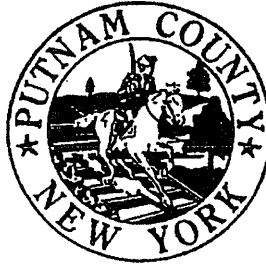


THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue
Carmel, New York 10512
(845) 808-1020 Fax (845) 808-1933

Paul E. Jonke *Chairman*
Amy E. Sayegh *Deputy Chair*
Diane Schonfeld *Clerk*
Robert Firriolo *Counsel*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Ginny Nacerino	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Joseph Castellano	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

AGENDA

**HEALTH, SOCIAL, EDUCATIONAL & ENVIRONMENTAL COMMITTEE MEETING
TO BE HELD IN ROOM #318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Chairwoman Sayegh, Legislators Crowley & Gouldman

Thursday

September 5, 2024

(Immediately Following the Personnel Mtg. at 6PM)

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance of Minutes – August 20, 2024 Meeting**
- 4. Discussion/Mental Health Update/Social Services Commissioner Sara Servadio**
- 5. Approval/Fund Transfer 24T258/Social Services/Fund Correct Budget Line for Agreement with Sheriff's Office for Crisis Intervention Team**
- 6. Approval/Budgetary Amendment 24A081/Health Department/Preschool 3 to 5 Program**
- 7. Approval/Grant Application/Health Department/DEC Municipal Waste Reduction and Recycling Program**
- 8. Other Business**
- 9. Adjournment**

#3

**HEALTH, SOCIAL, EDUCATIONAL & ENVIRONMENTAL COMMITTEE MEETING
HELD IN ROOM #318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Chairwoman Sayegh, Legislators Crowley & Gouldman

Tuesday

6:00PM

August 20, 2024

The meeting was called to order at 6:00pm by Chairwoman Sayegh who requested Legislator Gouldman lead in the Pledge of Allegiance. Upon roll call Legislators Crowley and Gouldman and Chairwoman Sayegh were present.

Item #3 - Acceptance of Minutes – June 10 & July 11, 2024 Meetings

The minutes were accepted as submitted.

Item #4 - Discussion/Update/Plans for Stabilization Center/Social Services Commissioner Sara Servadio

DSS Commissioner Servadio stated there is not much to report. She stated the project is in the hands of engineers at this point. She stated that she, the County Executive's Office, and People USA have weekly meetings for updates and to discuss progress. She stated she is hoping to have contracts in hand in September. She stated unfortunately there has not been a lease signed yet. She stated there are structural changes that need to be made in order to move forward. She stated the County is still motivated to continue.

Legislator Montgomery questioned if this project is being funded by ARPA (American Rescue Plan Act).

DSS Commissioner Servadio stated it is ARPA funding.

Legislator Montgomery stated this means the lease is needed by the end of 2024.

Legislator Nacerino stated this project has been discussed for a long time and it is crucial and necessary. She questioned how long after everyone comes to an agreement will this project come to fruition.

DSS Commissioner Servadio stated it is a septic issue and the Health Department is involved and then Town of Carmel Planning Board will be involved.

Legislator Crowley questioned if there is a secondary location picked, just in case this does not work out.

DSS Commissioner Servadio stated that conversation has started.

Chairwoman Sayegh stated this is upsetting and noted the time crunch with committing the ARPA funds.

Legislator Jonke questioned if this is the same location as discussed in the past.

DSS Commissioner Servadio stated it is.

Legislator Nacerino suggested committing the funds to another project so that there is no danger of losing the funding. She stated she is disappointed to hear this as the Stabilization Center is necessary, especially for adolescents.

Chairwoman Sayegh suggested speaking with Commissioner of Finance Michael Lewis on the potential options.

Legislator Crowley questioned if it is feasible that the funds can be committed by year end.

DSS Commissioner Servadio stated her belief that if it was not feasible, that would have been discussed already.

Legislator Montgomery stated there is a Stabilization Center in Poughkeepsie. She suggested investing in transportation for people to go to that Center. She agreed with Legislator Nacerino that the funds should be reallocated to another project, hopefully one that involves social services and mental health. She stated that there are staffing issues in this field and even if the Stabilization Center is built, there would not be staff for it.

Chairwoman Sayegh noted that the Stabilization Center would be run and staffed by an outside agency.

Legislator Montgomery stated she knows firsthand that these agencies do not have enough staff.

DSS Commissioner Servadio stated she has not been told that they do not have the staff.

Legislator Crowley stated besides the Poughkeepsie location, there were other Stabilization Centers being planned in the area. She questioned where they are, so that the public is aware.

DSS Commissioner Servadio stated she has heard the Westchester location is going to be in the southern part of the county. She stated the Ulster County location has not been identified.

Item #5 - Approval/Budgetary Amendment 24A076/Social Services/Purchase Items Needed by the Co-Response Team's Crisis Intervention Specialist using Opioid Abatement Funds

DSS Commissioner Servadio stated they are looking to purchase a bulletproof vest, a computer, and a desk. She stated these items did not qualify to use grant funding, so they are using the Opioid Abatement Funds.

Chairwoman Sayegh stated it is approximately \$4,300.

Legislator Crowley questioned who the vest is for.

DSS Commissioner Servadio stated it is for the mental health worker.

Chairwoman Sayegh made a motion to approve Budgetary Amendment 24A076; Seconded by Legislator Gouldman. All in favor.

Item #6 - Approval/Budgetary Amendment 24A075/Social Services/Use Funds from Vacant Personnel Line for Equipment & Supplies

DSS Commissioner Servadio stated they have had a vacant Forensic Interviewer position and it is a grant funded position. She stated they are looking to reallocate and spend the funding elsewhere until they are able to fill the position. She stated they are working with Personnel Director Eldridge to reclassify the position. She noted they are using much of the funding for training and education, as well as supplies.

Legislator Montgomery stated her concern over the vacant positions in DSS. She stated there is a mental health crisis and DSS needs enough staff. She noted there have been recent suicides. She questioned DSS Commissioner Servadio about what DSS needs.

DSS Commissioner Servadio stated DSS will come back to the Health Committee to address various issues.

Legislator Crowley suggested implementing de-escalation training for our first responders.

Legislator Montgomery thanked DSS Commissioner Servadio and her staff for their response to a recent drowning incident. She stated Putnam County does not have a Psychological Response Team, like Dutchess and Westchester Counties do, so DSS handled those responsibilities.

Chairwoman Sayegh made a motion to approve Budgetary Amendment 24A075; Seconded by Legislator Crowley. All in favor.

Item #7 - Other Business - None

Item #8 - Adjournment

There is no further business at 6:18pm, Chairwoman Sayegh made a motion to adjourn; Seconded by Legislator Gouldman. All in favor

Respectfully submitted by Administrative Assistant Ed Gordon.

