



Legislation Details (With Text)

File #:	HCC-313-FY24	Version:	1	Name:	
Type:	Consent Item	Status:		Agenda Ready	
File created:	4/30/2024	In control:		City Council	
On agenda:	5/6/2024	Final action:			
Title:	ARPA: Grant Writer Contract				
Sponsors:	City Administrator				
Indexes:	Contract				
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
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Submitted by: Nate Groenendyk
Submitting Department: Administration
Agenda Section: Consent

Item Title:
ARPA: Grant Writer Contract

Suggested Action:
I move that the Mayor and Council authorize the City Administrator to execute a contract with LA Perez Consulting for grant writing support in an amount not to exceed \$60,000 of ARPA funds, pending legal review.

Summary Background:
The Council authorized ARPA funding for the City to hire a full time grant writer to pursue local, state, federal, private and corporate funding to offset costs. Full-time staff support would include benefits and salary adjustments resulting in legacy costs and increases to the budget each year. The staff determined that contracting these services would be more cost effective and provide the staff with more flexibility and access to additional funding sources.

The staff published an RFP for grant writing services and support and received two responses. The response from LA Perez was determined to be the lowest cost and overall best value. The team consists of three grant writing professionals who have written grants for several agencies and five municipalities with one receiving over \$7.5M. In addition to preparing tailored grant proposals, the firm assists with conducting needs assessments and provides ongoing support and management services. The staff will work with the City attorney to formalize a contract and upon approval, will execute a one-year contract with extension options each year depending on funding availability.

Next Steps:
Execute the contract

Fiscal Impact:
NTE \$60,000 of American Rescue Plan Act Funds

City Administrator Comments:

Recommend support.

Community Engagement:

N/A

Strategic Goals:

Goal 4 - Foster Excellence in all City Operations

Legal Review Required?

Pending