

THE PUTNAM COUNTY LEGISLATURE

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

Amy E. Sayegh *Chairwoman*
Greg E. Ellner *Deputy Chair*
Diane Schonfeld *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

AGENDA
AUDIT & ADMINISTRATION COMMITTEE MEETING
TO BE HELD IN ROOM #318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512

Members: Chairwoman Sayegh and Legislators Birmingham & Crowley

Wednesday

February 19, 2025

(Immediately following Rules Meetings beginning at 7:00pm)

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Correspondence/County Auditor**
 - a. Sales Tax Report**
 - b. OTB Report**
 - c. Board In Revenue Report**
 - d. Transfer/Revenue Report**
 - e. 2025 Contingency/Sub-Contingency Report**
- 4. Correspondence/ Commissioner of Finance**
 - a. Overtime/ Temporary Report**
 - b. Approval/ Budgetary Amendment 24A135/ County Attorney/ Outstanding Legal Services for Remainder of 2024 (Tabled from 1/27/25 Audit to Feb. Rules)**
 - c. Approval/ Budgetary Amendment 24A136/ Finance/ Year End Journal Entry #2**
 - d. Approval/ Budgetary Amendment 25A005/ Finance/ Personnel Services/ Fund New Public Health Director and Medical Consultant (Also reviewed in Personnel)**
 - e. Approval/ Budgetary Amendment 25A006/ Veterans Service Agency/ Veterans Peer to Peer Program (Also reviewed in Rules)**

- f. Approval/ Budgetary Amendment 25A007/ Dept. of Social Services/ Safe Harbor Allocation (Also reviewed in Health)**
- g. Approval/ Budgetary Amendment 25A008/ Dept. of Social Services & Mental Health/ Expenses other than Personnel for Child Advocacy Center (Also reviewed in Health)**
- h. Approval/ Budgetary Amendment 25A009/ Dept. of Social Services & Mental Health/ Expenses other than Personnel for Child Advocacy Center (Also reviewed in Health)**
- i. Approval/ Budgetary Amendment 25A010/ Dept. of Social Services & Mental Health/ Code Blue Allocation received from the Office of Temporary & Disability Assistance (Also reviewed in Health)**
- j. Approval/ Budgetary Amendment 25A011/ Dept. of Social Services & Mental Health/ Include Administration for Community Living ARPA Adult Protective Services Grant Allocation (Also reviewed in Health)**
- k. Approval/ Budgetary Amendment 25A012/ Dept. of Social Services & Mental Health/ Reflect Adjusted State Aid Levels in Accordance with NYS Office of Mental Health Authorization (Also reviewed in Health)**
- l. Approval/ Budgetary Amendment 25A013/ Dept. of Social Services & Mental Health/ 2024-2025 NYS Rental Supplement Program Allocation (Also reviewed in Health)**
- m. Approval/ Budgetary Amendment 25A014/ Sheriff's Dept./ Implementation of GPS for Patrol Fleet (Also reviewed in Protective)**
- n. Approval/ Budgetary Amendment 25A015/ Dept. of Social Services & Mental Health/ Child Advocacy Center/ Expenses Funded in Accordance with Contract Awarded by NYSOCFS (Also reviewed in Personnel)**
- o. Approval/ Budgetary Amendment 25A016/ Health Dept./ Community Health Survey (Also reviewed in Health)**
- p. Approval/ Budgetary Amendment 25A017/ Planning/ SAM Grant Award/ Putnam County Veterans Museum Quonset Hut**
- q. Approval/ Budgetary Amendment 25A018/ DPW/ East Branch Road over Haviland Hollow Brook Superstructure Replacement/ Town of Patterson/ PIN 8763.60**
- r. Approval/ Budgetary Amendment 25A019/ DPW/ Peekskill Hollow Road over Peekskill Hollow Creek Bridge Repairs/ Town of Putnam Valley PIN 8763.61**
- s. Approval/ Budgetary Amendment 25A020/ DSS/ Mental Health OASAS Abatement Funds**
- t. Approval/ Budgetary Amendment 25A021/ Finance/ Legal Aid Society – Indigent Legal Services**

- 5. Approval/ Fund Transfer 24T536/ Dept. of Social Services/ Projected Costs through 12/31/2024 (Also reviewed in Health)**
- 6. Approval/ Fund Transfer 24T537/ Dept. of Social Services/ Projected Costs through 12/31/2024 (Also reviewed in Health)**
- 7. Approval/ Fund Transfer 25T032/ Finance/ Funding for Ratified CSEA Contract (Also reviewed in Personnel)**
- 8. Approval/ Fund Transfer 25T037/ OSR/ Reallocate Salaries to Appropriate Grant (Also reviewed in Personnel)**
- 9. Discussion/ Request from Towns and Villages/ Sales Tax Sharing**
- 10. Discussion/ Approval/ Putnam County's Request to Extend the 1% Increased County Sales Tax for an Additional 3 Years**
- 11. Approval/ Dept. of Social Services/ Establish Youth Bureau Petty Cash Fund**
- 12. Approval/ Putnam County to Serve as Sponsor/ FY2022 EPA STAG Grant Funding/ Hudson Valley Shakespeare**
- 13. Other Business**
- 14. Adjournment**

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Sales Tax

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	+or(-) Same Period
January	\$ 3,910,113	\$ 4,117,955	\$ 4,235,351	\$ 4,472,651	\$ 4,699,597	\$ 4,966,930	\$ 5,536,978	\$ 4,810,372	\$ 6,071,784	\$ 6,673,020	\$ 7,112,139	\$ 7,785,254	673,114
February	3,270,383	3,234,919	3,828,416	3,797,974	4,062,844	4,228,841	4,573,894	4,483,277	5,047,591	5,979,925	6,138,980		
March	5,708,091	4,670,041	5,932,547	5,174,049	5,383,664	5,792,011	5,949,514	8,065,989	8,250,002	7,952,761	7,642,006		
April**	4,077,701	4,248,878	4,354,716	4,344,286	4,696,971	4,674,670	3,538,226	5,264,056	6,424,074	6,652,126	6,581,464		
May	5,793,860	6,075,331	5,946,190	6,367,505	6,807,221	7,425,730	5,011,290	7,975,256	9,113,026	10,361,506	8,845,599		
June	4,053,988	3,621,035	4,666,527	3,983,941	4,182,456	4,557,885	5,146,439	6,789,670	4,685,857	5,311,513	5,512,815		
July	4,320,542	4,558,502	4,372,322	4,952,664	4,835,632	5,266,612	4,871,906	6,094,635	6,393,098	6,737,854	7,635,468		
August	4,179,098	4,312,904	4,286,170	4,754,633	4,815,929	5,368,556	4,918,555	6,017,886	6,254,546	6,609,400	6,963,785		
September	5,997,983	5,347,273	6,377,884	5,821,648	7,067,806	7,331,396	9,125,106	8,508,962	8,459,469	9,682,066	8,395,971		
October	4,179,344	4,311,976	4,555,008	4,449,271	4,840,611	5,244,815	4,917,403	5,730,039	6,397,048	6,520,201	6,701,109		
November*	4,513,878	4,190,564	4,407,709	4,616,873	4,715,091	4,959,534	4,492,906	5,514,058	6,265,506	6,722,976	6,853,597		
December	5,881,014	5,264,022	6,092,242	6,056,492	7,037,269	6,186,904	8,678,973	8,798,537	8,601,579	9,246,964	6,878,953		
Actual	\$ 55,885,996	\$ 53,953,400	\$ 59,055,082	\$ 56,791,988	\$ 63,145,092	\$ 66,003,884	\$ 66,761,192	\$ 78,052,738	\$ 81,963,580	\$ 88,450,310	\$ 85,261,887	\$ 7,785,254	
Budget/(Rev)	\$ 55,885,996	\$ 53,953,400	\$ 54,739,000	\$ 58,887,699	\$ 63,145,092	\$ 66,003,871	65,705,798	61,765,294	65,000,000	76,060,632	78,150,000	79,319,718	
Over(Under)Budget	(0)	(0)	4,316,082	(95,711)	(0)	13	1,055,394	16,287,444	16,963,580	12,389,678	7,111,887	(71,534,464)	673,114

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	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	+or(-)Same Period
January*	126,704	74,075	30,127	19,928	2,509	4,951	4,236	6,248	5,657	5,504	(358)	0	0	89	797	780	(17)
February	14,623	13,576	13,284	13,470	10,907	8,589	7,511	7,145	6,707	6,480	0	0	0	82	734	961	228
March	14,583	13,680	11,292	11,804	10,211	7,906	7,062	7,551	6,573	5,626	0	0	0	219	1,015	987.66	(27)
April	37,414	49,991	27,171	61,533	10,931	10,206	8,373	8,009	8,097	0	0	0	0	401	1,019	694	(325)
May***	13,952	13,403	12,563	11,767	11,376	9,322	8,419	9,223	9,161	17,163	0	0	67,285	568	981	1,357	376
June	19,695	18,807	16,276	17,844	17,473	13,566	12,691	13,826	13,495	0	0	0	0	968	870	1,500	630
July	99,951	85,918	13,543	74,257	10,495	10,113	10,255	10,312	8,916	0	0	0	5	1,189	1,085	1,175	90
August	14,450	13,476	63,152	12,384	10,495	8,569	9,327	8,879	7,208	0	0	0	0	530	1,005	1,630	625
September**	(23,250)	(23,609)	(24,169)	(25,743)	(25,941)	(27,830)	(28,847)	(1,226)	(1,696)	(9,857)	0	0	54	540	(721)	(9,862)	(9,141)
October	40,991	27,452	34,084	11,601	9,541	8,414	8,117	7,766	7,639	0	0	0	70	547	1,179	939	(240)
November	13,974	12,027	11,054	10,198	9,826	8,617	8,981	8,836	7,881	0	0	0	99	610	690	1,110	420
December (a)	13,757	12,950	11,563	11,593	9,419	8,401	6,915	7,904	7,274	0	0	0	91	773	88,277		(88,277)
Actual	386,873	311,744	219,940	230,635	93,393	70,826	63,042	94,473	86,911	24,916	(358)	0	67,605	6,516	96,932	1,272	(95,659)
Budget/(Revised)	550,000	500,000	375,000	317,200	95,000	200,000	85,000	86,135	94,545	24,916	63,000	0	0	0	0	2,500	(95,659)
(Deficit)/Surplus	(163,127)	(188,256)	(155,060)	(86,565)	(1,607)	(129,174)	(21,958)	8,338	(7,634)	0	(63,358)	0	67,605	6,516	96,932	(1,228)	(95,659)

* PILOT
 ** PILOT
 *** Good Faith Payment

PILOT= Payment in lieu of taxes

pynt to Brewster schools, and Town of SE. Per Res

a- as per OTB, there is no surcharge for December.

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BOARD IN REVENUE												
	2015*	2016*	2017*	2018*	2019*	2020*	2021*	2022*	2023*	2024*	2025*	+or(-) Same Period
January	22,190.00	43,680.00	47,160.00	54,980.00	52,490.00	74,950.00	104,400.00	126,600.00	94,350.00	66,250.00	62,050.00	(4,200.00)
February	17,970.00	41,610.00	41,280.00	52,760.00	45,070.00	72,300.00	95,250.00	113,100.00	86,250.00	57,750.00		
March	26,490.00	41,400.00	50,480.00	59,820.00	50,795.00	70,650.00	119,700.00	130,800.00	91,100.00	69,750.00		
April	30,930.00	37,670.00	55,060.00	53,730.00	50,490.00	68,400.00	149,650.00	124,350.00	84,000.00	63,000.00		
May	35,580.00	39,120.00	61,070.00	49,860.00	52,975.00	63,150.00	149,850.00	131,550.00	84,550.00	72,700.00		
June	37,160.00	45,700.00	59,190.00	39,060.00	48,300.00	61,050.00	153,300.00	120,450.00	74,850.00	70,500.00		
July	43,010.00	52,480.00	64,540.00	37,260.00	47,840.00	86,550.00	161,100.00	125,550.00	79,300.00	72,850.00		
August	43,340.00	49,600.00	62,650.00	37,530.00	50,180.00	92,250.00	154,500.00	118,500.00	78,250.00	72,850.00		
September	48,370.00	46,290.00	61,050.00	36,180.00	43,600.00	91,200.00	145,800.00	118,800.00	80,850.00	70,050.00		
October	54,340.00	40,340.00	57,380.00	41,850.00	71,750.00	99,750.00	150,300.00	100,650.00	74,200.00	68,200.00		
November	45,700.00	34,120.00	56,580.00	43,080.00	71,400.00	95,550.00	135,000.00	90,000.00	70,500.00	64,200.00		
December	42,260.00	39,600.00	56,600.00	46,780.00	76,700.00	98,250.00	133,500.00	98,400.00	70,750.00			
Actual	447,340.00	511,610.00	673,040.00	552,890.00	661,590.00	974,050.00	1,652,350.00	1,401,750.00	968,950.00	748,100.00	62,050.00	
Budget	155,000.00	525,000.00	484,760.00	535,000.00	550,600.00	908,000.00	908,000.00	1,371,750.00	1,478,250.00	821,250.00	810,000.00	
Revised Budget												
Surplus/(Deficit)	292,340.00	(13,390.00)	188,280.00	17,890.00	110,990.00	66,050.00	744,350.00	30,000.00	(509,300.00)	(73,150.00)	(747,950.00)	(4,200.00)

*Revenue includes US Marshalls

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2025 Transfer/Revenue Report - January

