



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Dom Zanger
District No. 1
Vice-Chair

Kollin Kosmicki
District No. 2
Chair

Mindy Sotelo
District No. 3

Angela Curro
District No. 4

Ignacio Velazquez
District No. 5

Item Number: 1.2

MEETING DATE: 09/09/2025

DEPARTMENT: COUNTY ADMINISTRATION OFFICE

AGENDA ITEM PREPARER: Gracie Rodriguez

DEPT HEAD/DIRECTOR: Esperanza Colio Warren

SUBJECT:

COUNTY ADMINISTRATIVE OFFICE - E. COLIO WARREN

1. Approve Amendment # 2 with California Consulting Inc., the State's Premier Grant Writing Firm, modifying the scope of services from monthly to on-call with an hourly rate of \$150.00, effective September 1, 2025; and
 2. Authorize the Board Chair to execute Amendment No. 2 on behalf of the County.
- SBC FILE NUMBER:119

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

In response to ongoing budgetary challenges faced by the County and in an effort to ensure long-term financial stability, a comprehensive reassessment of expenditures has been conducted across all departments, including contracted services. Among these is the agreement with California Consulting Inc., recognized as the State's premier grant writing firm.

For board consideration, staff is recommending the restructuring of the current contract with California Consulting Inc. by transitioning from continuous grant writing services to an on-call service model. Under this revised structure, compensation would shift from a fixed monthly retainer of \$5,350 to an hourly rate of \$150 for the lead project manager assigned. This amendment is recommended to take effect on September 1, 2025, and will apply to the remaining balance of the total not-to-exceed contract amount of \$242,100.00, covering the remainder of the term from March 1, 2023, through December 31, 2026. Additionally, it is proposed that expenditures under this contract be capped at \$40,000 per fiscal year or prorated as appropriate.

Historically, the County has successfully secured federal and state grant funding to support various programs and initiatives. However, the County does not currently operate a centralized grants office. Instead, grant research and writing responsibilities are decentralized, with each department independently managing its own efforts. Events such as natural disasters, technological advancements, and economic shifts have created new opportunities for grant funding, which the County seeks to pursue.

On March 14, 2023, the Board of Supervisors approved an initial contract with California Consulting Inc. in an amount not to exceed \$50,000.00 for the term of March 1, 2023, through December 31, 2023. The purpose of this contract was to identify potential grant opportunities to supplement existing County programs and support new initiatives lacking dedicated funding sources.

Subsequently, on December 5, 2023, the Board approved Amendment No. 1 to the contract, extending the term through December 31, 2026, and increasing the total contract amount by \$192,600.00, resulting in a new not-to-exceed amount of \$242,100.00.

To date, through collaboration with various County departments and agencies, California Consulting Inc. has successfully secured \$4,296,845.00 in grant funding.

Grants Report as of July 7, 2025 is attached for reference.

Original Contract - \$50,000; March 1, 2023 - December 31, 2023

Amendment 1 - Increased contract amount by \$192,600.00 New total \$242,100.00; Term extended from December 31, 2023 to December 31, 2026

FISCAL IMPACT:

No additional fiscal impact. General Fund. 101.15.1015.1000.619.250

STAFF RECOMMENDATION:

1. Approve Amendment # 2 with California Consulting Inc., the State's Premier Grant Writing Firm, modifying the scope of services from monthly to on-call with an hourly rate of \$150.00, effective September 1, 2025.
2. Authorize the Board Chair to execute Amendment No. 2 on behalf of the County.

ATTACHMENTS:

[Board Agenda Fact Sheet - Amendment #2 CA Consulting Inc](#)
[Amendment #2 California Consulting Grant Writing](#)
[San Benito County Grants Report up to 7-11-25](#)