

**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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A copy of the grant application will be provided by the municipality receiving grant writing services to the WCWRA Administrator and Wyoming County Budget Officer.

**Carried: XXX      Ayes: 1357      Noes:      Absent: 140 (Bennington)      Abstain:**

102 (Sheldon)

242

WYOMING COUNTY  
BOARD OF SUPERVISORS  
Warsaw, N.Y.

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**This is to Certify**, that I, the undersigned Clerk to the Board of Supervisors of the County of Wyoming, have compared the foregoing copy of resolution with the original resolution now on file in the office and which was passed by the Board of Supervisors of the said County, on the 18<sup>th</sup> day of August, 2015, a majority of all the members elected to the Board voted in favor thereof, and that the same is correct and true of such original resolution and of the whole thereof.

**In Witness Whereof**, I have hereunto set my hand and the official seal of the Board of Supervisors, this the 18<sup>th</sup> day of August, 2015.



*Angela Petchum*  
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 \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_, request Grant Writing

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.

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Signature

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Date

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**APPROVED (Forward to Planning Committee for Approval) OR DENIED**

WCWRA Chairman: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPROVED OR DENIED**

Planning Committee Chairman: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_