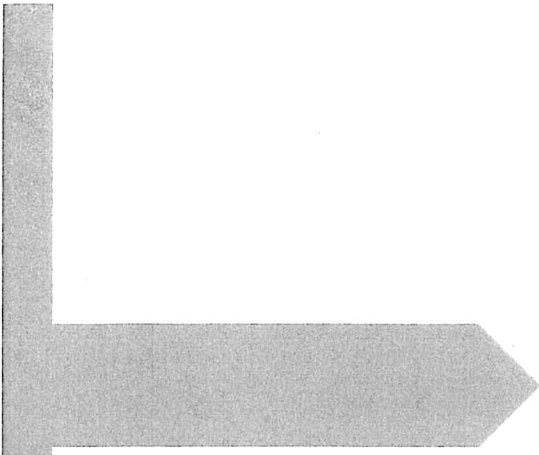




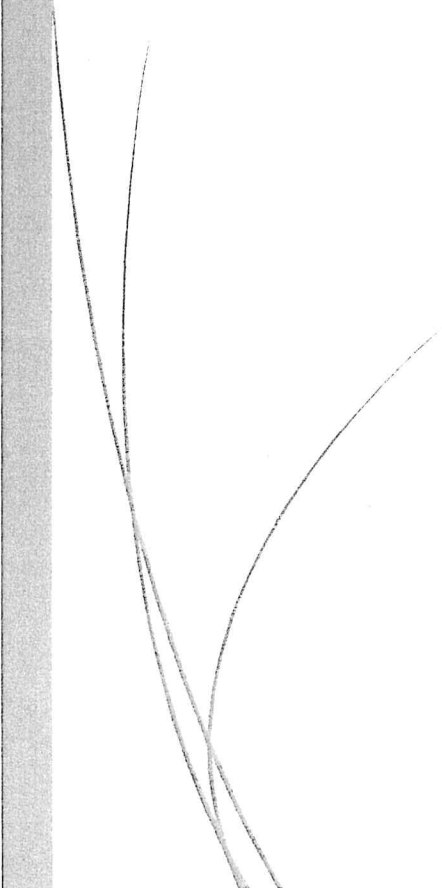
Proposal to serve:

Borough of Wallington

Request for Qualifications:

Grant Services Consultant

December 20, 2019



Submitted By:

Bruno Associates, Inc.

1373 Broad Street, Suite 203B

Clifton, NJ 07013

Tel: 973-249-6225 Fax: 973-249-6301

www.BrunoAssociatesInc.com



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December 3, 2019

Mr. Hector Olmo
Borough Clerk
Borough of Wallington
24 Union Boulevard
Wallington, NJ 07057

Dear Mr. Olmo,

On behalf of Bruno Associates, thank you for the opportunity to assist the Borough of Wallington by servicing every aspect of its grant needs. I believe we can continue to elevate the Borough of Wallington through our services, as our team of professionals continue to work tirelessly to procure funding for the quality of life projects that are critical to your community.

As you know, Bruno Associates has experience working with Wallington's key personnel to obtain funding for various programs. During this time, we have gained invaluable knowledge and experience specific to your borough in order to secure funding and meet the challenges of today's economy and the needs of your community.

Our team combines technical, consulting, and operational expertise, program management skills, and extensive management experience across a variety of key areas. We stay vigilant and alert, always ready to react to the constantly shifting landscape. It is our belief this is the only way to truly meet our clients' needs.

I have enclosed one (1) original and two (2) hard copies of our proposal. We look forward to continuing our services on behalf of the Borough of Wallington and to a mutually rewarding relationship!

If you have any questions, please do not hesitate to contact me.

Sincerely,

Bruno Associates, Inc.

Christopher Brown
Chief Executive Officer



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a) Knowledge, Experience and Reputation in the Field

For nearly 50 years Bruno Associates, Inc. (BAI) has empowered municipal and county units of government, non-profit organizations, school districts and authorities across New Jersey to access the funding they need to perform their essential operations, conduct programs and undertake quality-of-life projects. During this span, BAI has adapted and evolved alongside the ever-changing world of grantmaking to offer clients the ability to seamlessly integrate the complex world of grants into their everyday operations. Since his early years as a Congressional and gubernatorial press secretary, John R. Bruno, Sr., founder and Chairman of Bruno Associates, recognized the need to assist public and non-profit institutions to effectively pursue grant funding from federal, state, county and private funding sources.

Today, BAI continues to successfully procure and manage funding for its diverse client base, and its team of skilled consultants is tireless in its pursuit of the funding which profoundly impacts communities. The professional team at BAI is trained to provide specialized services to the municipality in virtually any area of expertise dictated by a given grant opportunity. BAI's entire staff has received training in order to provide subject-matter expertise to Municipal Administrators, Clerks, Chief Financial Officers, elected officials, and Fire and Police Chiefs. Grant professionals at BAI have college and advanced degrees, participate in continuing education training and average more than 15 years of experience in their respective fields within the public and non-profit sectors. Professional experience includes former Business Administrators, elected officials, Executive Directors, Grant Managers, Economic Development Professionals and newspaper reporters. BAI's expertise knows no bounds as we specialize in a broad spectrum of funding categories, not limited to economic development and redevelopment projects, transportation programs, recreation, community and real-estate development, housing development, public safety/law enforcement and environmental protection.

BAI can also facilitate access to key legislative and appropriation processes at both the federal, state and county levels of government. When you work with BAI, you employ a powerful fund development appendage that works relentlessly to help you meet your goals.



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BAI has extensive experience working with counties, municipalities, local authorities and other independent government agencies throughout New Jersey. For nearly 50 years, BAI has leveraged its relationships with powerful agencies on behalf of its clients' goals and priority projects. Our extensive track record has enabled us to foster strong ties to grantmaking institutions. Our reputation within this line of work, along with our unmatched talent, makes us the only firm capable of providing a comprehensive understanding of resource opportunities from both public and private institutions.

The BAI Team is experienced and familiar with the evolving funding priorities, procedures and regulations of the following agencies:

- NJ Department of Transportation
- NJ Department of Environmental Protection
- NJ Department of Community Affairs
- NJ Department of Agriculture
- NJ Board of Public Utilities
- NJ Economic Development Authority
- NJ Department of Law and Public Safety
- NJ Department of Human Services
- NJ Department of Health
- NJ Department of Education
- Federal Emergency Management Agency (FEMA)
- United States Environmental Protection Agency
- United States Department of Commerce
- United States Department of Housing and Urban Development (HUD)
- United States Department of Justice
- United States Department of Transportation
- United States Department of Veterans Affairs
- Department of Homeland Security (Federal & State)



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b) Knowledge of the particular needs of the Borough of Wallington

At the beginning of 2016, BAI quickly immersed itself within Wallington's grant history and began working extensively with a variety of departments to not only apply to new grant programs as they became available, but to recover previous awards which were in jeopardy of being rescinded. BAI helped facilitate the closeout and reimbursement of \$136,676 in Bergen County Open Space funding for Crescent and Mount Pleasant Park improvements, as well as an additional \$207,200 in Bergen County Community Development Block Grant (CDBG) funding for Mount Pleasant and the construction of sidewalks and curbs along King Street. Wallington has extensive transportation infrastructure needs, particularly in the way of road resurfacing, curbing, sidewalks, ADA compliance, as well as stormwater and drinking water conveyance systems. BAI has successfully obtained more than \$625,000 through the NJ Department of Transportation's Municipal Aid Program and another \$362,400 in CDBG funds to address these conditions throughout several neighborhoods within the borough. More recently, BAI helped the borough procure \$49,650 in Open Space funds for improvements to Dul Field, as well as an additional \$77,347 for drainage and recreation improvements at Crescent Park. Additionally, Wallington has expressed a desire to augment the capabilities of its volunteer fire department, which is among the larger volunteer departments in Bergen County. In FY15 BAI helped the borough secure \$8,000 through FEMA's "Assistance to Firefighters Grant" program for training of its SCUBA team to engage in swift water rescue training classes. In FY16 BAI secured an additional \$36,880 from FEMA's "Staffing for Adequate Fire and Emergency Response" Program for enhanced recruitment and retention efforts, Personal Protective Equipment for new members, costs for new-member physicals, and for website development and marketing materials. Another high priority has been the acquisition of senior bus, which would replace the borough's existing bus that provides essential transportation services for seniors going to and from the Wallington Senior Activity Center. BAI has made several applications to NJ Transit's Section 5310 Senior Mobility Grant program for the acquisition of a vehicle as well as operating costs and continues to research funding opportunities to address this need. Lastly, the construction of a new library facility has been expressed as a persistent need for the residents of Wallington. BAI has been closely monitoring the availability of funding made possible through the Library Construction Bond Act. This funding opportunity is scheduled to begin soliciting proposals in the Spring of 2020.



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c) Past work history and services

Additional goals the borough has conveyed are illustrated in the applications submitted/awarded below:

Awards and Status

- 2013 Bergen County Open Space (Crescent Road Park): **\$37,500 (Closed)**
- 2014 Bergen County Open Space (Mt. Pleasant Playground): **\$72,000 (Closed)**
- 2015 Bergen County Open Space (Mt. Pleasant Playground): **\$27,176 (Closed)**
- FY15 Assistance to Firefighters Grant (FEMA): **\$8,000 (Closed)**
- FY16 Bergen County CDBG (Mt. Pleasant Park): **\$102,500 (Closed)**
- FY16 Staffing for Adequate Fire and Emergency Response (FEMA): **\$36,880 (Active Award)**
- FY17 Bergen County CDBG (King Street): **\$104,700 (Closed)**
- FY18 Municipal Aid NJDOT (Spring St. Spring Ct. Willow Ave): **\$218,000 (Active Award)**
- FY18 Bergen County CDBG (Jordan Ave Phase 1): **\$127,200 (Active Award)**
- FY18 Bergen County Open Space (Dul Field Improvements): **\$49,500 (Active Award)**
- FY19 Bergen County CDBG (Morrissee Ave): **\$130,500 (Active Award)**
- FY19 Municipal Aid NJDOT (Hathaway, Spring, Curie, Chestnut): **\$202,000 (Active Award)**
- 2019 Bergen County Open Space (Crescent Park Drainage & Rec Improvements): **\$77,347 (Active Award)**
- FY20 Municipal Aid NJDOT (Chestnut Phase II, Jordan, Morrissee, Wadsworth, Van Dyke): **\$205,000 (Active Award)**

