



METRO STRATEGIES  
*group*

**Village of Oak Park**  
Proposal for Grant Services

May 26, 2023

May 26, 2023

Marcella Bondie Keenan  
Chief Sustainability Officer  
123 Madison Street  
Oak Park, IL 60302

Dear Ms. Keenan,

Metro Strategies Group, LLC is pleased to submit a proposal in response to the Request for Proposals (RFP) for Grants Services. Metro Strategies Group, LLC is a WBE and DBE certified firm that works with government, private and non-profit entities to implement thoughtful strategies for public-sector projects. With capabilities in multiple areas from transportation and stormwater management to economic development and environmental issues, we bring a multi-disciplinary approach to help communities achieve successful outcomes.

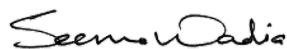
We help our clients define and articulate the vision and goals of new projects and programs, engage strategic partners and create a comprehensive plan with measurable outcomes. Our staff participates in and facilitates planning meetings, research best practices, assists with creating implementation timelines and budgets, and prepares all supporting materials. Our team's success in securing **more than \$49 million in funding** to date from a variety of highly competitive programs is because of our attention to detail and commitment to helping clients design the strongest possible projects and create compelling proposals. We also help communities navigate state and federal agency regulations, meet reporting requirements and advance projects through implementation.

Thank you for this opportunity to submit the attached proposal. Please contact me if you have any questions or need further information. To confirm, any questions regarding the proposal, the price or contract questions should be directed to myself at:

Seema Wadia, Principal  
Metro Strategies Group, LLC  
1901 Butterfield Road, Suite 260  
Downers Grove, IL 60515  
Tel: 630-534-6400 ext. 103  
Email: [swadia@metrostratgroup.com](mailto:swadia@metrostratgroup.com)

Thank you again.

Sincerely,



Seema Wadia  
Principal

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# Village of Oak Park

## Request for Proposals: Grants Services

### Firm Background

#### Overview of Services

Metro Strategies Group provides services for stakeholder and agency coordination, research and best practices, facilitation, project management and coordination, communications, graphic design, public outreach and project funding. We have experience working on all phases of projects from feasibility studies and planning to funding, design and implementation. With a deep knowledge base spanning multiple industries from transportation and stormwater management to economic development and environmental issues in the Chicago region, Metro Strategies Group brings a multi-disciplinary perspective to each project to achieve successful outcomes. Our team has worked in many different areas from public health programs to address health and access disparities to community greening initiatives and urban planning and infrastructure projects.

Our team is especially experienced with helping communities and organizations apply for and receive funding for a wide range of projects. We have helped clients win more than \$49 million in funding for different types of projects. We provide full-service grants and funding support to help clients successfully implement new programs or projects. We work with communities through every step of the process, from project planning to application submittal and post-award coordination. Our expertise in developing competitive proposals spans numerous sectors including environmental projects, infrastructure improvements, transportation enhancements, health and human services, criminal justice, parks and recreation, green infrastructure, flood mitigation and energy efficiency. We also develop funding plans, conduct readiness and compliance reviews, coordinate with funding agencies, facilitate partner meetings and draft implementation plans. We not only research funding opportunities, but we also conduct the background research to develop compelling proposals.

### Key Personnel

#### *Seema Wadia, Principal*

With 25 years of experience, Seema is a skilled professional with expertise in program planning, development, evaluation and funding. With capabilities across a range of sectors including stormwater, environmental, transportation, public health and human services, she brings a multi-disciplinary approach to her work. Seema has worked with a variety of groups ranging from grassroots nonprofits to larger government agencies and helped secure grant funding for numerous municipalities. Seema started her career working with grass roots organizations on community sustainability with a rural women's collective in India and an urban environmental non-profit in Canada. She now works with clients to identify strategic priorities and has submitted grant applications resulting in over \$35 million in funding for municipal projects. She has also assisted Chicago area organizations receive funding for programs including homelessness prevention services, mental health services, permanent supportive housing, community gardens and other public health priorities. Seema has a bachelor's degree in Political Science and a master's degree in Environmental Studies with a concentration in Community-based Resource Management.

