

PROPOSAL  
for  
ONE YEAR OPTION  
TO CONTINUE PROFESSIONAL CONSULTING  
& LOBBYING SERVICES  
prepared for  
TOWN OF BOONSBORO, MARYLAND  
May 2024

Client Relations:

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PROPRIETARY INFORMATION: This document may contain trade secrets or commercial or financial information that is privileged or confidential and is exempt from public disclosure. Such information shall be used or disclosed only for evaluation purposes or in accordance with a contractual agreement between Manno & Associates LLC and the Town of Boonsboro.

May 2024

Mayor Howard Long  
and Honorable Members of the Town Council  
Town of Boonsboro  
21 North Main Street  
Boonsboro, MD 21713

**RE: TOWN'S ONE YEAR OPTION TO CONTINUE PROFESSIONAL  
CONSULTING & LOBBYING SERVICES UNDER THE EXISTING CONTRACT  
WITH MANNO & ASSOCIATES LLC**

Dear Mayor Long, Assistant Mayor Nally, and honorable members of the Town Council:

I hope this letter finds you well.

Please accept this letter and Proposal regarding the Town exercising its existing its option to continue its existing contract with Manno & Associates LLC for an additional year, under the existing terms, including the existing fee structure of \$48,000 per year, with no increase.

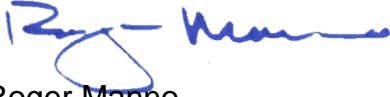
As your current lobbyist and consultant, Manno & Associates LLC has been privileged to work with the Town of Boonsboro, Mayor Long, and the Town Council, across both the legislative (Senate and House) and executive branches in Annapolis. By any metric, we have been extremely successful, securing \$4.65M in direct appropriations between calendar years 2022 and 2024, with no required matching funds. At the expiration of the current 1-year contract, this will represent a 40.35X return on investment (ROI) realized by the Town under the current contract, which expires on July 13<sup>th</sup>, unless the Town exercises its 1-year option.

As Manno & Associates LLC and the Town are approaching a range of opportunities for constructive engagement with lawmakers and the Moore Administration over the Summer of 2024, including the upcoming 2024 Maryland Municipal League Conference (June 23-26, 2024) and the Maryland Association of Counties Conference (August 16-19, 2024), I am hopeful that we can continue our work together, without any break in service.

To that end, please find a Proposal attached, which continues the scope of work and terms of the existing contract, including the current fee terms. As always, please let me know if I can provide any additional information or materials, and do not hesitate to call on me if I can be of any assistance.

Thank you for your kind consideration, and for the privilege to represent the Town of Boonsboro.

Sincerely at your service,



Roger Manno

**Roger P. Manno, Principal | Manno & Associates LLC**  
Attorney | Lobbyist | Maryland Senator (Ret.)  
Admitted to practice law in Maryland and the District of Columbia  
c 202.425.3523 | o 888.422.0131 | e rmanno@mannoandassociates.com  
[www.mannoandassociates.com](http://www.mannoandassociates.com)

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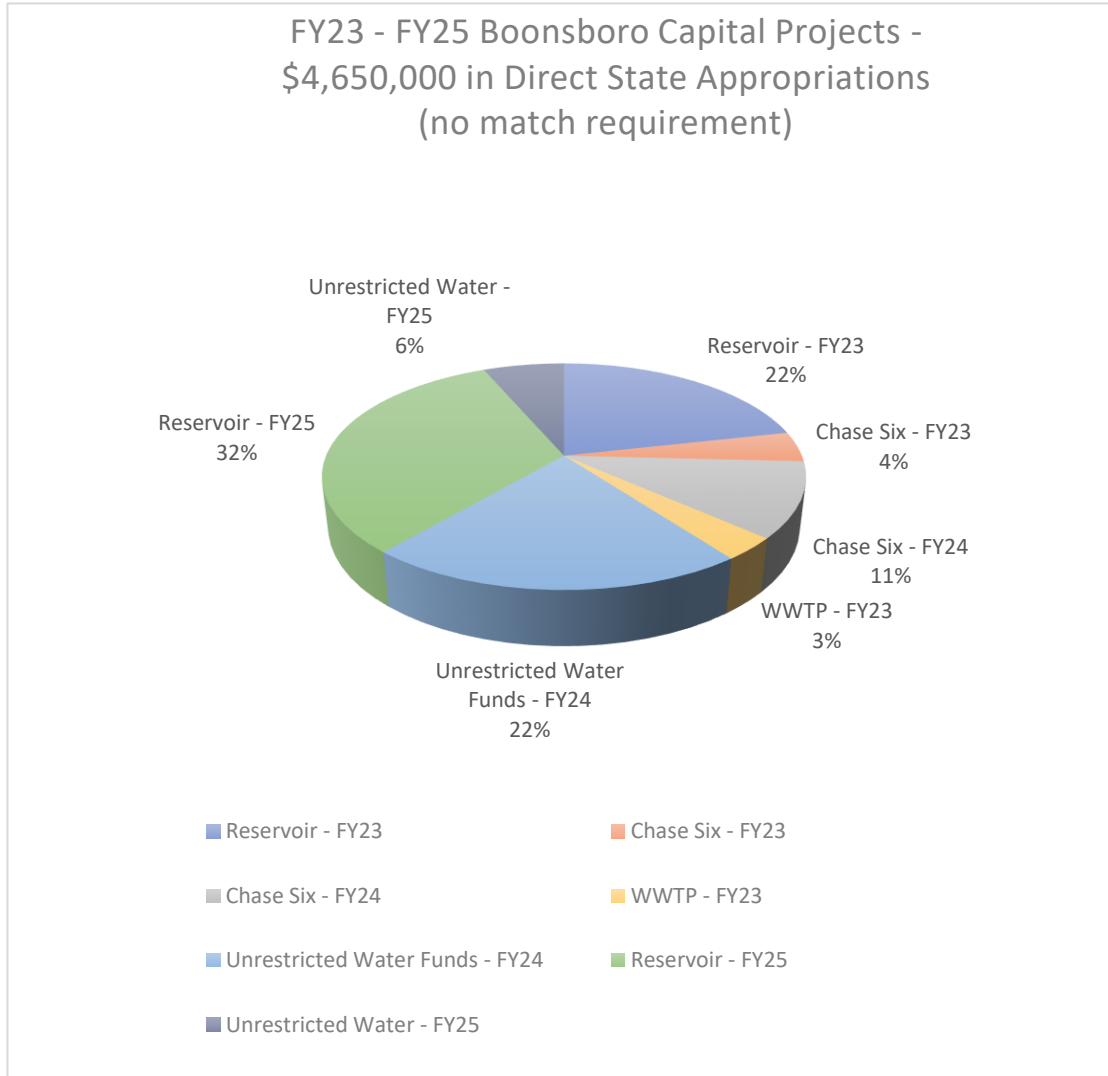
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**INTRODUCTION**

Manno & Associates LLC has been privileged to represent the Town of Boonsboro throughout the 2022, 2023 and 2024 legislative sessions of the Maryland General Assembly, and during the months following the April “*Sine Die*” adjournment.

During this period, Manno & Associates LLC implemented a hyper-targeted, methodical budgeting approach across a range of Legislative and Executive budgeting vehicles, resulting in \$4,650,000 in direct capital funding, without any required matching funds, for several of the Town’s most important capital funding projects.

*Under the current 12-month contract between the Town of Boonsboro and Manno & Associates LLC, as well as the prior contracts, Boonsboro’s overall Return on Investment (ROI) for projects specifically undertaken by Manno & Associates LLC is 40.35X.*



The breakdown of successfully funded priority projects are as follows:

- |   |             |
|---|-------------|
| 1. FY23 Boonsboro Drinking Water Reservoir Replacement Project: | \$1,000,000 |
| 2. FY23 Boonsboro WWTP Sludge Dewatering Project:               | \$150,000   |
| 3. FY23 Boonsboro Chase Six Interchange Project:                | \$200,000   |
| 4. FY24 Boonsboro Water Improvements Project:                   | \$1,000,000 |
| 5. FY24 Boonsboro Chase Six Interchange Project:                | \$500,000   |
| 6. FY25 Boonsboro Reservoir Replacement:                        | \$1,500,000 |
| 7. FY25 Boonsboro Drinking and Wastewater Infrastructure:       | \$300,000   |

**Proposed FY26 Boonsboro Water Package:** In order to continue progress towards the Town’s capital priorities in the upcoming Annapolis 2025 Legislative Session, the FY26 State Budget, and beyond, Manno & Associates LLC envisions the ongoing campaign and presentation of the “Boonsboro Water Package” of critical water upgrades necessary to maintain current services, and to further accommodate increased demand as the Town grows, both organically and subject to its strategic planning objectives (development opportunities, annexation, etc.). As previously mentioned, this will entail a wholistic approach to constructive engagement of both the legislative and executive branches, with particular prioritization of pressure points with in House and Senate, as they relate to the respective executive funding agencies.

