

Village of Long Grove

Proposal for Project Funding Strategy and Grant Development Services

Project Understanding

Metro Strategies understands that the Village of Long Grove is seeking assistance for municipal projects and initiatives, such as researching and identifying funding sources, developing competitive grant submittals for projects and assisting the Economic Development Commission in successfully maintaining the rural character and environment of the community.

Historic homes and buildings along with shops, restaurants and popular festivals influence Long Grove's unique and special character. Preserving this historic charm while creating a thriving community will require a diverse funding strategy. Understanding the numerous grants and funding opportunities is essential for turning community priorities into implementable projects. Maintaining the local roads, bicycle trails, recreational facilities and community infrastructure is essential for driving tourism and creating an environment that attracts new businesses.

We also understand that Long Grove is interested in diversifying funding opportunities to assist the community in local projects related to tourism, economic development, safety, technology/innovation, education and urban agriculture. Metro Strategies can assist the community in identifying key projects that will help achieve goals and objectives of the community and the Village's Comprehensive Plan, research funding opportunities and develop submittals that match funding requirements.

Moving major infrastructure projects forward related to infrastructure or economic development not only requires an extensive understanding of various funding options, but the ability to coordinate across jurisdictions and relevant agencies. Metro Strategies has extensive knowledge and experience in assisting municipalities in securing funding and moving projects forward.

Funding Resources Research & Guide

Metro Strategies can research and develop a comprehensive list of funding sources (public and private) for the Village. Our team has a strong grasp of the various grant and funding opportunities that are available for a variety of projects, and continually keeps up to date on new and emerging programs. This knowledge will allow us to create a funding matrix and guide that not only provides information about key grant requirements but also lays out opportunities for combining different funding sources.

This strategy was utilized in the Village of Western Springs where we assisted in identifying and securing six different funding sources for the construction of a new multi-million-dollar pedestrian underpass.

Infrastructure Funding Coordination

Metro Strategies can provide the Village with guidance to successfully implement key priority projects. Our staff has worked with numerous communities in the region to complete a variety of grant applications and develop supporting materials required for submission. We use our project knowledge to connect key project elements to different funding opportunities, creating stronger application submittals.

Our firm has successfully helped agencies obtain millions of dollars in grant funding for projects ranging from green infrastructure, roads, storm and sewer infrastructure, bicycle trails, rail improvements, park facilities and general infrastructure projects.

Additional Services

Metro Strategies can provide additional strategy, policy development and planning assistance for Village priorities related to economic development, transportation projects, park development, etc. It is our recommendation that Metro Strategies' staff attend up to one Economic Development Commission meeting a month to better understand priorities and issues as they arise. This touch point allows staff to identify additional opportunities based on available or upcoming grant application cycles. These meetings will also provide staff an opportunity to update the Commission about upcoming grants and pending applications.

Looking at legislative opportunities may also be an avenue to pursue as a funding alternative. Metro Strategies can provide guidance and materials to assist in promoting priority projects to legislators. Having materials that outline key projects and financial needs is critical when trying to get projects funded through state or federal capital programs.

Metro Strategies can also help the Village develop implementation strategies for its Comprehensive Plan. We understand that the Comprehensive Plan was updated in 2018, and we can assist the Village prepare a progress report on achievements to date and an updated set of goals and strategies.

Proposed Fee Options

Metro Strategies can provide services on an hourly rate basis up to a mutually agreed upon not-to-exceed fees or a monthly retainer basis, depending on Village priorities. Our blended hourly rate is \$160 per hour. We propose the following approach to provide various project services in a manner that is most cost-effective and of value to the Village.

- Funding matrix and guide (\$3,000 - \$6,000) – Metro Strategies can develop a funding matrix for the Village's shortlist of priority projects. Depending on the number and types of projects, the estimated fee may range from \$3,000 to \$6,000. Metro Strategies can provide a more accurate quote after meeting with the Village to review and discuss priority projects.
- Ongoing funding research and coordination (hourly rate or retainer basis) – Metro Strategies can provide ongoing services to help the Village maintain a current and updated funding matrix, follow up with funding agencies about potential projects and identify funding sources for new projects. Services could be provided on an hourly rate basis up to a mutually agreed upon not-to-exceed monthly fee or a flat retainer basis. The number of hours per

- month could range from five to 20 hours per month depending on the Village's needs. We would bill the Village after the end of each month and provide a progress report of activities completed during the month.
- Grant writing assistance – Metro Strategies will provide a not-to-exceed fee estimate based on the specific funding program and level of effort for grant writing assistance on a case by case basis. For full-service grant writing assistance which includes time required for project coordination, data gathering, background research, full application preparation and submittal, estimated fees are \$3,500 to upward of \$10,000 depending on the specific grant program. Metro Strategies can also provide partial support and assist staff with completing grant applications, but the Village would have primary responsibility for compiling supplemental information and submitting the applications. We would work with the Village to determine the appropriate strategy and provide fee estimates prior to starting work on a case by case basis. Work completed for specific grant applications would be tracked and charged separately based on the agreed upon fee.

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