

PROPOSAL FOR CONSULTANT SERVICES

FEE SCHEDULE: \$15,000 one-time fee

SERVICES: Please see attached Addendum to Exhibit "A" for full description of services provided.

Client Initials _____

Consultant Initials _____

EXHIBIT "A"

The Services provided pursuant to the terms of the Contract for Consultant Services are the following:

GRANT WRITING SERVICES

TPA will utilize the following strategic and comprehensive approach to provide grant writing services to the City of Beaumont for one Active Transportation Program (ATP) grant application.

- **Grant Application Development and Submittal:** TPA will develop, draft, submit, and follow up on the ATP grant application through the following process:
 - **Establishment of Clear Accountabilities:** TPA will coordinate with the City of Beaumont to ensure the assignment of responsibilities and tasks are made clear so that confusion and inefficiency are avoided and the City is burdened as little as possible while TPA pursues the ATP grant opportunity.
 - **Provide Overview of Full Application Requirements:** For the ATP application, TPA will provide the City of Beaumont with a detailed overview of the requirements for the grant program and corresponding application to ensure that the program is a strong fit for the city's project. This will include:
 - Coordination with California Transportation Commission regarding virtual site visits and initial project feedback
 - Application timeline
 - Eligible project types
 - Funding availability and award maximum and minimums
 - List of application components, including proposal questions and any required attachments
 - **Assemble Project Background and Details:** TPA will conduct a detailed informational interview with city staff most involved with each project in order to gain a full understanding of the project background and scope details necessary for developing the grant proposal and addressing all application questions.
 - **Coordinate Technical Project Details:** For technical application components such as site plans, detailed cost estimates, project timelines, engineering plans, and cost-benefit analyses, TPA will coordinate with the City of Beaumont staff to compile all necessary attachments and ensure consistency across all elements of the application.
 - **Draft Written Proposal:** TPA will draft all narrative components of the application and, when applicable, will indicate where additional input or project detail from the city could be provided during the proposal review process.

- **Incorporate Feedback to Finalize Proposal:** TPA will provide the City of Beaumont with a full draft for review and feedback. TPA will incorporate any additional details or revisions provided during this process to finalize the grant application and will obtain approval for the final version of the application prior to submission.
- **Submit Completed Application:** TPA will ensure that the ATP application is submitted prior to the deadline, whether the submission is electronic or through hard copies, in accordance with submission instructions for each individual program. For hard copy submissions, if needed, TPA will print and package applications according to submission instructions and will ship applications through a reliable carrier service such as FedEx in order to provide the City of Beaumont with tracking and delivery confirmation for the application. TPA will also obtain a receipt for proof of submission and provide the City with a final copy of all submitted application documents.
- **Funding Advocacy:** Throughout the ATP grant application process TPA will leverage relationships with relevant officials and program officers in various funding agencies to ensure that the City of Beaumont's grant application is aligned with the goals of the specific grant program and that the application is well-crafted and well-positioned for funding.
- **Post-Grant Submittal Advocacy:** TPA will frequently contact legislators and agency officials to follow up on the status of a grant application and promote its need and urgency. This will include drafting letters of support after grant submissions and distributing them to legislators for their consideration. In addition, TPA will work with legislators to reach out to individual granting agencies to provide background on City's projects and convey their support for those projects.