



The Color **Nine** Group

August 1, 2024

City of Delray Beach, FL
City Manager's Office
Attn: Jeff Oris, Assistant City Manager
100 NW 1st Avenue
Delray Beach, FL 33444

Dear Mr. Oris,

Please find below a proposal for Grant Writing & Management Services.

Executive Summary

The Color Nine Group, LLC (CNG) is pleased to submit this proposal to provide comprehensive grant writing and management services to the City of Delray Beach, FL. Our expertise in securing federal funding, coupled with our innovative grant tracking software, and our experience securing funding for the city's projects, positions us uniquely to support Delray Beach in identifying, securing, and managing grants to enhance community projects and initiatives.

About The Color Nine Group (CNG)

Founded in 2014, CNG has successfully secured over \$500 million in federal funding and policy changes for a diverse range of clients. Our team of Certified Grant Writers®, including Jayla Dininny, Stephanie Willis, and Laura Wittenbauer are adept at navigating the complexities of grant applications and management. We have developed a unique grant identifying and tracking software program designed to improve clients' chances of securing federal funding by providing analytical interpretations of ideal grant programs.

Our Unique Approach

CNG's tailored approach ensures that each client receives a customized plan to meet their specific needs. Our software tracks every available federal funding opportunity, stores information on grants from the past decade, and includes data from more than a hundred categories to assist in drafting thorough and competitive grant applications. This,

combined with our Certified Grant Writers®, provides the City of Delray Beach with a strategic advantage in securing necessary funds.

Scope of Work

This Scope of Work outlines the services to be provided by The Color Nine Group, LLC (CNG) for the City of Delray Beach, FL, specifically for securing and managing grant funding to support various community projects and initiatives.

Overview

Grant Writing and Application Submission:

This phase is traditionally considered a pre-award activity. The work performed in this step occurs prior to an award being made. Activities include identifying funding opportunities that align with the City's mission and goals. Grant writers draft proposals to outline a project's objectives, budget, and potential outcomes with the goal of receiving a grant award. This process requires thorough research, a deep understanding of the grantor's requirements, and clear communication.

It is important to note that the tasks and end goals of grant writing are different from grants management. Grant writing pertains to the necessary steps to secure grant funding. Grants management occurs after the award has been made and includes the processes of overseeing the projects and activities that must be executed to meet the grant funding goals.

Grant Writing and Application Submission Services

1. Research and Advisory Services:

- Offer guidance on the best approach for specific grants, including strategies for successful application related to the City's funding priorities.

2. Collaboration with Staff:

- Assist the City staff in understanding the specific guidelines and requirements of targeted grants.
- Coordinate with staff to collect necessary information and materials to support a strong proposal tailored to each funding opportunity.

3. Proposal Development:

- Work closely with program staff to create detailed project proposals and budgets that align with the City's goals and objectives.
- Maintain a comprehensive grants calendar to track application deadlines and ensure timely submissions.
- Foster and develop relationships with key stakeholders.

4. **Drafting and Preparation:**
 - Write compelling, clear, and organized grant proposals that address the specific requirements of each grant opportunity.
 - Develop and review budget proposals to ensure accuracy and compliance with the specific requirements of each grant.
 - Verify that all proposals meet the application guidelines and submission deadlines.
5. **Submission and Follow-up:**
 - Submit the grant proposals and necessary reports for approval, ensuring all requirements of each grant are met.
 - Address and answer any questions or requests for additional information from grant agencies related to the grant application.
6. **Reporting and Relationship Management:**
 - Provide stakeholders with regular updates on the progress of grant applications and funded projects.
 - Maintain and strengthen relationships with funders to support ongoing and future funding opportunities.

Grants Management Services

Once a grant is awarded, CNG will manage the grant to ensure compliance and effective utilization of funds. Grants management activities include:

1. **Grant Awarding and Agreement Management:**
 - Manage the receipt of grant awards, ensuring a thorough understanding of the terms and conditions specified in the grant agreement.
 - Ensure all terms, including reporting obligations, project timelines, and deliverables, are documented and communicated throughout the grant's duration.
2. **Grant Administration and Compliance:**
 - Establish a robust system for documenting the effective implementation of funded projects, including financial management and cost monitoring.
 - Ensure City staff are aware of relevant organizational policies, as well as federal, state, and local laws, regulations, and accounting standards to maintain transparency and accountability.
3. **Monitoring and Evaluation:**
 - Assess the progress of funded projects against predetermined targets.
 - Evaluate project outcomes, ensure efficient fund utilization, and make necessary adjustments if challenges arise.
 - Provide timely and accurate reports to grantors and the City to measure the impact of the grant and ensure accountability.
4. **Grant Closeouts, Audits, and Ongoing Relationships:**
 - Ensure proper closeout procedures are followed at the end of each grant period, including final reporting, conducting audits, financial reconciliation, and providing any required documentation to the grantor.

- Maintain a positive and proactive relationship with grantors to support future funding opportunities and continued collaboration.

By adhering to this Scope of Work, The Color Nine Group, LLC (CNG) will support the City of Delray Beach in securing, managing, and maintaining various grants, ensuring compliance and effective utilization of funds to achieve project objectives and enhance community development.

Cost Schedule

1. Grant Research and Identification (Pre-Grant Selection for Application)

- Project Lead/Grant Proposal Writer: \$175 per hour
- Grant Proposal Writer/Researcher: \$135 per hour
- Research Assistant and Office Support: \$50 per hour

2. Grant Writing (Per Grant)

- Small Grants (up to \$50,000): \$5,000 - \$7,500
- Medium Grants (\$50,001 - \$500,000): \$7,501 - \$12,500
- Large Grants (over \$500,000): \$12,501 - \$20,000

3. Grant Management Services

- Option 1 Hourly:
 - Grant Manager: \$150 per hour
- Option 2 Monthly Retainer:
 - Basic (up to 5 grants): \$3,000/month
 - Comprehensive (6-10 grants): \$5,000/month
 - Extensive (more than 10 grants): \$7,500/month

Additional Terms

- Invoicing: Monthly, with payment due within 30 days.

Federal Funding Secured for Delray Beach

CNG's advocacy with Congress and federal agencies has helped the City of Delray Beach secure significant federal funding for various projects over the past few years, including:

- **Water and Wastewater Infrastructure:** \$4,412,729

- **Water Repump Stations:** \$959,757
- **License Plate Reader Program:** \$963,000

Additionally, there are substantial amounts pending approval in the House and Senate, including:

- **Army Corps Sec. 219:** \$1.2 million
- **STAG Cleanwater Infrastructure:** \$1,105,800
- **WRDA 24 Sec. 219 Environmental Infrastructure:** Authorization for spending up to \$57.5 million on water, wastewater, and stormwater infrastructure.

Conclusion

The Color Nine Group, LLC is dedicated to helping the City of Delray Beach achieve its funding goals through strategic grant writing and management services. Our experience in successfully securing other funding for the City, combined with our innovative tools and a tailored approach, ensures that the City can effectively secure and manage the funding needed for its vital projects and initiatives.

We look forward to the opportunity to expand our work with the City of Delray Beach and support its mission to enhance community development and public services.

Sincerely,

Michael Willis
President
The Color Nine Group, LLC