

Economic Growth & Development Committee  
Planning & Community Development Agenda  
June 24, 2025

COMMITTEE MEMBERS: Supervisors **Etu**, Strough, Bean, Wild, Turner, Crocitto and Diamond - *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the Section C(4) of the Rules of the Board*

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
  1. Request: Authorization to enter into a new contract with TBD contractor as per WC RFP 31-25.  
Rationale: Warren County Planning is assisting Schroon Lake watershed municipalities with Aquatic Invasive Species management efforts via a NYSDOS funded multi-year grant. This milfoil harvesting contract will utilize local match and state funding to conduct harvesting in the 2025 season.
  2. Request: Enter into State and Local Agreement with NYSDOT for PIN 1763.28 “Multi-Use Trail Crossings- Safety Improvements.”  
Rationale: Warren County was awarded \$356,000 from the “Make the Connection Program” via AGFTC which will be matched by \$89,000 in funds from the NYSDOT PSAP program for a total project cost of \$445,000.
  3. Request: Apply for grant funding through various NYS programs via the 2025 Consolidated Funding Application (CFA) process  
Rationale: The CFA process is the primary mechanism to apply for funding through various state agencies. In order to submit applications, the WCPD would like pre-authorization in advance of the July 31, 2025 deadline
  4. Request: Approve Closeout of Community Development (CD) Accounts 76,77, & 78  
Rationale: CD accounts related to completed CDBG programs need to be closed.
  5. Request: Apply for grant funding via the Access to Home program  
Rationale: NYS Access to Home Program provides funding to rehabilitate housing units
  6. Request: Apply for grant funding via the RESTORE program  
Rationale: NYS RESTORE program provides funding to rehabilitate housing units
- IV. Discussion Items:
  1. Project Updates
  2. Grants Updates/Opportunities
  3. Economic Development Corporation Updates
- V. Referrals/Pending Items:

*None*

VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)

VII. Motion to adjourn

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Attachments

1. Reso Request 03- New contract for milfoil harvesting
2. Reso Request 20- execute agreement with NYSDOT and draft resolution
3. Reso request 5- authorization to apply for funding
4. Reso request 20- close CD accounts
5. Reso request 5- authorization to apply for funding Access to Home
6. Reso request 5- authorization to apply for funding RESTORE

# **RESOLUTION REQUEST FORM NO. 3**

## **Request for New Contract**

**DEPARTMENT NAME: Planning**

**DATE: 6/11/2025**

- (a) Is this a Result of a Bid or Request for Proposal?  
**Yes WC 31-25**
- (b) Purpose of Contract:  
**Milfoil Harvesting on Schroon Lake for 2025 season**
- (c) Name of Contractor:  
**TBD**
- (d) Address of Contractor: **TBD**
- (e) Contractor's Contact Person and Telephone Number:  
**TBD**
- (f) Has or will the Contract be provided, if so, please attach:  
**TBD**
- (g) Commencement Date of Contract:  
**TBD**
- (h) Termination Date of Contract:  
**End of 2025**
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed **\$50,000**  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount:  
**H408 9550**

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS

# ***RESOLUTION REQUEST FORM NO. 20***

## ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Planning**

**DATE: 6/11/2025**

(a) Purpose of Request:

**Execute state local agreement with NYSDOT for NYSDOT PIN 1263.28 WAR 206  
"Multi-Use Trail Crossings - Safety Improvements"**

(b) Details:

**In order to proceed with safety improvement project funded via Make the  
Connection program and NYSDOT PSAP program to improve 5 road crossings on  
the Warren County Bikeway an agreement with NYSDOT must first be executed.  
See attached.**

(c) Previous Resolution Number:

**Authorization to submit grant RES 346 of 2024**

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

SAMPLE RESOLUTION BY MUNICIPALITY  
(Locally Administered Project)  
RESOLUTION NUMBER: \_\_\_\_\_

