

# FINANCE COMMITTEE AGENDA

**Called by:** John Butitta, Chairman  
**Members:** Jean Crosby, Joe Hoffman, Keith McDonald, Jaime Salgado, John F. Sweeney, Michael Thompson

**DATE:** THURSDAY, AUGUST 17, 2023  
**TIME:** IMMEDIATELY FOLLOWING OPERATIONS AND ADMINISTRATIVE COMMITTEE MEETING  
**LOCATION:** ROOM 303  
COUNTY ADMINISTRATION BLDG  
404 ELM STREET  
ROCKFORD, IL 61101

## AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of July 20, 2023 Minutes
- D. Public Comment – This is the time we invite the public to address the Finance 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.
- E. Ordinance to Provide Public Transportation in the Rural Areas of Winnebago County, Illinois
- F. Resolution Awarding Grant Writing Services
- G. Budget Update
- H. Finance Committee to Make Recommended Budget Changes (if necessary); per Budget Policy Calendar
- I. Other Matters
- J. Adjournment

**Winnebago County Board**  
**Finance Committee Meeting**  
County Administration Building  
404 Elm Street, Room 303  
Rockford, IL 61101

Thursday, July 20, 2023

Immediately Following Operations & Administrative Committee Meeting

**Present:**

John Butitta, **Chairperson**  
Jaime Salgado, **Vice Chairperson**  
Jean Crosby  
Joe Hoffman  
Keith McDonald  
John F. Sweeney  
Michael Thompson

**Others Present:**

Patrick Thompson, County Administrator  
Steve Schultz, Chief Financial Officer  
Lafakeria Vaughn, State's Attorney's Office  
Paul Arena, County Board Member  
Melinda Macias, Purchasing Specialist  
Chris Petrus, IT Department  
Carol Hartline, Attorney, Williams McCarthy LLP

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of June 15, 2023 Minutes
- D. Public Comment – This is the time we invite the public to address the Finance 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 Chairman, please stand and state your name. Thank you.
- E. Resolution Awarding Federal Lobbyist/Consulting Services
- F. Ordinance for a Budget Amendment to Establish a Police Training Center Fund
- G. Budget Update
- H. ARP Phase 4 Review
- I. FY24 Budget Policy
- J. Closed Session to Discuss Pending Litigation
- K. Resolution Authorizing Settlement of a Claim Against the County of Winnebago entitled Angel Reshel versus Winnebago County
- L. Other Matters
- M. Adjournment

**Call to Order**

Chairperson Butitta called the meeting to order at 5:53 PM.

**Roll Call**

Chairperson Butitta yes, Ms. Crosby yes, Mr. Hoffman yes, Mr. McDonald yes, Mr. Salgado yes, Mr. Sweeney yes, Mr. Thompson yes.

### **Approval of June 15, 2023 Minutes**

Chairperson Butitta called for a motion to approve the June 15, 2023 Minutes.

Motion: Ms. Crosby. Second: Mr. Thompson.

Motion passed by unanimous voice vote.

### **Public Comment**

Chairperson Butitta omitted reading the Public Comment Section of the Agenda due to no one present to speak.

### **Resolution Awarding Federal Lobbyist/Consulting Services**

Motion: Chairperson Butitta. Second: Mr. Salgado.

The Resolution Awarding Federal Lobbyist/Consulting Services was presented for approval.

- Discussion followed.

Motion passed by unanimous voice vote.

### **Ordinance for a Budget Amendment to Establish a Police Training Center Fund**

Motion: Chairperson Butitta. Second: Mr. Thompson.

The Ordinance is for a Budget Amendment to establish a Police Training Center Fund.

Chairperson Butitta called for questions or comments.

- Discussion followed.

Motion passed by unanimous voice vote.

### **Budget Update**

Mr. Schultz reviewed the first Draft of the Budget with committee members.

Chairperson Butitta called for any questions or comments.

### **ARP Phase 4 Review**

Chairman Butitta gave an update on ARP Phase 4 projects to be funded.

Chairperson Butitta called for questions or comments.

### **FY24 Budget Policy**

Chairperson Butitta and Mr. Schultz discussed the FY24 Budget Policy. Committee members were directed to the Committee Packet.

Chairperson Butitta called for questions or comments.

- Discussion followed.

### **Closed Session to Discuss Pending Litigation**

Chairperson Butitta called for a motion to enter Closed Session to discuss pending litigation and personnel.

Motion: Mr. Hoffman. Second: Mr. Thompson.

Motion passed by unanimous voice vote.

