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**Proposal for
Grant Research, Writing, &
Management Services**

October 8, 2024

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October 8, 2024

Adam Gufarotti, Community Support Manager
City of Lake Elsinore
130 South Main Street
Lake Elsinore, CA 92530

Dear Mr. Gufarotti:

Thank you for the opportunity for Townsend Public Affairs, Inc. ("TPA") to submit our proposal for Grant Research, Writing, and Management Services to the City of Lake Elsinore ("City").

Company Information:

Company Name: Townsend Public Affairs
Company Address: 1401 Dove Street, Suite 430, Newport Beach, CA 92660
Telephone Number: (949) 399-9050

Contact During Period of Proposal Evaluation:

Name & Title: Olivia Raymond, Business Development Associate
Address: 1401 Dove Street, Suite 430, Newport Beach, CA 92660
Telephone Number: (949) 399-9050
Email Address: ORaymond@TownsendPA.com

Since its inception in 1998, TPA has earned the reputation as a ***Champion for Better Communities*** by providing the experience, resources, and relationships expected from a premier legislative advocacy and grant writing firm while also giving clients the unique brand of customer service they deserve: personal attention, maximum accessibility, and passion for their mission.

Our strategic approach to advocacy and funding is tailored to meet the individual needs of each client by leveraging the breadth and depth of our team as well as our vast network of relationships with key stakeholders and decision makers.

Utilizing this method on behalf of our clients, TPA has secured over \$3.1 billion in competitive funding from state, federal, and local government agencies and has provided strategic guidance in over 100 different funding programs.

Thank you again for your interest in our firm and your consideration of this proposal. TPA affirms that this proposal shall remain valid for a period of not less than 120 calendar days from the date of submittal. Please contact us if you have any questions or need additional information. We would be honored to serve the City of Lake Elsinore.

Yours truly,



Christopher Townsend (Authorized to Bind the Firm)
President



TECHNICAL PROPOSAL

FIRM INTRODUCTION

TPA understands the City of Lake Elsinore's objective to secure competitive funding sources that align with the community's vision for enhanced infrastructure, recreation, and public services. We recognize that securing these funds is not just about drafting compelling applications but about strategically aligning the City's priorities with federal, state, and regional funding opportunities.

Our approach begins with a comprehensive assessment of the City's unique needs and priorities, ensuring that every grant proposal we develop is tailored to resonate with funding agencies. We utilize a two-pronged strategy: first, by identifying optimal grant opportunities that match the City's goals, and second, by crafting high-quality, persuasive applications that stand out in competitive environments.

TPA's process is collaborative. We will engage key City stakeholders to understand project details, gather necessary data, and refine narratives that emphasize the City's strengths. Our team of expert grant writers will work closely with the City to ensure each submission is complete, compliant with guidelines, and maximizes the likelihood of success. Throughout the grant cycle, from opportunity identification to post-award compliance, we will remain committed to high standards of quality, clear communication, and efficient project management.

Our proposed scope of work for the City of Lake Elsinore includes comprehensive research, ongoing grant monitoring, and a hands-on approach to preparing and submitting applications. With our extensive experience, securing **over \$3.1 billion** in competitive funding, we are well-equipped to meet the City's grant writing needs and deliver meaningful outcomes for your community.

FIRM PROFILE

TPA is a state and federal grant writing and legislative advocacy firm that provides lobbying and funding services to public agencies and nonprofit organizations throughout California.

- **Founder/Owner/President:** Christopher Townsend
- **Advocacy Success:** Shepherded **over 150** client-sponsored legislative items into law
- **Funding Success:** Over **\$3.1 billion** in state, federal, and local government grants as well as grants from nonprofit organizations and private companies
- **Longevity:** 26 years (founded in 1998)
- **Number of Employees:** 23
- **Number of Grant Writers and Registered State and Federal Lobbyists:** 19
- **Number of Offices: Five**
 - TPA State Capitol Office, Sacramento
 - TPA Federal Office, Washington, DC
 - TPA Northern California Office, Oakland
 - TPA Central California Office, Fresno
 - TPA Southern California Office, Newport Beach
- **Types of Clients:**
 - City Governments
 - County Governments
 - Water and Sanitation Districts
 - Transportation Districts
 - K–12 School Districts



- Community College Districts
- Parks and Recreation Districts
- Fire Protection Districts
- Museums, Science Centers, and Cultural Facilities
- **Areas of Specialization:**
 - Local Governance (Cities, Counties, Special Districts)
 - Transportation Policy and Infrastructure
 - Water and Sanitation Policy and Infrastructure
 - Education Policy and Infrastructure
 - Housing and Economic Development
 - Parks and Community Facilities (Recreational, Cultural, Historical)
 - Energy, Environment, and Natural Resources
 - Public Safety
 - Budget and Finance
- **Ranking by Revenue Reported to the California Secretary of State:**
 - 8th of 491 Firms Registered for the 2022–23 Legislative Session
 - 99th Percentile
- **More California public agencies** have hired TPA to represent them in **Washington, DC** than any other advocacy firm in the nation.

FIRM EXPERIENCE

As the premier grant writing and advocacy firm for California municipalities, TPA has extensive experience in providing customized and effective grant writing services and has built a robust reputation by providing these services to more than 250 diverse cities throughout the state. With valuable state and federal agency relationships, an expansive understanding of countless funding programs in a wide range of policy areas, and the capacity to pursue any and all relevant opportunities, TPA has achieved **over \$3.1 billion** in funding success on behalf of clients and has maintained a trusted client base by ensuring seamless and timely communication. The funding secured has been allocated toward projects that positively impact local communities, such as transportation infrastructure improvements, workforce development programs, regional public safety initiatives, and community beautification projects.

TPA is proud to represent the City of Murrieta as their grant writer and state and federal advocates, securing **\$18,307,636 for the City in four years**. Recognizing the extensive regional partnerships across Southwest Riverside County, and between the Cities of Murrieta and Lake Elsinore, we are excited to be given the opportunity to also work alongside Lake Elsinore.

This table provides an overview of our grant funding achievements on behalf of our clients from state, federal, and local government agencies as well as private and nonprofit grant programs. These amounts represent grants secured through a competitive and/or legislative process.