YEAR PER REF#	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025 1 2025-001	Capital Projects	55197000	53000	51509	CAPITAL EXPENDITURES	250,000.00	D	2025-001
2025 1 2025-001	Capital Projects	55197000	427112	51509	USE OF CAPITAL PROJECT RESERVE	250,000.00	C	2025-001
2025 1 2025-002	Capital Projects	55197000	53000	52501	CAPITAL EXPENDITURES	250,000.00	D	2025-002
2025 1 2025-002	Capital Projects	55197000	428601	52501	TRANSFER FROM OTHER FUND	250,000.00	C	2025-002
2025 1 2025-003	Capital Projects	55197000	53000	52502	CAPITAL EXPENDITURES	800,000.00	D	2025-003
2025 1 2025-003	Capital Projects	55197000	428601	52502	TRANSFER FROM OTHER FUND	400,000.00	C	2025-003
2025 1 2025-003	Capital Projects	55197000	435911	52502	STATE AID HWY CAP PROJ	400,000.00	C	2025-003
2025 1 2025-004	Capital Projects	55197000	53000	52503	CAPITAL EXPENDITURES	200,000.00	D	2025-004
2025 1 2025-004	Capital Projects	55197000	428601	52503	TRANSFER FROM OTHER FUND	200,000.00	C	2025-004
2025 1 2025-005	Capital Projects	55197000	53000	52504	CAPITAL EXPENDITURES	100,000.00	D	2025-005
2025 1 2025-005	Capital Projects	55197000	428601	52504	TRANSFER FROM OTHER FUND	100,000.00	C	2025-005
2025 1 2025-006	Capital Projects	56989000	53000	52505	CAPITAL EXPENDITURES	50,000.00	D	2025-006
2025 1 2025-006	Capital Projects	56989000	428601	52505	TRANSFER FROM OTHER FUND	50,000.00	C	2025-006

YEAR PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT	
2025	1	2025-007	Capital Projects	55197000	428601	52506	TRANSFER FROM OTHER FUND	650,000.00	C	2025-007
2025	1	2025-007	Capital Projects	55197000	53000	52506	CAPITAL EXPENDITURES	650,000.00	D	2025-007
2025	1	2025-008	Capital Projects	55197000	428601	52507	TRANSFER FROM OTHER FUND	500,000.00	C	2025-008
2025	1	2025-008	Capital Projects	55197000	53000	52507	CAPITAL EXPENDITURES	500,000.00	D	2025-008
2025	1	2025-009	Capital Projects	55197000	428601	52508	TRANSFER FROM OTHER FUND	500,000.00	C	2025-009
2025	1	2025-009	Capital Projects	55197000	53000	52508	CAPITAL EXPENDITURES	500,000.00	D	2025-009
2025	1	2025-010	Capital Projects	55197000	428601	52509	TRANSFER FROM OTHER FUND	500,000.00	C	2025-010
2025	1	2025-010	Capital Projects	55197000	53000	52509	CAPITAL EXPENDITURES	500,000.00	D	2025-010
2025	1	2025-011	Capital Projects	55197000	428601	52510	TRANSFER FROM OTHER FUND	125,000.00	C	2025-011
2025	1	2025-011	Capital Projects	55197000	53000	52510	CAPITAL EXPENDITURES	125,000.00	D	2025-011
2025	1	2025-012	Capital Projects	55197000	428601	52511	TRANSFER FROM OTHER FUND	350,000.00	C	2025-012
2025	1	2025-012	Capital Projects	55197000	53000	52511	CAPITAL EXPENDITURES	350,000.00	D	2025-012
2025	1	2025-013	Capital Projects	55197000	428601	52512	TRANSFER FROM OTHER FUND	1,000,000.00	C	2025-013
2025	1	2025-013	Capital Projects	55197000	53000	52512	CAPITAL EXPENDITURES	1,000,000.00	D	2025-013

YEAR PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT	
2025	1	2025-014	Capital Projects	55112000	435011	52513	STATE AID CONSOLIDATED HWY AID	1,200,000.00	C	2025-014
2025	1	2025-014	Capital Projects	55112000	53000	52513	CAPITAL EXPENDITURES	1,200,000.00	D	2025-014
2025	1	2025-017	Capital Projects	55997000	53000	52514	CAPITAL EXPENDITURES	1,200,000.00	D	2025-017
2025	1	2025-017	Capital Projects	55997000	428601	52514	TRANSFER FROM OTHER FUND	120,000.00	C	2025-017
2025	1	2025-017	Capital Projects	55997000	435970	52514	ST AID SECTION 5307	120,000.00	C	2025-017
2025	1	2025-017	Capital Projects	55997000	445970	52514	FED AID SECTION 5307	960,000.00	C	2025-017
2025	1	2025-020	Capital Projects	55197000	52660	52515	HIGHWAY AND STREET EQUIPMENT	700,000.00	D	2025-020
2025	1	2025-020	Capital Projects	55197000	52660	52515	HIGHWAY AND STREET EQUIPMENT	700,000.00	D	2025-020
2025	1	2025-020	Capital Projects	55197000	428601	52515	TRANSFER FROM OTHER FUND	700,000.00	C	2025-020
2025	1	2025-020	Capital Projects	55197000	428601	52515	TRANSFER FROM OTHER FUND	700,000.00	C	2025-020
2025	1	2025-020	Capital Projects	55197000	428601	52515	TRANSFER FROM OTHER FUND	700,000.00	C	2025-020
2025	1	2025-020	Capital Projects	55197000	428601	52515	TRANSFER FROM OTHER FUND	700,000.00	C	2025-020
2025	1	2025-005	DSS Overhead	10120000	54210		VEHICLE LEASING/RENTAL	9,000.00	C	REALLOCATE VEHICLE LEASE FUNDS
2025	1	2025-005	DSS Admin	10102000	54210		VEHICLE LEASING/RENTAL	9,000.00	D	REALLOCATE VEHICLE LEASE FUNDS
2025	1	2025-006	Health - Community Health Assessment Fed	26401001	54782	10066	SOFTWARE ACCESSORIES	225.00	D	ALCHEMER COST INCREASE
2025	1	2025-006	Health - Community Health Assessment Fed	26401001	51093	10066	OVERTIME	225.00	C	ALCHEMER COST INCREASE

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025 1 25T007	Legislature	10101001	52130		COMPUTER EQUIPMENT	764.00	D	PURCHASE 5 DESKTOP CPU'S
2025 1 25T007	Legislature	10101001	54989		MISCELLANEOUS	764.00	C	PURCHASE 5 DESKTOP CPU'S
2025 1 25T008	OSR	10677900	54370		AUTOMOTIVE	1,760.26	C	ADJUST PER QUOTE
2025 1 25T008	OSR	10677900	52650		MOTOR VEHICLES	1,760.26	D	ADJUST PER QUOTE
2025 1 25T009	Tilly Foster	10084000	52170		KITCHEN EQUIPMENT	1,215.00	D	TO PURCHASE WORKTABLE W/SINK
2025 1 25T009	Tilly Foster	10084000	54410		SUPPLIES AND MAT	1,215.00	C	TO PURCHASE WORKTABLE W/SINK
2025 1 25T010	Health - Community Health Assessment Fed	26401001	54782	10066	SOFTWARE ACCESSORIES	225.00	C	CORRECT BUDGET LINE
2025 1 25T010	Health - Community Health Assessment Fed	26401001	54783	10066	LICENSING SOFTWARE	225.00	D	CORRECT BUDGET LINE
2025 1 25T011	Real Property	10135500	54680		DATA PROCESSING	100.00	C	ASSESSOR ASSOC DUES
2025 1 25T011	Real Property	10135500	54313		BOOKS AND SUPPLEMENTS	100.00	D	ASSESSOR ASSOC DUES
2025 1 25T012	Probation	10314000	54445		LAB ANALYSIS	2,000.00	C	LANGUAGE LINE SERVICES
2025 1 25T012	Probation	10314000	54634		TELEPHONE	2,000.00	D	LANGUAGE LINE SERVICES
2025 1 25T013	Probation	10314000	51094		TEMPORARY	15,000.00	D	TEMPORARY
2025 1 25T013	Probation	10314000	54445		LAB ANALYSIS	15,000.00	C	TEMPORARY

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025 1 25T014	BCI	32311000	54162		SIGNS	405.00	D	DRONE TARGETS FOR FARO EQUIPT
2025 1 25T014	BCI	32311000	54312		PHOTO SUPPLIES	405.00	C	DRONE TARGETS FOR FARO EQUIPT
2025 1 25T016	Sheriff - Patrol Marine	17003000	54710		MAINT AND REPAIRS	3,393.00	C	CVR. SHORTAGE FOR BOAT PURCHAS
2025 1 25T016	Sheriff - Patrol Marine	17003000	52650		MOTOR VEHICLES	3,393.00	D	CVR. SHORTAGE FOR BOAT PURCHAS
2025 1 25T017	Historian	10751000	54311		PRINTING AND FORMS	2,125.00	D	FUNDS NEEDED FOR PRINTING BOOK
2025 1 25T017	Historian	10751000	51094		TEMPORARY	2,125.00	C	FUNDS NEEDED FOR PRINTING BOOK
2025 1 25T018	Preschool	10296000	54370		AUTOMOTIVE	27.00	D	2025 CAR WASHES
2025 1 25T018	Health - Nursing	11401000	54370		AUTOMOTIVE	27.00	D	2025 CAR WASHES
2025 1 25T018	Health - EHS	12401000	54989		MISCELLANEOUS	200.00	C	2025 CAR WASHES
2025 1 25T018	Preschool	10296000	54989		MISCELLANEOUS	27.00	C	2025 CAR WASHES
2025 1 25T018	Health - Nursing	11401000	54989		MISCELLANEOUS	27.00	C	2025 CAR WASHES
2025 1 25T018	Health - EHS	12401000	54370		AUTOMOTIVE	200.00	D	2025 CAR WASHES
2025 1 25T019	Sheriff - Police Traffic Services	17311002	52180	10023	OTHER EQUIPMENT	700.00	C	2025 NYS CH PASS SFTY CONF
2025 1 25T019	Sheriff - Police Traffic Services	17311002	54640	10023	EDUCATION AND TRAINING	700.00	D	2025 NYS CH PASS SFTY CONF

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025 1 25T020	Highway Road Machinery	10513000	54300		MISC SUPPLIES	1,000.00	D	COVER MATS FOR 2025
2025 1 25T020	Highway Road Machinery	10513000	54370		AUTOMOTIVE	1,000.00	C	COVER MATS FOR 2025
2025 1 25T022	Health Admin	10401000	54646		CONTRACTS	130.00	D	DATAGEN TRAVEL EXPENSES
2025 1 25T022	Health Admin	10401000	54310		OFFICE SUPPLIES	130.00	C	DATAGEN TRAVEL EXPENSES
2025 1 25T023	Health - EHS	12401000	54320		FOOD	350.00	C	PURCHASE FOOD SAFETY MAGNETS
2025 1 25T023	Health - EHS	12401000	54329		PROMOTIONAL MATERIALS	350.00	D	PURCHASE FOOD SAFETY MAGNETS
2025 1 25T024	Tourism	10641000	54664		ADVERTISING	3,000.00	D	PROMO. OF YTH BUSINESS MARKET
2025 1 25T024	Tourism	10641000	54989		MISCELLANEOUS	3,000.00	C	PROMO. OF YTH BUSINESS MARKET
2025 1 25T025	Finance	10131000	54385		UNIFORMS	565.00	D	UNIFORMS
2025 1 25T025	Finance	10131000	54646		CONTRACTS	565.00	C	UNIFORMS
2025 1 25T026	EMS Indian Point	10014000	54640		EDUCATION AND TRAINING	1,014.00	C	2025 PRICE INCREASE
2025 1 25T026	EMS Indian Point	10014000	54783		LICENSING SOFTWARE	1,014.00	D	2025 PRICE INCREASE
2025 1 25T027	Highway Facilities	10511100	54647		SUB CONTRACTORS	1,380.00	C	TO PROPERLY ALLOCATE PEST EXP
2025 1 25T027	Tilly Foster	10084000	54989	10137	MISCELLANEOUS	1,380.00	D	TO PROPERLY ALLOCATE PEST EXP

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025 1 25T028	Golf	10085000	52680		OTHER EQUIPMENT	3,412.00	C	TO PROPERLY ALLOCATE EQUIP
2025 1 25T028	Golf	10085000	52140		AUDIO VISUAL EQUIPMENT	3,412.00	D	TO PROPERLY ALLOCATE EQUIP
2025 1 25T030	Highway Facilities	10511100	54410		SUPPLIES AND MAT	289.99	C	COVER NEW CHAIR
2025 1 25T030	Highway Admin	10149000	52110		FURNITURE AND FURNISHINGS	289.99	D	COVER NEW CHAIR
2025 1 25T031	Real Property	10135500	52110		FURNITURE AND FURNISHINGS	120.00	D	DESK CHAIR FOR NEW EMPLOYEE
2025 1 25T031	Real Property	10135500	54680		DATA PROCESSING	120.00	C	DESK CHAIR FOR NEW EMPLOYEE
2025 1 DSS GRANTS	TANF	10061000	54647		SUB CONTRACTORS	25,000.00	D	NON-RES DOMESTIC VIOLENCE
2025 1 DSS GRANTS	OEOB Crime Victims	22071000	54646		CONTRACTS	13,751.86	D	FY22 VICTIM ASSISTANCE GRANT R
2025 1 DSS GRANTS	TANF	10061000	446123		TANF	25,000.00	C	NON-RES DOMESTIC VIOLENCE
2025 1 DSS GRANTS	OEOB Crime Victims	22071000	446131		CRIME VICTIMS BOARD	13,751.86	C	FY22 VICTIM ASSISTANCE GRANT R
2025 1 PEER2PEE R	Veterans Services	10651000	437895	10105	ST AID VETERANS PEER TO PEER P	5,712.72	C	2024-25 PEER TO PEER GRANT ROL
2025 1 PEER2PEE R	Veterans Services	10651000	54646	10105	CONTRACTS	5,712.72	D	2024-25 PEER TO PEER GRANT ROL
2025 1 RH#25/25	Jail Food	10010000	51000		PERSONNEL SERVICES	12,494.00	D	PCSEA RATIFICATION
2025 1 RH#25/25	Contingency	10199000	54980		CONTINGENCY	328,170.00	C	PCSEA RATIFICATION