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue
Carmel, New York 10512
(845) 808-1020 Fax (845) 808-1933

#4

Paul E. Jonke *Chairman*
Amy E. Sayegh *Deputy Chair*
Diane Schonfeld *Clerk*
Robert Firriolo *Counsel*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
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Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

MEMORANDUM

DATE: August 27, 2024

TO: Kevin Byrne
Putnam County Executive

CC: Sara Servadio
Commissioner of Social Services

FROM: Amy Sayegh
Chairwoman, Health, Social, Educational, & Environmental Committee

RE: Mental Health Update

As a follow up to the discussion at the August 20th Health, Social, Educational & Environmental Committee meeting, I respectfully request Social Services Commissioner Sara Servadio attend the September 5th Health Committee Meeting to provide an overall update on mental health in Putnam County.

The meeting will immediately follow the Personnel Committee Meeting which begins at 6:00PM in Room 318 of the County Office Building.

Thank you for your attention to this request.

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

cc - all Health A+A

Reso # 5

2024

TO: Commissioner of Finance
FROM: Kristen Wunner
DEPT: Department of Social Services & Mental Health
DATE: 08/28/2024

I hereby request approval for the following transfer of funds:

<u>FROM</u> <u>ACCOUNT#/NAME</u>	<u>TO</u> <u>ACCOUNT #/NAME</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
10431000-54646-10115 MH LGU – CIT TRAINING CONTRACTS	10431000-55646-10115 MH LGU – CIT TRAINING CHRGBK CONTRACTS	\$25,515	TRANSFER TO FUND CORRECT BUDGET LINE FOR AGREEMENT WITH SHERIFF'S OFFICE
TOTAL:		\$ 25,515	

** CIT - Crisis Intervention Team*

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2024 Fiscal Impact \$ 0
 2025 Fiscal Impact \$ 0

Kristen Wunner

 Department Head Signature/Designee Date *8/28/24*

AUTHORIZATION:

_____	Commissioner of Finance/Designee: Initiation and \$0 - \$5,000.00
_____	County Executive/Designee: \$5,000.01 - \$10,000.00
_____	Chairperson Audit/Designee: \$0 - \$10,000.00
_____	Audit & Administration Committee: \$10,000.01 - \$25,000.00

2024 AUG 29 AM 9:17
 LEGISLATURE
 PUTNAM COUNTY
 CARMEL, NY

24T258

MICHAEL LEWIS
Commissioner Of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

cc:all
Health
A+A

Reso
#6

DEPARTMENT OF FINANCE

August 29, 2024

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Avenue
Carmel, NY 10512

Dear Ms. Schonfeld

2024 AUG 29 AM 11:32
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Pursuant to Code Section 5-1, C dated February 14, 2010, I am advising you of the following request to amend the 2024 Health Department budget:

Increase Revenues:

10296000	Health – Preschool 3 to 5 Program	
432773	Education -Transportation Handicapped Child 3-5	<u>\$ 476,000</u>

Increase Expenses:

10296000	Health – Preschool 3 to 5 Program	
54414	Care at Private Institution	<u>\$ 800,000</u>

Decrease Contingency:

10199000	Contingency	
54980	General Contingencies	<u>\$ 324,000</u>

2024 Fiscal Impact \$324,000
2025 Fiscal Impact – 0

This resolution is required to meet the increased cost of providing services for children enrolled in the Health Department’s Preschool 3 to 5 Program. A detailed explanation of the increases is attached.

AUTHORIZATION:

Date Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00

Date County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00

Date Chairperson Audit/Designee: \$0 - \$10,000.00

24A081

Date Audit & Administration Committee: \$10,000.01 - \$25,000.00

MICHAEL J. NESHEIWAT, MD
INTERIM COMMISSIONER OF HEALTH



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

MEMORANDUM

TO: Michael Lewis, Commissioner of Finance

FROM: William A. Orr, Jr., Senior Fiscal Manager *WAO*

DATE: August 27, 2024

RE: **Budgetary Amendment**

Please review and approve the Budgetary Amendment for the following Health Department accounts, and upon approval, please forward it to the Legislative Committee.

Increase Revenue Line: 10296000-432773 \$476,000
Preschool – Education and Transportation Handicap Child 3 to 5

Total Revenue Increase: \$476,000

Increase Expense Line: 10296000-54414 \$800,000
Preschool – Care at Private Institution

Decrease Contingency: (\$324,000)

Fiscal Impact (\$324,000)

Please see attached supporting documents.

WAO: mb



There continues to be a substantial increase in number of children receiving services every year, as illustrated by the below-referenced chart.

	June 2023	June 2024	June 2025 (Anticipated)
Center Based	91	106	116
SEIT	115	121	128

Our Center-based Program has seen an increase of 15 children from 2023 to 2024. Each child who enrolls in a school program costs an average \$44,000. An increase of 15 children will increase our budget \$660,000 in 2024.

School-Based Programs Increase in Rates, as illustrated by the below-referenced chart.

Program	23-24 Rate	24-25 Rate	Increase
Blythdale	\$41,905.00	\$43,707.00	\$1,802.00
ACDS	\$45,832.00	\$47,803.00	\$1,971.00
Easter Seals	\$43,593.00	\$45,468.00	\$1,875.00
Westchester ARC	\$36,826.00	\$42,635.00	\$5,809.00

Increase in Special Education Itinerant Services (SEIT) Rates

Rates increased \$10.00 per hour effective 7/1/2024, per NY state. Most of our children receive anywhere from two to five hours of SEIT per day, two to three days per week. The increase of \$10.00 per hour will result in an increase of approximately \$2,000.00 additional cost per child per school year. Below is a breakdown of actual costs and anticipated costs for SEIT. Anticipated increase in children coupled with the increased cost of SEIT, will result in a \$120,000.00 increase in 2024.

	June 2023	June 2024	June 2025 (Anticipated)
SEIT # of children	115	121	128
Monthly Cost	\$115,000.00	\$125,000.00	\$145,000.00

Nursing Services

Nurses provide care for our medically fragile children which include monitoring feeding tubes, suctioning airways, administering medication, monitoring seizure disorders, and overall health related well-being so children can participate in classroom settings. The nurses are with the children all day, from bus pick up to bus drop off at the child's home. Preschool saw a large increase in these services starting in 2023 and anticipate a higher increase for 2024/2025 due to severity of children's medical diagnoses. This new added expense will cost \$245,000 in 2024.

