



Request for Qualifications

PROFESSIONAL GRANT WRITING SERVICES

**Submitted
August 11, 2022**

**California Consulting, Inc.
214 Main Street, Suite 102
El Segundo, CA 90245**

www.californiaconsulting.org

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August 11, 2022

City of Carson
Elaine Bedwell, Buyer
701 East Carson Street
Carson CA 90745

Dear Ms. Bedwell,

California Consulting, Inc. is pleased to provide this response to the Request for Qualifications for Professional Grant Writing Services. California Consulting is prepared to provide professional grant writing services to help the City identify, pursue, and manage grants driven by the City's goals and priorities. Based on our current engagement we will continue the momentum since we are well acquainted with the city's priorities and have a successful track record.

Founded in 2004, California Consulting, Inc., a California Corporation, is the largest grant writing firm in California and has developed an expertise in representing municipalities and has extensive experience with federal state, and local grant opportunities. California Consulting team maintains expert skills in effective and persuasive grant writing for Municipalities. Our team has written over 1300 competitive successful federal, state, and private foundation grant applications that have been awarded to our clients. We are honored to provide grant writing services to the following cities of Baldwin Park, Compton, Irwindale, Wildomar, Twentynine Palms, Needles, Maywood, Bell, Glendale, and Monrovia among many others.

California Consulting has secured over \$1.6 billion through the company's combined efforts as noted on our website www.californiaconsulting.org. Our aggressive, hard-working, and results-oriented style has translated into success for our clients. Our grant writers have developed municipal subject matter expertise in writing federal and state competitive applications as evidenced by our many municipal award-winning applications. Our team can provide grant administration and post-award compliance reporting for awarded federal and state grants.

California Consulting's main office is located at 214 Main Street, Suite 102, El Segundo, California 90245. The Contact Person authorized to sign and bind the firm in the contract is Steve Samuelian, CEO. He may be reached at (323) 728-9002 or via email at steve@californiaconsulting.org, or, the contact person regarding this RFP is Dan Rodriguez, Director of Operations. He may be reached at (323) 728-9002 or dan@californiaconsulting.org.

Warmest Regards,

A handwritten signature in blue ink, appearing to read 'S. Samuelian'.

Steve Samuelian, CEO

Firm Qualifications

Founded in 2004, California Consulting has offices in Northern, Central, and Southern California and is a proud sponsor of the Municipal Management Association of Southern California (MMASC), California City Management Foundation (CCMF), and League of California Cities. California Consulting is the largest full-service grant writing firm in California. We have secured over \$1.6 billion for our clients since inception through grant writing and governmental affairs efforts combined. We currently have approximately 90 clients statewide consisting of approximately 50 cities, almost 30 school districts, and several non-profit, and private sector clients. We have 44 team members from Chico in the North to San Diego in the South. California Consulting continues to grow and the majority of our new clients come from referrals from existing clients. We have built a solid reputation by effectively communicating with our clients and working hard for them. We are experts in the fields of grant research and identification, preparing comprehensive and concise grant application packages, submitting grants in a timely fashion, and follow-through after the grant has been submitted. California Consulting subscribes to a wide range of grant sites that allows us to track current and upcoming grants.

Through years of experience, our grant writers have a proven track record of success and have mastered their skills of identifying, researching and obtaining funding for significant projects at every level of government. Our aggressive, hard-working, and results-oriented style has translated into millions of dollars for our clients. Our grant writers are diligent and stay current on every Federal, State, and private grant available on a myriad of different topics and public policy areas. We have written over 1300 competitive successful grant applications that have been awarded.

California Consulting staff is experienced in all facets of grant research, grant writing, and grant management. We have a thorough understanding of our client's needs through open and continual communication. Our grant writers have almost 400 years of grant writing experience combined. California Consulting works collaboratively with our clients to create a strategy for identifying funding opportunities that align with the client's needs, whether it's at the Federal, State, or Private level.

California Consulting works collaboratively with our clients to create or build upon an identified strategy identifying funding opportunities that align with the client's needs, whether it's at the Federal, State, or Private Foundation level. Our team meets via Zoom due to the pandemic with clients to conduct a needs assessment at the outset of the contract in order to identify the client's goals. We are highly experienced and very capable of arranging and attending any meetings on behalf of the City.

The California Consulting project manager assigned to the City will be the main point of contact. Our team will meet with the Staff immediately and continue to meet with Staff monthly to ensure an accurate and high-quality work product. The project manager will submit a written monthly report on the first day of each month to the City to outline all activities conducted for the City during the prior month.

Scope of Work

I. California Consulting shall provide professional services to include, but are not limited to, the following:

1. Assist City staff in securing federal, state, and local funds in the form of grants from the state and federal government, and other agencies, to support the financing of Carson's housing and community development programs. Assisting staff to secure grant funds will include identifying relevant grant opportunities, preparing and submitting applications in a timely manner, following up with the grant agencies, and assisting staff to prepare and submit any reports or information required by the granting agency.
2. Find funding opportunities in the form of local, state, and federal grants for business owners and homeowners to be used to maintain and upgrade their property including low-interest loans, such as the State Revolving Loan program for water projects.
3. Find funding opportunities and assist with grant applications for various capital improvement projects. These include all types of water, sustainability, park-related, and transportation projects.
4. Assist City in the identification and application-for various "Cap and Trade" grants as defined by Assembly Bill 32, the California Global Warming Solutions Act of 2006, which added Division 25.5 (commencing with Section 38500) to the Health and Safety Code.
5. Provide notices to City department directors and the Contract Officer of funding opportunities, specifically, federal and state grants with an emphasis on the areas of economic development, environmental, infrastructure, planning, and housing.
6. Provide notifications and updates to City department directors and the Contract Officer and indicate those that are relevant to them and how. The notifications and updates shall include proposed federal regulations or rules within the issues of economic development, environmental, sustainability items, infrastructure, parks, labor relations, planning and housing, and taxes.
7. Provide notification and updates with relevance to each City department director and the Contract Officer of proposed state regulations or rules relating to economic development, environmental, infrastructure, labor relations, planning, and housing and taxes.
8. Work with the City's state and federal legislative advocates, as appropriate, on developing and executing funding strategies for grant applications and related activities.