Given the high importance of these projects to the Town’s health and growth potential, and the extremely competitive capital funding process, it is critical that discussions continue uninterrupted throughout this summer. These should include continuing, high-level meetings and discussions with Senate and House appropriators, the Secretary of Department of Budget and Management and other relevant cabinet members and senior staff within the Governor’s executive office.

Manno & Associates LLC is uniquely positioned to undertake this project, given the depth of the Firm’s expertise of the Town’s capital priorities, our record of success on behalf of the Town thus far, and the demonstrable synergies between Manno & Associates LLC and key members of the legislative and executive branches with whom Roger Manno previously served in his capacity as Maryland Senator and appropriator. In addition, Roger Manno’s unique experience as an attorney, Legislative Director to a senior member of the Appropriation Committee in the United States Congress<sup>1</sup>, as well as his experience as Vice Chair of a General Assembly County Affairs Committee, combine to inform the Firm’s strategic lensing and awareness of precise opportunities for realizing the Town’s priorities.

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<sup>1</sup> Between 2002 and 2007, Roger Manno served as Legislative Director to Representative Sanford D. Bishop, Jr. (GA-2), the current Ranking Member of the House Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Subcommittee of the House Appropriations Committee.

## TECHNICAL APPROACH

### About the Firm

Manno & Associates LLC<sup>2</sup> is a small, emerging, boutique lobby and consulting firm, based in the great State of Maryland.

Formed in 2020 by attorney<sup>3</sup> and former State Senator Roger Manno, Manno & Associates LLC builds on our extensive legislative, appropriations and regulatory experience in local, state and federal government, with an emphasis on capital funding and creative legislative and regulatory solutions for critical infrastructure projects.

The firm also represents clients at the local, state and federal levels on a range of issues relating to construction and industrial infrastructure development, workforce training and development, energy, charter and recreational fishing, tourism, and conservation, among others.

While it is sometimes said “It’s not who you know, it’s what you know,” in our case, it’s both. From recent leadership in the Maryland Senate, to serving as senior staff to Chairs of powerful committees in the United States Congress, to work in The White House and in local government, our experience and expertise is extremely rare, and has positioned Manno & Associates LLC to fully represent the objectives of our clients at the highest levels of local, state and federal government.

We know how to make government work for the communities and industries we serve, because we have done it. Our experience includes passage of the both Capital and Operating budget funding line items, landmark legislation to expand infrastructure and workforce development opportunities, significant regulatory and procurement objectives and reforms, and the passage of dozens of laws addressing procurement, health care, pensions, manufacturing, and a range of workforce development pathways.

Our success over the last 4 years is based on our extensive knowledge and experience in government, our extremely informed situational awareness of internal political and legislative dynamics, and outstanding bi-partisan relationships with elected leaders, forged over more than two decades of service at the highest levels of government.

For illustrative purposes only, these include:

- Presiding officers and senior staff of both the Maryland House of Delegates and the Maryland Senate

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<sup>2</sup> Manno & Associates LLC is a single member Maryland Limited Liability Corporation, not affiliated with a similarly named former Maryland Corporation, Manno & Associates Inc.

<sup>3</sup> Roger Manno is a practicing attorney, admitted to practice law in the State of Maryland, the District of Columbia, the United States Court of Appeals for the Armed Forces, the Supreme Court of the United States, among others.

- Chairs and senior staff of the Senate Budget and Taxation Committee and the House Appropriations Committee, including Chairs and senior staff of the Senate and House Capital Budget subcommittees
- Members and senior staff of the Board of Public Works
- Members of the Interagency Commission on School Construction (IAC)
- Members of the Executive Branch within the Governor's cabinet
- Members and senior staff of the United States Congress House Appropriations Committee
- Senior staff within the President's Office of Management and Budget.