Policy Area	State Funding	Federal Funding	All Sources
Water and Sanitation	\$134 Million	\$21.6 Million	\$155 Million
Transportation	\$734 Million	\$355.6 Million	\$1,143 Million
Education	\$256 Million	\$49.9 Million	\$306 Million
Parks and Recreation	\$306 Million	\$38.9 Million	\$345 Million
Cultural Resources	\$140 Million	\$14.2 Million	\$154 Million
Housing and Development	\$797 Million	\$42.2 Million	\$840 Million
Public Safety	\$157 Million	\$99.8 Million	\$257 Million
TOTAL	\$2.5 Billion	\$622 Million	\$3.1 Billion



RELEVANT EXAMPLES:

The following chart provides a sample of several of TPA's recent grant writing achievements in a diverse number of issue areas, water, wastewater, streets and roads, planning, economic development, public safety, and housing:

City of Murrieta: Economic Development Administration Challenge Grant	
Amount Secured	\$2,400,000
Project Description	On behalf of the City of Murrieta, TPA secured \$2,400,000 in competitive grant funding administered by the U.S. Economic Development Administration for renovations to the Murrieta Innovation Center needed to develop a life science startup incubator. This project will support business growth and job creation by supporting entrepreneurs, startups, and non-profit organizations in the life sciences sector. The EDA investment is expected to create 260 jobs, retain 61 jobs, and generate \$123 million in private investment. TPA was responsible for drafting and submitting the application, coordinating between stakeholders, and advocating for the funding to state legislators and agency officials.
Year of Award	2022
City of Palm Desert: SCAG REAP 2.0 Regional Utilities Supporting Housing Grant	
Amount Secured	\$8,000,000
Project Description	TPA worked alongside the City of Palm Desert to secure \$8,000,000 in Southern California Association of Governments (SCAG) Regional Early Action Planning (REAP) 2.0 Regional Utilities Supporting Housing Pilot Program funding for extensive flood mitigation efforts and expand the city's utility capacity to mitigate future severe flooding impacting future and existing housing developments along the I-10 corridor in an area that has experienced recent flood disasters. The project will support the development of 3,386 units currently approved and 1,663 units under review.
Year of Award	2024
City of Palmdale: U.S. Department of Transportation Safe Streets and Roads for All Grant	
Amount Secured	\$5,382,164
Project Description	TPA worked with the City of Palmdale to secure over \$5.3 million in funding from the Safe Streets and Roads for All (SS4A) Grant program administered by the U.S. Department of Transportation to support the 20th St. East Corridor Improvement Project, enhancing safety and accessibility along a 1.92-mile segment of the major thoroughfare. The project addresses critical safety concerns on 20th St. East, a high-traffic corridor serving three schools and connecting residents to essential community resources. Planned improvements include new sidewalks, bike lanes, enhanced crosswalks, additional lighting, and reconstruction of the 20th Street East intersection. TPA successfully conveyed the importance and necessity of this funding to DOT officials, highlighting the significant safety impact it will have on the Palmdale community.
Year of Award	2024
City of Fontana: U.S. Department of Transportation RAISE Grant	
Amount Secured	\$15,000,000
Project Description	TPA worked with the City of Fontana to develop, prepare, and execute a strategic plan to support the City's FY22 RAISE grant application. This highly competitive federal grant opportunity administered by the U.S. Department of Transportation formed a key component of the City's Complete Streets Upgrades including street, bike, sidewalk, and trail improvements. In addition to tailoring the application's message, TPA planned advocacy that leveraged the City's strengths during the grant review process. The culmination of this effort was the award of \$15 million in federal RAISE funds for the City's transportation infrastructure improvements.



	In the FY22 RAISE cycle, Fontana was one of only eight jurisdictions in the State of California to receive a RAISE grant.
Year of Award	2022
City of Buena Park California Department of Parks & Recreation Statewide Parks Program Grant	
Amount Secured	\$3,190,543
Project Description	TPA worked on behalf of the City of Buena Park to secure more than \$3.1 million in grant funding through the Statewide Parks Grant Program administered by the California Department of Parks and Recreation. The funding will go towards improvements and upgrades to the City's Whitaker School Park to ensure the facilities are inclusive and accessible to all residents, families, and children. TPA was integral in the development and submission of the grant narrative and application, as well as in post-submittal advocacy efforts. These strategies ultimately ensured that the City was able to secure this significant funding and further its mission to serve its residents with high quality parks and recreation centers.
Year of Award	2022

STATE & FEDERAL EARMARK SUCCESSES:

The following charts detail TPA's success in securing state and federal earmarks over the past several years. For each award, TPA strategized with our clients to identify priority projects and transform them into budget requests. TPA then worked closely and diligently with state and federal legislators and their staff, relevant committee members, and other key stakeholders to ensure our client projects were included in the final official budget.

STATE BUDGET EARMARKS		
Year	Total Number of Projects	Total Amount Awarded
2023-2024	55	\$73,910,000
2022-2023	42	\$200,950,000
2021-2022	30	\$377,715,020
2019-2020	15	\$36,230,000
TOTAL STATE BUDGET EARMARKS SECURED: \$688,805,020		

FEDERAL EARMARKS		
Year	Total Number of Projects	Total Amount Awarded
2024	52	\$57,599,445
2023	34	\$60,390,094
2022	30	\$59,060,357
TOTAL FEDERAL EARMARKS SECURED: \$177,049,896		

PROJECT OVERVIEW

TPA will approach the grant writing process for the City with a comprehensive, multi-phase strategy. Our detailed work plan will begin with an in-depth review of the City's current and future project priorities to align them with the most appropriate and competitive grant opportunities. We will create a tailored timeline for each grant cycle, including research, data collection, drafting, and submission, ensuring each step is completed efficiently and thoroughly. Special consideration will be given to compliance with funding agency guidelines and deadlines, as well as securing letters of support and partnerships, which are often key to successful applications. A key strength of TPA's approach is our ongoing monitoring of grant opportunities and relationships with funding agencies, as well as our unique ability as registered lobbyists to engage in post-submittal advocacy. Additionally, our deep understanding of regional priorities will enable us to position Lake Elsinore's projects as competitive in the broader funding landscape.



DETAILED WORK PLAN

TPA will utilize the following strategic and comprehensive approach to provide grant writing services to the City:

- **Conduct Detailed Orientation:** TPA utilizes a comprehensive onboarding process that includes extensive meetings with various relevant members of City leadership and key City departments to help develop a strategic plan that is carefully tailored to satisfy the needs of the City and is designed for maximum success in the current political climate and funding environment.
- **Craft Strategic Funding Plan:** Utilizing the information gathered during the onboarding process, TPA will coordinate with the City to develop a proactive and comprehensive strategic funding plan that serves the needs of the City's priorities. ***The plan will do more than simply identify City projects***; it will outline and prioritize multiple funding options for each project and develop a specific plan of work tailored for each project. It will also identify key "strings attached" to help assess the cost/benefit ratio for each grant opportunity.
- **Identify, Research, and Monitor Grant Funding Opportunities:** TPA will utilize list-serve subscription programs, funding workshops, agency canvassing, and other networking tactics to ensure every potential opportunity is identified and reviewed for relevance with the City's projects. TPA will then share these opportunities with the City for further assessment and determination if a grant application is warranted. The City will also receive a grant matrix of funding programs that is updated regularly as new opportunities arise.
- **Community Outreach:** TPA will assist the City with community outreach required for grant applications by ensuring the City is aware of specific requirements, helping develop materials that capture all elements required by the grant, and compiling the outreach data for inclusion in the application.
- **Grant Application Development and Submittal:** TPA will develop, draft, submit, and follow up on each City grant application through the following process:
 - **Establishment of Clear Accountabilities:** TPA will coordinate with the City to ensure the assignment of responsibilities and tasks are made clear so that confusion and inefficiency are avoided, and the City is burdened as little as possible while TPA pursues a grant opportunity.
 - **Provide Overview of Full Application Requirements:** For each grant application, TPA will provide the City with a detailed overview of the requirements for the grant program and corresponding application to ensure that the program is a strong fit for the City's project. This will include:
 - Application timeline
 - Eligible project types
 - Funding availability and award maximums and minimums
 - List of application components, including proposal questions and any required attachments



