



City of Grass Valley City Council Agenda Action Sheet

Title: Contract Amendment with California Consulting for Grant Writing Services

CEQA: Not a project

Recommendation: The Council authorizes the City Manager to enter into Amendment No. 1 with California Consulting for grant writing services in the amount of \$22,800, subject to legal review.

Prepared by: Timothy M. Kiser, City Manager

Council Meeting Date: 1/13/2026

Date Prepared: 1/6/2025

Agenda: Consent

Background Information: On August 22, 2024, the City of Grass Valley issued a Request for Proposals (RFP) to solicit a qualified professional firm to provide comprehensive grant writing services. The intent of the RFP was to secure additional grant funding to support projects consistent with City Council priorities.

Following the evaluation process, California Consulting, Inc. was selected as the most qualified firm. The City entered into an initial one-year agreement with California Consulting at a cost of approximately \$53,000. During the term of the contract, California Consulting has successfully assisted the City in securing more than \$300,000 in grant funding and has advanced several additional grant applications to the second round, with final submissions due this winter (January-February).

Staff have since worked with California Consulting to renegotiate the scope and cost of services. As a result, the monthly contract amount has been reduced by \$600, to a revised cost of \$3,800 per month. This reduction reflects a more focused scope of work that prioritizes grant opportunities most aligned with the City's needs, specifically in the areas of fire services, vegetation management, and public works.

The purpose of this contract amendment is to continue grant writing services for an additional six months while further evaluating the effectiveness and return on investment of the agreement. During this period, California Consulting will also assist the City in finalizing several second-round grant applications due over the next few months. Because a significant portion of the grant opportunities being pursued relate to fire and vegetation management, staff will meet with the Measure B Subcommittee prior to the City Council meeting to review the appropriateness of using \$12,000 in Measure B funds to support grant writing services.

Based on California Consulting's qualifications, experience, and demonstrated results

to date, staff believes their services continue to align well with the City's funding goals. Staff recommends approval of the contract amendment to support the City's ongoing grant development and management efforts.

Council Goals/Objectives: This works towards achieving/maintaining Strategic Plan goals - Community & Sense of Place, and Economic Development and Vitality.

Fiscal Impact: The proposed contract amendment with California Consulting includes a fixed monthly rate of \$3,800, which aligns with the budget for grant writing services.

Funds Available: Yes

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| <u>Account #:</u> | 100-102-51110 | \$4,400 |
| | 500-701-51110 | \$2,000 |
| | 510-801-51110 | \$2,000 |
| | 230-230-51110 | \$2,400 |
| | 207-102-51110 | \$12,000 |

Reviewed by: City Manager

Attachments: Contract Amendment No. 1