

RESOLUTION NO. 15-286
(August 18, 2015)

By Mr. Leuer, Chairman of Planning Committee:

**POLICY FOR MUNICIPALITIES UTILIZING GRANT WRITING SERVICES
PROVIDED BY WYOMING COUNTY WATER RESOURCE AGENCY APPROVED**

BE IT RESOLVED, That the Wyoming County Board of Supervisors hereby approves and adopts the following policy:

**Policy for Municipalities Utilizing Grant Writing Assistance Services Provided by
Wyoming County Water Resource Agency**

Municipalities must submit a "Grant Writing Assistance Services Provided by the WCWRA Letter of Application and Agreement" to the Chairman of the Wyoming County Water Resource Agency (WCWRA).

The WCWRA will review the proposal utilizing the following criteria:

- 1) Is the proposal consistent with WCWRA priorities?***
- 2) Is the proposal cost effective?
- 3) Is the proposal for preliminary funding opportunities and will not be paid and/or reimbursed through a municipality's project funding package?

***The WCWRA and Planning Committee will establish county priorities in consultation with other committee chairs i.e.: infrastructure - repairs or expansion, economic development, public safety, etc.


If approved by the WCWRA it will be forwarded to the Planning Committee, who will then place the proposal on the Planning Committee agenda. If approved by the Planning Committee, the Letter of Application and Agreement will be signed with the municipality for 1/2 of the estimated grant preparation application cost in an amount not to exceed two thousand five hundred dollars (\$2,500.00)

In the event of a need for a decision between Committee meetings, the Chairman of the Planning Committee will have the authority to commit WCWRA resources in an amount not to exceed two thousand five hundred dollars (\$2,500.00) along with consultation with the Chairman of the Board of Supervisors prior to the Planning Committee meeting using the criteria listed above. At the next meeting of the Planning Committee, the Chairman of the Committee will provide a review of the authorized proposal for committee members.

When the grant writer submits an invoice for services to the municipality, said municipality will forward copy of the grant writer's paid invoice, and a copy of endorsed payment check, to the WCWRA Administrator for reimbursement as specified above and in the signed Grant Writing Assistance agreement.

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Clerk to the Board of Supervisors

**Grant Writing Assistance Services Provided by the WCWRA
Letter of Application and Agreement**

I _____, on behalf of _____, located at
Name Municipality
_____, request Grant Writing
Address City State Zip

Assistance Services from the WCWRA as follows:

Name of Grant Writer: _____ Grant Amount: \$ _____

Grant Opportunities/Loans being applied for: _____

This grant will fund: _____

I understand and agree to the terms/conditions, specified under the Policy for Municipalities Utilizing Grant Writing Assistance Services Provided by Wyoming County Water Resource Agency, for reimbursement. I also understand that the amount of potential reimbursed is 1/2 of the grant writers invoiced services, up to a maximum of \$2,500, contingent on available WCWRA funds.

Signature Date

APPROVED (Forward to Planning Committee for Approval) OR DENIED

WCWRA Chairman: _____
Signature Date

APPROVED OR DENIED

Planning Committee Chairman: _____
Signature Date