

July 25, 2025

Ahmad Zayyad  
Deputy Village Manager  
123 Madison Street  
Oak Park, IL 60302

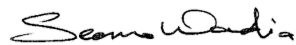
Dear Mr. Zayyad,

Metro Strategies Group, LLC is pleased to submit this proposal to renew our grants-related services for the Village of Oak Park. Metro Strategies Group, LLC remains a WBE and DBE certified firm that works with government, private and non-profit entities to implement thoughtful strategies for public-sector projects.

We are excited to continue supporting the Village of Oak Park and the staff of the various departments with identifying and applying for funding for important projects. Please find attached our proposed approach which continues to build on the work completed previously. We will continue to maintain flexibility in our approach to maximize the value of services based on the Village's needs for the coming year.

Thank you very much for this opportunity to submit a proposal for renewed services. We look forward to continuing to work with the Village to advance Board and department priorities.

Sincerely,



Seema Wadia  
Principal

## Proposed Scope

Metro Strategies Group will continue to provide focused and strategic support to help the village find and obtain funding for Village initiatives and projects. We will continue to provide services for grant identification, grant application development as requested and supporting staff capacity. Key tasks and are described below.

## Key Tasks

### 1. Grant program identification and funding research

Our staff will continue to identify new grant programs for projects and add to the existing grant program log. Grant research will be focused on specific projects and initiatives identified by each department. We will meet with department staff to review and update their list of priorities for grant identification and alerts. We will notify staff and relevant departments of any new opportunities as they are announced and assist with determining project eligibility.

### 2. Staff Capacity Building and Support

Services will focus on requested support that help build staff capacity. We will develop template materials as requested which may include items such as:

- Narratives
- Letters of support samples
- Workplans
- Grant application checklists and reminders

### 3. Pre-Award and Post-Award Support

Pre-award support will focus on helping departments become grant ready for critical projects. Assistance will include creating funding plans based on known grant programs where possible. For any new initiatives, we can facilitate planning and project or program development meetings to help create feasible plans for initiatives that departments have expressed an interest in. We would work with staff to identify 2-3 critical projects and any new initiatives that need support in advance. This will help ensure departments are ready to write and submit grant applications.

Metro Strategies Group can also assist with the grant application process in the following ways:

1. Develop guidance and timelines for preparing and submitting larger state/federal applications for key initiatives.
2. Provide full-service grant-writing support for larger state or federal applications that department staff may not have sufficient time for. We can work with staff to identify potential projects and grants in advance.
3. Provide application reviews and updates for applications that are written by staff.

## Proposed Fee

Metro Strategies Group can provide the above services on an hourly rate basis or project basis. Estimated costs are provided below.

1. General Grants Services Support (as requested by the Village):

- Planning Meetings
- Grants research, identification and notifications
- Project eligibility determination
- Funding agency coordination and communication
- Development of templates and checklists
- Monthly status updates
- Grant application support services (guidance, reviews, edits, assistance with attachments)

Estimated Fee: \$2,000-\$4,000 per month depending on needs

## 2. Full-service Grant Application Support

Metro Strategies Group can provide full-service grant application development and submittal as requested on a case-by-case basis. We would determine the required level of effort and provide an estimated fee in advance of starting work on grant applications.

- Estimated at \$3,000-\$10,000 per application (non-federal grants)
- Estimated at \$15,000-\$25,000 per application (federal grants development and support)

Our maximum hourly rates by classification for the 12-month period are provided below and will not any exceed the Village-determined contract maximum amount.

**Hourly Rate Table**

Classification	Maximum Hourly Rate
Principal	\$246
Sr. Project Manager	\$138
Project Manager	\$123