**Authorizing the implementation, and funding in the first instance 100% of the federal-aid and State "Marchiselli" Program-aid eligible costs, of a transportation federal-aid project, and appropriating funds therefore.**

WHEREAS, a Project for the DESIGN AND CONSTRUCTION OF SAFETY IMPROVEMENTS OF 5 ROADWAY CROSSINGS OF THE WARREN COUNTY BIKEWAY, P.I.N. 1763.28 (the Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of 80% Federal funds and 20% non-federal funds; and

WHEREAS the 20% non-federal share required for this project will be reimbursed to Warren County through the NYS DOT-administered Pedestrian Safety Action Plan (PSAP) program, and no local County funds will be used to satisfy the local match requirement.

WHEREAS, the County of Warren desires to advance the Project by making a commitment of 100% of the non-federal share of the costs of Design work in the first instance:

NOW, THEREFORE, the County of Warren Board, duly convened does hereby

RESOLVE, that the County of Warren Board hereby approves the above-subject project; and it is hereby further

RESOLVED, that the County of Warren Board hereby authorizes the County of Warren to pay in the first instance 100% of the federal and non-federal share of the cost of Design work for the Project or portions thereof; and it is further

RESOLVED, that the sum of \$89,000 is hereby appropriated from \_\_\_\_\_ [or, appropriated pursuant to \_\_\_\_\_] and made available to cover the cost of participation in the above phase of the Project; and it is further

RESOLVED, that in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the County of Warren shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the New York State Department of Transportation thereof, and it is further

RESOLVED, that the Board of the County of Warren be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or Marchiselli Aid on behalf of the County of Warren with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible, and it is further

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project. and it is further

RESOLVED, this Resolution shall take effect immediately

# ***RESOLUTION REQUEST FORM NO. 5***

## ***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME: Planning and Community Development**

**DATE: June 2025**

- (a) Purpose of Grant:  
**Consistent with programs attached to include County sponsored programs and partnering with local municipalities.**
- (b) Name of Grantor:  
**To be determined based on program**
- (c) Address of Contractor: **To be determined based on program**
- (d) Grantor's Contact Person and Telephone Number:  
**To be determined based on program**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach?
- (f) Effective Date of Grant: **To be determined based on program**
- (g) Termination Date of Grant: **To be determined based on program**
- (h) Total Dollar Amount Involved (not to exceed):
- (i) Deadline to Submit Grant Application and/or Grant Agreement:  
**31 July 2025 or varies by program**
- (j) Is a Budget amendment required?            If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project?            If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required?            If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS

## ***RESOLUTION REQUEST FORM NO. 20***

### ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Planning and Community Development**

**DATE: June 2025**

- (a) Purpose of Request:  
**To close Capital Projects CD76, CD77 & CD 78.**
  
- (b) Details:  
**These projects have all been completed and final payments have been received from the state.**
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS



**Homes and  
Community Renewal**  
Housing Trust Fund Corporation

KATHY HOCHUL  
Governor  
RUTHANNE VISNAUSKAS  
Commissioner/CEO

**SENT VIA ELECTRONIC MAIL, NO HARD COPY TO FOLLOW**

May 13, 2025

Kevin Geraghty  
Chairperson  
County of Warren  
1340 State Route 9  
Lake George, NY 12845-3434

Re: Certificate of Completion  
NYS CDBG Project # 1197CVPF12-21

Congratulations on the successful completion of the County of Warren's New York State Community Development Block Grant (NYS CDBG). The County of Warren has met all contractual obligations, and the Office of Community Renewal (OCR) approves the closeout of your grant.

Pursuant to Section 8 of the Grant Agreement, the County of Warren shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement (i) for three (3) years from the time of closeout of HUD's grant to the State or for the period provided in the CDBG regulations at 24 CFR 570.487 (or other applicable laws and program requirements) and 24 CFR 570.488, or (ii) for six (6) years after the closeout of a CDBG or CDBG-CV funded project pursuant to 42 USC 12707(a)(4) and New York Civil Practice Law and Rules § 213, whichever may be longer. Notwithstanding the above, if there is litigation, claims, audits, negotiations, or other actions that involve any of the records cited and that have started before the retention period, then all such records must be retained until completion of the actions and resolution of all issues, or the retention period, whichever occurs later.

