



Spreckels Veterans Memorial Building
Home of Lt. Billy Paulson VFW Post 6849

Spreckels Veterans Memorial District
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday March 13, 2024 5:30 pm
Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

AGENDA

Agenda order may be adjusted by the Chair for purposes of meeting flow and to be respectful of the time concerns of guests present.

1. CALL TO ORDER:
2. PLEDGE OF ALLEGIANCE:
3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Rick Magno, President
Walan Chang, Vice-President
Shaheen Jorgensen, Director
Carl Christmore, Director
Darrin Bright, Director

4. PUBLIC COMMENTS: *At this time any person may comment on any item which is not on the agenda. Please state your name and address for the record. Action will not be taken on any item that is not on the agenda. If it requires action, it will be referred to staff and/or placed on the next agenda. Board members may briefly respond to statements made or questions posed as permitted by Government Code Section 54954.2. In order that all interested parties have an opportunity to speak, please limit comments to a maximum of five (5) minutes. Any member of the public may comment on any matter listed on this agenda at the time the matter is being considered by the Board of Directors.*
5. APPROVAL OF MINUTES:
 - a. SVMMD Regular Board Meeting February 7, 2023.
6. GENERAL MANAGER'S REPORT:
 - a. Financial Reports November.
 1. Fund Balances as of 2/29/2023.
 2. Budget FY 2022 FYTD to 2/29/2023.

3. Review of Deposits: County Fund 668 January [Period 7].
4. Review of Deposits: Five Star General Checking February.
5. Review of Five Star Bank Statements/Reconciliations January 2024.
6. Review of Expenditures January 2024.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Transfer \$10,000.00 from County Fund 668 to Five Star General Checking.
- b. LAFCO Special District Commissioner [voting] election:
 1. Russel Jeffries, Moss Landing Harbor District.
 2. Chad M. Lindley, Monterey County Regional Fire District

8. USE REQUESTS:

9. FUNCTION RECAP:

10. CONTINUED BUSINESS:

- a. Racquetball Court: Derek Johnson of Central Coast Engineering Proposals:
 1. ADA Accessible Ramp.
 2. Demolition Permit.
 3. Preliminary Schematic Design Phase.
 4. Retaining Wall.
- b. Park Equipment: Shaheen.
 1. Ross Recreation.
 2. Pacific Playground.
 3. Northern California Recreation.
- c. Spreckels 4th of July Celebration 2024.

11. NEW BUSINESS:

- a. Grant Writing Service: Shaheen

12. REGULAR MONTHLY FACILITIES REPORTS:

- a. Review of Building/Equipment Inspection Report.
- b. Review of Park Operations and Safety Report

13. FUTURE AGENDA ITEMS:

14. ADJOURN REGULAR MEETING: Next meeting Wednesday April 3, 2024 5:30 PM.

2024 Meeting Dates: January 3, February 7, March 13, April 3, May 1, June 5, June 26, August 7, September 4, October 2, November 6, December 4.

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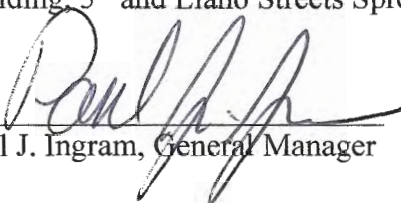
ADA COMPLIANCE

In compliance with the American Disabilities Act (ADA), disabled individuals requiring special accommodations to access, attend, or participate in District Board meetings, should contact the District Administrative Office, [831] 455-7855. To ensure that your request is granted please notify this office at least one business day prior to the scheduled public meeting.

In Compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at Spreckels Veterans Memorial Building, 5th and Llano Streets, Spreckels, CA 93962, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the District during normal business hours. Email requests please use spreckelsmd.main@gmail.com.

Certification

I, Paul J. Ingram, General Manager/Board Clerk for Spreckels Veterans Memorial District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the March 13, 2024 Regular Meeting of the District Board of Directors scheduled for 5:30 pm at Spreckels Veterans Memorial Building, 5th and Llano Streets Spreckels, CA 93962


Paul J. Ingram, General Manager

Date 3/6/2024

To download the full agenda packet, please go to www.spreckelsmd.specialdistrict.org and click on the meeting date. Click on the link to the agenda.



*Spreckels Veterans Memorial Building
Home of Lt. Billy Paulson VFW Post 6849*

Spreckels Veterans Memorial District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday February 7, 2024 5:30 pm
 Spreckels Veterans Memorial Building, 5th & Llano, Spreckels, CA 93962

1. CALL TO ORDER:

The meeting was called to order by President Magno at 5:30 PM.

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Rick Magno, President
 Walan Chang, Vice-President
 Shaheen Jorgensen, Director
 Carl Christmore, Director

Present: Magno, Chang, Jorgensen, Christmore

Absent: None

QUORUM ESTABLISHED

4. PUBLIC COMMENTS:

5. APPROVAL OF MINUTES:

- a. SVMD Regular Board Meeting December 6, 2023.

Motion to approve [Jorgensen] 2nd [Chang].

Ayes: Magno, Chang, Jorgensen, Christmore

Noes: None

MOTION CARRIED

- b. SVMD Regular Board Meeting January 3, 2023.

Motion to approve [Jorgensen] 2nd [Chang].

Ayes: Magno, Chang, Jorgensen, Christmore

Noes: None

MOTION CARRIED

6. GENERAL MANAGER'S REPORT:

Spreckels Veterans Memorial District • P.O. Box 7266 • Spreckels, CA 93962
 Park & Veterans Memorial Building Rental (831) 597-1189 • District Business (831) 455-7855
 Email: spreckelsmd.main@gmail.com • www.spreckelsmd.specialdistrict.org

Motion to approve a. through f. [Christmore] 2nd [Jorgensen].

