

BUDGET AND FINANCE COMMITTEE REPORT relative to establish a Grant Writers Pre-Qualified List to provide professional as-needed grant writing and grant-related services.

Recommendations for Council action:

1. APPROVE the Grant Writers Pre-Qualified List, Attachment A of the City Administrative Officer (CAO) report dated February 21, 2025, attached to the Council file, identified through the Request for Qualifications for three (3) years, and two (2) one-year extensions.
2. AUTHORIZE the CAO, or designee, to solicit bids from the Grant Writers Pre-Qualified List and execute contracts on an as-needed basis, subject to funding availability, in compliance with the City's contracting policies, and City Attorney approval as to form.
3. AUTHORIZE General Managers, or designees, of City departments to solicit bids from the qualified list and execute contracts on an as-needed basis, subject to funding availability, in compliance with the City's contracting policies, and City Attorney approval as to form.

Fiscal Impact Statement: The CAO reports that there is no impact on the General Fund.

Financial Policies Statement: The CAO reports that recommendations in said report comply with the City's Financial Policies.

Community Impact Statement: None submitted

SUMMARY

At its meeting held on March 4, 2025, your Budget and Finance Committee considered a CAO report, dated February 21, 2025, relative to establish a Grant Writers Pre-Qualified List to provide professional as-needed grant writing and grant-related services.

After an opportunity for public comment was held, the Committee recommended to move forward the recommendations contained in said CAO report. This matter is now forwarded to the Council for its consideration.

Respectfully Submitted,
BUDGET AND FINANCE COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
YAROSLAVSKY:	YES
BLUMENFIELD:	YES
HUTT:	YES
McOSKER:	YES
HERNANDEZ:	YES

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-NOT OFFICIAL UNTIL COUNCIL ACTS-