Pending Applications:

- FY19 NJ Transit Section 5310 Senior Mobility Grant (Senior Bus): **\$70,000**
- FY20 Bergen County CDBG (Wadsworth St & Van Dyke St): **\$455,274**
- FY20 Bergen County CDBG (Tulip Place, Orchid Drive, Primrose Drive): **\$214,950**



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d) Availability to accommodate required meetings of the Borough

Grant Professionals who provide grant consulting services will attend meetings as necessary to design and implement a long-range strategic fund development plan. Funding opportunities that adhere to a strict submission deadline often dictate the frequency of weekly and monthly meetings, therefore Grant Professionals will work closely with municipal staff and/or department heads to allow ample time to secure all necessary information, required documentation and signatures for proposal submissions. The BAI team will be readily available for phone conferences and/or office consultation. BAI consultants also have the technological ability to work on-site with a client on a given day.



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e) Other factors determined to be in the best interest of the Borough

Scope of Services

Tasks that will be performed by BAI

- Perform extensive evaluations and analyses of each department in order to gain a comprehensive understanding of needs, goals, and obstacles. Consultants are skilled at identifying priority projects and areas of concern, while forecasting future needs which may be on the horizon. BAI consultants are adept at detecting deficiencies which may not be readily apparent.
- Inventory your municipality's prior involvement with grant programs and engage funding agencies to determine the status of previous awards. We open a line of communication with these agencies to let them know we are mobilizing to close out a project which may have fallen dormant. This inventory is helpful to us and the municipal staff we work for because it provides a sense of clarity and direction. We quickly address actionable items and convey to the grantor that we are shepherding the municipality to close a project and receive the grant award.
- Research, prepare, and convey funding opportunities and news to key personnel as they become available. Present each application in a concise format in order to facilitate decision-making and project selection. Our Grant Professionals and research staff tirelessly keep their finger on the pulse of current and potential funding opportunities to keep municipalities in-the-know and provide ample time to put forth a strong proposal.
- Track County, State and Federal legislative news, initiatives and potential funding opportunities that are relevant to municipal governments within New Jersey.
- Create a comprehensive portfolio of goals, objectives and timelines/deadlines that coincide with and clearly illustrate the previously awarded grants uncovered through our research, in addition to monitoring grants submitted by the firm. This living document will also integrate a summary of active applications and new funding opportunities which are aligned with the needs of your municipality.
- Review Master Plan/Master Plan Re-Examination Reports and elements contained therein to better understand your municipality's needs.
- Prepare monthly progress reports illustrating the status of projects, opportunities researched, upcoming deadlines and applications submitted.
- Draft the requisite municipal endorsing resolutions, public notices, press releases etc. per the requirements of certain funding programs and transmit to clerk's office.
- Draft and acquire letters of support from state and federal representatives endorsing chosen projects, as required by certain grant applications.



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- Collaborate with other town professional service providers (engineers, accountants, environmental specialists etc.) to ensure application requirements are met and that a high-quality proposal is submitted.
- Conduct visits to potential project sites. Take pictures to augment a proposal's visual appeal.
- Attend technical workshops offered by funding agencies at the county, state and federal level on the latest government technology grant submission software on behalf of your municipality to ensure you are current in the systems which are standard in today's industry. Our professionals are always accessible and provide clear and concise technical assistance to municipal staff when needed.
- Initiate, complete and submit grant applications to secure funding for priority projects and initiate procurement opportunities. With BAI Grant Professionals, you can always expect the highest quality of writing and proposal composition. Any application submitted on behalf of your municipality is always checked and re-checked by our staff of former newspaper copyeditors, reporters, municipal administrators, elected officials, and other highly-educated individuals.
- Provide grant management/compliance and reporting, in addition to follow-up services with all necessary legislative officials. Our Grant Professionals are well-versed in the compliance aspect of each funding opportunity. We like to let you know what you can expect upon award and illustrate a clear plan of action on how to move a project forward so your awarded funding is swiftly utilized. This is especially important regarding intricate federal funding programs, which are often comprised of stringent pre-application guidelines and require considerable post-award compliance and oversight.
 - Check on the status of each application.
 - Provide directions on how to properly utilize awarded funding.
 - Assist with reporting to ensure compliance with a program.