Ayes: Magno, Chang, Jorgensen, Christmore

Noes: None

MOTION CARRIED

9. FUNCTION RECAP:

10. CONTINUED BUSINESS:

- a. Future Projects: Racquetball Court: Derek Johnson of Central Coast Engineering to present recommendations based upon three options.

Derek will submit a scope of work for complete demo of the structure. This will be a separate project from landscaping that will occur in that space.

- b. Spreckels 4th of July Celebration 2024: Approve Contractor Services Agreement and \$1165 contract 1st installment.

Motion [Jorgensen] 2nd [Christmore] to approve increased total contract to \$3500 and Schedule of Payments of \$1165 due January regular meeting, \$1165 due April regular meeting and \$1170 due August regular meeting. Contract will be edited to reflect tasks shown in Exhibit B already performed by Contractor.

11. NEW BUSINESS:

- a. Audits FY's 2022 and 2023.

Contact has been made with Fechter and Associates CPAs. Engagement letter will be sent later in 2024.

12. REGULAR MONTHLY FACILITIES REPORTS:

- a. Review of Building/Equipment Inspection Report.
b. Review of Park Operations and Safety Report

Report on 2/2 backed up sewer problem that was found to be in the sewer main behind the hall in the alleyway. Problem was cleared by Cal Am after attempts by Hutch's Plumbing. PSTS was called and showed up but was not needed. Follow up with Cal Am to establish responsibility for all costs will occur.

13. FUTURE AGENDA ITEMS:

14. ADJOURN REGULAR MEETING: Next meeting Wednesday March 13, 2024 5:30 PM.
Meeting was adjourned at 7:13 PM.



SPRECKELS VETERANS MEMORIAL DISTRICT FUND BALANCES AS OF 3/6/2024

COUNTY FUND 668	\$ 182,777.06
FIVE STAR GENERAL CHECKING	\$ 22,594.04
FIVE STAR PAYROLL CHECKING	\$ <u>79.30</u>
 TOTAL	 \$ 205,450.40

Spreckels Veteran's Memorial District
Adopted Budget FYE 6/30/2024 FYTD to 3/6/2024

Income	Budget	FYTD		
July 4th	\$10,000.00	\$2,421.12	\$7,578.88	24.21%
Memorial Building & Park rent	\$35,000.00	\$35,227.90	-\$227.90	100.65%
Sub Total	\$45,000.00	\$37,649.02	\$7,350.98	83.66%
Property Tax	\$235,000.00	\$142,283.32	\$92,716.68	60.55%
Special Assessment	\$44,500.00	\$27,253.72	\$17,246.28	61.24%
Interest on Pooled Investments	\$1,000.00	\$782.43	\$217.57	78.24%
Sub Total	\$280,500.00	\$169,537.04	\$110,962.96	60.44%
Total Income	\$325,500.00	\$207,186.06	\$118,313.94	63.65%
Expense				
Salaries				
Pay Roll Expenses	\$100,000.00	\$67,369.31	\$32,630.69	67.37%
Employee Benefits				
Workers Comp	\$2,500.00	\$2,185.97		87.44%
Total Salary and Benefits	\$102,500.00	\$69,555.28	\$32,944.72	67.86%
Operations Budget				
4th of July	\$10,000.00	\$3,930.78	\$6,069.22	39.31%
Professional Services				
Audits	\$1,000.00	\$500.00	\$500.00	50.00%
Administration Fees	\$3,000.00	\$459.00	\$2,541.00	15.30%
Advertising	\$1,000.00	\$254.50	\$745.50	25.45%
Legal Services	\$2,000.00	\$55.40	\$1,944.60	2.77%
Parcel Management	\$3,875.00	\$3,850.00	\$25.00	99.35%
Bank Fees	\$0.00	\$54.20	-\$54.20	#DIV/0!
Property Tax	\$450.00	\$705.28	-\$255.28	156.73%
Sub Total	\$11,325.00	\$5,878.38	\$5,446.62	51.91%
Education				
Board and Staff Education	\$800.00	\$750.00	\$50.00	93.75%
Dues and Subscriptions	\$2,500.00	\$1,898.90	\$601.10	75.96%
Sub Total	\$3,300.00	\$2,648.90	\$651.10	80.27%
MAINTENANCE				
Building Materials	\$1,500.00	\$1,108.19	\$391.81	73.88%
Electrical Repairs Hall	\$1,000.00	\$255.00	\$745.00	25.50%
Electrical Repairs Park	\$4,000.00		\$4,000.00	0.00%
Equipment Purchase	\$25,000.00	\$2,273.98	\$22,726.02	9.10%
Equipment Rental	\$1,000.00		\$1,000.00	0.00%
Power Equipment Repairs	\$500.00	\$964.08	-\$464.08	192.82%
Plumbing Repairs Hall	\$250.00	\$6,145.00	-\$5,895.00	2458.00%

Spreckels Veteran's Memorial District
Adopted Budget FYE 6/30/2024 FYTD to 3/6/2024

Plumbing Repairs Park	\$12,000.00		\$12,000.00	0.00%
HVAC	\$2,000.00	\$1,875.00	\$125.00	93.75%
Equipment Maint & Repairs Hall	\$3,000.00	\$2,819.69	\$180.31	93.99%
Equipment Maint & Repairs Park	\$1,000.00	\$1,018.92	-\$18.92	101.89%
Sprinkler Supplies	\$1,000.00	\$666.16	\$333.84	66.62%
Sprinkler System Repairs	\$2,000.00	\$1,344.00	\$656.00	67.20%
Park Plants	\$1,000.00	\$804.65	\$195.35	80.47%
Fuel	\$1,200.00	\$909.35	\$290.65	75.78%
Pest Contol	\$400.00	\$260.00	\$140.00	65.00%
Landscape Maintenance Contract	\$25,500.00	\$21,824.00	\$3,676.00	85.58%
Tree Maintenance	\$4,000.00	\$12,792.00	-\$8,792.00	319.80%
Turf Treatment	\$6,500.00	\$5,201.13	\$1,298.87	80.02%
Water Treatment	\$1,400.00	\$796.57	\$603.43	56.90%
Sub Total	\$94,250.00	\$61,057.72	\$33,192.28	64.78%
Utilities				
PG&E Park	\$4,000.00	\$3,629.72	\$370.28	90.74%
PG&E Hall	\$18,000.00	\$12,937.75	\$5,062.25	71.88%
Water / Park	\$20,000.00	\$15,126.49	\$4,873.51	75.63%
Water / Hall	\$4,000.00	\$3,475.14	\$524.86	86.88%
Sewer	\$2,000.00	\$1,435.76	\$564.24	71.79%
Telephone and Internet	\$4,000.00	\$3,650.80	\$349.20	91.27%
Sub Total	\$52,000.00	\$40,255.66	\$11,744.34	77.41%
Supplies				
Janitorial Supplies	\$4,000.00	\$3,753.26	\$246.74	93.83%
Sub Total	\$4,000.00	\$3,753.26	\$246.74	93.83%
Office/Operating Expenses				
Office Supplies	\$800.00	\$263.50	\$536.50	32.94%
Office Equipment	\$100.00	\$173.74	-\$73.74	173.74%
Post Office Box	\$250.00		\$250.00	0.00%
Website	\$600.00		\$600.00	0.00%
Postage and Delivery	\$60.00	\$176.10	-\$116.10	293.50%
Sub Total	\$1,810.00	\$613.34	\$1,196.66	33.89%
Insurance				
General Liability / Property Insurance	\$11,000.00		\$11,000.00	0.00%
Sub Total	\$11,000.00	\$12,904.28	-\$1,904.28	117.31%
Total Operations	\$290,185.00	\$200,597.60	\$89,587.40	69.13%
Capital Expense				
Building	\$75,000.00		\$75,000.00	0.00%
Park	\$60,000.00	9060.46	\$50,939.54	15.10%
Sub Total	\$135,000.00	9060.46		6.71%
Emergency Reserve	-\$99,685.00			
Total Expense	\$325,500.00	\$209,658.06	\$115,841.94	64.41%

Report ID : MC-FIN-BS-0301

Run Date : 02/12/2024

Run Time : 11:55 AM

County of Monterey
Trial Balance By Accounting Distribution
Fiscal Year 2024 / 7 through 7

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Fund 668 - Spreckels Memorial District
Account Type Asset
BSA/Obj/Rev B-1001 - Cash
Sub BSA/Obj/Rev No Sub-BSA Specified

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,0000040413		01/08/2024	ACH/EFT To record: January Payables		0.00	(20,000.00)	
JV,1110,PTAX18_24_PT		01/02/2024	ROPS 23-24B Passthrough Payments		1,396.07	0.00	
JV, 1110,PTAX19_24_RESIDUALS		01/02/2024	ROPS 23-24B Residual Payments		6,205.35	0.00	
JV,1110,PTAX20_24_PRSUPPL		01/17/2024	Prior Suppl - Nov-Dec 2023		111.79	0.00	
JV,1110,PTAX21_24_CS		01/04/2024	Curr Sec - Dec 14-31 2023		7,047.21	0.00	
JV,1110,PTAX23_24_PRSEC		01/09/2024	Prior Secured - Nov-Dec 2023		258.49	0.00	
JV,1110,PTAX24_24_HOX		01/10/2024	HOPTR Dec 35%		285.24	0.00	
Total for Sub-BSA No Sub-BSA Specified				225,414.67	15,304.15	(20,000.00)	220,718.82
Total for B-1001 - Cash				225,414.67	15,304.15	(20,000.00)	220,718.82

Report ID : MC-FIN-BS-0301	County of Monterey	Page 2 of 4
Run Date : 02/12/2024	Trial Balance By Accounting Distribution	
Run Time : 11:55 AM	Fiscal Year 2024 / 7 through 7	

Fund	668 - Spreckels Memorial District						
Account Type	Liability						
BSA/Obj/Rev	B-2530 - Assets Held as Agency for Others						
Sub BSA/Obj/Rev	4010 - Current Secured						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX21_24_CS		01/04/2024	Curr Sec - Dec 14-31 2023		0.00	(6,004.82)	
Total for Sub-BSA 4010 - Current Secured				(2,450,742.40)	0.00	(6,004.82)	(2,456,747.22)
Sub BSA/Obj/Rev	4015 - Current Unsecured						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
Total for Sub-BSA 4015 - Current Unsecured				(102,647.32)	0.00	0.00	(102,647.32)
Sub BSA/Obj/Rev	4025 - Prior Secured						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX23_24_PRSEC		01/09/2024	Prior Secured - Nov-Dec 2023		0.00	(258.49)	
Total for Sub-BSA 4025 - Prior Secured				(43,949.19)	0.00	(258.49)	(44,207.68)
Sub BSA/Obj/Rev	4030 - Prior Unsecured						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
Total for Sub-BSA 4030 - Prior Unsecured				(898.75)	0.00	0.00	(898.75)
Sub BSA/Obj/Rev	4035 - Current Supplemental						
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	

Fund 668 - Spreckels Memorial District
Account Type Liability
BSA/Obj/Rev B-2530 - Assets Held as Agency for Others
Sub BSA/Obj/Rev 4035 - Current Supplemental

Total for Sub-BSA 4035 - Current Supplemental (47,738.41) 0.00 0.00 (47,738.41)

Sub BSA/Obj/Rev 4040 - Prior Supplemental

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX20_24_PRSUPPL		01/17/2024	Prior Suppl - Nov-Dec 2023		0.00	(111.79)	
Total for Sub-BSA 4040 - Prior Supplemental				(2,822.97)	0.00	(111.79)	(2,934.76)

