



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: November 10, 2025

TOPIC Grant Writing Opportunities

BACKGROUND BRIEF:

At Council's October 27 meeting, Council directed the Village Manager to investigate opportunities within the Administration structure to more actively pursue grant funding for the Village's capital improvement plan projects and to provide a recommendation to Council by its next meeting.

Administration reviews projects and seeks to identify grant funding opportunities matching projects whenever possible. However, as is the case with organizations with limited staffing, the Village currently does not possess the staffing necessary to aggressively pursue, apply for, and administer grant programs. Administration relies upon the Village's existing departmental staff and consultants to assist in pursuing funding opportunities whenever possible. In addition to Community Development Block Grant (CDBG) funds, within the past three years, the Village has been successful in obtaining more than \$2 million in grant funding, including a \$1.75 million Congressional Community Projects Grant for phase I of the sanitary sewer pump stations project; \$100,000 Oakland County infrastructure planning grant for the pump stations; \$335,000 in American Rescue Plan Act (ARPA) funding being used for the pump stations; \$250,000 in Transportation Economic Development Fund (TEDF) Category B grant funding for the 2026 street improvement program; and a total of \$15,000 in Oakland County Local Road Improvement funding for street crack sealing. We are continuing to pursue possible Clean Water State Revolving Fund (CWRP) low-interest bonds/grant funding and Congressional Community Projects Grant funding for the pump stations project; private funding for police technology (downtown and Village hall camera and audio systems); and other grant opportunities.

The direction from Council indicates an interest in applying additional resources to more aggressively pursue grant funding. If Council is committed to a more aggressive approach to obtaining grant funding, Administration recommends considering the following options:

- Commit additional financial resources to engage the services of the Village's engineering and planning consultants to actively identify and pursue grant funding on behalf of the Village based on the Village's adopted Capital Improvement Plan. These consultants usually already possess the background information, plans, and expertise to be able to prepare detailed grant applications and to administer the grants if necessary once obtained. While the hourly cost of these services will probably be higher, the expertise of these consultants may result in less

number of hours spent on each grant and equalize the cost. The Village could control costs and limit work to priority projects.

- Commit additional resources to engage a contractual grant writer to identify, apply for, and administer grants. Hourly costs would be higher than hiring an employee, but the Village would be able to better control the projects worked on and hours spent.
- Commit additional resources to hire a part-time or full-time grant writer as a member of the Administrative staff to devote the time necessary to identify, apply for, and administer grants. This option provides the best coordination and availability with departments but may require more hours spent on each grant as expertise on each project may be more disbursed.
- Partner with another public or nonprofit organization to share grant writing and administration services. The Village may be able to achieve economies of scale and cost savings with this appropriate but would have to compete with partners on the grant writer's availability.
- Provide an established budgetary appropriation for grant writing services and allow Administration to pursue one or more of the options above to increase the pursuit of grant funding. This option caps the cost to the Village but may limit the amount of work that can be dedicated to grant writing and administration.

SUMMARY OF PREVIOUS COUNCIL ACTION:

10/27/2025 – Council directed the Village Manager to investigate opportunities within the administration structure to more actively pursue grant funding to help the Village offset the \$28.8 million funding required for the Capital Improvement Plan and come back to Council with a recommendation at the November 10, 2025 Council Meeting.

FINANCIAL IMPACT:

If approving Administration's recommendation, a supplemental appropriation of \$30,000 for grants procurement services would be approved, with funds to be drawn from the Village's General Fund reserves for FY 2025-26 and budgeted as a normal expenditure in future fiscal years.

RECOMMENDED MOTION:

To direct Administration to create a new expenditure account in the FY 2025-26 General Fund Contractual Services Department Budget for grants procurement services and to authorize an appropriation of \$30,000 to the account for grants procurement services, with the Village Manager to be authorized to utilize the funds to engage the services of engineering, planning, or other consultants to perform grants identification, procurement, and administration services relating to projects listed in the Village's multi-year Capital Improvement Plan.