

Ellen Burgeson  
Ellen Burgeson and Assoc.  
P.O. Box 4394  
Rockford, IL 61110  
815/484-8067

April 11, 2017

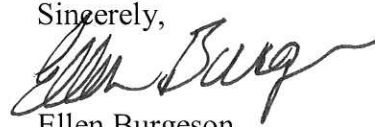
Adam Lanning, Superintendent  
RMU Water & Water Reclamation  
P.O. Box 456  
Rochelle, IL 61068

Dear Mr. Lanning:

In response to your recent request for a statement of qualification for grant administration services for the Meadowbrook subdivision sewer lining project, enclosed please find my resume, a history of grant funding I have obtained and administered for the City of Rochelle, and a proposal/contract containing cost information for grant administration services for the Meadowbrook subdivision project.

As my resume shows, I formed Ellen Burgeson and Assoc. to provide grant writing and administration services to local governments in 1986. I had previously served as the head of Winnebago County's Community Development program and in that capacity, provided grant writing and administration services to other units of government within the County as well as to the County itself. Some of those local governments contacted me after I left the County to provide the same services as an independent consultant, and over the intervening years I have provided grant writing and administration services to many local governments throughout Northern Illinois that range in size from the City of Chicago to small unincorporated communities of less than 400 residents. The majority of grants that I have written and/or administered have been federally funded with the funding coming either directly from a federal agency such as U.S. EPA or the Economic Development Administration (which is part of the U.S. Dept. of Commerce) or from a state agency, usually the Illinois Department of Commerce and Economic Opportunity. I have worked with DCEO since it began administering HUD's CDBG Small Cities program in the 1980's and have always enjoyed a productive relationship with its staff in both the Springfield and Chicago offices.

If you require any additional information, please do not hesitate to contact me.

Sincerely,  
  
Ellen Burgeson

## ELLEN BURGESON

**Business Mailing Address:**  
P.O. Box 4394  
Rockford, IL 61110

**Office** 815/484-8067  
**Cell** 815/988-9512  
**Email** ehbconsult@aol.com

**Business Street Address:**  
57 Airport Drive  
Rockford, IL 61109

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**SUMMARY:** Broad-based, results-oriented consultant with proven planning, administrative, and organizational skills. Exceptional record of accomplishment and service to clients. A creative facilitator, innovative problem solver, and effective communicator.

**EXPERIENCE: Ellen Burgeson and Associates, Rockford, IL**  
**1986-present** Consulting firm specializing in grant preparation and administration.

### **Principal**

Responsibilities – Conduct funding searches, prepare applications and administer grant funding in the areas of economic development, public facilities, land conservation, parks and recreation, brownfields, and planning.

### Accomplishments:

Economic Development – Wrote and administered grants that awarded \$21 million to local governments for projects that resulted in the creation of over 3,500 new jobs, the retention of existing jobs and capital investment of more than \$950 million. Beneficiaries of the grant-funded industrial projects included Anheuser Busch, Dana Corp., Ecolab, Valspar, Quebecor USA, National Manufacturing, Union Pacific Railroad, Sara Lee, Anderson Packaging (AmerisourceBergen), and Nippon Sharyo as well as privately-held and owner-operated companies. Funding sources included the U.S. Dept. of Commerce/Economic Development Administration, Illinois Dept. of Commerce and Economic Opportunity, U.S. Department of Housing and Urban Development, Illinois Rural Bond Bank, Illinois Development Finance Authority, and Illinois Dept. of Transportation.

Public Infrastructure and Facilities – Wrote and administered grants that awarded approximately \$34 million to northern Illinois communities for infrastructure and public facilities improvements including \$1.85 million awarded to the Village of Shabbona (a community of less than 1,000 people), \$6.7 million awarded to the City of Rochelle over a five year period, and \$21.9 million awarded to the City of Rockford over a three year period. Grant sources included the Illinois Department of Commerce and Economic Opportunity's CDAP, Disaster Recovery, and River Edge grant programs as well as the U.S. Department of Commerce/Economic Development Administration.

Parks and Recreation – Wrote successful grant applications resulting in the award of more than \$7 million for park and recreation projects including bicycle trails, scenic beautification, and active recreational facilities. The grant awards included \$3 million to the City of Chicago and IDOT District 1 for expressway improvements in the City of Chicago. Grant sources included the Illinois Department of Transportation and Illinois Department of Natural Resources.

Brownfields, EPA funding – Wrote and administered one of only three community-wide brownfield assessment grants awarded to a county government in U.S. EPA Region 5. Also wrote applications for and administered approximately \$1million of U.S. EPA funds awarded to local governments for water and sewer system improvements.

**PREVIOUS WORK HISTORY:**

**Winnebago County, Rockford, IL  
Community Development Coordinator**

Responsibilities – Prepared grant applications to state and federal funding sources for housing rehabilitation, public facilities, and economic development projects. Administered grant funds. Accomplishments – Designed and implemented comprehensive, multi-year Community Development program. Authored Winnebago County’s first successful application for a three year, multi-million dollar funding commitment. Prepared economic development grant applications for local governments within Winnebago County.

**Winnebago County Forest Preserve District, Rockford, Illinois  
Landscape Architect**

Responsibilities – Land use planning and management of capital construction projects.

**EDUCATION:** B.S. in Landscape Architecture, Iowa State University,  
Northern Illinois University (partial completion of MBA)  
National Development Council Economic Development Certification (partial completion)

- REFERNCES:**
1. Ken Wise, retired City of Rochelle Economic Development Director  
815/562-8438 (home)
  2. Curtis Cook, P.E.  
Chastain & Associates LLC  
Rockford, IL  
815/489-0050 ext. 3325
  3. Tim Hanson, Director  
Rock River Water Reclamation District  
3333 Kishwaukee Street  
Rockford, IL 61109  
815/387-7400
  4. Dave Plyman, City Manager  
City of Rochelle  
420 N. 6<sup>th</sup> Street  
Rochelle, IL 61068  
815/561-2000  
[dplyman@rochelleil.us](mailto:dplyman@rochelleil.us)
  5. Mayor Darrell Lindberg  
City of Loves Park  
100 Heart Blvd.  
Loves Park, IL 61111  
815/654-5030  
[LPMayor@aol.com](mailto:LPMayor@aol.com)

## Grant Awards – City of Rochelle

Applications written by and administration services provided by Ellen Burgeson and Assoc.

<u>Year of Grant Award</u>	<u>Project Name</u>	<u>Amount of Grant Award</u>
<u>Public Works and Economic Development Program (EDA)</u>		
2003	Infrastructure for Union Pacific Intermodal (Global III)	\$2,207,000
2008	Steward Road Overpass (co-grantee, Ogle County)	<u>2,986,713</u>
	Subtotal	\$5,193,713
<u>CDBG Economic Development grants (DCEO)</u>		
2003	Infrastructure for Union Pacific Intermodal (Global III)	750,000
2003	RC2 Water and Sewer	750,000
2009	Sara Lee Sewer	720,000
2013	Nippon Sharyo Electric Feeder Line	<u>750,000</u>
	Subtotal	\$2,970,000

Applications written by Ellen Burgeson and Assoc.

<u>CDBG Public Infrastructure grants (DCEO)</u>		
2017	Meadowbrook Subdivision Sewer Lining	\$ 284,652

**TOTAL** **\$8,448,365**

Additional Work:

1. Prepared analysis of spin-off development (job creation and private investment, growth in Rochelle EAV etc.) generated by Global III for presentation to EDA national and Chicago office regional staff during site visits to Rochelle.
2. Prepared memos, “success stories” and other written material for EDA staff GPRA Validation Site Visit.
3. Along with Rochelle’s Economic Development Director and at the request of the EDA Regional Office staff, met with staff from the Organization for Economic Co-operation and Development to discuss issues concerning regional competitiveness and governance.

## CONSULTANT'S AGREEMENT

AGREEMENT made this \_\_\_ th day of April, 2017, by and between the City of Rochelle, located at 420 N. 6<sup>th</sup> Street, Rochelle Illinois 61068 (hereinafter referred to as the "CITY") and Ellen Burgeson, located at P.O. Box 4394, Rockford, Illinois (hereinafter referred to as the "CONSULTANT").

1. Engagement. The "CITY" agrees to engage the "CONSULTANT" and the "CONSULTANT" agrees to provide to the "CITY" services necessary to administer a Community Development Block Grant Public Infrastructure grant which will fund lining sanitary sewers in the Meadowbrook subdivision neighborhood, to be awarded to the City of Rochelle by the Illinois Department of Commerce and Economic Opportunities.
2. Term. The term of the agreement shall commence on April , 2017 and shall terminate on June 30, 2018.
3. Services. The "CONSULTANT" shall provide the "CITY" with the following services:
  - Clear special conditions attendant to the grant award, including the environmental review process.
  - Review bid documents and contract documents to ensure inclusion of required information for compliance with federal labor standards and equal opportunity requirements. Obtain a federal wage rate determination for all labor classifications to be used on the project (NOTE - it is the "CITY's" responsibility to provide a copy of the bid documents and contract documents for the sanitary sewer construction to the "CONSULTANT" for her review at least two weeks prior to the date of the first bid advertisement)
  - Monitor bidding process to ensure that the wage rate determinations used in the bid documents are applicable
  - Monitor contract award to ensure that recommended low bidder is in compliance with HUD's eligibility standards
  - Monitor contractor's weekly payrolls and compliance reports for compliance with labor standards requirements
  - Conduct and monitor employee interviews for compliance with labor standards requirements
  - Resolve discrepancies between payrolls, employee interviews, and wage rate determination
  - Monitor required reports for compliance with federal equal opportunity requirements
  - Prepare vouchers and expenditure summary reports for drawdown of CDBG funds. Request drawdowns.
  - Prepare quarterly reports for submittal to DCEO
  - Establish and maintain comprehensive filing system in accordance with DCEO's CDBG requirements
  - Monitor the expenditure of CDBG funds for compliance with the uses stated in the grant application and grant agreement
  - Monitor the expenditure of leveraging funds for compliance with the uses stated in the grant application
  - Prepare close-out documents upon expenditure of all funds and completion of construction activities in accordance with Department of Commerce and Economic Opportunity requirements

“CONSULTANT” is not responsible for submittal of audit(s) to DCEO. “CONSULTANT” will deliver project records to the “CITY” upon completion of grant activities and the “CITY” will be solely responsible for retaining records after grant activities are completed. “CONSULTANT’s” responsibilities under this agreement end with close out of grant.

4. Compensation. As compensation for the services set forth in the Agreement to be rendered by the "CONSULTANT" the "CITY" shall pay the "CONSULTANT" eighty five dollars (\$85.00) per hour, not to exceed the total of \$21,500.00 to be billed to the "CITY" by the "CONSULTANT" on a monthly basis. Services rendered in excess of this contractual agreement will be billed to the "CITY" by the "CONSULTANT" at a fee of eighty five dollars (\$85.00) per hour. Should the scope of work change due to a request by the “CITY” or due to circumstances beyond the control of the “CONSULTANT”, the “CONSULTANT” reserves the right to adjust fees and expenses accordingly. If the scope of work changes, the “CONSULTANT shall give written notice of a change in fees to the “CITY”.
5. Expenses. The "CONSULTANT" shall also be entitled to reimbursement for all reasonable expenses necessarily incurred in performance of her duties upon presentation of a voucher indicating the amount and business purpose. The "CONSULTANT'S" reimbursement shall include, but not be limited to: postage and shipping costs, telephone charges, and mileage.
6. Indemnity. The “CITY” shall hold the “CONSULTANT” harmless from any acts or decisions made by the “CITY” with regard to administration of this CDBG Public Infrastructure grant.
7. This agreement may not be amended orally, but only by a written document signed by the parties hereto.

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Ellen Burgeson, President  
Ellen Burgeson, Inc.

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“CITY ”  
City of Rochelle

April , 2017 \_\_\_\_\_ date