



Proposed Scope of Services  
Fresno Council of Governments  
Federal “One Voice” Advocacy



COVINO SMITH & SIMON, INC.  
Intergovernmental Affairs  
1155 15<sup>th</sup> Street NW Suite 405  
Washington, DC 20005

This proposal for federal affairs assistance is respectfully submitted to the Fresno Council of Governments (Fresno COG) Policy Board and executive staff for activities associated with the upcoming “One Voice” federal advocacy trip in 2026. Our team appreciates having the opportunity to respond to your request for information and to continue our work on your behalf here in the nation’s capital. We look forward to supporting the “One Voice” delegation and your efforts to advance the region’s projects and policy interests in transportation, infrastructure, environmental quality, economic development, employment, housing, and related topics.

It would be our honor to continue to support your local efforts to serve the local officials representing member agencies on your Policy Board and their residents. Our team appreciates your consideration of this proposal to offer representation associated with your “One Voice” trip at the federal level, advocating before the Executive and Legislative Branches and serving as your liaisons to the Administration, Members of Congress, and other stakeholders in Washington, DC. We will work hard to ensure strong intergovernmental partnerships will yield good outcomes for the community.

Covino Smith & Simon, Inc. is a boutique intergovernmental affairs firm based in the District of Columbia. We specialize in federal representation for units of local government including cities, counties, and other public agencies. The firm provides expertise across public policy areas. Our services include development of federal agendas, legislative advocacy, regulatory analysis, identification of federal funding opportunities and consultation throughout the application process, budget and appropriations requests including the writing and submission of Congressionally Directed Spending or Community Project Requests to Members of Congress, strategic initiatives and engagement in coalition-building activities, and executive-level communications and policy positions.

Our firm began operations as Simon & Company, Inc. in December 1987, and we have been in business continuously since that time. The company was founded by Len Simon, former President and current Senior Advisor to the firm. It was founded as a Subchapter 8 Corporation in Washington, DC. Jennifer “Jen” Covino is the current President and Owner of the firm. She took over operations and ownership of the firm effective January 1, 2019. The name of the firm was amended to Covino Smith & Simon, Inc. reflect that previous transition in leadership by a charter amendment approved by the Government of the District of Columbia Department of Licensing and Consumer Protection effective January 1, 2024. Our physical office address is located at 1155 15th Street NW, Suite 405.

Our clients include the following public entities: county governments; city governments; transportation agencies, including Metropolitan Planning Organizations (MPOs), transit agencies, paratransit service providers, and a statewide transportation association; housing authorities; redevelopment agencies; local education agencies (LEAs); and other instruments of regional or local government. We work directly with city managers, mayors and county executives, council members, school superintendents, police and fire chiefs, transportation and housing agency executives, and other key staff to formulate effective advocacy strategies.

Our staff functions as part of a team with local elected officials and public administrators that represents the local government. We educate the Executive and Legislative Branches to advance local priorities, including your policy positions, programs, and projects.

After thirty years of business, we are proud of measurable achievements in helping clients to secure federal resources including direct fiscal relief, discretionary grants, cooperative agreements, earmarks known as Congressionally Directed Spending (CDS) or Community Project Funding (CPF), tax credits, and technical assistance. In the last decade, we have assisted our clients in securing over \$1 billion worth of discretionary resources from federal agencies in support of infrastructure, housing, health equity, public safety, community development, economic development, and environmental cleanup projects. Our team advised our clients throughout the implementation of nearly \$2 billion worth of direct relief provided by federal legislation to address the coronavirus pandemic. We have a long track record of advancing clients' appropriations or authorizations requests during the budget process, ensuring that formula and discretionary dollars keep flowing to address local needs. We have also helped our clients to secure favorable outcomes with legislative language, program authorizations, and regulatory solutions.

We understand that the federal government plays a significant role in determining the future well-being and prosperity of local communities within Fresno County and the Central Valley. Our team is grateful for the collaborative relationships that we have developed with local elected officials and federal decision-makers on both sides of the aisle, working with Republican and Democratic policymakers alike to advance a variety of community-based projects and initiatives. We believe that a bipartisan approach can most effectively deliver these results for your residents. Our team will work to maintain and enhance your intergovernmental partnership with the Administration and Congress to promote the interests of constituents and communities in the region, regardless of which party controls the Executive and Legislative Branches of the federal government.

Our primary responsibility is to support the mission of the Fresno Council of Governments by working to advance legislative, regulatory, and funding priorities identified and approved by the "One Voice" delegation working in partnership with the Administration and your Congressional delegation. In that regard, we have the responsibility to undertake the following activities on your behalf:

- 1. Developing a Federal Agenda:** Consult with Fresno COG Policy Board and staff to review local needs such as projects, programs, or other initiatives, work together to develop a federal platform that identifies key legislative and regulatory positions as well as local projects that could be delivered with federal resources, and coordinate communications, activities, and meetings in support of advancing that agenda
- 2. Enhancing Intergovernmental Relationships:** Serve as your liaison to federal officials, represent regional interests in Washington, and establish or enhance your intergovernmental relationships with the Administration, Members of Congress, Congressional staff, while building coalitions with national organizations, external stakeholders, or industry
- 3. Advocating for Legislative Interests:** Advocate legislative positions to Members of Congress, track bills, hearings, markups, and other activities of House and Senate committees, assess potential impacts of provisions, and advise COG Policy Board and staff throughout planning period
- 4. Identifying Federal Funding:** Identify federal funding opportunities and summarize in grant memoranda, consult with COG staff throughout the grant application or Community Project Funding (CPF) or Congressionally Directed Spending (CDS) request submission process, and advocate in support of those funding requests submitted to the Administration or Congress
- 5. Monitoring Regulatory Actions:** Monitor regulatory actions of the Executive Branch, analyze impacts or consequences of notices of proposed rulemakings, Executive Orders, or Executive Actions, and draft formal public comments or engage agencies when appropriate in consultation with COG staff

