

May 2024



MUNICIPAL CONSULTING
AND GRANT WRITING

Grant Writing & Administration General Services Proposal

PROPOSED TO

Town of Machias



131 S. Union St. | PO Box 39
Spencerport, NY 14559
Phone; (585) 368 - 8866
Email: Contact@GGProcess.com
Website: www.GGProcess.com

May 6th, 2024

Joshua Dusterhus,
Supervisor
PO Box 87,
Machias NY 14101

Supervisor Dusterhus,

Thank you for giving G&G Municipal Consulting and Grant Writing the opportunity to serve the Town of Machias through grant writing and administration services.

This letter serves to outline the terms under which G&G Process Services, Inc. ("G&G") would perform to write and administer grants for the Town of Machias

Thank you for your consideration. We look forward to being of service to you and your community. Please do not hesitate to reach out with any questions.

Respectfully,

A handwritten signature in black ink, appearing to read 'Jay Grasso', with a long, sweeping horizontal line extending to the right.

Jay Grasso

Founder & President

PROPOSAL

OUR COMPANY

Incorporated in 2014, G & G Municipal Consulting and Grant Writing has written and administered grants totaling over \$150,000,000 and over \$200,000,000 in low/zero percent interest loans. The grants and zero/low-interest loans that we facilitate are wide-ranging from USDA, FEMA, Empire State Development, Consolidated Funding Applications, to Community Block Development Grants, and more.

CONTACT US

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SERVICES

01

GRANT WRITING

Includes research, data/document gathering, and application writing/submission.

02

GRANT ADMINISTRATION

Includes fiscal management, record keeping, status reports, and preparation of close-out documents.

GRANTS INCLUDED IN THIS PROPOSAL

Municipal Grants

Consolidated Funding Applications
Infrastructure
Downtown/community revitalization
Sustainable projects
Parks and trails
Economic development
Water Quality Improvement Program
Community Development Block Grant (CDBG)
Environmental Facilities Grant (water/sewer)
Streetlights
Tree/Forestry Grants
Sidewalks
Transportation

USDA Rural Development (Grants and Financing)

- Community Facilities Direct Loan & Grant Program
- Community Facilities Guaranteed Loan Program
- Strategic Economic and Community Development
- Water & Waste Disposal Loan & Grant Program
- Water & Waste Disposal Loan Guarantees
- Water & Waste Disposal Predevelopment Planning Grants

Economic Development

New York State Empire State Development (ESD)
Other Federal and State



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REFERENCES

Municipality: Town of Batavia
Contact Person: Greg Post
Phone: (585) 343-1729
Email: Supervisor@townofbatavia.com
Grant Awarded: PFRAP 2.3 Million

Municipality: Town of Dryden
Contact Person: Jason Leifer
Phone: (607) 279-0050
Email: jleifer@dryden.ny.us
Grant Awarded: Service(s): Grant Writing & Administration: CDBG Sewer Grant: \$1,250,000 Successful MHI/LMI survey

Municipality: Cape Vincent
Contact Person: Jerry Golden
Phone: (315) 654-2533
Email: bufferzone2@yahoo.com
Grant Awarded: NY Forward 4.5 Million

Municipality: City of Niagara Falls
Contact Person: Anthony Restaino
Phone: (716) 286-4320
Email: anthony.restaino@niagarafallsny.gov
Grant Awarded: Grant Writing & Administration: FEMA AFG: \$345,000 COVID Relief Grant: \$55,000



MUNICIPAL CONSULTING
AND GRANT WRITING

Grant Writing Service

General Grant Writing/Administration Services

Hourly fee: \$125.00 per hour (discounted from \$145.00)

All hours pre-approved by the town:

- Grant research
- Grant writing and administration
- Meetings with the Town and coordinate public meetings/hearings as needed
- Annual report

Grant Administration Service

- Administrative costs MAY be covered by grants.
- Where administrative costs are not covered by the grant award, G&G will provide administration services at \$125.00 per hour.
- For administration costs that are not covered by the grant award, G&G will provide an estimate of hours required to administer a particular grant for pre-approval by the town. If costs rise beyond the pre-approved amount, G&G will absorb the excess costs.

Length of Contract

This is for the facilitation, writing, and administration of grants for one year. Either party may terminate the contract with 60-day notice. An automatic 1-year extender will apply at the end of the contract.



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AGREEMENT

In witness, the parties hereto have executed this letter of agreement on the date of its signing.

Town of Machias

By:

(Printed) (Signed)

Date:

Title:

G&G Municipal Consulting and Grant Writing

By:

(Printed) (Signed)

Date:

Title: