

January 25, 2022

Scott Dunlop
Interim City Manager
City of Manor
PO Box 387
Manor, TX 78653

Re: RFP 2021-58 Grant Writer and Management Services

Dear Mr. Dunlop,

Please accept the enclosed proposal in response to the City of Manor's request for proposal for grant writer and management services.

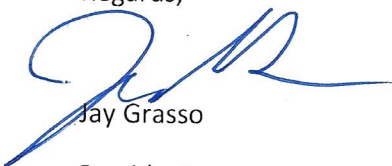
You will note from the enclosed proposal that G&G Municipal Consulting and Grant Writing has helped municipalities secure over \$100 million in grants and \$200 million in low to zero percent loans. These funds have helped communities upgrade their infrastructure through Federal grants like USDA and FEMA as well as State grants such as Community Block Development Grants, etc. Many grants are state and county specific, so we work to identify, qualify, and apply for applicable and relevant grants within our client's home state.

G&G Municipal Consulting and Grant Writing incorporated in 2014 and now serves municipalities around the country. Enclosed are a few references and would be happy to provide more upon request. Recently, G&G was contracted for grant writing and administration services by the Town of Lindsay, Texas.

Service is our central core value, and we consider it an honor and privilege to serve communities upgrade their infrastructure, obtain clean water, manage waste, revitalize their main streets/downtowns and parks. We love what we do and look forward to the opportunity to build a long-term relationship that will identify, apply for, and administer funding opportunities with the City of Manor. We would welcome the chance to meet with you over ZOOM or video chat and present our qualifications for your proposed request.

Thank you for your consideration!

Regards,



Jay Grasso

President
Office: 585-368-8866
Direct: 585-703-0920
Jay@GGProcess.com

1. Qualifications and Company Overview

Incorporated in 2014, G&G Municipal Consulting and Grant Writing has written and administered grants totaling over \$100,000,000 and over \$200,000,000 in low/zero percent interest loans. The grants and low/zero interest loans that we facilitate are wide ranging from USDA, FEMA, Consolidated Funding Applications (CFA), to Community Block Development Grants (CDBG), State specific grants and more. Although, state specific grants vary by state, we are adept and proficient at grant research, discovery, and the writing process so we are sure to take advantage of all relevant grant and funding opportunities that apply to our client municipality.

We serve many municipalities and governmental agencies not only in New York but also Texas, Arkansas, Pennsylvania, Colorado, Illinois, and other states. Our municipal services span from grant writing to administering. We offer additional survey services that are specifically geared towards municipal entities that are challenged with qualifying for grants based on their median household income (MHI) and low/moderate income (LMI) scores found through the American Community Survey (ACS). In most cases, our survey efforts can qualify a municipality as grant eligible where they may not have qualified before. This is a service unique to G&G Municipal Consulting and Grant Writing.

G&G founder and president, Jerome “Jay” Grasso will be the principal contact. His contact information is:

Jay Grasso (President)
Direct: (585) 703-0920
Email: Jay@GGProcess.com

We have 3 full-time employees and 3 part-time. Here is a list and overview of the staff that will be dedicated to work with the City of Manor:

Jerome “Jay” Grasso (President):

Jay is the president and founder of G&G Process Services Inc. (DBA G&G Municipal Consulting and Grant Writing). Jay works directly with all municipal clients. He provides research, writing and administration of grants, and facilitates low/moderate income (LMI) and Moderate Household Income (MHI) surveys.

Jennifer Essig (Executive Assistant):

Jenn is our executive assistant. She is highly motivated and organized. She acts as G&G’s compliance and human resources officer, ensuring that all federal and state mandates are met as it relates to our employees and municipal relationships. Jenn maintains the security and storage of all files (both electronic and paper).

Jillian Cordts (Grant Writer/Administrator and Marketing):

Jillian brings to our team financial and compliance experience along with track record of working across private, public, and governmental lines to strategically facilitate and coordinate projects. Her strong marketing background has been valuable in grant writing process and creating a compelling statement of need for grant eligibility.

Debra Delong (Grant Writer/Administrator):

Deb is our lead grant writer. With a background in private sector finance, Deb is incredibly detail oriented and exceptional with complicated financial forms. This is essential in grant administration where compliance is imperative.

Enclosed you will find resumes corresponding to the above individuals.

2. Qualifications and Experience

G&G Municipal Consulting and Grant Writing has written and administered grants totaling over \$100,000,000 and over \$200,000,000 in low/zero percent interest loans.

a. Experience in writing Federal Grant Applications to include FEMA.

Answer: The grants and low/zero interest loans that we facilitate are wide ranging from USDA, FEMA, Consolidated Funding Applications (CFA), to Community Block Development Grants (CDBG), State specific grants and more. Although, state specific grants vary by state, we are adept and proficient at grant research, discovery, and the writing process so we are sure to take advantage of all relevant grant and funding opportunities that apply to our client municipality.

b. Past experience in managing federal and state funded local construction projects and public programs.

Answer: We are based in New York State and serve many municipalities and governmental agencies all around New York, but we also have many municipal clients in Texas, Arkansas, Pennsylvania, Colorado, Illinois, and other states. Our municipal services span from grant writing to administering. Below you will find a table of a few of our past clients and the project we have managed for them.

We offer additional survey services that are specifically geared towards municipal entities that are challenged with qualifying for grants based on their median household income (MHI) and low/moderate income (LMI) scores found through the American Community Survey (ACS). In most cases, our survey efforts can qualify a municipality as grant eligible where they may not have qualified before. This is a service unique to G&G Municipal Consulting and Grant Writing. G&G Municipal Consulting and Grant Writing has been helping and assisting municipalities successfully seek, obtain, and acquire funding from grants to low/zero interest loans since before it was incorporated in 2014. One key differentiator in creating grant eligibility is our income surveys that identify economic hardship.