On behalf of Governor Kathy Hochul and NYS Homes and Community Renewal Commissioner/CEO, RuthAnne Visnauskas, I want to congratulate you on the successful completion of your New York State Community Development Block Grant.

We appreciate your efforts to complete this project in a timely and efficient manner and look forward to your future participation in the NYS CDBG program.

Sincerely,

Charles Phillion  
Program Director  
Office of Community Renewal

cc: Sara Frankenfeld, GIS Administrator, Warren County Dept. of Planning  
Savitri Kola, Project Manager, Office of Community Renewal



**Homes and  
Community Renewal**  
Housing Trust Fund Corporation

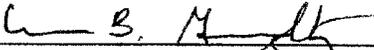
KATHY HOCHUL  
Governor  
RUTHANNE VISNAUSKAS  
Commissioner/CEO

## NYS CDBG GRANT CLOSEOUT TRANSMITTAL FORM

By signing this Grant Closeout Transmittal Form, the Warren County "Recipient" acknowledges that CDBG Project Number 1197CVPF12-21 "Project" has met the following conditions:

1. A zero-project balance and the Final Budget and Accomplishments identified on Schedule B of this closeout transmittal are true and correct.
2. The recipient has carried out all activities undertaken as identified in Schedule B and has met the terms and conditions of the Grant Agreement dated September 9, 2021 with the Housing Trust Fund Corporation (HTFC). Every statement and amount set forth in this instrument is, to the best of my knowledge, true and correct as of this date. No costs have been incurred after the completion date of October 31, 2023.
3. If applicable, recipient agrees to comply with 2 CFR 200.311 and 24 CFR 570.489(j) regarding the title, use, change of use and disposition of Real Property for any property acquired by the Recipient or Subrecipient, in whole or in part with NYS CDBG funds.

**Chief Elected Official**

  
\_\_\_\_\_  
Chief Elected Official Signature  
Kevin Geraghty, Chairperson

5/9/25  
\_\_\_\_\_  
Date



**Homes and  
Community Renewal**  
Housing Trust Fund Corporation

KATHY HOCHUL  
Governor  
RUTHANNE VISNAUSKAS  
Commissioner/CEO

**Schedule B  
Final Budget and Accomplishments**

1197CVPF12-21	Warren County	Expended Amount	De-obligated Amount
1197CVPF1221-01	Warren County Countryside Adult Home	\$810,932.00	\$0.00
<b>Grand Total:</b>		<b>\$810,932.00</b>	<b>\$0.00</b>

<b><u>Actual Accomplishments</u></b>		
1197CVPF1221-01	27 People (General)	2023



**Homes and  
Community Renewal**  
Housing Trust Fund Corporation

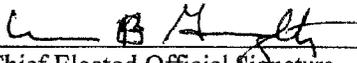
KATHY HOCHUL  
Governor  
RUTHANNE VISNAUSKAS  
Commissioner/CEO

**NYS CDBG GRANT CLOSEOUT TRANSMITTAL FORM**

By signing this Grant Closeout Transmittal Form, the Warren County "Recipient" acknowledges that CDBG Project Number 1197PF6-20 "Project" has met the following conditions:

1. A zero-project balance and the Final Budget and Accomplishments identified on Schedule B of this closeout transmittal are true and correct.
2. The recipient has carried out all activities undertaken as identified in Schedule B and has met the terms and conditions of the Grant Agreement dated May 13, 2021 with the Housing Trust Fund Corporation (HTFC). Every statement and amount set forth in this instrument is, to the best of my knowledge, true and correct as of this date. No costs have been incurred after the completion date of October 31, 2023.
3. If applicable, recipient agrees to comply with 2 CFR 200.311 and 24 CFR 570.489(j) regarding the title, use, change of use and disposition of Real Property for any property acquired by the Recipient or Subrecipient, in whole or in part with NYS CDBG funds.