Perhaps most importantly, these relationships are *current*, and in many cases, represent close personal relationships and friendships forged over many years.

References available upon request.

### Relevant Experience (select listing)

1. **Maryland General Assembly:** As a former Maryland Senator, Roger Manno represented the 19<sup>th</sup> District for 12 years (8 years in the Maryland Senate and 4 years in the Maryland House). In his capacity as a member of the Senate Budget & Taxation Committee, Roger Manno was integral to the funding of counties and municipalities across the State, including creative financing through:
  - Direct grants, line items, and other appropriations
  - Legislative Bond Initiatives (LBIs)
  - Bond issuances and authorizations
  - Creation and re-structuring of numerous special funds targeting local government needs, including innovative rural disparity grants and other formulaic funding vehicles
  - Extensive direct work with the Executive Branch on the State Budget, the annual Budget Reconciliation and Financing Act (BRFA), supplemental budgets, and discretionary departmental / agency funding
  - Regulatory directives, fixes, and revisions

Roger Manno also served as Senate Chair of the Spending Affordability Committee, which crafts the initial contours of the annual State Budget construct, as the baseline on which the State Budget is built, including all State spending, Capital Debt Affordability thresholds, and specific levels of State personnel. In that role, Roger Manno led the effort to reform the process by which revenue projections are cast by the Board of Revenue Estimates within the Board of Public Works, as the principal foundational metrics of the annual Budget Reconciliation and Financing Act (BRFA). In addition, Roger Manno served as Senate Chair of the "AELR" regulatory committee, which approves all State agency regulations with regard to legislative prerogative and procedural due



process, monitors the implementation of specific legislation by State agencies, and has subpoena power in matters involving statutory or constitutional law violations by State government officers or employees.

Working with State lawmakers, regulators, Mayors and Commissioners from the Eastern Shore to Western Maryland, and members from the Maryland Association of Counties (MACo) and the Maryland Municipal League (MML), Roger Manno was also instrumental in either co-authoring, authoring or assisting in the passage of numerous important rural Maryland economic development laws, amendments, or regulations -- from the gaming licensing for Ocean Downes and Rocky Gap, to rural broadband solutions, to increased distributions of Highway User Revenues and tax credits to stimulate local economies, to recreational and commercial Rockfish and Menhaden harvesting regulations.

- 2. Maryland Rural Development Corporation:** In 2022, Manno & Associates LLC was retained by the Maryland Rural Development Corporation to provide both capital and operating budget appropriations work for calendar years 2022 and 2023. This contract entailed local, county, state, and federal work. The Maryland Rural Development Corporation provides an array of services, including grant and other appropriations work, technical assistance, administrative assistance, and town management services to 25 rural Maryland towns, in 10 rural Maryland Counties:

Counties: Garrett; Allegany; Washington; Carroll; Harford; Cecil; Queen Annes; Kent; Caroline; and Dorchester.

Towns: Accident; Grantsville; Luke; Westernport; Lonaconing; Smithburg; Boonsboro; Williamsport; Goldsboro; Henderson; Hillsboro; Marydel; Templeville; Barclay; Betterton; Brookview; Church Creek; Elderado; Sykesville; New Windsor; Union Bridge; Burkittsville; Middletown; Emmitsburg; and Rock Hall.

- 3. Town of Boonsboro:** In 2022, Manno & Associates LLC was retained by the Town of Boonsboro pursuant to a short, appropriations contract, which was renewed at the Town's option after enormous ROI. The current contract provides appropriations services through the remainder of Fiscal Year 2025, including preliminary planning for the FY26 State Budget, and long-term capital priorities of the Town.
- 4. Town of Williamsport:** In 2023, Manno & Associates LLC was retained by the Town of Williamsport to provide capital budget appropriations services for the

FY24 State Budget cycle. The Town renewed the contract under its option, after a successful appropriations cycle. The contract is ongoing.

5. **Town of Middletown:** In 2024, Manno & Associates LLC was retained by the Town of Middletown pursuant to a short, appropriations contract, which was renewed at the Town's option. The current contract provides appropriations services through the remainder of Fiscal Year 2025, including preliminary planning for the FY26 State Budget.
6. **Legal Practice<sup>4</sup>:** In addition to serving as Principal to Manno & Associates LLC, Roger Manno is a practicing attorney. His practice includes representing governmental issues and interests in a variety of capacities, including serving as a Court Appointed Attorney in the Maryland District Court system, as a member of the State Prosecutor Selection & Disability Commission<sup>5</sup>, and previously as a member of the Montgomery County Criminal Justice Coordinating Committee<sup>6</sup>.

#### **Case Study: Town of Boonsboro, MD**

Manno & Associates LLC was retained by the Town of Boonsboro in February 2022, pursuant to a limited 2-month contract, during the 2022 legislative session of the Maryland General Assembly, and *after* the Governor had already submitted his FY23 State Budget. The purpose of the contract was to secure direct appropriation funding for priority capital projects, notwithstanding the fact that no pre-legislative session groundwork had been laid by the Firm, nor had any prior consideration been given to these capital projects through the legislature or the Governor.

Less than 2 months later, Manno & Associates LLC had secured \$1,350,000 in direct capital funding for the Town of Boonsboro, utilizing a hyper-targeted, methodical budgeting approach across a range of Legislative and Executive budgeting vehicles.

Additional case studies available upon request.

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<sup>4</sup> This Proposal is intended for lobbying / consulting services only, and not for the legal services of Roger P. Manno Attorney at Law, the Manno Law Firm, or any entity performing legal services by or under attorney Roger Manno.

<sup>5</sup> In 2019, Roger Manno was appointed by the Maryland Senate President to serve the remainder of a 4-year term on the State Prosecutor Selection & Disabilities Commission, in which he participated in the selection of the current State Prosecutor.

<sup>6</sup> Prior to his service as an elected member of the Maryland House of Delegates, Roger Manno was appointed by the Montgomery County Executive to serve as an attorney member of the Criminal Justice Coordinating Commission, and was subsequently re-appointed.

**Profile: Roger Manno**

Having worked at all levels of government for more than 25 years, Roger Manno understands the critical importance of unobstructed access and responsive government relations service, 24 hours a day, 7 days a week, and every day of every year. This level of client access to our firm and our Principal are what makes Manno & Associates LLC unique among successful lobbying and consulting firms in the State of Maryland.

Roger Manno is an attorney and Maryland lobbyist with extensive experience and proven results within the Executive, Legislative, Administrative and Regulatory branches and functions of government, with specific concentrations in appropriations, regulatory solutions, and rural economic development.

Roger Manno served as a Maryland Senator from 2011-2019. He previously served as a member of the House of Delegates, and also worked in the White House, on the U.S. House Judiciary Committee, and as Legislative Director and Senior Counsel to members of Congress.

As Senate Chair of both the Spending Affordability Committee and the “AELR” regulatory committee (Administrative, Executive and Legislative Review), Roger Manno advanced reforms that streamlined and strengthened Maryland’s regulatory processes, and authored landmark structural reforms that fundamentally transformed Maryland’s budget forecasting, revenues, and overall baseline spending. As Senate Majority Whip, Roger Manno built strong, veto-proof super majority vote counts in order to advance a disciplined legislative agenda in the legislature.

An attorney admitted to practice law in the State of Maryland<sup>7</sup>, the District of Columbia<sup>8</sup>, the Supreme Court of the United States, the U.S. Court of Appeals for Armed Forces, and other federal courts, Roger Manno provides legal services to clients in a range of matters, and previously served as Of Counsel to the general practice / civil litigation law firm of Karp, Frosh, Lapidus, Wigodsky & Norwind, P.A.

Roger Manno has received numerous awards and recognitions, including from the Metropolitan Washington Employment Lawyers Association, American Bar Association, United States Department of Defense, Maryland Anesthesiologists Association, Maryland Consumer Rights Coalition, Fraternal Order of Police (Maryland State Lodge), International Association of Fire Fighters (Local 1664), Mothers Against Drunk Driving, Kiwanis Club, Adventist Columbia Union Conference, Plumbers & Gasfitters United Association (Local 5), and International Brotherhood of Electrical Workers (Local 26). Twice awarded Legislator of the Year by Maryland Building and Construction Trades Council (AFL-CIO), Manno also has the unique distinction of being named an honorary member of 2 AFL-CIO building and construction trade unions – Steamfitters United Association Local 602, and International Brotherhood of Electrical Workers Local 26.

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<sup>7</sup> Maryland Bar ID No. 200812300018

<sup>8</sup> District of Columbia Bar ID No. 978197

## Experience

Principal and Founder  
Manno & Associates LLC  
Jan 2020 – Present

Attorney  
The Manno Law Firm  
2001 – Present

State Prosecutor Selection & Disabilities Commission  
State of Maryland  
Aug 2019 – Present

Member, Health Policy Committee (Eastern Regional Conference)  
The Council of State Governments  
Jan 2016 – Jan 2019

Maryland Senator  
The Maryland General Assembly  
Jan 2011 – Jan 2019

- Majority Whip
- Senate Chair, Spending Affordability Committee
- Senate Chair, Joint Committee on Administrative, Executive and Legislative Review (AELR)
- Vice Chair, Montgomery County Senate Delegation
- Member, Budget and Taxation Committee
- Member, Legislative Policy Committee

Maryland State Delegate  
The Maryland General Assembly  
Jan 2007 – Jan 2011

- Member, Economic Matters Committee
- Vice Chair, County Affairs Committee (Montgomery)

Member, White House Working Group of State Legislators for Health Reform  
The White House  
2008 – 2010

Of Counsel  
Karp, Frosh, Lapidus, Wigodsky & Norwind, P.A.  
2007 – 2009

President, Capital Region Council  
B'nai B'rith International  
2005 – 2008

Legislative Director  
U.S. Representative Sanford D. Bishop, Jr. (Appropriations Committee)  
U.S. House of Representatives  
2002 – 2007

Commissioner  
Criminal Justice Coordinating Commission, Montgomery County  
Montgomery County Government  
2005 – 2006

Senior Counsel  
U.S. Representative Sheila Jackson- Lee (Judiciary Committee)  
U.S. House of Representatives  
2001 – 2002

Legal Extern  
United States House of Representatives, Committee on the Judiciary.  
Subcommittee work: Administrative Law; Constitution; and Courts, the  
Internet and Intellectual Property  
2000 – 2001

Intern  
The White House  
2000

## **Education**

UNH Franklin Pierce School of Law  
Juris Doctor / Masters of Intellectual Property Law

Hunter College  
Bachelor of Arts - BA, Political Science

## **Honors & Awards**

Recognition Award - Metropolitan Washington Employment Lawyers  
Association (MWELA)

Legislative Achievement Award - International Association of Fire Fighters  
(IAFF Local 1664, AFL-CIO)

Recognition Award - Maryland Fraternal Order of Police

Certificate of Appreciation - U.S. Department of Defense

Distinguished Legislative Service Award - National Federation of the Blind  
of Maryland

Consumer Rights Hall of Fame - Maryland Consumer Rights Coalition

Adrian Theophilus Westney Religious Freedom Award - Columbia Union  
Conference

Award for Excellence - Plumbers and Gasfitters United Association (UA  
Local 5, AFL-CIO)

Shofar Award - Melvin J. Berman Hebrew Academy

Legislator of the Year - Washington, DC, Building and Construction  
Trades Council (AFL-CIO)  
2008, 2012

Civic Leadership Award - Kemp Mill Civic Association

Certificate of Appreciation - Maryland United for Peace and Justice

Legislator of the Year - Maryland Anesthesiologists Association

Honorary Membership - International Brotherhood of Electrical Workers  
(IBEW Local 26, AFL-CIO)

Certificate of Appreciation - Engage Mountain Maryland

Honorary Membership - Plumbers and Gasfitters United Association (UA  
Local 602, AFL-CIO)

Certificate of Appreciation - American Bar Association

Certificate of Appreciation - Lions Club, Derwood MD

Certificate of Appreciation - National Association of Retired Federal  
Employees

Certificate of Appreciation - Kiwanis Club, Rossmoor

Certificate of Appreciation - Kiwanis Club

Recognition - Kiwanis Club International

Certificate of Appreciation - Mothers Against Drunk Driving

Certificate of Appreciation - Northwood-Four Corners Civic Association



MANNO & ASSOCIATES LLC



**Roger P. Manno, Esq.**

**Principal**

c 202.425.3523

o 888.422.0231

e rmanno@mannoandassociates.com

Roger Manno is a legislative and regulatory architect who has spent decades in government service, working in the White House, on the U.S. House Judiciary Committee, as Legislative Director and Senior Counsel to members of Congress, and as an elected member of the Maryland House and senior member of the Maryland Senate. As *Senate Chairman* of both the Spending Affordability Committee and the "AELR" regulatory committee (Administrative, Executive and Legislative Review), Roger advanced reforms that streamlined and strengthened Maryland's regulatory processes, and authored landmark structural reforms that fundamentally transformed Maryland's budget forecasting, revenues, and overall baseline spending. As *Senate Majority Whip*, Roger worked to build strong voting majorities in order to advance a disciplined legislative agenda across the State of Maryland. An attorney admitted to practice in Maryland, the District of Columbia, the Supreme Court of the United States, the U.S. Court of Appeals for Armed Forces, and other federal courts, Roger served as *Of Counsel* to the general practice / civil litigation law firm of Karp, Frosh, Lapidus, Wigodsky & Norwind, P.A., during the period when (now) Maryland Attorney General Brian Frosh served as a named Partner. Roger's consulting portfolio consists primarily of appropriations, infrastructure, and workforce development issues, with current clients that include rural municipalities, large groups of construction contractors, and representatives from both labor and management. In addition, Roger's legal practice includes service on behalf of indigent defendants as a Maryland Judiciary *Court Appointed Attorney*.

**Practices**

Appropriations  
 Regulations  
 Congressional Affairs  
 Antitrust  
 Intellectual Property  
 Transportation & Ports  
 Health Care  
 Energy  
 Manufacturing & Trade  
 Labor & Workforce Dev.

**Education**

University of New Hampshire  
 School of Law, Juris Doctor /  
 Master's in Intellectual Property  
 Law. Hunter College, BA Political  
 Science

**Bar Admissions**

Maryland, District of Columbia,  
 Supreme Court of the United  
 States, U.S. Court of Appeals for  
 Armed Forces

**Career Highlights**

*Majority Whip* of Maryland Senate

*Maryland Senate Chair*,  
 Regulatory Committee (AELR)  
 and Spending Affordability  
 Committee

*Senior Counsel and Legislative  
 Director*, U.S. House of  
 Representatives

White House health reform  
 working group

**Recognitions**

Roger Manno has received numerous awards and recognitions, including by the Metropolitan Washington Employment Lawyers Association, United States Department of Defense, Maryland Anesthesiologists Association, Maryland Consumer Rights Coalition, Fraternal Order of Police (Maryland State Lodge), International Association of Fire Fighters (Local 1664), Adventist Columbia Union Conference, Plumbers and Gasfitters United Association (Local 5), and International Brotherhood of Electrical Workers (Local 26). Twice awarded Legislator of the Year by Maryland Building and Construction Trades Council (AFL-CIO), Roger also has the unique distinction of being named an honorary member of 2 AFL-CIO building and construction trade unions – Steamfitters United Association Local 602, and International Brotherhood of Electrical Workers Local 26.



CONSULTANT QUALIFICATIONS, REGISTRATIONS, AND REFERENCES

Lobbying Training Certification, Maryland State Ethics Commission<sup>9</sup>



<sup>9</sup> Passage of the *Thinking and Acting Ethically Course* is a prerequisite and requirement to lobby in the State of Maryland. There is no lobbyist “registration,” per se, other than the requirement for all lobbyists to register clients and file related activity reports with the State Ethics Commission withing strict parameters and timelines. For public access to all lobbyist registrations and activity reports, please visit [https://lobby-ethics.maryland.gov/public\\_access](https://lobby-ethics.maryland.gov/public_access)

Professional Liability Policy, HUB International

Roger Manno holds a current \$4M Lawyers Professional Liability Policy issued by HUB International, covering his work as both an attorney, through "Roger P. Manno, Attorney At Law, a Maryland Limited Liability Corporation" (DBA The Manno Law Firm) and his work as a consultant and lobbyist, through Manno & Associates LLC.

		<b>CERTIFICATE OF LIABILITY INSURANCE</b>				DATE (MM/DD/YYYY) 10/27/2023	
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 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).							
<b>PRODUCER</b> HUB INTERNATIONAL MID-ATLANTIC INC 30720557 3290 NORTH RIDGE RD STE 300 ELLICOTT CITY MD 21042				<b>CONTACT NAME:</b> PHONE (410) 465-4300 FAX (A/C, No, Ext): (A/C, No): E-MAIL ADDRESS:			
				<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC#</b>	
<b>INSURED</b> ROGER P. MANNO ATTORNEY AT LAW LLC MANNO & ASSOCIATES LLC 2138 MERRIFIELDS DR SILVER SPRING MD 20906-1259				INSURER A : Hartford Underwriters Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :		30104	
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>			<b>REVISION NUMBER:</b>		
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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC OTHER:			30 SBM AJ5MFK	11/25/2023	11/25/2024	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMPOP AGG \$4,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			30 SBM AJ5MFK	11/25/2023	11/25/2024	COMBINED SINGLE LIMIT (Per accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT E.L. DISEASE -EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Those usual to the Insured's Operations.							
<b>CERTIFICATE HOLDER</b> For Informational Purposes 2138 MERRIFIELDS DR SILVER SPRING MD 20906-1259				<b>CANCELLATION</b> 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 <i>Susan S. Castaneda</i>			

ACORD 25 (2016/03)

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**Certificate In Good Standing to Transact Business, Maryland State Department of Assessments and Taxation**

***STATE OF MARYLAND***  
***Department of Assessments and Taxation***

I, MICHAEL L. HIGGS OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF THE STATE OF MARYLAND, DO HEREBY CERTIFY THAT THE DEPARTMENT, BY LAWS OF THE STATE, IS THE CUSTODIAN OF THE RECORDS OF THIS STATE RELATING TO LIMITED LIABILITY COMPANIES, OR THE RIGHTS OF LIMITED LIABILITY COMPANIES TO TRANSACT BUSINESS IN THIS STATE, AND THAT I AM THE PROPER OFFICER TO EXECUTE THIS CERTIFICATE.

I FURTHER CERTIFY THAT MANNO & ASSOCIATES LLC (W20199220), REGISTERED JANUARY 09, 2020, IS A LIMITED LIABILITY COMPANY EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF MARYLAND, AND THAT THE LIMITED LIABILITY COMPANY IS AT THE TIME OF THIS CERTIFICATE IN GOOD STANDING TO TRANSACT BUSINESS.

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY SIGNATURE AND AFFIXED THE SEAL OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF MARYLAND AT BALTIMORE ON THIS MARCH 11, 2024.



Michael L. Higgs  
Director



*301 West Preston Street, Baltimore, Maryland 21201*  
*Telephone Baltimore Metro (410) 767-1340 / Outside Baltimore Metro (888) 246-5941*  
*MRS (Maryland Relay Service) (800) 735-2258 TT/Voice*

Online Certificate Authentication Code: **EsKHP0DG-kK0eYngaaSxaA**  
To verify the Authentication Code, visit <http://dat.maryland.gov/verify>

**References (selected list)**

**Dawn Beitzel**

Deputy Director  
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101 Cedar Lane  
PO Box 739  
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301-501-6680 (cell)  
dbeitzel@mrdc.net

Dawn Beitzel serves as Western Maryland Director for the Maryland Rural Development Corporation (MRDC), on behalf of the two dozen rural Maryland municipalities to which it serves.

**Tom Bello**

Executive Vice President  
Mechanical Contractors Association of Metropolitan Washington  
9200 Corporate Blvd., Ste. 240,  
Rockville, MD 20850  
tbello@mcamw.org  
301-731-0330

Roger Manno was retained by the Mechanical Contractors Association of Metropolitan Washington in 2020 to serve as its principal lobbyist and consultant before the Maryland General Assembly and the Executive Branch. This contract is current and ongoing.

## COST PROPOSAL

Manno & Associates LLC generally undertakes representation based on an annual contractual monthly fee, rather than an hourly billing structure. This allows us to serve our clients based on the needs and objectives of the project, rather than on the available hours in a given budget. Given the ongoing scope of this project, Manno & Associates LLC proposes *maintaining the current contractual monthly fee of \$4,000 (four thousand dollars) per month*, for a term of 12 calendar months, exclusive of reasonable expenses, subject only to prior approval by the Town of Boonsboro.

Manno & Associates may consider alternative fee structures.