Sub BSA/Obj/Rev 4090 - Other Property Taxes

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
					0.00	0.00	
Total for Sub-BSA 4090 - Other Property Taxes				(4,602.28)	0.00	0.00	(4,602.28)

Sub BSA/Obj/Rev 5030 - HOPTR

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX24_24_HOX		01/10/2024	HOPTR Dec 35%		0.00	(285.24)	
Total for Sub-BSA 5030 - HOPTR				(12,283.42)	0.00	(285.24)	(12,568.66)

Sub BSA/Obj/Rev 5325 - Other In Lieu Revenues

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX18_24_PT		01/02/2024	ROPS 23-24B Passthrough Payments		0.00	(1,396.07)	
JV,1110,PTAX19_24_RESIDUALS		01/02/2024	ROPS 23-24B Residual Payments		0.00	(6,205.35)	
Total for Sub-BSA 5325 - Other In Lieu Revenues				(95,845.45)	0.00	(7,601.42)	(103,446.87)

Report ID : MC-FIN-BS-0301	County of Monterey	Page 4 of 4
Run Date : 02/12/2024	Trial Balance By Accounting Distribution	
Run Time : 11:55 AM	Fiscal Year 2024 / 7 through 7	

Fund 668 - Spreckels Memorial District
Account Type Liability
BSA/Obj/Rev B-2530 - Assets Held as Agency for Others
Sub BSA/Obj/Rev 5415 - Special Assessments

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,PTAX21_24_CS		01/04/2024	Curr Sec - Dec 14-31 2023		0.00	(1,042.39)	
Total for Sub-BSA 5415 - Special Assessments				(590,091.65)	0.00	(1,042.39)	(591,134.04)
Sub BSA/Obj/Rev No Sub-BSA Specified							
Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JV,1110,0000040413		01/08/2024	ACH/EFT To record: January Payables		20,000.00	0.00	
Total for Sub-BSA No Sub-BSA Specified				3,126,207.17	20,000.00	0.00	3,146,207.17
Total for B-2530 - Assets Held as Agency for Others				(225,414.67)	20,000.00	(15,304.15)	(220,718.82)
Total for Fund 668 - Spreckels Memorial District				0.00	35,304.15	(35,304.15)	0.00
Grand Total				0.00	35,304.15	(35,304.15)	0.00

Deposit Summary

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 02/07/2024

Chk No.	PmtMethod	Rcd From	Memo	Amount
		David Gomez	Deposit	1,000.00
		Ivan Prado	Deposit	1,000.00
		Edward Takashima	Deposit	500.00
		Edward Takashima	Building Rent	900.00
		Sandra Castellanos	Deposit	1,000.00
		Rolando Verba	Building Rent	1,800.00
Less Cash Back:				
Deposit Total:				6,200.00

Deposit Summary

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 02/21/2024

Chk No.	PmtMethod	Rcd From	Memo	Amount
		David Gomez	Building Rent	1,800.00
		Native Sons	Building Rent	1,000.00
		County of Monterey	Building Rent FEMA Disaster Center	5,600.00
Less Cash Back:				
Deposit Total:				8,400.00

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

March 4, 2024

OFFICIAL BALLOT OF THE INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

FOR ELECTION OF ONE REGULAR SPECIAL DISTRICT REPRESENTATIVE TO LAFCO

Voting Instructions:

1. The presiding officer of the legislative body of the District or the legislative body's alternate officer is authorized to vote. Please vote for one candidate. A majority of Districts must return ballots in order to conclude the election. The candidate receiving the most votes will be elected to a Regular Member seat for a four-year term ending in May 2028.
2. Please return this ballot to LAFCO of Monterey County at P.O. Box 1369, Salinas, CA 93902 or at 132 W. Gabilan Street, Suite 102, Salinas, CA 93901 or by email to mckennak@monterey.lafco.ca.gov.
3. **Deadline** - Ballots must be received in the LAFCO office by **April 26, 2024, at 5:00 p.m.** LAFCO may extend this deadline if more time is needed to obtain ballots from a majority of Districts.

PLEASE VOTE FOR 1 CANDIDATE (REGULAR MEMBER SEAT):

- Russell Jeffries (Moss Landing Harbor District)
- Chad M. Lindley (Monterey County Regional Fire District)

VOTING MEMBER SIGNATURE: _____

INDEPENDENT SPECIAL DISTRICT: _____

DATE: _____

Central Coast Engineers, Inc.

P.O. Box 2503, Salinas, CA 93902

Tel (831) 757-5554, Fax (831) 757-2226

February 27, 2024

Spreckels Veterans Memorial District
P.O. Box 7266
Spreckels, CA 93962

RE: Spreckels Memorial Park
Basketball Court Ramp - ADA Accessibility
Spreckels, CA 93962

Dear Spreckels Veterans Memorial District Representatives,

Please find attached a copy of the proposed "An Agreement for the Provision of Limited Professional Services between Client and *Central Coast Engineers, Inc.*", for the construction documents for "Spreckels Memorial Park Basketball Court Ramp / ADA Accessibility".

If you find this agreement acceptable, please sign it, initial the "Terms and Conditions", and return a copy of each to our office. If you have any questions regarding this matter, please feel free to contact our office at your convenience.

Yours Truly,



Derek Johnson, P.E.

Secretary

Central Coast Engineers, Inc.

An Agreement for the Provision of Limited Professional Services between Client and *Central Coast Engineers, Inc.*

Date: February 27, 2024

Job No. 24-014

Firm: *Central Coast Engineers, Inc.*
P.O. Box 2503
Salinas, CA 93902

Client: Spreckels Veterans Memorial District
P.O. Box 7266
Spreckels, CA 93962

Project: Spreckels Memorial Park
Basketball Court Ramp - ADA Accessibility
Spreckels, CA 93962

Description: The project consists of the construction documents for a new accessible route from the street level walkway down to the basketball court.

The Scope of Services: The Firm will provide the following services.

Construction Documents:

- Title Sheet / Project Data
- Existing & Proposed Site Plan
- Ramp Plan
- Site Accessibility Details
- Building Department Submittal
- Construction Administration

A Site Survey is required prior to the start of work. (All fees to be paid by others).

Fee Arrangement: The Client, in consideration for the services rendered will pay the Firm, accordance with "Terms and Conditions" the amount of:

• Building Department Submittal	\$7,200.00
• Construction Administration	+ <u>\$2,100.00</u>
	\$9,300.00

Terms and Conditions

Rate Schedule

Senior Engineer	180.00 / hour
Project Engineer	160.00 / hour
Staff Engineer	140.00/ hour
Assistant Project Engineer	120.00 / hour
Drafter I	120.00 / hour
Drafter II	100.00 / hour
Clerical	60.00 / hour

Rates subject to change.

Additional Services: Additional services will only be performed at the specific request of the client and will be charged at the appropriate rate above.

Reimbursables: Cost of reimbursable items such as prints, reproducible documents, mileage, etc. will be charged to the Client with a 10% additional mark-up fee.

Duplication/Prints: 24"x36" sheets @ \$2.00 per sheet, for in-house prints greater than 20 sheets.

Billings/Payments: Invoices for the Firm's services shall be submitted, at the Firm's option, either upon completion of such services or on a monthly basis ending on the 25th day of each month. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, the Firm may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

Late Payments: Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.5% on the then unpaid balance. In the event any portion or all account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

Access To Site: Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the services. The Firm will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

Dispute Resolution: Any claims or disputes made during design, construction or post-construction between the Client and Firm shall be submitted to non-binding mediation. Client and Firm agree to include a similar mediation agreement with all contractors, subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties.

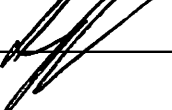
Indemnification: The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Firm, his or her officers, directors, employees, agents and subconsultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance by any of the parties above named of the services under this agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Firm.

Certifications: Guarantees and Warranties: The Firm shall not be required to execute any document that would result in its certifying, guaranteeing or warranting the existence of conditions whose existence the Firm cannot ascertain.

Limitation of Liability: In recognition of the relative risks, rewards and benefits of the project to both the Client and the Firm, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Firm's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed three times the fee, nor \$120,000 (dollars). Such causes include, but are not limited to, the Firm's negligence, errors, omissions, strict liability, and breach of contract or breach of warranty.

Termination of Services: This agreement may be terminated by the Client or the Firm should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay the Firm for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

Ownership of Documents: All documents produced by the Firm under this agreement shall remain the property of the Firm and may not be used by the Client for any other endeavor without the written consent of the Firm.

Project No. 24-014 Firm Initials  Client Initials _____ Date _____
 Effective 1/1/2022

Central Coast Engineers, Inc.

P.O. Box 2503, Salinas, CA 93902

Tel (831) 757-5554, Fax (831) 757-2226

February 27, 2024

Spreckels Veterans Memorial District
P.O. Box 7266
Spreckels, CA 93962

RE: Spreckels Memorial Park – Racquetball Court
Demolition Permit
Spreckels, CA 93962

Dear Spreckels Veterans Memorial District Representatives,

Please find attached a copy of the proposed “An Agreement for the Provision of Limited Professional Services between Client and *Central Coast Engineers, Inc.*”, for the construction documents for “Spreckels Memorial Park – Racquetball Court Demolition Permit”.

If you find this agreement acceptable, please sign it, initial the “Terms and Conditions”, and return a copy of each to our office. If you have any questions regarding this matter, please feel free to contact our office at your convenience.

Yours Truly,



Derek Johnson, P.E.
Secretary

Central Coast Engineers, Inc.

**An Agreement for the Provision of Limited Professional Services
between Client and *Central Coast Engineers, Inc.***

Date: February 27, 2024

Job No. 24-014

Firm: ***Central Coast Engineers, Inc.***
P.O. Box 2503
Salinas, CA 93902

Client: Spreckels Veterans Memorial District
P.O. Box 7266
Spreckels, CA 93962

Project: Spreckels Memorial Park – Racquetball Court
Demolition Plan
Spreckels, CA 93962

Description: The project consists of the demolition of the upper portion (street level and above) walls and roof of the racquet ball court. Also, the demolition of the attached storage building.

The Scope of Services: The Firm will provide the following services.

Construction Documents:

- Title Sheet / Project Data
- Existing Site Plan
- Demolition Plan
- Structural Details
- Planning & Building Department Submittals (All fees to be paid by others).
- Construction Administration

A site survey is required prior to the start of work. (All fees to be paid by others).

Fee Arrangement: The Client, in consideration for the services rendered will pay the Firm, in accordance with “Terms and Conditions” the amount of :

• Building Department Submittal	\$8,100.00
• Construction Administration	+ \$2,200.00
	<u>\$10,300.00</u>

Terms and Conditions

Rate Schedule

Senior Engineer	180.00 / hour
Project Engineer	160.00 / hour
Staff Engineer	140.00/ hour
Assistant Project Engineer	120.00 / hour
Drafter I	120.00 / hour
Drafter II	100.00 / hour
Clerical	60.00 / hour

Rates subject to change.

Additional Services: Additional services will only be performed at the specific request of the client and will be charged at the appropriate rate above.

Reimbursables: Cost of reimbursable items such as prints, reproducible documents, mileage, etc. will be charged to the Client with a 10% additional mark-up fee.

Duplication/Prints: 24"x36" sheets @ \$2.00 per sheet, for in-house prints greater than 20 sheets.

Billings/Payments: Invoices for the Firm's services shall be submitted, at the Firm's option, either upon completion of such services or on a monthly basis ending on the 25th day of each month. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, the Firm may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

Late Payments: Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.5% on the then unpaid balance. In the event any portion or all account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

Access To Site: Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the services. The Firm will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

Dispute Resolution: Any claims or disputes made during design, construction or post-construction between the Client and Firm shall be submitted to non-binding mediation. Client and Firm agree to include a similar mediation agreement with all contractors, subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties.


Indemnification: The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Firm, his or her officers, directors, employees, agents and subconsultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance by any of the parties above named of the services under this agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Firm.

Certifications: Guarantees and Warranties: The Firm shall not be required to execute any document that would result in its certifying, guaranteeing or warranting the existence of conditions whose existence the Firm cannot ascertain.

Limitation of Liability: In recognition of the relative risks, rewards and benefits of the project to both the Client and the Firm, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Firm's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed three times the fee, nor \$120,000 (dollars). Such causes include, but are not limited to, the Firm's negligence, errors, omissions, strict liability, and breach of contract or breach of warranty.

Termination of Services: This agreement may be terminated by the Client or the Firm should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay the Firm for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

Ownership of Documents: All documents produced by the Firm under this agreement shall remain the property of the Firm and may not be used by the Client for any other endeavor without the written consent of the Firm.

Project No. 24-014 Firm Initials  Client Initials _____ Date _____
 Effective 1/1/2022

Central Coast Engineers, Inc.

P.O. Box 2503, Salinas, CA 93902

Tel (831) 757-5554, Fax (831) 757-2226

February 27, 2024

Spreckels Veterans Memorial District
P.O. Box 7266
Spreckels, CA 93962

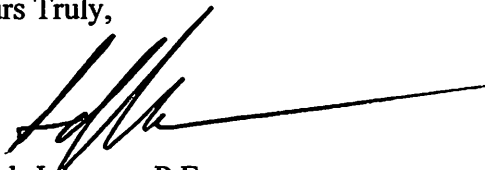
RE: Spreckels Memorial Park – Preliminary / Schematic Design Phase
Spreckels, CA 93962

Dear Spreckels Veterans Memorial District Representatives,

Please find attached a copy of the proposed “An Agreement for the Provision of Limited Professional Services between Client and *Central Coast Engineers, Inc.*”, for the construction documents for “Spreckels Memorial Park – Preliminary / Schematic Design Phase”.

If you find this agreement acceptable, please sign it, initial the “Terms and Conditions”, and return a copy of each to our office. If you have any questions regarding this matter, please feel free to contact our office at your convenience.

Yours Truly,

A handwritten signature in black ink, appearing to read 'Derek Johnson', with a long horizontal line extending to the right.

Derek Johnson, P.E.

Secretary

Central Coast Engineers, Inc.

**An Agreement for the Provision of Limited Professional Services
between Client and *Central Coast Engineers, Inc.***

Date: February 27, 2024

Job No. 24-014

Firm: ***Central Coast Engineers, Inc.***

P.O. Box 2503

Salinas, CA 93902

Client: Spreckels Veterans Memorial District

P.O. Box 7266

Spreckels, CA 93962

Project: Spreckels Memorial Park – Preliminary / Schematic Design Phase
Spreckels, CA 93962

Description: The project consists of the Preliminary / Schematic design phase for the re-build of a new structure at the previous racquetball court site.

The Scope of Services: The Firm will provide the following services.

Preliminary / Schematic Architectural design to include:

- A. Site Plan
- B. Driveway Approach
- C. Floor Plan
- D. Elevations
- E. Roof Plan
- F. Building Sections
- G. Coordination / Meetings with Landscape Architect
- H. Coordination with Spreckels Memorial Park District Board

Fee Arrangement: The Client, in consideration for the services rendered will pay the Firm, accordance with “Terms and Conditions” on a “Time and Materials” basis. The time will be charged at the appropriate rate per the attached “Rate Schedule”. An estimate of \$9,400.00 is provided for budget purposes only and is **NOT** to be considered a “Not-to-exceed” amount.

Exclusions: This agreement excludes the following items:

- Permit Documents
- Landscape Design
- Civil Engineering – Grading / Drainage & Storm Water Design
- Redesign of all or part of the structures due to design changes.
- The structural design and/or review of any structure not specifically included in “Description”.
- Retaining and any other site structures beyond the building footprints.
- Any items not specifically included in the “Scope of Services”.


Additional services will only be performed at the specific request of the client or its authorized representative.

Prepared by: Derek Johnson, P.E.

The attached “Terms and Conditions” are a part of this Agreement.

Offered by:

Accepted by:


3/1/2024

 Signature Date
 Derek Johnson, Secretary
 Civil Engineer, No. C66027 (Exp. 6/30/2024)
Central Coast Engineers, Inc.

 Signature Date

 Printed Name / Title

Terms and Conditions

Rate Schedule

Senior Engineer	180.00 / hour
Project Engineer	160.00 / hour
Staff Engineer	140.00/ hour
Assistant Project Engineer	120.00 / hour
Drafter I	120.00 / hour
Drafter II	100.00 / hour
Clerical	60.00 / hour

Rates subject to change.

Additional Services: Additional services will only be performed at the specific request of the client and will be charged at the appropriate rate above.

Reimbursables: Cost of reimbursable items such as prints, reproducible documents, mileage, etc. will be charged to the Client with a 10% additional mark-up fee.

Duplication/Prints: 24"x36" sheets @ \$2.00 per sheet, for in-house prints greater than 20 sheets.

Billings/Payments: Invoices for the Firm's services shall be submitted, at the Firm's option, either upon completion of such services or on a monthly basis ending on the 25th day of each month. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, the Firm may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

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Access To Site: Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the services. The Firm will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

Dispute Resolution: Any claims or disputes made during design, construction or post-construction between the Client and Firm shall be submitted to non-binding mediation. Client and Firm agree to include a similar mediation agreement with all contractors, subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties.


Indemnification: The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Firm, his or her officers, directors, employees, agents and subconsultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance by any of the parties above named of the services under this agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Firm.

Certifications: Guarantees and Warranties: The Firm shall not be required to execute any document that would result in its certifying, guaranteeing or warranting the existence of conditions whose existence the Firm cannot ascertain.

Limitation of Liability: In recognition of the relative risks, rewards and benefits of the project to both the Client and the Firm, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Firm's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed three times the fee, nor \$120,000 (dollars). Such causes include, but are not limited to, the Firm's negligence, errors, omissions, strict liability, and breach of contract or breach of warranty.

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Ownership of Documents: All documents produced by the Firm under this agreement shall remain the property of the Firm and may not be used by the Client for any other endeavor without the written consent of the Firm.

Project No. 24-014 Firm Initials  Client Initials _____ Date _____
 Effective 1/1/2022

Central Coast Engineers, Inc.

P.O. Box 2503, Salinas, CA 93902

Tel (831) 757-5554, Fax (831) 757-2226

February 27, 2024

Spreckels Veterans Memorial District
P.O. Box 7266
Spreckels, CA 93962

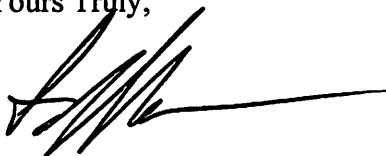
RE: Spreckels Memorial Park – Retaining Wall Re-Build
Spreckels, CA 93962

Dear Spreckels Veterans Memorial District Representatives,

Please find attached a copy of the proposed “An Agreement for the Provision of Limited Professional Services between Client and *Central Coast Engineers, Inc.*”, for the construction documents for “Spreckels Memorial Park –Retaining Wall Re-Build”.

If you find this agreement acceptable, please sign it, initial the “Terms and Conditions”, and return a copy of each to our office. If you have any questions regarding this matter, please feel free to contact our office at your convenience.

Yours Truly,



Derek Johnson, P.E.

Secretary

Central Coast Engineers, Inc.

**An Agreement for the Provision of Limited Professional Services
between Client and *Central Coast Engineers, Inc.***

Date: February 27, 2024

Job No. 24-014

Firm: *Central Coast Engineers, Inc.*
P.O. Box 2503
Salinas, CA 93902

Client: Spreckels Veterans Memorial District
P.O. Box 7266
Spreckels, CA 93962

Project: Spreckels Memorial Park –Retaining Wall Re-Build
Spreckels, CA 93962

Description: The project consists of construction documents for the re-build of a wooden retaining wall on the south-easterly side of the tennis court.

The Scope of Services: The Firm will provide the following services.

1. Site Plan
2. Structural Notes
3. Retaining Wall and Drainage Details
4. Structural Calculations
5. Building Department Submittal
6. Construction Administration

Fee Arrangement: The Client, in consideration for the services rendered will pay the Firm, accordance with “Terms and Conditions” the amount of:

• Building Department Submittal	\$6,400.00
• Construction Administration	+ <u>\$1,200.00</u>
	\$7,600.00

Terms and Conditions

Rate Schedule

Senior Engineer	180.00 / hour
Project Engineer	160.00 / hour
Staff Engineer	140.00/ hour
Assistant Project Engineer	120.00 / hour
Drafter I	120.00 / hour
Drafter II	100.00 / hour
Clerical	60.00 / hour

Rates subject to change.

Additional Services: Additional services will only be performed at the specific request of the client and will be charged at the appropriate rate above.

Reimbursables: Cost of reimbursable items such as prints, reproducible documents, mileage, etc. will be charged to the Client with a 10% additional mark-up fee.

Duplication/Prints: 24"x36" sheets @ \$2.00 per sheet, for in-house prints greater than 20 sheets.

Billings/Payments: Invoices for the Firm's services shall be submitted, at the Firm's option, either upon completion of such services or on a monthly basis ending on the 25th day of each month. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, the Firm may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

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Access To Site: Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the services. The Firm will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

Dispute Resolution: Any claims or disputes made during design, construction or post-construction between the Client and Firm shall be submitted to non-binding mediation. Client and Firm agree to include a similar mediation agreement with all contractors, subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties.


Indemnification: The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Firm, his or her officers, directors, employees, agents and subconsultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance by any of the parties above named of the services under this agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Firm.

Certifications: Guarantees and Warranties: The Firm shall not be required to execute any document that would result in its certifying, guaranteeing or warranting the existence of conditions whose existence the Firm cannot ascertain.

Limitation of Liability: In recognition of the relative risks, rewards and benefits of the project to both the Client and the Firm, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Firm's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed three times the fee, nor \$120,000 (dollars). Such causes include, but are not limited to, the Firm's negligence, errors, omissions, strict liability, and breach of contract or breach of warranty.

Termination of Services: This agreement may be terminated by the Client or the Firm should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay the Firm for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

Ownership of Documents: All documents produced by the Firm under this agreement shall remain the property of the Firm and may not be used by the Client for any other endeavor without the written consent of the Firm.

Project No. 24-014 Firm Initials  Client Initials _____ Date _____
 Effective 1/1/2022



A Proposal for the Veterans Memorial District and Spreckels Community Service District

History

Founded in 2004, California Consulting has an excellent reputation for hard work and a commitment to success for our clients. California Consulting is the largest grant writing firm in California. With offices in Southern California, Northern California, and Central California, we have over 100 clients statewide. We have 45 members of our team from Chico in the North, to San Diego in the South. California Consulting has developed an expertise in representing public agencies, and non-profit organizations. We have secured over \$1.6 billion for our clients since inception. The California Consulting team boasts approximately 30 grant writers. Through years of experience, our grant writers have a proven track record of success and have mastered their skills of identifying, researching, and obtaining funding for significant projects at every level of government. California Consulting grant writers have written over 1,450 competitive grant applications that have been funded. Our aggressive, hard-working, and results-oriented style has translated into success for our clients. Our professional grant writers are diligent and stay current on every Federal and State grant available on a myriad of different topics and public policy areas. Whether it is recreation, education, parks, or public safety our grants team knows where to locate grant funds and how to successfully write the applications.

