



## Legislation Text

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**File #:** HCC-313-FY24, **Version:** 1

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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