Below are two lists of client municipalities where G&G Municipal Consulting and Grant Writing has; 1, conducted an income survey and written the grant application, and 2, conducted an income survey that enabled the municipality's own grant writer(s) to write successful applications. Also included are the award amounts and project scope.

Income Survey, Grant Writing, and Administration

Municipality	Grant(s)/Zero Interest Loan	Project Scope	Amounts
Town of Ripley, NY	Community Development Block Grant, Downtown Revitalization Grant	Sewer, Sidewalks, Drainage, etc.	Grant: \$850,000 Loan (0%): \$1,500,000
Town of Adams, NY	USDA Rural Development	Water	Grant: \$850,000 Loan (0%): \$450,000
Town of Snowhill, NC	FEMA SAFER	LED sign	Grant: \$50,000
Town of Dryden, NY	Community Development Block Grant, Public Infrastructure Grant	Sewer, Sidewalks, Roadways, etc.	Grant: \$1,250,000 Loan (0%): \$2,000,000
Town of Schuyler, NY	Community Development Block Grant, Public Infrastructure Grant	Water revitalization	Grant: \$1,250,000 Loan (0%): \$4,000,000
Village of Oakfield, NY	Downtown Revitalization Grant	Sewer, Sidewalks, and Storm water	Grant: \$3,000,000 Loan (0%): \$3,000,000
LeRay, NY	Community Development Block Grant, Public Infrastructure Grant	Water revitalization	Grant: \$1,250,000 Loan (0%): \$2,000,000
Magnolia, IL	Unsewered Communities Grant, Downtown Revitalization	Sewer	Grant: \$30,000
Byron Volunteer Fire Department	FEMA AFG	Brush Truck	Grant: \$96,000

Income Survey ONLY

Municipality	Project Scope	Amounts
Town of Constantia, NY	Storm sewer, Drainage, Roadway	Grant: \$20,000,000 Loan (0%): \$10,000,000
Last Bridge Village, AR	Sewer	Grant: \$1,250,000
Covington, PA	Sewer	Grant: \$1,000,000

3. Disclosure of Other Clients

There are no known impact nor conflicts that would impact G&G Municipal Consulting and Grant Writing's interest or involvement with the City of Manor, Texas.

4. References

- **Village of Oakfield, NY**
37 Main St Oakfield, NY 14125
 - Mayor (former): Jason Armbrewster
Phone: 585-590-0346
Email: jarmbrewster@yahoo.com
 - EFC Sewer Grant \$955,000.00
 - MHI/LMI survey responsible for over \$1,000,000 in funding
 - 3 years of service

- **Village of Rushville NY**
PO Box 51 Rushville, NY 14544
 - Village Clerk: Joanne Burley
Phone: 585-554-3415
Email: clerk@villageofrushville.com
 - \$1,000,000 grant from CDBG
 - 3 years of service
 - Successful MHI/LMI survey

- **Village of South Corning NY**
7 Clark St. Corning, NY 14830
 - Mayor: Jim Thomas
Phone: 607-936-3642
Email: jimthomas@stny.rr.com
 - 3 years of service
 - \$3,000,000 successful sewer grant
 - Successful MHI/LMI survey

- **Town of Schuyler NY**
2090 Rt.5 Schuyler, NY 13502
 - Supervisor: Anthony Lucenti
Phone: 315-733-7458
Email: supervisor@townofschuyler.org
 - Successful \$1,250,000 CDBG

- **Village of Cape Vincent, NY**
112 E Broadway St, Cape Vincent, NY
 - Mayor: Jerry Golden
Phone: 315-654-2533

- Email: Bufferzone2@yahoo.com
- Applied for \$10,000,000 NYS DIR Grant
 - Received a call back for 2nd presentation the state and will reapply after COVID crisis

**Many more references are available upon request.

5. Approach (Scope of Work)

- Determine available grant or fundraising opportunities for each project.
- Evaluate grants including but not limited to identifying the pros and cons and additional conditions that must be met by the City to satisfy the grant conditions. For example, insurance, minority hiring and wage requirements. We meet with stakeholders and decision makers to get a clear picture of the needs, expectations, and familiarize ourselves with the overall landscape of the municipality to help us vet and qualify funding opportunities and resources.
- Keep Staff updated on possible fundraising opportunities on a timely basis, including grant deadlines and reporting requirements. We lean heavily on communication! To work around the obstacle that is distance, we utilize Zoom and email to communicate with our clients. If ever the need arises for in-person meetings we will facilitate that. We are diligent and proactive in our communication with our clients in all phases of the grant/funding process.
- Write and administer applicable state, federal, or local grants. State specific grants vary by state, we are adept and proficient at the grant writing process, and we would be in communication with our contacts at the City of Manor to ensure we are gathering and providing all necessary and required items for the best grant award outcome.
- Seek support letters or resolutions to include in grant applications. We will contact all the necessary parties for support letters and/or resolutions required for grant and funding applications. To make things more efficient and streamlined, we can also provide templates for ease facilitation.
- Work with Staff and attend meetings as needed for good team communication. As mentioned above, we work with municipalities across the United States making regular in-person meetings a challenge, so we depend on modern technology and Zoom. We will attend virtually all meetings that we are asked to attend and if the need arises for an in-person meeting, we can schedule and make the necessary arrangements.
- Assist with grant reporting as needed. We will also provide any report upon request.

- Provide guidance on the projects on how to seamlessly integrate fundraising opportunities with construction or project timelines. Having the years of experience in this area, we are not only familiar with the traditional process but are also aware of things that could happen, therefore, are equipped to guide our clients through the whole process and project phases.
- Public Meetings – We are happy to attend all scheduled meetings virtually and if the need arises where our presence is required in-person we can make special arrangements.

Optional Services –We offer other services and are willing to provide proposals upon request. One of those specialized services in our income surveys which has proven to increase grant eligibility for municipalities.

6. Communication

The first matter of business will be to set up discovery meetings. In these meetings we will determine the needs and expectations of the City of Manor, identify each stakeholder, understand the timeline and landmarks, then create an action plan. During this discovery meeting will determine the preferred communication method and frequency of the stakeholders.

