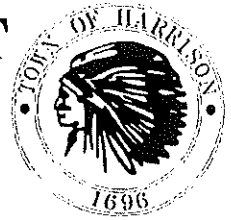


HARRISON ENGINEERING DEPARTMENT

Town/Village of Harrison
Alfred F. Sulla, Jr. Municipal Building
1 Heineman Place
Harrison, New York 10528

Michael J. Amodeo, P.E., CFM
Town/Village Engineer



February 29, 2024

Supervisor Richard Dionisio and
Members of the Town Board
Town of Harrison
1 Heineman Place
Harrison, New York 10528

E-11

**Re: Professional Services Contract
Millennium Strategies
Grant Writing & Administrative Services**

Dear Supervisor Dionisio and Members of the Town Board:

Town Board authorization is requested to renew the contract with Millennium Strategies for Grant Writing, and Grant Administrative Services for an additional 12 months.

A copy of the proposal is attached for your review.

Millennium Strategies has provided Grant Consulting Services to the Town of Harrison since 2015. They have assisted the town in obtaining grant funding from various State, County and Federal organizations. Through the efforts of Millennium Strategies, the Town has been awarded grants totaling \$12,246,294.00.

Further authorization is requested for the Purchasing Department to issue a Purchase Order payable to Millennium Strategies at an amount not to exceed \$57,000.00.

Funding for this contract is available in Engineering Department Operating Budget, Special Services Line – 001-1440-100-0407.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael J. Amodeo".

Michael J. Amodeo, P.E., CFM
Town/Village Engineer

MJA/jla

Attachments

Cc: Purchasing Department

MILLENNIUM

STRATEGIES

February 20, 2024

Mr. Michael Amodeo, PE, CMF
Town Engineer
Town of Harrison
1 Heineman Place
Harrison, NY, 10528

Re: Millennium Strategies - Renewal Proposal for Grant Consulting Services

Dear Mr. Amodeo

Millennium Strategies LLC is pleased to submit the following renewal proposal to the Town of Harrison for the continued provision of Grant Consulting Services. Millennium has had the privilege of providing Grant Consulting Services on behalf of the Town since March 2015. During our tenure, Millennium has helped to secure \$12,321,219.00 in alternative grant funding on behalf of the Town. Millennium understands the Town's needs and goals and looks forward to continuing to be of service in the year ahead.

COMPANY PROFILE

Founded in 2005, Millennium Strategies is the largest full-service grants consulting firm in the region. We currently represent more than 170 municipalities, counties, school districts and non-profit entities in New York, New Jersey, Pennsylvania, and Ohio. Since our inception, we have helped to secure over \$2 billion in both governmental and non-governmental grant funding on behalf of our clients.

What sets Millennium apart is our comprehensive and aggressive approach to grant research and grant writing. We help our clients meet their complex challenges by securing funding for projects that fall within the following areas: arts, health services, human services, disaster recovery, economic development, public safety, environmental protection, historic preservation, open space preservation, recreation, sustainability, tourism, transportation infrastructure, and water/sewer service.

STAFF PROFILE

As Millennium's CEO and former Chief of Staff to Congressman Bill Pascrell, Ed Farmer has worked to establish Millennium's accomplished team which includes a full-time research department, 29 grant writers, and the support staff necessary to meet our clients grant funding needs. If Millennium is retained, Dave Jenkins would continue to serve as Director of the Town's account, supported by grant writer Jacob Ford. All services will be performed directly by Millennium staff. We will not hire subcontractors to perform any of the proposed services outlined within this proposal.

All staff employed by Millennium possess post-secondary degrees related to government consulting/grant writing and are in good standing with the State of New York and other grant agencies. Neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice or from working with public entities by any federal, state, or local agency. All staff and principals that will support the delivery of service on behalf of the Town will be stationed out of our offices located at 25 Smith Street, Suite 401, Nanuet, NY 10954.

ADDRESS: 25 SMITH STREET, SUITE 401, NANUET, NY 10954
PHONE 914.220.8392 EXT 1049 - FAX 973-292.0832 - WEBSITE WWW.M-STRAT.COM

SCOPE OF SERVICES

Millennium Strategies proposes to continue providing our full suite of Grant Consulting Services on behalf of the Town of Harrison. These services will include those outlined and described below.

Service 1: Create a Strategic Plan – Millennium will create a Strategic Plan for grant research and funding to be pursued in keeping with the Town's budget, capital plan and other identified objectives. This process will include coordination of necessary meetings with administrators, department heads, supervisors, and key personnel to determine future funding goals and how best to achieve them.

Service 2: Research Available Opportunities / Frequent Notification – Millennium will research all available governmental and non-governmental grant opportunities that support the Town's priorities on an ongoing basis for the duration of the contract period. Detailed grant summaries and application breakdowns will be provided to key personnel as the Town selects grants that are consistent with the Strategic Plan.

Service 3: Complete Grant Writing – Millennium will complete all grant applications, both presented by Millennium and identified by the Town, in accordance with funding guidelines established by funding agencies, on a continuing basis for the duration of the contract period. This includes all necessary follow up with governmental, non-governmental, and legislative agencies in support of applications submitted on behalf of the Town as well as advising of technical requirements and criteria associated with grants.

Service 4: Monthly Reporting – Millennium will submit a monthly report detailing all activities undertaken by the Millennium team on behalf of the Town as well as a monthly invoice of services rendered. The monthly report will include all grants recommended, grants awarded, grants submitted and pending approval, grant applications-in-progress, as well as grants denied, providing the Town with an assessment of our efforts on a regular basis.

Service 5: Grant Administration – Millennium will provide grant administration services on an as needed basis. This includes assistance with the execution of grant agreements, the filing of requisite grant reports/reimbursement claims, the provision of periodic project updates to interested parties, and the submission of grant closeout or extension requests. This does not include project management.

FEE SCHEDULE

Millennium Strategies will provide Scope of Services, as outlined and described above, for a total amount not to exceed \$72,000.00 per annum. Details pertaining to our fee schedule for the provision of said services are outlined below.

Services 1 - 4 – Flat retainer fee of \$3,500.00 per month, payable in twelve equal monthly installments for an amount not to exceed \$42,000.00 per annum.

Service 5 – Hourly fees billed at a rate of \$150 per hour, for an amount not to exceed \$30,000.00 per annum. The total not to exceed fee is based upon an estimated 200 hours of grant administration services to be rendered. These services will be provided only when specifically requested by the Town and agreed to by Millennium.

There are no hidden costs associated with our fee structure and our contract provides for a mutual 30-day opt-out. Millennium Strategies will continue our contractual relationship with the Town as an independent contractor for the duration of our contract.

DISCLOSURES

Millennium Strategies is a Limited Liability Company. Since our inception in 2005, Ed Farmer has served as Millennium's President, CEO, and majority shareholder. Sue Scavone previously served as Millennium's Principal and minority shareholder from 2005 through 2022. During our 19 years of operation, the company has not undergone any changes to the business name. Millennium is registered as a Small Business Enterprise and complies with all applicable EEO, and Affirmative Action Laws.

No judgments, claims, or suits have been filed against our company. In addition, Millennium is not now, nor has it ever been involved in any bankruptcy or reorganization proceedings. Millennium does not employ any relatives of the Town, nor are any of our employees unionized. In addition, no principals or employees of Millennium are related to any employee or elected official of the Town. Millennium has no conflicts of interest that would prohibit to award of a contract by the Town.

CONCLUSION

Thank you again for considering Millennium Strategies. We look forward to continuing to be of service on behalf of the Town of Harrison. Should you require any further information, please do not hesitate to contact me at (201) 230-8545.

Sincerely,

A handwritten signature in black ink, appearing to read 'David Jenkins', with a stylized, cursive script.

David Jenkins
Director of New York Operations