

**DOS Smart Growth Comprehensive Planning Program
Town of Chautauqua/Village of Mayville Joint Comprehensive Plan
Project Initiation Meeting**

May 31, 2023

Contract Timeline:

Contract start date: 07/01/2023
Contract end date: 06/30/2026

Grant Award and Cost Share:

NYSDOS Share:	\$ 76,500 (90%)
<u>Local Share</u>	<u>\$ 8,500 (10%)</u>
Total	\$ 85,000 (100%)

MWBE Goals:

WBE (15%):	\$11,475
<u>MBE (15%):</u>	<u>\$11,475</u>
Total	\$22,950

AGENDA

- Welcome and Introductions
- Roles / Responsibilities of DOS and Town of Chautauqua
- Work Plan / Tasks
- Budget
- Schedule
- Consultant Solicitation / RFP Process
 - Procurement Certification Form
- Contract Reporting Requirements
 - Please refer to: <https://dos.ny.gov/opdci-contract-resources>
 - MWBE Requirements and Reporting (Quarterly)
 - Project Status Report Forms (Semi-Annually: June and December)
 - Payment Requests (At least quarterly)