

E-13

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 Engineer



February 27, 2019

Supervisor Ron Belmont and
Members of the Town Board
Town of Harrison
1 Heineman Place
Harrison, New York 10528

**Re: Professional Services Contract
Millennium Strategies – Grant Writing Services**

Dear Supervisor Belmont and Members of the Town Board:

Town Board authorization is requested to renew the contract with Millennium Strategies for 12 months at a cost not to exceed \$36,000.00. A copy of the proposal is attached for your review.

Millennium Strategies was hired in 2015 to assist the Town in obtaining grant funding from various State, County and Federal organizations. To date, through the efforts of Millennium Strategies, the Town has been awarded grants totaling \$553,583.00.

Further authorization is requested for the Purchasing Department to issue a Purchase Order payable to Millennium Strategies at an amount not to exceed \$36,000.00.

Funding for this contract is available in the 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 and Village Engineer

MJA/eam

Attachments

Cc: Purchasing Department

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February 25, 2018

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

RE: Proposal for Grant Consulting Services

Dear Mike:

Millennium Strategies is pleased to submit the following proposal to the Town of Harrison for Grant Consulting Services. Millennium has served in this capacity since March 2015 and welcomes the opportunity to continue working with Town staff. During our tenure, we have helped to secured \$553,583 in alternative funding sources for the Town. Attached is a report detailing our efforts over the last year.

What sets Millennium Strategies apart is our comprehensive and aggressive approach to grant research, grant writing and grant management. We help our clients meet their complex challenges by securing funding for a wide range of projects including:

- Arts and Culture
- Economic Development
- Education
- Environmental Planning & Restoration
- Community and Human Services
- Disaster Recovery and Resiliency
- Downtown Revitalization
- Historic Preservation
- Open Space Preservation
- Parks and Recreation
- Public Safety
- Sustainable Energy
- Transit Oriented Development
- Transportation Infrastructure

COMPANY 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. Susan Scavone has more than 25 years of experience in government and grant writing. She leads the firm's Disaster Recovery practice with substantial experience assisting clients following Hurricane Irene and Superstorm Sandy, as well as more recent disasters. Together, Ed and Sue have assembled Millennium's accomplished team which includes a full-time research associate, 15 grant writers, and the support staff necessary to meet the demands of timely, professional, and competitive submissions. Millennium complies with all applicable affirmative action laws, has no judgments against it, and is not now nor has ever been involved in any bankruptcy proceedings. Millennium will not hire subcontractors to perform any of the work associated with this proposal. Furthermore, it does not employ any relatives of the Town nor are any of its employees unionized.

PROPOSED SERVICES

Millennium Strategies proposes to continue providing Grant Consultant Services to the Town of Harrison in line with the scope of work outlined below. Our services will include, but may not be limited to the following:

- Continued evaluation of the town's current funding efforts -- this process includes coordination of necessary meetings with administrators, department heads, supervisors and key personnel to determine future funding goals and how best to achieve them with an ongoing effort to monitor grant funding sources wherever available.
- Continued notification and updates on available governmental and non-governmental funding opportunities -- the Town of Harrison will receive detailed memoranda of potential funding opportunities and requirements and responsibilities to complete the grant application to produce the best possible product for submission.
- Research, preparation, submission and all appropriate follow up including appropriate legislative support of all available governmental and non-governmental funding applications and maintenance of an accurate system to track grant programs.
- Representation of the Town of Harrison as a liaison with all appropriate officials, both public and private, pertaining to grant funding services that Millennium undertakes on your behalf;
- Attendance at designated meetings as requested with 48-hour notice.

FEE PROPOSAL

Millennium will continue providing all of the services described above for a monthly retainer fee of \$3,000 over the course of a twelve-month period. There are no hidden costs associated with our fee structure and our contract provides for a mutual 14 day opt out.

Thank you for considering Millennium Strategies. Please do not hesitate to contact me at (973) 226-3329 should you have any questions or require further information.

Sincerely,



Dave Jenkins
Director of Client Services

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STRATEGIES

MEMORANDUM

TO: Town of Harrison
FROM: Alyson Trowbridge
DATE: February 28, 2019
RE: Monthly Activity Report
CC: Ed Farmer, Dave Jenkins

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 Alyson Trowbridge.

