

MILLENNIUM STRATEGIES

January 10, 2024

Hon. Brandon Holdridge
Town Supervisor
Town of Chester
1786 Kings Highway
Chester, NY, 10918

Re: Continuation of Grant Consulting Services

Dear Supervisor Holdridge,

Millennium Strategies LLC is pleased to submit the following proposal to the Town of Chester for the continued provision of Grant Consulting Services. Our team understands the Town's needs and goals and looks forward to continuing to be of service.

COMPANY PROFILE

Founded in 2005, Millennium Strategies is the largest full-service grants consulting firm in the region. We currently represent more than 160 municipalities, counties, school districts and non-profit entities located throughout 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, grant writing, and grant administration. We help our clients meet their complex challenges by identifying and securing funding for projects that enhance arts and culture, health and human services, community development, disaster recovery, downtown revitalization, economic development, environmental protection, historic preservation, parks and open space, recreation, public safety, sustainability, tourism, transit-oriented development, transportation infrastructure, water and sewer services.

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 client's grant funding needs. If Millennium is retained, I would continue to serve as the director of the account, supported by Michael Dziuba as the Town's day-to-day grants manager.

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 assigned to this engagement possess post-secondary degrees related to government consulting/grant writing and are in good standing with the State of New York. 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. These services will include those outlined and described below.

- ***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, and key personnel to determine future funding goals and how best to achieve them.
- ***Research Available Opportunities / Frequent Notification*** – Millennium will research all available governmental and non-governmental grant opportunities that support the Towns priorities on an ongoing basis for the duration of the contact period. Detailed grant summaries will be provided to key personnel as the Town selects grants that are consistent with the Strategic Plan.
- ***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 and non-governmental agencies in support of applications submitted on behalf of the Town.
- ***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 ongoing assessment of our efforts.

FEE SCHEDULE

Millennium Strategies will provide all services as outlined and described above, for a monthly retainer fee of \$3,000.00, for an amount not to exceed \$36,000.00 per annum. Our retainer fees include all travel time and expenses. There are no hidden costs associated with our fee structure and our contract provides for a 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 judgements, claims or suits have ever 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 it from entering into an agreement with the Town for the provision of Grant Services.

CONCLUSION:

Thank you again for considering Millennium Strategies. We look forward to continuing to be of service to the Town. Should you require any further information, please do not hesitate to contact me.

Sincerely,



Dave Jenkins
Director of New York Operations