

# LEGISLATIVE & LOBBYING COMMITTEE AGENDA

**Called by:** Jaime Salgado, Chairman  
**Members:** Paul Arena, Aaron Booker,  
Tim Nabors, Valerie Hanserd, John F.  
Sweeney, John Penney

**DATE:** MONDAY, JULY 22, 2024  
**TIME:** 5:00 PM  
**LOCATION:** ROOM 510  
COUNTY ADMINISTRATION BLDG  
404 ELM STREET  
ROCKFORD, IL 61101

## AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of February 28, 2024 Minutes
- D. Public Comment – This is the time we invite the public to address the Legislative and Lobbying Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- E. Review The Ferguson Group (TFG) Grant Writing Services Agreement
- F. Future Agenda Items
- G. Adjournment

**Winnebago County Board**  
**Legislative & Lobbying Committee Meeting**  
County Administration Building  
404 Elm Street, Conference Room 510  
Rockford, IL 61101

Wednesday, February 28, 2024  
5:30 PM

**Present:**

Jaime Salgado, **Chairperson**  
Paul Arena  
Aaron Booker  
Valerie Hanserd  
Tim Nabors  
John Penney via Zoom  
John F. Sweeney

**Others Present:**

Joseph Chiarelli, County Board Chairman  
Marlana Dokken, Director, Chairperson's Office of Criminal  
Justice Initiatives  
Scott Bloomquist, Regional Superintendent, ROE #4

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes – December 5, 2023 and January 3, 2024 Minutes
- D. Public Comment – This is the time we invite the public to address the Legislative and Lobbying Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- E. Resolution in support of the Regional Office of Education (Boone and Winnebago Counties) Alternative Education Programs for K-5<sup>th</sup> Grade Students
- F. Strategic Funding Assessment
- G. Current Legislation/Legislative Updates
- H. DC Fly-In
- I. Future Agenda Items
- J. Adjournment

**Call to Order**

The meeting was called to order at 5:32 PM.

**Roll Call** – Chairperson Jaime Salgado yes, Paul Arena yes, Aaron Booker yes, Valerie Hanserd yes, Tim Nabors yes, John Sweeney yes.

A quorum is present.

Chairperson Salgado called for a motion to include board member John Penney in the meeting via Zoom.

Motion: Mr. Booker. Second: Ms. Hanserd.

John Penney was welcomed to the board meeting.

### **Approval of Minutes - December 5, 2023 and January 3, 2024 Minutes**

Motion: Ms. Hanserd. Second: Mr. Nabors.

Motion passed by unanimous voice vote.

### **Public Comment**

Reading of the Public Comment Section of the Agenda was omitted due to no one present to speak.

### **Resolution in support of the Regional Office of Education (Boone and Winnebago Counties) Alternative Education Programs for K-5th Grade Students**

Chairperson Salgado called for a motion to approve the Resolution in support of the Regional Office of Education (Boone and Winnebago Counties) Alternative Education Programs for K-5<sup>th</sup> Grade Students.

Motion: Mr. Sweeney. Second: Mr. Nabors.

- A discussion followed.

Motion passed by unanimous voice vote.

### **Strategic Funding Assessment**

Marlana Dokken reviewed the Strategic Funding Assessment handout with committee members.

### **Current Legislation/Legislative Updates**

#### **Mercury - Federal**

- A discussion followed on Mercury and funding appropriations.

**Action Item:** Prioritize appropriations and inform Illinois Senators.

- A discussion followed.

**Action Item:** Marlana Dokken will work with Mercury on drafting applications.

Tammy Duckworth will be in Rockford to review environmental projects Friday, March 8, 2024.

Marlana Dokken reported Mercury is obtaining letters of support for Federal grants that are being written. Marlana reported on other grant applications in process.

#### **Phelps Barry & Associates - State**

Marlana Dokken reported on the initiatives Phelps Barry is working on for the County.

- A discussion followed.

**Action Item:** Revisit recycling.

**DC Fly-In**

Chairman Chiarelli reported on his trip to Washington to update legislators with the County's priorities and discussed the upcoming DC Fly-In, April 30-May 2, 2024.

- A discussion followed.

The Illinois Legislative Conference is scheduled Friday, April 10, 2024.

- A discussion followed.

**Future Agenda Items**

- None reported.

**Motion to Adjourn**

Chairperson Salgado called for a motion to adjourn the meeting.

Motion: Mr. Sweeney. Second: Ms. Hanserd.

Motion passed by unanimous voice vote.

