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Agenda Item V. 2. April 9, 2026

PROPOSED RESOLUTION

**AUTHORIZATION TO ENTER INTO A CONTRACT EXTENSION WITH G&G PROCESS
SERVICES INC. D/B/A G&G MUNICIPAL CONSULTING & GRANT WRITING**

RESOLVED by the Board of Directors of the Roosevelt Island Operating Corporation of the State of New York (“RIOC”) as follows:

- Section 1. that RIOC is hereby authorized to enter into a contract extension with G&G Process Services Inc. d/b/a G&G Municipal Consulting & Grant Writing, upon such terms and conditions substantially similar to those outlined in the Memorandum from Dhruvika Amin, Vice President & CFO to the Board of Directors and B. J. Jones, President/Chief Executive Officer, dated March 24, 2026, attached hereto;
- Section 2. that the President/Chief Executive Officer or President’s designee is hereby authorized to take such actions and execute such instruments as deemed necessary to effectuate the foregoing; and
- Section 3. that this resolution shall take effect immediately.



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MEMO

TO: RIOC Board of Directors, B.J. Jones, President and CEO

FROM: Dhruvika Amin, Vice President & CFO

DATE: March 24, 2026

RE: Approval of Extension of Contract for Grant Consulting Services

Background

In December 2024, RIOC issued an RFP for grant writing services. Based on the best value method, the one-year contract in the amount of \$75,000 was awarded to G&G Municipal Consulting and Grant Writing (“G&G”) to provide grant consulting services, including grant research, identifying funding opportunities, proposal development, application submissions, application management and deadline tracking and post-award grant administration. The existing contract is set to expire on March 24, 2026. This contract award initially did not require Board approval at the time; however, Board approval is now required for this one-year contract extension due to the fact that by extending the term of the contract, this contract becomes a multi-year contract.

The purpose of this memorandum is to request Board of Directors’ approval to extend the existing contract for one additional year to ensure continuity of G&G services. Continued support is necessary to maintain momentum on active grant opportunities and to maximize future funding prospects. The current compensation structure would remain the same at a monthly retainer amount of \$6,250 with an annual contract amount not to exceed \$75,000. The scope of services includes grant research, identification and strategy, application preparation and submission, grant compliance and reporting support, and post-award management.

Performance and Results

During the original contract term, G&G has identified and evaluated multiple grant opportunities aligned with RIOC priorities. G&G has prepared and submitted ten grant applications on behalf of

RIOC and will continue to do so as there are other funding opportunities in the pipeline. G&G has secured \$867,000 in awarded grant funding. G&G has submitted additional applications totaling \$14.88MM in requested funding, currently pending. G&G has established a pipeline of \$11MM in prospective opportunities for future submission. G&G is positioning RIOC for continued success in external funding.

Through G&G's consulting engagement, RIOC established key relationships with funding agencies and successfully secured \$517k in FEMA claim reimbursements related to Covid-19 expenses.

The justification for one-year extension ensures continuity of critical grant consulting services, avoids disruption to ongoing and pending grant applications, positions RIOC to pursue larger and more complex funding opportunities, establishes a longer-term relationship that improves strategic planning and outcomes and strengthens continuity in relationships with funding agencies and partners.

Funding for this contract extension is included in the approved FY 26-27 budget. This extension is consistent with procurement guidelines as a continuation of existing services. A competitive procurement at this time would result in disruption to ongoing grant activities, potential duplication of effort, and risk to current and prospective funding opportunities. Accordingly, it is in the best interest of RIOC to extend the existing agreement for an additional one-year term. RIOC will seek to assess and undertake the appropriate procurement method for a subsequent multi-year agreement in accordance with procurement guidelines and applicable NYS requirements.

Recommendation

We recommend that the Board of Directors approve extending the existing contract with G&G Municipal Consulting and Grant Writing beyond its current expiration date for a one-year term under the original contract terms in an amount not to exceed \$75,000, totaling \$150,000 in aggregate.