We are equipped with email, Zoom, telephone conferencing, etc. to deliver communication in any preferred format. We use these various formats to gather and share pertinent information and/or reports.

As mentioned, we work with municipalities across the United States making regular in-person meetings a challenge, so we depend on modern technology and Zoom. We will attend virtually all meetings that we are asked to attend and if the need arises for an in-person meeting, we can schedule and make the necessary arrangements.

7. Fees

- a. The firm shall submit an estimated total number of hours and estimate fees to complete the discreet tasks identified in the Scope of Intent.

ANSWER: Due to the nature of this industry there may be weeks that only demand 5-10 hours and other weeks that demand 20-30 hours or more. To answer this fluctuation, we charge a flat fee. See fee brake down below.

- b. Travel to and within Travis County is not reimbursable.

ANSWER: We do not foresee incurring travel expenses.

- c. Reimbursement is permitted for certain meals, printing, and travel outside of Travis County, if required. The submitter shall include a not to exceed amount for reimbursements.

ANSWER: The flat fee includes all miscellaneous expenses.

- **Grant writing annual fee for service**

- **\$37,500.00** per year
- Fee paid in 4 quarterly installments
- Grant research
- Grant writing*
- Monthly (Zoom) meeting with elected officials and/or department heads
- Monthly status report to the municipality
- Strategy sessions and other meetings as needed

- **Grant administration fee for service**

- All grant administration fees paid to G&G will be the statutorily allowed limits (as set forth by the funding entities) for the successful grant
- These fees will be covered by the grant funds and **NOT** from municipality's budget
- Where administrative costs are not covered by the grant award, G&G will provide administration services at \$145 per hour. G&G will provide an estimate of hours required to administer a particular grant for pre-approval to the municipality.

- **G&G guarantee**

- If the State of Texas does not open its grant application windows (i.e., pandemic, disaster, etc.) in the current year, G&G will **NOT** charge for State grant writing services in the following year

- **Rates for any optional work products**

- **Answer:** \$145 per hour for any services performed outside of the scope of the contract.

* For standard grants not exceeding 65 hours per application; Unlimited number of standard grants.

Appendix B – Proposal

Submittal Checklist: (To determine validity of proposal)

- Appendix B must be included in the proposal submittal
- Appendix C Conflict of Interest Form must be included in the proposal submittal.
- HB 89 Verification Form
- NA Form 1295 Certificate of Interested Party must be submitted with TEC and included in the proposal submittal
- NA Confidentiality/Non-Disclosure Agreement
- NA Cooperative Governmental Purchasing Notice

All proposals submitted to the City of Manor shall include this page with the submitted Proposal.			
RFP Number:	2021-51		
Project Title:	Grant Writing and Management Services		
Submittal Deadline:	January 28, 2022 at 2:00pm		
Proposer's Legal Name:	G&G Process Services, Inc		
Address:	PO Box 39		
City, State & Zip	Spencerport, NY 14559		
Federal Employers Identification Number #	472424444		
Phone Number:	585.368.8866	Fax Number:	
E-Mail Address:	jay@ggprocess.com		
<u>Proposer Authorization</u>			
I, the undersigned, have the authority to execute this Proposal in its entirety as submitted and enter into a contract on behalf of the Proposer.			
Printed Name and Position of Authorized Representative: <u>Jay Grasso, President</u>			
Signature of Authorized Representative: _____			
Signed this <u>25</u> (day) of <u>January</u> (month), <u>2022</u> (year)			

Appendix B – Proposal (continued)

I. ***REQUIRED PROPOSAL INFORMATION. IN ORDER FOR A PROPOSAL TO BE CONSIDERED COMPLETE, AND TO BE EVALUATED FOR A CONTRACT AWARD BY THE CITY, PROPOSER MUST SUBMIT ALL OF THE FOLLOWING INFORMATION:***

1. **Proposed Products and/or Services**

A. Product or Service Description: Proposers should utilize this section to describe the technical aspects, capabilities, features and options of the product and/or service proposed in accordance with the required Scope of Services as identified in Appendix A. Promotional literature, brochures, or other technical information may be used.

2. **Cost of Proposed Products and/or Services**

A. Pricing: Pricing shall reflect the full Scope of Services defined herein, inclusive of all associated costs for delivery, labor, insurance, taxes, overhead, and profit. Pricing shall be based on an hourly rate for providing services consistent with the Project Scope of Work #1 and Project Scope of Work #2.

3. **Term of Contract and Option to Extend**

Any contract resulting from this RFP shall be effective **for one (1) year from date of award**. The City the contract may be renewed pursuant to the availability of funds and at the discretion of the City. The following clauses shall be included in the contract:

A. Option Clause: It is agreed that City will have the option to extend the contract month to month. To exercise this option, the City shall serve notice 30-days prior to contract termination or to the end of any one-month extension. The Option to Extend will not be considered if funding is unavailable or if the contractor's past performance is not within the industry standard.

B. Escalation Clause: Should market conditions prevail which dictate an increase, the successful contractor may submit documentation requesting permission to increase pricing no later than 30 days after receiving notice from the City of its intent to extend the agreement. Escalation may only occur at the time of renewal and only upon securing the approval of the City in writing. Requests for price adjustments must be solely for the purpose of accommodating an increase in the contractor's cost, not profits.

Vendors shall show in this quote their anticipated percent of escalation if/when the option to extend is exercised. The percent quoted will be a maximum. In addition, the percentage proposed will be a factor in determining the best value to the City. It is the average price over the period of the contract that will be the price factor considered in the evaluation of this quote. Quotes in which negative or no escalation is shown will be considered as 0% escalation.

4. **Proposer's Experience / Staff**

A. Project Team: Identify all members of the Proposer's team (including both team members and management) who will be providing any services proposed and include information which details their experience.

B. Removal or Replacement of Staff: If an assigned staff person must be removed or replaced for any reason, the replacement person must be approved by City prior to joining the project.