Grant Applications Approved, Funding Awarded

Funding Program	Purpose of Grant	Amount of Award	Month of Award	Period of Performance
NYSDEC Municipal Recycling Grant Program	To fund the acquisition of a new split-body recycling truck	\$133,243.10	<i>*Awaiting Letter from DEC*</i>	<i>Reimbursement Grant</i>
NFWF – Long Island Sound Futures Fund	To support educational programming at the Play2Learn Festival	\$6,750.00	October 2018	October 1, 2018 – September 30, 2019
NFWF – Long Island Sound Futures Fund	To fund the development of a drainage manual	\$45,000.00	October 2018	October 1, 2018 – September 30, 2019
NYS Library Construction Grant Program	To fund the creation of an Arts Garden adjacent to the Harrison Public Library	\$36,587.00	August 2018	July 1, 2018 – June 30, 2021
NYSDHSES Critical Infrastructure Grant Program	To fund the acquisition and installation of a new Access Control and Visitor Management System at Harrison Town Hall	\$27,218.00	June 2018	July 1, 2018 – September 30, 2018
NYSDEC Zero-Emissions Vehicle Infrastructure Program	To fund the acquisition of charging port technology to provide for two charging spots in West Harrison	\$14,900.00	June 2018	November 1, 2018 – October 31, 2020

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STRATEGIES

Grant Applications in Progress

Due Date	Funding Program	Amount Available	Date Noticed
3/22/19	SNY Play Ball, NY Mets – Baseball & Softball Program	\$5,000.00	1/28/19
June 2019	Spirit of Blue – Safety Grant Program	No Determined Max	11/19/18

Grant Applications Submitted, Pending Review

Date Submitted	Funding Program	Purpose	Amount Requested	Estimated Response
2/15/19	Firehouse Subs Foundation – Public Safety Grant (Winter)	To fund swift-water rescue equipment	\$8,236.00	April 2019
1/25/19	Local Government Records Management Improvement Fund (LGMIF)	To fund the digitalization of tax rolls	\$19,595.40	July 2019
12/6/18	Firefighters Charitable Foundation Grant	To fund fire prevention and educational aids (Sparky)	\$17,856.00	Winter 2019
11/27/18	FM Global Foundation – Fire Prevention Grant Program	Fire Prevention Education/Safety Materials	\$3,975.00	March 2019
10/26/18	Assistance to Firefighters Grant Program (Harrison EMS)	EMS patient transport-related equipment	\$50,000.00	June 2019
10/26/18	Assistance to Firefighters Grant Program (Harrison Fire Department)	SCBAs	\$417,795.00	June 2019

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8/20/2018	NYS Library Construction Grant Program	To fund the acquisition and installation of an emergency generator at the Harrison Public Library	\$101,400.00	Fall 2018
8/16/2018	NYSDOT Transportation Alternatives Program	Union Avenue Accessibility Improvement Project	\$2,486,636	February 2019
2/7/2017	Westchester County Flood Mitigation Grant Program	To fund the Nelson Brook Flood Control Project	\$3,978,543	TBD

Other Grant Opportunities Recommended

Due Date	Funding Program	Amount Available	Date Noticed
<i>Rolling</i>	NY Power Authority – Smart Street Lighting NY	<i>No Determined Max</i>	2/11/19
<i>Rolling</i>	Vested Interest in K9's – General Giving Grant	\$950.00	1/28/19
<i>Rolling</i>	CSX Pride in Service Grant	<i>No Determined Max;</i> Avg Award \$5,000.00	1/14/19
<i>Rolling</i>	Stanton Foundation – First and Second Dog Program (Police K9)	\$25,000.00	1/7/19
<i>Rolling</i>	Bass Pro Shops	\$10,000.00	12/17/18
<i>Rolling</i>	American Police and Sheriff Association (APSA) – Equipment Grants Program	\$4,000.00	11/12/18
<i>Rolling</i>	National Fitness Campaign – 200 Cities and Model City Grant Program	\$30,000.00	11/5/18