Roll Call: Chairperson Butitta yes, Ms. Crosby yes, Mr. Hoffman yes, Mr. McDonald yes, Mr. Salgado yes, Mr. Sweeney yes, Mr. Thompson yes.

Chairperson Butitta – No action taken in Closed Session.

### **Resolution Authorizing Settlement of a Claim Against the County of Winnebago entitled Angel Reshel versus Winnebago County**

Motion: Chairperson Butitta. Second: Mr. Thompson.

Chairperson Butitta called for any discussion.  
Motion passed by unanimous voice vote.

**Other Matters** – None reported.

**Adjournment**

Chairperson Butitta called for a motion to adjourn.  
Motion: Mr. Thompson. Second: Mr. Sweeney.  
Motion to adjourn passed by unanimous voice vote.

Respectfully submitted,

Nancy Bleile  
Administrative Assistant



# Ordinance Executive Summary

**Prepared By:** Steve Schultz  
**Committee:** Finance Committee  
**Committee Date:** August 17, 2023  
**Resolution Title:** Ordinance to Provide Public Transportation in the Rural Areas of Winnebago County, Illinois  
**County Code:** Not Applicable  
**Board Meeting Date:** August 24, 2023

## Budget Information:

Was item budgeted? N/A	Appropriation Amount: N/A
If not, explain funding source: N/A	
ORG/OBJ/Project Code: N/A	
Budget Impact: N/A	

**Background Information:** Winnebago County wishes to provide public transportation for its citizens in its rural areas and become eligible for grants from the State of Illinois or any of its department or agencies. There will also be opportunities for potential grants from the Federal government and its departments or agencies.

This ordinance conveys to those State and Federal entities the intent of Winnebago County to:

- Provide public transportation in the rural areas of Winnebago County.
- Develop an appropriate rural public transportation service model and corresponding operating budget.
- Write a grant application to the Illinois Department of Transportation and authorize the Chairman to execute and file this application.
- Authorize the Chairman to execute and file all required and related grant agreements with the Illinois Department of Transportation.
- Authorize the Chairman to execute and file all related grant applications and agreements with the Federal government or its agencies.

**Recommendation:** Administration concurs

**Contract/Agreement:** Not Applicable

**Legal Review:** Not Applicable

**Follow-Up:** Not Applicable

**ORDINANCE  
OF THE  
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

Sponsored by: John Butitta, Committee Chairman

Submitted by: Finance Committee

2023 CO \_\_\_\_\_

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**ORDINANCE TO PROVIDE PUBLIC TRANSPORTATION IN THE  
RURAL AREAS OF WINNEBAGO COUNTY, ILLINOIS**

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**WHEREAS**, public transportation is an essential public purpose for which public funds may be expended under Article 13, Section 7 of the Illinois Constitution; and

**WHEREAS**, the County of Winnebago, Illinois wishes to provide public transportation for its citizens and become eligible for grants from the State of Illinois or any department or agency thereof, from any unit of local government, from Federal government or any department or agency thereof; and

**WHEREAS**, Illinois Compiled Statutes 740/2-1 et seq. authorizes a county to provide for public transportation within the county limits.

**NOW, THEREFORE, BE IT ORDAINED**, by the County Board of the County of Winnebago, Illinois that:

Section 1: The County of Winnebago, Illinois shall hereby provide public transportation in the rural areas of Winnebago County, Illinois.

Section 2: That upon determination of an appropriate rural public transportation service model and corresponding operating budget, the Chairman of the Winnebago County Board is hereby authorized and directed to execute and file on behalf of the County of Winnebago, Illinois, a Downstate Operating Assistance Program (30 ILCS 740) and Federal Operating Assistance Program Section 5311 (30 ILCS 740/2 & Federal Circular 9030.1E) grant application to the Illinois Department of Transportation.

Section 3: That the Chairman of the Winnebago County Board is hereby authorized and directed to execute and file on behalf of the County of Winnebago, Illinois all required grant agreements with the Illinois Department of Transportation.

