

**APPROVED**

REPORT OF GENERAL MANAGER

NO. 11-291

DATE October 19, 2011

**OCT 19 2011**

C.D. Various

BOARD OF RECREATION  
and PARK COMMISSIONERS

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SUBJECT: PROPOSITION K COMPETITIVE GRANT PROGRAM (8<sup>TH</sup> CYCLE) –  
AUTHORIZATION TO RELEASE REQUEST FOR QUALIFICATIONS

R. Adams _____	K. Regan _____
H. Fujita <u>[Signature]</u>	M. Shull _____
*V. Israel <u>[Signature]</u>	N. Williams _____

[Signature]  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve the Request for Qualifications (RFQ), substantially in the form on file in the Board Office, for professional grant writing services needed to compete for Proposition K funds, subject to the review and approval as to form by the City Attorney;
2. Find that the Department does not have available in its employ personnel with sufficient time and expertise to undertake this specialized professional task in a timely manner and that it is more feasible, economical, and in the City's best interest to secure these services by contract;
3. Direct staff to advertise the RFQ and conduct the RFQ evaluation process for the selection of grant writers for the Proposition K Competitive Grant Program (8<sup>th</sup> Cycle);
4. Approve the appropriation of \$90,000 from Department 88, Fund No. 302, Account No. 3040, for grant writing services to assist with the development of grant applications for the Proposition K Competitive Grant Program (8<sup>th</sup> Cycle); and,
5. Authorize the General Manager to execute on behalf of the Department agreements with the selected grant writers, subject to review and approval of the City Attorney as to form.

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### SUMMARY:

The Proposition K Competitive Grant Program (8<sup>th</sup> Cycle) Request for Proposals is anticipated to be released in January 2012. The Department is requesting authority to secure contractors with grant writing expertise to assist with the development of approximately 30 competitive grant proposals. To allow adequate time to assist with researching the proposed projects and developing the grant proposals, the Department would like to have the contractors in place with executed agreements by December, 2011. The deadline for grant proposal submission is anticipated to be in April, 2012.

Grant writing services are typically utilized to assist with the development of multiple proposals during a particular grant cycle since there is insufficient staff available to adequately conduct the necessary research involved in each project and develop in-depth and well thought out responses to the complex grant proposal questions. The Department's Grants Administration Division will coordinate the preparation and submission of the final grant proposal packages.

The RFQ seeks to select qualified and experienced grant writers that will meet or exceed the City's expectations for developing a quality product.

### FISCAL IMPACT STATEMENT:

The Department is anticipating two project proposals per Council District at \$3,000 per proposal. The fiscal impact is estimated to be \$90,000 to cover the costs for grant writing services.

This report was prepared by Leonor Palangio, Management Analyst II, Grants Administration Division.