



# Council Agenda Report

To: Mayor Silverstein and the Honorable Members of the City Council

Prepared by: Mary Linden, Executive Assistant

Approved by: Steve McClary, City Manager

Date prepared: January 12, 2023

Meeting date: February 27, 2023

Subject: Grant Writer

---

**RECOMMENDED ACTION:** Direct staff to issue a Request for Proposals (RFP) for contract grant writer services.

**FISCAL IMPACT:** There is no fiscal impact associated with the recommended action. Should the City contract with a grant writer, it will be necessary to appropriate funding for those services.

**WORK PLAN:** This item was not included in the Adopted Work Plan for Fiscal Year 2022-2023.

**DISCUSSION:** By consensus at the January 9, 2023 City Council Regular meeting, the Council agreed with Councilmember Riggins' suggestion to bring back an item for the Council to consider whether the City should contract with a grant writer. The City has previously used Grant Consultants, but the use ended in 2017.

Grant funding from outside agencies is an important funding source for City's like Malibu. Over the last number of years, City staff have done an excellent job of obtaining Grant funding and these funds provide millions of dollars towards the completion of important projects throughout the City.

Currently, staff must research grant funds available for their department's projects or programs, prepare and submit required grant applications, monitor projects for compliance with the grant specifications, and prepare and submit reports required by certain granting agencies. In Fiscal Year 2021-2022, with an increasing number of grant-funded projects underway in the City, a Grants Analyst position was created within the Finance Department to improve efficiency and allow Finance to provide greater financial oversight.

This position focuses on the use of the funds once obtained and the reporting requirements of those funds.

With staffing shortages, it would be helpful to look to obtaining help in the effort to identify new grant sources and having help in the research, writing of the applications, and compliance oversight through contracting with an outside Grant writing firm. In addition to potentially providing the City with much needed new funding for critical projects and programs, the cost of contracting with a professional grant writer would be offset, at least in part, by freeing up staff time required for researching and submitting often extremely detailed grant applications. Time currently spent by staff performing these functions would instead be focused on the implementation of the projects.

Should the Council authorize the contracting of a grant writer, staff would issue an RFP for those services. Broadly speaking, the scope of work for a grant consultant shall include but not limited to the following:

- Create a task timeline with due dates
- Ensure the proposed project meets the grant agency's requirements
- Review similar successful grant applications and apply where possible
- Collect information on the project
- Meet with staff to create an accurate scope of work, budget, timeline, narratives, and cost analysis
- Obtain letters of support when necessary
- Draft proposals and send to staff for review
- Incorporate staff edits in final drafts
- Submit completed application timely
- Monitor the funding agency until grant awards are announced

Once a candidate is selected, the agreement and any necessary funding allocations will be presented to the Council for approval.

Staff recommends the Council also consider making the agreement effective July 1, 2023 and including the cost in the Fiscal Year 2023-2024 budget, which would negate the need to have the item go to the Administration and Finance Subcommittee for individual consideration prior to being presented to the City Council.

Should the City Council wish to consider adding a grant writer position to staff, it is recommended to have that discussion as part of the preparation for the Fiscal Year 2023-24 budget year.

ATTACHMENTS: None.