

CITY COUNCIL OF PARLIER SPECIAL MEETING

This meeting of the City of Parlier City Council is live streamed and may be accessed at
<https://www.youtube.com/channel/UCJs3ylcM9NWQGLdwpBCmoAQ>

DATE: MONDAY, APRIL 8, 2024
TIME: 6:30 PM
PLACE: Parlier City Hall
1100 E. Parlier Avenue
Parlier, CA 93648

CALL TO ORDER/WELCOME:

Roll Call: Mayor Alma M. Beltran, Mayor Pro tem Sabrina Rodriguez, Council member Juanita “Janie” Molina, Council member Diego Garza, Council member Cathryn “Kathy” Solorio, City Clerk Dorothy Garza and Treasurer Michelle Lopez.

FLAG SALUTE: Mayor Alma M. Beltran

REGULAR BUSINESS:

- SUBJECT:** Consideration and Necessary Action to Approve and Authorize Execution by the Acting City Manager of a Proposed Agreement with California Consulting for Grant Writing and Administration Services.

RECOMMENDATION: Staff recommends the City Council approve the proposed Agreement with California Consulting by Minute Order. Currently the City has numerous grants attributing to city wide development improvement projects and enhancement of services in all departments. California Consulting will assist staff with grant writing, administration and compliance.

ADJOURNMENT

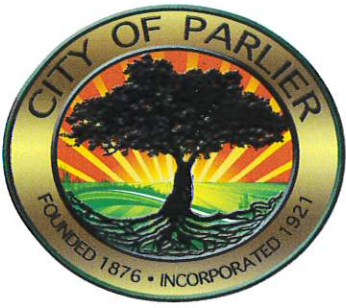
ADA NOTICE

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (559) 646-3545 ext. 227. Notification 48 hours prior to the meeting will enable the city to make arrangements to ensure accessibility to this meeting.

DOCUMENTS

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at the front counter at City Hall located at

1100 East Parlier Avenue, Parlier, CA during normal business hours. In addition, most documents are posted on the city's website at www.parlier.ca.us.



AGENDA ITEM: _____
MEETING DATE: April 8, 2024
DEPARTMENT: Police Department

REPORT TO CITY COUNCIL

SUBJECT: Enter into contractual agreement with California Consulting grant writing services.

RECOMMENDATION:

Staff request City Council approve recommendation to enter into agreement with California consulting grant writing services. Currently the City has numerous grants attributing to city wide development improvement projects and enhancement of services in all departments. California Consulting will assist staff with grant efficiency and compliance.

BACKGROUND: The city of Parlier, with a vision of prosperity, endeavors to secure state and federal funding directly associated with enhanced social services, community development, public safety, recreation, housing rehabilitation, personnel salaries, fist time home buyers' assistance, etc. California Consulting grant writing services will attribute to the overall success and benefit of city grants aimed at community vitality. California Consulting has agreed to provide the following services:

- a. Grant research, targeted grant research on projects specifically identified by the client, identification of funding opportunities, staff training, and grant writing services at direction of Client;
- b. Offering Client general advice on matters involving funding mechanisms, grants research, identification, and writing; and
- c. Perform post-grant award administration on the grants which are awarded to the Client, including the filing of required documents by the proscribed deadlines set by the awarding entity.

Staff recommends council approve city to enter into agreement with California Consulting Grant Writing services for above mentioned services.

FISCAL IMPACT: Financial impact will be absorbed by the general fund offset by permissible grant fundings administrative fees, commonly set at 10%. California Consulting hourly rates: \$150.00.

ATTACHMENT:

- California Consulting Grant Writing service contract:

PREPARED BY:

APPROVED BY:

Acting City Manager David Cerda

GRANT WRITING SERVICES AGREEMENT

DATED: March 12, 2024

PARTIES: California Consulting, Inc. (hereinafter the "Consultant"); and
City of Parlier, (hereinafter the "Client")

AGREEMENT:

The undersigned hereby agree to the following terms and conditions:

Section 1. Duties of Consultant: During the term of this Agreement, Consultant shall provide the Client as follows:

- a. Grant research, targeted grant research on projects specifically identified by the client, identification of funding opportunities, staff training, and grant writing services at direction of Client;
- b. Offering Client general advice on matters involving funding mechanisms, grants research, identification, and writing; and
- c. Perform post-grant award administration on the grants which are awarded to the Client, including the filing of required documents by the proscribed deadlines set by the awarding entity.

Section 2. Time for Performance of Duties: Notwithstanding any other term or condition of this Agreement, Client specifically acknowledges that Consultant has other clients and/or outside employment. Consultant shall have control over the time and manner of performing its duties described in Section 1, and shall make available such time as it, in its sole discretion, shall deem appropriate for the performance of its duties under this Agreement.

Section 3. Term of the Agreement: The effective date of this Agreement is March 13, 2024, and shall continue on a month to month basis allowing either party to discuss new terms at any time.

Section 4. Compensation: Client shall pay Consultant on an hourly basis as compensation for Consultant's grant writing services as described in Section 1. Consultant will provide Client with a written invoice. Client agrees to pay invoice within 30 (thirty) days of receipt.

Hourly Rate Schedule:

Program Manager	\$150.00 per hour
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Section 5. Expenses: The Client agrees to reimburse the Consultant for reasonable out-of-pocket expenses related to performing services on behalf of the Client. Such expenses typically might include, but are not limited to, mileage, conference calls, copies, binding costs, postage, parking, travel, and lodging expenses. Consultant shall provide Client with a receipt and a description of the expense with the invoice.

