

RESOLUTION NO. 001-2024(PD), *First Reading*

By Mayor Seren

A Resolution authorizing the Mayor to execute an extension of an agreement with Millennium Strategies LLC for continued grant writing services; and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, in addition to its own municipal budgeting, the City of Cleveland Heights (the "City") seeks and applies for grant and other funding opportunities; and

WHEREAS, grant writing requires specific technical expertise; and

WHEREAS, in 2021, the City contracted with Millennium Strategies LLC ("Millennium") to assist in grant research and writing for a one (1) year period; and

WHEREAS, Millennium has successfully provided services to the City, resulting in significant grant funding in diverse areas; and

WHEREAS, the City desires to extend the contract with Millennium for an additional year; and

WHEREAS, the City also desires to expand the contract with Millennium to provide additional management services; and

WHEREAS, Millennium has provided a proposal for an extension of the agreement as shown in Exhibit "A" attached hereto and incorporated herein; and

WHEREAS, such services are professional services for which no bidding is necessary, and the proposed fees are reasonable and competitive.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. The Mayor be, and he is hereby, authorized to execute an agreement with Millennium Strategies LLC of Morristown, NJ for grant writing services in accordance with Millennium Strategies' proposal dated October 26, 2023, a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference. The agreement shall be for a period of one (1) year, and shall provide for total fees and expenses in an amount not to exceed the sum

RESOLUTION NO. 001-2024(PD)

of Sixty Thousand Dollars (\$60,000.00). The agreement shall contain such other terms as recommended by the Mayor and Director of Law, and shall be approved as to form by the Director of Law.

SECTION 2. That it is found and determined that all formal actions of the Council relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements.

SECTION 3. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 4. It is necessary that this Resolution become immediately effective as an emergency measure necessary for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to facilitate public access to zoning and other property data and increase efficiency of operations. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.



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TONY CUDA  
President of Council



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ADDIE BALESTER  
Clerk of Council

RESOLUTION NO. 001-2024(PD)

PASSED: 01/16/2024

Presented to Mayor: 01/22/2024

Approved: 01/22/2024



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KAHLIL SEREN  
Mayor

# MILLENNIUM STRATEGIES

October 26, 2023

Hon. Seren Kahlil  
Mayor  
City of Cleveland Heights  
40 Severance Circle  
Cleveland Heights, OH 44118

***Re: Renewal Proposal for Grant Consulting Services***

Dear Mayor Kahlil,

Millennium Strategies LLC is pleased to submit the following proposal to the City of Cleveland Heights for the continued provision of Grant Consulting Services. Millennium has had the privilege of providing grant consulting services on behalf of the City since October 2022. During our brief tenure, we have helped to secure three (3) grant awards, representing \$524,636.41 in total funding, on behalf of the City. In addition, we have six (6) pending grant applications, representing \$5,547,386.50 in potential grant funding, that have been submitted on behalf of the City and remain under review by their respective funding agencies. A copy of our annual service report, highlighting all services performed by Millennium on behalf of the City during our current contract period is included with our proposal as an attachment. Millennium understands the City'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 throughout the region. 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 and programs across a broad range of categories including those outlined and described below.

- Arts and culture
- Health and human services
- Community development
- Disaster recovery
- Downtown revitalization
- Economic development
- Public safety
- Environmental protection
- Historic preservation
- Parks and recreation
- Sustainability
- Tourism
- Transit-oriented development
- Transportation infrastructure.

## **STAFF PROFILE**

As Millennium's President, CEO, and former Chief of Staff to Congressman Bill Pascrell, I have assembled Millennium's accomplished team, which includes a full-time research department, 26 grant writers and the support staff necessary to meet our clients grant funding needs. If Millennium is retained, I would continue to serve as Partner-In-Charge on behalf of the City's account. In addition, Chris Sprague would continue to serve as Director of Client Services and Khayla Dixon would continue to serve as Grant Writer. All services will be performed directly by employees of Millennium Strategies. We will not hire sub-contractors to perform any of the proposed services outlined within our proposal. All staff employed by Millennium possess post-secondary degrees related to government consulting/grant writing and are in good standing with state and other grant funding agencies. Neither the firm nor any individuals employed by the firm are disbarred, suspended, or otherwise prohibited from professional practice or from working with public entities by any federal, state, or local agency.

