



August 13, 2024

Jesse Clark
General Manager
Reclamation District 2035
45332 Co Rd 25,
Woodland, CA 95776

Via electronic mail to jesse@rd2035.org.

Dear Mr. Clark,

The Ferguson Group, LLC (TFG) welcomes the opportunity to provide grant writing and research services to Reclamation District 2035 (RD2035). TFG's expert grant writers will partner with the District to identify possible funding opportunities to support priority infrastructure projects as well as prepare and submit a competitive grant application under the Bureau of Reclamation's WaterSmart Water Energy and Efficiency Grant program, due November 13, 2024.

Proposed Scope of Work

TFG will work collaboratively with District staff and provide the following grant services:

- Grant Writing for the Watersmart Water Energy and Efficiency Grant Program, inclusive of:
 - Drafting all Required Grant Application Forms
 - Drafting all Required Grant Project Narratives based on information provided
 - Preparing the Grant Budget and Budget Narrative based on information provided
 - Providing Feedback and Advice to ensure competitive submission
 - Assistance with Grant Submission Portals, as Requested
- Prepare a Grant Blueprint which will identify available funding opportunities RD 2035 can apply to in support of increasing the District's water delivery efficiency efforts

Terms of Agreement

Successfully securing competitive grants is a team activity and requires communication, collaboration, and information sharing between District personnel and the TFG grant team. To facilitate the grant writing process, RD2035 has the responsibility of furnishing all essential supporting documents and background information related to the proposed project. Additionally, the District will review and approve all requisite narratives, gather the necessary resolutions and community support letters, and submit the grant application through the required Grant Submission Portal.



All grant services provided to District will be invoiced at a total fixed fee of \$19,550. This fee reflects a 15% discount for both the blueprint (\$4,500) and grant writing (\$15,300) services. If RD2035 decides to withdraw from needing TFG services at any point between the execution of this contract and the grant deadline, TFG will be compensated at an hourly rate of \$255 for any hours already expended.

Additional Services

TFG’s Grant Services model is structured to allow for changes to be made throughout our partnership. The District can engage with TFG either at an hourly rate or through a lump sum fee for additional services requested beyond the above outlined Scope of Work. Should RD2035 determine a different level of service is preferential, TFG will work with District staff to amend the agreement and ensure all needs are being met.

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. Upon request of the District, TFG will provide a cost proposal for all additional services tailored to the District’s needs.

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, if a client prefers an on-site meeting, travel time and estimated expenses will be billed in advance.

We are grateful for the opportunity to partner with RD2035 and look forward to a productive relationship. If the terms of this letter of agreement are acceptable, please sign and return one (1) copy to us at your earliest convenience.

Sincerely,

W. Roger Gwinn
CEO

ACKNOWLEDGED AND AGREED TO BY:

The Ferguson Group, LLC
W. Roger Gwinn, CEO

08/21/24

Date

Jesse Clark (Aug 14, 2024 12:14 PDT)

Reclamation District 2035
Jesse Clark, General Manager

08/14/24

Date

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Final Audit Report

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