



Advocacy.
Consulting.
Grants.

April 11, 2022

Ms. Michelle Wolfe
City Manager
City of Blaine
10801 Town Square Drive, NE
Blaine, MN 55449

Re: Proposed Scope of Work and Letter of Agreement for Federal Advocacy Services

Dear Ms. Wolfe:

The Ferguson Group, LLC (TFG) is pleased to provide this letter of agreement for federal advocacy services to the City of Blaine (City) and we look forward to working together to promote your priorities at the federal level. TFG will provide the full range of advocacy and grants consulting services as outlined in our February 16, 2022 proposal, focusing first on securing funding for the Highway 65 project at the outset. We will also work with you to develop a full federal agenda and carry forward advocacy and grants consulting services in furtherance of that agenda. Our services will include:

- **Strategic Advice** – TFG will provide strategic counsel to the City in all matters concerning applicable congressional action, federal agency policy and regulation, and the federal activities of other stakeholders having an impact on the City and its citizens.
- **Assistance in Communicating and Working with Federal Officials** – TFG will assist the City in working with Members of Congress and staff, congressional committees, and federal agency officials and staff at all levels of the Federal government on these matters.
- **Advocacy on Budget and Appropriations** – TFG will seek the inclusion of resources in the President’s budget requests and in congressional appropriations legislation for applicable federal agencies to accomplish the City’s objectives.
- **Recommendations and Advocacy on Statutory Authorizations** – If federal legislation is needed to achieve the City’s federal priorities, TFG will provide the City’s congressional delegation, and the relevant congressional committees and federal agencies, with institutional expertise and support as necessary to develop, advocate for, and implement federal legislation and authorizations.
- **Build Stakeholder Support** – TFG will advise the City on obtaining and coordinating stakeholder support from key organizations or individuals (such as environmental groups or business interests) that may be necessary to implement the City’s federal priorities.
- **Grants Consulting & Advocacy** – TFG will provide logistical and institutional support as outlined in the proposal to secure grant funding for projects on the City’s federal agenda. If grant writing services are required by the City, TFG will provide those services at a discounted rate.

The City of Blaine’s advocacy team is provided below. However, TFG’s professional team works closely together and draws from the expertise of other professionals that are not assigned to a specific team. As such, the City will have access to all of TFG’s professional team.

Team Member	Responsibilities
<p>David Hoover Principal dhoover@tfgnet.com (202) 261-6009 direct (703) 919-2994 cell</p>	<p>David will serve as the client manager and primary point of contact to the City and the congressional delegation. He will focus on housing and community development, public safety, and innovation issues. David will coordinate with the National League of Cities, U.S. Conference of Mayors, and other relevant organizations to promote the city’s federal priorities.</p>
<p>Mike Miller Partner mmiller@tfgnet.com (202) 451-3948 direct (707) 287-0023 cell</p>	<p>Mike will focus on transportation and water infrastructure-related issues.</p>
<p>Chris Cummings Legislative Director ccummings@tfgnet.com (202) 454-3922 direct (707) 287-0023 cell</p>	<p>Chris will monitor all legislative and regulatory activity that may be of interest to the City and assist in developing the appropriate advocacy strategy.</p>
<p>Heidi Schott Principal and Director of Grant Services hschott@tfgnet.com (202) 261-3690 direct (202) 304-9778 cell</p>	<p>Heidi will oversee all grant-related work for the City.</p>

Term: This agreement between TFG and the City of Blaine will commence on April 11, 2022 and commence until December 31, 2022. At the conclusion of the period covered by this agreement, the City may elect to extend this agreement for an additional period and at terms acceptable to the City and TFG. Either party may terminate this agreement at any time by giving the other at least thirty (30) days prior written notice. If there is a balance due at the time of termination of this agreement, the City agrees to pay said balance in full within thirty (30) days of the effective date of the termination.

Retainer and Expenses: This letter of agreement proposes a \$5,000 monthly retainer that covers all federal advocacy work. Additionally, it includes grant monitoring and reporting, grants training, general grant guidance, review of grant applications, and help securing congressional support for grant applications. It does not, however, include grant writing or grant administration. TFG contracts with our clients separately for those services, and we will provide more information on those fee structures at the City’s request.

Approved expenses will be billed separately and shall include long distance telephone calls, faxes, document production, overnight delivery, in-town courier services, business meals (pre-approved by the City), out-of-town travel (pre-approved by the City), and in-town travel (taxis). Such charges shall not exceed \$2,500 over the twelve-month contract period. The City will be invoiced monthly to include the monthly retainer and any expenses incurred. Upon request, TFG will provide hourly breakdowns and descriptions of work performed.

TFG will provide periodic reports to the City that detail the work we have performed on the City’s behalf. We will provide real-time updates on new funding opportunities to support City priorities; any opportunities to advance the City’s federal policy objectives; and the status of relevant legislation and regulations. In addition, TFG agrees to file all documentation required by the Lobbying Disclosure Act to represent the City before Congress and federal agencies.

We greatly appreciate the opportunity to work with the City of Blaine. If the terms of this letter of agreement are acceptable, please sign the agreement and return one copy. Should you have any questions regarding the proposal, please do not hesitate to contact me at 202-255-5759. We look forward to starting our work with you as soon as possible.

Sincerely,

W. Roger Gwinn
CEO

ACKNOWLEDGED AND AGREED TO BY:

THE FERGUSON GROUP, LLC

W. Roger Gwinn
CEO

April 11, 2022
Date

THE CITY OF BLAINE, MINNESOTA

Tim Sanders
Mayor

4/18/22
Date

Michelle Wolfe
City Manager

4/18/22
Date