## SCOPE OF SERVICES

Millennium Strategies proposes to continue to provide our full suite of Grant Consulting Services on behalf of the City of Cleveland Heights. Services to be provided 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 City'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 governmental and non-governmental grant opportunities that support the City's priorities. Detailed grant summaries and application breakdowns will be provided to key City personnel.
- ***Service 3: Grant Writing*** – Millennium will complete grant applications, both presented by Millennium and identified by the City, in accordance with funding guidelines established by funding agencies.
- ***Service 4: Monthly Reporting*** – Millennium will submit a monthly report detailing activities undertaken by the Millennium team on behalf of the City. 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 City with an assessment of our efforts on a regular basis.
- ***Service 5: Grant Administration*** – Millennium will provide grant administration services on behalf of the City. These services will include execution of grant agreements, filling requisite project/financial reports, and preparation/submission of grant closeout package. This service does not include project management.
- ***Service 6: Meeting Attendance*** – Millennium will attend meetings as requested by the City.

## FEE SCHEDULE

Millennium Strategies will render services, as outlined and described above on an hourly basis at a rate of \$150.00 per hour for a not to exceed amount of \$60,000.00. For any on-site meeting requests, Millennium would request reimbursement from the City for costs associated with attending these meetings including, transportation, lodging, meals, etc. There are no hidden costs associated with our fee structure and our contract provides for a 30-day opt-out. Invoices for services rendered each month will be issued during the first week of the subsequent month. All fees are non-refundable as paid.

## 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 to 2022. During our 18 years of operation, the firm has not undergone any changes to the business name. No judgments, 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 City 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 City.

## CONCLUSION

Thank you again for considering Millennium Strategies. We look forward to continuing to be of service on behalf of the City of Cleveland Heights. Should you have any questions regarding our proposal, please do not hesitate to contact me by phone at (973) 226-3329 or by email at [efarmer@m-strat.com](mailto:efarmer@m-strat.com).

Sincerely,



Ed Farmer  
President and CEO

# **ANNUAL SERVICE REPORT**

# MILLENNIUM

## STRATEGIES

### MEMORANDUM

**TO:** Mayor Kahlil Seren  
**FROM:** Chris Sprague and Khayla Dixon  
**DATE:** November 1, 2023  
**RE:** Year End Activity Report  
**CC:** Ed Farmer, Eric Zamft

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This memo will provide an overview of all work performed by Millennium Strategies on behalf of the City of Cleveland Heights to date during contract year October 10, 2022 to October 9, 2023. For more information, please contact Chris Sprague at [csprague@m-strat.com](mailto:csprague@m-strat.com) or Khayla Dixon at [kdixon@m-strat.com](mailto:kdixon@m-strat.com).

• **Grant Applications Approved, Funding Awarded:** **\$524,636.41**

Funding Program	Purpose of Grant	Amount of Award	Month of Award
Bureau of Justice (BJA) – Rural and Small Department Violent Crime Reduction Program FY23	Partnership with Cleveland Peacemakers Alliance	\$300,000.00	September 2023
Cuyahoga County – Community Development Supplemental Grants Program (CDSG) FY23	Replacement of Parks Benches in Parks and Commercial Districts	\$50,000.00	April 2023
OH Department of Transportation (DOT) – Active Transportation Planning Assistance Grants Program FY22	Active Transportation Planning with South Euclid and University Heights	\$174,636.41	February 2023

• **Grant Applications in Progress:**

Due Date	Funding Program	Amount Available	Date Noticed
11/13/2023	US Environmental Protection Agency – Brownfields Clean-Up Grants	\$200,000.00	1/23/2023

• **Grant Applications Submitted, Pending Review:** **\$5,547,386.50**

Date Submitted	Funding Program	Purpose	Amount Requested	Estimated Response
10/20/2023	GameTime - Playground Grants Programs FY23	Playground Equipment for Cumberland Park	\$51,486.50	Winter 2024
6/13/2023	US Department of Transportation (DOT) –	Deploy 20 Electric Vehicle Charging	\$2,135,200.00	Fall 2023

	Charging and Fueling Infrastructure Discretionary Grant Program	Stations		
6/12/2023	Bloomberg Philanthropies – Asphalt Art Initiative Grants Program FY23	“All Are Welcome to Cain Park”	\$25,000.00	Fall 2023
5/25/2023	US Department of Justice (DOJ) – Community Based Violence Intervention and Prevention Initiative (CVIPI) FY23	Partnership with Cleveland Peacemakers Alliance	\$660,000.00	Fall 2023
5/8/2023	Office of Community Oriented Policing Services (COPS) – Microgrants Community Policing Development (CPD) FY23	Partnership with Cleveland Peacemakers Alliance	\$175,000.00	Fall 2023
3/15/2023	US Congress – Community Project Funding FY24	Blanche Avenue Road Extension Project	\$2,500,700.00	Fall 2023