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Qualifications and Experience of the BAI Team

Christopher Brown, Chief Executive Officer

In the nine years Christopher Brown has served as Managing Director for Bruno Associates Inc., he has accumulated an exceptional record of service which is manifested by his ability to have secured more than \$75 million in grant funds for the firm's clients. Chris is a leading advisor, trusted by municipalities, boards of education, and non-profit organizations across the State of New Jersey. Chris' track record with developing and overseeing strategic plans while simultaneously researching and writing grant applications includes successes such as securing \$2 million for the Township of Irvington and \$1.7 million for the City of Clifton. Chris' work for both Irvington and Clifton has led to the successful transformations of their Police Department and Fire and Emergency Response Team. As the primary person responsible for the successful execution of the firm's grant consulting engagements, Chris focuses the team on delivering a "end-to-end" service that satisfies our clients' needs both pre- and post-award. Christopher holds a Bachelor of Science degree from Widener University and actively pursues continuing professional education.

Stephen Welsh, Director

Stephen Welsh serves as a Director at Bruno Associates, Inc., and has established himself as a trusted advisor to many local governing municipalities throughout New Jersey. He previously served as a Township Business Administrator in Mine Hill. In that role, he successfully obtained community development, NJDOT, and open space grants, in addition to the everyday duties of a municipal administrator. Steve has completed courses for eligibility to obtain certification as a CMFO and completed training through the Project Management Institute. Steve also served for over 27 years as an elected official in his hometown of Morris Plains, giving him valuable insight into the problems experienced by local governing bodies as they deal with diminishing revenues and budget caps. At BAI, Steve's expertise catalyzed successful transformations in Sussex Borough, where he helped procure more than \$1.2 million dollars to help rebuild and maintain the Lake Rutherford Dam, upgrade water meters to electronic readers, replace sewer lines, and repave streets in the area. Steve also secured a \$250,000 grant to fund a three-year Health Initiative for the City of Irvington. Prior to his job as a Business Administrator, Steve worked as an Information Technology professional, skilled at solving every day and complex business problems with a strong track record for increasing productivity, improving efficiency and reducing operating costs while achieving desired results. Steve also possesses significant experience in Management, Application Development, and Software Package installation. In his experience, Steve has developed and managed projects for Financial Services, Manufacturing, Engineering, Insurance, Utility, and Pharmaceutical firms. Steve holds a Bachelor of Arts degree in Business Administration from William Paterson University.



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Joe DiFranco, Director

Joe DiFranco is a Director with Bruno Associates, Inc. Joe utilizes an effective set of research, writing, and analytical skills which allowed him to acquire more than \$8.5 million in funding for his clients. He has proven himself as a trusted adviser, with an innate ability to simplify the complex grant management process, allowing clients to simply integrate it into the many other responsibilities that go into running a local municipality. His problem-solving skills and effective communication style are considerable assets to each of the clients he works for. Highlights from his time with BAI include securing: \$1,000,000 in Green Acres funding for the Town of West New York's Miller Stadium Project, \$900,000 in Open Space funding for Weehawken's Recreation Pier along the Hudson River, \$40,000 in Passaic County funding which enabled Clifton to hire a Case Manager to assist their homeless population, \$61,800 in state funding to help Rutherford restore its WWI Monument, \$36,880 in FEMA (SAFER) funding for the Wallington Fire Department for volunteer recruitment and retention as well as physicals and gear, and \$618,000 in NJDOT funding for West New York's roadways. Joe specializes in grant management services at the County, State and Federal levels and has extensive knowledge in the fields of transportation infrastructure, public safety/emergency management, community development, environmental protection, shoreline resilience and recreation. Above all else, Joe believes his ultimate mission is to make his clients' job easier and help them mobilize the funding needed for positive change. Joe graduated Montclair State University with a Bachelor of Arts degree in Sociology and a minor in Leadership Development through Civic Engagement. He is also certified in Grant Writing from the State University of New York.

Claire Crimando, Associate

Claire Crimando serves as a grant consultant for Bruno Associates. Claire joined Bruno Associates after nearly two years working as a social worker and advocate in Essex County, New Jersey, where she managed grants and passionately served her clients. Claire has experience working in healthcare and social services and is proud to be working with Bruno Associates to secure funding to create meaningful change through programs and projects. Claire harnesses her creativity, passion, and leadership skills to bring any endeavor to fruition.

Claire holds a Bachelor of Science degree in Social Work with a minor in Political Science from Rutgers University-Newark. Claire also proudly attended Sussex County Community College where she reestablished the Social Work Club and received the SCCC 2015 Leadership Award. Claire holds multiple certifications from advocacy groups such as Equal Justice USA, The NJ Coalition Against Human Trafficking, and other anti-violence organizations. Claire also holds an Associate's degree in photography from the Fashion Institute of Technology and enjoys running her small photography business on the side.



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Victoria Zurla, Associate

Victoria Zurla brings a keen understanding of the inner workings of public education to Bruno Associates. She joined the team after serving four years as an educator in the New Jersey Public School System. Her hands-on approach helps her accurately assess and target the needs of clients, as well as enhances the strong rapport she builds with each of them. She has experience and training in New Jersey Harassment, Intimidation and Bullying Prevention, as well as the Anti-Bullying Bill of Rights. Victoria specializes in grant services at the County, State, and Federal level, with experience in projects related to transportation improvements, Community Development, and law enforcement and fire-related grants. Her devoted work ethic and articulate writing skills allow her to effectively communicate on behalf of clients to gain funding in a wide-range of areas.

