



## City of Grass Valley City Council Agenda Action Sheet

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**Title:** Contract with California Consulting for Grant Writing Services

**CEQA:** Not a project

**Recommendation:** The Council authorizes the City Manager to enter into an agreement with California Consulting for grant writing services in the amount of \$52,800, subject to legal review.

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**Prepared by:** Taylor Whittingslow, Deputy City Manager

**Council Meeting Date:** 11/12/2024

**Date Prepared:** 11/7/2024

**Agenda:** Consent

**Background Information:**

The City of Grass Valley issued a Request for Proposal (RFP) on August 22, 2024, seeking a qualified professional entity that could provide comprehensive grant writing services. The city's goal was to secure additional funding through grants for various projects that align with Council's priorities. The RFP outlined requirements, including funding needs assessment, grant research, grant proposal development, and ongoing reporting.

Following the closing date, City staff evaluated proposals and interviewed the top three candidates, ultimately recommending California Consulting as the most qualified vendor.

California Consulting has a demonstrated history of success in grant writing services, securing over \$1.6 billion in grants for its clients since its establishment in 2004. The company has extensive experience with municipal clients across California and has successfully facilitated grant acquisition across multiple sectors, including economic development, public safety, infrastructure, and parks.

California Consulting's proposal includes:

- **Funding Needs Assessment and Strategy:** Initial and ongoing meetings with City departments to align funding priorities and identify applicable grant opportunities.
- **Grant Research and Monitoring:** Continuous tracking of federal, state, and private grant opportunities that fit the City's projects and priorities.
- **Grant Proposal Development:** Comprehensive grant writing services, including gathering information, preparing narratives, managing timelines, and ensuring timely submission.
- **Grant Administration:** Post-award support, including progress reporting and compliance with grant requirements.

- **Monthly Reporting:** Detailed monthly reports summarizing grant activities, time expended, and project statuses, ensuring transparency and accountability.

California Consulting's qualifications, experience, and proactive approach align well with the City's funding goals. Staff recommends entering into an agreement with California Consulting to support the City's funding needs through expert grant writing and management services.

1. Proposal from California Consulting
2. RFP Document

**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 with California Consulting includes a fixed monthly rate of \$4,400, which aligns with the budget for grant writing services.

**Funds Available:** Yes

**Account #:** 100-102-51110

**Reviewed by:** City Manager

**Attachments:**

1. Proposal from California Consulting
2. RFP Document