II. As part of the Services, California Consulting will prepare and deliver the following tangible work products to the City:

- A. Submit monthly status progress reports to the City Manager or their designee, which include which grants the California Consulting team recommends that the City apply for, the relevant agency issuing the grant, the possible amount of the grant, and its purpose. As to existing grant applications, the report will include a detailed summary of the status of the application, upcoming deadlines, and relevant materials that the City needs to prepare.

- B. Weekly reports as warranted or as deemed reasonably necessary by California Consulting or the Contract Officer. The weekly reports will contain any or all of the information in II.A., as necessary, to ensure that the City will timely and accurately pursue grant application opportunities.
- C. Upon request by City, California Consulting shall prepare separate cost estimates for specific grant writing services based on particular grants that are of interest to the City.

Project Management Team

California Consulting will provide team members as required that will work in collaboration with city staff to provide full grant writing and management services. The resumes listed below include qualifications, background, relevant skills, and a number of years of experience in providing professional grant writing services. California Consulting maintains a team of over 25 project managers that is able to accommodate rapid deadlines and shifting priorities.

Steve Samuelian, CEO has held various leadership posts during a career spanning over 37 years. Steve was born and raised in the L.A. area and began his political and civic involvement in Los Angeles in 1982. In January 1995, Steve was appointed as Field Director for Congressional District 19. He was later promoted to District Director overseeing the 19th Congressional District Office staff and District operations for the Congressional office, where he served in this capacity for 8 years. In 2002, Steve was elected to the California State Assembly representing the 29th Assembly District. He was appointed to the Assembly Appropriations Committee by the Speaker and served as the Vice-Chairman of the Assembly Elections and Redistricting Committee. Previously, Steve was elected to the Board of Directors of the L.A. County Business Federation (BizFed) where he was an elected Executive Committee Member serving as an Officer for one of the largest business organizations in the U.S. Additionally, Steve has been the recipient of several different awards from the L.A. County Business Federation (BizFed) including the “Ambassador of the Year” award in 2018. BizFed is one of the nation’s largest and most prominent business organizations with many Fortune 500 corporate members. Steve serves as the Co-Chair of the USC Unruh Institute Ambassador Program <http://dornsife.usc.edu/unruh/ambassador-press-release/>. In January 2020 Steve was appointed as Vice-Chairman of the Athenian Leadership Council, the primary fundraising organization for the USC Sol Price School of Public Policy. January 2019, Steve served as the Host Committee Chairman for the USC Sol Price School of Public Policy 90th Anniversary Gala at L.A. District Hall. The Price event was attended by hundreds of USC alumni, supporters, and several prominent elected officials. In 2017, Steve was asked to speak to Master’s Degree students at the UCLA Luskin School of Public Affairs and also moderated a panel sponsored by UCLA Luskin in 2016 dealing with the topic of Economic Development in L.A. County. In 2018, Steve was the recipient of an “Outstanding Achievement” award presented to him by the Consulate of the Republic of Armenia in Los Angeles. Steve has served on the Board of Directors of a Chamber of Commerce, a County United Way, and a Crime Stoppers organization. He has also been quoted in national, state, and local print and electronic media outlets regarding a variety of public policy issues. He has been a guest speaker for many associations (partial list) including League of California Cities, Independent Cities Association, Contract Cities Association, California School Board Association (CSBA), Municipal Management Association of Northern California (MMANC), and others. Steve Samuelian founded California Consulting in 2004 the state’s largest grant writing company and the firm quickly established a reputation for hard work and a commitment to success for its clients.

David Marquez, Senior Project Manager has been with California Consulting for almost ten years. He is focused on developing capacity-building and community development-related services on behalf of non-profit agencies, local government, and the private sector to serve the diverse communities of Los Angeles. David has extensive experience and familiarity in the area of community and economic development, social and health services, and planning and land use issues. David has combined his knowledge of varied issues with his experience in policy development, coalition building, grant management, fund development, and local government to develop both strategies for issue-oriented advocacy and program sustainability for his clients. David served as Chief Deputy of Legislation and Policy for former Los Angeles Councilmember Mike Hernandez, where he managed the legislative and planning staff. David began his career as a community organizer over twenty years ago in East Los Angeles.

Ashley Ramsey, Senior Project Manager has been with the firm for over five years. Ashley has a Bachelor of Science in Planning with an emphasis in Regional and Environmental Policy and Planning from the Massachusetts Institute of Technology. Ashley has written many federal and state grant applications that have been awarded. She has professional experience in health care administration, quality control, and regulatory compliance for biologics and early childhood education. Ashley also has experience in starting and operating an educational community service organization and a biotech firm. She is a subject matter expert in transportation planning, social program design, and healthcare access projects.

Michelle Ferguson is a Project Manager who brings grant writing expertise built upon more than 20 years of writing and editing experience, primarily in journalism and in Colorado's nonprofit sector. *Her grant writing continuity for the City will be an excellent asset since she is currently writing for the City of Carson.* Throughout her career in grant writing and management, Michelle has raised nearly \$9 million to benefit a wide spectrum of social causes ranging from improved student literacy levels to increasing equitable outcomes in healthcare for those uninsured and underinsured. Michelle functions as lead liaison and manages client portfolios, thereby incorporating any changes or edits communicated by clients in order to effectively bring their interests and goals to the forefront. Whether corporate, foundation or first-time funders, Michelle excels at cultivating partnerships with private and public sources to spearhead impactful change that is further bolstered by the power of community.