Victoria holds an undergraduate degree in English, as well as a dual-degree Masters degree in Teaching English and Students with Disabilities from Montclair State University.

Matthew Evangelista, Associate

Matthew Evangelista joined Bruno Associates Inc. in the spring of 2019, concurrent with his career as a Jersey City Firefighter and Class II Special Law Enforcement Officer within the Borough of Pompton Lakes. Matt is a graduate of the Passaic County Fire Academy (2011), the Essex County Police Academy (2014) and the Morris County Fire Academy (2017). Matthew also completed Hazardous Material Technician School in 2017. Matthew supplements Bruno Associates' skilled team of grant professionals with his extensive knowledge of public safety and emergency management. His comprehensive experience allows clients to benefit from his astute observations and specialized opinion of their fire and police operations and how they can be augmented through available grant funding opportunities.

RESUMES OF THE ABOVE REFERENCED GRANT PROFESSIONALS ARE ATTACHED TO THE APPENDIX SECTION OF THIS PROPOSAL.



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Office Resources/Backup Staff

Each BAI consultant is equipped with state-of-the-art laptop computers which provide them the ability to work on-site at client municipalities on an as-needed basis. Consultants' laptops are connected to a unified Shared Drive which enables them to work efficiently onsite at client locations where they can collaborate with key personnel and staff. Laptops come complete with:

- **Microsoft Word**
- **Microsoft Excel**
- **Microsoft PowerPoint**
- **Microsoft Outlook**
- **Adobe Acrobat Pro**—an application software that allows our professionals to view, create, edit, track, send and manage files in Portable Document Format (PDF).
- **Skype**—a telecommunications application software product that specializes in providing video chat and voice calls between computers.
- **Google Earth Pro**—a geospatial software application that displays a virtual globe and provides the ability to analyze and capture geographical data and create maps which augment the aesthetic appeal of our grant proposals.
- **Thomson Reuters Incentives Pinpointer**—a research database that stores detailed information about federal, state and local incentives such as grants and other similar monetary resources for clients.

With a group of powerful tools at our disposal, there is little we can't do to help you attain your funding needs.



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Notable Grant Awards

MUNICIPALITY	GRANT PROGRAM	AWARD AMOUNT
Township of Berkeley	CDBG Disaster Recovery, DCA Zoning Code Enforcement Grant	\$100,000
	Turf Field Construction Veteran's Park, NJDEP Green Acres Program	\$750,000
	NJ Bulletproof Vest Program	\$9,500
	NJDEP Bonus Recycling Grant Program	\$11,000
	New Jersey Historic Trust Preservation Grant Program	\$656,537
Bogota Borough	Bergen County Community Development Block Grant	\$100,000
	Distracted Driving Crackdown Grant Program	\$6,600
	Climbing Station, Bergen County Open Space Trust Fund	\$18,265
City of Clifton	Athenia Park Recreational Complex, NJDEP Green Acres Program	\$1,000,000
	NJDOT Municipal Aid Grant Program	\$710,688
	Zelenka Park, Passaic County Open Space Trust Fund	\$250,000
	Staffing for Adequate Fire & Emergency Response Grant	\$1,350,000
	Athenia Park Recreational Complex, Passaic County Open Space Trust Fund	\$275,000
Borough of Emerson	NJDOT Transportation Alternatives Grant Program	\$780,000
	Bergen County Open Space Trust Fund	\$25,000
Township of Lyndhurst	Bergen County Open Space Trust Fund	\$63,038
	Bergen County Community Development Block Grant	\$108,900
	NJDOT Municipal Aid Grant Program	\$197,000
	Recreational Opportunities for Individuals with Disabilities	\$7,500
	FEMA Staffing for Adequate Fire & Emergency Response	\$67,000
Borough of North Arlington	Turf Surface at Zadroga Field, Bergen County Open Space Trust Fund	\$104,430
	NJDEP Green Acres Acquisition	\$362,500
	NJDOT Municipal Aid Grant Program	\$217,000
	Street Trees, Bergen County Community Development Block Grant	\$76,000
Borough of Park Ridge	Bergen County Open Space Trust Fund	\$82,147
	NJDOT Municipal Aid Grant Program	\$207,000
	Bergen County Community Development Block Grant	\$94,332
	FEMA Staffing for Adequate Fire & Emergency Response	\$10,200