- **Grant Applications Submitted, Funding Not Awarded:**

Funding Program	Purpose	Requested Amount
US Department of Agriculture (USDA) – Inflation Reduction Act for Urban and Community Forestry Grants Program FY23	Protection and Enhancement of Urban Tree Canopy	\$1,138,610.00
OH Environmental Protection Agency – Environmental Education Fund Grants Program FY23	Education and Outreach for Climate Action Plan	\$50,000.00
AARP Community Challenge	Accessory Dwelling Units Demonstration Project	\$12,500.00

- **Other Grant Opportunities Recommended:**

Due Date	Funding Program	Amount Available	Date Noticed	Notes/Status
Rolling	William G. Pomeroy Foundation – National Register Signage Grant Program FY23	In-Kind Donation of Historic Marker	6/26/2023	Pending Decision to Apply



12/31/2023	OH Environmental Protection Agency – Targeted Brownfield Assessment (TBA) Program FY23	Varies	6/5/2023	Pending Decision to Apply
12/31/2023	OH Environmental Protection Agency – Water Pollution Control Loan Fund (WPCLF)	Varies	5/16/2023	Pending Decision to Apply
11/15/2023	OH Department of Natural Resources – Land and Water Conservation Fund (LWCF) FY24	\$500,000.00	5/22/2023	Pending Decision to Apply
10/30/2023	US Department of Housing and Urban Development (HUD) – Pathways to Removing Obstacles to Housing (Pro Housing) Grants Program FY24	\$10,000,000.00	8/24/2023	Decided Not to Apply
10/23/2023	US Department of Agriculture - Great Lakes Restoration Initiative (GLRI) Forest Restoration Grants Program FY23	Varies	9/5/2023	Decided Not to Apply
10/23/2023	US Department of Agriculture - Great Lakes Restoration Initiative (GLRI) Forest Restoration Grants Program FY23	Varies	9/5/2023`	Decided Not to Apply
10/15/2023	OH Department of Transportation - Local Major Bridge Program FY24	\$20,000,000.00	9/11/2023	Not Eligible
10/12/2023	Firehouse Subs Foundation - Public Safety Grants Program FY24	\$50,000.00	9/18/2023	Decided Not to Apply
10/9/2023	America Walks - Community Challenge Grant Program FY23	\$1,500.00	9/18/2023	Client Submitting
10/6/2023	Northeast Ohio Areawide Coordinating Agency (NOACA) – Transportation for Livable Communities Initiative (TLCI) Implementation Program	Varies	8/24/2023	Decided Not to Apply
10/5/2023	OH Department of Criminal Justice Services - Body-Worn Camera (BWC) Grant Program FY24	Varies	9/21/2023	Decided Not to Apply

9/12/2023	OH History Connection - Ohio History Fund Grants Program FY23	Varies	7/11/2023	Decided Not to Apply
8/24/2023	US Department of Justice - Edward Byrne Memorial Justice Assistance Grant (JAG) FY23	Varies	7/11/2023	Client Submitting
8/15/2023	OH Department of Transportation - Municipal Bridge Program FY24	\$2,000,000.00	7/24/2023	Decided Not to Apply
8/15/2023	The Leary Firefighters Foundation - Jeremiah Lucey Grant Program FY23	\$25,000.00	7/11/2023	Decided Not to Apply
8/15/2023	OH State Library - Library Services and Technology Act (LSTA): Open Grant Program FY24	\$4,999.00	7/24/2023	Decided Not to Apply
8/4/2023	Northeast Ohio Areawide Coordinating Agency (NOACA) – Enhanced Mobility (Section 5310) Program FY24	Varies	6/22/2023	Decided Not to Apply
8/3/2023	National Endowment for the Arts – Our Town Program FY24	\$150,000.00	5/23/2023	Decided Not to Apply
7/18/2023	National Park Service (NPS) – Underrepresented Community (URC) Grants Program	\$75,000.00	6/22/2023	Decided Not to Apply
7/14/2023	Cuyahoga County Natural Resources Assistance Council (NRAC) – Clean Ohio Green Space Conservation Grants Program FY24	Varies	4/21/2023	Decided Not to Apply
7/13/2023	Firehouse Subs Foundation – Public Safety Grants Program FY23	\$50,000.00	6/22/2023	Decided Not to Apply
7/7/2023	USA Football – Girls in Flag Football Expansion Grants Program	Varies	5/1/2023	Decided Not to Apply
6/30/2023	OH Department of Natural Resources – Step Outside Grant Program FY23	\$500.00	5/15/2023	Decided Not to Apply
6/30/2023	FM Global – Fire Prevention Grant Program FY23	Varies	6/22/2023	Decided Not to Apply

