



## Legislation Details (With Text)

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Date	Ver.	Action By	Action	Result
5/16/2017	1	City Council		

## Report to Mayor and City Council

Tuesday, May 16, 2017

Discussion

### SUBJECT:

**GRANT IDENTIFICATION AND WRITING SERVICES - CALIFORNIA CONSULTING - PILOT PROGRAM EXTENSION (CITY COUNCIL)**

### I. SUMMARY

During the November 14, 2016, Council meeting the City Council approved a pilot program for grant identification and writing services with California Consulting. The pilot program was for a six-month period which ends on May 31, 2017 (Exhibit No. 1).

The Budget sub-committee met on May 10, 2017, and recommended extending the current pilot program contract with California Consulting for an additional six months in which during those six months staff will conduct a full request for qualifications for grant identification and writing services (Exhibit No. 2).

### II. RECOMMENDATION

TAKE THE FOLLOWING ACTIONS:

1. APPROVE an amendment to the professional services contract subject to approval of the City Attorney with California Consulting for grant writing services for an additional six month period for an additional cost of \$24,000.

2. CONSIDER adopting Resolution 17-067, "A RESOLUTION OF THE CARSON CITY COUNCIL AMENDING THE FISCAL YEAR 2016-17 BUDGET IN THE GENERAL FUND BY APPROPRIATING \$24,000 FOR CONTRACT SERVICES WITH CALIFORNIA CONSULTING"

### **III. ALTERNATIVES**

The City Council may consider other alternatives including not amending the current contract with California Consulting and instead conducting a full request for qualifications for grant identification and writing services however, doing so will cut short the momentum that has developed over the last six months. The City Council could also continue to rely on City staff for in house grant identification and writing.

### **IV. BACKGROUND**

Following the City Council's approval of the six-month contract representatives from California Consulting met with City staff to complete a needs assessment in order to assist in identifying grants that match up with city projects in need of funding. From that initial meeting California Consulting conducted targeted grant research to meet Carson's needs. In the six months we have worked with California Consulting to complete and submit seven grant applications for a total of \$938,015.00 in possible funds. An additional three grants are in progress (Exhibit No. 3).

California Consulting meets with City staff on a monthly basis to ensure we are organized and moving forward in our search for grant funds. The firm regularly tracks grant announcements and has provided a grant activity report each month detailing the grants available, the grants in progress and the grants submitted. The firm has also provided grant writing assistance to the City staff, assisting staff in presenting the information in our grant applications in a clear, consistent and concise manner.

The City had not had recent experience with a grant research and writing firm, so the pilot program was an effective short term experiment to learn how a long term agreement might be successful in our organization.

Staff has not prepared an amendment to the contract at this point, since the Council will need to decide whether to extend the pilot program or not. Staff will work with California Consulting and the City Attorney to complete the appropriate amendment.

### **V. FISCAL IMPACT**

Funds for a contract amendment with California Consulting are not included in the current general fund budget. If Council approves staff recommendation, the \$24,000 will be appropriated in the City Manager account no. 01-50-010-001-6004 from the committed general fund balance for economic uncertainties.

### **VI. EXHIBITS**

1. California Consulting Executed Agreement. (pgs. 3-19)

2. Resolution 17-067. (pgs. 20-21)
3. California Consulting Grant Report for April 2017. (pgs. 22-27)

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