**Chief Elected Official**

  
Chief Elected Official Signature  
Kevin Geraghty, Chairperson

5/9/25  
Date



**Homes and  
Community Renewal**  
Housing Trust Fund Corporation

KATHY HOCHUL  
Governor  
RUTHANNE VISNAUSKAS  
Commissioner/CEO

**Schedule B  
Final Budget and Accomplishments**

1197PF6-20	Warren County	Expended Amount	De-obligated Amount
1197PF620-01	Warren County Countryside Adult Home	\$300,000.00	\$0.00
<b>Grand Total:</b>		<b>\$300,000.00</b>	<b>\$0.00</b>

<b><u>Actual Accomplishments</u></b>		
1197PF620-01	27People (General)	2023



**Homes and  
Community Renewal**  
Housing Trust Fund Corporation

KATHY HOCHUL  
Governor  
RUTHANNE VISNAUSKAS  
Commissioner/CEO

**SENT VIA ELECTRONIC MAIL, NO HARD COPY TO FOLLOW**

May 13, 2025

Kevin Geraghty  
Chairperson  
Warren County  
1340 State Route 9  
Lake George, NY 12845

Re: Certificate of Completion  
NYS CDBG Project # 1197PF6-20

Congratulations on the successful completion of the County of Warren's New York State Community Development Block Grant (NYS CDBG). The County of Warren has met all contractual obligations, and the Office of Community Renewal (OCR) approves the closeout of your grant.

Pursuant to Section 8 of the Grant Agreement, the County of Warren shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement (i) for three (3) years from the time of closeout of HUD's grant to the State or for the period provided in the CDBG regulations at 24 CFR 570.487 (or other applicable laws and program requirements) and 24 CFR 570.488, or (ii) for six (6) years after the closeout of a CDBG or CDBG-CV funded project pursuant to 42 USC 12707(a)(4) and New York Civil Practice Law and Rules § 213, whichever may be longer. Notwithstanding the above, if there is litigation, claims, audits, negotiations, or other actions that involve any of the records cited and that have started before the retention period, then all such records must be retained until completion of the actions and resolution of all issues, or the retention period, whichever occurs later.

On behalf of Governor Kathy Hochul and NYS Homes and Community Renewal Commissioner/CEO, RuthAnne Visnauskas, I want to congratulate you on the successful completion of your New York State Community Development Block Grant.

We appreciate your efforts to complete this project in a timely and efficient manner and look forward to your future participation in the NYS CDBG program.

Sincerely,

Charles Phillion  
Program Director  
Office of Community Renewal

cc: Sara Frankenfeld, GIS Administrator, Warren County Dept. of Planning  
Savitri Kola, Project Manager, Office of Community Renewal



**Homes and  
Community Renewal**  
Housing Trust Fund Corporation

KATHY HOCHUL  
Governor

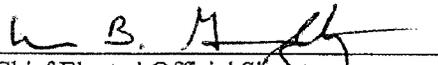
RUTHANNE VISNAUSKAS  
Commissioner/CEO

## NYS CDBG GRANT CLOSEOUT TRANSMITTAL FORM

By signing this Grant Closeout Transmittal Form, the Warren County "Recipient" acknowledges that CDBG Project Number 1197CP110-21 "Project" has met the following conditions:

1. A zero-project balance and the Final Budget and Accomplishments identified on Schedule B of this closeout transmittal are true and correct.
2. The recipient has carried out all activities undertaken as identified in Schedule B and has met the terms and conditions of the Grant Agreement dated January 6, 2022 with the Housing Trust Fund Corporation (HTFC). Every statement and amount set forth in this instrument is, to the best of my knowledge, true and correct as of this date. No costs have been incurred after the completion date of December 31, 2023.
3. If applicable, recipient agrees to comply with 2 CFR 200.311 and 24 CFR 570.489(j) regarding the title, use, change of use and disposition of Real Property for any property acquired by the Recipient or Subrecipient, in whole or in part with NYS CDBG funds.