References

California Consulting references include key leaders from around the State. Our relationships are bipartisan and we have references from major figures and leaders in both political parties. California Consulting currently represents over 50 cities across California, almost 40 School Districts, non-profits, and others. We have also been retained to work for agencies including Chevron Corporation and academic institutions including the California Institute of Technology in Pasadena, as well as several private sector clients. A full client list can be obtained at www.californiaconsulting.org.

Grant Writing

California Consulting is a full-service grant writing and management firm. We are experts in the fields of grant research and identification, preparing comprehensive and concise grant application packages, submitting grants in a timely fashion, following through after the grant has been submitted to determine the status of the grant, and post-award compliance and administration. California Consulting has a fundamental business philosophy founded on open communication and tailoring the grants we go after to fit our client's needs.

1. **Needs Assessment (Meetings with Department Heads to review priorities and funding needs):** We learn about the client at the outset of the contract by conducting an in-depth Needs Assessment. Each client is assigned a lead Project Manager. The Project Manager communicates regularly with the client on an ongoing basis. This relationship-building is the key to keeping the grants pursued on target with the client's overall goals.
Sample questions asked during the Needs Assessment:
 - List and describe any program initiatives or priority projects.
 - What needs, projects, or content areas would you like to target for funding? You can list specific projects or general areas in which you have funding needs.
 - List any grants for which you are considering applying or have decided to apply. In addition, please list what kind of grant-writing support would be helpful for each grant.
 - List past grants that have been funded.
 - List past grant applications you would like to revise and submit again.
2. **Facilitation of Department Decision-Making Processes:** Our Project Managers are experts on grant identification. With years of experience, your Project Manager will be able to assist your Staff in deciding which grants make the most sense in meeting the funding needs identified.
3. **Grant Research and Identification:** Our Project Manager conducts thorough research on an ongoing basis. We track current and upcoming grants in order to let our clients know what is available and what we recommend would fit their situation. By regularly tracking grant announcements we are able to present these grant opportunities to our clients as soon as they are released. California Consulting will provide you with a Grant Activity Report monthly detailing the grants available, grants in progress, and grants submitted. You will also be provided with available grant opportunities on an ongoing basis.
4. **Client Commitment:** When identifying grants that meet your needs and funding priorities, your Project Manager will advise you of the estimated time commitment required from your staff.
5. **Grant Preparation Process:** When your staff and California Consulting agree to pursue a grant, we will develop a checklist and schedule. The checklist and schedule will include what things you will be responsible for and when we will need them submitted. We need your staff involved in the grant preparation process to provide the required information we don't have access to. The Project Manager will provide you with grant portions along the way to review for content accuracy. The more engaged you are able to be in this process, the higher the quality of the application will be. California Consulting retains copies of all grants we've submitted. If the application is successful, we use it as a guide for future grants.

Below is a list of general tasks for our grant process:

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

6. **Quality Assurance:** California Consulting takes pride in our impeccable grant applications. We are successful in this area due to our thorough quality assurance measures. Our Grant managers conduct group meetings with all Project Managers regularly. In addition, our Grant Managers meet individually with each Project Manager to review each client. These meetings thoroughly discuss each client's needs, what grants are being worked on and what additional grants may be a good fit. Our Grant Managers review grant applications prior to submission. This ensures the best quality product before the grant application is submitted.
7. **Facilitation of Partnership Meetings:** Our Project Managers will arrange and schedule meetings with key personnel to review all grants prior to submission to ensure application accuracy.
8. **Timely Submission:** We create a precise timeline to ensure the grant is submitted on time. This timeline not only captures the submission deadline, but we create other deadlines in order to obtain the information needed for a quality submission. We believe if everyone is on the same page and is aware of what needs to be done, we can limit scrambling at the last minute.
9. **Funding Agency Monitoring:** California Consulting will monitor the Funding Agency until grant awards are announced.
10. **Grant Administration:** Some grants require post-award compliance, reporting, and administration. California Consulting will prepare the required agency reports and submit them by the required due date. We propose that to the extent legally allowed, the Client hire California Consulting as grant administrators when dollars are available from within the grant (at no additional cost to you). When grant dollars from the grant are not available for administration, reporting, and evaluation purposes we will provide these services to the Client for a monthly fee, or a one-time fee based on the Client's preference. If the Client chooses the monthly retainer option, grant administration services are included.
11. **Monthly Progress Reporting:** California Consulting will prepare a monthly report reflecting grants in progress, grants submitted, and grants awarded. This will provide you and your Team with a clear return on investment.

Scope of Services and Pricing

In-Depth Needs Assessment and Report

1. California Consulting will conduct an in-depth Needs Assessment on-site in which all relevant staff members involved with grants should be present to provide their input.
2. Utilizing the information gathered, California Consulting will prioritize the needs established and conduct thorough research identifying available funding opportunities.
3. Within 15 days of the Needs Assessment, California Consulting will provide the Client with an in-depth report summarizing and prioritizing funding needs identified. The report will provide current and future funding opportunities available that meet the Client's needs.
4. The cost for the In-depth Needs Assessment and Report is **\$3,000.00 (not to exceed 20 hours @\$150.00 hourly rate)**.

Sample questions asked during the Needs Assessment:

- List and describe any program initiatives or priority projects.
- What needs, projects, or content areas would you like to target for funding? You can list specific projects or general areas in which you have funding needs.
- List any grants for which you are considering applying or have decided to apply. In addition, please list what kind of grant-writing support would be helpful for each grant.
- List past grants that have been funded.
- List past grant applications you would like to revise and submit again.