

# 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



April 11, 2023

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

E-19

**Re: Professional Services Contract  
Millennium Strategies – Grant Writing 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 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 \$42,000.00.

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", is written over a horizontal line.

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

MJA/mep

Attachments

Cc: Purchasing Department

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## STRATEGIES

March 30, 2023

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

***Re: 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 \$12,246,294.00 in alternative grant funding on behalf of the Town. A copy of our annual service report, highlighting services rendered on behalf of the Town during calendar year 2022-23 is included with our proposal as an attachment. 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 140 municipalities, counties, school districts and non-profit entities in New York, New Jersey, and Pennsylvania. Since our inception, we have helped to secure over \$1 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, and transportation infrastructure.

### **STAFF PROFILE**

As Millennium's CEO and former Chief of Staff to Congressman Bill Pascrell, Ed Farmer has shepherded critical projects to completion with federal, state, and county agencies. As Millennium's Principal, Sue Scavone has more than 25 years of experience in government and grant writing. Sue also leads the firm's Disaster Recovery Division and has considerable experience assisting Millennium's clients following Hurricane Irene and Superstorm Sandy, as well as more recently declared disasters such as the COVID 19 pandemic. Together, Ed and Sue have assembled Millennium's accomplished team which includes a full-time research department, 26 grant writers, and the support staff necessary to meet the demands of timely, professional, and competitive submissions.

If Millennium is retained, Dave Jenkins would continue to serve as Director of the Town's account and Scott Tompetrini would continue to serve as Grant Writer. All services will be performed directly by employees of Millennium Strategies. We will not hire subcontractors to perform any of the proposed services outlined within this proposal. All staff employed by Millennium Strategies 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.

## **PROPOSED 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.

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.
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.
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.
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.
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 Proposed Services 1-5, as outlined and described above, for a total amount not to exceed \$63,600.00 per annum. Specific details pertaining to our fee schedule for said services are outlined below.

- **Proposed Services 1 - 4** – Millennium will provide Proposed Services 1 – 4, as outlined and described above, for a flat monthly retainer fee of \$3,500.00, payable in twelve equal monthly installments, for an amount not to exceed \$42,000.00.
- **Proposed Service 5** – Millennium will provide Proposed Service 5, as outlined and described above, on an hourly basis at a rate of \$150.00 per hour, for an amount not to exceed \$21,600.00. The total not to exceed fee is based upon an estimated 12 hours of grant administration services to be rendered each month.

There are no hidden costs associated with our fee structure and our contract provides for a mutual 14 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 and Sue Scavone have remained the sole principals of Millennium Strategies. During our 18 years of operation, the company has not undergone any changes to the business name. Millennium Strategies is registered as a Small Business Enterprise (SBE) and complies with all applicable EEO, and Affirmative Action Laws. No judgments, claims, or suits have been filed against our company. In addition, Millennium Strategies is not now, nor has it ever been involved in any bankruptcy or reorganization proceedings. Millennium Strategies does not employ any relatives of the Town of Harrison, nor are any of our employees unionized. In addition, no principals or employees of Millennium Strategies are related to any employee or elected official of the Town of Harrison.

## CONCLUSION

Thank you again for considering Millennium Strategies. We look forward to continuing to be of service to 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

# **ANNUAL SERVICE REPORT**

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## STRATEGIES

### MEMORANDUM

**TO:** Town of Harrison  
**FROM:** Dave Jenkins, Scott Tompetrini  
**DATE:** March 1, 2023  
**RE:** Monthly Activity Report  
**CC:** Ed Farmer, Dave Jenkins

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This memo will provide an overview of all work performed by Millennium Strategies on behalf of the Town of Harrison during the current contract year. For more information, please contact Scott Tompetrini or Dave Jenkins.

### Grant Applications Approved, Funding Awarded

Funding Program	Purpose	Award Amount	Month of Award
NYS Environmental Facilities Corporation – Green Innovation Grant Program	Brentwood Brook floodplain restoration project.	\$2,600,000.00	November 2022
NYS Library – State Aid for Library Construction Grants Program	To fund the creation of a public outdoor programming space at the West Harrison Library Branch	\$150,000.00	October 2022
NYSERDA – Third-Party Support & Advancing Code Compliance Technology Pilot Program PON 4600	To fund building code improvements & electronic process systems	\$125,000.00	May 2022

**Grant Application Approved, Funding Awarded: \$2,875,000.00**

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## STRATEGIES

### Grant Applications in Progress

Application Due Date	Funding Program	Amount Available	Date Noticed
3/6/2023	2023 Senate Appropriations: Community Project Funding	Varies	2/21/2023
Fall 2023	FEMA Building Resilient Infrastructure Communities (BRIC) Program	\$1,050,000.00	8/15/2022