**Chief Elected Official**

  
\_\_\_\_\_  
Chief Elected Official Signature  
Kevin Geraghty, Chairperson

5/9/25  
\_\_\_\_\_  
Date



**Homes and  
Community Renewal**  
Housing Trust Fund Corporation

KATHY HOCHUL  
Governor  
RUTHANNE VISNAUSKAS  
Commissioner/CEO

**Schedule B  
Final Budget and Accomplishments**

<b>1197CP110-21</b>	<b>Warren County</b>	<b>Expended Amount</b>	<b>De-obligated Amount</b>
1197CP11021-01	Warren County Community Planning	\$46,000.00	\$0.00
<b>Grand Total:</b>		<b><u>\$46,000.00</u></b>	<b><u>\$0.00</u></b>

**Actual Accomplishments**



**Homes and  
Community Renewal**  
Housing Trust Fund Corporation

KATHY HOCHUL  
Governor

RUTHANNE VISNAUSKAS  
Commissioner/CEO

**SENT VIA ELECTRONIC MAIL, NO HARD COPY TO FOLLOW**

May 13, 2025

Kevin Geraghty  
Chairperson  
County of Warren  
1340 State Route 9  
Lake George, NY 12845

Re: Certificate of Completion  
NYS CDBG Project # 1197CP110-21

Congratulations on the successful completion of the County of Warren's New York State Community Development Block Grant (NYS CDBG). The County of Warren has met all contractual obligations, and the Office of Community Renewal (OCR) approves the closeout of your grant.

Pursuant to Section 8 of the Grant Agreement, the County of Warren shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement (i) for three (3) years from the time of closeout of HUD's grant to the State or for the period provided in the CDBG regulations at 24 CFR 570.487 (or other applicable laws and program requirements) and 24 CFR 570.488, or (ii) for six (6) years after the closeout of a CDBG or CDBG-CV funded project pursuant to 42 USC 12707(a)(4) and New York Civil Practice Law and Rules § 213, whichever may be longer. Notwithstanding the above, if there is litigation, claims, audits, negotiations, or other actions that involve any of the records cited and that have started before the retention period, then all such records must be retained until completion of the actions and resolution of all issues, or the retention period, whichever occurs later.

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We appreciate your efforts to complete this project in a timely and efficient manner and look forward to your future participation in the NYS CDBG program.

Sincerely,

Charles Phillion  
Program Director  
Office of Community Renewal

cc: Ethan Geddes, Planner  
Savitri Kola, Project Manager, Office of Community Renewal

