

Kayla Collins

California Regulatory & Policy Writer

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POSITIONING

California regulatory & policy writer — petitions, public comments, grant narratives, agency correspondence.

I draft clear, citation-backed advocacy and research documents for agencies, nonprofits, associations, and small businesses navigating California rulemaking and funding processes. **I am not an attorney.** I provide document drafting and research support only — never legal advice.

SERVICES (FIXED FEES)

Service	Fee
Grant LOI / short narrative	\$450
Agency public-comment letter	\$550
CPRA request + evidence memo	\$150
Policy brief / research memo (6–10 pp)	\$900
Program narrative / deficiency-response draft	\$750

PROOF OF SKILL (SAMPLE TYPES AVAILABLE ON REQUEST)

Redacted or anonymized samples demonstrating:

1. **Rulemaking petition drafting** — Structured petitions under California Government Code §11340.6, including problem statement, statutory/regulatory grounding, and proposed regulatory language.
2. **Reconsideration / response writing** — Formal reconsideration requests under Gov. Code §11340.7–style advocacy: point-by-point response to agency findings, clarifying facts, and requesting specific action.
3. **CCR analysis & proposed language** — Side-by-side analysis of California Code of Regulations provisions with plain-language explanation and draft amendatory text.
4. **Agency correspondence** — Professional letters to California departments and boards: clear ask, factual background, and attachments list.
5. **CPRA research support** — Targeted California Public Records Act request drafts and evidence memos that organize what to ask for and why it matters for advocacy or grant work.

Confidential client matter details are not shared. Samples focus on structure, research depth, and writing quality.

HOW TO HIRE

1. Email **kaylacollins3@icloud.com** or message on Upwork with your deadline, agency/topic, and any source docs.
2. I confirm scope and fixed fee within one business day.
3. **Typical turnaround: 5 business days** from deposit / kickoff (rush by agreement).

Disclaimer: Not an attorney; drafts advocacy and research documents only.