Respectfully submitted,

Nancy Bleile  
Administrative Assistant



## PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (the “Agreement”) is made and entered into this day of July 9, 2024 (the “Effective Date”) by and between **The Ferguson Group** (“TFG”) and **the County of Winnebago** (“Client”).

WHEREAS, Client wishes to obtain the professional services of TFG; and,

WHEREAS, TFG has the knowledge, skill, and capability to perform such services for Client.

NOW THEREFORE, in consideration of the foregoing, TFG agrees to provide services to Client under the terms and conditions of this Agreement.

1. Services. Client hereby retains TFG to provide grant application development services (Grant Services”) as follows

(a) **Scope of Work**. TFG will provide Tier 3 Grant Retainer Services to the County of Winnebago as described in Exhibit A (TFG Grants Overview: Grant Services for the County of Winnebago). Services include:

- A dedicated grants expert
- Weekly grants updates and alerts
- Access to TFG’s library of Funding Guides and Grant Profiles
- Access to TFG’s Successful Grant Application Database
- Unlimited project specific grant research and funding strategies
- Conducting an annual comprehensive grant needs assessment and strategic grant outlook
- Grants Advocacy
- Grant Editing and Review Services
- Grants Training

(b) **Additional Services**. TFG’s Grant Retainer model is structured to allow for changes to be made throughout our partnership. As a retainer client, the County of Winnebago can also engage with TFG either on an hourly rate or through a fixed fee for add-on grant writing services. Additional fees in this regard will be based on the pricing included in the attached TFG Grants Overview document. TFG will provide a cost proposal for all additional services tailored to the County’s needs.

If the assistance of TFG’s professional advocacy staff is required, outside the scope of grant services, standard hourly fees for such services shall apply and such services will be clearly delineated in the cost estimate for each project.

2. Term / Payment. The County of Winnebago will compensate TFG through a monthly retainer of \$5,000 for services rendered commencing September 1, 2024, and extending through August 31, 2025. Either the County of Winnebago or TFG may terminate this agreement at any time by giving the other party at least thirty (30) days’ notice, in writing, of such termination.



Fees for all Task Orders shall be paid pursuant to the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 et seq and Section 10 of this Agreement.

3. Expenses. TFG fees include all direct labor, overhead (including general and administrative expenses), other direct costs, subcontractor costs, fixed fees, miscellaneous incidental services, and all applicable taxes. While the TFG Grants Team usually works electronically and virtually, if the County prefers an on-site meeting, travel time and estimated expenses will be billed in advance.
4. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.
5. Independent Contractor. TFG, in the performance of this Agreement, shall be and act as an independent contractor. Nothing contained herein will be deemed to create an association, a partnership, a joint venture, or a relationship of principal and agent, or employer and employee between the County of Winnebago and TFG.
6. Indemnification. To the fullest extent permitted by law, TFG shall indemnify, hold harmless and defend County from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of TFG, its officers, employees, agents, volunteers, or other representatives arising out of or related to TFG's performance under this Agreement.
7. Proof of Insurance.  
TFG shall be responsible for all necessary insurance coverage as indicated in the Request for Qualifications with the County of Winnebago named as Additional Insured. The COI should be sent to the Purchasing Department annually at [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov)
8. Confidentiality. Unless otherwise required by law, TFG will exercise reasonable effort to maintain in confidence information disclosed or submitted to TFG by Client as confidential information. Confidential information does not include information that:
  - (a) is generally available in the public domain or becomes available to the public through no act of TFG; or
  - (b) is independently known by TFG prior to receipt; or
  - (c) made available to TFG as a matter of lawful right by a third party.

Unless otherwise required by law, all information shared with TFG and any reports, documents, or other deliverables created by TFG pursuant to the terms of this Agreement shall be treated as confidential and will not be made available to any unintended third party without the prior written approval of Client. Reports, documents or other deliverables completed that are made available to the public by the Client, or that are subject to Freedom of Information requests made to the Client may be shared as part of the TFG portfolio of completed works, but will have sensitive and identifying information redacted. TFG will not share the aforementioned materials without Client permission. TFG will not share any budget documents without express written permission from the Client.

9. Intellectual Property. No reports or other documents produced in whole or in part pursuant to the terms of this Agreement shall be the subject of an application for copyright by either party.



10. Specific Conditions. The payment of fees for all Task Orders will be the responsibility of the applicable county department. However, the Winnebago County Board Chairman must sign all Task Orders. TFG will adhere to relevant policy in the Grants section of the Winnebago County Budget Policy set forth by the Winnebago County Board. Winnebago County will provide TFG access to the policy and subsequent updates to the policy.

ACKNOWLEDGED AND AGREED TO BY:

A handwritten signature in blue ink that reads 'W. Roger Gwinn'.

