

TRUSSLINE

Writing, Research & Document Preparation for Idaho Local Government

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Pacific Time

Trussline helps small Idaho cities, counties, and special districts get paperwork done: clear policies and procedures, training handouts, grant applications, and help catching up on document and records backlogs. It's a local, practical service for offices that have too much to do and not enough staff.

Core Services

- **Grant application drafting for local governments:** narratives, need statements, budget justifications, and attachment checklists for cities, counties, and special districts
- **Administrative & process documents:** SOPs, desk manuals, policy drafts, forms, and step-by-step workflows
- **Training handouts:** plain-language guides, quick-reference sheets, and onboarding packets
- **Records & backlog document support:** organizing, summarizing, indexing, and drafting from existing files (client retains custody and final authority)
- **Research & summaries:** program, funding, and policy research written up as short memos

Background

- 36 years as a pharmacy technician (retired). That work included non-clinical documentation, SOP and USP-related training materials, and policy packs.
- Has written procedures for regulated, detail-heavy environments where accuracy and version control matter.

Trussline does not provide clinical, pharmacist, legal, or accounting services.

Business Information

Business	Trussline (Idaho assumed business name), sole proprietorship
Legal name	David S. Hogan
EIN	43-2581220
SAM.gov / UEI	[status / UEI]
Insurance	Available on request
NAICS	561410 Document Preparation Services 541611 Administrative Management & General Management Consulting
Location	Unincorporated Kootenai County (Harrison area), Idaho
Capacity	About 20 hours/week; remote or on-site in North Idaho

How to Engage

- **Idaho local agencies:** small professional-services engagements by purchase order or simple letter agreement
- **State of Idaho:** ready to respond to IPRO RFQs
- **Federal:** ready for micro-purchases once SAM.gov registration is Active

Rate Sheet (proposed, subject to change)

Service	Includes	Proposed Rate
Standard hourly	Writing, editing, research, document prep, records/backlog support	\$ 45 / hr
Capability or briefing memo	1-2 page memo or summary on one topic, one revision	\$ 150 flat
Training handout	1-4 page plain-language handout or quick-reference sheet, one revision	\$ 125 each
SOP pack	Up to 5 related SOPs/procedures in a consistent format, built from interviews or existing notes, two revisions	\$ 600 flat
Grant narrative (small grant)	Narrative and need statement for a single application, up to ~5 pages, plus an attachment checklist and two revisions	\$ 750 flat
Full grant application support	Larger or multi-part applications: scoped and quoted up front, with a not-to-exceed (NTE) amount	Quoted, NTE

Travel within Kootenai County is included; other travel is billed at the current IRS mileage rate if pre-approved. Invoices are itemized and due Net 30. Grant fees are for drafting work only, are never contingent on award, and are not paid from grant proceeds unless the funder allows it. The client reviews and approves all documents and makes the final submission.