#### *Tammy Wierciak, Principal*

With over 20 years of public sector experience, Tammy creates winning strategies to move projects forward whether for funding, public engagement, implementation or bringing key stakeholders together to build census. She has worked extensively with a variety of agencies to successfully lead projects and achieve client goals. She has a long history of working with northeastern Illinois municipalities, counties

and regional and state groups on transportation planning and infrastructure projects to ensure improvements match local needs and plans. Tammy has assisted local communities in developing funding strategies and successful grant applications resulting in \$15 million in funding for improvements. Tammy has a bachelor's degree in political science and a master's degree in Public Service Management.

## **Proposed Scope of Services**

We understand that the Village of Oak Park is seeking comprehensive grants services from application development to management, administration and training. Depending on the number of projects, consultant services for the full range of services including developing full applications can become cost-prohibitive for local governments. Our approach and proposed services for the required elements of this RFP are based on how we believe we can provide the most value to the Village and be cost-effective given there are many unknowns regarding the number of grant applications and potential level of effort.

### **1. Co-facilitation of monthly staff meetings**

Metro Strategies Group will work with staff to hold and facilitate regular planning meetings to discuss the status of projects, potential funding opportunities and any existing awards. We anticipate the following types of meetings:

- Kick-off meeting to discuss and confirm the overall approach, tasks and schedule, projects, documents and available information we can review and next steps for meeting with other departments and staff.
- Follow-up planning meetings with staff to discuss Board and department priority areas for funding in the short-term and longer-term to aid with the funding needs analysis.
- Monthly meetings to discuss the status of funding priorities, emerging needs and any topics that staff need assistance with.

### **2. Funding Needs Analysis**

The initial series of meetings and any documents shared will help us understand the status of current or planned initiatives and schedules. Metro Strategies Group will discuss with staff the top priorities that may be feasible to implement during the coming year as well as longer term projects to be addressed over the next two to three year timeframe. Based on this information, we can develop a draft program project list and reference chart that summarizes key points including:

- Relevant department
- Planning or implementation status
- Estimated costs
- Funding needs, gaps and shortfalls
- Implementation timeline
- Potential partners that could be applicant leads or willing to provide partial funding
- Any current awards and status or pending applications

Deliverable: Reference document that is reviewed and updated regularly with staff.

### **3. Grant Funding Research**

Metro Strategies Group will utilize the reference document to research funding options for each program or priority. We would begin by conducting comprehensive research into the top three to five priorities and assessing potential opportunities. A funding matrix for each of the top priorities would identify potential grant programs and summarize key points such as:

- Eligibility criteria
- Application requirements
- Deadlines
- Award, cost share or other requirements
- Fundable program elements

This document may assist Oak Park in planning annual programs with the goal of having projects ready at different phases for anticipated funding opportunity announcements and plan for future years.

We would work with staff to evaluate the feasibility of pursuing an application for identified opportunities in terms of competitiveness, ability to meet grant program requirements and capacity to prepare a strong application. As a part of this process, we will develop a go/no-go process aligned with the Village's existing decision-making processes. This process is critical to ensure that Village resources are used to develop the strongest applications for funding.

Deliverables: Draft funding matrices and master grant application tracker

#### **4. Grant Development/Management/Monitoring/Compliance**

##### ***Grant Proposal Development***

Based on the funding analysis and research completed initially, Metro Strategies Group will work with the Village to identify the three to five top priorities for the coming year and potential funding sources that would be feasible for the Village to pursue. We can start compiling information, conducting background research and developing template narratives in support of future potential applications. This could include identifying and contacting potential partners and obtaining letters of support, as well as developing the background and contextual documents staff could pull from for future applications.

We will work with staff to identify specific grant opportunities to apply for based on a go/no-go process and provide an estimated level of effort for review and approval before proceeding. To provide the most flexibility for the Village, we would identify options to manage the application process and how roles or responsibilities could be best divided to develop the strongest applications.