\_\_\_\_\_  
W. Roger Gwinn, CEO  
The Ferguson Group, LLC

7/9/2024

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joseph V. Chiarelli, Chairman  
County of Winnebago

\_\_\_\_\_  
Date

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## EXHIBIT A

### TFG Grants Overview: Grant Services for the County of Winnebago

TFG will provide the following services to the County of Winnebago. Services marked with an orange checkmark are included in the Tier 3 retainer pricing for the County. All other services described can be obtained as add-on services at a discounted hourly rate or lump sum fee listed at the end of this document.

#### ✓ **Dedicated Grants Expert/Team**

The County of Winnebago has been assigned a dedicated grants expert to serve as a liaison to its staff. This expert will help navigate the complex grant world to ensure the most efficient and effective use of staff time when pursuing grants.

#### ✓ **Grants Alerts and Weekly Grants Updates**

The County of Winnebago will receive customized alerts for relevant grant opportunities, as they are solicited. For high priority grants or those with a short turnaround, TFG will attempt to notify the County of opportunities prior to solicitation. Additionally, each Friday, County staff will receive TFG’s Weekly Grants Update that provides a recap of grant solicitations that were published that week to ensure you do not miss any funding opportunities.

#### ✓ **Database of Successful Grant Applications**

The County of Winnebago will have access to TFG’s database of over 600 successful grant applications from a variety of programs to help inspire and guide the preparation of your successful grant submissions.

#### ✓ **Library of Grant Funding Guides and Grant Profiles**

The County of Winnebago will have access to TFG’s Library of Grant Funding Guides. Each Funding Guide provides an overview of popular grant programs and relevant information such funding level, match requirements, eligible applicants, and use of funds in a specific issue area. Our library includes guides covering a wide array of topics such as:

- Law Enforcement
- Mental Health and Substance Abuse
- Habitat Conservation
- Homelessness
- Fire Departments
- Parks and Recreation
- Broadband
- Libraries and Museums
- Water and Wastewater
- Transportation
- Economic and Community Development
- Coronavirus and COVID-19
- Electric Vehicles and Infrastructure
- Grid Modernization
- Hydropower/Dam

TFG’s Grants Library also includes a robust database of grant profiles and summaries that provide the key information you need to match a program with your needs and build a winning grant proposal. We present the information included in the grant solicitation in an easy-to-follow manner and augment it with additional background information on the program and the types of projects it has funded in the past.



✓ **Custom Project Specific Grant Research and Funding Strategy**

TFG will directly work with the County of Winnebago to conduct project specific grant research on the federal, state, and foundation levels and will create a customized funding strategy geared to support your project. We will provide you with relevant grant information, as well as recommendations on funding opportunities to target, that is specifically tailored to your project and your community. Our grants research will not only look at open, available programs, but will also focus on grant programs expected to be released in the future, helping you to stay “ahead of the game” and be prepared.

✓ **Needs Assessments and Strategic Grant Outlook**

TFG will meet with County of Winnebago staff to discuss ongoing projects, primary issue areas, and future needs that may benefit from grant funding. These meetings will be virtual. Based on our team’s knowledge and experience, we will closely identify, forecast, and monitor relevant funding opportunities that meet your specific needs. The Strategic Grant Outlook will allow staff to know what is on the horizon and be prepared when a notice of funding availability is announced.

✓ **Grant Writing**

Preparing winning grant proposals takes time, skill, and knowledge. The County of Winnebago has the option to access TFG’s experienced grant writers to take the County’s grant project idea from the start of the application to submission. From filling out federal forms to crafting a persuasive and compelling grant narrative and corresponding budgets, TFG will ensure that the County will have submitted a complete and competitive application on time.

✓ **Grant Editing and Review**

The County of Winnebago can access TFG experts to edit and review County written grant proposals to improve chances of securing funding. TFG staff will expertly review your application against the funder’s requirements, suggest content edits, and provide recommendations on how to improve your narrative before you submit.

✓ **Grant Debriefs**

Grant debriefs are important, especially if it turns out that your application didn’t get funded. TFG staff will help guide you through the grant debrief process and set up consultation with the funding agency to put your next applications in the best position to effectively compete in future solicitations.

✓ **Grants Advocacy**

TFG helps secure congressional support, including support letters, and backing from strategic partners, to bolster grant applications. Federal grants are highly competitive and, more often than not, broad support for a project application can make the difference between a winning application and a highly ranked application that does not make the final list of awardees.