We will undertake a variety of actions in preparation for your “One Voice” trip to Washington, DC, including (1) coordinating meetings with the Congressional delegation, staff, and appropriate House or Senate committees of jurisdiction; (2) facilitating discussions with the Trump Administration across federal agencies that are administering programs or overseeing legislation or regulations of interest to the Policy Board; (3) assisting COG staff throughout the development of the region’s federal platform and accompanying background materials for distribution to federal officials; (4) briefing “One Voice” delegates in preparation for the trip to Washington; and (5) providing support with follow-up and other action items resulting from the meetings, including sending thank you letters and meeting summaries, after the conclusion of the trip.

By this memorandum, we propose a professional services agreement of \$22,500 to perform the current scope of work outlined above. In consultation with our team, Fresno COG staff identified March 22-26, 2026, as a viable date for the “One Voice” trip.

We expect to begin providing services in support of this proposal in January 2026. An invoice will be forwarded to COG staff before April 26, 2026, for the amount above, which will include any expenses incurred on behalf of the delegation during their visit to Washington. Payment of that invoice will be due upon receipt for services rendered in support of “One Voice” efforts. Our firm will file lobbying disclosure forms as required by the United States Congress for activities undertaken on your behalf in the first quarter of 2026.

Please contact Jen Covino, President, via email to [Jen@covinosmithsimon.com](mailto:Jen@covinosmithsimon.com) or by phone at (617)869-0193 if you wish to discuss the proposed scope of services and recommended budget. We would be happy to consider adjustments to this proposal to better reflect the needs of the Fresno COG and its member agencies in anticipation of the trip next year. Please let us know if you have any questions regarding the content of it.

Thank you for this opportunity to submit a proposal to offer federal affairs services to the Fresno COG Policy Board and staff. Our team would be grateful to continue supporting your regional priorities at the federal level. We will work to ensure that the “One Voice” delegation is well-positioned to influence law and regulations in Washington, DC and to secure critical federal resources to advance your projects back home in California. We appreciate your time and consideration of this proposal and look forward to hopefully working together again soon.



Jennifer “Jen” Covino  
President  
Covino Smith & Simon, Inc.

THIS CONSULTANT AGREEMENT (Agreement)  
is entered into by and between the **Fresno Council of Governments**, and

**Covino Smith & Simon, Inc.**  
1155 15th Street NW Suite 405  
Washington, DC 20005

(Consultant).

#### RECITALS

WHEREAS, the Fresno Council of Governments proposes to engage Consultant in accordance with the terms and conditions set forth herein to render professional assistance in Federal “One Voice” Advocacy (See Attached Scope of Work) (Work) and;

WHEREAS, Consultant possesses certain skills, experience, education, and competency to perform the Work on behalf of the Fresno Council of Governments, and the Fresno Council of Governments desires to engage Consultant for such Work on the terms herein provided; and

WHEREAS, Consultant hereby represents that Consultant is willing and able to perform the Work in accordance with the proposed Work submitted with this Agreement.

NOW, THEREFORE, IN CONSIDERATION of the above Recitals and the mutual obligations of the parties hereto, the parties hereto agree as follows:

1. Term of Agreement. The term of this Agreement shall commence and is deemed effective on January 16, 2026 [Execution date or specific date] and shall continue until completion of all obligations of this Agreement, but in no event longer than April 15, 2026, unless approved extensions/renewals are issued by written amendment.
2. Compensation. Fresno Council of Governments agrees to pay Consultant for the Work set forth in the attachments a sum equal to Twenty-two thousand and five-hundred Dollars (\$22,500). The invoice shall be payable in one lump sum payment, which will be due upon receipt of invoice for services rendered in support of “One Voice” efforts. Consultant shall remit the invoice to Fresno Council of Governments within 30 days of completion of performance of the Work.
3. Compliance with Law. Consultant shall comply with all Federal, State, and local laws, rules, and regulations applicable to the Work, including applying for and obtaining all necessary permits, certifications, licenses, and approvals required by the law or regulations that relate to the Work. Consultant will file lobbying disclosure forms as required by the United States Congress for activities undertaken on your behalf in the first quarter of 2026 for the months of January through March.

IN WITNESS WHEREOF, Consultant and the Fresno Council of Governments do hereby execute this Agreement as of the date of execution set forth below.

FRESNO COUNCIL OF GOVERNMENTS

Date: \_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_

\_\_\_\_\_  
Title: \_\_\_\_\_

COVINO SMITH & SIMON, INC.

Date: \_\_\_\_\_ By: Jennifer Covino \_\_\_\_\_

\_\_\_\_\_  
Name: Jennifer Covino

\_\_\_\_\_  
Title: President