

NEW BUSINESS

E-4

Grant Writing Services Agreement



staff report

Agenda Item No.

E-4

To: City of Imperial City Council

From: Marlene Best, City Manager

Date: April 10, 2015

Subject: AGREEMENT FOR GRANT WRITING SERVICES

Background

The City of Imperial has been successful on many grants, and not successful on others. We are hindered by our high household income and MSA status as an urban designation. The City's population is counted in with El Centro's for CDBG entitlement funding to El Centro and yet Imperial must compete for funds based on our jurisdictional population alone. Staff has been pushed to the limit, and this will likely be the "New Norm" for communities growing as quickly as Imperial and as active as we are. While staff has been competitive in many government grants, there is not time to research grants and loans that may be from private foundations or other sources that may not have some of the restrictive parameters as many of the government funding sources.

California Consulting has approached the City with an opportunity to provide grant writing and administrative services, either on a per grant basis or with an unlimited number based on a retainer of \$5,000 per month. They will also perform the administrative functions to follow up on grant requirements for the same fee. The City has an interest in several grants, but the follow up work is extensive and time consuming. An outside team would be helpful and in most cases can be funded out of administrative allowances in various grants.

DATE SUBMITTED 04/10/2015
SUBMITTED BY City Manager
DATE ACTION REQUIRED 04/15/2015

Agenda Item No E-4
CITY COUNCIL ACTION (X)
PUBLIC HEARING REQUIRED ()
RESOLUTION ()
ORDINANCE 1ST READING ()
ORDINANCE 2ND READING ()

**IMPERIAL CITY COUNCIL
AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: AGREEMENT FOR GRANT WRITING SERVICES.	
1. APPROVE AGREEMENT WITH CALIFORNIA CONSULTING FOR GRANT WRITING SERVICES.	
DEPARTMENT INVOLVED: Public Services	
BACKGROUND/SUMMARY: PLEASE SEE SEPARATE STAFF REPORT	
FISCAL IMPACT: \$5,000 per month on an annual basis is recommended. This would be split between the various funds depending on the types of grants applied for and the amount of administrative funds included.	
STAFF RECOMMENDATION:	
MANAGER'S RECOMMENDATION: Approve a contract with California Consulting for a one year period with a monthly retainer of \$5,000.	MANAGER'S INITIALS <u>MDB</u>
MOTION:	
SECONDED:	APPROVED () REJECTED ()
AYES:	DISAPPROVED () DEFERRED ()
NAYES:	
ABSENT:	REFERRED TO:



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A Proposal for City Imperial

History

Founded in 2004, California Consulting, LLC has a solid reputation for hard work and a commitment to success for its clients. California Consulting, LLC is the largest grant writing firm in California. With offices in Southern California, Northern California and Central California, we have almost 80 clients statewide. We have 25 members of our team from Chico in the North, to Los Angeles in the South.

California Consulting has developed an expertise in representing public agencies, private companies, and non-profit organizations. We have secured over \$1.4 billion for our clients since inception through grant writing and government advocacy efforts combined.

Grant Writing:

The California Consulting team boasts nearly 20 grant writers. Through years of experience our grant writers have a proven track record of success and have mastered their skills of identifying, researching, and obtaining funding for significant projects at every level of government. California Consulting grant writers have written over 640 competitive grants that have been funded, generating over \$157 million for our clients. Our aggressive, hard-working, and results-oriented style has translated into millions of dollars for our clients. Our professional grant writers are diligent and stay current on every Federal and State grant available on a myriad of different topics and public policy areas. Whether it is recreation, education, parks money, or public safety our grants team knows where to locate grant funds and how to successfully write the applications.

Sacramento Trips:

Our office regularly organizes trips to Sacramento for our clients. We organize a full day of meetings with key State Agencies that have grant monies available. Usually the City Manager or District Superintendent along with elected officials attends the day long visit to the Capitol accompanied by California Consulting. These visits include a full day of meetings with State Agencies and key decision makers for grant money.

Quarterly Events:

In order to keep our clients regularly informed of updates from the Capitol, we routinely invite special guests from Sacramento to visit with our clients. Each quarter we host an invitation only event with a key elected or appointed official from the Capitol. Recent events

have been held in Montebello, Salinas and Fresno in conjunction with our office. Guests have included CalTrans Director Malcolm Dougherty, the Governor's Cabinet Secretary, Director of California Governor's Office of Business and Economic Development, Kish Rajan and other key policymakers. This allows our clients to interact with major policymakers in a unique small group setting.

References:

California Consulting references include key leaders from around the State. Our relationships are bi-partisan and we have references from major figures and leaders in both political parties. A full list of our references can be viewed at www.californiaconsulting.org.

California Consulting currently represents over 25 cities across California, almost 40 School Districts, Charter Schools, non-profits and others. We have also been retained to work for agencies including Chevron Corporation and academic institutions including the California Institute of Technology in Pasadena, as well as several private sector clients. A full client list can be obtained at www.californiaconsulting.org.

Scope of Services and Cost:

1. California Consulting's grant research, identification, and writing are unlimited during the length of the contract.
2. California Consulting will conduct a Needs Assessment at the outset of the contract in which all relevant staff members involved with grants should be present to provide their input.
3. The Client will provide an established point of contact for California Consulting grant writer(s) to contact regarding the grant.
4. California Consulting will have reasonable access to the required information and documentation required to complete the grant on behalf of the Client.
5. The Client will provide the required information and documentation in a timely manner in order for California Consulting to submit the grant by deadline.
6. We propose that to the extent legally allowed, the Client hire California Consulting as grant administrators when dollars are available from within the grant (at no additional cost to the Client). When grant dollars from the grant are not available for administration, reporting and evaluation purposes we will provide these services to the Client at no cost as part of our scope of services.
7. California Consulting will provide monthly reports to Client to include grants in progress, grants submitted, grants pending and grants awarded.
8. California Consulting will provide Client with a monthly email list of current and upcoming grant opportunities specific to the Client's needs.
9. We will provide the Needs Assessment at no additional charge.
10. We propose a cost of \$4,750.00 per month plus reimbursement of out of pocket expenses. This is a special discounted rate for the first year of the contract.

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