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STRATEGIES

<i>Anticipated August 2019</i>	NYS Department of Agriculture and Markets – Agricultural Nonpoint Source Abatement and Control Program (ANPSACP)	TBD	1/21/19
8/28/19	PetSmart Charities – Adoption Prep	\$75,000 <i>Max</i>	2/20/19
6/13/19	Tony Hawk Foundation – Skatepark Grants	\$25,000.00 <i>Max</i>	2/4/19
<i>Rolling through May 2019</i>	US Lacrosse – Soft-Stick Program	Lacrosse Soft- Stick Starter Kit (<i>est. \$2,000</i>)	1/14/19
4/9/2019	US DOJ National Sexual Assault Kit Initiative (SAKI)	\$2.5 Million <i>Max</i>	2/20/19
3/25/19	Preservation League of NYS and the NYS Council on the Arts – Preserve NY	\$10,000.00 <i>Max</i>	1/21/19
3/22/19	DHS FEMA Staffing for Adequate Fire and Emergency Response (SAFER)	\$1 Million <i>Average</i>	2/20/19
3/15/19	USA Football – Equipment Grants Program	In-kind Football Equipment (e.g. helmets, uniforms)	2/11/19
3/1/19	Public Employer Risk Management Association (PERMA) Risk Management and the New York Station Association of Fire Chiefs – PERMA Firefighter Risk Reduction MiniGrant Program	\$5,000.00 <i>Max</i>	1/21/19
2/28/19	NY DEC Grants for Household Hazardous Waste (HHW) Program	\$900,000 <i>Total Funding</i>	11/5/18

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2/25/19	The Institute of Museum and Library Services (IMLS) – Accelerating Promising Practices for Small Libraries	\$50,000.00 <i>Max</i>	2/4/19
2/15/19	NYSDEC Invasive Species Grant Program	\$100,000.00 <i>Max</i>	1/14/19
2/14/19 SF-424 2/26/19 Application	National Endowments for the Arts (NEA) – Art Works FY2019	\$100,000.00 <i>Max</i>	12/17/18
1/31/19	The Doppelt Family Trail Development Fund and Rails to Trails Conservancy (RTC)	\$50,000.00 <i>Max</i>	12/17/18
1/31/19	U.S. EPA – Brownsfields Assessment Grant	\$300,000.00 <i>Max</i>	12/10/18
1/31/19	U.S. EPA – Brownsfields Clean-Up Grant	\$500,000.00 <i>Max</i>	12/10/18
1/31/19	Keep America Beautiful and The Dow Chemical Company – Hefty EnergyBag Grant Program	\$50,000.00 <i>Max</i>	11/19/18
1/18/19 LOI	People for Bikes – Community1 Grant Program	\$10,000.00	12/31/18
12/31/18	U.S.A. Swimming Foundation – 2019 Make a Splash Local Partners	\$10,000.00 <i>Max</i>	12/3/18
12/30/18	Keep America Beautiful and Coca Cola – Public Spaces Recycling Bin Grant Program	\$10,000.00	12/3/18
12/19/18	NYS DHSES & FEMA Pre-Disaster Mitigation Program (Discontinued)	\$4 Million	10/9/18

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STRATEGIES

Grant Awards – Denied

Funding Program	Purpose	Amount Requested
Firehouse Subs Public Safety Foundation Grant (Fall 2018 Application)	Flood/Water Rescue Equipment	\$8,064.00
NYSDEC Climate Smart Communities Program	To fund the Nelson Brook Flood Control Project (Dam)	\$1 Million
NYSDEC Water Quality Improvement Program	To fund sewer infrastructure improvements in the Trails and Winfield Basins	\$1 Million
NYS Agriculture and Markets	To support the development of Rick's Giving Garden	\$25,000.00
Bridge NY Program	To fund the replacement of the Winfield Avenue Bridge	\$1,206,690
Bridge NY Grant Program	To fund the replacement of the Brown Place Culvert	\$237,189.00
NYSDEC Urban Forestry Grant Program	To fund the creation of a Harrison Tree Inventory	\$50,000.00