YEAR PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	1 R#25/25	BCI	32311000	58002		SOCIAL SECURITY	835.00	D	PCSEA RATIFICATION
2025	1 R#25/25	BCI	32311000	51000		PERSONNEL SERVICES	10,924.00	D	PCSEA RATIFICATION
2025	1 R#25/25	Sheriff - Patrol	17311000	58002		SOCIAL SECURITY	280.00	D	PCSEA RATIFICATION
2025	1 R#25/25	Sheriff - Patrol	17311000	51000		PERSONNEL SERVICES	3,658.00	D	PCSEA RATIFICATION
2025	1 R#25/25	Sheriff - Civil	15311000	58002		SOCIAL SECURITY	525.00	D	PCSEA RATIFICATION
2025	1 R#25/25	Sheriff - Civil	15311000	51000		PERSONNEL SERVICES	6,869.00	D	PCSEA RATIFICATION
2025	1 R#25/25	Corrections	10315000	58002		SOCIAL SECURITY	20,725.00	D	PCSEA RATIFICATION
2025	1 R#25/25	Corrections	10315000	51000		PERSONNEL SERVICES	270,905.00	D	PCSEA RATIFICATION
2025	1 R#25/25	Jail Food	10010000	58002		SOCIAL SECURITY	955.00	D	PCSEA RATIFICATION
2025	1 R#26/25	Mental Health Legal	10431000	58001		STATE RETIREMENT	442.00	C	SPOA COORDINATOR
2025	1 R#26/25	Mental Health Legal	10431000	51000		PERSONNEL SERVICES	5,018.00	C	SPOA COORDINATOR
2025	1 R#26/25	Mental Health Legal	10033000	58002		SOCIAL SECURITY	233.00	C	SPOA COORDINATOR
2025	1 R#26/25	Mental Health Legal	10033000	58001		STATE RETIREMENT	268.00	C	SPOA COORDINATOR
2025	1 R#26/25	Mental Health Legal	10033000	51000		PERSONNEL SERVICES	3,046.00	C	SPOA COORDINATOR

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025 1 R#26/25	Mental Health Legal	10033000	58002		SOCIAL SECURITY	617.00	D	SPOA COORDINATOR
2025 1 R#26/25	Mental Health Legal	10033000	58001		STATE RETIREMENT	710.00	D	SPOA COORDINATOR
2025 1 R#26/25	Mental Health Legal	10033000	51094		TEMPORARY	8,064.00	D	SPOA COORDINATOR
2025 1 R#26/25	Mental Health Legal	10431000	58002		SOCIAL SECURITY	384.00	C	SPOA COORDINATOR
2025 1 R#27/25	IT	10168000	51000		PERSONNEL SERVICES	49,046.00	D	TRF ACCT CLERK 119 TO IT S 126
2025 1 R#27/25	IT	10168000	51000		PERSONNEL SERVICES	49,046.00	D	TRF ACCT CLERK 119 TO IT S 126
2025 1 R#28/25	Mental Health Legal	10431000	58002	10227	SOCIAL SECURITY	820.00	D	LOSS TEAM NY
2025 1 R#28/25	Mental Health Legal	10431000	43089P	10227	LOSS TEAMS	12,480.00	C	LOSS TEAM NY
2025 1 R#28/25	Mental Health Legal	10431000	51094	10227	TEMPORARY	10,717.00	D	LOSS TEAM NY
2025 1 R#28/25	Mental Health Legal	10431000	58001	10227	STATE RETIREMENT	943.00	D	LOSS TEAM NY
2025 1 R#29/25	Sheriff	10311000	58002		SOCIAL SECURITY	57.00	C	ADJ FICA FOR POS 311010103
2025 1 R#29/25	Sheriff	10311000	58002		SOCIAL SECURITY	57.00	C	ADJ FICA FOR POS 311010103
2025 1 R#29/25	Sheriff	10311000	58002		SOCIAL SECURITY	57.00	C	ADJ FICA FOR POS 311010128
2025 1 R#29/25	Contingency	10199000	54980		CONTINGENCY	9,660.00	D	ADJUST PERSONNEL
2025 1 R#29/25	Sheriff - Patrol	17311000	58002		SOCIAL SECURITY	84.00	D	ADJ FICA FOR POS 311017149

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025 1 R#29/25	Sheriff - Patrol	17311000	51000		PERSONNEL SERVICES	1,105.00	D	ADJUST POSITION 311017149
2025 1 R#29/25	Personnel	10143000	58002		SOCIAL SECURITY	296.00	C	ADJ FICA FOR POS 143010105
2025 1 R#29/25	Corrections	10315000	58002		SOCIAL SECURITY	64.00	C	ADJ FICA FOR POS 315010109
2025 1 R#29/25	Sheriff	10311000	58002		SOCIAL SECURITY	60.00	C	ADJ FICA FOR POS 311010102
2025 1 R#29/25	Corrections	10315000	51000		PERSONNEL SERVICES	837.00	C	ADJUST POSITION 315010109
2025 1 R#29/25	Corrections	10315000	51000		PERSONNEL SERVICES	837.00	C	ADJUST POSITION 315010106
2025 1 R#29/25	Sheriff	10311000	51000		PERSONNEL SERVICES	788.00	C	ADJUST POSITION 311010102
2025 1 R#29/25	Sheriff	10311000	58002		SOCIAL SECURITY	57.00	C	ADJ FICA FOR POS 311010114
2025 1 R#29/25	Sheriff	10311000	51000		PERSONNEL SERVICES	749.00	C	ADJUST POSITION 311010103
2025 1 R#29/25	Sheriff	10311000	51000		PERSONNEL SERVICES	749.00	C	ADJUST POSITION 311010114
2025 1 R#29/25	Corrections	10315000	58002		SOCIAL SECURITY	64.00	C	ADJ FICA FOR POS 315010106
2025 1 R#29/25	Corrections	10315000	58002		SOCIAL SECURITY	57.00	C	ADJ FICA FOR POS 315010101
2025 1 R#29/25	Sheriff	10311000	51000		PERSONNEL SERVICES	749.00	C	ADJUST POSITION 315010101
2025 1 R#29/25	Sheriff	10311000	51000		PERSONNEL SERVICES	749.00	C	ADJUST POSITION 311010128

YEAR PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT	
2025	1 R#29/25	Corrections	10315000	58002		SOCIAL SECURITY	57.00	C	ADJ FICA FOR POS 311010127	
2025	1 R#29/25	Sheriff	10311000	51000		PERSONNEL SERVICES	749.00	C	ADJUST POSITION 311010127	
2025	1 R#29/25	Personnel	10143000	51000		PERSONNEL SERVICES	3,873.00	C	ADJUST POSITION 143010105	
							Debits			
							9,577,827.83			
							Credits			
							9,577,827.83			

#3e

2025 Contingency Report

		2,494,060.00
<u>Beginning Balance 1/1/25</u>		
Res29	Adjust personnel services to proper amounts	9,660.00
Res41	Reclass -Deputy Sheriff 1st Sgt.	7,037.00
25A005	Health department Personnel changes	56,245.00
Subtotal General Contingency		<u>\$ 2,567,002.00</u>
Deductions:		
Res25	PCSEA ratification	(328,170.00)
		<u>(328,170.00)</u>
Total		<u>\$ 2,238,832.00</u>
<u>Proposed Deductions:</u>		
25T032	CSEA Ratification	(1,550,803.00)
25A018	East Branch Rd Pin 8763.60	(30,579.00)
25A019	Peekskill Hollow Rd Pin 8763.61	(29,437.00)
		<u>(1,610,819.00)</u>
Pending Balance 2/19/25		<u><u>\$628,013.00</u></u>

Note:
R= resolution
A= proposed budgetary amendment

2025 Subcontingency Report

4981- Subcontingency (Health)

Beginning Balance 1/1/25 **\$ 110,000.00**

Subtotal Subcontingency **\$ 110,000.00**

Deductions:

Total 0.00
\$ 110,000.00

Proposed Deductions:

25A005 New Medical Consultant **(110,000.00)**

Pending Balance 2/19/25 (110,000.00)

\$0.00

Note:

R= resolution

A= proposed budgetary amendment

2025 Subcontingency Report

4985- Maintenance & Repairs

Beginning Balance 1/1/25 \$ 45,000.00

Subtotal Subcontingency \$ 45,000.00

Deductions:

25LT01 normal maintenance -nails, paint, plumbing supplies- Tilly (10,000.00)

25LT02 normal maintenance -nails, paint, plumbing supplies- Park (10,000.00)

Total (20,000.00)
\$ 25,000.00

Proposed Deductions:

Pending Balance 2/19/25 \$25,000.00

Note:

R= resolution

A= proposed budgetary amendment

2025 Subcontingency Report

4987- Subcontingency (Nursing, BES)

Beginning Balance 1/1/25 **\$ 78,060.00**

Subtotal Subcontingency **\$ 78,060.00**

Deductions:

Total 0.00
\$ 78,060.00

Proposed Deductions:

Pending Balance 2/19/25 0.00
\$ 78,060.00

Note:

R= resolution

A= proposed budgetary amendment

2025 Subcontingency Report

4993- Subcontingency (Cty Exec COLA)

Beginning Balance 1/1/25 \$ 5,211.00

Subtotal Subcontingency \$ 5,211.00

Deductions:

Total 0.00
\$ 5,211.00

Proposed Deductions:

Pending Balance 2/19/25 \$5,211.00

Note:

R= resolution

A= proposed budgetary amendment

2025 Subcontingency Report

4996- Subcontingency (Outside Agencies)

Beginning Balance 1/1/25 **\$ 71,893.00**

Subtotal Subcontingency **\$ 71,893.00**

Deductions:

Total 0.00
\$ 71,893.00

Proposed Deductions:

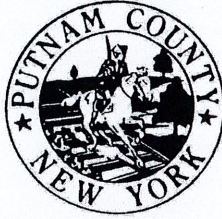
Pending Balance 2/19/25 **\$71,893.00**

Note:

R= resolution

A= proposed budgetary amendment

#4a



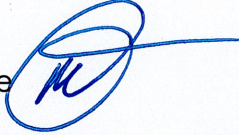
MICHAEL LEWIS
COMMISSIONER OF FINANCE

KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

DEPARTMENT OF FINANCE

MEMORANDUM

2025 FEB 11 PM 2:02
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

TO: Diane Schonfeld, Legislative Clerk
DATE: February 11, 2025
FROM: Michael J. Lewis, Commissioner of Finance 
SUBJECT: **Overtime/Temporary Help Recap for Audit and Administrative Committee Meeting**

Please include the attached report in the Audit and Administrative Committee Agenda for its next meeting.

Enclosure

Overtime Temporary - RECAP - 2025

As of Date: February 10, 2025

Org Description	Org	Object	Project	Acct. Description	2024 Actual	2025 Original Budget	2025 Revised Budget	2025 Actual	2025 Distributed Budget	2025 Available	2025 Percent
Capital Projects - Interop. Public	53097000	51094	51601	TEMPORARY	33,626.25	0.00	0.00	8,377.50	0.00	(8,377.50)	100.00%
DPW - County Snow	10514200	51093		OVERTIME	231,909.52	276,000.00	276,000.00	85,178.77	23,000.00	190,821.23	30.86%
Emergency Services - Dispatch	13398900	51093		OVERTIME	319,117.22	200,000.00	200,000.00	37,832.69	16,666.67	162,167.31	18.92%
Emergency Services - EMS	14398900	51094		TEMPORARY	18,377.75	25,000.00	25,000.00	4,428.00	2,083.33	20,572.00	17.71%
Health - ATUPA	12023000	51094		TEMPORARY	439.95	1,200.00	1,200.00	187.00	100.00	1,013.00	15.58%
Health - ATUPA	12023000	51093		OVERTIME	2,484.56	7,000.00	7,000.00	1,510.63	583.33	5,489.37	21.58%
Mental Health	10431000	51094		TEMPORARY	19,354.02	0.00	0.00	690.04	0.00	(690.04)	100.00%
Probation	10314000	51094		TEMPORARY	8,697.20	3,000.00	18,000.00	2,982.14	1,500.00	15,017.86	16.57%
Real Property	10135500	51094		TEMPORARY	1,361.25	0.00	0.00	1,406.25	0.00	(1,406.25)	100.00%
Sheriff - Communications	13311000	51094	10218	TEMPORARY	3,105.00	0.00	0.00	3,045.00	0.00	(3,045.00)	100.00%

MICHAEL J. LEWIS
Commissioner of Finance



cc: all
Rules
A+A

Reso #4b

SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*
RE: **Budgetary Transfer – 24A135**
DATE: January 21, 2025

At the request of the County Attorney, the following budgetary transfer is recommended.