# Trial Balance Listing

Through 05/14/25  
 Detail Balance Sheet Listing  
 Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
<b>Fund 76 - Countryside Renovations</b>						
200.01	Cash - General	.00	.00	.00	.00	.00
200.63	Cash - Community Development NIB	.00	.00	.00	.00	15,000.00
391.00	Due from Other Funds	.00	.00	.00	.00	.00
410.00	State&Federal,Other	.00	.00	.00	.00	.00
480.00	Prepaid Expenditures	.00	.00	.00	.00	.00
600.00	Accounts Payable	.00	.00	.00	.00	.00
600.01	Estimated Accounts Payable	.00	.00	.00	.00	.00
605.00	Retained Percent/Contract Pay	.00	.00	.00	.00	.00
630.00	Due to Other Funds	.00	.00	.00	.00	(15,000.00)
821.00	Reserve for Encumbrances	.00	.00	.00	.00	.00
909.00	Fund Balance	.00	.00	.00	.00	.00
	P/Y Fund Equity Adjustment	.00	.00	.00	.00	.00
	Fund Revenues	.00	.00	.00	.00	.00
	Fund Expenses	.00	.00	.00	.00	.00
	<b>Fund 76 - Countryside Renovations Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Fund 77 - Countryside CARES Act</b>						
200.01	Cash - General	.00	.00	.00	.00	.00
200.63	Cash - Community Development NIB	.00	.00	.00	.00	46,479.67
391.00	Due from Other Funds	.00	.00	.00	.00	.00
410.00	State&Federal,Other	.00	.00	.00	.00	.00
600.00	Accounts Payable	.00	.00	.00	.00	.00
605.00	Retained Percent/Contract Pay	.00	.00	.00	.00	.00
630.00	Due to Other Funds	.00	.00	.00	.00	(46,479.67)
909.00	Fund Balance	.00	.00	.00	.00	.00
	P/Y Fund Equity Adjustment	.00	.00	.00	.00	.00
	Fund Revenues	.00	.00	.00	.00	.00
	Fund Expenses	.00	.00	.00	.00	.00
	<b>Fund 77 - Countryside CARES Act Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Fund 78 - Housing Needs &amp; Demand Analysis</b>						
200.01	Cash - General	.00	.00	.00	.00	.00
200.63	Cash - Community Development NIB	.00	.00	.00	.00	.00
391.00	Due from Other Funds	.00	.00	.00	.00	.00
410.00	State&Federal,Other	.00	.00	.00	.00	.00
600.00	Accounts Payable	.00	.00	.00	.00	.00
630.00	Due to Other Funds	.00	.00	.00	.00	.00
821.00	Reserve for Encumbrances	.00	.00	.00	.00	.00
909.00	Fund Balance	.00	.00	.00	.00	.00
	P/Y Fund Equity Adjustment	.00	.00	.00	.00	.00
	Fund Revenues	.00	.00	.00	.00	.00

# Trial Balance Listing

Through 05/14/25  
 Detail Balance Sheet Listing  
 Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund 78 - Housing Needs & Demand Analysis	Fund Expenses	.00	.00	.00	.00	.00
Fund 78 - Housing Needs & Demand Analysis Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

# ***RESOLUTION REQUEST FORM NO. 5***

## ***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME: Planning and Community Development**

**DATE: June 2025**

- (a) Purpose of Grant:  
**Application to the Housing Trust Fund Corporation under the Unified Funding Application process for RESTORE funds to assist County residents with housing needs**
- (b) Name of Grantor:  
**Housing Trust Fund Corporation**
- (c) Address of Contractor: **Office of Community Renewal, Hampton Plaza, 38-40 State Street, Albany NY 12207**
- (d) Grantor's Contact Person and Telephone Number:  
**Sarah Braymer 518.474.2057**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **No**
- (f) Effective Date of Grant: **TBD**
- (g) Termination Date of Grant: **TBD**
- (h) Total Dollar Amount Involved (not to exceed): **300,000**
- (i) Deadline to Submit Grant Application and/or Grant Agreement:  
**21 August 2025**
- (j) Is a Budget amendment required? **No** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **No** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **No** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS

# ***RESOLUTION REQUEST FORM NO. 5***

## ***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME: Planning and Community Development**

**DATE: June 2025**

- (a) Purpose of Grant:  
**Application to the Housing Trust Fund Corporation under the Unified Funding Application process for Access to Home funds to assist County residents with housing needs**
- (b) Name of Grantor:  
**Housing Trust Fund Corporation**
- (c) Address of Contractor: **Office of Community Renewal, Hampton Plaza, 38-40 State Street, Albany NY 12207**
- (d) Grantor's Contact Person and Telephone Number:  
**Sarah Braymer 518.474.2057**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **No**
- (f) Effective Date of Grant: **TBD**
- (g) Termination Date of Grant: **TBD**
- (h) Total Dollar Amount Involved (not to exceed): **300,000**
- (i) Deadline to Submit Grant Application and/or Grant Agreement:  
**21 August 2025**
- (j) Is a Budget amendment required? **No** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **No** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **No** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS