

January 4, 2021

Hon. Jason Leifer, Supervisor  
Town of Dryden  
93 East Main Street  
Dryden, NY 13053

**Re: 2020 NY HCR CDBG Application**

Supervisor Leifer:

This letter of agreement serves to outline the terms under which G&G Municipal Consulting and Grant Writing (hereinafter referred to as “G&G”) would perform services for the Town of Dryden (“the Town”) and the reciprocating responsibilities to be provided by the Town to ensure success of the project.

**PURPOSE**

G&G shall complete a 2020 NYHCR CDBG application for the Town. G&G shall also set up the mandatory (per CDBG) public meeting. G&G shall administrate the grant if the application is successful

**DELIVERABLES**

G&G will perform the following:

1. Complete the application and submit it on time.
2. Organize mandatory public meeting. The public meeting will likely be held via Zoom or similar platform due to COVID restrictions.
3. Include all hardship documentation (CDBG income survey report) in the application.
4. Administrate the grant if it is successful. G&G will **NOT** charge above the statutory limit for the administration of the grant.
5. G&G will maintain general business liability insurance (\$1,000,000.00), errors and omissions insurance (\$1,000,000.00), workers compensation and corporate vehicle insurance (\$1,000,000.00).
6. The application and its narratives are proprietary to G&G and cannot be utilized for other purposes without permission of G&G.

**Town Responsibilities:**

1. Provide all necessary data for completion of the application.
2. Have town representatives in attendance at the public meeting.
3. Assist G&G with suggestions to maximize application efficiency.

**Fee:**

Grant Application: **\$4,250.00**

Grant Administration: Fee is statutorily determined by NY HCR (CDBG) and is included in the successful grant award. Administration fees up to the statutory limit are reimbursable through the grant. G&G will **NOT** exceed the statutory administrative cost limits.

Thank you for your consideration. I look forward to being of service to you and your municipality. Please don't hesitate to contact me with any questions regarding this *highly complicated application which will take a minimum of 40 hours to complete.*

Respectfully,



Jay Grasso

The Town of Dryden represents and warrants G&G Municipal Consulting and Grant Writing, that the individual executing this Letter of Agreement on behalf of the Town is duly authorized to execute and deliver this agreement, and that the terms enclosed are binding on the Town.

**TERMS:**

**Payment upon submission of the grant.**

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Agreement as of the date of its signing.

Town of Dryden

By: \_\_\_\_\_ (print) \_\_\_\_\_ (signature)

Date: \_\_\_\_\_

Title: \_\_\_\_\_

G&G Municipal Consulting and Grant Writing

By: \_\_\_\_\_ (print) \_\_\_\_\_ (signature)

Date: \_\_\_\_\_

Title: \_\_\_\_\_