

3 % OCCUPANCY & 2% LAKES/WATERWAYS TAX APPLICATION PROCESS

(1) Applicant obtains an application from: **MARCH 1st - MAY 31st**

- Internet = www.co.chautauqua.ny.us → Legislature → Occupancy Tax Funding Applications → *print*

- 3% Occupancy Tax:
CHAUTAUQUA COUNTY LEGISLATURE OFFICE
3 N. ERIE STREET, THIRD FLOOR
MAYVILLE, NY 14757
ATTENTION: JAMES CAFLISCH

- 2% LAKES & WATERWAYS:
CHAUTAUQUA COUNTY PLANNING DEPARTMENT
200 HARRISON STREET
JAMESTOWN, NY 14701
ATTENTION: RICK CONSTANTINO

(4) Applicant submits application by: **JUNE 1st**

- 3% Occupancy Tax:
CHAUTAUQUA COUNTY LEGISLATURE OFFICE
3 N. ERIE STREET, THIRD FLOOR
MAYVILLE, NY 14757
ATTENTION: JAMES CAFLISCH

- 2% LAKES & WATERWAYS:
CHAUTAUQUA COUNTY PLANNING DEPARTMENT
200 HARRISON STREET
JAMESTOWN, NY 14701
ATTENTION: RICK CONSTANTINO

(2) All *submitted* applications are reviewed and projects prioritized by: **JUNE 2nd - JULY 31st**

- 3% Occupancy Tax:
OCCUPANCY TAX TOURISM PROJECTS PANEL

- 2% LAKES & WATERWAYS:
CHAUTAUQUA COUNTY WATER QUALITY TASK FORCE PANEL

(4) **OCCUPANCY TAX TOURISM PROJECTS PANEL & CHAUTAUQUA COUNTY WATER QUALITY TASK FORCE PANEL :** **AUGUST 1st - SEPTEMBER 1st**

- Complete reviewing, project prioritization, finalize award recommendation lists
- Forward both panel award recommendation lists via email/letter to **Clerk of the**

(5) LEGISLATURE OFFICE / LEGAL DEPARTMENT

SEPTEMBER

- Clerk of the Legislature reviews the email/letter containing both award recommendation lists and forwards each to the members of the Planning and Economic Development Committee and the legislative attorney
- Legislative attorney prepares the appropriate resolutions for pre-filing for the Planning and Economic Development and Audit Control Committees for their final review, discussion and action at the September committee meetings.

(8) PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE

SEPTEMBER

- September Committee Meeting - Meet with the panel chair from the **Occupancy Tax Tourism Project** and **Chautauqua County Water Quality Task Force** panels for final review, discussion and action on both of the award recommendation list resolutions

(6) AUDIT & CONTROL COMMITTEE

SEPTEMBER

- September Committee Meeting: Meet with each panel chair for final review, discussion and action on both of the award recommendation list resolutions
- NOTE:** Awarded amounts listed on both resolutions are final and can not be changed by this committee.

(8) THE CHAUTAUQUA COUNTY LEGISLATURE

SEPTEMBER

- September Legislature meeting (4th Weds.of the month): vote on both award recommendation list resolutions
- NOTE:**
Approval of funding is subject to State Environmental Quality Review (SEQR) for projects that require such

(11) LEGISLATURE

DECEMBER 1st

- Mail out the award and non-funding letters by December 1st
- To the applicants who have been awarded funding for the upcoming year, a package containing the required insurance and other pertinent forms will be forwarded by the listed date

(9) AWARDEES

JANUARY 1st - FEBRUARY 28th

- Complete, sign and return all required forms with a description of the awarded project
- Mandatory information to be included in the returned package... proof of: liability coverage insurance (\$1M), worker's compensation insurance (C-105.2 form), if no employees use form CE200, disability insurance form (DB-120.1), if receiving money for the first time use form W-9
- Address to return all completed information:

CHAUTAUQUA COUNTY PLANNING DEPARTMENT
200 HARRISON ST.
JAMESTOWN, NY 14701
ATTENTION: CINDY MILLER
(716) 661-8900

(11) CHAUTAUQUA COUNTY PLANNING DEPARTMENT

JANUARY 1st - JUNE 30th

-Within 60 days of receipt of the returned/completed package from the awardee:

- * The Planning Department (Cindy Miller) will draw up an Agreement of Service
- * The Agreement of Service with insurance information and W-9 form is forwarded to the insurance office for approval
- * The Agreement of Service package is then forwarded to the Finance Department for an AOS number
- * All paperwork is forwarded to the Legal Department for final review and signature
- * All paperwork is forwarded to the County Executive for final review and signature
- * Once all departments have signed off on the awardee package...it is then forwarded back to the Planning Department * Planning Department forwards the package back to the awardee for final review and signoff
- * The awardee makes a copy of the signed AOS and returns the original to the Planning Department with a completed voucher
- * Within two weeks of receipt of the signed package from the awardee/contractor, the voucher is forwarded to the Finance Department for payment

NOTE: Funds will be dispersed to the awarded contractors based on the following:

- * All required paperwork has been approved and signed by both parties...to include the Agreement of Services
- * The applicable fiscal year budget is approved by the County Executive and County Legislature by December 1st
- * Payment arrangements have been agreed upon based upon project phases and timing between both parties
- * If an Agreement of Service has not been initiated by June 30th of the same year the awarded funds are made available to the awardee/contractor, the County reserves the right to reassign those said dollars to another non selected applicant.

** The County Legislature holds the right to deny funding to any and all projects. Funding for projects will not be available any earlier than January 1st of the following year. Funded projects must begin and demonstrate measurable progress within one year of when funding becomes available.*

(12) ALL FUNDED ORGANIZATIONS

ONGOING

- Will provide a project summary of all associated project revenues and expenditures to the **Clerk of the Legislature** at the completion of the project before any additional monies can be