**BE IT FURTHER ORDAINED**, that this Ordinance shall be in full force and effect immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Ordinance to the Winnebago County Auditor, Treasurer, and County Engineer.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
JOHN BUTITTA, CHAIRMAN

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JOHN BUTITTA, CHAIRMAN

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JAIME SALGADO, VICE CHAIRMAN

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JAIME SALGADO, VICE CHAIRMAN

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JEAN CROSBY

\_\_\_\_\_  
JEAN CROSBY

\_\_\_\_\_  
JOE HOFFMAN

\_\_\_\_\_  
JOE HOFFMAN

\_\_\_\_\_  
KEITH McDONALD

\_\_\_\_\_  
KEITH McDONALD

\_\_\_\_\_  
JOHN F. SWEENEY

\_\_\_\_\_  
JOHN F. SWEENEY

\_\_\_\_\_  
MICHAEL THOMPSON

\_\_\_\_\_  
MICHAEL THOMPSON

The above and foregoing Ordinance was adopted by the County Board of the County of  
Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

ATTESTED BY:

\_\_\_\_\_  
**JOSEPH V. CHIARELLI**  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
**LORI GUMMOW**  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS



# Resolution Executive Summary

**Prepared By:** Purchasing Department for Board Office  
**Committee:** Finance Committee  
**Committee Date:** August 17, 2023  
**Board Date:** August 24, 2023  
**Resolution Title:** Resolution Awarding Grant Writing Services

<b>Was item budgeted?</b> No	<b>Appropriation Amount:</b> N/A
<b>If not, explain funding source:</b>	
<b>ORG/OBJ/Project Code:</b> 12501-43190	<b>Descriptor:</b> County Board/Chairman

## Background Information:

The County has been looking to hire a firm to provide grant writing services. The firm will act in liaison with and report activities to County Administration to help maximize the success in obtaining funding. The County seeks to contract for on-call services related to grant writing for economic development, public facilities, land acquisition, new and existing building renovations and other opportunities.

The Purchasing Department issued a Request For Qualifications RFQ #23Q-2275 Grant Writing Services in February 2023. The solicitation was posted nationwide on a government posting site, DemandStar. There was a total of four submissions received. An evaluation committee was formed to review the proposals and make an award recommendation to the Legislative and Lobbying Committee.

The Ferguson Group was chosen due to demonstrated experience securing high dollar amount funding for County governments. Their highest dollar amount awarded in the last five years, \$65 million, secured for infrastructure for County government. Their specialty areas include economic development, infrastructure, public safety, and parks and recreation. They are also the firm that developed eCivis, a fully integrated cloud-based system that provides grant management software, including a customizable search engine to accelerate the grant search process.

**Recommendation:** Legislative and Lobbying Committee recommends awarding to The Ferguson Group.

**Legal Review:** State's Attorney's Office has reviewed, revised and approved the final agreement.

**Follow-Up:** Purchasing will obtain signatures and award the new agreement.



**RESOLUTION**  
**of the**  
**COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

Sponsored by: John Butitta, Committee Chairman

Submitted by: Finance Committee

2023 CR

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**RESOLUTION AWARDING GRANT WRITING SERVICES**

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**WHEREAS**, the Code of Ordinances for the County of Winnebago, Illinois, provides as in Section 2-357 (b) (1), Conditions for use. All procurements whose value equals or exceeds the competitive bidding threshold of \$25,000.00 shall be awarded by competitive sealed bidding in accordance with this section except as otherwise provided in 2-357(c) (Request for Proposals), 2-357(d) (Professional Services), 2-357(e) (Sole-Source), 2-357(f) (Emergency Procurements), 2-357 (g) (Cooperative Joint Purchasing) or as provided by State statute; and,

**WHEREAS**, the County of Winnebago is in need of hiring a firm to provide grant writing services; and,

**WHEREAS**, the County issued Request For Qualifications solicitation RFQ # 23Q-2275 for Grant Writing Services; and,

**WHEREAS**, the Finance Committee of the County Board for the County of Winnebago, Illinois has reviewed the Bid Tab received for the aforementioned project and recommends awarding the contract as follows:

**The Ferguson Group**  
**1901 Pennsylvania Avenue, NW, Suite 700**  
**Washington D.C., 20006**  
**(See RFQ Tab for Pricing - Resolution Exhibit A)**

**NOW, THEREFORE, BE IT RESOLVED**, that the County Board of the County of Winnebago, Illinois that the County Board Chairman is authorized to execute an agreement, similar in language to Resolution Exhibit B, on behalf of the County of Winnebago, to THE FERGUSON GROUP, 1901 PENNSYLVANIA AVENUE, NW, SUITE 700, WASHINGTON D.C., 20006.

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Director of the Chairman's Office of Criminal Justice Initiatives, Director of Purchasing, Board Office, Finance Director and County Auditor.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
JOHN BUTITTA, CHAIRMAN

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JOHN BUTITTA, CHAIRMAN

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JAIME SALGADO, VICE CHAIRMAN

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JAIME SALGADO, VICE CHAIRMAN

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JEAN CROSBY

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JEAN CROSBY

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JOE HOFFMAN

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JOE HOFFMAN

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KEITH McDONALD

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KEITH McDONALD

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JOHN F. SWEENEY

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JOHN F. SWEENEY

\_\_\_\_\_  
MICHAEL THOMPSON

\_\_\_\_\_  
MICHAEL THOMPSON

The above and foregoing Resolution was adopted by the County Board of the County of

Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

ATTESTED BY:

\_\_\_\_\_  
**LORI GUMMOW**  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
**JOSEPH CHIARELLI**  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

**REQUEST FOR QUALIFICATIONS TAB**  
**GRANT WRITING SERVICES**  
**RFQ – 23Q-2275 MARCH 15, 2023, DUE BY 11:00 A.M.**

<b>VENDOR</b>	
Carmona Strategic Solutions	HCH Enterprises
<b>The Ferguson Group</b>	Capitol Counsel, LLC.



## PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (the “Agreement”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023 (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 \_\_\_\_\_, 2023, and extending through \_\_\_\_\_, 2024. 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:

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*Remainder of page intentionally left blank.*



## 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/month)	Tier 2 (\$2,500/month)	Tier 3 (\$5,000/month)
Dedicated Grants Expert/Team	✓	✓	✓
Weekly Grants Update and Alerts	✓	✓	✓
Library of Funding Guides and Grant Profiles	Unlimited	Unlimited	Unlimited
Access to Successful Grant Application Database	✓	✓	✓
Custom Project Specific Grant Research and Funding Strategy	3 projects	5 projects	Unlimited
Grant Writing	15% discount	15% discount	15% discount
Needs Assessment and Strategic Grant Outlook		✓	✓
Grants Advocacy			✓
Grant Editing and Review			✓
Grants Training			✓

**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	\$5,100
Level 2	Small, full grant application	11-15	\$11,400	\$9,690
Level 3	Medium, full grant application	16-20	\$17,400	\$14,790
Level 4	Large state or national foundation or medium federal grant	21-25	\$21,600	\$18,360
Level 5	Large federal grant application	26-30	\$25,200	\$21,420

*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 depending on the circumstances.*

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

Grant writing services can also be available at an hourly rate of \$205/hour. Since the County of Winnebago is a retainer client our hourly rate will be discounted to \$175/hour. Last-minute requests for additional grant-related services are subject to a rate of \$275/hour for non-retainer clients and \$235/hour for retainer clients.

If the assistance of TFG’s professional lobbying staff is required, such as for grants advocacy or grants policy-related services, the hourly fee will be \$300/hour. Such services will be clearly delineated in the cost estimate for each project.



## County of Winnebago Agreement with The Ferguson Group, LLC, for Grant Writing Services

### Task Order Description:

This Task Order is entered into pursuant to the Agreement for On-Call Professional Services between the County of Winnebago and The Ferguson Group, LLC (TFG) dated \_\_\_\_\_.

### Description of Services:

TFG shall provide the following services to the County of Winnebago related to this Task Order:

### Scope of Service and Fee:

TBD

### Expenses:

TFG fees cited above include all direct labor, overhead (including general and administrative expenses), other direct costs, subcontractor costs, fixed fees, miscellaneous incidental services, and all applicable taxes. No additional expenses will be charged to the County of Winnebago. The only exception is in the event the County of Winnebago requires the TFG Grants Team to travel to the County or other location. Under such circumstances, should they arise, the County of Winnebago will be billed for hourly time and direct expenses associated with the requested travel.

### All invoices will be sent to:

County Board Office  
404 Elm Street, Room 533  
Rockford, IL 61101  
[boardoffice@admin.wincoil.gov](mailto:boardoffice@admin.wincoil.gov)

**Contract Start Date:** TBD

**Deadline for Document Submission to TFG:**

**Contract Completion Date:** TBD

**TFG Project Manager:** Gabrielle Bronstein

**County of Winnebago Primary Contact:** TBD

### Complete Agreement.

The Agreement and this Task Order constitute the complete and exclusive statement of the parties' agreement about the services under this Task Order.

This Task Order shall be effective upon the last dated signature below.

**ACKNOWLEDGED AND AGREED TO BY:****COUNTY OF WINNEBAGO****THE FERGUSON GROUP, LLC**

By: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

Joseph Chiarelli  
Name (type or print)

W. Roger Gwinn  
Name (type or print)

Winnebago County Board Chairman  
Title

Chief Executive Officer  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**COUNTY DEPARTMENT (if applicable)**

By: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name (type or print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Date

# **BUDGET UPDATE**

**Finance Committee to make  
Recommended Budget  
Changes (if necessary); per  
Budget Policy Calendar**