6/26/2023	US Department of Justice (DOJ) – Bulletproof Vest Partnership (BVP) Program	Varies	5/1/2023	Client Submitting
6/8/2023	Cuyahoga County – Healthy Urban Tree Canopy Grant Program FY23	Varies	5/1/2023	Client Submitting
5/31/2023	OH Public Utilities Commission (PUCO) – Hazardous Materials Training and Planning Grants Program FY23	Varies	4/24/2023	Decided Not to Apply
5/30/2023	OH Arts Council – ArtsRISE Grants Program FY24	\$5,000.00	1/13/2023	Decided Not to Apply
5/24/2023	Office of Community Oriented Policing Services (COPS) Law Enforcement Agency De-Escalation Grants FY23	\$250,000.00	4/10/2023	Decided Not to Apply
5/15/2023	Ohio Humanities – Ignite Grants FY22	\$5,000.00	12/13/2022	Decided Not to Apply
5/15/2023	OH Arts Council – Ohio Artists on Tour Grants Program FY24	\$15,000.00	1/13/2023	Decided Not to Apply
5/5/2023	Northeast Ohio Areawide Coordinating Agency – Congestion Mitigation Air Quality (CMAQ) Program FY23	Varies	5/1/2023	Decided Not to Apply
5/4/2023 (Grants.gov) 5/11/2023 (JustGrants)	US Department of Justice (DOJ) – COPS Hiring Program (CHP) FY23	Varies	3/13/2023	Decided Not to Apply
5/1/2023 (Grants.gov) 5/8/2023 (JustGrants)	Office of Community Oriented Policing Services (COPS) – Implementing Crisis Intervention Teams FY23	\$400,000.00	4/17/2023	Client Submitting
5/1/2023	OH Arts Council – Capacity Building Grants Program FY24	\$5,000.00	1/13/2024	Client Submitting
4/24/2023 (Grants.gov) 5/1/2023 (JustGrants)	US Department of Justice (DOJ) – Connect and Protect: Law Enforcement Behavioral Health Response Program Grants FY23	\$550,000.00	2/6/2023	Decided Not to Apply
4/10/2023	US Environmental Protection	\$1 million	1/13/2023	Decided Not to

	Agency – Environmental Justice Government-to-Government Grants Program FY23			Apply
3/31/2023	OH Department of Development (DOD) – Arts Economic Relief Grants Program FY23	Varies	2/16/2023	Client Submitted
3/31/2023	OH History Connection – Historic Preservation Grants Program FY23	Varies	1/3/2023	Client Submitting
3/31/2023	US Department of Housing and Urban Development – Thriving Communities Technical Assistance	Technical Assistance	2/27/2023	Decided Not to Apply
3/3/2023	OH Department of Transportation (DOT) – Safe Routes to School (SRTS) Grants Program FY23	Varies	10/21/2022	Application Discontinued
3/1/2023	OH Arts Council – ArtsNEXT Grants Program FY23	\$25,000.00	1/3/2023	No Action Authorized
3/1/2023	OH Arts Council – Arts Partnership Grants Program FY24	\$25,000.00	1/3/2023	No Action Authorized
2/15/2023	Ohio Humanities – Ignite Grants FY22	\$20,000.00	12/5/2022	No Action Authorized
2/14/2023	National Fish and Wildlife Foundation – Sustain Our Great Lakes Program FY23	\$1 million	1/20/2023	No Action Authorized
2/10/2023	FEMA Assistance to Firefighters (AFG) Grant Program FY22	Varies	1/4/2023	Client Submitting
2/3/2023	OH Environmental Protection Agency – Community and Litter Grants Program FY23	\$200,000.00	12/16/2023	No Action Authorized
2/1/2023	OH Arts Council – Sustainability Grants Program FY24	Varies	1/3/2023	Client Submitting
2/1/2023	Cuyahoga County – Community Recycling Awareness Grants Program FY23	\$6,000.00	12/16/2023	No Action Authorized
1/31/2023	OH Department of Transportation – Highway Safety Improvement Grants Program FY23	\$5 million	11/21/2022	No Action Authorized

