



# City of Needles, California

## Request for City Council Action

CITY COUNCIL    NPUA    HACN

Regular    Special

**Meeting Date:** May 26, 2026

**Title:** Authorize a month-to-month contract extension with California Consulting for grant writing services and approve an increase from \$110/hr to \$125/hr.

**Background:** On November 30, 2018, the City issued a request for proposals for professional grant writers. On April 23, 2019, the City executed a three-year contract at \$95.00 per hour with California Consulting. On April 26, 2022, the City Council authorized a two-year contract extension with a rate increase from \$95/hr. to \$110/hr.

California Consulting has assisted the City with preparation and review of grant applications that have contributed to the City's successful pursuit of state and federal funding opportunities.

Staff is requesting approval of a month-to-month contract extension with California Consulting at a rate of \$125 per hour, terminable by either party upon thirty (30) days' written notice. The proposed rate remains below California Consulting's standard rate of \$150 per hour charged to other clients, and services will continue to be funded through adopted departmental budgets.

The following table summarizes annual expenditures for grant writing and grant application review services provided by California Consulting.

	2022	Grant Status	2023	Grant Status	2024	Grant Status	2025	Grant Status	2026	Grant Status
	525	review fee	6,600	denied	3,300	denied	1,870	denied	3,520	grant awarded
	317	review fee	9,000	awarded	6,050	denied	3,300	denied	1,760	denied
	633	review fee			3,988	awarded				
	879	awarded			3,000	denied				
	190	review fee								
	380	review fee								
<b>Total Fiscal Year Expense</b>	2,924		15,600		16,338		5,170		5,280	

**Fiscal Impact:** Cost per hour for a grant writer is \$125, and each grant is allocated a specific number of hours to complete. For example, ATP Cycle 7, California Consulting would request 45 hours to complete the grant application. The total fee for the application to the City would be \$5,625. The department requesting the grant would fund the expense from the adopted fiscal year budget. Annual expenditures for grant writing services have ranged from approximately \$2,900 to \$16,300 in recent years and are funded through adopted departmental budgets.

**Recommendation:** Authorize a month-to-month contract extension with California Consulting for grant writing services at a rate of \$125 per hour and authorize the City Manager to execute the agreement.

**Submitted By:** Rainie Torrance, Utility Manager

**City Manager Approval:** Patrick J. Martinez

**Date:** 5/21/2026

**Other Department Approval (when required):** \_\_\_\_\_

**Date:** \_\_\_\_\_