### Grant Applications Submitted, Pending Review

Date Submitted	Funding Program	Purpose	Amount Requested	Estimated Response
3/1/2023	NYS Archives Local Government Records Management Improvement Fund (LGRMIF)	To scan images of building plans and other records from the Town's Building Department	\$74,925.00	Summer 2023
1/13/23	NYS Department of Transportation – BRIDGE NY Program	To replace a culvert on Kenilworth Road	\$370,000.00	Summer 2023
7/25/22	NYS Department of Environmental Conservation (DEC) – Water Quality Improvement Project Program (WQIP)	To fund Phase III sanitary sewer improvements	\$10 Million	December 2022
8/17/21	NYS DOT Statewide Transportation Improvement Program (STIP)	Jefferson Street Widening Project	\$285,000.00	Winter 2022

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## STRATEGIES

### Grant Applications Submitted, Funding Not Awarded

Funding Program	Purpose	Requested Amount
ALA Libraries Transform Communities Engagement Grant	To fund a historic and educational audio tour at the Stony Hill Cemetery	\$2,000.00
2021 Senate Appropriations – Community Project Funding	To help fund the construction of a new police equipment & evidence storage facility	\$175,000.00
NYS Office of Parks, Recreation, and Historic Preservation (OPRHP) – Environmental Protection Fund Grants for Parks Program (EPF)	To fund a planning study to improve Passidomo Park	\$106,250.00
Congressional Appropriations Community Funding Project	To fund planning & design for Passidomo Park	\$110,000.00

### Other Grant Opportunities Recommended

Due Date	Funding Program	Amount Available	Date Noticed	Notes/Status
<i>Rolling Quarterly thru Dec 31</i>	FM Global – Fire Prevention Grants Program	\$4,000.00	8/16/21; Resent 1/17/22	No Response
<i>Rolling</i>	PERMA – Bulletproof Vest Outer Carrier Grant Program	\$5,000.00	8/9/22	No Responses
<i>Rolling</i>	US Tennis Association (USTA) – Facility Assistance Program	\$50,000.00	2/22/22	No Response
<i>Rolling</i>	Gary Sinise Foundation – First Responders Grants Program	\$50,000.00	3/30/20	No Response



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## STRATEGIES

<i>Rolling CFA</i>	NYS Regional Council Capital Fund – Empire State Development (ESD) Grant Funds	<i>No Determined Max</i>	5/17/21	No Action Authorized
<i>Rolling</i>	NY Department of Parks, Recreation, and Historic Preservation – Connect Kids to Parks Field Trip (Connect Kids) Grant Program	\$1,000.00	11/30/20	No Action Authorized
<i>Rolling</i>	Vested Interest in K9's – General Giving Grant	\$1,500.00	2/10/20	No Action Authorized
<i>Rolling</i>	Stanton Foundation – First and Second Dog Program (Police K9)	\$25,000.00	1/7/19	Determined Ineligible
<i>Rolling until funding expires</i>	NYS Homes and Community Revival (HCR) – CDBG-CV Program (Round II)	\$500,000.00	11/2/21	No Response
<i>Rolling</i>	Cornelia T. Bailey Foundation – Philanthropic	\$25,000.00	11/2/21	No Response.
5/30/2023	NYSDEC – Urban and Community Forest Tree Planting in Disadvantaged Communities after Ash Tree Loss Grants Program	\$50,000.00	12/12/22	Pending
5/24/2023	NYSCA and Preservation League of NYS – Preserve NY Grants Program	\$20,000.00	1/16/23	Pending
4/4/2023	USDOJ – Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies (BWC)	Varies	2/14/23	Pending
3/15/2023	FEMA – Staffing for Adequate Fire and Emergency Response (SAFER) Program	Varies	2/14/23	Pending

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## STRATEGIES

3/15/2023	AARP Community Challenge	Varies	1/23/23	Pending
2/28/2023	NYSDEC – Household Hazardous Waste State Assistance Program	Varies	1/6/23	No Response
2/10/2023	FEMA – Assistance to Firefighters Grant (AFG)	Varies	1/4/23	No Response.
2/10/2023	NYS Department of Environmental Conservation – High Hazard Dam Rehabilitation Grant Program	\$100,000.00	12/5/22	No Response.
1/27/2023	Empire State Development – Restore NY Round 7	\$2 Million	11/7/22	No Project Identified.
1/10/2023	NYS DOA – Urban Farms and Community Gardens Grant Program	\$25,000.00	11/21/22	No Project Identified.
12/31/2022	Firehouse Subs Foundation – Public Safety Grant Program	Varies	10/3/22	No Project Identified.
12/9/2022	Arbor Day Foundation – TD Green Space Grants Program	\$20,000.00	11/7/22	No Project Identified.
Four Cycles: 2/4/22 5/6/22 9/2/22 11/4/22	Hudson River Valley National Heritage Area (HRVNHA) – Hudson River Valley Greenway Grant Program	\$25,000.00 Max	12/6/21	No Project Identified.
Four Cycles: 2/4/22 5/6/22 9/2/22 11/4/22	Hudson River Valley National Heritage Area (HRVNHA) – Heritage Development Grant Program	\$5,000.00	11/22/21	No Project Identified.

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## STRATEGIES

Three Cycles: 5/6/22 9/2/22 11/4/22	NYS Hudson River Valley Greenway – Council & Compact Planning Grants Program	\$10,000.00	4/4/22	No Action Authorized.
Three Cycles: 5/6/22 9/2/22 11/4/22	NYS Hudson River Valley Greenway – Conservancy Trail Grant Program	\$75,000.00	4/4/22	No Action Authorized.
10/31/22	NYS Department of Environmental Conservation (DEC) – Municipal Waste Reduction and Recycling (MWRR) Program	\$2 Million	8/10/22	No Project Identified
10/5/22	NYS Library – State Aid for Library Construction Grants Program	Formula-Based	8/1/22	No Action Authorized
9/30/22	NYS DEC – Municipal Zero- emission Vehicle (ZEV) Rebate Program (Purchase or Lease)	\$7,500.00 per vehicle	6/20/22	No Project Identified
9/30/22	NYS DEC – Municipal Zero- emission Vehicle (ZEV) Infrastructure Grants Program	\$500,000.00	6/20/22	No Project Identified
9/23/22	NYS Regional Economic Development Councils (REDCs) – Mid-Hudson Downtown Revitalization Initiative (DRI) and NY Forward Round 6 Grants Program	\$10 Million	8/1/22	No Project Identified
9/9/22	NYS Environmental Facilities Corporation (EFC) – Water Infrastructure Improvement Act	\$5 Million	7/18/22	No Project Identified

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## STRATEGIES

	(WIIA) & Intermunicipal Water Infrastructure Grants (IMG) Program			
8/11/22 LOI 10/11/22 Full Application	NYS Empire State Development (ESD) – Restore New York Communities Initiatives Grant Program	\$2 Million	7/25/22	No Project Identified
7/29/22 CFA	NYS Office of Parks, Recreation, and Historic Preservation (OPRHP) – Environmental Protection Fund Grants for Heritage Area Program (EPF)	\$500,000.00	5/16/22	No Project Identified
7/29/22 CFA	NYS Office of Parks, Recreation, and Historic Preservation (OPRHP) – Environmental Protection Fund Grants for Historic Preservation (EPF)	\$500,000.00	5/16/22	No Project Identified
7/29/22 CFA	NYS Department of Environmental Conservation (DEC) – Climate Smart Communities Grant Program	\$2 Million Implementation Projects \$200,000.00 Certification Projects	5/16/22	No Project Identified
7/29/22 CFA	NYS Environmental Facilities Corporation (EFC) – Green Innovation Grant Program (GIGP)	\$3 Million	5/16/22	No Project Identified
7/29/22 CFA	NYS Empire State Development (ESD) – Market New York Program FY22	\$8 Million	5/16/22	No Project Identified
6/27/22	US Department of Justice (DOJ) – Bulletproof Vest Partnership (BVP) Program	No Determined Max	6/20/22	No Response

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## STRATEGIES

5/5/22	NYS Division of Homeland Security and Emergency Services (DHSES) – Cyber Security Grant Program FY20	\$50,000.00	4/4/22	No Project Identified
5/5/22	NYS Division of Homeland Security and Emergency Services (DHSES) – Critical Infrastructure Grant Program FY20	\$50,000.00	4/4/22	No Project Identified
5/4/22	NYS Department of Environmental Conservation (NYSDEC) – Marine Habitat Tributary Restoration and Resiliency Grants Program FY22	\$150,000.00	3/28/22	No Project Identified
5/2/22	NYS Governor's Traffic Safety Committee – Highway Safety Grant Program	<i>No Determined Max</i>	3/9/22	No Project Identified
5/2/22	NYS Governor's Traffic Safety Committee – Child Passenger Safety (CPS)	\$40,000.00	3/9/22	No Project Identified
5/2/22	NYS Governor's Traffic Safety Committee – Police Traffic Services (PTS)	\$46,000.00 <i>Dependent on crash data</i>	3/9/22	No Response
4/15/22	NYS Council on the Arts and Preservation League of NYS – Preserve NY FY22	\$20,000.00	1/31/22	No Response
4/13/22	NYS Department of Environmental Conservation (DEC) – Urban and Community Forestry Grants Program	\$300,000.00	1/31/22	No Response
4/11/2022	NYS Department of Environmental Conservation (DEC) – Trees for	<i>In-Kind Trees</i>	2/28/22	No Action Authorized

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## STRATEGIES

	Tribs Buffer in a Bag Grants Program			
4/1/22	NYS Division of Homeland Security and Emergency Services (DHSES) – FEMA Hazard Mitigation Grant Program (HMGP) for Presidential Declaration: DR-4480 (COVID-19)	<i>No Max Determined</i>	1/18/22	No Response
3/28/22	Lowe's – Hometowns Grant Program	<i>No Max Determined</i>	3/14/22	No Response
3/25/22	US Tennis Association (USTA) – Growing Tennis Together Grant FY22	\$5,000.00	2/23/22	No Response
3/21/22	NYS Department of Transportation (DOT) – 5310 Grants Program	Formula-Based	2/7/22	No Response