##### ***Grant Management and Administration***

We understand that the RFP includes consultant services to manage and administer grants, including reporting and training. However, we recommend that the core functions of grant management and administration be kept in-house with the Village for several reasons. Due to the level of effort that could be required, it may not be cost-effective to utilize consultant services. More importantly, there could be a risk of disruptions to the administration process, record keeping and documentation that may come with the end of or changes in consultant contracts.

Instead, Metro Strategies Group can work closely with staff to develop internal controls and best practices for more efficient management and reporting processes. We can conduct a streamlined assessment of existing processes and identify ways to enhance in-house monitoring, reporting and compliance management. Recommendations may identify:

- New or updated procedures and protocols
- The development of tools, templates, checklists and other technical assistance resources to support efficiencies and time savings for staff
- The need for additional staffing support or grant management software

We can also provide on-call technical assistance to address grant management and compliance questions, assist with filling out grant reports and coordinate directly with funding agencies to help resolve issues.

Deliverable: Grant management and administration recommendations and best practices guidance document

## **5. Grant Writing & Administration Training**

We will work with the Village to identify the types of information and resources most helpful to support future grant writing within departments. As part of the overall approach to training, we can:

- Compile and update technical assistance resources and guides on different topics related to grant writing, management and administration requirements.
- Develop tools and templates for efficient grant reporting and management.
- Work collaboratively with departments and finance office to set up tracking procedures and checklists for monitoring and compliance.
- Conduct one training for staff on applying for grants (go/no-go; application development process; writing narratives; preparing attachments; etc.)
- Conduct one training for departments on new updated templates, tools and procedures for grant management.

Deliverables: Two trainings for staff; Grant reporting process and checklist; Resource library

## **6. Additional Services**

We would be available on-call to support the grants process at any given point, including setting up meetings with funders to discuss potential projects, requesting feedback for rejected applications and responding to requests for additional information from funders. We also acknowledge that the Village understands the importance of exploring and fostering partnerships with other groups to support projects. There may be opportunities to submit joint applications with non-profit organizations and approach other private entities for support. We can assist the Village with this process, facilitate meetings and prepare supporting information for such requests.

## **7. Proposed Innovation**

We believe that the best approach for the services requested is to help the Village lay a strong in-house foundation for a grants program as the most cost-effective option. Metro Strategies Group will work with the Village to develop templates, case statements, procedures and tools to support future grant writing and grant management. The goal of this approach would be to reduce reliance on consultant staff to prepare applications and scale it down appropriately to on-call technical assistance or support for larger, more complex applications. With the appropriate training and processes, staff could put together applications in-house more easily and allow the Village to maximize the use of consultant services to focus on funding identification, application reviews and guidance, coordination with funding agencies and other technical assistance services facilitate application submissions and grants management.

## Proposed Implementation Schedule

Timeframe	Key Activities	Milestone/Deliverable
Month 1	<ul style="list-style-type: none"> <li>• Kick-off meeting</li> <li>• Follow-up meetings for funding needs analysis and grant administration/management needs</li> <li>• Start grant funding research</li> </ul>	<ul style="list-style-type: none"> <li>• Preliminary programs and projects list</li> </ul>
Month 2	<ul style="list-style-type: none"> <li>• Complete follow-up meetings</li> <li>• Continue grant funding research</li> <li>• Identify potential near-term grant applications and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Draft priority programs and projects chart (reference document)</li> <li>• Preliminary funding charts by priority areas</li> </ul>
Month 3	<ul style="list-style-type: none"> <li>• Continue grant funding research</li> <li>• Assess feasibility of pursuing applications and identify top 3-5 options</li> </ul>	<ul style="list-style-type: none"> <li>• Draft funding charts by priority area</li> <li>• Draft master grants tracker</li> </ul>
Month 4	<ul style="list-style-type: none"> <li>• Beginning developing template materials for the top 3-5 priorities</li> <li>• Begin assessing grant administration and management needs, gaps</li> </ul>	<ul style="list-style-type: none"> <li>• Draft template materials</li> </ul>
Month 5	<ul style="list-style-type: none"> <li>• Identify list of potential tools, practices and procedures for grants administration and management</li> </ul>	<ul style="list-style-type: none"> <li>• Draft recommendations/best practices</li> </ul>
Months 6-12	<ul style="list-style-type: none"> <li>• Ongoing monthly meetings</li> <li>• Develop narrative templates</li> <li>• Develop 2 training workshops</li> <li>• Identify and prepare select grant applications upon Village authorization to proceed with additional level of effort</li> <li>• Develop identified tools and processes for grants management upon Village approval to proceed</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Trainings</li> <li>• Application templates</li> <li>• Grant application(s) preparation/submission</li> </ul>

## References

1. Nicole Campbell, Senior Engineer  
City of Berwyn  
(708) 788-2660 ext. 6473  
[ncampbell@ci.berwyn.il.us](mailto:ncampbell@ci.berwyn.il.us)  
Project: Funding and Project Implementation
2. Mike Klemens, Manager of Transportation Planning  
Lake County Division of Transportation  
(847) 377-7455  
[mklemens@lakecountyil.gov](mailto:mklemens@lakecountyil.gov)  
Project: RAISE Federal Grant Application, Cedar Lake Road Realignment Project

3. Orion Galey, Vice President/Municipal Consulting Engineer  
Christopher B Burke Engineering, Lt.  
(847) 823-0500  
[ogaley@cbbel.com](mailto:ogaley@cbbel.com)  
Project: Various Municipal Clients – Grants and Technical Assistance

### **License to Provide Service in Illinois and Disclosures**

Metro Strategies Group, LLC is incorporated as a Limited Liability Company in the State of Illinois. The office is located in the Village of Downers Grove which does require a business license. There are no applicable required licenses for key personnel to provide the proposed services. The firm is not involved in any no pending or previous litigation.

### **Supplemental Information**

Metro Strategies Group has reviewed the contract and insurance requirements for the proposed services and notes that the Commercial General Liability and Professional Liability insurance limits are \$2,000,000 per occurrence and the contract requires umbrella coverage of \$5,000,000. We request the Village consider reducing the Commercial General Liability and Professional Liability per occurrence limit to \$1,000,000 as well as waiving the requirement completely for Umbrella Coverage given the nature of these services.

### **Attachments**

- I. Cost Proposal Form
- II. Compliance Affidavit
- III. M/W/DBE Status
- IV. EEO Report



## Attachment I. Cost Proposal Form

The Service Provider shall state as part of its proposal a written description of its quality assurance method to be utilized to ensure proper indexing of all documents.

Provide a cost proposal based on the specific requirements set forth in Section II above in the space provided below:

The following cost proposal is structured to provide the most flexibility and opportunity for maximum value to the Village. Metro Strategies Group would bill on an hourly rate basis only for hours worked. Based on the implementation schedule and anticipated activities, we estimate a fee of about \$4,000 per month on average. This fee does not include the cost for preparing and submitting grant applications.

### Scope Items

1. Grants Planning and Capacity Building: Estimated at \$4,000/month
  - o Project Planning Meetings
  - o Funding Needs Analysis Reference Document
  - o Priority Projects Funding Matrices
  - o Master Grants Tracker
  - o Narrative Templates for Priority Projects
  - o Assessment and Recommendations for Grant Management
  - o Develop Tools or Processes for Grant Management
2. Grant Application Development and Submission  
Metro Strategies Group would determine the required level of effort and provide a proposed fee in advance for the additional level of effort on a case - by - case basis.
  - o Estimated at \$3,000-\$10,000 per application (non-federal grants)
  - o Estimated at \$15,000-\$25,000 per application (federal grant application development and support)

Metro Strategies Group can work with the Village to refine the cost proposal based on clarifying specific scope items and the specific number of priorities the Village would like to focus on over a 12 month period.



## Attachment II. Compliance Affidavit

I, SEEMA WADIA being first duly sworn on oath depose and state as follows:

(Print Name)

1. I am the (title) PRINCIPAL of the Proposing Firm ("Firm") and am authorized to make the statements contained in this affidavit on behalf of the Firm.
2. The Firm is organized as indicated in the "Organization of Proposing Firm," which is incorporated into this Affidavit as if fully set forth herein.
3. I have examined and carefully prepared this proposal based on the Request for Proposals and verified the facts contained in the proposal in detail before submitting it.
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option.
5. Neither the Firm nor its affiliates<sup>1</sup> are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to bid rigging and bid rotating, or Section 2-6-12 of the Oak Park Village Code related to "Proposing Requirements".
6. Neither the Firm nor its affiliates is barred from contracting with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the Village of Oak Park to recover all amounts paid to the Firm under the contract in a civil action.
7. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference.
8. All statements made in this Affidavit are true and correct.

Signature: Seema Wadia

Printed Name SEEMA WADIA

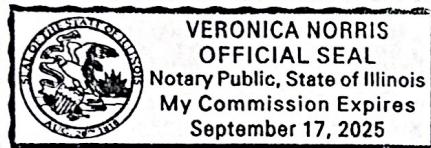
Name of Business: METRO STRATEGIES GROUP, LLC Your Title: PRINCIPAL

Business Address: 1901 BUTTERFIELD STE 220 DOWNTOWN GLEN ELLYN IL 60515  
(Number, Street, Suite #) (City, State & Zip)

<sup>1</sup> Affiliates means: (i) any subsidiary or parent of the bidding or contracting business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the bidding or contracting business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the bidding or contracting business entity.

Telephone: 630534-6400 Fax: N/A Web Address: www.mehistrategiegroup.com

Subscribed to and sworn before me this 26<sup>th</sup> day of May, 2023, 2019.  
Veronica Norris  
Notary Public



## ORGANIZATION OF FIRM

Please fill out the applicable section:

**A. Corporation:**  Limited Liability Company

The Contractor is a ~~corporation~~, legally named Metro Strategies Group, LLC and is organized and existing in good standing under the laws of the State of Illinois. The full names of its ~~Officers~~ <sup>Members</sup> are:

President  Seema Wadia (Managing Member)

Secretary  Tammy Wierciak (Managing Member)

Treasurer

Registered Agent Name and Address: Northwest Registered Agent, 2502 Chatham Rd, Suite N, Springfield, IL 62704

The corporation has a corporate seal. (In the event that this Proposal is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

**B. Sole Proprietor:**

The Contractor is a Sole Proprietor. If the Contractor does business under an Assumed Name, the assumed Name is , which is registered with the Cook County Clerk. The Contractor is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

**C. Partnership:**

The Contractor is a Partnership which operates under the name

The following are the names, addresses and signatures of all partners:

Signature

Signature

(Attach additional sheets if necessary.) If so, check here .

If the partnership does business under an assumed name, the assumed name must be registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

**D. Affiliates:** The name and address of any affiliated entity of the business, including a description of the affiliation:

Seema Wadia

Tammy Wierciak

Signature of Owner



## Attachment III. M/W/DBE Status

Please fill out their form completely. Failure to respond truthfully to any questions on their form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of proposal. An incomplete form will disqualify your proposal.

1. Vendor Name: Metro Strategies Group, LLC

2. Check here if your firm is:

Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)

Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)

Owned by a person with a disability (DBE) (A firm that is at least 51% owned

None of the above

(Copies of all certification letters must be included)

3. What is the size of the firm's current stable work force?

4 Number of full-time employees

1 Number of part-time employee

Signature: Seema Dadia

Date: 5/26/2023



OFFICE OF CONTRACT COMPLIANCE

**Nicole Mandeville**

DIRECTOR

69 W. Washington Street, George W. Dunne Cook County Building, Suite 3000 • Chicago, Illinois 60602 • (312) 603-5502

**TONI PRECKWINKLE**

PRESIDENT

Cook County Board  
of Commissioners

BRANDON JOHNSON  
1st District

DENNIS DEER  
2nd District

BILL LOWRY  
3rd District

STANLEY MOORE  
4th District

DEBORAH SIMS  
5th District

DONNA MILLER  
6th District

ALMA E. ANAYA  
7th District

LUIS ARROYO, JR.  
8th District

PETER N. SILVESTRI  
9th District

BRIDGET GAINER  
10th District

JOHN P. DALEY  
11th District

BRIDGET DEGNEN  
12th District

LARRY SUFFREDIN  
13th District

SCOTT R. BRITTON  
14th District

KEVIN B. MORRISON  
15th District

FRANK AGUILAR  
16th District

SEAN M. MORRISON  
17th District

October 31, 2022

Ms. Seema Wadia  
Principal  
Metro Strategies Group, LLC  
1901 Butterfield Road Ste. 260  
Downers Grove, IL 60515

**Annual Certification Expires: October 31, 2023**

Dear Ms. Wadia:

We are pleased to inform you that **Metro Strategies Group, LLC** has been certified as a **Women Business owned Enterprise (WBE)** by Cook County Government. This certification is valid until **October 31, 2027**; however, you must re-validate your firms' certification annually.

As a condition of continued Certification during this five (5) year term, you must file a "**No Change Affidavit**" **within sixty (60) business days prior to the date of Annual Certification Expiration**. Failure to file this Affidavit shall result in the termination of your Certification. You must notify Cook County Government's Office of Contract Compliance of any change in ownership or control or any other matters or facts affecting your firm's eligibility for Certification within **fifteen (15) business days** of such change.

Cook County Government may commence action to remove your firm as a **WBE** vendor if you fail to notify us of any changes of facts affecting your firm's Certification, or if your firm otherwise fails to cooperate with the County in any inquiry or investigation. Removal of status may also be commenced if your firm is found to be involved in bidding or contractual irregularities.

Your firm's name will be listed in Cook County's Directory of certified firms in the following area(s) of specialty:

**MARKETING/ADVERTISING SERVICES: MANAGEMENT AND PUBLIC OPINION**

Your firm's participation on Cook County contracts will be credited toward **WBE** goals in your area(s) of specialty. While your participation on Cook County contracts is not limited to your specialty, credit toward **WBE** goals will be given only for work performed in the specialty category.

Thank you for your continued interest in Cook County Government's Minority, Women, Veteran, Service-Disabled Veteran and People with Disabilities Business Enterprise Programs.

Sincerely,

*Dr. Makeba C. Butler*

Dr. Makeba C. Butler  
Deputy Director, Office of Contract Compliance

MCB/ew



547 W. Jackson Boulevard, Chicago, IL 60661

312.322.6900

[metra.com](http://metra.com)

November 29, 2022

Seema Wadia  
Metro Strategies Group, LLC  
1901 Butterfield Rd, STE 260  
Downers Grove, IL 60515

Dear Ms. Wadia,

Metra has reviewed your annual *No Change Affidavit* and supporting documentation and is pleased to inform you that your firm continues to meet the Disadvantaged Business Enterprise (DBE) program certification eligibility standards set forth in 49 CFR Subpart D 26.61. Your next No Change Affidavit is due **November 1, 2023**.

This certification allows your firm to participate as a DBE in the Illinois Unified Certification Program (IL UCP). The participating agencies include the Illinois Department of Transportation, the City of Chicago, the Chicago Transit Authority, Metra and Pace.

If there is any change in your certification that affect your ability to meet size standards, disadvantaged status, ownership, or control requirements or any material change in the information provided in your initial application, you must provide written notification to this agency within thirty (30) days of the occurrence of the change. Failure to provide this information is grounds for removal of certification based on failure to cooperate pursuant to 49 CFR 26.109(c).

Your firms name will appear in the IL UCP directory, which is used by prime contractors/consultants, as well as other agencies, to solicit participation of DBE firms. The Directory can be accessed at [www.metra.com](http://www.metra.com) under the Office of Diversity & Business Enterprise link. Your firm's name will appear in the IL UCP DBE Directory under the following:

NAICS Codes: 541611, 541613, 541820, 541910

Specialty: 541611 - Administrative Management Consulting Services  
541613 - Marketing Consulting Services  
541820 - Public Relations Consulting Services  
541910 - Community Feedback Surveying

Your participation on contracts will only be credited toward DBE contract goals when your firm performs in a Commercially Useful Function (CUF) in its approved area(s) of specialty.

Sincerely,

*Adriana Mena*

Adriana Mena  
DBE Certification Specialist II  
Office of Diversity & Business Enterprise

June 13, 2022  
Certification Term Expires: June 13, 2023

Ms. Seema Wadia  
Metro Strategies Group, LLC  
1901 Butterfield Rd, STE 260  
Downers Grove, IL 60515

Re: Women Business Enterprise (WBE)

Dear Seema Wadia:

Congratulations! After reviewing the information that you supplied, we are pleased to inform you that your firm has been granted certification as a Women Business Enterprise (WBE) under the Business Enterprise Program (BEP) for Minorities, Females, and Persons with Disabilities

This certification is in effect with the State of Illinois until the date specified above. Please note that you have been granted certification under the Recognition Application because you are certified with one of our partner organizations and, as such, must recertify each year.

At least 15 days prior to the anniversary date of your certification, you will be notified by BEP through email to update your certification as a condition of continued certification. It is your responsibility to ensure that the contact email address listed in the system is accurate and up to date and that the email account is checked regularly so that you do not miss any important notifications. In addition, should any changes occur in ownership and/or control of the business, in the business' certification status with the partner organization, or other changes affecting the firm's operations, you are required to notify BEP within two weeks. Failure to notify our office of changes will result in decertification of your firm

Your firm's name will appear in the State's Directory as a certified vendor with the Business Enterprise Program in the specialty area(s) of:

NIGP 91503: ADVERTISING AND PUBLIC RELATIONS, INCLUDING SKYWRITING

NIGP 91875: MANAGEMENT CONSULTING

NIGP 91876: MARKETING CONSULTING

NIGP 96153: MARKETING SERVICE, INCLUDING DISTRIBUTION, PUBLIC OPINION SURVEYS, RESEARCH, SALES PROMOTIONS, ETC.

Your firm will only show up in the database of BEP-certified vendors the NIGP codes listed above, so PLEASE REVIEW THE LIST CAREFULLY TO ENSURE THAT ALL RELEVANT NIGP CODES ARE INCLUDED.

Also, please be advised that this certification does not guarantee that you will receive a State contract. Please visit the Vendor Registration page on [www.opportunities.illinois.gov](http://www.opportunities.illinois.gov) and be sure to register with each of the Procurement Bulletins listed so that you are notified of upcoming solicitations in your NIGP codes. Certification with the Business Enterprise Program does not ensure you receive notifications; you must also register with the Procurement Bulletins.

Thank you for your participation in the Business Enterprise Program. We welcome your participation and wish you continued success.

Sincerely,



Carlos Gutiérrez  
Certification Manager  
Business Enterprise Program

## Attachment IV. EEO Report

### EEO REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Bid. An incomplete form will disqualify your Bid.

**An EEO-1 Report may be submitted in lieu of this report**

Vendor Name Metro Strategies Group, LLC

Total Employees 4.5

Job Categories	Total Employees	Total Males	Total Females	Males				Females				Total Minorities
				Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	
Officials & Managers	2		2								1	1
Professionals	3		3									
Technicians												
Sales Workers												
Office & Clerical												
Semi-Skilled												
Laborers												
Service Workers												
<b>TOTAL</b>												
Management Trainees												
Apprentices												

This completed and notarized report must accompany your Bid. It should be attached to your Affidavit of Compliance. Failure to include it with your Bid will be disqualify you from consideration.

Seema Wadia, being first duly sworn, deposes and says that he/she is the Principal

(Name of Person Making Affidavit)

(Title or Officer)

of Metro Strategies Group, LLC and that the above EEO Report information is true and accurate and is submitted with the intent that it be relied upon.

Subscribed and sworn to before me this 26th day of May, 2019, 2023

Veronica Norris  
(Signature)

5/26/2023  
(Date)