C. Business Establishment: State the number of years the Proposer's business has been established and operating. If Proposer's business has changed names or if the principals operating the

business operate any similar businesses under different names, or have operated any other businesses or changed the legal status or form of the business within the last five (5) years, all names, of predecessor business names, affiliated entities, and previous business entities operated by the principals, if different than present, must be provided;

State the number of years' experience the business has: 7; and the number of employees: 5.

- D. Project Related Experience: All Proposals must include detailed information that details the Proposer's experience and expertise in providing the requested services that demonstrates the Proposer's ability to logically plan and complete the requested project.
- E. Confidentiality/Non-Disclosure Agreement: The Proposer shall attach to its proposal its recommended confidentiality and non-disclosure agreement that will apply to the Proposer and all its agents, employees or representatives whatsoever and shall be written to protect the City from the unauthorized release of information maintained in the city in locations where Proposer may have access. A successful Proposer shall be required to modify any such agreements so that they are applicable to Proposer's business entity and all agents, employees and representatives of the entity servicing the contract. All such proposed agreements shall be subject to approval by the City Attorney's Office.

5. References

Proposer shall provide Three (3) references where Proposer has performed similar to or the same types of services as described herein.

Reference #1:

Client / Company Name: Village of Oakfield, NY	
Contact Name: Jason Armbrewster	Contact Title: Mayor
Phone: 585-590-0346	Email: jarmbrewster@yahoo.com
Date and Scope of Work Provided: 3 Years; Grant writing, administration, and income surveys	

Reference #2:

Client / Company Name: Village of Rushville, NY	
Contact Name: Joanne Burley	Contact Title: Village Clerk
Phone: 585-554-3415	Email: clerk@villageofrushville.com
Date and Scope of Work Provided: 3 Years; Grant writing, administration, and income surveys	

Reference #3:

Client / Company Name: Village of South Corning, NY	
Contact Name: Jim Thomas	Contact Title: Mayor
Phone: 607-936-3642	Email: jimthomas@stny.rr.com
Date and Scope of Work Provided: 3 Years; Grant writing, administration, and income surveys	

6. **Trade Secrets and/or Confidential Information**

Trade Secrets and/or Confidential Information: This proposal ___ (does) ___ (does not) contain trade secrets and/or confidential information. If applicable, describe such trade secrets and confidential information, and the basis for your assertion that such material qualifies for legal protection from disclosure.

7. **Federal, State and/or Local Identification Information**

- A. Centralized Master Proposers List registration number: _____.
- B. Prime contractor HUB / MWBE registration number: _____.
- C. An individual Proposer acting as a sole proprietor must also enter the Proposer's Social Security Number: # _____ - _____ - _____.

II. ***CONTRACT TERMS AND CONDITIONS. EXCEPT WHERE PROPOSER MAKES SPECIFIC EXCEPTION IN THE SUBMITTED PROPOSAL, ANY CONTRACT RESULTING FROM THIS RFP WILL CONTAIN THE FOLLOWING TERMS AND CONDITIONS, WHICH PROPOSER HEREBY ACKNOWLEDGES, AND TO WHICH PROPOSER AGREES BY SUBMITTING A PROPOSAL:***

1. **Delivery of Products and/or Services**

- A. Payment Terms: Unless otherwise specified in the Scope of Services or otherwise agreed to in writing by the City, payment terms for the City are Net 30 days upon receipt of invoice.
- B. Warranty of Products and Services: All products furnished under this contract shall be warranted to be merchantable and good quality and fit for the purposes intended as described in this Proposal, to the satisfaction of City and in accordance with the specifications, terms, and conditions of the Scope of Services, and all services performed shall be warranted to be of a good and workmanlike quality, in addition to, and not in lieu of, any other express written warranties provided.
- C. Late Delivery or Performance: If Proposer fails to deliver acceptable goods or services within the timeframes established in the Project Schedule, the City shall be authorized to purchase the goods or services from another source and assess any increase in costs to the defaulting Proposer, who agrees to pay such costs within ten days of invoice.

- D. Title to Goods and Risk of Loss: For goods to be provided by Proposers hereunder, if any, the title and risk of loss of the goods shall not pass to City until City actually receives, takes possession, and accepts the goods and the installation of such goods, has tested the system, and determined that it is in good and acceptable working order.

2. **Miscellaneous**

- A. Independent Contractor: Proposer agrees that Proposer and Proposer's employees and agents have no employer-employee relationship with City. Proposer agrees that if Proposer is selected and awarded a contract, City shall not be responsible for the Federal Insurance Contribution Act (FICA) payments, Federal or State unemployment taxes, income tax withholding, Workers Compensation Insurance payments, or any other insurance payments, nor will City furnish any medical or retirement benefits or any paid vacation or sick leave.
- B. Assignments: The rights and duties awarded the successful Proposer shall not be assigned to another without the written consent of the City Manager. Such consent shall not relieve the assigner of liability in the event of default by the assignee.
- C. Liens: Proposer shall indemnify and save harmless the City against any and all liens and encumbrances for all labor, goods, and services which may be provided to the City by Proposer or Proposer's vendor(s), and if the City requests, a proper release of all liens or satisfactory evidence of freedom from liens shall be delivered to the City.
- D. Gratuities / Bribes: Proposer certifies that no bribes in the form of entertainment, gifts, or otherwise, were offered or given by the successful Proposer, or its agent or representative, to any City officer, employee or elected representative, with respect to this RFP or any contract with the City, and that if any such bribe is found to have been made this shall be grounds for voiding of the contract.
- E. Financial Participation: Proposer certifies that it has not received compensation from the City to participate in preparing the specifications or RFP on which the Proposal is based and acknowledges that this contract may be terminated and/or payment withheld if this certification is inaccurate.
- F. Required Licenses: Proposer certifies that Proposer holds all licenses required by the State of Texas for a provider of the goods and/or services described by the Scope of Services herein.
- G. Authority to Submit Proposal and Enter Contract: The person signing on behalf of Proposer certifies that the signer has authority to submit the Proposal on behalf of the Proposer and to bind the Proposer to any resulting contract.
- H. Compliance with Applicable Law: Proposer agrees that the contract will be subject to, and Proposer will strictly comply with, all applicable federal, state, and local laws, ordinances, rules, and regulations.