Tracy Yassini, Project Manager brings over 20 years of experience to California Consulting. Tracy has written successful federal, state, corporate nonprofit, charitable trust, community, and private foundation grants for tribal governments, private and public companies, nonprofit organizations, and local governments. She has a wide array of interests which include education, environmental issues, food systems, public safety, and rare/single disease research. Tracy held key leadership positions at larger "institutional nonprofits" such as City of Hope National Medical Center, the Muscular Dystrophy Association, and the American Heart Association – experiences that have fortified her ability to shape persuasive, solid grant proposals that get funded. In addition, her understanding of programs, budgets, and organizational development enable her to "put all the pieces together" in a cohesive manner. Tracy holds a Bachelor of Science degree in Political Science from California State University, Dominguez Hills, and is a member of the Association of Fundraising Professionals, Los Angeles region.

Cecily Harris, Project Manager has over 35 years of experience working with cities and was former staff with both the City of San Mateo and County of San Mateo, and has worked with numerous nonprofit organizations, as a consultant and volunteer. Her niche has always been on the business side – fund development, government relations, marketing communications, program development and implementation, community engagement, and education. Her passion is grantsmanship – the research, writing, and managing of foundation and government grants. Cecily served on numerous nonprofit organization's Board of Directors and was appointed to several cities, regional, and State of California committees, and commissions. Other recent community service placements included Board Member on the San Francisco Bay Trail Project, Advisory Board Member on the San Francisco Bay Area Water Trail, and Commissioner on the State Boating and Waterways Commission. She now serves on the Metropolitan Council Parks and Open Space Commission, Park and Trails Legacy Advisory Committee as well as serving on the Boards of ArtReach St. Croix, Gateway Browns Creek Trail Association, and North Woods and Waters of the St Croix Heritage Area. Cecily earned a Bachelor of Science degree in Renewable Natural Resources, Wildlife Sciences from the University of Arizona and a Masters of Business Administration, Marketing from Golden Gate University.

Karen Simpson, Senior Project Manager has been with California Consulting for over seven years and has over 30 years of grant writing experience. Karen has served in municipal government for almost 30 years for the Cities of Los Angeles and Pomona. She has garnered her grant-writing skills for federal and state funding opportunities from multiple communities and economic development programs. She has extensive knowledge and training in grant program management, grant research, grant writing, and post-award program compliance. Karen is skilled in building collaboration between community-based organizations, faith-based entities, educational entities, and social institutions which resulted in federal grant awards totaling \$10.4 million in less than seven years. Karen has written grants addressing economic development, housing improvement, and lead-hazard control. Karen has extensive experience in working with non-profit organizations providing grant writing services, capacity building, and funding strategies to help meet needs in underserved neighborhoods.

Audra Lee, Project Manager is an experienced grant writer, working in the nonprofit sector for 20 years. Audra is also well versed in nonprofit administration and creating organizational stability through financial diversification. Her specialty is grant writing, grant management, nonprofit development fundraising, and event coordination. Audra excels at creating solutions to drive organizational growth and stability through fund procurement. Her passion lies in ensuring leadership, human capital, and fund development support programs and operations to achieve annual objectives and meet strict Foundation, City, County, State, and Federal funding standards. As an experienced grant writer, Audra has an 80% success rate in procuring grants. She has also spearheaded over 300% organizational financial growth through fundraising, grant funding, and capital campaigns. Audra holds a Master's degree in Psychology and is a Doctoral of Business candidate.

Jaimie Lewis, Project Manager has been with the firm for over three years and has a background in finance and budgeting with over 10 years of grant writing experience. Prior to joining California Consulting, Jaimie served as a grant writer and financial analyst for Omnitrans, San Bernardino County's transportation provider, and assisted with projects for the 5310 program, authored vanpool grant (CMAQ Funds), assisted with TIGER grant, managed FTA 5307 funds which funded the San Bernardino Transit Center project, assisted with the Metrolink expansion project in the District of Rialto: Sub Recipient Manager for Measure I Funds and performed the milestone reporting for FTA funding. Jaimie's experience also includes working for the County of San Bernardino as a public health grant auditor, and the State Agency of Equalization as a sales and use tax auditor. She has worked with many municipalities and numerous non-profits in the Southern California region and has written and assisted in the grant management and monitoring efforts for many organizations. She is a graduate of California State University, Northridge and she earned her Bachelor's Degree in business administration and Master's Degree in public administration. Jaimie has written competitive grants and discretionary grants to aid in the awarding of over \$48 million in federal, state, and private funding.

Andrea Wogsland, Project Manager has served in executive leadership positions for environmental organizations in coastal areas. Andrea brings with her a background of 15+ years of experience driving fundraising projects for entities amplifying marginalized community voices for issues related to access—whether public land, fresh food, or quality of life. After working for a conservation-driven investing firm and the local land trust, which operated the organic farm closest to New York City, Andrea became a Project Partner with Southwest Strategies, a top public affairs firm in California, spearheading an eco-tourism project. She galvanized the simmering need for healthy food in a community located in the South Bay of San Diego by leading the business planning effort for a full-service grocery co-op market. The co-op now has over 700 owners and counting. Andrea was the Development Director for a national animal welfare non-profit organization focused on sustainable public lands management. During

her tenure, she successfully secured grant funds to save over 900 wild horses, the largest horse rescue in U.S. history. Andrea was on the board of directors of Southwest Wetlands Interpretive Association for seven years, a cooperative non-profit organization with California State Parks and the National Oceanic Atmospheric Administration, which handles the parameters of grant management for the Tijuana River National Estuarine Research Reserve. She was also a board member of the Cambria Forest Committee and a participant in the California Forest Management Task Force's Coastal Region Prioritization Group. Her work has been published in the sustainability issue of the [Design Management Institute Review](#). Andrea attended Parsons School of Design's business program for Design & Management in New York City. She is a Certified California Naturalist through the University of California Agriculture and Natural Resources.