✓ **Grants Training**

Our grants training is focused on building capacity, helping position the County for success in the often-complex grant process. TFG can train your staff on grant application processes and help improve the quality of grant proposals. We can provide training on a one-one-basis or through larger



workshops dependent on your needs. TFG also has established partnerships with other grant training professionals that specialize in post-award management who can be accessed to support grant management training needs.

**Grant Pricing for the County of Winnebago**

The table below outlines the services TFG can provide to the County on a monthly basis. As a retainer client, the County will have at its disposal TFG’s diverse complement of staff experts without any worry about getting unexpected bills.

The County has agreed to Tier 3 retainer service with the option of discounted add-on services. Should the County of Winnebago need a different combination of services, TFG will work with the County to amend the retainer and create one that best fits your needs. This includes the option of moving to Tier 1 or 2 with a 30-day written notice.

	Tier 1 (1,000/mo)	Tier 2 (\$3,000/mo)	Tier 3 (\$5,000/mo)	Tier 4 (\$8,000/mo)
Dedicated Grant Expert/Team	✓	✓	✓	✓
Monthly Grant Update Meetings	✓	✓	✓	✓
Grant Alerts & Tracking		✓	✓	✓
Weekly Grants Update	✓	✓	✓	✓
Access to TFG Grant Funding Hub	✓	✓	✓	✓
Access to TFG Grant Showcase	✓	✓	✓	✓
TFG Funding Strategy	15% discount	15% discount	✓	✓
Project Development and Readiness	Hourly	✓	✓	✓
TFG Funding Blueprint	15% discount	Up to 3 projects	Up to 5 projects	Up to 6 projects
Grant Writing	15% discount	15% discount	15% discount	Up to 3 projects*
Grant Editing and Review	Hourly	✓	✓	✓
Grant Debriefs	Hourly	✓	✓	✓
Grant Training	15% discount	15% discount	✓	✓
Grant Project Advocacy	Hourly	hourly	✓	✓
Congressionally Directed Spending (Earmarks) **				Negotiated Fee Based On Scope
Post-Award Grant Management Services**				Negotiated Fee Based On Scope
Negotiated Indirect Cost Rate Agreements**				Negotiated Fee Based On Scope

\*depending on program complexity  
 \*\*available only to Tier 3 and Tier 4 retainer clients



**Service Add-Ons**

TFG believes in offering flexibility to our clients. As a retainer client, the County of Winnebago can engage with TFG on a discounted hourly rate, or lump sum fee, for as needed grant writing services.

**Grant Writing – As Needed, Per Grant**

To provide greater transparency in the cost of grant writing services, TFG has created the grant writing service fee table below, which provides the average cost for grant writing services based on the narrative page limitations imposed in the grant application. Grant applications vary widely with respect to complexity and level of effort required to complete them. If you are interested in securing these services, TFG will provide you with a tailored cost proposal that reflects the level of effort required to draft the narrative and non-narrative elements such as forms, budgets, and logic models. Exceptions do occur based on the complexity of the grant application, but we work hard to keep costs in line with the pricing guidelines outlined below.

Workload (low to high)	Type of Grant	Narrative Page Length	Approximate Average Cost*	15% Retainer Discount Cost
Level 1	Small, well-defined request	6-10	\$6,000 - \$7,000	\$5,100 - \$6,050
Level 2	Small, full grant application	11-15	\$12,000 - \$13,000	\$10,200 - \$11,100
Level 3	Medium, full grant application	16-20	\$18,000 - \$20,000	\$15,300 - \$17,000
Level 4	Large state or national foundation or medium federal grant	21-25	\$22,000 - \$24,000	\$18,700 - \$20,400
Level 5	Large federal grant application	26-30	\$26,000 - \$29,000	\$22,100 - \$24,650
Technical	Complex/Technical grant application	Varied	Custom	Custom

*\*The approximate average cost to write a grant varies greatly based on several factors, including the development of narrative, required submittal forms, creation of budgets, project complexity, and other related considerations. Last minute emergency grant writing requests are subject to a 35% markup to the non-discounted grant writing fee. Where efficiencies are built into a grant writing process, such as in the case of a grant rewrite or a joint application scenario, a further discount may be applied.*

**Grant Writing – As Needed, Hourly Rate**

Grant writing services can also be available at an hourly rate of \$300/hour. Since the County of Winnebago is a retainer client our hourly rate will be discounted to \$255/hour. Last-minute requests for additional grant-related services are subject to a 35 percent mark-up.

If the assistance of TFG’s professional lobbying staff is required, such as for grants advocacy or grants policy-related services, these services are billed at the following rates:

- \$425 Partner/Principal/Senior Advisor/Of Counsel      \$240 Senior Associate
- \$170 Associate      \$115 Research Assistant