



April 22, 2021

Ms. Kate Parmelee  
Director of Strategic Initiatives & Innovation  
City of Port St. Lucie  
121 SW Port St. Lucie Boulevard  
Port St. Lucie, FL 34984

**Re: Grant Writing Services Contract Change**

Dear Kate:

Sustainable Strategies DC provides grant writing services to the City of Port St. Lucie on an ongoing basis. Per Contract #20180005, we are obligated to support Port St. Lucie with up to 12 funding applications per year. Our work exceeded this contact limit in 2019-2020 with 22 funding applications and support on four other projects. For 2020-2021, Sustainable Strategies DC again exceeded the contract limit. To date this fiscal year, Sustainable Strategies DC has completed 15 funding applications and is currently working on four more projects.

We value our relationship with Port St. Lucie and appreciate the City's interest in procuring additional grant services beyond the contract limit. Per your question, Sustainable Strategies DC's services are not copyrighted, patented, or registered.

Please let me know if you would like any more information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Andrew Seth".

Andrew Seth  
President