3. **Financial Responsibility Provisions**

- A. Insurance: The Proposer, consistent with its status as an independent contractor, shall carry, and shall require any of its subcontractors to carry, at least the following insurance in such form, with such companies, and in such amounts (unless otherwise specified) as City may require:

- i. Worker's Compensation and Employer's Liability insurance, including All States Endorsement, to the extent required by federal law and complying with the laws of the State of Texas;
 - ii. Proposer is also required to comply with any Professional Liability Insurance requirements set forth by the laws of the State of Texas. Failure to do so will result in a "non-responsive" designation for the bid.
- B. **Indemnification**: Proposer agrees to defend, indemnify and hold harmless the City, all of its officers, Council members, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages and liabilities, including reasonable attorneys' fees, court costs and related expenses, arising out of, connected with, or resulting from any acts or omissions of Proposer or any agent, employee, subcontractor, or supplier of Proposer in the execution or performance of this contract without regard to whether such persons are under the direction of City agents or employees.

GOVERNMENTAL CONTRACT AND PURCHASING RIDER
FOR CONTRACTS WITH THE CITY OF MANOR, TEXAS

By submitting a response to a solicitation or bid, or by entering into a contract for goods or services and/or by accepting a purchase order, the contractor, consultant or vendor, identified below, agrees that the below terms and conditions shall govern all agreements with the City unless otherwise agreed to by a specifically executed provision within the contract or purchase order, provided same is permissible by law. Absent a specifically executed provision, the below terms are BINDING and SUPERSEDE any and all other terms and/or conditions whether oral or written.

Application. This GOVERNMENTAL CONTRACT AND PURCHASING RIDER FOR CONTRACTS WITH THE CITY OF MANOR, TEXAS (“Governmental Rider”) applies to, is part of, and takes precedence over any conflicting provision in or attachment to the Response to Solicitation or Bid, Contract or Purchase Order, as applicable, (“Contract”) (attached hereto) of (*Vendor Name*), (“Vendor”). The Contract involved in this Governmental Rider is described as follows:

Grant Writing and Management Services

Payment Provisions. The City’s payments under the Contract, including the time of payment and the payment of interest on overdue amounts, are subject to Chapter 2251, Texas Government Code. The City reserves the right to modify any amount due to Vendor presented by invoice to the City if necessary to conform the amount to the terms of the contract.

Multiyear Contracts. If the City’s City Council does not appropriate funds to make any payment for a fiscal year after the City’s fiscal year in which the contract becomes effective and there are no proceeds available for payment from the sale of bonds or other debt instruments, then the Contract automatically terminates at the beginning of the first day of the successive fiscal year. (Section 5, Article XI, Texas Constitution). It is understood and agreed the City shall have the right to terminate the Contract at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to continue the contract, as determined by the City’s budget for the fiscal year in question. The City may execute such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.

Local Preference. The City Council supports the local preference option for purchasing. In accordance with Section 271.9051 of the State of Texas Local Government Code, the City Council may choose to award a competitive bid to a bidder whose principal place of business is in the City limits, provided that this bid is within 5% of the lowest bid price received, provided such action is not prohibited by law. The City determines that any such local bidder offers the City the best combination of contract price and additional economic development opportunities.

No Ex-Parte Communications during Competitive Bidding Period. To insure the proper and fair evaluation of a response, the City prohibits *ex parte* communication initiated by the proposed Vendor to a City official or employee evaluating or considering the responses prior to the time a formal decision has been made. Questions and other communication from vendors will be permissible until 5:00 pm on the day specified as the deadline for questions. Any communication between the proposed Vendor and the City after the deadline for questions will be initiated by the appropriate City official or employee in order to obtain information or clarification needed to

develop a proper and accurate evaluation of the response. Ex parte communication may be grounds for disqualifying the offending Vendor from consideration or award of the solicitation then in evaluation, or any future solicitation.

Abandonment or Default. A Vendor who abandons or defaults the work on the contract and causes the City to purchase goods, materials or services elsewhere may be charged for any increased cost of goods, materials and/or services related thereto; may be considered disqualified in any re-advertisement of the service; and may not be considered in future bids for the same type of work for a period of three years for the same scope of work, goods or services.

Disclosure of Litigation. Each prospective Vendor shall include in its proposal a complete disclosure of any civil or criminal litigation or investigation pending which involves the Vendor or which has occurred in the past in which the Vendor has been judged guilty or liable by a competent court regardless of whether the Court Order or Judgment is final or on appeal.

Cancellation. the City reserves the right to cancel the contract without penalty by providing 30 days prior written notice to the Vendor. Termination under this paragraph shall not relieve the Vendor of any obligation or liability that has occurred prior to cancellation. NOTE: This contract is subject to cancellation, without penalty, at any time the City deems the vendor to be non-compliant with contractual obligations.

Annual Vendor Performance Review. The City reserves the right to review the Vendor's performance at the end of each twelve-month contract period and to cancel all or part of the Contract (without penalty) or continue the contract through the next period.

Compliance with Other Laws and Certification of Eligibility to Contract. Any offer to contract with the City shall be considered an executed certification that the Vendor will comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, (as amended during the contracting period) and any orders and decrees of any court, administrative bodies or tribunals in any matter affecting the performance of the Contract, including without limitation, immigration laws, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations.

Compliance with all Codes, Permitting and Licensing Requirements. The successful Vendor shall comply with all national, state and local laws and regulations as well as those of any other authorities that have jurisdiction pertaining to equipment and materials used and their application. None of the terms or provisions of the specification shall be construed as waiving any rules, regulations or requirements of these authorities. The successful Vendor shall be responsible for obtaining all necessary permits, certificates and/or licenses to fulfill contractual obligations.

Liability and Indemnity of City. Any provision of the Contract is void and unenforceable if it: (1) limits or releases either party from liability that would exist by law in the absence of the provision; (2) creates liability for either party that would not exist by law in the absence of the provision; or (3) waives or limits either party's rights, defenses, remedies, or immunities that would exist by law in the absence of the provision. (Section 5, Article XI, Texas Constitution)

Indemnity and Independent Vendor Status of Vendor. Vendor shall indemnify, save harmless and defend the City, its officers, agents, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorney's fees and any and all other costs

or fees (whether grounded in Constitutional law, Tort, Contract, or Property Law, or raised pursuant to local, state or federal statutory provision), arising out of the performance of the Contract and/or arising out of a willful or negligent act or omission of the Vendor its officers, agents, and employees. It is understood and agreed that the Vendor and any employee or sub-contractor of Vendor shall not be considered an employee of the City. The Vendor shall not be within protection or coverage of the City's workers' compensation insurance, health insurance, liability insurance or any other insurance that the City from time to time may have in force and effect. City specifically reserves the right to reject any and all Vendor's employees, representatives or sub-contractors and/or their employees for any cause, should the presence of any such person on City property or their interaction with City employees be found not in the best interest of the City or is found to interfere with the effective and efficient operation of the City's workplace.

Liens. Vendor agrees to and shall indemnify and save harmless the City against any and all liens and encumbrances for all labor, goods and services which may be provided under the Contract. At the City's request the Vendor shall provide and shall cause all subcontractors to provide a proper release of all liens, or satisfactory evidence of freedom from liens shall be delivered to the City.

Confidentiality. Any provision in the Contract that attempts to prevent the City's disclosure of information that is subject to public disclosure under federal or Texas law is invalid. (Chapter 552, Texas Government Code).

Tax Exemption. The City is not liable to Vendor for any federal, state, or local taxes for which the City is not liable by law, including state and local sales and use taxes (Section 151.309 and Title 3, Texas Tax Code) and federal excise tax (Subtitle D of the Internal Revenue Code). Accordingly, those taxes may not be added to any item. Texas limited sales tax exemption certificates will be furnished upon request. Vendors shall not charge for said taxes. If billed, the City will remit payment less sales tax.

Contractual Limitations Period. Any provision of the Contract that establishes a limitations period that does not run against the City by law or that is shorter than two years is void. (Sections 16.061 and 16.070, Texas Civil Practice and Remedies Code)

Sovereign Immunity. Any provision of the Contract that seeks to waive the City's immunity from suit and/or immunity from liability is void unless agreed to by specific acknowledgment of the provision within the contract.

Governing Law and Venue. Texas law governs this Contract and any lawsuit on this Contract must be filed in a court that has jurisdiction in Travis County, Texas.

Right to trial by Jury. Any provision of the Contract that seeks to waive an aggrieved Party's right to trial by jury is void unless agreed to by specific acknowledgement of the provision within the contract.

Certificate of Interested Parties (TEC Form 1295). For contracts that require City Council approval or that is for services that would require a person to register as a lobbyist under Chapter 305 of the Government Code, the City may not accept or enter into a contract until it has received from the Vendor a completed, signed, and notarized Texas Ethics Commission (TEC) Form 1295 complete with a certificate number assigned by the (TEC), pursuant to Texas Government Code §2252.908 and the rules promulgated thereunder by the TEC. The Vendor understands that failure to provide

said form complete with a certificate number assigned by the TEC may prohibit the City from entering the Contract.

Pursuant to the rules prescribed by the TEC, the TEC Form 1295 must be completed online through the TEC's website, assigned a certificate number, printed, signed and notarized, and provided to the City. The TEC Form 1295 may accompany the bid or may be submitted separately but must be provided to the City prior to the award of the contract. Neither the City nor its consultants have the ability to verify the information included in a TEC Form 1295, and neither have an obligation nor undertake responsibility for advising any potential Vendor with respect to the proper completion of the TEC Form 1295.

Anti-Boycott Israel Verification. In accordance with Chapter 2270, Texas Government Code, the City may not enter into a contract with a company, excluding a sole proprietorship, with 10 or more full-time employees for goods or services valued at \$100,000 or more unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

The signatory executing the Contract on behalf of Vendor verifies that Vendor and its parent company, wholly-owned subsidiaries, majority-owned subsidiaries and other affiliates, if any, do not boycott Israel and, to the extent the Contract is a contract for goods or services, will not boycott Israel during the term of the Contract. The foregoing verification is made solely to comply with Section 2270.002, Texas Government Code, and to the extent such Section does not contravene applicable Federal law. As used in the foregoing verification, "boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes. The signatory understands "affiliate" to mean an entity that controls, is controlled by, or is under common control with the signatory and exists to make a profit. This section does not apply to a Vendor which is a sole proprietorship and/or which has less than 10 full-time employees. This section does not apply to a contract valued at less than \$100,000,

Iran, Sudan, and Foreign Terrorist Organizations. The signatory executing the Contract on behalf of Vendor represents that neither Vendor nor any of its parent company, wholly-owned subsidiaries, majority-owned subsidiaries, and other affiliates is a company identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 2252.153 or Section 2270.0201, Texas Government Code, and posted on any of the following pages of such officer's internet website:

<https://comptroller.texas.gov/purchasing/docs/sudan-list.pdf>,
<https://comptroller.texas.gov/purchasing/docs/iran-list.pdf>, or
<https://comptroller.texas.gov/purchasing/docs/fto-list.pdf>.

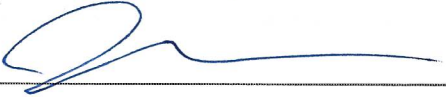
The foregoing representation is made solely to comply with Section 2252.152, Texas Government Code, and to the extent such Section does not contravene applicable Federal law and excludes the entity and each of its parent company, wholly-owned subsidiaries, majority-owned subsidiaries, and other affiliates, if any, that the United States government has affirmatively declared to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization. The signatory understands "affiliate" to mean any entity

that controls, is controlled by, or is under common control with the signatory and exists to make a profit.

