

Good afternoon,

Congratulations! You have been awarded funding for your project submitted through the 2023 Broome County Small Community Fund as outlined below. In coming weeks you will be contacted by the Broome County Law Department regarding finalization of your contract for the grant funds. Please make sure to review, sign, and return your contract in a timely manner. We are unable to make any payment without a signed contract in place. Also, **please review information below regarding payment request submittals**. Payment will not be sent automatically and requires submittal of the information as outlined. This information is also available at www.gobroomecounty.com/planning/communitygrants.

Grant Award Details

Grant Amount: \$19000
Organization: Windsor - Town
Project: Windsor Town Hall Gutter Replacements & Masonry Work
Grant term: 12/1/2023 - 11/30/2024
Contact Name: Elizabeth Pfister
Contact Email: windsortc1@echoes.net

Thank you for your participation in our Community Improvement Grants program. We look forward to working together toward implementation of these grant community projects.

Sincerely,

Beth A. Lucas

Director

Broome County Planning Department

607-778-2375

www.gobroomecounty.com/planning

Payment Requests

Payment will not be made until a contract is fully executed via the Broome County Law Department (or other approvals as applicable). **Payment will NOT automatically be sent upon execution of an award but must be requested through submission of the following documentation:**

- A Community Improvement Grant Payment Request Form. Said form can be found by the following link: [Small Community Fund Payment Request Form](#)
- A current [W-9 Tax Form](#) (unless already established as a vendor with Broome County)
- Backup documentation showing the costs that have been/will be paid with the grant. This can consist of invoices from a contractor/supplier you are working with, final scope/fee for services, or some other official documentation outlining costs. In the event that the awardee has already expended funds, documentation of payment should be included. Since this may vary with each project, you may contact us with any questions.

Questions regarding payment requests can be directed to the Broome County Department of Planning and Economic Development at (607) 778-2114 or communitygrants@broomecountyny.gov.

Extensions

In the event that the project cannot be completed in the established contract term, extension requests may be submitted to the Department of Planning and Economic Development in writing prior to the expiration of the grant contract. Requests will be brought to the grant committee for approval and submitted to the Legislature or Board of Acquisition and Contract as applicable.