writing Activity Report
March – December, 2013**

Grants Submitted

- 4/30/2013 – Capital Project (Bricks and Mortar Funding) MC TDC - Truman Amphitheater and Public Parking Lot
- 5/15/2013 – SeaCIP Grant Program – Mallory Square T-berth
- 6/4/2013 - Part 1 of the COPS Hiring Program Application
- 6/24/2013 – Port Security Grant Program (Port of Key West Police Boat)
- 6/24/2013 – Port Security Grant Program (Port of Key West Security Building)
- 8/30/2013 – RESTORE Grant – Restoration and Revitalization of the Truman Waterfront
- 9/17/2013 – FRDAP grant – Playground at Truman Waterfront
- 10/31/2013 – Emergency Shelter Facilities Grant Program
- 12/3/2013 – RESTORE Grant – City Marina at Garrison Bight

Grants Funded

<u>Program</u>	<u>Amount Funded</u>
Capital Project MCTDC – Truman Amphitheater	\$ 2,000,000.00
SeaCIP Grant Program – Mallory Square T-berth	\$ 762,000.00
COPS Hiring Program Application	\$ 250,000.00 (declined by City)
Port Security Grant Program (Police Boat repowering)	\$ 54,033.00 (grant scope of work amended)
Port Security Grant Program (Security Building)	\$ 60,000.00
Emergency Shelter Facilities Grant Program	<u>\$ 54,442.00</u>
Total Awarded	<u>\$ 3,180,475.00</u>

Grants Pending

	<u>Amount Requested</u>
RESTORE Grant – Restoration and Revitalization of the Truman Waterfront	\$ 8,609,442.00
RESTORE Grant – City Marina at Garrison Bight	\$ 431,500.00
FRDAP Grant – Playground at Truman Waterfront	<u>\$ 200,000.00</u>
Total Pending	<u>\$ 9,240,942.00</u>