

September 3, 2019

City of Coalinga, Planning Department
Sean Brewer, Community Services Director
155 W. Durian
Coalinga, CA 93210

Subject: Quote for Grant Research and Consulting Support

Dear Mr. Brewer:

Blais & Associates, Inc. (B&A) is pleased to provide the City of Coalinga with the following letter proposal for the enhancement of the grant research and consulting support services for the fiscal year as proposed in our Statement of Qualifications submitted on August 15.

Grant Monitoring/Fact Sheet Distribution/Monthly Grant Call. B&A will provide monitoring services for all applicable federal, state, regional, and non-profit (project specific) grant funding opportunities and we will alert staff when an announcement is released. Effort includes notification of open grant solicitations utilizing Fact Sheets, coordination and consultation with City staff discussing the “go” or “no-go” determinations, and responding to general grant and project questions from staff. B&A will maintain a Grant Activity Report (GAR) and will provide monthly grant coordination conference calls. The GAR will allow you to keep the City Manager and City Council apprised of grant activities and ensures that everyone is aware of the cost and benefit of the program. Typically, the monthly pro-rated research effort is approximately 6-9 hours per month (\$630-\$945) (as part of the research pool). Additionally, grant consulting, coordination, and staff support may run an additional 5-7 hours per month (\$525-\$735). **Monthly research and consulting support may run approximately \$1,677 or a total of approximately \$20,000 annually.**

The quote is valid for 60 days to allow for the approval process. If you need additional information please do not hesitate to call me at (949) 589-6338, or via e-mail at nblais@blaisassoc.com. Thank you for the opportunity to serve the City of Coalinga.

Sincerely,



President & CEO

NB/db