



December 13, 2024

Michelle Metteer
Town Manager
Town of Minturn, CO
301 Boulder St. #309
Minturn, CO 81645

Re: Proposal for Grant-Writing Services for FY2025

Dear Ms. Michelle Metteer,

On behalf of Sustainable Strategies DC (S²), I am pleased to provide this proposal for grant services to the Town of Minturn ("the Town"). S² has extensive experience helping localities secure resources for affordable housing, transportation and water infrastructure, historical restoration, economic development, community revitalization, and other priority projects. S² has worked with the Town of Minturn since 2021 and understands the Town's key funding priorities, including the implementation of a capital improvement plan for the Town's water infrastructure, as well as the completion of several road, sidewalk, and bicycle amenities projects and new housing developments including the Minturn North project.

S² provides a proposal for implementation assistance, including developing an Update Resource Roadmap, first completed in August 2021. This letter includes a proposed scope of work, compensation arrangements, and background on our firm and our team.

SCOPE OF WORK

S² proposes to include grant-writing services for three (3) to four (4) funding opportunities (depending upon size/level of effort of grant proposals) over a one-year contract period beginning in January 2025. S² will engage the Town team to carry out these services most effectively through:

- Update **Resource Roadmap** to reflect changes and updates to Minturn priorities;
- Performing **ongoing grant services**, including:
 - Providing **strategic advice** to help shape projects to be more competitive for foundation, federal, state, and other funding opportunities;
 - Working with the Town team to identify and gather **stakeholder support** for funding projects from the right local, regional, state, and national partners;
 - Providing **full-service grant-writing**, including drafting, finalizing, and submission of narratives, stakeholder support letter templates, attachments, and other components of competitive proposals;
 - Conducting **grant review** of proposals prepared by the Town and stakeholders;
 - **Submitting grants** through Grants.gov or other means.
- **Conducting regular conference calls and communications** with the Town team to provide updates on grant opportunities;

- **Regularly updating the funding agenda** to include new projects and grant opportunities;
- Connecting the Town team to the appropriate federal, state, and philanthropic officials to **advocate** for pending funding proposals.

PROPOSED FEE FOR SERVICES

S² proposes a monthly retainer of \$4,500/month to provide full grant-writing services to pursue these funding opportunities over a one-year contract period. Should you think you will be interested in pursuing more than four (4) grants, we can adjust the proposed fee structure up-front or discuss a means for adding grants and/or months to the retainer as we go.

BACKGROUND ON SUSTAINABLE STRATEGIES DC

S² is a government affairs and strategic consulting firm based in Washington, DC, and Denver, CO that helps clients secure resources for revitalization and other community needs. We represent local governments and other community development entities focusing on sustainable economic development, public health and safety, affordable housing, parks and recreation, and infrastructure improvements. S² provides consulting on community revitalization, project funding guidance, grant-writing services, congressional and agency advocacy, support for forming public-private partnerships, and environmental legal counsel. We have helped communities across America succeed on innovative local projects and secure billions of dollars in resources for those projects.

S² has over 3 years of experience working directly with the Town of Minturn, resulting in over \$5 million in successful grant awards. Our successes through this work include:

- \$2 million State and Tribal Assistance Grant CDS (U.S. Environmental Protection Agency)
- \$1.4 million Revitalizing Main Street Larger Safety Grant (Colorado Department of Transportation)
- \$1 million State and Tribal Assistance Grant CDS (U.S. Environmental Protection Agency)
- \$250,000 Community Funding Partnership Grant (Colorado River District)
- \$226,800 Revitalizing Main Street Smaller Safety Grant (Colorado Department of Transportation)
- \$220,000 Energy/Mineral Assistance Fund (Colorado Department of Local Affairs)
- \$147,000 Energy/Mineral Assistance Fund (Colorado Department of Local Affairs)
- \$80,000 Safe Streets and Roads for All Grant (U.S. Department of Transportation)

Please let us know if you need more information or want to discuss this proposal. We hope to continue working with you and the Town of Minturn team.

Sincerely,



Sarah Marin
Senior Associate