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Borough of Ramsey	Bergen County Open Space Trust Fund	\$67,500
	Firehouse Subs Public Safety Foundation	\$22,339
	Community Center ADA Improvements, Bergen County CDBG	\$69,335
	Tree Planting, Community Stewardship Incentive Program	\$30,000
Borough of Rutherford	Bergen County Community Development Block Grant	\$102,800
	Community Forestry Program, CSIP, NJDEP	\$150,000
	Lighting at Memorial Field, NJDEP Green Acres Program	\$450,000
	NJDOT Safe Streets to Transit	\$125,000
	Electric Vehicle Charging Stations, NJDEP	\$40,000
	WW1 Monument Restoration, NJ Historic Trust	\$61,800
	Recreation Opportunities for Individuals with Disabilities, NJDCA	\$20,000
	Ball Field Resurfacing, Bergen County Open Space Trust Fund	\$74,358
Borough of Sussex	Lake Rutherford Water Line Installment, USDA Rural Development	\$1,018,800
	Lake Rutherford Dam Rehabilitation	\$400,000
	Lake Rutherford Water Line Installation	\$400,000
	Water Distribution System Improvements	\$40,000
	Ambulance Chassis	\$49,000
Township of Weehawken	Homeland Security, Port Security Grant/Port Imperial Security Cameras	\$119,000
	Hudson River Waterfront Walkway, NJDEP Green Acres Program	\$1,000,000
	NJDOT Transportation Alternative Grant Program	\$1,200,000
	Hudson County Open Space Trust Fund	\$500,000
	Summer Food Grant Program	\$21,745
	Local Aid Infrastructure Fund	\$400,000
Town of West New York	NJDOT Municipal Aid Grant Program	\$757,980
	Hudson County Open Space	\$1,050,000
	Assistance to Firefighters Grant	\$100,000
	Miller Stadium Turf Installation, NJDEP Green Acres Program	\$1,000,000
	Summer Food Program - Department of Agriculture	\$208,578
	Safe & Secure Grant Program	\$240,000
Borough of Wharton	NJDOT State Local Aid	\$245,000
	NJDOT Safe Routes to Schools	\$100,000



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New Jersey Municipal Agency References

- a) Name of Entity: Borough of Sussex
Contact Name: Katherine Little, Mayor
Address: 2 Main Street, Sussex, NJ 07461
Phone: 973-875-4831 E-mail: mayor@sussexboro.com

- b) Name of Entity: Township of Berkeley
Contact Name: Carmen Amato, Mayor
Address: 627 Pinewald Keswick Road, Bayville, NJ 08721
Phone: 732-244-7400 E-mail: mayor@twp.berkeley.nj.us

- c) Name of Entity: Borough of Rutherford
Contact Name: Councilman Frank Nunziato
Address: 176 Park Avenue, Rutherford, NJ 07070
Phone: 201-460-3022 E-mail: fnunziato@rutherfordboronj.com

- d) Name of Entity: Borough of North Arlington
Contact Name: Mayor Dan Pronti
Address: 214 Ridge Road, North Arlington, NJ 07031
Phone: 201-991-6060 E-mail: dpronti@northarlington.org

- e) Name of Entity: Borough of Allendale
Contact Name: Ron Kistner, Borough Administrative Officer
Address: 500 West Crescent Avenue, Allendale, NJ 07401
Phone: 201-818-4411 E-mail: ronkistner@allendalenj.gov

- f) Name of Entity: Borough of Ho-Ho-Kus
Contact Name: William Jones, Administrator
Address: 333 Warren Avenue, Ho-Ho-Kus, NJ 07423
Phone: 201-652-4400 ext. 231 E-mail: jonesw@ho-ho-kusboro.com

- g) Name of Entity: Borough of Ramsey
Contact Name: Mayor Deirdre A. Dillon
Address: 33 N. Central Avenue, Ramsey, NJ 07446
Phone: 201-825-3400 ext. 221 E-mail: ddillon@ramseynj.com



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Cost Proposal

BAI's grant writing and consulting fees are all-inclusive and are based on the services proposed herein. Fees include all research, writing, editing, administrative, reproduction and packaging expenses. BAI also assumes responsibility for proposal submission, including costs associated with mailing, shipping, couriers and overnight delivery as required. The fee also covers all costs associated with planning, follow-up and evaluation, progress reporting and attendance at all required meetings.

BAI proposes an annual rate of **\$35,000.00** to be paid in equal monthly installments. All fees for travel, reproduction of documents, submission of applications, etc. are inclusive of the annual contract fee.



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APPENDIX

- ✓ STAFF RESUMES
- ✓ NJ BUSINESS REGISTRATION CERTIFICATE
- ✓ CERTIFICATE OF EMPLOYEE INFORMATION REPORT
- ✓ CERTIFICATE OF INSURANCE
 - Professional Liability/Workers Compensation/Business Liability Proof w/limits



Christopher Brown

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cbrown@brunoassociatesinc.com

Education, licenses, & certifications:

- BS, Sports Management, Widener University
- Certificate of Instructional Needs of Students with Disabilities

Professional Resume

Background

Christopher is Chief Executive Officer for Bruno Associates, Inc., with vast experience in the needs of municipalities, Boards of Education, MUAs, and non-profit organizations. He has successfully written grants for fire prevention, law enforcement, environmental and green issues, green acres, open space, hazard mitigation programs, transportation, health programs, educational and literacy programs, housing and development, and recreation programs. Prior to working with Bruno Associates, Inc. Christopher spent twelve years educating students with distinct, cognitive, social and emotional, and behavioral needs.