1/27/2023	OH Traffic Safety Office (OTSO) – Teen Driver Training Grant Program FY22	\$45,000.00	1/4/2023	No Action Authorized
1/9/2023	OH Office of Criminal Justice Services (OCJS) – Ohio Drug Law Enforcement Fund Grants Program FY22	\$250,000.00	12/13/2022	No Action Authorized
12/6/2022	US Department of Transportation (DOT) – Thriving Communities Program (TCP) FY23	Technical Assistance Only	10/21/2022	Decided Not to Apply
10/31/2022	OH Department of Transportation (DOT) – Transportation Alternatives Program (TAP) Grants FY22	Technical Assistance Only	10/21/2022	Determined Ineligible
10/6/2022	OH Office of Criminal Justice Services (OCJS) – ARPA Community Violence Reduction Grants Program FY22	Varies	9/28/2022	Client Submitting

**Millennium Strategies LLC**  
**60 Columbia Road, Building B, Suite 230**  
**Morristown, NJ, 07960**

This Agreement is made and entered into between **MILLENNIUM STRATEGIES LLC** (herein referred to as “Consultant”) located at 60 Columbia Road, Building B, Suite 230, Morristown, NJ 07960 and **CITY OF CLEVELAND HEIGHTS** (herein referred to as “Client” 40 Severance Circle, Cleveland Heights, OH 44118.

**SCOPE OF SERVICES**

Consultant will provide Grant Consulting Services on behalf of Client. Specific services to be provided are outlined and described below.

- *Service 1: Create a Strategic Plan* – Consultant will create a Strategic Plan for grant research and funding to be pursued in keeping with the Client’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* – Consultant will research governmental and non-governmental grant opportunities that support the Client’s priorities. Detailed grant summaries and application breakdowns will be provided to key personnel.
- *Service 3: Grant Writing* – Consultant will complete grant applications, both presented by Consultant and identified by the Client, in accordance with funding guidelines established by funding agencies.
- *Service 4: Monthly Reporting* – Consultant will submit a monthly report detailing activities undertaken by the Consultant on behalf of the Client. 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 Client with an assessment of Consultant’s efforts on a regular basis.
- *Service 5: Grant Administration* – Consultant will provide grant administration services on behalf of the Client. These services will include execution of grant agreements, filling requisite project/financial reports, and preparation/submission of grant closeout package. This service does not include project management.
- *Service 6: Meeting Attendance* – Consultant will attend meetings as requested by Client. For any on-site meetings requested.

**TERM**

This Agreement shall be for a period of twelve (12) months commencing on the date authorized and affixed to this agreement by Client. Either party may terminate this agreement with or without cause upon a 30-day written notice via certified mail.

**Millennium Strategies LLC**  
**60 Columbia Road, Building B, Suite 230**  
**Morristown, NJ, 07960**

**COMPENSATION**

Consultant shall render services, as outlined and described in “Scope of Services” section of this agreement, in accordance with the fee schedules outlined below:

- *Services 1-6* – Consultant shall render services, on behalf of Client, on an hourly basis at a rate of \$150.00 per hour.
- For any on-site meeting requests, Consultant would request reimbursement from the Client for costs associated with attending these meetings including, transportation, lodging, meals, etc.

This agreement shall be for a total not to exceed amount of \$60,000.00 per annum, which shall include any reimbursable expenses. Consultant’s fees once paid are non-refundable and are not contingent upon the successful award of grant funding. There are no hidden costs associated with this fee structure.

**HOLD HARM LESS**

Each party hereby agrees to hold the other party harmless from any expense, loss, liability, or claim incurred directly or indirectly by the responsible party with respect to any actions or omissions, authorized or unauthorized, of such party, its employees, agents, servants, subcontractors, or assignees with respect to this Agreement.

**ASSIGNABILITY**

This Agreement is not assignable without the prior written consent of both Client and Consultant.

**BINDING**

This Agreement shall be binding upon each party’s successors or assignees.

**LAW**

The terms of this Agreement shall be governed by the laws of the State of Ohio.

**DISPUTES**

The parties hereto stipulate and agree that any dispute between them, whether equitable or legal relief is sought shall be venued in the Cuyahoga County Court of Common Pleas. Each of the parties to this Agreement further stipulate and agree to the personal and subject matter jurisdiction of the Cuyahoga County Court of Common Pleas, in such dispute or proceeding.

**Millennium Strategies LLC**  
**60 Columbia Road, Building B, Suite 230**  
**Morristown, NJ, 07960**

**AGREED TO AND ACCEPTED BY:**

**DATE:**

**MILLENNIUM STRATEGIES, LLC**

\_\_\_\_\_

By: \_\_\_\_\_

Name: Edward Farmer

Title: President and CEO

**DATE:**

**CITY OF CLEVELAND HEIGHTS**

\_\_\_\_\_

By: \_\_\_\_\_

Name:

Title: