

SECTION 5 – COST PROPOSAL

Base Services

Grant Consulting & Research – Hourly Rates

Figure 12 outlines the hourly rates for GrantWorks personnel providing grant research for the City of Mission. These rates reflect the expertise and experience of each role in delivering comprehensive, compliant, and high-quality grant research services.

Figure 12: Hourly Fee for Grant Consulting & Research

STAFF TITLE/ CLASSIFICATION	HOURLY RATE (\$/HOUR)
Program Executive	\$0.00
Subject Matter Expert	\$179.00
Client Services Research Team Manager	\$152.00
Program Manager – Grant Research & Client Services	\$147.00
Grant Researchers	\$108.00

Grant Application Preparation – Flat Fee

Figure 13 presents flat fees for GrantWorks' grant application preparation services for the City of Mission. These fees are designed to provide a clear, predictable cost structure for preparing complete, competitive grant applications across federal, state, and local funding programs. GrantWorks leverages extensive experience in municipal grant writing and administration to deliver high-quality applications that meet all program requirements. The flat fee approach ensures transparency, facilitates budgeting, and allows the City to efficiently plan for grant opportunities while benefiting from expert guidance and strategic support throughout the application process.

Figure 13: Flat Fee for Grant Application Preparation

GRANT MINIMUM	GRANT MAXIMUM	FLAT FEE PER APPLICATION
Tier 1 – Small Grant Application (Planning/Small)		
\$0.00	\$150,000.00	\$1,950.00
\$150,001.00	\$250,000.00	\$3,460.00
Tier 2 – Medium Grant Application (Medium Infrastructure/Equipment Grant)		
\$250,001.00	\$1,000,000.00	\$5,830.00
\$1,000,001.00	\$3,000,000.00	\$9,950.00
Tier 3 – Large or Complex Grant Application (Large/Multi-Phase Project)		
\$3,000,001.00	\$5,000,000.00	\$11,890.00
\$5,000,001.00	\$10,000,000.00	\$14,920.00
>\$10,000,000.00		Negotiable, based on grant type

Condition: Flat fees for grant application preparation exclude any third-party services, including engineering.

For **Tier 1**, GrantWorks provides support for straightforward grant opportunities that have minimal complexity. This includes preparing the grant narrative, a basic budget, and standard supporting documentation, while coordinating with City staff and project engineers to gather all necessary project information. Tier 1 services are designed for smaller grants or programs with limited requirements.

For **Tier 2**, GrantWorks addresses moderate-complexity grants that require more detailed technical, financial, or demographic information. Services include developing comprehensive narratives, detailed budgets, and multiple supporting attachments. Tier 2 may also involve consultation with subject matter experts and coordination with multiple City departments and project engineers, making it ideal for mid-sized grants or projects with moderate administrative and compliance requirements.

For **Tier 3**, GrantWorks provides full support for highly complex or large-scale grants with extensive regulatory, technical, or compliance requirements. This tier includes development of complete narratives, detailed multi-year budgets, sophisticated supporting documentation, and full compliance assurance. Tier 3 often requires extensive coordination with subject matter experts, engineers, and multiple City departments, and is appropriate for high-dollar or multi-jurisdictional grants that demand a turnkey application solution.

Grant Administration – Percentage and/or Hourly – Percentage of Award (Where Allowable)

Figure 14 outlines GrantWorks' proposed fees for grant administration services, calculated as a percentage of the total grant award, for the City of Mission. This approach provides a transparent, performance-based structure that aligns GrantWorks' compensation with the scope and scale of each awarded grant. GrantWorks brings extensive experience in managing municipal grant-funded projects, including compliance monitoring, reporting, budget management, and coordination with stakeholders. By using a percentage-of-award fee structure, the City benefits from predictable, scalable costs that reflect the level of effort required to ensure successful grant execution, full compliance, and optimal utilization of awarded funds.

Figure 14: Percentage for Grant Administration for Federal or State Grants

GRANT MINIMUM	GRANT MAXIMUM	PERCENTAGE
\$0.00	\$10,000,000.00	6.79%
	>\$10,000,000.00	Negotiable

Conditions:

1. Flat fees for grant administration exclude any third-party services, including engineering.
2. Grants subject to programmatic fee caps will be adjusted accordingly.

Hourly Rates for Grant Administration

Figure 15 outlines GrantWorks' hourly rates for grant administration services for the City of Mission.

Figure 15: Hourly Rate Schedule for Grant Administration

STAFF TITLE/CLASSIFICATION	HOURLY RATE FOR ADMINISTRATION (\$/HOUR)
Subject Matter Expert	\$179.00
Project Manager – Grant Writing and Applications	\$133.00
Project Manager – Grant Administration	\$144.00
Senior Specialist	\$126.00
Specialist	\$102.00
Analyst II	\$90.00
Analyst I	\$81.00
Administrative Assistant	\$58.00

Sample Contract

A sample contract is attached as Section 7 – Completed Forms. All contracts will be modified to reflect each grant's particular terms and conditions.