Ilya Malinsky, Senior Project Manager has over a decade of professional writing experience, Ilya Malinsky has authored a wide range of successful grant proposals focusing on social services and education. During the last fiscal year, Mr. Malinsky helped secure nearly \$1 million in grant funding. He has secured funding for a number of publicly and privately funded projects serving low-income communities and student populations. Projects have included educational and skill-building programs in underserved urban communities, programs for pregnant and parenting high school students, and comprehensive after-school programs for middle school students in cities including Los Angeles, Chicago, and Washington, DC. Ilya earned his Bachelor's degree in Journalism from Boston University.

Project Methodology

California Consulting is a full service grant writing firm. Our team members are experts in the fields of grant research and identification, preparing comprehensive and concise grant application packages, submitting grants in a timely fashion, and following through after the grant has been submitted to determine the status of the application. California Consulting has a fundamental business philosophy founded on open communication and customizing each application to the client's needs.

1. **Funding Needs Analysis:** *(In-Depth Meeting with Department Heads to review priorities and funding needs).* Since we have been engaged, we have a full understanding of the city's needs and will actively address the identified Capital Improvement Programs that are being developed by staff. The Project Manager will continue to meet with the client regularly and on an ongoing basis.
2. **Needs Assessment:** *(In-Depth Meeting with City Staff to review priorities and funding needs).* The Project Manager and our team will conduct regular meetings and continued dialog on an ongoing basis. This cooperative working relationship building is the key to keeping the grants pursued on target with the client's overall goals.

Sample questions asked during the Needs Assessment:

- A) *List and describe any program initiatives or priority projects.*
 - B) *What needs, projects or content areas would you like to target for funding? The client can list specific projects or general areas in which you have funding needs.*
 - C) *List any grants for which you are considering applying or have decided to apply. In addition, please list what kind of grant-writing support would be helpful for each grant.*
 - D) *List past grant applications you would like to revise and submit again.*
 - *The Client will provide an established point of contact for the California Consulting Project Manager to contact regarding the grant.*
 - *California Consulting will have reasonable access to the required information and documentation required to complete the grant on behalf of the Client.*
 - *The Client will provide the required information and documentation in a timely manner in order for California Consulting to submit the grant by the deadline.*
 - *California Consulting will provide a monthly report listing the Grant Opportunities we recommend for the Client based on the input from the Staff through ongoing communication.*
 - *We will provide the Client with monthly written reports on grants written, grants in progress, along with upcoming grant opportunities.*
 - *We will provide training to Staff in preparation for successful grant proposals and applications.*
3. **Grant Funding Research and Identification:** Our Project Management Team maintains expertise in grant identification. They conduct thorough research on an ongoing basis. We have several grant-related search engines and List Service websites we subscribe to in order to research all current and upcoming Federal, State, and Private Grants. We track current and upcoming grants in order to let our clients know what is available and what we recommend would fit their situation. The Project Manager will assist the Client in deciding which grants fit best with the Client's projects that were identified in the Needs Assessment. The Project Manager will be able to advise the Client on the strength of the Client's project when competing for the grant and will make recommendations based on the Client's budget and ability to meet the grant requirements, as well as any other factors regarding the grant agency guidelines. California Consulting is committed and capable of assisting with expertise in the following categories as requested:
 - Assist City staff in securing federal, state, and local funds in the form of grants from the state and federal government, and other agencies, to support the financing of Carson's housing and

community development programs. Assisting staff to secure grant funds will include identifying relevant grant opportunities, assisting staff to prepare and submit applications in a timely manner, following up with the grant agencies, and assisting staff to prepare and submit any reports or information required by the granting agency.

- Find funding opportunities in the form of local, state, and federal grants for business owners and homeowners to be used to maintain and upgrade their property to include loan interest loans.
 - Find funding opportunities and assist with grant applications for various capital improvement projects. These include all types of water, sustainability, park-related, and transportation projects.
 - Assist City in the identification and application for various "Cap and Trade" grants as defined by Assembly Bill 32, the California Global Warming Solutions Act of 2006, which added Division 25.5 (commencing with Section 38500) to the Health and Safety Code.
 - Provide notices to City department directors and Contract officers of funding opportunities, specifically, federal and state grants with an emphasis in the areas of economic development, environmental, infrastructure, planning, and housing.
 - Provide notifications and updates to City department directors and the Contract Officer and indicate those that are relevant to them and how. The notifications and updates shall include proposed federal regulations or rules within the issues of economic development, environmental, sustainability items, infrastructure, parks, labor relations, planning and housing, and taxes.
 - Provide notification and updates with relevance to each City department director and the Contract Officer of proposed state regulations or rules relating to economic development, environmental, infrastructure, labor relations, planning, and housing and taxes.
 - Work with City's state and federal legislative advocates, as appropriate, on developing and executing funding strategies for grant applications and related activities.
4. **On-Call Grant Research** – In addition to the areas defined above, other areas may also be identified through the funding needs analysis process including researching grant opportunities identified by the City and participating in funding agency video platform meetings, webinars, and/or workshops.
5. **Grant Proposal Development:** Our Project Management Team will write all sections of the grant application. Once a grant has been identified, we work with staff to interpret guidelines and gather information necessary for a strong proposal and application. By learning about the Client's history, needs, and how the award will positively impact the Client's project, we are able to communicate that information with a clear and concise grant package to get the agency's attention. When your staff and California Consulting agree to develop a grant proposal, we will develop a checklist and schedule. The checklist and schedule will include what items the Client will be responsible for and a timeline as to when we will need them submitted to our office. California Consulting retains copies of all grants we have submitted. If a similar grant application was previously approved, we will use this application as a guide when creating the Client's application

Below is a list of general tasks for our grant process:

- a. *Create a task timeline with due dates and ensure the proposed project meets the grant agency's requirements*
- b. *Review similar successful grant applications and apply where possible*
- c. *Collect information on the project*
- d. *Meet with staff to create an accurate scope of work, budget, timeline, narratives, and cost analysis*
- e. *Attend pre-proposal conferences, and webinars, as necessary*
- f. *Coordinate with local agencies and organizations as needed when applying for collaborative grants*
- g. *Obtain letters of support, when necessary*

- h. *Work with staff to determine if City Council approval is required for submission and work with staff to prepare staff reports for the Council.*
 - i. *Draft proposals and send them to staff for review*
 - j. *Incorporate staff edits in final drafts*
 - k. *Monitor funding agency until grant awards are announced*
 - l. *Obtain Grant Funding Agency feedback if the grant is not awarded and provide the Client with findings and advice on future applications*
6. **Grant Management** – In coordination with City staff, plan and implement grant programs, prepare budgets, monitor expenditures, track results, analyze financial data, prepare and submit progress reports to the funding agency, and closeout grant program/project files
7. **Grant Advocacy:** California Consulting would be pleased to contact any and all federal and state agencies to discuss your grant application and make presentations to agency boards as needed based on our longstanding relationships with the following:
- CalTrans Department of Transportation
 - U.S. Federal Highway Administration
 - U.S. Environmental Protection Agency
 - California Environmental Protection Agency
 - California Department of Parks and Recreation
 - U.S. Bureau of Reclamation
 - California State Water Resources Control Board
 - California Department of Water Resources
 - California Energy Commission
 - Employment Training Panel
 - California Air Resources Board
 - U.S. Department of Energy
 - U.S. Department of Justice
 - U.S. Department of Education
 - Office of Juvenile Justice and Delinquency
 - U.S. Department of Housing and Urban Development-HUD
 - U.S. Economic Development Administration-EDA
 - California Housing and Community Development Department
- (partial list)*
8. **Preparation of Grant Application Documentation:** The Project Manager will be responsible for preparing any associated exhibits and presentations related to the grant application being prepared. The Project Manager will prepare any studies required for the grant application. If the study requires the services of a sub-consultant, the Project Manager will assist the Client in developing an RFP/Q in an effort to obtain a qualified sub-consultant for these services. The Project Manager will review and assist the Client in the preparation of plans, specifications, biddocuments, and other documents prepared by the Client or other consultants to ensure grant requirements are in compliance.
9. **Grant Review and Submission process:** California Consulting takes pride in our impeccable grant application submissions due to our thorough quality assurance measures to ensure a strong and competitive grant application. Our Senior Project Managers conduct group meetings with all Project Managers monthly, or as required. In addition, our Project Management team meets individually with each Project Manager regularly to review each client’s work plan status and submissions. These meetings thoroughly discuss the client’s needs, and grants being worked on, and review additional grant opportunities that match the client’s identified priorities.

10. **Project Schedule:** We create a precise project timeline to ensure the grant is submitted on time. This timeline not only captures the submission deadline but establishes an internal deadlines/checklist in order to obtain the information needed for quality submissions.
11. **Written Monthly Reports:** California Consulting will prepare a monthly report for the Client reflecting grants in progress, grants submitted, and grants awarded. This will provide the Client with a clear return on investment. Our staff is able to present this information to the City as requested by the Client. Our Project Managers with the Senior Project Manager will participate and attend monthly meetings to report on work and provide updates as required by the Client.
12. **Workshops and Community Information Webinars:** California Consulting is proud to provide regular grant writing workshops/Zoom webinars for municipalities. We have conducted with the Municipal Management Association of Southern California (MMASC), CA Contract Cities, Independent Contract Cities, Southern California Legislators, Orange County Board of Supervisors, Supervisor Doug Chaffee, Assemblywoman Sharon Quirk-Silva, US Representative Judy Chu, Senator Connie Leyva, Assemblywoman Ling Ling Chang, Congresswoman Maxine Waters, Huntington Beach Mayor Matthew Harper (Webinar Links below). We distribute a monthly newsletter (links below) with upcoming grant opportunities to all clients. We conduct grant writing training webinars for our clients on YouTube: <https://youtube.com>. In addition, our team is always prepared to provide grant writing training to clients to assist with the full grant writing process.

2022 Newsletter Links

August- <https://conta.cc/3QdwBQu>

July- <https://conta.cc/3Is4H0c>

June- <https://conta.cc/3awkZbx>

Webinar Grant Links:

MMASC Webinar - <https://conta.cc/3C4CPKM>

Supervisor Chaffee and Assemblywoman Quirk-Silva Webinar - <https://conta.cc/3n56lfa>

Senator Caballero Webinar - <https://conta.cc/3wx5Y0l>

Municipal Grant Awards List (partial list)

California Consulting is pleased to provide our work experience below for the different federal, state, and private foundation grants we have written and been awarded.

| Grant Name | Client Name | Award Amount |
|--|---|--------------|
| Coronavirus Emergency Supplemental Funding Program | City of Carson | \$106,687 |
| Phillip66 Assistance | City of Carson | 25,000 |
| Local Road Safety Program | City of Carson | \$72,000 |
| Kaiser Permanente Foundation Community Benefit 2019 | City of Carson | \$7,500 |
| Shell Community Fund | City of Carson | \$2,500 |
| West Basin Sponsorship | City of Carson | \$5,000 |
| Kaiser Permanente Foundation Community Benefit 2018 | City of Carson | \$7,500 |
| MSRC Local Government Partnership Program | City of Carson | \$106,250 |
| CalFire Urban Forest Management and Expansion | City of Carson | \$270,000 |
| HCD Housing Related Parks Program (HRPP) | City of Carson | \$75,000 |
| Kaiser Permanente Foundation Community Benefit 2017 | City of Carson | \$7,500 |
| CalRecycle Tire Derived Product Grant | City of Carson | \$150,000 |
| CalFire Urban Forestry Improvement and Expansion | City of Carson | \$267,915 |
| 2022 Transit and Intercity Rail Capital Program (TIRCP) | City of Glendale | \$34,688,000 |
| Prop 1 Storm Water Grant | City of Baldwin Park | \$12,500,000 |
| Prop 1 Storm Water Grant Program (Round 1) | City of Hermosa Beach | \$3,099,400 |
| WaterSMART Water and Energy Efficiency Grant | City of Bakersfield | \$743,300 |
| Rivers and Mountains Conservancy (RMC) | City of Lynwood | \$1,692,575 |
| Prop 1 Stormwater Grant Program | City of Baldwin Park | \$12,500,000 |
| WaterSmart Small scale efficiency | City of Coachella | \$75,000 |
| FY20 WaterSMART Award | City of Needles | \$213,826 |
| Economic Development Administration: Public Works and Economic Adjustment Assistance | San Bernardino Community College District | \$3,000,000 |
| State Water Resource Control Board - Clean Water State Revolving Fund -CWSRF | City of Delano | \$2,000,000 |
| Los Angeles County Regional Parks and Open Space District Measure A - Facility: | City of Bell | \$1,000,000 |
| CalFire Urban and Community Forestry Grants Program - Urban Forestry Management Plan | City of Bell | \$256,916 |
| Caltrans - Clean California Local Grant Program (Downtown Gilroy) | City of Gilroy | \$3,960,765 |

| | | |
|--|-------------------------|-------------|
| Caltrans - Clean California Local Grant Program (Lost Hills Park) | County of Kern | \$2,476,008 |
| Caltrans - Clean California Local Grant Program (Mojave East Park) | County of Kern | \$3,023,637 |
| Caltrans - Clean California Local Grant Program (Heritage Park) | County of Kern | \$4,263,983 |
| Caltrans - Clean California Local Grant Program | City of Ridgecrest | \$1,840,000 |
| Caltrans - Clean California Local Grant Program | City of Maywood | \$1,388,940 |
| Hazard Mitigation Grant Program | City of Oroville | \$508,220 |
| Caltrans - Highway Safety Improvement Program (HSIP) | City of Stockton | \$250,000 |
| Economic Development Administration: Public Works and Economic Adjustment Assistance | City of Twentynine Palm | \$2,217,668 |
| LA County Regional Parks & Open Space District - Measure A Competitive- Category 4 | City of Bell Gardens | \$893,000 |
| CAL FIRE - Urban and Community Forestry Grant Program | City of Newman | \$203,694 |
| Caltrans - Highway Safety Improvement Program | City of Glendale | \$249,975 |
| Caltrans - Highway Safety Improvement Program | City of Lynwood | \$1,011,600 |
| Caltrans - Highway Safety Improvement Program | City of Glendale | \$996,000 |
| Caltrans - Highway Safety Improvement Program | City of Glendale | \$247,500 |
| Caltrans - Highway Safety Improvement Program | City of Murrieta | \$247,435 |
| Caltrans - Highway Safety Improvement Program | City of Manteca | \$250,000 |
| Caltrans - Highway Safety Improvement Program | City of Manteca | \$1,934,640 |
| Caltrans - Highway Safety Improvement Program | City of Manteca | \$681,390 |
| Caltrans - Highway Safety Improvement Program | City of Monterey Park | \$312,160 |
| Caltrans - Highway Safety Improvement Program | City of Montebello | \$860,000 |
| Caltrans - Highway Safety Improvement Program | City of Pismo Beach | \$163,260 |
| Caltrans - Highway Safety Improvement Program | City of Lynwood | \$376,100 |
| Caltrans - Highway Safety Improvement Program | City of Yuba City | \$115,700 |
| Local Road Safety Planning Program | City of Alhambra | \$68,889 |
| Local Early Action Planning (LEAP) | City of Manteca | \$300,000 |
| Caltrans - Active Transportation Program Grant | City of Waterford | \$945,631 |
| Caltrans - Active Transportation Program Grant | City of Maywood | \$945,631 |
| Caltrans - Active Transportation Program Grant | City of Patterson | \$263,000 |
| Caltrans - Active Transportation Program Grant | City of Stockton | \$4,390,000 |

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|---|------------------------------------|--------------|
| Caltrans - Active Transportation Program | City of Patterson | \$907,000 |
| Caltrans - Active Transportation Program Grant | City of Waterford | \$108,000 |
| Caltrans - Active Transportation Program | City of Rosemead | \$702,000 |
| Caltrans - Active Transportation Program | City of Patterson | \$594,000 |
| Caltrans - Active Transportation Program Grant | City of Downey | \$180,000 |
| Caltrans - Active Transportation Program Grant | City of Vernon | \$60,000 |
| Caltrans - Active Transportation Program | City of Chowchilla | \$550,000 |
| Caltrans - Active Transportation Program | Kings Canyon USD | \$41,733 |
| Land Water Conservation Fund | City of Bakersfield | \$3,000,000 |
| Land Water Conservation Fund | City of Tustin | \$1,500,000 |
| Land Water Conservation Fund | City of Oakley | \$413,515 |
| Land Water Conservation Fund | City of Newman | \$153,000 |
| DWR Water Energy - Area Retrofitting Project | South East Madera County Coalition | \$218,594 |
| American Water Charitable Foundation – Building Better Communities | City of Imperial Beach | \$250,000 |
| Public Works and Economic Assistance | City of Vacaville | \$187,500 |
| Local Road Safety Program | City of Needles | \$40,000 |
| Hazard Mitigation Grant Program | City of Oroville | \$508,220 |
| CA State Parks - Recreational Infrastructure Revenue Enhancement - RIRE | City of Albany | \$200,000 |
| CA State Parks - Recreational Infrastructure Revenue Enhancement - RIRE | City of Albany | \$35,000 |
| CA State Parks - Recreational Infrastructure Revenue Enhancement - RIRE | City of Albany | \$15,000 |
| Housing and Sustainable Communities | City of Compton | \$125,000 |
| San Joaquin COG – CMAQ | City of Stockton | \$1,040, 000 |
| Local Housing and Allocation Formula | City of Fairfield | \$3,500,000 |
| Edward Bryne Local Allocation Grant | City of Bell | \$13,843 |

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| Local Early Action Planning (LEAP) Grant | City of Bell | \$150,000 |
| Sustainable Planning Transportation Grant Program | City of Needles | \$203,987 |
| Recreational Trails and Greenways | Rancho Simi Park and Recreation District | \$1,086,986 |
| Measure W- Safe Clean Water Program Regional | City of Baldwin Park | \$12,813,644 |
| Permanent Local Housing and Allocation Formula | City of Baldwin Park | \$2,440,890 |
| Carl Moyer Grant | City of El Monte | \$1,377,581 |
| Project Homekey | Housing Authority of the County of San Bernardino | \$1,100,000 |
| Recreational Trails and Greenways | City of Twentynine Palms | \$921,400 |
| Local Road Safety Plan | City of Compton | \$72,000 |
| Local Road Safety Plan | City of Newman | \$40,000 |
| FEMA SAFER | Cosumnes Community Services District | \$7,126,891 |
| Project HomeKey | Housing Authority of the County of San Bernardino | \$765,000 |
| Prop. 68 - Statewide Park Development and Community Revitalization Program (SPP) | City of Westminster | \$1,290,131 |
| Prop. 68 - Statewide Park Development and Community Revitalization Program (SPP) | City of Bell | \$4,499,388 |
| Prop. 68 - Statewide Park Development and Community Revitalization Program (SPP) | City of Baldwin Park | \$2,552,998 |
| Prop. 68 - Statewide Park Development and Community Revitalization Program (SPP) | City of San Fernando | \$1,114,245 |
| Prop. 68 - Statewide Park Development and Community Revitalization Program (SPP) | City of Bakersfield | \$3,012,385 |
| Urban Greening Grant | City of Patterson | \$1,808,145 |
| CA Census 2020: Regional Administrative Community-Based Organization Outreach | Ventura County Community Foundation | \$1,115,370 |
| CalFire Southern Region's Community Wildfire Prevention and Mitigation Program Direct Award Grant (CSR Direct Grant) | San Bernardino County Fire Protection District | \$701,800 |
| CalFire Prevention Grant | San Bernardino County Fire Protection District | \$500,000 |

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| CA State Parks Per Capita | City of Wildomar | \$199,995 |
| CA Department of Parks and Recreation – Outdoor Equity Grant Program | City of Parlier | \$200,000 |
| CA Department of Parks and Recreation – Teen Outdoor Experience Grant Program | City of Patterson | \$625,141 |
| California State Parks - Per Capita | City of Baldwin Park | \$177,952 |
| California State Parks - Per Capita | City of Bell | \$77,952 |
| CalOES/FEMA - Local Hazard Mitigation Planning Grant (HMGP) | City of Bell | \$80,000 |
| State of California, Office of the Governor - 2021 Californians For All: Youth Workforce Development | City of Maywood | \$292,218 |
| California Strategic Growth Council - Second Round of BOOST Program | City of Maywood | \$50,000 |
| CalFire Urban and Community Forestry Program | City of Maywood | \$560,350 |
| SGC Sustainable Communities Planning Grant | City of Arvin | \$150,000 |
| Sustainable Communities Program | City of Baldwin Park | \$150,000 |
| SGC Sustainable Communities Planning Grant | City of Glendale | \$500,000 |
| Housing and Sustainable Communities Program | City of Compton | \$125,000 |

Contact Phone Number (323)773-1596

Project Description Prop 68 Statewide Park Development and Community Revitalization

Project Start Date Summer 2019

Project End Date Fall 2019

Project Amount: \$4,499,388

Bidder's Signature *Steve N. Samuelian*

NOTE: If requested by the City, the bidder shall furnish a certified financial statement, references, and other information sufficiently comprehensive to permit an appraisal of his current financial condition.

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CLIENT REFERENCE LIST

In order to more fully evaluate your background and experience for the project herein proposed, it is requested that you submit a list of references and/or similar projects completed or in progress within the last 24 months or as noted in the requirements of the RFP or IFB. Your cooperation in this matter is greatly appreciated.

Company Name: California Consulting, Inc.

Number of years as a contractor in the work of this type: 19 years

Three projects/clients references for this type of work:

Client Name City of Glendale
Address 613 East Broadway, Glendale, CA 91206
Contact Name Martha D'Andrea, Transit Mgr Contact Email MDAndrea@glendaleca.gov
Contact Phone Number (818) 937-8337
Project Description CalTrans 2022 Transit and Intercity Rail Capital Program (TIRCP)

Project Start Date January 2022 Project End Date March 2022
Project Amount: \$34,648,255

Client Name City of Baldwin Park
Address 14403 Pacific Avenue, Baldwin Park, CA 91706
Contact Name Manny Carrillo, Director Contact Email mcarrillo@baldwinpark.com
Contact Phone Number (626) 813-5245 x 314
Project Description Prop 68 Statewide Park Development and Community Revitalization

Project Start Date August 2019 Project End Date Fall 2019
Project Amount: \$2,552,998

Client Name City of Bell
Address 6330 Pine Avenue, Bell, CA 90201
Contact Name Allan Perdomo, Director Contact Email aperdomo@cityofbell.org

**CITY OF CARSON
AFFIDAVIT OF NON-COLLUSION AND NON-DISCRIMINATION**

I hereby swear (or affirm) under the penalty of perjury:

That the attached proposal or bid has been arrived at by the responder independently and has been submitted without collusion with and without any agreement, understanding, or planned common course of action with any other firm or entity designed to limit fair and open competition;

That the contents of the proposal or bid response have not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder and will not be communicated to any such persons prior to the official opening of the solicitation responses; and

The proposer/bidder does not and shall not discriminate, will provide equal employment practices, and will adhere to an affirmative action program to ensure that in their employment practices, persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.

I certify that the statements in this affidavit are true and accurate.

Steve N. Samuelian

8-11-2022

Signature

Date

Printed Name

Title

**FEDERAL LOBBYIST
REQUIREMENTS CERTIFICATION**

Name of Firm: California Consulting, Inc. Date: 8-11-2022

Address: 214 Main Street, Suite 102

State: CA Zip Code: 90245 Phone No.: (323) 728-9002

Acting on behalf of the above-named firm, as its Authorized Official, I certify as follows:

1. No Federal appropriated funds have been paid, by or on behalf of the above named firm to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of and Federal grant, loan or cooperative agreement, and any extension, continuation, renewal, amendment, or modification thereof, and;

2. If any funds other than Federal appropriated funds have paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the above named firm shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions, and:

3. The above-named firm shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreement) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by Section 1352 Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Authorized Official:

Name: Steve Samuelian Title: CEO

Signature: *Steve N. Samuelian* Date: 8-11-2022

**CERTIFICATE OF COMPLIANCE WITH LABOR CODE SECTION
3700**

Name of Firm: California Consulting, Inc.

Acting on behalf of the above-named firm ("Consultant"), as its Authorized Official, I, the undersigned, certify as follows:

Consultant is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with provisions of that code, and will comply with such provisions before commencing the performance of the work under any contract awarded in response to Consultant's proposal.

CONSULTANT

By: Steve Samuelian

Title: CEO

Date: 8-11-2022

DEBARMENT AND SUSPENSION CERTIFICATION

Name of Firm: California Consulting, Inc.

Acting on behalf of the above-named firm ("Consultant"), as its Authorized Official, I, the undersigned, certify as follows:

I am a duly authorized representative of ("Consultant"). Consultant certifies, to the best of its knowledge and belief, that Consultant, including its principals:

Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency, and not does not have a proposed debarment pending;

Has not within the three-year period preceding this certification been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction, contract, or subcontract under a public transaction; for violation of federal or state antitrust statutes; or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2) above; and

Has not within the three-year period preceding this certification had one or more public transactions (federal, state or local) terminated for cause or default.

Consultant further certifies that Consultant, including its principals, is not listed on the government-wide exclusions in the System for Award Management.

Consultant acknowledges that falsely providing this certification may result in criminal prosecution or administrative sanctions, and that this certification is a required component of all proposals in response to this RFP/IFB.

A proposal that does not include a completed and signed version of this certification will be deemed incomplete and materially nonresponsive, and will not be considered.

CONSULTANT

By: Steve Samuelian

Title: CEO

Date: 8-11-2022



Cost Fee Proposal

Pricing Option 1: Monthly Retainer

California Consulting's monthly retainer services include all grant research, grant identification, grant writing, and post-award administration as needed. Below is a more detailed scope of work:

| Task | Included in Price |
|---|-------------------|
| Meet with Client Staff to ascertain needs and goals | √ |
| Conduct background research as requested by Client | √ |
| Provide advice on the best grants for the Client to pursue based on project and grant requirements and guidelines | √ |
| Attend meetings in person or by teleconference as necessary | √ |
| Develop schedule for grants chosen by Client | √ |
| Preparing and writing all grant applications chosen by the Client | √ |
| Develop evaluation strategies in accordance with the funding agency's instructions | √ |
| Adhere to decisions made by the Client relating to grants | √ |
| Write all sections of grant applications and proposals | √ |
| Draft and finalize grant language with the direction of the Client | √ |
| Ensure timelines for grant submittal are met | √ |
| Monthly reports to include grants in progress, grants submitted, and grants awarded | √ |
| Regular communication via email and/or phone regarding upcoming grant opportunities | √ |
| Grant administration and post-award compliance as needed | √ |

We propose a flat monthly rate of **\$5,000.00**, plus reimbursement of out-of-pocket expenses for services explained above.

Pricing Option 2: Per Grant

We propose an agreement for a Per Grant basis, plus reimbursement of out-of-pocket expenses. Items 1 – 11 under Project Methodology are not included in the Per Grant Services. The following breakdown of the cost per grant:

| Grant Amount Request | Cost |
|-----------------------|--------------------|
| Up to \$10,000 | \$1,500 |
| \$10,001 - \$50,000 | \$4,000 |
| \$50,001 - \$100,000 | \$5,500 |
| \$100,001 - \$250,000 | \$7,500 |
| *Over \$250,000 | \$9,000 - \$12,000 |

**Cost will be determined based on the complexity of grant preparation for grant requests exceeding \$250,000*

Grant research, grant identification, and grant administration can be provided at an hourly rate of \$125.00.

For research completed at an hourly rate, the client may specify a "not to exceed" amount.