CITY OF MANOR, TEXAS

G+G Municipal Consulting
Vendor

By: _____

By:  _____

Scott Dunlop, Interim City Manager

Name: J. Grasso

Title: President

Date: _____

Date: 1/25/22

Appendix C – Form CIQ

INFORMATION REGARDING VENDOR CONFLICT OF INTEREST QUESTIONNAIRE

WHO: The following persons must file a Conflict of Interest Questionnaire with the City if the person has an employment or business relationship with an officer of the City that results in taxable income exceeding \$2,500 during the preceding twelve – month period, or an officer or a member of the officer’s family has accepted gifts with an aggregate value of more than \$250 during the previous twelve – month period and the person engages in any of the following actions:

1. contracts or seeks to contract for the sale or purchase of property, goods or services with the City, including any of the following:
 - a. written and implied contracts, utility purchases, purchase orders, credit card purchases and any purchase of goods and services by the City;
 - b. contracts for the purchase or sale of real property, personal property including an auction of property;
 - c. tax abatement and economic development agreements;
2. submits a bid to sell goods or services, or responds to a request for proposal for services;
3. enters into negotiations with the City for a contract; or
4. applies for a tax abatement and/or economic development incentive that will result in a contract with the City.

THE FOLLOWING ARE CONSIDERED OFFICERS OF THE CITY:

1. Mayor and City Council Members;
2. City Manager;
3. Board and Commission members and appointed members by the Mayor and City Council; and
4. Directors of the City of Manor who have authority to sign contracts on behalf of the City.

EXCLUSIONS: A questionnaire statement need not be filed if the money paid to a local government official was a political contribution, a gift to a member of the officer’s family from a family member; a contract or purchase of less than \$2,500 or a transaction at a price and subject to terms available to the public; a payment for food, lodging, transportation or entertainment; or a transaction subject to rate or fee regulation by a governmental entity or agency.

WHAT: A person or business that contracts with the City or who seeks to contract with the City must file a “Conflict of Interest Questionnaire” (FORM CIQ) which is available online at www.ethics.state.tx.us and a copy of which is attached to this guideline. The form contains mandatory disclosures regarding “employment or business relationships” with a municipal officer. Officials may be asked to clarify or interpret various portions of the questionnaire.

WHEN: The person or business must file:

1. The questionnaire – no later than seven days after the date the person or business begins contract discussions or negotiations with the municipality, or submits an application, responds to a request for proposals or bids, correspondence, or other writing related to a potential contract or agreement with the City; and
2. an updated questionnaire – within seven days after the date of an event that would make a filed questionnaire incomplete or inaccurate.

It does not matter if the submittal of a bid or proposal results in a contract. The statute requires a vendor to file a FORM CIQ at the time a proposal is submitted or negotiations commence.

WHERE: The vendor or potential vendor must mail or deliver a completed questionnaire to the City Secretary. *The Department is required by law to post the statements on the City's website.*

ENFORCEMENT: Failure to file a questionnaire is a Class C misdemeanor punishable by a fine not to exceed \$500. It is an exception to prosecution that the person files a FORM CIQ not later than seven business days after the person received notice of a violation.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

NA

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

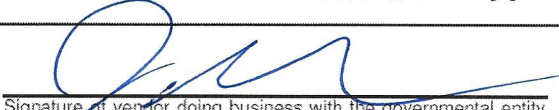
B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

NA

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 
Signature of vendor doing business with the governmental entity

01/25/22

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

House Bill 89 VERIFICATION

I, J. Grasso, the undersigned representative of

G&G Municipal Consulting and Grant Writing Company or Business name

(hereafter referred to as company) being an adult over the age of eighteen (18) years of age, verify that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

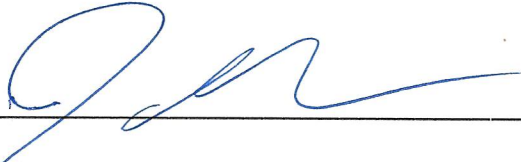
1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract the above-named Company, business or individual has with the Pine Tree Independent School District.

Pursuant to Section 2270.001, Texas Government Code:

1. *"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
2. *"Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

1/25/2022

DATE



SIGNATURE OF COMPANY REPRESENTATIVE

JEROME “JAY” GRASSO

131 S. Union Street · Spencerport, NY 14559 · (585) 368-8866
Jay@GGProcess.com | www.GGProcess.com

As a retired law enforcement officer and Genesee County Legislator, Jay has a passion to serve communities. He founded the company as a conduit of that defining core value. Since opening the doors he helped obtain over \$100,000,000 in grants/over \$200,000,000 in low interest/0% financing for water, sewer, public safety, and other infrastructure.

EXPERIENCE

2014 – TO PRESENT

PRESIDENT & FOUNDER, G&G MUNICIPAL CONSULTING AND GRANT WRITING

Established company to write municipal grant writing and administer (water, sewer, public safety, and other infrastructure) and conduct demographic studies, household income surveys, feasibility studies, project review. Helped obtain over \$100,000,000 in grants/over \$200,000,000 in low interest/0% financing. Active participant in economic development in communities around the United States.

2008 – 2019

LEGISLATIVE ASSOCIATE/FIELD REPRESENTATIVE, NEW YORK STATE SENATE

Acted as liaison to local, county, state, and federal government agencies, public safety/ law enforcement/fire/EMS liaison. Facilitated constituent outreach. Assisted in constituent Grant Writing/Administration/DASNY.

2006 – 2011

LEGISLATOR, GENESEE COUNTY

Legislature Public Service Committee Chairman. Served as Criminal Justice Advisory Council (CJAC) member, County E-911 Operations board member, County Traffic Safety Committee. Performed personnel administration, strategic budgeting/planning. Managed extensive intergovernmental relationships. Participated in economic development through the facilitation of grant writing.