Section 6. **Relationship:** Consultant shall perform its grant writing services hereunder as an independent contractor and not as an employee of the Client or an affiliate thereof. It is expressly understood and agreed to by the parties hereto that Consultant shall have no authority to act for, represent or bind the Client or any affiliate thereof in any manner, except as may be agreed to expressly by the Client in writing from time to time.

Section 7. **Confidentiality:** Except in the course of the performance of its duties hereunder, each party agrees that it shall not disclose any trade secrets, know-how, or other proprietary information not in the public domain learned as a result of this Agreement. Similarly, the parties agree that they shall not disclose or divulge this Agreement, or any of its term or conditions to third parties, except as is necessary to perform the terms and conditions stated herein.

Section 8. **Indemnification:** The Client agrees to indemnify and hold harmless the Consultant, its members, officers, directors, employees, attorneys, and contractors and each person who controls Consultant or any of its affiliates from and against any demands, losses, claims, actions or causes of action, damages, judgment, arbitration awards, liabilities (whether absolute or accrued, contingent or otherwise), costs, and expenses whatsoever (including reasonable costs of investigation or defending any action) to which they or any of them may become subject under any applicable law arising out of Consultant's performance under this Agreement and will reimburse Consultant for all expenses (including counsel fees) as they are incurred. Consultant maintains liability insurance in the amount of one million dollars.

Section 9. **Assignment:** This Agreement shall not be assignable by either party; provided however, that Consultant shall have the discretion to allocate its duties hereunder to owners, affiliates, or employees of Consultant.

Section 10. **No Guaranteed Result:** Client acknowledges and agrees that Consultant does not have control over third party decision makers, and therefore Consultant makes no representations, warranties or guarantees that it can achieve any particular results. Consultant, however, shall act in good faith toward the performance of its duties described above.

Section 11. **Prior Agreements:** This Agreement shall supersede any prior agreements between the parties, and serves as the sole and only agreement between them. This Agreement may only be modified by a writing signed by both parties.

Section 12. **Governing Law:** This Agreement shall be deemed to be a contract made under the laws of the State of California and for all purposes shall be construed in accordance with the laws of said State.

Section 13. **Attorney's Fees:** The prevailing party in any action filed that arises out of this Agreement shall be entitled to recoup their reasonable attorney's fees and costs from the other party.

Section 14. **Notices:** All notices will be sent via certified mail or overnight courier to:

Consultant at:	California Consulting, Inc. 214 Main Street, Suite 102 El Segundo, CA 90245
Client at:	City of Parlier 1100 East Parlier Avenue Parlier CA 93648

Section 15. Termination: This Agreement may be terminated by either party for any reason not in violation of federal and/or California State law upon thirty (30) days written notice to the other party. Client shall compensate Consultant for all services rendered prior to the date of termination. There shall be no liquidated damages in the event of termination under this provision.

IN WITNESS THEREOF, this Agreement is executed on the dates set forth below and effective on the date first set forth above.

“CONSULTANT”

“CLIENT”

California Consulting, Inc.

City of Parlier

By _____

Steven N. Samuelian, CEO

Name: _____

Title: _____



A Proposal for the City of Parlier

History

Founded in 2004, California Consulting has an excellent reputation for hard work and a commitment to success for our clients. California Consulting is the largest grant writing firm in California. With offices in Southern California, Northern California, and Central California, we have over 100 clients statewide. We have 45 members of our team from Chico in the North, to San Diego in the South. California Consulting has developed an expertise in representing public agencies, and non-profit organizations. We have secured over \$1.6 billion for our clients since inception. The California Consulting team boasts approximately 30 grant writers. 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. California Consulting grant writers have written over 1,500 competitive grant applications that have been funded. Our aggressive, hard-working, and results-oriented style has translated into success for our clients. Our professional grant writers are diligent and stay current on every Federal and State grant available on a myriad of different topics and public policy areas. Whether it is community development, recreation, education, parks, transportation, energy, climate or public safety our grant team knows where to locate grant funds and how to successfully write the applications.

Grant Funding Services

California Consulting is a full-service grant writing and management firm. We are experts in the fields of grant research and identification and preparing comprehensive and concise grant application packages and grant administration.

Scope of Work

California Consulting will provide these services for the eleven (11) grants outlined below:

- A. Provide Compliance reporting according to required timelines.
- B. Provide general oversight of the function of the finance department relative to documentation and requesting reimbursement of disbursements.

- 1) # 172 Recreation Grant
- 2) # 261 20- CDBG/PTAM
- 3) # 281 20-CDBG/CFDA
- 4) # 283 20- CDBG/ CVE
- 5) # 295 15JCOPS
- 6) #315 BSCC -- Public Health and Safety
- 7) # 339 14-HOME 9275 -- Grant Avila Apartments
- 8) DOJ -- PROP 56- Tobacco
- 9) CIIP FY 23/24 CTF GP Cannabis
- 10) CDHCD 20-CDBG -- CV 2-00138 CFDA
- 11) CDHCD 23 -- CAL HOME 18026

Pricing

California Consulting offers the following tasks outlined in the Scope of Work above at \$150 per hour plus reimbursement of out-of-pocket expenses. We will begin with a not to exceed 100 hours for the grant administration conducted by one of our Project Managers.