	Nurse Costs
23/24 School Year	\$245,000.00
24/25 Summer	\$54,000.00
24/25 School Year	\$350,000.00 (anticipated)

MICHAEL J. NESHEIWAT, MD
INTERIM COMMISSIONER OF HEALTH



*2024
Health Reso*

KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

#7

MEMORANDUM

DATE: August 28, 2024

TO: Amy Sayegh, Chairwoman

FROM: Michael J. Nesheiwat, MD, Interim Commissioner of Health
Shanna Siegel, Supervising Public Health Educator

CC: Kevin Byrne, County Executive
James Burpoe, Deputy County Executive

RE: Department of Environmental Conservation Grant Application DEC01-MWRC-2024

2024 AUG 29 AM 9:17
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Through collaboration with various county departments including the County Executive's office, Planning, Department of Public Works, Finance, and Personnel, the Putnam County Department of Health (PCDOH) is working to ensure continuity for local solid waste and recycling initiatives, including the reliably successful household hazardous waste disposal days.

Historically, Putnam County has employed an individual responsible for coordinating solid waste related activities. Since a retirement at the end of 2023, this role has not been filled. The New York State Department of Environmental Conservation (DEC) has a grant program that assists counties with funding solid waste projects, including 50% reimbursement for a full-time position (salary and fringe).

The grant period is currently open for the DEC Municipal Waste Reduction and Recycling Program Recycling Coordination, Education, Planning, and Promotion Projects, with an application due date of 3:00 pm ET, October 31, 2024. Due to the fiscal and legislative calendars, PCDOH is requesting to be added to the agenda to present the grant application to the health committee during the meeting on September 5, 2024.

We look forward to sharing more details related to the grant application and solid waste plans. Please reach out to shanna.siegel@putnamcountyny.gov with any questions.

Attachments (3): RFA_MWRC (Grant Guidelines), Solid Waste Position, Waste Reduction Next Steps

Solid Waste/Waste Reduction Next Steps

Action Item/Goal	Anticipated Expense	Anticipated Savings	Benefits	Challenges/Additional Info
<p>Hire FT Solid Waste and Recycling Coordinator*</p>	<p>\$59,600 Refer to Table A</p>	<ul style="list-style-type: none"> Grant opportunities opened up for: Recycling bins, composting, construction and debris waste reduction, access to resources <p>Additional Savings: Refer to Tables A and B</p>	<ul style="list-style-type: none"> SW Management Plan will be current/active. Solid Waste Task Force will be reestablished. Continued HHWD reimbursement (Refer to Table B) Full integration with other county priorities and initiatives (see below) While this position works directly with and for the County as a whole, the Health Department has education and admin staff to support this position. 	<ul style="list-style-type: none"> The Solid Waste position was originally full-time and was taken on in a part-time capacity by an employee at the end of their career. There is full-time workload, and no one currently doing it.
<p>Climate Smart Advancement (from Bronze to Silver and beyond)</p>			<p>Implementation of aspects of Climate Smart. (Refer to Table C)</p>	<p>"The relevant tier of this action requires applicants to submit documentation that outlines the details of the program and the local government's role in actively implementing and managing the program. The County's guide is a useful tool but does not constitute "implementing and managing" a C&D [construction and demolition] materials reuse program. The County is encouraged to develop a program with one or more of the entities listed in the guide to establish C&D reuse and recycling programs, and then resubmit for this action with documentation of the program(s)."</p> <p>--Climate Smart Reviewer</p>

TABLE A

NEW POSITION REQUEST

NEW TITLE	SOLID WASTE MANAGER
MANAGEMENT	
SALARY	\$80,000
FRINGE @ 49%	\$39,200
TOTAL COST	\$119,200
50% REIMBURSEMENT	\$59,600
INCREASE IN TAXATION	\$59,600

NOTE: This position is reimbursable @ 50% for Salary and Fringe, only if position is full time

TABLE B

HAZARDOUS WASTE DAY

THERE ARE GENERALLY TWO HAZARDOUS WASTE DAYS HELD EACH YEAR

THE COSTS FOR THESE EVENTS ARE REIMBURSED AT 50%

COSTS INCLUDED FOR 50% REIMBURSEMENT ARE CLEANUP VENDOR AND ADVERTISING

EVENTS HELD	YEAR	COSTS	REVENUES RECEIVED	COUNTY SHARE
2	2023	\$92,064	\$46,032	\$46,032
1	2022	\$56,100	\$28,050	\$28,050
2	2021	\$108,700	\$54,350	\$54,350

TABLE C

PEIS Title	PEIS Action	PEIS Action Number	PEIS Action Description	PEIS Action Status	PEIS Action Start Date	PEIS Action End Date	PEIS Action Funding Source
PEIS Title: Organic Waste Management Plan	PEIS Action: Government Solid Waste Audit	1.23	NA (Repealed as part of version 3)	2	2	2	CSC Grants
PEIS Title: Organic Waste Management Plan	PEIS Action: Recycling bins in Government Buildings	3.20	Provide recycling bins next to all trash receptacles in local government buildings.	3			
PEIS Title: Organic Waste Management Plan	PEIS Action: Organic Waste Program for Government Buildings	1.21	Provide organic waste collection and composting in local government buildings.	1.3			
PEIS Title: Waste Minimization Program	PEIS Action: Construction & Demolition Waste Policy	5.5	Adopt a construction and demolition waste reduction program or policy.	2.6			CSC Grants
PEIS Title: Waste Minimization Program	PEIS Action: Reuse Program	5.6	Set up and manage a reuse recovery center to encourage reuse of gently used or new materials that have been discarded (version 3 name: PEIS Action: Resource Recovery Center)	1.7			Revised Q4 2021
PEIS Title: Recycling Program for Public Events	PEIS Action: Waste Reduction Education Campaign	5.9	Provide recycling bins in public parks and events.	2.6			Revised Q4 2021
PEIS Title: Waste Reduction Education Campaign	PEIS Action: Community Repair	5.11	NA (Repealed as part of version 3 in 2020)	4			Revised Q4 2021
PEIS Title: Compost Bins for Residents	PEIS Action: Residential Organic Waste Program	5.10	Provide compost bins to residents (for use or free)	2			
PEIS Title: Residential Organic Waste Program	PEIS Action: Community Repair	5.11	Create an organic or yard waste collection program	2			

2024 HEALTH DEPARTMENT

8/28/2024

	TABLE A	
	NEW POSITION REQUEST	
NEW TITLE	SOLID WASTE MANAGER	
	MANAGEMENT	
SALARY	\$80,000	
FRINGE @ 49%	\$39,200	
TOTAL COST	\$119,200	
50% REIMBURSEMENT	\$59,600	
INCREASE IN TAXATION	\$59,600	

NOTE: This position is reimbursable @ 50% for Salary and Fringe, only if position is full time



Department of
Environmental
Conservation



GUIDELINES AND BID INSTRUCTIONS

New York State

Department of Environmental Conservation

Municipal Waste Reduction and Recycling Program

**Recycling Coordination, Education, Planning, and
Promotion Projects Only**

NYS SFS Grants Management Bid Event ID No.:

DEC01-MWRC-2024

Apply through the [SFS Vendor Portal](#)

Application Due Date: 3:00 pm ET, October 31, 2024

Timetable of Key Events:

Application Period Begins	August 1, 2024
Question & Answer Period Ends	October 24, 2024
Applications Due	October 31, 2024, 3:00 pm ET
Award(s) Announced By (anticipated)	January 20, 2025

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1. Grant Information

The New York State Department of Environmental Conservation (DEC) is pleased to announce funding for projects that will implement Municipal Waste Reduction and Recycling Education, Promotion, Planning and Coordination Projects.

a. Funding

Approximately \$5,000,000.00 is available for MWRC Grants. Funding for this grant opportunity is provided from the Environmental Protection Fund.

b. Proposed Project Timeframes

All projects must have defined objectives, tasks, and deliverables accounted for in performance measures that can be completed and invoiced within a January 1, 2025 to December 31, 2025 contract period/term. Costs outside of the contract period/term are ineligible. The Master Contract for Grants (MCG) must be fully approved by DEC, and if applicable approved by the Attorney General and the State Comptroller. Time extensions beyond the contract term end date (specify if NCTE's will be allowed) will be determined by the Department based upon written justification from the Grantee. Applicants should not submit an application if they do not anticipate their project can be completed within the specified contract term.

c. Minimum and Maximum Award Amounts

Minimum grant amount is \$10,000.00. Maximum grant amount is \$2,000,000.00.

d. Application Limit/Award limit

Applicants may submit up to one application. Multiple applications may not be for the same project or project location.

e. Eligible Project Locations

Eligible projects for grant funding must be located within New York State.

2. Eligible Applicants

For the purposes of this grant program, the following entities are considered eligible applicants:

- Counties, Cities, Towns or Villages
- Local Public Authorities
- Local Public Benefit Corporations (organizations established by State Law)
- School Districts, Supervisory Districts & Improvement Districts
- Native American Tribes or Nations residing in New York State.

3. Inquiries & Designated Contact Information

For general information on completing this application and for clarification of application requirements, contractual terms and procedures, contact:

Recycling Grants Program

Contact Information: RecyclingGrants@dec.ny.gov or 518-402-8678

For technical information regarding the Grants Management Bid Event, direct questions to:

NYS SFS Grants Management

Contact Information: helpdesk@sfs.ny.gov | 877-737-4185 toll-free | 518-457-7737

Include "MWRC-2024" in the subject line of the email. Questions regarding this grant opportunity will be accepted by the Department until C.O.B October 24, 2024. All questions, and answers, will be uploaded in the Grants Management System bid event for all applicants to view.

4. Application Submission

Applications must be submitted through the NYS SFS Grants Management System. Using **Google Chrome** to access the SFS Grants Management System (GM) is recommended. Using other browsers may cause errors.

If you do not have access to the SFS Vendor Portal and if your organization is already established within the SFS Vendor portal, an SFS Delegated Administrator has been authorized within your organization to provision user login credentials, unlock accounts, or reset passwords. Please reach out to your SFS Delegated Administrator directly.

Also, if you do not have a login and if you are new to the SFS Vendor portal, and would like to establish an account for the purposes of doing business with the State of New York, contact the SFS Help Desk at 518-457-7717, 855-233-8363 or HelpDesk@sfs.ny.gov for more information.

The NYS SFS Grants Management system offers a Vendor User Manual, training videos and webinars for applicants requiring assistance. Please visit

<https://grantsmanagement.ny.gov/transition-SFS>.

Paper applications will NOT be accepted. Applicants are strongly encouraged to submit their applications prior to the application deadline. Late applications will not be accepted. Please note staff with a Bid Response Initiator role can begin a bid, but only staff with the Bid Response Submitter role can submit the bid response.

All Applicants must be Registered with SFS Grants Management to apply. Please visit <https://grantsmanagement.ny.gov/transition-SFS> to register.

In addition to registration, not-for-profits must also be Prequalified at the time and date that the application is due. If you are not Prequalified at that time and date, your application will not be considered.

PLEASE DO NOT DELAY IN BEGINNING AND COMPLETING THE PREQUALIFICATION PROCESS. PLEASE VISIT THE GRANTS MANAGEMENT [Prequalification Page](#) TO GET STARTED.

THE STATE RESERVES 5 DAYS TO REVIEW SUBMITTED PREQUALIFICATION APPLICATIONS. PREQUALIFICATION APPLICATIONS SUBMITTED TO THE STATE FOR REVIEW LESS THAN 5 DAYS PRIOR TO MWRC-2024 APPLICATION DUE DATE MAY NOT BE CONSIDERED.

APPLICANTS SHOULD NOT ASSUME THAT THEIR PREQUALIFICATION INFORMATION WILL BE REVIEWED IF THEY DO NOT ADHERE TO THIS TIMEFRAME.

a) Applicant Prequalification

Pursuant to the New York State Division of Budget Bulletin H-1032 Revised, effective July 16, 2014, New York State has instituted key reform initiatives to the grant contract. Information on these initiatives can be found on the Grants Management Website.

All Applicants must be Prequalified in the SFS Grants Management System at the time and date that the application is due. Applications from non-prequalified entities will be rejected. The system will not allow you to submit your bid.

The SFS Handbook: SFS Training for Vendors guide is available on SFS Coach and includes guidance for prequalification. Additional training is available on SFS Coach.

If you are not familiar with SFS Grants Management, there are many resources available to help you register and become Prequalified on the NYS Grants Management Website <https://grantsmanagement.ny.gov/transition-sfs> including:

- Video tutorials on Grants Management Registration or Prequalification
- SFS Handbook: SFS Training for Vendors includes walkthroughs for the Bid process

5. Grant Opportunity General Information and Conditions

a. Grant Application Requirements and Conditions

Please be sure to include with your application, information on the following requirements, if applicable to your project:

Applications must meet the following minimum requirements to be eligible:

Applicant must be an eligible entity.

Applicant must have a recycling law adopted in compliance with General Municipal Law (GML) Section 120-aa.

Applicant must have a Department-approved Local Solid Waste Management Plan or Comprehensive Recycling Analysis

All project funding sources are eligible and minimum match requirement is met.

b. Expenditure Based Budget

Applicants must complete an itemized budget in the SFS Grants Management that provides details of the proposed project-related expenses. Budget detail must clearly distinguish between expenses to be claimed under the State grant share and expenses comprising the match. The itemized budget should also include appropriate level of information for the breakdown of costs for each budget item (depending on the budget category this information is provided in the budget detail and/or budget narrative) Eligible and ineligible costs are identified in this RFA.

c. Match Requirement and Expenditures

Match is the portion of project expenditures not paid for with grant funds. Match must be from local funds.

Eligible sources of match funds cannot come from other New York State, federal, or other outside funding sources. Applicants will be required to provide the sources of all matching funds using the Match Worksheet in the GM.

Grant funds are available for up to 50% of the requested budget. Applicants must match at least 100% of the grant funding amount.

d. Work Plan

Applicants must complete a work plan in the SFS GM that provides a clear overview of the project. Applications must include proposed project objectives, tasks associated with meeting each objective, and the performance measures associated with each task (performance measures can include desired project outcomes or deliverables). The work plan may include anticipated time frames in meeting project objectives, tasks and deliverables.

e. Debriefing Request

In accordance with section 163 of the NY State Finance Law, DEC must, upon request, provide a debriefing to any unsuccessful offeror that responded to the Program Overview, regarding the reasons that the proposal or bid submitted by the unsuccessful offeror was not selected for an award. An unsuccessful offeror wanting a debriefing must request a debriefing in writing, within fifteen calendar days of receipt of the notice that their proposal did not result in an award. Debriefings requested after fifteen calendar days may be denied.

f. Protest Procedure

DEC does not have a formal protest procedure, therefore an applicant may file an initial protest with OSC's Bureau of Contracts (BOC) after the Department has made a contract award. The protest must be in writing and filed with BOC within ten business days of notice of the contract award or if a debriefing has been requested by the interested party, within five business days of the debriefing (whichever is later). If the interested party is not provided with notice of the contract award, the interested party may file a protest with BOC at any time after the contract award and prior to the Comptroller's final action on the contract.

Formal protests concerning a pending contract award must be received within five (5) business days after the protesting party knows or should have known of the facts that constitute the basis of the formal protest.

The protest must be filed with:

Bureau Director
at bidprotests@state.ny.gov or
Bureau of Contracts
New York State Office of the State Comptroller
110 State Street, 11th Floor
Albany, NY 12236

g. Department of Environmental Conservation Oversight

The Department of Environmental Conservation reserves the right to:

- Award additional and available funding for scored and ranked projects consistent with this grant opportunity.
- Award an agreement for any or all parts of the RFA in accordance with the method of award or withdraw of the RFA at any time at the Department's sole discretion.
- Award only one application for funding in the event there are multiple application submissions for a single project or for pieces of a single project.
- Partially fund an application if the partially funded portion can be demonstrated to meet the criteria for this RFA.
- Reduce an award from the amount requested in the application, should the project budget contain costs considered ineligible under this grant program, or if the supporting match is insufficient.
- Monitor the progress of all grant awards and withdraw grant funding if the grantee fails to make significant and timely progress on the project or fails to receive the necessary permissions and permits for the project.
- Refuse to fund projects that are determined to be inconsistent with NYS's Smart Growth Public Infrastructure Policy Act.
- Refuse to fund projects that are determined to be inconsistent with the Climate Change Leadership and Community Protection Act or its' implementing regulations.
- Upon determination that an application is incomplete, notify the applicant and allow for the application to be revised, or missing components added and resubmitted at the discretion of DEC. DEC, at its own discretion, will establish a deadline for resubmission of the application, which in no instance will exceed 30 calendar days after notification that an application is incomplete.
- As authorized, and pursuant to its own discretion, combine applications from municipalities in overlapping jurisdictions.

- Reject any or all applications in response to the RFA at the agency's sole discretion.

h. Sexual Harassment Prevention Certification

State Finance Law §139-I requires all applicants of grant funding to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the Department of Labor's model policy and training standards) to all its employees.

Where applying for grant funding is required pursuant to statute, rule or regulation, every application submitted to the state or any public department or agency of the state must contain the following statement: "By submission of this application, each applicant and each person signing on behalf of the applicant certifies, and in the case of a partnering application each party thereto certifies as to its own organization, under penalty of perjury, that the applicant has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one g of the labor law."

Applications that do not contain the certification will not be considered for award; provided however, that if the applicant cannot make the certification, the applicant may provide a signed statement with their application detailing the reasons why the certification cannot be made. After review and consideration of such statement, the Department may reject the application or may decide there are sufficient reasons to accept the application without such certification.

Applicants are required to sign and upload the Sexual Harassment Prevention Certification form or upload a signed statement with their application detailing the reasons why the certification cannot be provided.

i. Executive Order 16

Executive Order No. 16 provides that "all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia." The complete text of Executive Order No. 16 can be found at <https://www.governor.ny.gov/executive-order-no-16-prohibiting-state-agencies-and-authorities-contracting-businesses-conducting>. The Executive Order remains in effect while sanctions against Russia imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations. As defined in Executive Order No. 16, an "entity conducting business operations in Russia" means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership. Vendors responding to this solicitation are required to complete and submit the form entitled "Certification Under Executive Order No. 16 Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia".

ALL applicants must download, complete and save the Executive Order No. 16 Certification form, prior to uploading the completed form back into the GM.

6. Application Evaluation and Selection

All applications will be reviewed by one eligibility reviewer in accordance with the evaluation criteria contained in this RFA. Applicants are strongly encouraged to read and address the Application Review Standards in the process of developing an application. Knowledge of the evaluation criteria is valuable for designing and proposing a relevant and quality project. Evaluation consists of:

Step 1: Application and Project Eligibility Determination

Pass/Fail criteria – Applicant eligibility as described in Section 2, application completeness.

Step 2: Project Evaluation

If your application meets all eligibility pass/fail criteria it will be further evaluated by by one eligibility reviewer in accordance with the Evaluation Standards contained in this RFA. These include:

- A. New municipal recycling program components to be initiated or improvements to an existing program.
- B. The size of project service area or populations served.
- C. A detailed and significant scope of work.
- D. The number of new work products to be created.
- E. A budget with both Recycling Coordination and Education costs, as appropriate.
- F. Consistency with applicant's DEC-approved Local Solid Waste Management Plan, as applicable.
- G. Enactment of a local recycling law consistent with NYS General Municipal Law 120-aa.

7. Method of Award

Complete applications will be reviewed for eligibility by DEC and, if acceptable, will be approved for State assistance for up to 50 percent of eligible costs.

If there are insufficient funds to provide 50 percent reimbursement for all acceptable applications, DEC may either lower the percentage or set a dollar maximum on the level of funding to be provided to each municipality. In the event DEC lowers the maximum

reimbursement percentage, the lowered percentage or dollar maximum will be the same for all municipalities that submit an acceptable and approved application.