- **Assemble Project Background and Details:** TPA will conduct a detailed informational interview with City staff most involved with each project to gain a full understanding of the project background and scope details necessary for developing the grant proposal and addressing all application questions.
- **Coordinate Technical Project Details:** For technical application components such as site plans, detailed cost estimates, project timelines, engineering plans, and cost-benefit analyses, TPA will coordinate with City staff to compile all necessary attachments and ensure consistency across all elements of the application.
- **Draft Written Proposal:** TPA will fully draft all narrative components of the application and, when applicable, will indicate where additional input or project detail from the City could be provided during the proposal review process.
- **Incorporate Feedback to Finalize Proposal:** Well ahead of the application deadline, TPA will provide the City with a full draft for review and feedback. TPA will incorporate any additional details or revisions provided during this process to finalize the grant application and will obtain City approval for the final version of the application before submission.
- **Submit Completed Application:** TPA will ensure that applications are submitted before the deadline, whether the submission is electronic or through hard copies, in accordance with submission instructions for each individual program. For hard copy submissions, TPA will print and package applications according to submission instructions and will ship applications through a reliable courier service such as FedEx to provide the City with tracking and delivery confirmation for the application. TPA will also obtain a receipt for proof of submission and provide the City with a final copy of all submitted application documents.
- **Funding Advocacy:** Throughout the grant application process TPA will leverage relationships with relevant officials and program officers in various state and federal funding agencies to ensure that City grant applications are aligned with the goals of the specific grant program and that the applications are well-crafted and well-positioned for funding.
- **State Budget Funding Opportunities:** To maximize state funding, TPA will work with the City to identify projects and other funding priorities that may be suitable for funding through the State Budget. TPA will coordinate with the City to develop supporting materials for the budget request. TPA will also work with members of the City's state legislative delegation, along with the Assembly and Senate Budget Committees, to gain support for the inclusion of the City's project in the final State Budget approved by the Legislature.
- **Federal Earmark Opportunities:** To maximize federal funding, TPA will work with the City to identify projects and other funding priorities that may be suitable for funding through the Federal Earmark process. TPA will coordinate with the City to develop supporting materials for the earmark request. TPA will also work with members of the City's federal legislative delegation to gain support for the inclusion of the City's project.

- **Post-Grant Submittal Advocacy:** TPA will frequently contact legislators and agency officials to follow up on the status of a grant application and promote its need and urgency. This will include drafting letters of support after grant submissions and distributing them to legislators for their consideration. In addition, TPA will work with legislators to reach out to individual granting agencies to provide background on City's projects and convey their support for those projects.
- **Post-Award Grant Administration and Compliance:** TPA will also assist, as needed, with post-award administration and compliance for grant applications submitted by TPA on behalf of the City. This assistance will include interacting with granting agencies, providing support for the drafting and submission of required reports and evaluations, and other tasks related to the successful monitoring of and compliance with the program requirements.
- **Post-Award Services—Above and Beyond Advocacy:** TPA has a track record of success with post-award grant administration. TPA has worked on behalf of clients who, due to unforeseen circumstances, have needed to request an extension of the grant performance period to accomplish project deliverables. TPA is prepared to engage in the legislative process and work with legislators to get bills passed that would allow for the City to retain its grant funding after the performance period would have otherwise ended. Additionally, TPA is prepared to work directly with the City and agencies to secure scope of work changes to already awarded projects to ensure the City will not have to return any hard-won grant funding.
- **Comprehensive Follow-Up on Unsuccessful Applications:** Despite all best efforts, some grant applications are not selected for funding. When grant applications are unsuccessful, TPA will work with the relevant state and federal funding agencies to set up in-person or telephone debriefing sessions to discuss the grant applications and how to best revise the grant applications for the next funding round to ensure success.
- **Provide Monthly Progress Reports:** TPA will confer regularly with the City on our activities. TPA will provide timely electronic monthly reports on the status of all funding activity, such as current funding opportunities, current applications, submitted applications, and post-grant submittal advocacy. In addition to written reports, TPA will be available to the City for conference calls, in-person briefings, and meetings.

TENTATIVE SCHEDULE:

TPA will utilize the following project schedule for this engagement:

TASK	TIMELINE
Conduct Detailed Orientation	Contract Start
Craft Strategic Funding Plan	Contract Start/Annually
Identify, Research, and Monitor Grant Funding Opportunities	Ongoing
Grant Application Development and Submittal	Ongoing/As Needed
Establishment of Clear Accountabilities	Ongoing/As Needed
Provide Overview of Full Applications Requirements	Ongoing/As Needed
Assemble Project Background and Details	Ongoing/As Needed
Coordinate Technical Project Details	Ongoing/As Needed
Draft Written Proposal	Ongoing/As Needed
Incorporate Feedback to Finalize Proposal	Ongoing/As Needed
Submit Completed Application	Ongoing/As Needed
Funding Advocacy	As Needed
State Budget Funding Opportunities	Annually



Federal Earmark Opportunities	Annually
Post-Grant Submittal Advocacy	As Needed
Post-Award Grant Administration and Compliance	As Needed
Post-Award Services—Above and Beyond Advocacy	As Needed
Comprehensive Follow-Up on Unsuccessful Applications	As Needed
Provide Progress Reports	Monthly/As Requested

The information below provides more in-depth details on TPA's anticipated schedule and specific task timelines for the grant application process:

- TPA identifies grant opportunities based on priority projects provided by the City during onboarding sessions. TPA will provide monthly, or otherwise regular updates, to staff on upcoming and ongoing grant applications that have the potential to align with City projects. *(Ongoing throughout the term of the contract)*
- Once a grant application is identified, TPA will meet with the project staff to gather the initial project details and begin an application. As soon as an application is identified as a "go," TPA will provide a comprehensive grant checklist detailing what is required for the application and any additional forms, logins, or completion items required from City staff. *(Typically, a 4-8 week process, flexible given deadline restrictions or staff capacity)*
- TPA will provide a comprehensive grant application draft well in advance of the grant submission deadline, with final edits and approval required from City staff. *(2-4 weeks in advance of grant deadline)*
- Once final approval is obtained from City staff, TPA will submit and upload all grant applications well in advance of the application deadline. *(Within 1 week of application deadline)*
- TPA will conduct comprehensive grant follow-up between application submittal and grant award announcement and will provide status updates to City staff. *(Typically, a 3-8 month review period, flexible to each individual grant program)*
- If a grant application is successful, TPA will ensure City staff is connected with the agency for follow-up grant award procedures. If unsuccessful, TPA will conduct comprehensive debrief sessions to best position the City for application resubmittal in future funding cycles. *(Ongoing comprehensive follow-up and post-grant award announcement)*
- The monthly fee structure utilized by TPA ensures that the City and firm can work collaboratively to adapt to any fluctuation in the anticipated schedule for this engagement. By offering an all-inclusive monthly retainer, TPA can ensure program monitoring, application research and preparation, funding advocacy, and comprehensive follow-up are thorough and ongoing. This structure also allows the firm to continuously leverage a broad network of state, federal, and agency relationships and engage in ongoing advocacy for the City's projects.

