



City of Grass Valley  
City Council  
Agenda Action Sheet

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**Title:** Grant writing services for Assistance to Firefighter Grant (AFG) and Staffing for Adequate Fire and Emergency Response (SAFER) Grant.

**CEQA:** Not a project

**Recommendation:** That Council 1) approve the Fire Chief to enter into an agreement with BKF Engineering for grant writing services not to exceed \$15,000 2) authorize Administrative Services Director to make any needed budget adjustments and/or budget transfers to complete this procurement.

**Prepared by:** Mark Buttron, Fire Chief

**Council Meeting Date:** 01/24/2023

**Date Prepared:** 01/19/2023

**Background Information:** The AFG was established in 2001 with the primary goal of meeting the firefighting and emergency response needs of fire departments. The SAFER grant was established to provide funding directly to fire departments to help increase or maintain the number of trained firefighters in the community.

The Fire Department is requesting assistance with the development of the grant application and the submission to the Federal Emergency Management Association. BKF Engineering was the most responsive of the three vendors who were contacted and provided a preferable quote.

**Council Goals/Objectives:** The action executes portions of work tasks towards achieving/maintaining Strategic Plan - High Performance Government and Quality Service.

**Fiscal Impact:** Funding to complete this purchase is available in the City Contingency Fund not to exceed \$15,000.

**Funds Available:** Yes

**Account #:** 100-601-58000

**Reviewed by:** City Manager

**Attachments:** None