



Staff Reports

File #: 20-2021, **Version:** 1

To: Honorable Mayor and Members of City Council
From: Vin Smith, Community Development Director
Prepared By: Neal Harrison, Economic Development Coordinator

TITLE:
Economic Development Administration Grant

RECOMMENDED ACTION:

- 1) Authorize the Community Development Director to execute all documents necessary to accept a grant from the Economic Development Administration in the amount of \$144,153 for preparation of a Local Manufacturing Action Plan with local matching funds in the amount of \$45,522.
- 2) Approve an increase in both revenue and expenditure budgets in the Non-Recurring General Fund by \$144,153 as documented in Budget Adjustment No. BE2102506.

DISCUSSION:

Grant Award, Budget, and Timeline

The City of Napa was awarded a federal grant from the Chamber of Commerce's Economic Development Administration (EDA) for the development of a Local Manufacturing Action Plan. The grant is categorized as NON-CONSTRUCTION PROJECTS: Economic Adjustment Assistance, Short Term Planning, and Technical Assistance Programs under Sections 203, 207 and 209 of the Public Works and Economic Development Act of 1965, as amended, 42 U.S.C. §§ 3143, 3147 and 3149.

The total project budget is \$189,675.00. The EDA investment is \$144,153.00, or 76% of the total budget. The remaining \$45,522.00, or 24% of the total budget, is the City of Napa's in-kind contribution in the form of staff time and effort.

The authorized award end date for the EDA federal grant is November 30, 2021, with submission of a final project progress report by December 31, 2021.

Project Scope of Work

The awarded project is intended to engage Economic Development Division staff, partners, and consultants to develop a Local Manufacturing Action Plan. This strategic plan and analysis will unlock investment, developer interest in housing and innovation spaces for makers and creatives, development in Opportunity Zones, and entrepreneurship in local production.

The authorized Scope of Work includes three interrelated phases:

Phase 1: Analysis of Inventory, Assets, and Government Processes: Phase one will conduct a baseline analysis of current and available industrial land, business clusters and other assets, and government processes to help inform investors, entrepreneurs, and government stakeholders.

Phase 2: Market Study of Workforce and Investment Needs: Building on the baseline analysis of phase one, phase two will conduct a market study to quantify workforce and infrastructure needs, as well as types of spaces and amenities available and desired for manufacture, maker and creative sectors.

Phase 3: Finalize the Local Manufacturing Action plan: The final phase will develop an action plan of high priority steps needed to support a local manufacturing, maker and creative ecosystem in the City and County of Napa. This action plan will be presented to the City Council.

Contractor Selection

The City of Napa Economic Development Division issued a Request for Proposal for qualified Consultants to submit proposals for the Local Manufacturing Action Plan on December 18, 2020.

The RFP closed on January 22, 2021, and the City is reviewing and negotiating with the highest rated vendors based on a review committee recommendation. The expectation is that the contract will be signed and work commencing by March 2021.

The final action plan will be presented to the City Council.

FINANCIAL IMPACTS:

This grant positively impacts the Non-Recurring General Fund and increases the Community Development Department's Economic Development Division budget by \$144,153 over a one-year period. Non-Recurring General Fund revenues and expenditures will be increased by \$144,153, which is the federal portion of the grant (see attached Budget Adjustment).

The City of Napa's contribution is \$45,522, or 24% of the total project budget of \$189,675, and is considered in-kind in the form of staff time and effort. The grant does not require tracking or reporting

of staff time related to grant activities.

This grant is for one calendar year, and budget remaining at the end of FY 2020/21 will be carried forward into FY 2021/22.

CEQA:

The Community Development Director has determined that the Recommended Action described in this Staff Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060c

DOCUMENTS ATTACHED:

ATCH 1 - Budget Adjustment No. BE2102506

ATCH 2 - Award Letter

NOTIFICATION:

No public notification necessary