INVOLVEMENT OF CITY STAFF:

TPA grant experts diligently work to compile project details, implement quality control measures, and serve as an extension of City staff to seamlessly submit applications and report on all grant activity relevant to client interests. TPA may rely on City staff to provide technical project information, budget details, and project timeline information as appropriate, however, TPA will work diligently to reduce the burden on City staff and develop compelling applications that best reflect the City's priorities by using a strategic team approach that leverages a diverse range of



policy expertise and expansive collection of state, federal, and local relationships. TPA will also ensure staff can access, manage, and approve all grant applications prior to, and after, submittal. This strategy will ensure that TPA can pursue multiple opportunities on behalf of the City simultaneously while maintaining the highest quality of services.

QUALIFICATIONS OF PROJECT TEAM & ORGANIZATIONAL STRUCTURE

With a team of 19 grant writers and funding advocates, TPA has the breadth and depth of experience AND the ability to deploy as many advocates as needed to maximize success for the City while minimizing the burden on City staff. TPA proposes a dedicated team of six people to perform grant writing, researching, and consulting services for the City.

Cori Takkinen

Vice President

Professional Credentials: Registered State and Federal Lobbyist

Relevant Experience: 15 Years of Legislative Advocacy & Grant Writing Experience

Role: Strategic Advisor & Funding Advocate

Alex Gibbs

Grants Director

Professional Credentials: Registered State and Federal Lobbyist

Relevant Experience: 13 Years of Legislative Advocacy & Grant Writing Experience

Role: Project Manager/Grant Writer & Funding Advocate

Anastasia Heaton

Senior Associate

Professional Credentials: Registered State and Federal Lobbyist

Relevant Experience: 5 Years of Legislative Advocacy & Grant Writing Experience

Role: Grant Writer & Funding Advocate

Barbarah Torres

Senior Associate

Professional Credentials: Registered State and Federal Lobbyist

Relevant Experience: 8 Years of Legislative Advocacy & Grant Writing Experience

Role: Grant Writer & Funding Advocate

Sammi Maciel

Senior Associate

Professional Credentials: Registered State and Federal Lobbyist

Relevant Experience: 7 Years of Legislative Advocacy & Grant Writing Experience

Role: Grant Writer & Funding Advocate

Jake Leischner

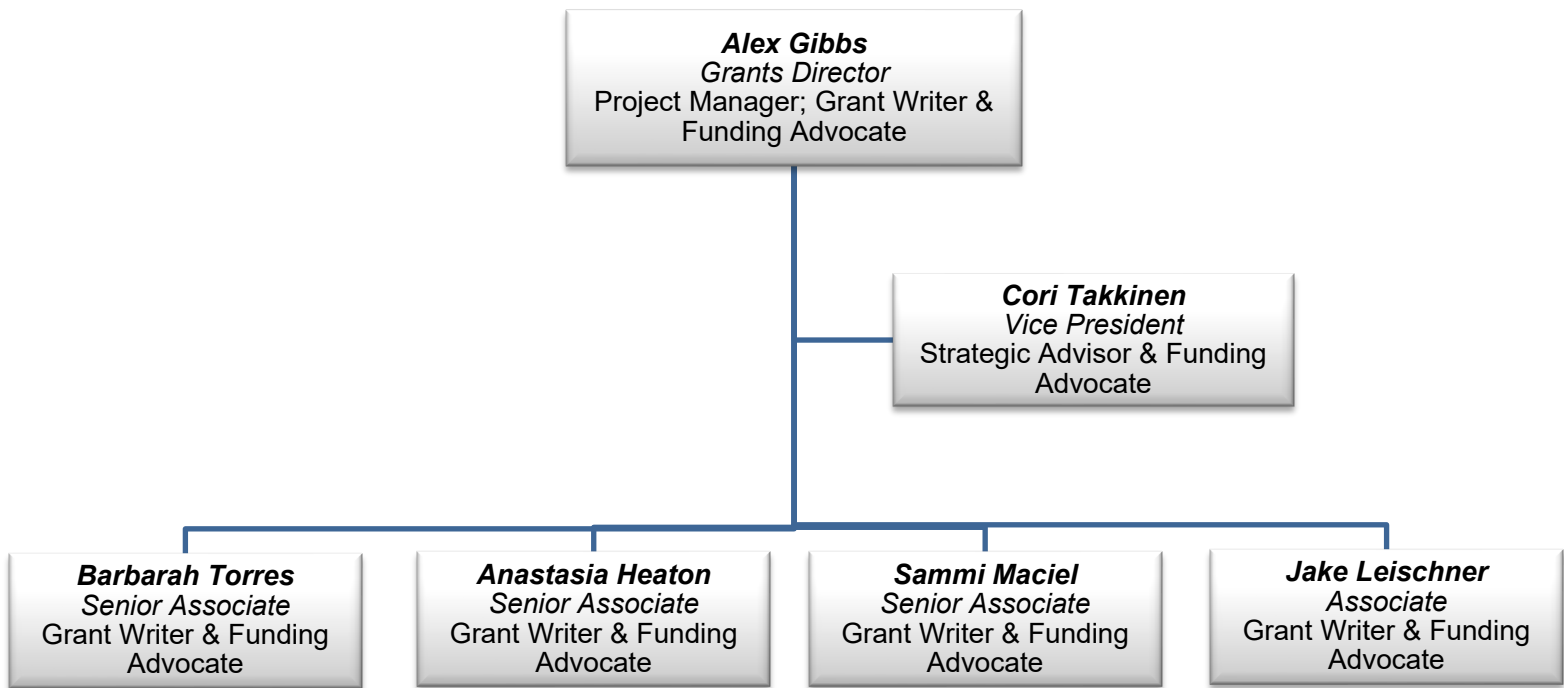
Associate

Professional Credentials: Registered State and Federal Lobbyist

Relevant Experience: 6 Years of Grant Writing and Public Policy Experience

Role: Grant Writer & Funding Advocate

The chart below delineates communication and reporting relationships among the proposed team.



The individuals who will be principally responsible for working with the City will be Grants Director Alex Gibbs and Senior Associates Anastasia Heaton and Sammi Maciel. This team will be directly supported by TPA's 16 additional grant writers and advocates to ensure the City is able to take advantage of all funding avenues and secure significant funding success. Vice President Cori Takkinen will personally engage in the City's funding plan to engage high-level state and federal representatives, ensure quality customer service, and oversee the project team.

TPA uses a strategic approach to grant writing services that will be tailored to meet the specific needs of the City. To maximize success, TPA's team of advocates and grant writers will collaborate to leverage an expansive collection of relationships in the state and federal governments, as well as a variety of policy expertise, including in transportation and infrastructure, water, education, parks and recreation, and local governance.

TPA will not utilize subcontractors to perform the services outlined in the RFP.

Brief resumes for each member of the client service team can be found on the following pages.



Cori Takkinen, Vice President: Cori brings 15 years of legislative advocacy and public policy experience to TPA. Cori has extensive experience writing grants for various local, regional, state, and federal opportunities. Cori has expertise in the policy sectors of local governance, transportation, water resources, infrastructure, sanitation, parks and recreation, and economic development.

Townsend Public Affairs, Inc.

Vice President

2011–Present

Throughout her tenure at TPA, Cori has been responsible for securing millions in competitive grant funds for local public agency clients. In addition to her expertise on municipal issues, Cori has strong experience building coalitions, identifying synergies, and leveraging all available opportunities to achieve success. Cori has a strong network of relationships with State Legislators, key staff, and various state agencies. Some of Cori’s accomplishments include:

- Leveraging relationships with the California Federal delegation, Cori had over **\$25 million** in Community Project Funding (or earmarks) included in the nine appropriations bills that passed the House in FY 2022.
- In the FY 2021–22 State Budget, Cori worked with several municipal and nonprofit clients to secure **\$54 million** in budget earmarks for priority projects, including funding for mental health, public safety, infrastructure improvements, and parks and trails improvements.
- In the FY 2019–20 State Budget, Cori worked with five municipal clients and one nonprofit client to secure **\$20.2 million** in budget earmarks for priority projects, including stormwater treatment facilities, historical renovations, park and trail improvements, and fire prevention.
- Leveraging State legislative relationships, Cori secured an earmark in the FY 2017–18 State Budget for **\$20 million** to form the North Orange County Public Safety Collaborative.
- Cori worked on behalf of the City of La Habra to secure a direct funding allocation in the FY 2021–22 State Budget in the amount of **\$8.5 million** to repair an underground culvert in La Habra that collapsed due to a period of heavy rainfall.
- Cori worked closely with the State Legislature and Administration on the development and implementation of **Proposition 68, the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018**.
- Cori worked with the City of Brea to secure **\$10 million** from local, state, and federal sources for the Tracks at Brea project, a four-mile multi-use rail-to-trail project. Funding sources include the US EPA, California Natural Resources Agency, SGC, CTC and SCAG.
- Cori worked with the City of Laguna Beach to secure **\$59,628** through the FEMA Assistance for Firefighters Grant program. Cori worked closely with FEMA program staff to secure funding for mobile radios and programming equipment that brought the Laguna Beach Fire Department up to P-25 compliance. Bringing the Fire Department into compliance has allowed increased coordination and activity with CalOES and the State’s Master Mutual Aid Plan.

County of Orange, Board of Supervisors

Policy Advisor for Supervisor John Moorlach

2010

Chapman University, Orange, CA

Master of Public Administration

2014

Claremont McKenna College, Claremont, CA

Bachelor of Arts Economics and Government with Leadership Sequence

2011





Alex Gibbs, Grants Director: Alex brings 13 years of public policy and legislative advocacy experience to TPA. Alex has four years of experience working for the State Legislature analyzing, researching, writing, and shepherding bills through the legislative process. Alex has also secured significant grant funding for clients throughout California. Alex has expertise in the policy sectors of parks and recreation, natural resources, local governance, public safety, and transportation.

Townsend Public Affairs, Inc.
Grants Director

2014–Present

During his tenure at TPA, Alex has been responsible for securing millions in competitive grant funds at the private, state, and federal levels for local public agency clients. In addition to his expertise in parks and recreation, transportation, and public safety, Alex has a strong network of relationships with State Legislators and key staff as well as various state departments and agencies. Some of his accomplishments include:

- Alex coordinated with County of Kern staff to secure over **\$17 million** in grant funding from the Behavioral Health Continuum Infrastructure Grant Program administered by the California Department of Health Care Services to establish a youth crisis walk-in center facility. Alex crafted a competitive application and leveraged a strategic network of agency relationships to ensure the project's success. The critical funding will allow the County to continue to expand its capacity to provide alternatives to incarceration, hospitalization, homelessness, and institutionalization.
- Alex worked closely with the City of Oakland staff to secure **\$7 million** in grant funding from the Clean CA Local Grant Program. Alex leveraged relationships with the California Department of Transportation and the City's legislative delegation to successfully advocate for two funded projects. This funding helped the City of Oakland conduct the Courtland Creek Restoration Project as well as the Oakland Mini Parks Beautification Project, both of which provided significant remediation and beautification of public resources for local residents.
- Alex led a team of Kern County staff through the application process to secure **\$6.5 million** in grant funding from the Prop 68 Statewide Parks Program (Round 4). This funded the South Kern Lamont Park Project which provided much-needed renovations to an existing park in the community of Lamont, despite grant program guidelines that provided preferences for the construction of new parks.
- Alex worked with the City of San Leandro to secure **\$4.5 million** in funding from the Building Forward Library Infrastructure Program administered by the California State Library to upgrade libraries throughout the City. Alex tailored the grant application's message and narrative and worked with City staff to create a project budget and timeline that would ensure competitiveness. Alex also utilized advocacy strategies that leveraged the City's strengths during the grant review process to ensure project success.
- Alex collaborated with state Natural Resources Agency staff to secure a **\$3 million** Urban Greening Grant for the Desert Recreation District. This funded the construction of a new park and sports complex in unincorporated Riverside County. Alex then continued to work with the District on grant administration, ensuring the client was able to see the completion of their legacy project that had been years in the making.

- Alex worked jointly with the City of South San Francisco to secure a **\$868,000** grant from the Active Transportation Program (ATP). Alex leveraged relationships with the California Department of Transportation and coordinated among local business stakeholders and school officials to craft a competitive grant application to the statewide ATP. This funding helped the City with their Linden and Spruce Avenue Traffic Calming Improvement Project to construct major traffic calming improvements to ensure bike and pedestrian safety at crucial intersections in residential and commercial neighborhoods.
- Alex collaborated with state and federal Land and Water Conservation Fund staff to secure a **\$750,000** grant for the City of Imperial. This funded the construction of a 300-plus acre regional park and equestrian center. Alex then continued to work with the City on grant administration, ensuring the client was given the appropriate time to meet deadlines and retain their funding.
- Alex worked with the City of South San Francisco to secure a **\$658,000** grant from the San Mateo County Transportation Authority's Measure A Pedestrian and Bicycle Program. Alex leveraged relationships with stakeholders in the County to ensure that the City received the funding needed for their Sunshine Gardens Project, including major traffic-calming improvements on streets frequented by students walking and riding bicycles.
- Alex worked closely with City of Novato staff to secure a **\$220,500** grant from the Food Waste Recovery Program at CalRecycle to fund a local food waste recovery effort in Marin County that allowed the City of Novato to partner with local nonprofits and ensure that good food that otherwise would go to waste reached food banks and vulnerable residents.
- Alex worked jointly with the City of Fullerton to secure a **\$200,000** planning grant from the US Department of Transportation's Safe Streets and Roads for All (SS4A) Grant program. The grant will help fund the Fullerton Comprehensive Safety Action Plan, which will increase public safety for all forms of transportation in the city, including walking, bicycling, and single-occupancy vehicle users.
- Alex has developed broad expertise concerning public safety policy and funding. In conjunction with local stakeholders, Alex has worked successfully on a variety of public safety issues that affect local public agencies in California, including the fight against the trafficking and exploitation of minors as well as the protection of local control regarding the manufacturing of cannabis products.

California State Senate

Legislative Aide

2012–2014

Alex worked as a member of the Eighth Senate District's legislative team representing San Francisco and San Mateo Counties. Alex's primary responsibilities included monitoring, reviewing, and making recommendations on legislation passing through the Senator's committees as well as bills of interest to the District. Alex annually carried a bill package through the legislative process and assisted with problem bills that required more support.

University of San Francisco, CA

Bachelor of Arts, Politics

2011

San Diego State University

Professional Grant Writing Certification

2023





Anastasia Heaton, Senior Associate: Anastasia brings a variety of experience and knowledge to TPA, including five years of experience in public cultural and historical resources. Anastasia has grant writing experience in areas such as water, parks and recreation, cultural resources, and natural resources.

Townsend Public Affairs, Inc.
Senior Associate

2021–Present

At TPA, Anastasia has worked with clients to develop their funding proposals and secure competitive grant funding on projects. Anastasia has developed robust relationships with the Department of Water Resources, the California Natural Resources Agency, the Governor's Office of Planning and Research, the California State Library, Go-BIZ, the Department of Parks and Recreation, and the National Endowment of the Arts. She has also worked to identify strategic resources that ensure her clients' visions are transformed into reality. Some of her work includes:

- Anastasia secured a cumulative **\$12.1 million** in competitive Southern California Association of Governments Regional Early Action Planning Grants (2.0).
 - **\$8 million** was secured through the RUSH (Regional Utilities Supporting Housing) to fund the development of over 3,000 housing units and ensure their ability to withstand stormwater in the wake of Tropical Storm Hilary.
 - **\$4.1 million** was secured through the Lasting Affordability Program to fund the development of a revolving loan program for the City of Murrieta's Housing Authority.
 - Not only did Anastasia **secure** the grant funding, she worked throughout the FY25 Budget Cycle **to ensure the grant dollars, originally slated to be cut from the budget and revoked from the awardees, were protected and retained in the FY25 Budget** in the wake of the budget deficit.
- Through the 2022 State Budget process, Anastasia worked to advocate for the inclusion of **\$6 million** for the City of Agoura Hills' Linear Park construction. This park will provide critical recreation, social, and educational spaces for residents of the City of Agoura Hills.
- Anastasia alongside the California Water Service, secured **\$4.2 million** in competitive Urban Community Drought Relief funding through the Department of Water Resources. This funding will be used to consolidate several at-risk and dangerous water systems to provide clean, accessible potable water to a disadvantaged area.
- Anastasia worked with State Department of Water Resources staff to secure **\$2.3 million** in Small Community Drought Relief Grants. This grant funding supported three projects in Kern County and Marin County, ranging in award amounts from \$19,500 to \$1.4 million. These critical drought mitigation projects include a new intake facility and increased storage capacity for water districts hit the hardest by severe drought conditions.
- Anastasia worked closely with the City of Palmdale to secure **\$1 million** in competitive LA County Regional Park and Open Space District Measure A funding for Regional Recreation, Multi-Use Trails, and Accessibility projects. This grant funding will go towards the expansion of a beloved and critical swimming pool in the City's Marie Kerr Park.
- Through both cycles of the Building Forward Library Infrastructure Program, Anastasia secured a total of **\$4.1 million** in state funding for various projects benefiting libraries throughout the state – from children's wing expansion to HVAC and elevator repairs.

- With the City of Murrieta, Anastasia secured **\$2.4 million** in Economic Development Agency competitive grant funding for the Murrieta Innovation Center, a life-science startup incubator and community resource that will prove integral for job growth and development.
- Alongside Merced Union High School District, Anastasia secured **\$750,000** in Outdoor Equity Grant Funding through the California Department of Parks and Recreation for the District's "Our Outdoors Program," which will provide outdoor education excursions and career development for underserved students.

On behalf of the City of La Habra, Anastasia secured **\$320,000** in US Department of Transportation Safe Streets and Roads 4 All (SS4A) grant funding to fund the full implementation of a Safe Routes to Schools Plan, helping students in the region safely travel to and from school using active transportation methods.

- Through LA Metro's 5310 Grant Program, Anastasia, with the City of South El Monte, secured **\$230,000** in competitive funding for the acquisition of an electric shuttle vehicle to allow for increased, sustainable transit options for seniors and disabled residents.
- Anastasia submitted an application to the 2022 Bureau of Reclamation's WaterSMART Water and Energy Efficiency Program, securing **\$235,170** in grant funding to implement the California Water Service's multi-region turf replacement program, replacing turfgrass with drought-tolerant, California-friendly habitat.
- Anastasia secured **over \$230,000** in last-mile broadband access funding for the City of Palm Springs through the California Public Utilities Commission Broadband Adoption Account. This funding will provide needed computer and broadband access infrastructure for various libraries and community centers throughout the City.
- Anastasia secured **\$10,000** in State Parks and Recreation funding for the City of Murrieta and the Murrieta Public Library through the Parks Pass Program. She then secured an additional **\$30,000** in Sustainable Libraries Grant funding on behalf of the Murrieta Public Library to augment the ongoing existing natural resources education initiatives and expand library reach. These grant funds will go towards the creation of outdoor activity kits and an Earth Day festival for Murrieta library patrons.

U.S. State Department and Indian Health Services Agency

Research and Writing VSFS Intern

2020–2021

Anastasia worked as a researcher and writing intern for the U.S. State Department and Indian Health Services Agency, devising creative ways to translate and narrate information and data on cultural resources and public health.

Santa Barbara Mission Archive-Library

Archival Intern

2020

Anastasia worked to research and identify significant historical narratives and bring them to the public through community outreach and public education efforts. She provided key support in managing grant documentation and securing funding for the Mission Archive Library.

Westmont College, Santa Barbara

Bachelor of Arts, History

2021





Barbarah Torres, Senior Associate: Barbarah brings eight years of grant writing and administration experience and knowledge to TPA, particularly in the areas of transportation and planning, public works, infrastructure, and community development.

Townsend Public Affairs, Inc.

Senior Associate

2024–Present

Since joining TPA, Barbarah has leveraged her extensive expertise and experience in the areas of grant writing and administration to develop competitive grant program applications and secure critical state, federal, and local funding for clients' priority projects. With robust relationships with key state and federal agency representatives, including in the Department of Transportation, Federal Emergency Management Agency, Environmental Protection Agency, California Energy Commission, and California Natural Resources Agency, Barbarah is a skilled advocate who is able to quickly and effectively navigate complicated program guidelines and administration requirements while mitigating unnecessary burdens on clients.

San Diego Association of Governments, Government Affairs

Senior Public Affairs Officer, Bi-National Affairs

2022–2024

As the Acting Program Manager for an extensive project portfolio in the South Bay and the Mexican Border, Barbarah supported and managed a collection of construction, transit, rail, long range planning, and mega projects. Specifically, Barbarah was the lead management principal for the \$2 billion Otay Mesa East Port of Entry project, where she coordinated grant applications, stakeholder engagement, relationship management, communication strategies, and program implementation. Barbarah also increased agency representation at events and conferences to elevate its profile and foster community outreach and engagement. Additionally, she was responsible for keeping board members, stakeholders, community groups, project principals, and executive group members informed on ongoing activities through briefings, presentations, articles, talking points, and white papers.

Port of San Diego, Government and Civics Relations Department

Grants Program Coordinator

2019–2022

Barbarah was responsible for seeking and managing approximately \$130 million in various federal, state, and local funding to advance the Port's project priorities. She engaged and fostered strong relationships with several agencies, including the Department of Transportation, Maritime Administration, Department of Homeland Security, Federal Emergency Management Agency, Environmental Protection Agency, California Energy Commission, California Natural Resources Agency, and National Park Service.

City of San Diego, Purchasing and Contracting Department

Contract Compliance Officer, Public Works and Utilities Focus

2018–2019

Barbarah was responsible for reviewing and managing contract compliance for approximately \$400 million in contracts issued by the City of San Diego. Her responsibilities included the issuance of contract compliance metrics, attainment of goals and timelines, prevailing wage requirements, negotiation of change, audits, investigation and resolution of contractor performance problems, appraisal of contractor performance, disposition of claims, terminations, and close-out.

Port of San Diego, Government and Civic Relations Department
Legislative Analyst

2017

Barbarah performed bill tracking, research, and analysis to inform Port leadership and stakeholders. Additionally, she helped secure grant funding for the Port's projects and services, as well as presented comprehensive legislative briefings to the Board of Port Commissioners.

City Heights Community Development Corporation
Transportation and Planning Coordinator

2017

Barbarah secured and managed grants from Caltrans, the County of San Diego, the City of San Diego, and the San Diego Association of Governments.

Alliant International University, San Diego
Bachelor of Arts, Political Science and Government

2016

University of California, San Diego
Project Management Certification

2023



Sammi Maciel, Senior Associate: Sammi brings seven years of federal legislative, funding, and public policy experience. Sammi has experience managing legislative activity, including bill analysis, research, and drafting, particularly for federal funding opportunities. Sammi has expertise in several policy sectors including local governance, transportation, broadband, energy, and cultural resources.

Townsend Public Affairs, Inc.
Senior Associate

2021–Present

Since joining TPA, Sammi has kept clients informed of significant actions and pertinent developments in the federal government and strategizes ways in which to influence and enact changes in Washington, DC that have concrete results for clients. Some of Sammi's experiences include:

- Sammi has strong relationships with key officials within the Department of Transportation, Energy, and Environmental Protection Agency, which have been critical in helping to advocate and navigate the hundreds of new funding opportunities implemented through the Bipartisan Infrastructure Law and Inflation Reduction Act. Sammi has leveraged these relationships to guide clients in the submittal process for the millions of dollars available to improve our client's infrastructure priorities.
- Sammi has leveraged her relationships with regional and national EDA officials to assist in drafting applications for the newly Authorized Recompets program, made available through the 2022 CHIPS and Science Act.
- In FY 2023, Sammi worked with the City of Half Moon Bay to secure a **\$2 million** earmark for the City's Highway 1–Frenchman Creek Intersection and Bike/Pedestrian Improvement project. Sammi assisted in developing and submitting the project for consideration and leveraged her extensive federal relationships to ensure success.

- Sammi's four years of experience working for two California Senators has led to an extensive network of relationships both on Capitol Hill and within federal agencies. Her understanding of the regional and political dynamics of the California Congressional delegation and their interactions with other members of the Senate and House are important to successfully advocating for California-based clients.
- Sammi has first-hand knowledge of the current federal appropriations process, including community project funding requests. This process differs from the pre-2011 earmark process and an understanding of the need to balance transparency and politics to submit a competitive request is key. Sammi has utilized her experience to successfully aid clients in securing millions of dollars' worth of earmarks in the FY22 and FY23 process.
- Sammi has identified new and previously underutilized federal grants for the benefit of TPA clients. She has leveraged her relationships with key grant officials at various federal agencies to ascertain their specific priorities and buzzwords required for successful grant applications. Sammi then leverages that information to help TPA clients develop and submit more competitive federal grant applications and provides more effective tailored advocacy to secure funding awards.

U.S. Senate, Office of Senator Kamala Harris (CA)

Field Representative

2019–2021

Sammi represented a 30-county region on behalf of Senator Harris, attending events, hosting meetings, and facilitating outreach to constituents. She tracked key issues, facilitated rapid response, and built an extensive network of relationships with local elected officials and advocacy groups within her 30-county region. Additionally, Sammi drafted letters of support on behalf of her region addressed to numerous federal agencies, requesting funding for key projects.

U.S. Senate, Office of Senator Dianne Feinstein (CA)

Legislative Intern

Summer of 2017

As a legislative intern with Senator Dianne Feinstein's office, Sammi researched and drafted memos for state field representatives regarding state legislature bills in the policy areas of transportation and water infrastructure, cannabis, and sanctuary cities.

Dominican University of California

Bachelor of Arts, Political Science

2017



Jacob Leischner, Associate: Jacob brings a variety of experience and knowledge to TPA, including extensive experience in the writing and editing of proposals. Jacob has grant writing experience in areas such as economic and community development, parks and recreation, cultural resources, and natural resources.

Townsend Public Affairs, Inc.

Associate

2024–Present

Since joining TPA, Jacob has worked with clients to develop their funding proposals and secure competitive grant funding on projects. He has also worked to identify strategic funding resources that ensure his clients' visions are transformed into reality. Some of his work includes:

- Jacob has extensive experience drafting, submitting, and securing funding from a diverse number of grant programs, including those administered by the Federal Emergency Management Agency, California Office of Emergency Services, National Telecommunications and Information Administration, U.S. Department of Transportation, and Federal Highway Administration. He has submitted proposals on behalf of clients for projects relating to state and local cybersecurity, digital equity, bridge infrastructure, and community development programs.
- Jacob has worked alongside clients to advance and prioritize their cybersecurity efforts to protect operations and residents' safety.
- Jacob monitors state and federal agency websites, attends grant funding webinars, and leverages his network of relationships to proactively identify funding opportunities and communicate program requirements, timelines, and best practices to clients.
- Jacob utilizes information gathered during onboarding sessions to develop and submit tailored grant applications that strongly convey the urgency and impact of client projects to granting agencies to maximize the likelihood of success.
- Jacob closely monitors ongoing activity in both Sacramento and Washington, DC to ensure clients are acutely aware of upcoming legislation that has the potential to impact funding opportunities or current programs.

Rose Institute for State and Local Government

Student Manager

2017–2021

Jacob managed a team of undergraduate students across 15 research and institutional teams, leading biweekly meetings and overseeing staff evaluations. He redesigned the hiring process for a virtual platform, ensuring greater transparency and accessibility. Additionally, Jacob led a project analyzing public election financing programs and directed a team in producing redistricting and demographic research. He also contributed to drafting chapters on caucus politics and methodology for 17 states as part of a book publication.

International Bridges to Justice

Research and Development Fellow

2019

Jacob researched, pitched, and applied for grants to secure funding for operations at the U.S./Mexico border. Additionally, Jacob cultivated partnerships with stakeholders in education, nonprofits, legal aid, and access to justice initiatives, fostering collaborations that provided structural and organizational support.

Claremont McKenna College

Bachelor of Arts, Philosophy, Politics, and Economics

2021

QUALITY CONTROL

TPA utilizes rigorous quality control measures to ensure the highest standards for all work products delivered to the City. Each draft and final version undergoes a thorough internal review by senior staff members, ensuring accuracy, compliance with grant guidelines, and clarity in presentation. Our process includes cross-checking data, fact verification, and detailed proofreading to eliminate errors. We maintain open communication with the City throughout, incorporating feedback at every stage to deliver well-refined, high-quality final products.



REFERENCES

1. CITY OF MURRIETA

Contact Name: Kim Summers
Contact Title: City Manager
Address: 1 Town Square, Murrieta, CA 92562
Phone Number: 951-461-6010
Email Address: ksummers@murrietaca.gov
Project Description: TPA provides grant writing and state and federal legislative advocacy services to the City.

2. CITY OF PALM SPRINGS

Contact Name: Teresa Gallavan
Contact Title: Assistant City Manager
Address: 3200 East Tahquitz Canyon Way, Palm Springs, CA 92262
Phone Number: 760-322-8380
Email Address: teresa.gallavan@palmspringsca.gov
Project Description: TPA provides grant writing and state and federal legislative advocacy services to the City.

3. CITY OF FONTANA

Contact Name: Robert Torres
Contact Title: Public Affairs Manager
Address: 8353 Sierra Avenue, Fontana, CA 92335
Phone Number: 909-350-7606
Email Address: rtorres@fontana.org
Project Description: TPA provides grant writing services to the City.

CURRENT CLIENTS

TPA currently provides grant writing and/or legislative advocacy to the following public agencies:

- City of Agoura Hills
- City of Alhambra
- City of Anaheim
- City of Atascadero
- City of Atwater
- City of Avalon
- City of Berkeley
- City of Brawley
- City of Brea
- City of Buena Park
- City of Campbell
- City of Chino Hills
- City of Citrus Heights
- City of Compton
- City of Concord
- City of Costa Mesa
- City of Del Mar
- City of Dinuba
- City of Dublin
- City of El Monte
- City of Emeryville
- City of Farmersville
- City of Fontana
- City of Fort Bragg
- City of Fountain Valley
- City of Fremont
- City of Fullerton
- City of Gardena
- City of Guadalupe
- City of Half Moon Bay
- City of Hanford
- City of Hayward
- City of Hesperia
- City of Huron
- City of Irvine
- City of Kingsburg
- City of La Habra
- City of La Palma
- City of La Verne
- City of Lafayette
- City of Laguna Beach
- City of Los Alamitos



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|-------------------------|-------------------------------|---|
| • City of Los Banos | • City of Palo Alto | • City of Tulare |
| • City of Madera | • City of Parlier | • City of Turlock |
| • City of Malibu | • City of Paso Robles | • City of Tustin |
| • City of Manteca | • City of Pico Rivera | • City of Union City |
| • City of Mendota | • City of Pinole | • City of Walnut Creek |
| • City of Menifee | • City of Pismo Beach | • City of West Sacramento |
| • City of Millbrae | • City of Placentia | • City of Westminster |
| • City of Mission Viejo | • City of Placerville | • City of Wheatland |
| • City of Modesto | • City of Pleasanton | • County of Kern |
| • City of Monterey Park | • City of Reedley | • County of Imperial |
| • City of Moreno Valley | • City of Rialto | • County of Mariposa |
| • City of Morro Bay | • City of San Leandro | • County of Orange |
| • City of Murrieta | • City of San Pablo | • County of Shasta |
| • City of Newport Beach | • City of Santa Ana | • County of Stanislaus |
| • City of Oakland | • City of Santa Barbara | • Merced County Association of Governments |
| • City of Oakley | • City of Santa Clara | • San Gabriel Valley Council of Governments |
| • City of Oceanside | • City of Shafter | • Tri-Valley Cities Coalition |
| • City of Ontario | • City of Sierra Madre | |
| • City of Orange | • City of Soledad | |
| • City of Orange Cove | • City of South El Monte | |
| • City of Pacifica | • City of South San Francisco | |
| • City of Orinda | • City of Stanton | |
| • City of Palm Desert | • City of Temecula | |
| • City of Palm Springs | • City of Tracy | |
| • City of Palmdale | | |

PROJECT AVAILABILITY

TPA is available immediately to begin the work outlined in the RFP upon the conclusion of the City's evaluation and contract award.

CITY'S STANDARD PROFESSIONAL SERVICES AGREEMENT

TPA does not request any exceptions to the City's standard consultant contract (Attachment A) and accepts the form of the agreement.



TOWNSEND

PUBLIC AFFAIRS

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SACRAMENTO • WASHINGTON D.C.
NORTHERN CALIFORNIA • CENTRAL CALIFORNIA
SOUTHERN CALIFORNIA



**Proposal for
Grant Research, Writing, &
Management Services**

October 8, 2024

COST PROPOSAL

ALL-INCLUSIVE RETAINER:

DESCRIPTION OF SERVICES	MONTHLY FEE
Grant Research, Writing, and Management Services	\$6,000*
• Conduct Detailed Orientation	Included
• Craft Strategic Funding Plan	Included
• Identify, Research, and Monitor Grant Funding Opportunities	Included
• Grant Application Development and Submittal	Included
• Establishment of Clear Accountabilities	Included
• Provide Overview of Full Applications Requirements	Included
• Assemble Project Background and Details	Included
• Coordinate Technical Project Details	Included
• Draft Written Proposal	Included
• Incorporate Feedback to Finalize Proposal	Included
• Submit Completed Application	Included
• Funding Advocacy	Included
• State Budget Funding Opportunities	Included
• Federal Earmark Opportunities	Included
• Post-Grant Submittal Advocacy	Included
• Post-Award Grant Administration and Compliance	Included
• Post-Award Services—Above and Beyond Advocacy	Included
• Comprehensive Follow-Up on Unsuccessful Applications	Included
<i>*The monthly fee includes all reasonable business and travel expenses.</i>	
ANNUAL NOT-TO-EXCEED AMOUNT: \$72,000	

