



CITY OF SANTA MARIA

REQUEST FOR PROPOSALS (RFP)

SANTA MARIA SPORTS COMPLEX GRANTS COMPLIANCE MANAGER

Issuing Office:

City of Santa Maria
Community Development Department
110 S. Pine Street, Suite 103
Santa Maria, CA 93458

Release of RFP	Tuesday, January 20, 2026
Applicants Submit Clarifications <i>(in writing)</i>	Wednesday, January 28, 2026, by 5:00 p.m.
City Staff Responds to Questions	Friday, February 6, 2026, by 5:00 p.m.
Proposal Due Date	Thursday, February 19, 2026, by 5:00 p.m.
Proposal Evaluation	Friday, February 20 – Wednesday, February 25, 2026 <i>(Tentative)</i>
Selection Announced	Monday, March 2, 2026 <i>(Tentative)</i>

The proposal packet can be obtained at <https://www.cityofsantamaria.org/bids>

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EXECUTIVE SUMMARY

The City of Santa Maria (City) is soliciting proposals from qualified firms or individuals to provide comprehensive Grants Management Services for the Sports Complex Project, a multi-funded capital improvement initiative. The project is supported by a combination of local, state, and federal funding sources, each with distinct requirements and spending deadlines. The selected Grants Compliance Manager will be responsible solely for grants administration, compliance, reporting, fiscal accountability, and grants closeout. The Grants Compliance Manager will not manage the construction, scheduling, and contractors associated with the project.

Goals and Objectives

The City's planned Sports Complex will provide modern recreational facilities for community use and regional events. The 21-acre site, once used for agriculture, is located along South Depot Street and West Stowell Road in Santa Maria. Funding for this project totals approximately \$17.6 million from the following sources:

Funding Source	Funding Date	Amount	Spending Deadline
ARPA	12/31/2024	\$2,145,820	12/31/2026
County of Santa Barbara	10/14/2025	\$1,500,000	12/31/2026
State of California	7/1/2023	\$1,000,000	6/30/2027
City CDBG (FY 2024–25)*	7/1/2024	\$457,906	6/30/2027
City CDBG (FY 2025–26)*	7/1/2025	\$933,639	6/30/2028
CA Department of Parks & Recreation	7/1/2020	\$6,100,000	6/30/2028
City of Santa Maria (Growth Mitigation Funds)	10/1/2025	\$5,530,000	N/A

SCOPE OF WORK

The Grants Compliance Manager should have grants administration and compliance experience and should be familiar with federal and state funding requirements. This person will oversee the administration of the various grants and grant funding reporting, including but not limited to the following tasks:

1. **Financial and Grants Compliance:** Manage the full grant lifecycle throughout closeout. This may include tracking and reporting expenditures; ensuring timely use of funds; preparing reimbursement requests and compliance reports.
2. **Budget and Contract/Grant Administration:** Interpret and apply grant requirements across multiple funding sources

3. **Reporting and Documentation:** Ensure expenditures are eligible, documented, and reimbursable. Maintain organized project records and prepare monthly and quarterly progress reports.
4. **Stakeholder Coordination:** Communicate with assigned City Staff to obtain required documentation and provide grant expenditure updates as requested.

DELIVERABLES

The selected Grants Compliance Manager shall provide the following deliverables:

- Reimbursement and drawdown tracking reports for each grant funding source
- Monthly or quarterly grants status reports
- Final project completion and closeout documentation

Recommended additions:

- Demonstrated experience managing:
 - CDBG, HUD, and State-funded grants
 - Multi-source funding with overlapping compliance requirements
- Request identification of the individual(s) who will serve as the primary grants manager
- Request examples of successful grant audits, monitoring outcomes, or closeouts, if available

PROJECT TIMELINE

Grants Project Management services are expected to begin in February 2026 and continue through February 2027, unless decreased or extended based on project needs.

PROPOSAL GUIDELINES

Proposals shall include the following components:

- Cover Letter signed by an authorized representative
- Qualifications and experience with grants management
- Methodology for managing schedule, budget, and grants compliance
- Key personnel and roles
- At least two client references
- Fee proposal (hourly or fixed-fee structure)

SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

CRITERIA	POINTS
Evaluation Factor	30%
Experience with grants administration and compliance	25%
Familiarity with federal, state, and local grant funding requirements	25%
Proposed project approach and timeline	10%
Qualifications of proposed grants management approach	10%
TOTAL	100%

PROPOSAL DEADLINE

Interested parties are asked to submit their proposal by the following deadline:

Thursday, February 19, 2026, at 5:00 p.m.

Submit the proposal to:
Community Development Department
Attention: Community Programs Manager, Rosie Rojo
110 S. Pine Street, Suite 103
Santa Maria, CA 93458

Or by E-mail to: rojo@cityofsantamaria.org

Late submissions will not be accepted.

QUESTIONS

All questions regarding this RFP shall be directed in writing to Community Programs Manager, Rosie Rojo, at rojo@cityofsantamaria.org no later than Wednesday, January 28, 2026, by 5:00 p.m.

RIGHT TO CHANGE OR AMEND REQUEST

The City reserves the right to amend, withdraw, or cancel this RFP, and to negotiate final terms with the selected consultant. The selected consultant will be required to enter into the City's standard Professional Services Agreement and maintain required insurance coverage.