8. Grant Program Payment

Project costs eligible for reimbursement and project match must be incurred between the MCG term start and end dates. Costs incurred prior to the MCG term start date or after the MCG term end date will not be considered eligible for grant reimbursement or match. Copies of supporting cost documentation (paid invoices, receipts, cancelled checks, etc.) must be audited and approved by the DEC for costs to be eligible for grant reimbursement.

Upon execution of a contract, and completion of purchases, the grantee may request 50 percent reimbursement for the eligible costs of completed portions of the project.

Payment requests include a completed State Aid Voucher and must contain all supporting documents (vendor invoice, purchase order, cancelled check) for the expenses claimed. The grantee is required to file a "certificate of completion" with the final payment request.

After review of a payment request, DEC may approve, disapprove or modify the amount of funds reimbursed. Payment will not exceed the approved grant contract amount.

9. Eligible and Ineligible Expenditures

a. Eligible Project Expenditures

1. Salary, health insurance and pension costs paid by the employer for an employee who is responsible for recycling coordination, education, promotion, or outreach. Personnel must be employees of the applicant and assigned to the project for no less than 50 percent of their full-time work schedule.
2. Direct costs necessary to educate the public and increase public awareness of and participation in waste reduction and recycling, including:
 - a. recycling guides, mailers, brochures, and webpages
 - b. advertising on TV, radio, newspaper, internet, billboards, etc.
 - c. recycling signs and displays
 - d. give-away items, children's shows, county fair displays, America Recycles Day items.
3. Reasonable costs for consultant services necessary for recycling education, promotion, planning, public relations, or other specialized purposes.
4. Costs for supplies and materials specifically acquired and used as part of the municipal waste reduction and recycling education, promotion, planning and coordination project.

b. Ineligible Project Expenditures

1. Costs of any item NOT primarily used for educating, promoting, planning, and coordinating the benefits or methods of waste reduction, reuse, and recycling.
2. Ordinary operating costs for facilities and offices, including, but not limited to, office supplies and equipment, equipment service, office maintenance, internet service, telephone (except for dedicated recycling “hotlines”), utilities, mileage costs, travel expenses, and fuel within an applicant’s service area or other similar costs or expenses, as determined by the Department.
3. Indirect, overhead or in-kind costs.
4. Costs of facility construction, repair, improvement, or recyclables processing equipment.
5. Costs of bins, totes, carts, composters, food scraps buckets, or other recycling or composting containers.
6. Costs incurred in preparing and submitting an application for state assistance.
7. Unnecessary or unreasonable costs as determined by the Department of Environmental Conservation.
8. Costs for hourly employees, contractor-employees or employees who use less than 50% of their work time for recycling coordination and education.
9. Items required by law, such as Worker’s Compensation, Social Security, Medicare, and unemployment insurance.
10. Costs of mobile message signs/devices or costs of affixed signs that are not specifically about recycling.
11. Costs of educational materials that describe disposal, such as collection schedules for non-recyclables.

c. Match Requirement and Expenditures

Grant funds are available for up to 50% of the requested budget. Applicants must provide the remaining 50% in match funds.

Formula: Requested Budget x 50% = Required Match

d. Eligible Forms of Match

- Local funds

e. Ineligible Forms of Match

- Indirect costs overhead or operating expenses (space, rent, utilities).
- Other grant funding: project costs paid from other state and/or federal funding sources or other outside funding.
- Personal Services: Staff salaries devoted to the project, including fringe benefits expenses. Itemize salaries according to job title or job assignment on the project. Grantees will be required to document time worked, tasks, pay ratio and payment.
- Contractual Services: The value of services provided by responsible professional and technical personnel and consultants (i.e., engineering, and architectural

services, surveys, plans and specifications, research, design and development of a project, consultant and legal services directly related to a project, feasibility study for a facility, archaeological field work, report writing, curation of artifacts and interpretation, etc.).

- Supplies and materials: The current market value of items warehoused (not yet installed); use value current at time items were obtained.
- Volunteer Labor: Skilled and professional labor can be computed at the job rate. Unskilled labor and work performed by professionals or skilled laborers in an area outside of their area of expertise must be computed at the minimum wage (For example, a lawyer donating legal services may compute the value based on the standard billing rate, but the same lawyer donating time painting walls must calculate the value using minimum wage).
- Equipment: Compute the value according to its fair market rental value in the project location.
- Administrative Salaries: Administrative salaries must be documented and identified by task and must fall within the grant contract term to be eligible as match. For the purposes of this RFA, administrative salaries are defined as follows:
 - Preparation of equal employment opportunity and women and minority business enterprises documentation.
 - Preparation of quarterly narrative and expenditure reports.
 - Preparation of payment reimbursement request forms and backup cost documentation.
 - Preparation of Final Report upon project completion

10. Grant Program Reporting

When requesting reimbursement, the grantee must include a Progress Report for the project. A final payment request must also include a Certificate of Completion.

11. What to Expect If You Receive an Award

a. Notification of Award

Applicants selected to receive a grant award will be notified by email. The SFS GM will also provide you with an award status.

IMPORTANT NOTE: By accepting an award, applicant agrees to abide by all Master Contract for Grants (MCG) or purchase order terms and conditions. Any changes to the terms and conditions will not be accepted and may affect applicant's award.

b. State of New York Master Contract for Grants (MCG)

Applicants selected to receive a grant award will be required to execute a MCG within 60 - 90 days from the time of their award notification. Failure to submit timely required MCG documents could cause a grantee to lose their grant award. Applicants should review and be prepared to

comply with all MCG terms and conditions should grant funding be awarded. The MCG and attachments include:

- MCG Grants Face Page
- MCG Standard Terms and Conditions (NYS standard terms and conditions)
- Appendix A – Statewide Terms and Conditions
- Attachment A-1 Agency Specific Terms and Conditions
- Attachment A-2 Program Specific Terms and Conditions
- Attachment B-1 Expenditure Based Budget (project expense categories and detail)
- Attachment C Work Plan (project objectives, tasks and performance measures)
- Attachment D Payment and Reporting Schedule (claims for reimbursement and grant reporting provisions)

IMPORTANT NOTE: Project related costs must be incurred within the term of the MCG to be considered eligible for reimbursement or match. Contract payments will not be approved or processed by the DEC until a MCG is fully approved by the DEC, and as applicable the Attorney General and the State Comptroller. All contracts must be approved by the contract start date of which will be determined at the time of an official award.

