



Mr. John Smith, PE  
City Engineer  
City of Fort Bragg  
416 North Franklin Street  
Fort Bragg, CA 95437

January 30, 2023

**RE: Proposal to Provide Grant Writing**

Dear John,

Thank you very much for the opportunity to submit this proposal to provide a funding analysis for City of Fort Bragg's projects and start the process to apply for the grants that the City would like to pursue. The proposed scope of work may include the below tasks based on City's direction:

**1. Develop Funding Strategy:**

- Review City's documents, upcoming and unfunded project list, discuss project status and priorities.
- Conduct funding research to identify grant resources including but not limited to federal, state, and local agencies, as well as private foundations that fund municipalities for opportunities that match a specific City project or program, City's strategic goals, legislative platform, or policy objectives. Also, provide a list of documents that will be required to qualify for various grants for City's consideration.
- Research any grant opportunities that may be identified by the City.
- Provide the City with a summary of potential funding opportunities relevant to its needs on monthly basis.

Upon completion of the above task, ESS will provide a cost estimate for the specific type of grant and project selected to pursue.

**2. Technical Grant Writing Assistance:**

- Prepare a list of items needed for each grant
- Grant submittal requires access to various portals need to be set up if the City does not have access to a certain portal.
- Develop timelines and checklists to ensure timely grant completion and submission.
- Compose grant proposals on behalf of the City as directed, including all technical sections, preparation of budget and schedule, preparation of exhibits such as graphs and schematics, drafting support letters and compiling demographic data and other necessary items for grant applications.

We have now secured over **\$600 million** for our clients and appreciate the opportunity to do the same for the City.

I will serve as the program manager for this contract, and I can be reached at (949)637-1405 or via email at [Sudi@engineeringsolutionservices.net](mailto:Sudi@engineeringsolutionservices.net). My project team and I look forward to working with you to develop a work plan that identifies grants that meet the short- and long-term needs for funding projects and answering any questions you may have about our proposal.

Sincerely,



Sudi Shoja, PE  
Principal

Engineering Solutions Services	
Employee	Hourly Rate
Project Manager	\$185
Grant Writer	\$175
Project Engineer/ Grant Analyst	\$160
CADD Operator/Grant Support	\$150
Clerical	\$ 78
Technical Experts	\$205
Reimbursable	Cost
Reproduction	Cost
Courier Service	Cost