



CITY OF
MISSION

**CITY COUNCIL AGENDA ITEM &
RECOMMENDATION SUMMARY**

MEETING DATE: January 13, 2026

PRESENTED BY: Michael Elizalde, Director of Grants & Strategic Development

AGENDA ITEM: Authorization to solicit requests for proposals from vendors for professional services to provide Grant Writing, Administration, Management and Consulting Services for State and Federal Grant and/or Loan Programs - Elizalde

NATURE OF REQUEST:

The Grant Administration Department is seeking authorization to solicit requests for proposals from vendors for professional services to provide Grant Writing, Administration, Management and Consulting Services for State and Federal Grants and/or Loan Programs. The professional service agreement will ensure the City has access to specialized expertise necessary to identify competitive funding opportunities, maintain compliance with complex program requirements, and maximize the successful acquisition and management of external funding in support of City priorities and community needs

BUGETED: Yes / No / N/A **FUND:** _____ **ACCT. #:** _____

BUDGET: \$ _____ **EST. COST:** \$ _____ **CURRENT BUDGET BALANCE:** \$ _____

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *AG*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____