Applicants (referred to as “Contractor” following award of Grant Contract) Should Be Prepared to Comply with the Following MCG Requirements:

i. Insurance Requirements

Contractor will be required to carry appropriate insurance as specified in the MGC or LOA, Attachment A-2 Program Specific Terms and Conditions, and agree that each project consultant, project contractor and project subcontractor secures and delivers to the contractor appropriate policies of insurance issued by an insurance company licensed to do business in the State of New York. Policies must name the contractor as an additional insured, with appropriate limits, covering contractor’s public liability and property damage insurance, contractor’s contingency liability insurance, “all-risk” insurance and workers compensation/disability benefits coverage for the project.

ii. Permit Requirements (if applicable)

Contractors agree to obtain all required permits, including but not limited to, local, state and federal permits prior to the commencement of any project related work. The Contractor agrees that all work performed in relation to the project by the Contractor or its agents, representatives, or contractors will comply with all relevant federal, state and local laws, rules, regulations and standards, zoning and building codes, ordinances, operating certificates for facilities, or licenses for an activity.

iii. State Environmental Quality Review (SEQR) Documentation

With respect to the project, the Contractor certifies that it has complied, and shall continue to comply with all requirements of the State Environmental Quality Review Act (SEQRA). The Contractor agrees to provide all environmental documents as may be required by the DEC. The

Contractor has notified, and shall continue to notify, the DEC of all actions proposed for complying with the environmental review requirements imposed by SEQRA.

c. Vendor Responsibility Questionnaire

Not-For-Profit contractors are subject to a vendor responsibility review by the State to ensure public dollars are being spent appropriately with responsible contractors. All subcontractors receiving more than \$100,000 over the length of a contract are also subject to a vendor responsibility review. A vendor responsibility review may include a contractor and/or subcontractor to present evidence of its continuing legal authority to do business in NYS, integrity, experience, ability, prior performance, and organizational and financial capacity. To enroll in and use the NYS VendRep System, see the VendRep System instructions, or log in at <https://online.services.dso.state.ny.us>.

d. Iran Divestment Act

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. By entering into a Contract, the Contractor certifies that it is not on the “Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012” list (“Prohibited Entities List”) posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additional detail on the Iran Divestment Act can be found in the MCG, Attachment A-1 Agency Specific Terms and Conditions.

e. Minority and Women Business Enterprise (MWBE) and Equal Employment Opportunity (EEO) Requirements

The Department is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144 (MWBE Regulations) for all State contracts with a value (1) in excess of \$25,000 for labor, services, equipment, materials, or any combination of the foregoing or (2) in excess of \$100,000 for real property renovations and construction.

Applicants subject to executing a future NYS Master Contract for Grants (MCG) agree, in addition to any other nondiscrimination provision of the MCG and at no additional cost to the Department, to fully comply and cooperate with the Department in the implementation of New York State Executive Law Article 15-A. These requirements include Equal Employment Opportunities (EEO) for minority group members and women and contracting opportunities for certified Minority and Women Owned Business Enterprises (MWBEs). Contractor’s demonstration of Good Faith Efforts (GFEs) pursuant to 5 NYCRR §142.8 shall be a part of these requirements. These provisions shall be deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the “Human Rights Law”) or other applicable federal, state or local laws.

Failure to comply with MWBE and EEO requirements may result in a Department finding of non-responsiveness, non-responsibility and/or a breach of contract, leading to the withholding of funds or such other actions, liquidated damages, or enforcement proceedings.

Please refer to the NYS MCG - Article IV (J) and Attachment A-1 Program Specific Terms and Conditions - Article X, to review MWBE and EEO requirements.

- The local government is responsible for designating someone to serve as their Affirmative Action representative. The governing body should make this designation through official means.

- A list of certified MWBE enterprises can be obtained via the internet from the NYS Department of Economic Development at

<https://www.dec.ny.gov/contracts/contracting/contracting-services/certified-ecop-ecop-ecop.aspx>

MWBE reporting for Department of Environmental Conservation contracts must now be completed using the New York State Contract System (NYSCS). <https://ny.dec.ny.gov/contracts.com/>.

All contracts of \$25,000 or more will be assessed for MWBE goals. Contracts which meet the established MWBE-EEO thresholds require the Contractor to submit the Utilization Plan prior to the execution of the contract and Monthly Compliance Audits in the NYSCS after the contract is executed. To submit the required MWBE Utilization Plan, log-in to NYSCS and access the Utilization Plans section displayed on the user dashboard. Plans requiring action will be displayed in red.

All contractors shall complete an Equal Employment Opportunity (EEO) Policy Statement and Staffing Plan form and submit it prior to the execution of the contract.

For more information regarding MWBE compliance and reporting guidelines, and to download required forms, please visit <https://www.dec.ny.gov/about/81016.html#MWBE>.

- The following MWBE “Fair Share” goals are established as follows:

- **Minority and Women Owned Business Enterprise (MWBE) Overall Participation Goals:**

Construction/Engineering – up to 0%

Commodities – up to 0%

Services/Technologies –up to 0%

DEC MWBE Compliance Unit
NYS Department of Environmental Conservation
Bureau of Contract and Grant Development/MWBE Program
625 Broadway, 10th Floor
Albany, New York 12233-5028
Mwbe@dec.ny.gov
Phone: (518) 402-9240
Fax: (518) 402-9023

f. Service-Disabled Veteran-Owned Business (SDVOB) Participation Requirements

The Department is required to implement the provisions of New York State Veteran’s Law Article 3. The contractor must make Good Faith Efforts to subcontract a goal of 0% of the contract amount to New York State Certified Service-Disabled Veteran-Owned Businesses (SDVOBs), for purposes of providing meaningful participation by SDVOBs.

The contractor is required to complete and submit a SDVOB Utilization Plan detailing how the contractor intends to meet the SDVOB goal. In addition, the contractor must complete and submit quarterly compliance reports detailing the amount spent on SDVOBs in the previous quarter. In addition, all forms and guidance can be located at; [Division of Service-Disabled Veterans' Business Development, Compliance and Reporting, Office of General Services](#) [ny.gov](#). Please contact the Department's SDVOB compliance staff with any questions at:

DEC SDVOB Compliance Unit
NYS Department of Environmental Conservation
Bureau of Contract and Grant Development/SDVOB Program
625 Broadway, 10th Floor
Albany, New York 12233-5028
SDVOB@dec.ny.gov
Phone: (518) 402-9240

g. Procurement of Contractors/Subcontractors

Municipalities must comply with General Municipal Law Sections 103 (competitive bidding) and 104-b (procurement policies and procedures). Not-for-profit corporations must follow procurement policies that ensure prudent and economical use of public money. Failure to comply with these requirements could jeopardize full reimbursement of your approved eligible project costs.

h. Americans With Disabilities Act

In the event the monies defined herein are to be used for the development of facilities, outdoor recreation areas, transportation or written or spoken communication with the public, the Contractor shall comply with all requirements for providing access for individuals with disabilities as established by Article 4A of the New York State Public Buildings Law, Americans with Disabilities Act, and relevant sections of the New York State Uniform Fire Prevention and Building Code. Standards for certain Recreation Facilities are found in the 2010 ADA Standards for Accessible Design while others are found in the Architectural Barriers Act Accessibility Guidelines for Outdoor Recreation Areas <https://www.access-board.gov/guidelines-and-standards>.

i. Signage

For infrastructure projects, the contractor shall install signage on-site that identifies the site as a clean vehicle charging/refueling facility; promotes public use of the facility; and acknowledges rebate funding from the Department of Environmental Conservation through Title 15 of the New York State Environmental Protection Fund. Signage developed for use at a rebate-funded facility shall be subject to review and approval by the Department prior to installation.

j. Diesel Emissions Reduction Act 2006

In 2007, New York State passed legislation establishing the Diesel Emissions Reduction Act 2006 (DERA). This Act amended the Environmental Conservation Law (ECL) by adding Section 19-0323 which requires the use of best available retrofit technology (BART) and ultra-low sulfur diesel fuel (ULSD) for heavy duty vehicles owned or operated by, including on behalf of, state agencies and state or regional public authorities. The Department has promulgated regulations (6 NYCRR Part 248) to provide guidance on provisions of the law. The regulations may be found on the Department's website at <http://www.dec.ny.gov/regs/2492.html>.

If applicable, the contractor must comply with the specifications and provisions of ECL Section 19-0323 and 6 NYCRR Part 248, which require the use of BART and ULSD, unless specifically waived by the Department. Qualifications for a waiver under this law are the responsibility of the Contractor.

Attachment S

Sexual Harassment Prevention Certification Form

By submission of this application, each applicant and each person signing on behalf of any applicant certifies, and in the case of a partnering application each party thereto certifies as to its own organization, under penalty of perjury, that the applicant has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

Company Name: _____

Signature: _____

Print Name and Title: _____

Date: _____

If the above certification cannot be made, the applicant must submit a signed statement below detailing the reasons why the certification cannot be made.

Company Name: _____

Signature: _____

Print Name and Title: _____

Date: _____

MWRR Budget Format for Coordination/Education Projects

Please use this form or create a similar format for your budget.

Personal Services - Salary of the employee designated Recycling Coordinator

1	Annualized Salary for the position	\$
2	Number of hours in a standard work week for this person	hours
3	Percentage of time dedicated to recycling & waste reduction efforts	%
4	Number of months funded (max. is 12 months)	months
5	Annualized Salary pro-rated by the percent funded and number of months	\$
6	State Grant Funds (50% of Line #5)	\$
7	Local Match Funds (50% of Line #5)	\$

Copy the amounts from lines 1-4, 6 and 7 to Forms Menu > Expenditure budget > Personal Services - Salary

Personal Services – Fringe Benefits of the employee designated Recycling Coordinator

	Category of applicable Fringe Benefit (paid by employer)	Cost
8	Retirement/Pension costs	\$
9	Health Insurance	\$
10	Dental, Vision, and/or Life insurance	\$
11	Subtotal Fringe Benefit Costs (Add lines #8-11)	\$
12	Percentage of time dedicated to recycling & waste reduction efforts	%
13	Total Fringe (amount pro-rated by the percentage of time dedicated to recycling and waste reduction efforts)	\$
14	State Grant Funds (50% of Line #13)	\$
15	Local Match Funds (50% of Line #13)	\$

Copy the amounts from lines 14 and 15 to Forms Menu > Expenditure budget > Personal Services - Fringe

Public Education/Promotion/Outreach Expenses (Other services and costs)

	Description of Expense	Cost
16		
17		\$
18		\$
19		\$
20		\$
21		\$
22		\$
23		\$
24		\$
25	Total Public Education Amount (Add lines 17-24) insert more lines if needed	\$
26	State Grant Funds (50% of Line #25)	\$
27	Local Match Funds (50% of Line #25)	\$

Copy the amounts in lines 26 and 27 to Forms Menu > Expenditure Budget > Other Expenses Detail

Total Personal and non-Personal Expenses	(Add lines 5, 13 and 25)	\$
State Assistance Requested	(Add lines 6, 14 and 26)	\$

Certification Under Executive Order No. 16 Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia

Executive Order No. 16 provides that “all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.” The complete text of Executive Order No. 16 can be found [here](#).

The Executive Order remains in effect while sanctions imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations.

As defined in Executive Order No. 16, an “entity conducting business operations in Russia” means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership.

Is Vendor an entity conducting business operations in Russia, as defined above? Please answer by checking one of the following boxes:

- 1. No, Vendor does not conduct business operations in Russia within the meaning of Executive Order No. 16.

- 2.a. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but has taken steps to wind down business operations in Russia or is in the process of winding down business operations in Russia. (Please provide a detailed description of the wind down process and a schedule for completion.)

- 2.b. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but only to the extent necessary to provide vital health and safety services within Russia or to comply with federal law, regulations, executive orders, or directives. (Please provide a detailed description of the services being provided or the relevant laws, regulations, etc.)

- 3. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16.

The undersigned certifies under penalties of perjury that they are knowledgeable about the Vendor’s business and operations and that the answer provided herein is true to the best of their knowledge and belief.

Vendor Name: _____
(legal entity)

By: _____
(signature)

Name: _____

Title: _____

Date: _____

RECYCLABLES TONNAGE SUMMARY WORKSHEET

Complete lines for the materials categories used in the applicant's recycling/compost program.

Please use the most recent year for which you have data.

Applicant:		Population:	
Materials Collected for RECYCLING	Curbside (C) Drop-off (D) Both (B)	Current Annual Recovery Amount (tons) Year:	Projected Recovery Amount if this project is approved (tons)
COMMINGLED Single Stream			
COMMINGLED Paper			
COMMINGLED Containers			
PAPER – Newspaper			
PAPER – Corrugated Cardboard			
PAPER – Office Paper			
PAPER – Other (Specify)			
GLASS – Containers			
METAL – Ferrous Containers			
METAL – Aluminum			
METAL – Scrap Metal			
METAL – Other (Specify)			
PLASTIC – PET Containers			
PLASTIC – HDPE Containers			
PLASTIC - Mixed (1-7 Containers)			
PLASTIC – Film			
TEXTILES			
YARD TRIMMINGS			
FOOD SCRAPS			
BIOSOLIDS Composted			
ELECTRONIC WASTE			
OTHER *			
TOTAL TONS			

NOTE: All applicants must complete the Disposal section below:

Materials Collected for DISPOSAL	Curbside (C) Drop-off (D) Both (B)	Current Annual Recovery Amount (tons) Year:	Projected Recovery Amount if this project is approved (tons)
MSW			
C&D Debris			
INDUSTRIAL			
BIOSOLIDS (dry tons)			
TOTAL TONS			
RECYCLING RATE: (tons recycled/ tons recycled + tons disposed)		%	%

*** Specify what is the OTHER items**