EDUCATION

DECEMBER 2010

MASTER'S IN PUBLIC SERVICE THROUGH LOCAL GOVERNMENT, SUNY BROCKPORT

Thesis focus: “Shared Municipal Services” and “Unfunded Mandates in NYS”

DECEMBER 2002

BACHLOR'S IN CRIMINAL JUSTICE, SUNY BROCKPORT

Graduated with honors

ACTIVITIES

Jay has an active passion for serving while bettering the lives of those around him. G&G is an extension of that and has allowed him to help communities get clean water and upgraded sanitation systems among other essential, necessary improvements.

DEBRA DELONG

131 S. Union Street · Spencerport, NY 14559 · (585) 368-8866
Deb@GGProcess.com | www.GGProcess.com

Debra DeLong's background in finance makes her an essential part of the G&G Municipal Consulting and Grant Writing team. Deb is our lead grant writer. With a background in private sector finance, Deb is incredibly detail oriented and exceptional with complicated financial forms. This is crucial in grant administration where compliance is imperative.

EXPERIENCE

JANUARY 2018 – TO PRESENT

GRANT WRITER AND ADMINISTRATOR, G&G MUNICIPAL CONSULTING AND GRANT WRITING

Research and identify grants based on client needs. Collect project documentation, budget, and scope and coordinate efforts with clients to ensure all grant requirements are prepared and met. Works one-on-one with fire departments/districts specializing in New York State CFA, CDBG Public Infrastructure grants, and FEMA AFG and SAFER grants.

JANUARY 1977 – 2018

BUSINESS TEAM LEADER (NORTH COUNTRY), DUTCH ROYAL AHOLD

Started as cashier then promoted to management. Held and performed many positions in a retail setting. Traveled to other stores to rollout and train new policies, procedures, and technology. Coordinated and conducted training of new management candidates.

EDUCATION

JUNE 2000

ASSOCIATES IN BUSINESS, JEFFERSON COMMUNITY COLLEGE

SKILLS

- Proficient in FEMA GO
- Technology savvy
- Grant writing
- Grant administration
- Microsoft Office
- Excellent communicator
- Well organized
- Technical writing

ACTIVITIES

Being a quick learned coupled with experience in management and training, Deb works well with our clients to facilitate all documentation for successful grant application submittal. She patiently and adeptly walks those who are less technologically inclined through the rigors of the grant process.

JILLIAN CORDTS

131 S. Union Street · Spencerport, NY 14559 · (585) 368-8866
Jillian@GGProcess.com | www.GGProcess.com

Jillian Cordts brings to G&G Municipal Consulting and Grant Writing an extensive strategic leadership skillset. Her experience as a business owner, chamber president, and chair of her local ZBA, has equipped her with the necessary tools to collaborate and coordinate across private, public, and government sectors for optimal and productive outcomes.

EXPERIENCE

OCTOBER 2011 – OCTOBER 2021

OWNER/BROKER, PAYMENT PROCESSING BY JILL

Conducted all facets of business development from growth to support to management. Responsible for building and maintaining good relationships with clients and processors for an optimal experience.

JANUARY 2011 – DECEMBER 2019

PRESIDENT, SPENCERPORT AREA CHAMBER OF COMMERCE

Executive leadership of Spencerport Area Chamber of Commerce and Veterans Business Council. Coordinated with the board of directors to design and lead organizational strategy in a local and national context.

JANUARY 2015 – DECEMBER 2020

CHAIRPERSON, ZONING BOARD OF APPEALS, TOWN OF OGDEN

Appointed by Town of Ogden Supervisor as chairperson to preside over the 7-member Zoning Board of Appeals for the Town of Ogden.

EDUCATION

JULY 2019

**BACHELOR'S DEGREE IN APPLIED ECONOMICS AND STRATEGIC MANAGEMENT,
SUNY EMPIRE STATE COLLEGE**

Graduated Magna Cum Laude

SKILLS

- Skilled writer and communicator
- Well organized
- Technologically astute
- Collaborator

ACTIVITIES

As a United State Navy veteran, Jillian is a servant first. She has invested much of her time and effort into her own community serving as the president of her local chamber of commerce, chair of her town's ZBA, an active member of her local American Legion Post 330, volunteering as an EMT, and with Honor Flight Rochester. Enhancing the lives of those around her is a passion that she takes very seriously.

JENNIFER ESSIG

131 S. Union Street · Spencerport, NY 14559 · (585) 368-8866
Jenn@GGProcess.com | www.GGProcess.com

Jennifer Essig is the executive assistant for G&G Municipal Consulting and Grant Writing. She functionally holds the office together by ensuring compliance with human resources and staffing, grant, and funding regulations while making sure deadlines are met.

EXPERIENCE

AUGUST 2020 – PRESENT

EXECUTIVE ASSISTANT, G&G MUNICIPAL CONSULTING AND GRANT WRITING

Manages all office activities which include bookkeeping, record keeping, invoicing, event/meeting scheduling, generating proposals, and facilitating surveys. She also acts as the human resource and compliance officer.

AUGUST 2017 – AUGUST 2020

CLERICAL ASSISTANT, G&G MUNICIPAL CONSULTING AND GRANT WRITING

Data entry, file management, and customer service.

EDUCATION

JUNE 2016-2018

BUSINESS STUDIES, MONROE COMMUNITY COLLEGE

JUNE 2011

LOCAL DIPLOMA, BYRON-BERGEN CENTRAL SCHOOL

SKILLS

- Strong Organizational skills
- Technology Skills
- Conduct Research
- Client Relations
- Bookkeeping and Invoicing
- Compliance

ACTIVITIES

Jennifer is the glue that holds the office together. She acts as the office compliance and human resource officer. Jenn ensures deadlines are met and submissions are accurate. During tradeshows and events, she is a cheerful ambassador for G&G Municipal Consulting and Grant Writing.