Professional Experience

- Secured over \$90 million in grant funding over the past 4 years for municipal, school district, and non-profit clients
- Recovered over \$10 million in grant funding for previously awarded funds that were never spent or recouped properly for municipal clients
- Manage, organize, and run all internal office meetings
- Manage and oversee staff members
- Secured over \$5 million in Disaster Recovery funding for municipal clients
- Facilitate and organize client projects
- Develop rapport and maintain professional working relationships with over a dozen NJ State Departments
- Secured \$2 million for the Township of Irvington's Police Department
- Responsible for \$1.7 million funding towards the City of Clifton's Fire and Emergency Response Units
- Oversaw the facilitation and obtainment of \$12 million in grant funding for the Paterson Board of Education's transformation from a struggling inner-city district to a thriving pillar of urban education in New Jersey



Stephen S. Welsh

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swelsh@brunoassociatesinc.com

Education, licenses, & certifications:

- BA, Business Administration, William Paterson University
- AAS, Data Processing Technology, County College of Morris
- CMFO Certified, Rutgers University
- PMP Certified, Project Management Institute
- Oracle University Trained, Oracle University

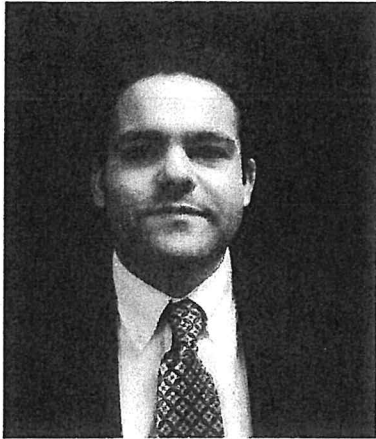
Professional Resume

Background

Stephen is a Director of Bruno Associates, Inc, with valuable local, government official experience and insight into problems with diminishing revenues and budget caps. Stephen has successfully written grants for water and sewer systems, law enforcement, community development, environmental and green issues, green acres, open space, NJDOT, health programs, house and development, and recreation programs. Prior to serving as Director and Account Executive for Bruno Associates, Inc., Stephen served as a Business Administrator and worked in Information Technology.

Professional Experience

- Grant preparation and writing for water and sewer systems, law enforcement, community development, environmental and green issues, green acres, open space, NJDOT, health programs, housing and development, and recreation
- Completion of studies for eligibility to obtain certification as a CMFO
- Completion of training program as a Project Manager
- Township Administrator of Mine Hill Township, responsible for day to day activities of the Township, as well as developed and tracked budget expenditures, supervised public works, and handled citizen complaints
- Councilman of Morris Plains, where he prepared budgets and served as administration of the Borough of Morris Plains Financial, Tax Collection, and Clerk offices
- Increased productivity, improved efficiency, reduced operating costs while achieving desired results
- Development and management of projects for Financial Services, Manufacturing, Engineering, Utility, and Pharmaceutical firms
- Execution to obtain multiple grants totaling over \$1.2 million for the Sussex Borough of New Jersey
- Securing funding for a three-year Health Initiative for the City of Irvington, New Jersey
- Creation of the North Bergen Annual CDBG Annual Plan, providing over \$1.2 million from 2016-2017



Joseph DiFranco

Bruno Associates, Inc.
1373 Broad Street, Suite 203B
Clifton, NJ 07013

Tel (973)-249-6225
jdi franco@brunoassociatesinc.com

Education, licenses, & certifications:

- BA, Sociology, Minor, Leadership Development through Civic Engagement, Montclair State University
- Grant Training Center Certified, State University of New York

Professional Resume

Background

Joseph is a Director for Bruno Associates, Inc., specializing in grant writing and management services at the County, State, and Federal level. He has been an integral part of the company for over three years. Prior to joining BAI, Joseph acquired two years of professional writing experience for North Jersey Media Group's Essex County Division. Joseph currently serves on the Economic Development and Flood Plain Advisory Committees in his hometown of Pequannock, NJ.

Professional Experience

- Conducted extensive municipal needs assessments for a variety of municipalities in Bergen, Hudson, and Essex Counties.
- Secured more than \$4 million for the Township of Weehawken through Hudson County, the NJ Department of Environment Protection and the NJ Department of Transportation to aid in the construction of a Waterfront Multi-Use Park, Pedestrian Bridge, and Recreation Pier.
- Procured more than \$1 million for the City of Clifton which facilitated enhancements at its Athenia Steel Recreation Complex.
- Acquired more than \$1 million for the Town of West New York's Miller Stadium Rehabilitation Project.
- Acquired a \$62,000 grant for the Borough of Rutherford's historic World War I Monument.
- Well-versed in the compliance and recovery process of awards at the County and State level.
- Skilled photographer—capable of conducting site visits in order to augment the visual appeal of grant proposals.
- Knowledgeable of government technology grant submission software standard in the field today.
- Actively engaged with administrators at funding agencies (i.e. NJ Department of Environmental Protection, NJ Department of Transportation).
- Experience with the New Jersey Infrastructure Bank and the financing opportunities they provide for capital projects.



Claire Crimando

Bruno Associates, Inc.
1373 Broad Street, Suite 203B
Clifton, NJ 07013

Tel (973)-249-6225
ccrimando@brunoassociatesinc.com

Education, licenses, & certifications:

- BS, Rutgers University
- AA, Fashion Institute of Technology
- State of New Jersey Certified Social Worker (CSW)
- Certified Confidential Sexual Violence Advocate (CSVA)

Professional Resume

Background

Claire joined Bruno Associates after nearly two years working as a social worker and advocate in Essex County, New Jersey, where she managed grants and passionately served her clients. Claire has experience working in healthcare and social services and is proud to be working with Bruno Associates to secure funding to create meaningful change through programs and projects. Claire harnesses her creativity, passion, and leadership skills to bring any endeavor to fruition.

Professional Experience

- Familiar with the needs of Social Services and Health and Human Services within the state
- Collaborates with educators, counselors, and school executives
- Conducts thorough research across various platforms to find funding at the local, state, and federal level as well as private foundation funding
- Professional photographer, assists in augmenting applications with site photos
- Highly organized and efficient
- Works to secure funding for various municipal needs as well as assists first responders to offset costs with grant opportunities
- Captures the full nature and necessity of various projects in language and narratives



Victoria Zurla

Bruno Associates, Inc.
1373 Broad Street, Suite 203B
Clifton, NJ 07013

Tel (201)-615-3277
vzurla@brunoassociatesinc.com

Education, licenses, & certifications:

- MAT, English and Teacher of Students with Disabilities, Montclair State University
- BA, English, Montclair State University
- Standard Certificate: Teacher of English P-12
- Standard Certificate: Teacher of Students with Disabilities

Professional Resume

Background

Victoria joins Bruno Associates Inc. after four years as an educator in the New Jersey Public School System. Her hands-on approach helps her accurately assess and target the needs of clients. She has experience and training in New Jersey Harassment, Intimidation and Bullying Prevention, as well as the Anti-Bullying Bill of Rights. Her devoted work ethic and articulate writing skills allow her to effectively communicate on behalf of clients to gain funding in a wide-range of areas.

Professional Experience

- Conduct research and gather vital information to assist in development of grant applications
- Prepare narratives to express background and needs for specific funding for specific clients
- Obtain and organize data
- Collaborate with various school counselors, speech therapists, school resource officers, etc.
- Receive specialized training in Harassment, Intimidation and Bullying Prevention
- Effectively manage time to make deadlines
- Develop rapport with clients and maintain their best interest in mind

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:

BRUNO ASSOCIATES, INC.

TRADE NAME:

TAXPAYER IDENTIFICATION#:

221-907-921/000

SEQUENCE NUMBER:

0064784

ADDRESS:

**1373 BROAD STREET, STE 304
CLIFTON NJ 07013-4200**

ISSUANCE DATE:

10/14/04

EFFECTIVE DATE:

01/28/70

J.P. S. Tully
Acting Director

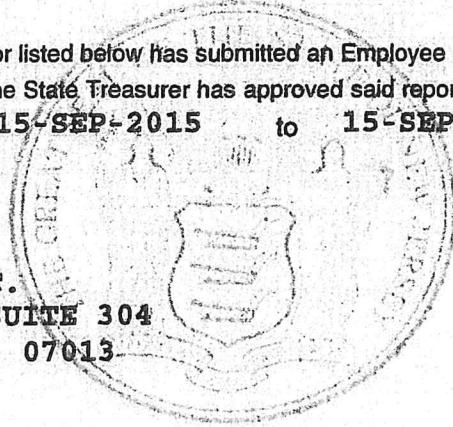
FORM-BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

**CERTIFICATE OF EMPLOYEE INFORMATION REPORT
RENEWAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-SEP-2015** to **15-SEP-2022**

**BRUNO ASSOCIATES, INC.
1373 BROAD STREET, SUITE 304
CLIFTON NJ 07013**



A handwritten signature in black ink, appearing to read "Andrew P. Sidamon-Eristoff".

Andrew P. Sidamon-Eristoff
State Treasurer



BRUNO-3

OP ID: CN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/06/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER A.C. Marmo and Sons, Inc. 350 Passaic Avenue P.O. Box 11115 Fairfield, NJ 07004 Michael D. Marmo	973-340-9100	CONTACT NAME: Michael D. Marmo PHONE (A/C, No, Ext): 973-340-9100 E-MAIL ADDRESS: MMarmo@acmarmo.com FAX (A/C, No): 973-340-2254
INSURED Bruno Associates, Inc. 1373 Broad Street, Suite 304 Clifton, NJ 07013		INSURER(S) AFFORDING COVERAGE INSURER A: United States Liability INSURER B: Travelers Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:
		NAIC # 25895 25658

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			6803L733119	09/13/2019	09/13/2020	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	UB3L735021	09/13/2019	09/13/2020	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Prof. Liability			SP1568041A	03/17/2019	03/17/2020	Prof. Lia Ded 1,000,000 5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

For informational purposes

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Michael D. Marmo