METRO STRATEGIES group

May 31, 2024

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. 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 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 that builds on the work completed during this first year. We have provided a more focused plan to maximize the value of our services for key initiatives and the needs of different staff. During the first year, we worked with staff to develop a go/no-go process to ensure that different grant programs match project needs and Village priorities. During this second year, we will continue to help refine this process and help staff-identified projects become grant application ready. We will also continue to provide grant application support services as needed. We are happy to adjust our approach and fee structure as best meets the needs of the Village.

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

Seema Wadia
Principal

Proposed Approach for Grants Services

Metro Strategies Group will build on the work and services of the previous year to provide focused and strategic support to find and obtain funding for Village initiatives and projects. Work during this second year will focus on grant identification, development of templates and tools to support staff capacity and grant application assistance. Our key tasks and proposed activities 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**
   Part of our work for the second year will focus on creating template materials that staff can use for completing future grant applications. We will meet with the departments to determine the types of templates that would be most helpful to streamline the application process completed internally by department staff. Example template materials are:
   - Updated community profile
   - Demographic profile
   - Capacity narrative
   - Workplan sample
   - Budget narrative sample
   - Continue to refine the go/no-go process developed in the first year
   - 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. As a part of this, we can help staff determine which grant programs they are most likely to apply for. Project examples include the Alternative Calls for Service program and Lombard Sewer Relief project.

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: $3,000-$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. However, the total fee for services will not exceed $100,000 over the full 12-month period.

Hourly Rate Table

Classification	
Principal	$230
Sr. Project Manager	$138
Project Manager	$117