Increase Appropriations:

10142000 54125 Legal Services \$ 150,000

Increase Estimated Revenues:

10131000 424011 Interest and Earnings \$ 150,000

Fiscal Impact - 2024 - \$ 0

Fiscal Impact - 2025 - \$ 0

This Resolution is recommended to cover anticipated legal services through the end of the year. Please refer to the attached documentation

2025 JAN 22 AM 9:53
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

TO: Commissioner of Finance

FROM: C. Compton Spain
County Attorney

DEPT: Law

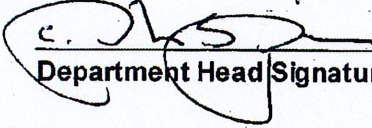
DATE: January 21, 2025

I hereby request approval for the following transfer of funds:

<u>FROM ACCOUNT# /NAME</u>	<u>TO ACCOUNT# /NAME</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
10131000 424011 Interest & Earnings	10142000 54125 Legal Services	\$150,000.00	To cover outstanding legal services invoices Attached and ones not yet received for The remainder of 2024

2024 Fiscal Impact \$ 150,000

2025 Fiscal Impact \$ 0


 Department Head Signature/Designee 1/21/25
 Date

AUTHORIZATION: (Electronic signatures)

Date _____ Commissioner of Finance/Designee: Initiated 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

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

Edward Gordon

From: Jennifer Nygard
Sent: Friday, February 7, 2025 11:31 AM
To: Edward Gordon
Subject: From Chairwoman Sayegh To County Attorney Spain - Legal Services Invoices
Attachments: Fund Transfer Back Up 2.7.25.pdf

Good afternoon. Attached is a corrected copy of the backup for the fund transfer to be presented before the Full Legislature this month. The "additional pages not included in the original packet" were sent to me by Murtagh, Cossu, Venditti & Castro-Blanco, LLP at my request as although they were not included in their original invoice, they are required by the Audit Department in order to pay an invoice. I added them to the invoice as I was preparing for the Accounts Payable deadline of January 24th and then, in turn, included them in the "clearer" copy I was preparing for your office.

Please let me know if you have any further questions. Thank you.

May your troubles be less, and your blessings be more, and nothing but happiness come through your door 😊



Jennifer Nygard

Paralegal • Putnam County Department of Law

PHONE | 845.808.1150 Ext. 49400 • WEBSITE | PUTNAMCOUNTYNY.COM

PUTNAM COUNTY GOVERNMENT NEW YORK

"Empowering Putnam County through dedicated service."

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From: Edward Gordon <Edward.Gordon@putnamcountyny.gov>
Sent: Wednesday, February 5, 2025 2:41 PM
To: Jennifer Nygard <Jennifer.Nygard@putnamcountyny.gov>
Subject: RE: From Chairwoman Sayegh To County Attorney Spain - Legal Services Invoices

Hi Jen,

Attached is what we received on the 29th and 22nd respectively.

Thank you.

Ed Gordon
Administrative Assistant
Putnam County Legislature

Phone: (845) 808-1020 Ex: 49386
Fax (845) 808-1933

From: Jennifer Nygard <Jennifer.Nygard@putnamcountyny.gov>
Sent: Wednesday, February 5, 2025 2:11 PM
To: Edward Gordon <Edward.Gordon@putnamcountyny.gov>
Subject: RE: From Chairwoman Sayegh To County Attorney Spain - Legal Services Invoices

Hi Ed. Can you please email me the legal services invoices Ms. Sayegh is referring to. Thank you.

May your troubles be less, and your blessings be more, and nothing but happiness come through your door 😊



Jennifer Nygard

Paralegal • Putnam County Department of Law
PHONE | 845.808.1150 Ext. 49400 • WEBSITE | PUTNAMCOUNTYNY.COM
PUTNAM COUNTY GOVERNMENT NEW YORK
"Empowering Putnam County through dedicated service."

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From: Edward Gordon <Edward.Gordon@putnamcountyny.gov>
Sent: Wednesday, February 5, 2025 1:35 PM
To: Compton Spain <Compton.Spain@putnamcountyny.gov>
Cc: Theresa Votano <Theresa.Votano@putnamcountyny.gov>; Jennifer Nygard <Jennifer.Nygard@putnamcountyny.gov>
Subject: From Chairwoman Sayegh To County Attorney Spain - Legal Services Invoices

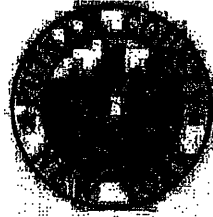
County Attorney Spain,

Please see the attached memorandum from Chairwoman Sayegh.

Thank you.

Ed Gordon
Administrative Assistant
Putnam County Legislature
Phone: (845) 808-1020 Ex: 49386
Fax (845) 808-1933

MICHAEL J. LEWIS
Commissioner of Finance



cc: all
Rules
A+A

Reso

SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: Budgetary Transfer – 24A135
DATE: January 21, 2025

At the request of the County Attorney, the following budgetary transfer is recommended.

Increase Appropriations:

10142000 54125 Legal Services \$ 150,000

Increase Estimated Revenues:

10131000 424011 Interest and Earnings \$ 150,000

Fiscal Impact - 2024 - \$ 0

Fiscal Impact - 2025 - \$ 0

This Resolution is recommended to cover anticipated legal services through the end of the year. Please refer to the attached documentation

2025 JAN 22 AM 9:53
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

TO: Commissioner of Finance

FROM: C. Compton Spain
County Attorney

DEPT: Law


DATE: January 21, 2025

I hereby request approval for the following transfer of funds:

<u>FROM ACCOUNT# /NAME</u>	<u>TO ACCOUNT# /NAME</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
10131000 424011 Interest & Earnings	10142000 54125 Legal Services	\$150,000.00	To cover outstanding legal services invoices Attached and ones not yet received for The remainder of 2024

2024 Fiscal Impact \$ 150,000

2025 Fiscal Impact \$ 0


 Department Head Signature/Designee 1/21/25
Date

AUTHORIZATION: (Electronic signatures)

Date _____ Commissioner of Finance/Designee: Initiated 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

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

Jennifer Nygard

From: Suzanne M. St. Pierre <SStPierre@rwgmlaw.com>
Sent: Tuesday, January 21, 2025 9:08 AM
To: Jennifer Nygard
Subject: FW: Invoices for 2024

PUTNAM COUNTY NOTICE

THIS EMAIL IS FROM AN EXTERNAL SENDER. Do not click any links or open attachments. Do not forward, you are not expecting this email or it seems suspicious in any way. RE: ST. RO. NYZ: provide your user ID or password to anyone for any reason.

Hi Jennifer,

Strike that previous email I sent you. I was including January 2025 in that previous total. The correct number is \$5,715.00. Sorry about that.

Thank you,
Suzanne

From: Suzanne M. St. Pierre
Sent: Tuesday, January 21, 2025 9:05 AM
To: 'Jennifer Nygard' <Jennifer.Nygard@putnamcountyny.gov>
Subject: RE: Invoices for 2024

Hi Jennifer,

Hope you had a great weekend. I have a total of \$6,800.00 in outgoing invoices. If you need anything else, let me know.

Regards,
Suzanne

Suzanne M. St. Pierre

Billing Manager
Roemer Wallens Gold & Mineaux LLP
13 Columbia Circle
Albany, NY 12203
Ph: (518) 464-1300 x. 327
Fax: (518) 464-1010
sstpierre@rwgmlaw.com

From: Jennifer Nygard <Jennifer.Nygard@putnamcountyny.gov>
Sent: Friday, January 17, 2025 4:54 PM

ANDREW W. NEGRO, ESQ.
3 High Meadow Lane
Brewster, New York 10509
(845) 598-3561 • anegroesq@gmail.com

INVOICE

BILLED TO: County of Putnam
c/o Putnam County Department of Law
48 Gleneida Avenue
Carmel, New York 10512

INVOICE DATE: December 31, 2024
INVOICE #: 009010

LEGAL MATTER:

FOIL Request Conflict of Interest Inquiry

DESCRIPTION OF SERVICES RENDERED:

9/27/24	Receive and review FOIL request and responsive documents in preparation of providing legal opinion:	.25 hours
10/5/24	Conduct legal research on State law and Putnam County Code in preparation of drafting legal memorandum:	1.50 hours
10/7/24	Draft legal opinion memorandum to County Attorney:	1.75 hours
TOTAL HOURS:		3.50 hours
HOURLY RATE:		\$250.00
TOTAL:		\$875.00

PLEASE PAY THIS AMOUNT \$875.00
Make check(s) payable to Andrew W. Negro

PAYMENT IS DUE UPON RECEIPT OF THIS INVOICE
THANK YOU FOR YOUR BUSINESS

ANDREW W. NEGRO, ESQ.
3 High Meadow Lane
Brewster, New York 10509
(845) 598-3561 • anegroesq@gmail.com

INVOICE

BILLED TO: County of Putnam
c/o Putnam County Department of Law
48 Gleneida Avenue
Carmel, New York 10512

INVOICE DATE: December 31, 2024
INVOICE #: 009011

LEGAL MATTER:

Philipstown Cel Tower Development Project

DESCRIPTION OF SERVICES RENDERED:

9/6/24	Discussion with Tom Lannon regarding status of project:	.25 hours
9/6/24	Review SEQRA lead agency resolution for Barbara Barosa and provide comments on same:	.25 hours
11/8/24	Review draft lease agreement with Town:	.50 hours

TOTAL HOURS:	1.0 hours
HOURLY RATE:	\$250.00
TOTAL:	\$250.00

PLEASE PAY THIS AMOUNT \$250.00
Make check(s) payable to Andrew W. Negro

PAYMENT IS DUE UPON RECEIPT OF THIS INVOICE
THANK YOU FOR YOUR BUSINESS

ANDREW W. NEGRO, ESQ.

3 High Meadow Lane
Brewster, New York 10509
(845) 598-3561 • anegroesq@gmail.com

INVOICE

BILLED TO: County of Putnam
c/o Putnam County Department of Law
48 Gleneida Avenue
Carmel, New York 10512

INVOICE DATE: December 31, 2024
INVOICE #: 009009

LEGAL MATTER:

Tilly Foster Farm WAC Easement Amendment

DESCRIPTION OF SERVICES RENDERED:

9/25/24	Draft Easement Amendment Request Submission for submission to WAC:	3.50 hours
9/30/24	Draft email to Chris Ruthven forwarding draft WAC submission:	.25 hours
9/30/24	Receive and review comments from Chris Ruthven on WAC submission and amend submission accordingly:	.25 hours
10/24/24	Draft email to Mike Morales forwarding draft WAC submission:	.25 hours
TOTAL HOURS:		4.25 hours
HOURLY RATE:		\$250.00
TOTAL:		\$1,062.50

PLEASE PAY THIS AMOUNT \$1,062.50
Make check(s) payable to Andrew W. Negro

PAYMENT IS DUE UPON RECEIPT OF THIS INVOICE
THANK YOU FOR YOUR BUSINESS

ANDREW W. NEGRO, ESQ.
3 High Meadow Lane
Brewster, New York 10509
(845) 598-3561 • anegroesq@gmail.com

INVOICE

BILLED TO: County of Putnam
c/o Putnam County Department of Law
48 Gleneida Avenue
Carmel, New York 10512

INVOICE DATE: December 31, 2024
INVOICE #: 009008

LEGAL MATTER:

Removal of Contaminated Parcels from Tax Roll

DESCRIPTION OF SERVICES RENDERED:

8/1/24	Receive and review FOIL response letter from NYSDEC on environmental issues Re: 131 Commerce Drive:	.25 hours
9/30/24	Conference call with Rich Williams Legislator Nacerino, Mike Lewis, Mike Dean, and potential purchasers of 131 Commerce Drive	.75 hours
10/28/24	Phone call with Mike Lewis and Mike Dean Re:	.25 hours
10/29/24	Review file on Fischer Cottage transaction	.75 hours
11/21/24	Phone conversation with William Shilling and Mike Lewis	.25 hours
12/9/24	Review offer letter from William Shilling	.25 hours
TOTAL HOURS:		2.50 hours
HOURLY RATE:		\$250.00
TOTAL:		\$625.00

PLEASE PAY THIS AMOUNT \$625.00
Make check(s) payable to Andrew W. Negro

PAYMENT IS DUE UPON RECEIPT OF THIS INVOICE
THANK YOU FOR YOUR BUSINESS

ANDREW W. NEGRO, ESQ.
3 High Meadow Lane
Brewster, New York 10509
(845) 598-3561 • anegroesq@gmail.com

INVOICE

BILLED TO: County of Putnam
c/o Putnam County Department of Law
48 Gleneida Avenue
Carmel, New York 10512

INVOICE DATE: December 31, 2024
INVOICE #: 009007

LEGAL MATTER:

Lease of Golf Course Parcel to Homeland Towers for Construction of Communications Tower

DESCRIPTION OF SERVICES RENDERED:

8/5/24	Phone discussion Tom Lannon to discuss lease edits:	.50 hours
8/9/24	Teams meeting with Tom Lannon and Vincent Xavier	.75 hours
9/12/24	Conduct further review of additional edits to lease provided by Homeland Towers:	.25 hours
10/7/24	Attend meeting with Homeland Tower representatives to finalize lease terms:	.75 hours
10/31/24	Receive and review email from Vincent Xavier Re: SHPO Submission:	.25 hours
11/4/24	Draft SEQRA lead agency intention reso for Planning Dept.:	.75 hours
11/4/24	Meeting with Tom Lannon, Barbara Barosa and Homeland Towers reps on Legislative approval process:	.75 hours
11/18/24	Receive and review email from Vincent Xavier	.25 hours
12/30/24	Receive and review draft letters	.25 hours
TOTAL HOURS:		4.50 hours
HOURLY RATE:		\$250.00
TOTAL:		\$1,125.00

PLEASE PAY THIS AMOUNT \$1,125.00
Make check(s) payable to Andrew W. Negro

PAYMENT IS DUE UPON RECEIPT OF THIS INVOICE
THANK YOU FOR YOUR BUSINESS

MURTAGH, COSSU, VENDITTI & CASTRO-BLANCO, LLP
ATTORNEYS AT LAW
222 BLOOMINGDALE ROAD, SUITE 202
WHITE PLAINS, NEW YORK 10605
(914) 288-9595 Fax (914) 288-0850

January 15, 2025

Putnam County Executive
48 Glencida Ave
Carmel Hamlet, NY 10512

In Reference To: Putnam - Counsel for County Executive

Invoice No.: 30710

Professional Services

		<u>Hours</u>	<u>Amount</u>
8/15/2024	JCB TC with client [REDACTED]	0.40	140.00
	JCB Review Putnam County Legislative Manual, rules, Article 15 of the Putnam County Charter, and Municipal Home Rule Laws. Reviewed case law.	2.70	945.00
8/22/2024	JCB Tc and emails [REDACTED]	0.20	70.00
8/26/2024	JCB TC and emails wt client	0.30	105.00
8/27/2024	JCB Review Rules Committee agenda and enactments TC wt client [REDACTED]	0.30	105.00
8/28/2024	JCB Research case law and statutes. Began drafting OTC, Petition, and organizing Exhibits	3.50	1,225.00
8/29/2024	JCB Edit draft OTC and Petition wt paralegal. Emails wt client. Receive and file executed agreement wt Putnam County N/C	0.80	280.00
8/30/2024	JCB Received and reviewed memo from Firriolo [REDACTED]	0.60	210.00
9/12/2024	JCB Reviewed Legislator Jonke's request for appointment of outside counsel. Reviewed proposed legislation. Reviewed Sept. 10 memo from Jonke to Crowley re: legislative authority. Research re: Same	1.70	595.00
9/16/2024	JCB Review Sept. 16 memo to CE and other officials. Review applicable statutes related to conclusions contained in memo. TCs wt client [REDACTED]	2.30	805.00
9/17/2024	JMM in office conference [REDACTED]	1.10	385.00

		<u>Hours</u>	<u>Amount</u>
9/17/2024	JCB in office conference [REDACTED]	1.10	385.00
9/18/2024	JCB Begin drafting Statement of Facts [REDACTED]	1.60	560.00
9/20/2024	JMM Meeting [REDACTED] w/ client	3.00	NO CHARGE
	JCB Meeting [REDACTED] w/ client	3.00	1,050.00
	JCB Travel - Meeting [REDACTED] w/ client (1.5hrs billed half rate @ \$200.00)	0.00	300.00
9/24/2024	JCB Reviewed amended proposed Charter change [REDACTED] and emails [REDACTED] TC wt client [REDACTED]		
10/1/2024	JCB Draft letters for client to Legislature [REDACTED]	1.00	350.00
10/3/2024	JCB Legal research re: Referenda and changes to authority of CE proposed in legislation.	2.00	700.00
10/7/2024	JCB [REDACTED] TC wt client [REDACTED] Review memo [REDACTED]. Review full agenda and attachments from 10/1/24/ Putnam meeting Review Sept 18, 2024 memo from Jonke to Byrne.	1.50	525.00
10/9/2024	JCB Preliminary draft of Facts [REDACTED] Emails [REDACTED] TC	1.20	420.00
10/10/2024	JMM teleconference [REDACTED]; continued drafting of motion papers for order to show cause	3.20	1,120.00
	JCB Telephone calls [REDACTED] Emails [REDACTED]	1.40	490.00
10/14/2024	JCB Reviewed 10/8/24 Rules Committee agenda and attachments.	0.30	105.00
10/17/2024	JCB Watched 10/8/24/ Rules Committee meeting video took notes re: same.	1.70	595.00
10/20/2024	JMM teleconference w/ Client [REDACTED]	1.60	560.00
	JCB Draft [REDACTED] statement [REDACTED] forward same to client [REDACTED]	2.50	875.00
10/21/2024	JMM multiple telephone calls w/ client; redraft statement	1.10	385.00

	<u>Hours</u>	<u>Amount</u>
10/22/2024 JMM review and edit [REDACTED]	1.00	350.00
JCB Continued edits [REDACTED]	0.40	140.00
10/24/2024 JCB Final edits [REDACTED]	0.40	140.00
10/28/2024 JMM Legal research and drafting of petition, order to show cause and affirmation of JCB	7.50	2,625.00
JCB Review letter re: local law # 215. Exchange drafts of Petition and memo wt JMM	2.50	875.00
10/29/2024 JMM Revise and recraft order to show cause, petition and affirmation; further legal research and review of documents	8.50	2,975.00
JCB Review & Edit OTC with JMM	1.50	525.00
For professional services rendered	62.70	\$21,195.00
Balance due		\$21,195.00

Please make checks payable to Murtagh, Cossu, Venditti & Castro-Blanco, LLP.

For your convenience, you can pay by credit card, on-line at:
<https://secure.lawpay.com/pages/murtagh-cossu-venditti-and-castro-blanco-llp/operating>

JCB

Professional Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
James Castro-Blanco	35.70	350.00	\$12,495.00
James Castro-Blanco	0.00	0.00	\$300.00
John M. Murtagh	24.00	350.00	\$8,400.00

MURTAGH, COSSU, VENDITTI & CASTRO-BLANCO, LLP
 ATTORNEYS AT LAW
 222 BLOOMINGDALE ROAD, SUITE 202
 WHITE PLAINS, NEW YORK 10605
 (914) 288-9595 Fax (914) 288-0850

January 15, 2025

Putnam County Executive
 48 Gleneida Ave
 Carmel Hamlet, NY 10512

In Reference To: Putnam - Counsel for County Executive
 Invoice No.: 30711

Professional Services

		<u>Hours</u>	<u>Amount</u>
11/1/2024	JMM Review file; legal research regarding Article 78 and declaratory judgment; begin drafting, supporting affidavits and affirmations; discuss w/ JCB	7.50	2,625.00
	JCB Multiple calls with client; Legal research; draft, supporting affidavits and affirmations; meeting with JMM;	6.50	2,275.00
11/4/2024	JMM Further legal research; teleconference w/ client; in office meeting w/ JCB; continued editing of complaint and supporting papers for Order to Show Cause	5.70	1,995.00
	JCB Legal research; Multiple calls with client [REDACTED]; In office meeting w/ JMM; continued editing of complaint and supporting papers for Order to Show Cause	4.00	1,400.00
11/5/2024	JMM Revise and redraft motion papers and petition; in office conference w/ JCB; teleconference w/client	4.40	1,540.00
	JCB Multiple teleconference w/client; Revise motion papers and complaint; in office conference w/ JMM	3.80	1,330.00
11/12/2024	JMM Edit and finalize papers; review w/ JCB	2.50	875.00
	JCB Meeting with JMM; Telephone calls with client	1.50	525.00
11/14/2024	JCB Research on Charter Section 304-A and related issues.	3.50	1,225.00
11/24/2024	JMM Revise drafts of motion papers	2.10	735.00
	JCB Multiple calls wt client [REDACTED]; Revise drafts of motion papers.	3.40	1,190.00
11/25/2024	JCB Meeting with Judge to review papers and secure TRO after Legislative Meeting with client to review status.	1.90	665.00

	<u>Hours</u>	<u>Amount</u>
11/25/2024 JCB Travel - Meeting [REDACTED] w/ client(1.5hrs billed half rate @ \$200.00)	0.00	300.00
11/26/2024 JCB file papers; Serve Board of Legislators & meet with client to discussed next steps.	2.70	945.00
JCB Travel - Meeting [REDACTED] w/ client(1.5hrs billed half rate @ \$200.00)	0.00	300.00
For professional services rendered	49.50	\$17,925.00
Previous balance		\$21,195.00
Balance due		<u>\$39,120.00</u>

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<https://secure.lawpay.com/pages/murtagh-cossu-venditti-and-castro-blanco-llp/operating>

JCB

Professional Summary			
<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
James Castro-Blanco	27.30	350.00	\$9,555.00
James Castro-Blanco	0.00	0.00	\$600.00
John M. Murtagh	22.20	350.00	\$7,770.00

MURTAGH, COSSU, VENDITTI & CASTRO-BLANCO, LLP
 ATTORNEYS AT LAW
 222 BLOOMINGDALE ROAD, SUITE 202
 WHITE PLAINS, NEW YORK 10605
 (914) 288-9595 Fax (914) 288-0850

January 15, 2025

Putnam County Executive
 48 Gleneida Ave
 Carmel Hamlet, NY 10512

In Reference To: Putnam - Counsel for County Executive
 Invoice No.: 30712

Professional Services

	<u>Hours</u>	<u>Amount</u>
12/3/2024 JCB Tcs wt client	0.20	70.00
12/4/2024 JCB Tc wt client [REDACTED]	0.80	280.00
12/8/2024 JCB Tc wt client [REDACTED]	1.00	350.00
12/9/2024 JMM Draft proposed petition and supporting papers for action against Board	8.20	2,870.00
12/10/2024 JMM review file; continued prep of Petition and supporting papers for filing w/ court	7.50	2,625.00
JCB TCs wt client. Research statutes and caselaw. Edits to Petition, Affirmation, Memo of Law and OTC.	5.20	1,820.00
JCB Watch Putnam Leg mtg. Tc wt client	0.50	175.00
JCB TC wt Client. Mtg wt JMM. Review and final edits to Petition, Affirmation, Memo of Law and OTC.	1.60	560.00
JMM Meeting w/ JCB	0.50	175.00
JCB Meeting w/ Judge. Answer questions re: OTC. OTC signed by Judge.	0.70	245.00
JCB Travel - (1.5hrs billed half rate @ \$200.00)	0.00	300.00
12/11/2024 JMM Teleconference w/ JCB and Attorney claiming to represent board	0.30	105.00
JCB Travel -1.5 hrs. @ ½rate (\$200 pr hr.) = \$300	0.00	300.00
JCB TC to Putnam Clerk re: filing. Meeting wt Putnam County Clerk re: filing of OTC and supporting papers. Review emails wt Reddiing. Calls wt Client; Tc JMM and Hollis	1.40	490.00

		<u>Price</u>	<u>Amount</u>
12/13/2024	JP FedEx - amex	\$38.94	38.94
12/16/2024	JP FedEx - amex	\$38.94	38.94
	JP FedEx - amex	\$47.36	47.36
	JP FedEx - amex	\$38.94	38.94
	JP FedEx - amex	\$38.94	38.94
	JP FedEx - amex	\$38.94	38.94
	JP FedEx - amex	\$38.94	38.94
	JP FedEx - amex	\$38.94	38.94
	JP FedEx - amex	\$38.94	38.94
	JP FedEx - amex	\$38.94	38.94
	JP FedEx - amex	\$38.94	38.94
	JP FedEx - amex	\$38.94	38.94
	JP FedEx - amex	\$38.94	38.94
	JP FedEx - amex	\$38.94	38.94
Total additional charges			\$1,154.34
Total amount of this bill			\$13,164.34
Previous balance			\$39,120.00
Balance due			\$52,284.34

Please make checks payable to Murtagh, Cossu, Venditti & Castro-Blanco, LLP.

*For your convenience, you can pay by credit card, on-line at:
<https://secure.lawpay.com/pages/murtagh-cossu-venditti-and-castro-blanco-llp/operating>*

JCB

Professional Summary

Name	Hours	Rate	Amount
James Castro-Blanco	14.20	350.00	\$4,970.00
James Castro-Blanco	0.00	0.00	\$600.00
John M. Murtagh	18.40	350.00	\$6,440.00

PUTNAM COUNTY CLERK
MICHAEL C. BARTOLOTTI
40 GLENEIDA AVENUE, ROOM 100
CARMEL, NEW YORK 10512
Phone # (845) 808-1142

✓

Receipt

Receipt Date: 12/11/2024 11:00:26 AM
RECEIPT # 2024151782

Recording Clerk: AG
Cash Drawer: CASH11
Rec'd Frm: JAMES CASTRO BLANCO
Rec'd In Person

02066/2024

Misc Fees
Motion / Cross Motion \$45.00

Receipt Summary
TOTAL RECEIPT: ----> \$45.00
TOTAL RECEIVED: ----> \$45.00

CASH BACK? ----> \$0.00

PAYMENTS
Cash -> \$45.00

*Disbursement
pd. 12/11/24*

*Re: Kevin Byrne ✓
Paul ~~John~~ Putnam
County
Regulatory*

PUTNAM COUNTY CLERK
 MICHAEL C. BARTOLOTTI
 40 GLENEIDA AVENUE, ROOM 100
 CARMEL, NEW YORK 10512
 Phone # (845) 808-1142

Receipt

Receipt Date: 11/26/2024 09:48:16 AM
 RECEIPT # 2024150873

Recording Clerk: VS
 Cash Drawer: CASH12
 Rec'd Frm: MURTAGH COSSU VENDITTI & AMP
 Rec'd In Person

Case#: 02066/2024
 DOC: CIVIL ACTION
 OR Party: KEVIN BYRNE
 EE Party: PAUL E JONKE

Recording Fees
 Index Number - State \$165.00
 Index Number - County \$25.00
 Records Management Court Fee - County \$1.00
 Records Management Court Fee - State \$4.75
 Cultural Ed Court \$14.25
 DOCUMENT TOTAL: ----> \$210.00

Docket for Case#: 02066/2024
 DOC: REQUEST FOR JUDICIAL INTERVENTION

Recording Fees
 RJJ \$95.00
 DOCUMENT TOTAL: ----> \$95.00

Docket for Case#: 02066/2024
 DOC: ORDER TO SHOW CAUSE

Recording Fees
 Motion / Cross Motion \$0.00
 DOCUMENT TOTAL: ----> \$0.00

Docket for Case#: 02066/2024
 DOC: AFFIRMATION IN SUPPORT

Recording Fees

No Fee Docket \$0.00

DOCUMENT TOTAL: ----> \$0.00

Receipt Summary:

Document Count: 4
 TOTAL RECEIPT: ----> \$305.00
 TOTAL RECEIVED: ----> \$305.00

CASH BACK: ----> \$0.00

PAYMENTS

Check # 1513 -> \$305.00
 MURTAGH COSSU VENDITTI & AMP

Detail Continued

◆ Pay Over Time activity

				Amount
11/27/24	WESTCHESTER CO 307 RCT FE WE	CLEVELAND		
11/27/24	WESTCHESTER CO 307 RCT FE WE	WHITE PLAINS	NY	
11/28/24	FEDEX - EXPRESS PUTNAM BOL 10512 TO: PUTNAM COUNTY BOARD OF LEGISLA NY FROM: J MURTAGH 10604 001 5LB AWB818155041838 FEDEX #1-800-622-1147	800-622-1147	TN	\$56.06 ◆
12/03/24	FEDEX MEMBER SERVICE IN 000000001 9143450795	ELMSFORD	NY	\$73.44 ◆
12/05/24	 +18777622974	INDIANAPOLIS	IN	\$103.99 ◆
12/09/24	 TRAVEL AGENCY	UNITED STATES		\$171.02 ◆
12/10/24	 TO: PUTNAM COUNTY LEGISLATURE NY FROM: J MURTAGH 10604 001 5LB AWB818155041838	800-622-1147	TN	
12/12/24	 LEGAL PUBLISH	800-833-9844	OH	\$306.82 ◆
12/13/24	FEDEX - EXPRESS PUTNAM COUNTY 10512 TO: PUTNAM COUNTY LEGISLATURE NY FROM: JOHN M MURTAGH 10604 001 1LB AWB818155041871 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/13/24	FEDEX - EXPRESS PUTNAM COUNTY 10512 TO: PUTNAM COUNTY LEGISLATURE NY FROM: JOHN M MURTAGH 10604 001 1LB AWB818155041860 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/13/24	FEDEX - EXPRESS PUTNAM COUNTY 10512 TO: COUTNY LEGISTALTUN NY FROM: JOHN M MURTAGH 10604 001 1LB AWB818155041882 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/13/24	FEDEX - EXPRESS PUTNAM COUNTY 10512 TO: PUTNAM COUNTY LEGISLATURE NY FROM: JOHN M MURTAGH 10604 001 1LB AWB818155041850 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/13/24	FEDEX - EXPRESS PUTNAM COUNTY 10512 TO: COUNTY LEGISLATURE NY FROM: JOHN M MURTAGH 10604 001 1LB AWB818155041919 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/13/24	FEDEX - EXPRESS PUTNAM COUNTY 10512 TO: COUNTY LEGISLATURE NY FROM: JOHN M MURTAGH 10604 001 1LB AWB818155041908 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆



Business Gold Rewards
GAINES NOVICK LLP
STEVEN H. GAINES
 Closing Date 12/27/24

RESUME

p. 5/9

Account Ending 9-17002

Detail Continued

◆ - Pay Over Time activity

				Amount
12/13/24	FEDEX - EXPRESS PUTNAM COUNTY 10512 TO: COUTNY LEGISLATOR NY FROM: JOHN M MURTAGH 10604 001 1LB AWB818155041893 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/13/24	FEDEX - EXPRESS PUTNAM COUNTY 10512 TO: PUTNAM COUNTY LEGIS LATURE NY FROM: JOHN M MURTARCH 10604 001 1LB AWB818155041621 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/13/24	FEDEX - EXPRESS PUTNAM COUNTY 10512 TO: PUTNAM COUNTY LEGISLATEURE NY FROM: JOHN M MURTAGH 10604 001 1LB AWB818155041632 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/14/24	AUDIO BOOKS	audible.com	NJ	\$14.95 ◆
12/16/24	EL SEGUNDO 888-403-1759	EL SEGUNDO	CA	\$405.08 ◆
12/16/24	FEDEX - EXPRESS PUTNAM 10512 TO: PUTNAM COUNTY LEGISCATURE NY FROM: J MURTAGH 10604 001 1LB AWB818155041724 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/16/24	FEDEX - EXPRESS PUTNER 10512 TO: PUTNAM COUNTY LEGISTRATION NY FROM: J MURTAGH 10604 001 2LB AWB818155041676 FEDEX #1-800-622-1147	800-622-1147	TN	\$47.36 ◆
12/16/24	FEDEX - EXPRESS PUTNAM 10512 TO: NYS SUPREME COURT NY FROM: J MURTAGH 10604 001 1LB AWB818155041643 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/16/24	FEDEX - EXPRESS PUTNAM 10512 TO: PUTNAM COUNTY LEGISTURE NY FROM: J MURTAGH 10604 001 1LB AWB818155041687 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/16/24	FEDEX - EXPRESS PUTNAM 10512 TO: PUTNAM COUNTY LEGISTRATURE NY FROM: J MURTAGH 10604 001 1LB AWB818155041702 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/16/24	FEDEX - EXPRESS PUTNAM 10512 TO: PUTNAM COUNTY LEGISTRIAON NY FROM: J MURTAGH 10604 001 1LB AWB818155041698 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆

000273 3/5

Detail Continued

◆ Pay Over Time activity

				Amount
12/16/24	FEDEX - EXPRESS PUTNAM 10512 TO: PUTNAM COUNTY LEGISLATURE NY FROM: J MURTAGH 10604 001 1LB AWB818155041654 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/16/24	FEDEX - EXPRESS PUTNAM 10512 TO: PUTNAM COUNTY LEGISLATURE NY FROM: J MURTAGH 10604 001 1LB AWB818155041713 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/16/24	FEDEX - EXPRESS PUTNAM 10512 TO: PUTNAM COUNTY LEGISLATURE NY FROM: J MURTAGH 10604 001 1LB AWB818155041665 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/16/24	FEDEX - EXPRESS PUTNAM 10512 TO: PUTNAM COUNTY LEGISLATURE NY FROM: J MURTAGH 10604 001 1LB AWB818155041735 FEDEX #1-800-622-1147	800-622-1147	TN	\$38.94 ◆
12/16/24	[REDACTED]	PLEASANTVILLE	NY	[REDACTED]
12/17/24	[REDACTED]	(941)234-0001	FL	[REDACTED]
12/17/24	[REDACTED]	SAN ANTONIO	TX	[REDACTED]
12/17/24	[REDACTED]	WALTHAM	MA	[REDACTED]
12/19/24	[REDACTED]	BRONX	NY	[REDACTED]
12/19/24	[REDACTED]	CLEVELAND	OH	[REDACTED]
12/23/24	[REDACTED]	NEW YORK	NY	[REDACTED]
12/23/24	[REDACTED]	CLEVELAND	OH	[REDACTED]
12/23/24	[REDACTED]	WHITE PLAINS	NY	[REDACTED]
12/23/24	[REDACTED]	NEW YORK	NY	\$65.00 ◆
12/23/24	[REDACTED]	BRONXVILLE	NY	[REDACTED]
12/24/24	[REDACTED]	800-446-8848	CA	[REDACTED]

Fees

	Amount
Total Fees for this Period	\$0.00



150 East 42nd Street | New York, NY 10017-5639 | 212.490.3000

December 5, 2024
Invoice No. 4154588
Page 1

PUTNAM COUNTY
Two-County Center
Carmel, NY 10512

Matter : Putnam County
Case Name : Putnam County re: Bankruptcy/Real Estate Matters
WEMED File Number : 03985.00001

FOR ALL PROFESSIONAL SERVICES RENDERED. IRS # 13-2679447

For Professional Services Rendered Through November 19, 2024	2,310.00
For Disbursements Incurred	.00
TOTAL	2,310.00

ATTORNEY SUMMARY

ATTORNEY	HOURS	RATE	AMOUNT
GROSS M J	4.30	300.00	1,290.00
LEDWIN M G	3.00	340.00	1,020.00
	7.30		2,310.00

Remittance Information

ACH Payment Instructions:

Account Name: Wilson Elser ACH; Account Number: 600761134; ABA Number: 021001088; Swift Code: MRMDUS33

HSBC Bank, USA, 452 Fifth Avenue, New York, NY 10018

Send payment details to ARcashreceipts@wilsonelser.com

Make check payable to Wilson, Elser, Moskowitz, Edelman & Dicker LLP

Please reference the invoice and file number and mail the check to Manager, Accounts Receivable

Wilson Elser, Accounting Department | 150 East 42nd Street | New York, NY 10017-5639



150 East 42nd Street | New York, NY 10017-5639 | 212.490.3000

PUTNAM COUNTY
WEMED File # :03985.00001
Invoice No.: 4154588

December 5, 2024
Page 2

ITEMIZED SERVICES BILL

DATE	ATTY	HOURS	AMOUNT	DESCRIPTION
10/28/24	MGL	2.50	850.00	Highland Group: Various correspondence with all counsel
11/13/24	MJG	1.50	450.00	Kaspar: Initial review of sale motion and prepare for upcoming appearance.
11/14/24	MGL	.50	170.00	Alexander Kaspar: Various correspondence with M. Gross and C. O'Connor
11/14/24	MJG	2.80	840.00	Kaspar: Court appearance for sale motion.
TOTAL				2,310.00
DISBURSEMENTS				
TOTAL DISBURSEMENTS				.00
TOTAL INVOICE				2,310.00

Remittance Information

ACH Payment Instructions:
Account Name: Wilson Elser ACH; Account Number: 600761134; ABA Number: 021001088; Swift Code: MRMDUS33
HSBC Bank, USA, 452 Fifth Avenue, New York, NY 10018
Send payment details to ARCashreceipts@wilsonelser.com

Make check payable to Wilson, Elser, Moskowitz, Edelman & Dicker LLP
Please reference the invoice and file number and mail the check to Manager, Accounts Receivable
Wilson Elser, Accounting Department | 150 East 42nd Street | New York, NY 10017-5639



150 East 42nd Street | New York, NY 10017-5639 | 212.490.3000

PUTNAM COUNTY
WEMED File # :03985.00001
Invoice No. 4154588

December 5, 2024
Page 3

ITEMIZED SERVICES BILL

PREVIOUS STATEMENT OUTSTANDING

INVOICE NUMBER	DATE	INVOICE AMOUNT	PAYMENTS AGAINST INVOICE	INVOICE BALANCE
4136580	11/13/24	270.00	.00	270.00
PRIOR BALANCE				270.00
BALANCE DUE				2,580.00

Remittance Information

ACH Payment Instructions:
Account Name: Wilson Elser ACH; Account Number: 600761134; ABA Number: 021001088; Swift Code: MRMDUS33
HSBC Bank, USA, 452 Fifth Avenue, New York, NY 10018
Send payment details to: ARCashreceipts@wilsonelser.com

Make check payable to Wilson, Elser, Moskowitz, Edelman & Dicker LLP
Please reference the invoice and file number and mail the check to Manager, Accounts Receivable
Wilson Elser, Accounting Department | 150 East 42nd Street | New York, NY 10017-5639



150 East 42nd Street | New York, NY 10017-5639 | 212.490.3000

January 13, 2025
Invoice No. 4171747
Page 1

PUTNAM COUNTY
Two County Center
Carmel, NY 10512

Matter : Putnam County
Case Name : Putnam County re: Bankruptcy/Real Estate Matters
WEMED File Number : 03985.00001

FOR ALL PROFESSIONAL SERVICES RENDERED IRS # 13-2679447

For Professional Services Rendered Through December 19, 2024	158.00
For Disbursements Incurred	.00
TOTAL	----- 158.00

ATTORNEY SUMMARY

ATTORNEY	HOURS	RATE	AMOUNT
GROSS M J	.30	300.00	90.00
LEDWIN M G	.20	340.00	68.00
	.50		158.00

Remittance Information

ACH Payment Instructions:
Account Name: Wilson Elser ACH; Account Number: 600761134; ABA Number: 021001088; Swift Code: MRMDUS33
HSBC Bank, USA, 452 Fifth Avenue, New York, NY 10018
Send payment details to ARCashreceipts@wilsonelser.com

Make check payable to **Wilson, Elser, Moskowitz, Edelman & Dicker LLP**
Please reference the invoice and file number and mail the check to Manager, Accounts Receivable
Wilson Elser, Accounting Department | 150 East 42nd Street | New York, NY 10017-5639



150 East 42nd Street | New York, NY 10017-5639 | 212.490.3000

PUTNAM COUNTY
WEMED File # : 03985.00001
Invoice No. 4171747

January 13, 2025
Page 2

ITEMIZED SERVICES BILL

DATE	ATTY HOURS	AMOUNT	DESCRIPTION
12/03/24	MGL .20	68.00	Highland Group: correspondence with J. Herodes confirming that sale has closed and county paid in full.
12/19/24	MJG .30	90.00	Tomlinson: Review updated docket
TOTAL			158.00
DISBURSEMENTS			
TOTAL DISBURSEMENTS			.00
TOTAL INVOICE			158.00

Remittance Information

ACH Payment Instructions:
Account Name: Wilson Elser ACH; Account Number: 600761134; ABA Number: 021001088; Swift Code: MRMDUS33
HSBC Bank, USA, 452 Fifth Avenue, New York, NY 10018
Send payment details to ARCashreceipts@wilsonelser.com

Make check payable to Wilson, Elser, Moskowitz, Edelman & Dicker LLP
Please reference the invoice and file number and mail the check to Manager, Accounts Receivable
Wilson Elser, Accounting Department | 150 East 42nd Street | New York, NY 10017-5639



WILSON ELSE, MOSKOWITZ, EDELMAN & DICKER, LLP

150 East 42nd Street | New York, NY 10017-5639 | 212.490.3000

PUTNAM COUNTY
WEMED File # :03985.00001
Invoice No. 4171747

January 13, 2025
Page 3

ITEMIZED SERVICES BILL

PREVIOUS STATEMENT OUTSTANDING

INVOICE NUMBER	DATE	INVOICE AMOUNT	PAYMENTS AGAINST INVOICE	INVOICE BALANCE
4154588	12/05/24	2,310.00	.00	2,310.00
PRIOR BALANCE				2,310.00
BALANCE DUE				2,468.00

Remittance Information

ACH Payment Instructions:

Account Name: Wilson Elser ACH; Account Number: 600761134; ABA Number: 021001088; Swift Code: MRMDUS33
HSBC Bank, USA, 452 Fifth Avenue, New York, NY 10018
Send payment details to ARCashreceipts@wilsonelser.com

Make check payable to **Wilson, Elser, Moskowitz, Edelman & Dicker LLP**
Please reference the invoice and file number and mail the check to Manager, Accounts Receivable
Wilson Elser, Accounting Department | 150 East 42nd Street | New York, NY 10017-5639



20 Corporate Woods Blvd
 Albany, NY 12211
 518-462-0300
 www.girvinlaw.com

C. Compton Spain
 Putnam County
 Department of Law
 48 Gleneida Ave
 Carmel, NY 10512

Statement Date: 01/08/2025
 Statement No. 9
 Account No. 16034.03 E

ORIGINAL ON FILE WITH LAW DEPARTMENT

Re: Disciplinary Matter - Employee

Balance Due from Prior Billings					\$7,125.00
			Rate	Hours	
12/02/2024	JEG	Telephone call with H.O.; Prep	250.00	0.60	150.00
12/03/2024	JEG	Conference; Prep	250.00	1.00	250.00
12/04/2024	JEG	Review NOD/file/emails; Prep	250.00	1.00	250.00
12/05/2024	JEG	Emails; Prep	250.00	1.40	350.00
12/06/2024	JEG	Telephone call with John C.; Telephone call with employee's union representative; Email from County; Email from H.O.	250.00	0.90	225.00
12/08/2024	JEG	Email from employee's attorney	250.00	0.20	50.00
12/09/2024	JEG	Telephone call with H.O.; Telephone call with union representative	250.00	0.80	200.00
12/13/2024	JEG	Telephone call with employee's union attorney; Email; Telephone call/Email with John C.; Prep	250.00	1.00	250.00
12/17/2024	JEG	Emails from union attorney re: conference call concerning selection of arbitrator; Prep	250.00	1.30	325.00
12/18/2024	JEG	Telephone call with John Cherico; Email from John; Telephone call with union attorney; Prep	250.00	1.60	400.00
12/19/2024	JEG	Telephone calls/emails with union attorney re: arbitrator and discipline matter	250.00	1.50	375.00
12/20/2024	JEG	Union attorney/arbitrator emails; Prep	250.00	1.30	325.00
12/23/2024	JEG	Telephone call with Adriene I.; Email from John C.; Email from union attorney; Review CBA	250.00	1.50	375.00
12/27/2024	JEG	Email John C. re: alternate disciplinary procedure; Email from NYSUT attorney re: hearing dates; Prep	250.00	1.50	375.00
12/30/2024	JEG	Telephone call with John C.; Emails re: hearing dates and notice to			

employee of separation; Prep

Rate	Hours	
250.00	1.90	475.00
	17.50	4,375.00

Recap

<u>Attorney</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Total</u>
James E. Girvin	17.50	\$250.00	\$4,375.00

Total Due For This Billing 4,375.00

Total Balance Due on Account \$11,500.00

Please Remit \$11,500.00

HARRIS BEACH PLLC

ATTORNEYS AT LAW

County of Putnam
 48 Gleneida Avenue
 Attn: Compton Spain, Esq.
 County Attorney
 Carmel, NY 10512

November 13, 2024
 Invoice #8999101

Firm Attorney: Darius Chafizadeh
 Firm Matter Numbers: 2233643.422488

Client Name: County of Putnam
 Matter Name: Legal Services

November Invoice for Statement of Services and Disbursements

ACCOUNT SUMMARY FOR THIS MATTER

TOTAL FEES THIS INVOICE.....	\$20,740.00
TOTAL COSTS THIS INVOICE.....	\$45.20
TOTAL AMOUNT DUE FOR THIS INVOICE.....	\$20,785.20
PREVIOUS OUTSTANDING BALANCE FOR THIS MATTER.....	\$30,320.00
TOTAL AMOUNT DUE FOR THIS MATTER AS OF CURRENT INVOICE (11/13/24).....	\$51,105.20

OUTSTANDING INVOICE DETAIL AS OF: 11/13/24

<u>Invoice</u>	<u>Date</u>	<u>Original Amount</u>	<u>Payments/Credits</u>	<u>Amount Due</u>
8993303	10/04/24	30,320.00	0.00	30,320.00
TOTALS		\$30,320.00	\$0.00	\$30,320.00

PROFESSIONAL SERVICES RENDERED:

<u>DATE</u>	<u>TIMEKEEPER</u>	<u>NARRATIVE</u>	<u>HOURS</u>	<u>AMOUNT</u>
09/21/23	DD	Arben E-Discovery Meeting/IT Putnam.	0.50	75.00
03/15/24	DD	Download and setup reviewed production from Avangrid to process into Relativity workspace.	0.70	105.00
03/25/24	DD	Download and preservation asset tagging of Tectonic and Barton/Loguidice received production. Prepare documents for processing in Relativity workspace.	1.20	180.00
03/26/24	DD	Prepare received third party production folder structure in review tool for case team review.	0.40	60.00
05/16/24	DD	Setup Michael Giacomo on Relativity workspace.	0.20	30.00
05/16/24	DD	Remove Michael Perlo from Relativity workspace.	0.20	30.00
05/16/24	DD	Setup Marie Bray on Relativity workspace.	0.20	30.00
05/16/24	DD	Prepare documents for redaction.	0.30	45.00
06/27/24	YZ	Review and analysis of a potential supplemental production population 17,120 client emails and coordination with City of Putnam case team in order to devise a strategy and related work flow to ensure that various documents that bear incomplete or inconsistent determinations with respect to either relevance, privileged standing, confidentiality, redaction requirement and or production approval are fully vetted for disclosure.	0.60	90.00
07/30/24	DD	Setup Doreen Klein in Relativity review workspace.	0.30	45.00
10/01/24	RTT	Review Tri-County mechanic's lien claim. Correspondence to Anna Diaz [REDACTED]	0.40	120.00
10/10/24	DD	Download and inventory received production from CNA - CNA 0000001-1813. Ingested into Relativity workspace for case team review.	1.20	180.00
10/10/24	DD	Receipt of productions from Surety. Upload to Relativity workspace and prepare for attorney review.	1.20	180.00
10/21/24	DPC	Begin prep for depositions.	2.40	720.00
10/21/24	DK	Review and analyze documents pertinent to case. Review Tri-State docket and confer with Darius Chafizadeh regarding Preliminary Conference Order. Communicate with counsel regarding same.	4.20	1,260.00
10/21/24	RTT	Review Arben project mechanic's liens to prepare for Tri-County contract claim court conference; review proposed scheduling order for the same.	0.50	150.00
10/21/24	TM	Review daily work reports, County litigation letters, and Arben letters for deposition preparation.	7.00	1,750.00
10/22/24	DK	Confer with Thomas McShane regarding documents pertinent to issues in case. Revise Preliminary Conference Order in Tri-State litigation. Confer with counsel in Tri-State litigation regarding same.	1.30	390.00
10/22/24	TM	Review daily work reports, County litigation letters, and Arben letters for deposition preparation.	6.70	1,675.00

<u>DATE</u>	<u>TIMEKEEPER</u>	<u>NARRATIVE</u>	<u>HOURS</u>	<u>AMOUNT</u>
10/23/24	DPC	Prepare for depositions and review all documents for meeting with County.	3.60	1,080.00
10/23/24	DK	Review and analyze documents pertinent to litigation.	3.80	1,140.00
10/23/24	TM	Review daily work reports, County litigation letters, and Arben letters for deposition preparation.	7.00	1,750.00
10/23/24	YZ	Review and analysis of all disclosures to date in order to amass a population of 371 records that reference entity Barton & Loguidice as well as Shop Drawings drawing submittal in order to allow for potential exhibit utilization of the same.	1.20	180.00
10/23/24	YZ	Review and analysis of specific Barton & Loguidice Shop Drawing submittal disclosed by opposing counsel for Arben in order to amass twelve additional records bearing related information for potential exhibit utilization.	0.40	60.00
10/23/24	YZ	Review and analysis of all disclosures to date in order to amass 706 records comprising full message attachment groups pertaining to Request for Information responses filed by pertinent entities. Refinement of the same to isolate a subset of 247 records that references key party of interest Barton and Loguidice to allow for potential exhibit utilization of the same.	1.30	195.00
10/24/24	TM	Review requests for information for deposition preparation.	7.50	1,875.00
10/25/24	TM	Prepare deposition binders for shop drawings.	4.50	1,125.00
10/28/24	DPC	Prep and meeting with DPW and engineers on Arben litigation; follow up on meeting	4.50	1,350.00
10/28/24	DK	Prepare for and attend meeting at Putnam County Highway Department with Darius Chafizadeh and Putnam County personnel. Review and analyze Highway Department documents in follow up to same.	5.40	1,620.00
10/28/24	RTT	Prepare for and attend project team meeting to review Arben contract claim litigation strategy.	2.50	750.00
10/28/24	TM	Review survey documents.	2.50	625.00
10/29/24	DPC	Deposition preparation for Arben matter.	3.50	1,050.00
10/29/24	YZ	Review and analysis of all discoverable records collected to date by all affiliated parties in order to amass an initial population 638 records referencing daily work reports. Further review of the same to filter to 154 such records that are date before 9/1/2022. Allocation of the same for potential deposition utilization evaluation.	1.10	165.00

<u>DATE</u>	<u>TIMEKEEPER</u>	<u>NARRATIVE</u>	<u>HOURS</u>	<u>AMOUNT</u>
10/29/24	YZ	Review and analysis of all discoverable records collected to date by all affiliated parties in order to amass an initial population 4096 records comprising communications To or From Mark Ronnow or Vincent Cannizzaro. Further review of the same to filter to 5 records that reference Daily Work Reports. Allocation of the same for potential deposition exhibit utilization review.	1.40	210.00
10/31/24	RTT	Review Arben project material diversion issues and prepare for Arben deposition.	1.50	450.00
TOTAL HOURS AND FEES			81.20	\$20,740.00

DISBURSEMENTS

<u>DESCRIPTION</u>	<u>AMOUNT</u>
Vendor: Doreen Klein Invoice#: 702424731 1071926 Date: 11/7/2024 - - Mileage-10/23/24- Doreen Klein-Travel to attend preliminary conference	45.20

TOTAL DISBURSEMENTS	\$45.20
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<u>TIMEKEEPER SUMMARY</u>			
<u>Timekeeper</u>	<u>Rate</u>	<u>Hours</u>	<u>Value</u>
Chafizadeh, D.	300.00	14.00	4,200.00
Klein, D.	300.00	14.70	4,410.00
Tucker, R.	300.00	4.90	1,470.00
McShane, T.	250.00	35.20	8,800.00
Duffy, D.	150.00	6.40	960.00
Zloczewski, Y.	150.00	6.00	900.00
TOTALS		81.20	\$20,740.00

TOTAL AMOUNT DUE FOR THIS INVOICE **\$20,785.20**

HARRIS BEACH MURTHA

ATTORNEYS AT LAW
445 Hamilton Avenue, Suite 1206
White Plains, NY 10601

County of Putnam
48 Gleneida Avenue
Attn: Compton Spain, Esq.
County Attorney
Carmel, NY 10512

January 16, 2025
Invoice #12497038

Firm Attorney: Darius Chafizadeh
Firm Matter Numbers: 2233643,422488

Arben v. COP
Client Name: County of Putnam
Matter Name: Legal Services

January Invoice for Statement of Services and Disbursements

ACCOUNT SUMMARY FOR THIS MATTER

TOTAL FEES THIS INVOICE.....\$27,040.00
TOTAL COSTS THIS INVOICE.....\$25.40
TOTAL AMOUNT DUE FOR THIS INVOICE.....\$27,065.40
PREVIOUS OUTSTANDING BALANCE FOR THIS MATTER.....\$20,785.20
TOTAL AMOUNT DUE FOR THIS MATTER AS OF CURRENT INVOICE (01/16/25).....\$47,850.60

OUTSTANDING INVOICE DETAIL AS OF: 01/16/25

<u>Invoice</u>	<u>Date</u>	<u>Original Amount</u>	<u>Payments/Credits</u>	<u>Amount Due</u>
8999101	11/13/24	20,785.20	0.00	20,785.20
TOTALS		\$20,785.20	\$0.00	\$20,785.20

PROFESSIONAL SERVICES RENDERED:

<u>DATE</u>	<u>TIMEKEEPER</u>	<u>NARRATIVE</u>	<u>HOURS</u>	<u>AMOUNT</u>
12/02/24	TM	Review 2021 schedule documents for deposition preparation.	4.00	1,000.00
12/03/24	TM	Review 2022 schedule documents for deposition preparation.	3.00	750.00
12/09/24	DPC	Deposition preparation.	2.50	750.00
12/09/24	TM	Review 2021 reports for deposition preparation.	2.00	500.00
12/10/24	RTT	Prepare Article 31 combined demand responses to Empire Layout regarding Arben project liens.	1.50	450.00
12/10/24	TM	Review 2021 reports for deposition preparation.	1.30	325.00
12/11/24	TM	Review relativity schedule documents for deposition preparation.	3.00	750.00
12/12/24	DPC	Deposition preparation.	5.00	1,500.00
12/12/24	DPC	Attend to memo-issues.	1.00	300.00
12/12/24	TM	Review relativity for response for information documents for deposition preparation.	3.50	875.00
12/13/24	DPC	Deposition preparation.	3.50	1,050.00
12/13/24	TM	Review meeting minute files for deposition preparation. Review relativity for response for information documents for deposition preparation.	4.50	1,125.00
12/15/24	TM	Review schedule documents, request for information logs, litigation letters, and shop drawings for deposition preparation.	9.50	2,375.00
12/16/24	DPC	Deposition preparation and deposition of Zen.	8.50	2,550.00
12/16/24	TM	Review County email correspondence, submittal, and bid documents.	9.50	2,375.00
12/17/24	DPC	Deposition preparation for P. Benza.	6.60	1,980.00
12/17/24	RTT	Begin preparation of notice to produce response to Empire Layout regarding Arben project lien issues; conference with B&L project team to further prepare for depositions.	2.00	600.00
12/17/24	TM	Review request for proposal documents and contract documents.	8.50	2,125.00
12/17/24	RA	Per Thomas McShane request, prepared various produced documents for deposition prep.	1.40	210.00
12/18/24	DPC	Prep and take deposition of P. Benza (Arben).	8.50	2,550.00
12/18/24	TM	Review survey documents.	2.00	500.00
12/19/24	TM	Review Zen notes.	2.80	700.00
12/20/24	DPC	Attend to subpoenas and deposition scheduling.	0.50	150.00
12/20/24	MG	Attend to binder organization regarding outside investigation from Harris Beach PLLC. Deliver to County of Putnam Attorneys Office, Legislature, Executive, Purchasing and Finance Departments.	2.70	675.00

2233643.422488 County of Putnam
 Legal Services

Harris Beach Murtha Cullina PLLC
 Invoice # 12497038
 Page 3

<u>DATE</u>	<u>TIMEKEEPER</u>	<u>NARRATIVE</u>	<u>HOURS</u>	<u>AMOUNT</u>
12/20/24	TM	Draft subpoena for Empire Layout.	2.00	500.00
12/23/24	TM	Revise Empire Layout subpoena.	1.50	375.00

TOTAL HOURS AND FEES

100.80 \$27,040.00

DISBURSEMENTS

DESCRIPTION

AMOUNT

Vendor: Empire Layout LLC; Invoice#: 422488-122424; Date: 12/24/2024 - Witness Fee - manual check from Nicole Pena

25.40

TOTAL DISBURSEMENTS

\$25.40

TIMEKEEPER SUMMARY			
<u>Timekeeper</u>	<u>Rate</u>	<u>Hours</u>	<u>Value</u>
Chafizadeh, D.	300.00	36.10	10,830.00
Tucker, R.	300.00	3.50	1,050.00
Giacomo, M.	250.00	2.70	675.00
McShane, T.	250.00	57.10	14,275.00
Asoda, R.	150.00	1.40	210.00
TOTALS		100.80	\$27,040.00

TOTAL AMOUNT DUE FOR THIS INVOICE \$27,065.40

**White Plains Manual Check
Citizens Bank Account
12-24-2024**

Check No.	206231
Amount of Check	\$25.40
Matter No.	422488
Client Name	County of Putnam
Payable to	Empire Layout LLC
For	Witness Fee
Requester	Darius Chafizadeh
Signer	Mathew Dudley

HARRIS BEACH PLLC ALBANY CONTROLLED DISBURSEMENT ACCOUNT

VENDOR

CHECK NO. 206231

OUR INV. NO.	YOUR REF. NO.	INVOICE DATE	INVOICE AMOUNT	AMOUNT PAID	DISCOUNT TAKEN	NET CHECK AMOUNT
			Empire Bayard LLC			STP 25.40

Citizens Bank

HARRIS BEACH PLLC
ATTORNEY AT LAW
Albany, New York
Albany Controlled Disbursement Account
(518) 272-9700

206231

Check Date: 10-23-05

CHECK AMOUNT: 25.40

Pay to the order of: Empire Bayard LLC

Address: 1000 Delaware Ave Albany, NY 12242

AUTHORIZED SIGNATURE

⑈ 206231 ⑈ ⑆ 011375135⑆ 49900096⑈

HARRIS BEACH MURTHA
 ATTORNEYS AT LAW
 445 Hamilton Avenue, Suite 1206
 White Plains, NY 10601

County of Putnam
 48 Gleneida Avenue
 Attn: Compton Spain, Esq.
 County Attorney
 Carmel, NY 10512

January 16, 2025
 Invoice #12497039

Firm Attorney: Darius Chafizadeh
 Firm Matter Numbers: 2233643.433317

Client Name: County of Putnam
 Matter Name: County Attorney - Legislative Issues

January Invoice for Statement of Services and Disbursements

ACCOUNT SUMMARY FOR THIS MATTER

TOTAL FEES THIS INVOICE \$11,880.00
 TOTAL AMOUNT DUE FOR THIS INVOICE \$11,880.00
 PREVIOUS OUTSTANDING BALANCE FOR THIS MATTER \$23,115.00
 TOTAL AMOUNT DUE FOR THIS MATTER AS OF CURRENT INVOICE (01/16/25) \$34,995.00

OUTSTANDING INVOICE DETAIL AS OF: 01/16/25

<u>Invoice</u>	<u>Date</u>	<u>Original Amount</u>	<u>Payments/Credits</u>	<u>Amount Due</u>
9002068	12/04/24	23,115.00	0.00	23,115.00
TOTALS		\$23,115.00	\$0.00	\$23,115.00

PROFESSIONAL SERVICES RENDERED:

<u>DATE</u>	<u>TIMEKEEPER</u>	<u>NARRATIVE</u>	<u>HOURS</u>	<u>AMOUNT</u>
12/02/24	DPC	Work on memo on legislative issues.	0.90	270.00
12/02/24	DK	Revise and finalize Memorandum for Law Department. Compile and finalize exhibits for same.	4.20	1,260.00
12/02/24	DD	Prepare exhibit disclosure for deposition.	0.40	60.00
12/03/24	DK	Revise Memorandum to incorporate additional information. Review and analyze documents pertinent to same.	2.00	600.00
12/04/24	DPC	Revisions to memo.	0.80	240.00
12/04/24	DK	Revise Memorandum to Law Department.	1.20	360.00
12/05/24	DPC	Attend to memorandum issues.	0.80	240.00
12/06/24	DPC	Attend to memo issues	3.50	1,050.00
12/06/24	DK	Revise Memorandum to County Attorney's Office to incorporate additional facts and analysis of same. Review and analyze documents pertinent to same.	4.60	1,380.00
12/09/24	DPC	Finalize memo	1.50	450.00
12/09/24	DK	Revise Memorandum to County Attorney's Office. Review and analyze exhibits for same.	2.80	840.00
12/10/24	DK	Revise and finalize Memorandum to County Attorney. Review and analyze exhibits pertinent to same.	1.80	540.00
12/11/24	DK	Communicate with Yoni Zloczewski (Harris Beach, IT Litigation Support) in connection with documents.	0.50	150.00
12/11/24	DD	Provide disclosure link for case team	0.20	30.00
12/11/24	YZ	Review and analysis of various exhibits and an coinciding memorandum	0.60	90.00
12/12/24	DK	Research and analyze status of prior Legislative Counsel. Review Putnam County Legislature meeting minutes for pertinence to same. Identify period of time during which Legislative Counsel position was vacant and research reasons for same.	1.40	420.00
12/13/24	DK	Confer, Review public sources for same.	0.80	240.00
12/18/24	DPC	Attend to memo to County Attorney.	1.40	420.00
12/18/24	DK	Confer with Darius Chafizadeh regarding additional analysis for Memorandum to County Attorney. Review and revise Darius Chafizadeh additions to same. Research and analyze statutory and case law authority in support of same.	4.30	1,290.00

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County of Putnam
County Attorney - Legislative Issues

Harris Beach Murtha Cullina PLLC
Invoice # 12497039
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<u>DATE</u>	<u>TIMEKEEPER</u>	<u>NARRATIVE</u>	<u>HOURS</u>	<u>AMOUNT</u>
12/19/24	DK	Confer regarding comments on Memorandum. Revise Memorandum to incorporate additional facts and analysis. Identify and review additional exhibits to same. Finalize Memorandum and exhibits to same.	6.30	1,890.00
12/23/24	YZ	Review and analysis of various exhibits, a corresponding memo and committee meeting recordings to isolate a pertinent subset to formally disclose to external affiliated parties.	0.40	60.00

TOTAL HOURS AND FEES

40.40 \$11,880.00

TIMEKEEPER SUMMARY			
<u>Timekeeper</u>	<u>Rate</u>	<u>Hours</u>	<u>Value</u>
Chafizadeh, D.	300.00	8.90	2,670.00
Klein, D.	300.00	29.90	8,970.00
Duffy, D.	150.00	0.60	90.00
Zloczewski, Y.	150.00	1.00	150.00
TOTALS		40.40	\$11,880.00

TOTAL AMOUNT DUE FOR THIS INVOICE \$11,880.00



One North Lexington Avenue
White Plains, NY 10601
(914) 949 - 2700
www.bpslaw.com
Facsimile: (914) 683 - 6956
Tax ID: 13-3214642

Putnam County
C. Compton Spain, Esq.
County Attorney for County of Putnam
40 Gleneida Avenue
Carmel, NY 10512

Invoice Date: December 18, 2024
Matter ID: 15571-00001
Invoice No: 158041
Attorney: Adam Rodriguez

Proposed Implementation of Congestion Pricing

BILLING SUMMARY THROUGH NOVEMBER 30, 2024

Current Fees:	617.50
Total Expenses:	0.00
Total Current Billing:	<u>617.50</u>
Total Now Due:	<u>617.50</u>

PAYMENT DUE UPON RECEIPT
THANK YOU

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[Click here to pay by credit/debit card](#)

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Putnam County
Matter: 15571-00001
Invoice No: 158041

December 18, 2024
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PROFESSIONAL SERVICES

<u>DATE</u>	<u>DESCRIPTION</u>	<u>TMKP</u>	<u>HOURS</u>	<u>AMOUNT</u>
11/26/2024	Begin review and analysis of legal research for amicus; communicate with client	AR	1.10	357.50
11/27/2024	Review and analyze legal arguments in NJ action; exchange emails with client; review docket in underlying action; communicate with DC	AR	0.80	260.00
TOTAL FOR PROFESSIONAL SERVICES				\$617.50
Current Fees:				\$617.50

<u>TIME/RATE SUMMARY</u>				
<u>TMKP</u>	<u>NAME</u>	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>
AR	Adam Rodriguez - Partner	1.90	325.00	617.50
				\$617.50

BP **BLEAKLEY PLATT**
ATTORNEYS AT LAW

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White Plains, NY 10601
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Tax ID: 13-3214642

Putnam County
C. Compton Spain, Esq.
County Attorney for County of Putnam
40 Gleneida Avenue
Carmel, NY 10512

Invoice Date: January 13, 2025
Matter ID: 15571-00001
Invoice No: 158373
Attorney: Adam Rodriguez

Proposed Implementation of Congestion Pricing

BILLING SUMMARY THROUGH DECEMBER 31, 2024

Current Fees:	9,543.75
Courtesy Discount	(2,174.71)
Total Expenses:	0.00
Total Current Billing:	7,369.04
Previous Balance Due	617.50
Total Now Due:	7,986.54

PAYMENT DUE UPON RECEIPT
THANK YOU

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Or please go to the payment portal on our web page: <https://www.bpslaw.com/>

PROFESSIONAL SERVICES

<u>DATE</u>	<u>DESCRIPTION</u>	<u>TMKP</u>	<u>HOURS</u>	<u>AMOUNT</u>
12/02/2024	Continue to conduct and analyze legal research; exchange emails with County'; conference call with planning director; conference call with DHC re underlying action status.	AR	1.70	552.50
12/03/2024	Drafted pre motion conference letter to judge on amicus brief of Putnam County	BFM	0.90	292.50
12/03/2024	Review and exchange emails with client; begin drafting PMC letter; conference with BM re same; conduct and analyze legal research; edit letter; email clients	AR	1.80	585.00
12/04/2024	Conference calls with client; revise PMC letter.	AR	1.20	390.00
12/05/2024	Exchange emails with client' review court rules.	AR	0.30	97.50
12/10/2024	Review court order; email client; conference with BM; review and analyze data and briefs.	AR	1.10	357.50
12/11/2024	Research for Amicus Brief on behalf of Putnam in Rockland case	BFM	1.25	406.25
12/11/2024	Drafted Amicus Curiae brief to be filed by 12/16	BFM	4.40	1,430.00
12/11/2024	Email	BFM	0.10	32.50
12/11/2024	Conference call	AR	0.40	130.00
12/12/2024	Phone call	BFM	0.20	65.00
12/12/2024	Research on standing of counties in indirect harm matters on behalf of residents	BFM	0.90	292.50
12/12/2024	Review and analyze legal research; review and analyze pleadings; edit amicus brief; exchange emails with client.	AR	2.80	910.00
12/13/2024	Research on implementation of congestion pricing programs published by FHWA	BFM	0.40	130.00
12/13/2024	Draft of amicus curiae brief to include additional points from FHWA publishing about programs in other parts of the world. Incorporated additional statistics	BFM	0.70	227.50
12/13/2024	Continue to work on amicus brief; conference call with client	AR	2.60	845.00
12/14/2024	Conducted legal research using Westlaw and Lexis on the ability of counties and municipalities to sue the state on behalf of their residents, including analysis of statutory provisions and case law governing municipal standing and related doctrines. Reviewed and summarized relevant precedents to assess viability of potential claims.	JMU	2.40	600.00
12/16/2024	Review and analyze Ds' briefs and Rockland reply; review and edit amicus brief; conduct research; conference call with client; exchange emails with client; finalize brief for filing.	AR	4.80	1,560.00
12/16/2024	Review and revision of amicus brief draft, including checking citations, proofreading for typos and grammatical errors, and refining arguments for clarity and consistency.	JMU	0.90	225.00

Putnam County
 Matter: 15571-00001
 Invoice No: 158373

January 13, 2025
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PROFESSIONAL SERVICES

<u>DATE</u>	<u>DESCRIPTION</u>	<u>TMKP</u>	<u>HOURS</u>	<u>AMOUNT</u>
12/16/2024	Conducted legal research using Westlaw and Lexis on the ability of counties and municipalities to sue the state on behalf of their residents, including analysis of statutory provisions and case law governing municipal standing and related doctrines. Reviewed and summarized relevant precedents to assess viability of potential claims.	JMU	1.40	350.00
12/17/2024	Review and analyze court order; exchange emails with client	AR	0.20	65.00
TOTAL FOR PROFESSIONAL SERVICES				\$9,543.75
Courtesy Discount				(\$2,174.71)
Current Fees:				\$7,369.04

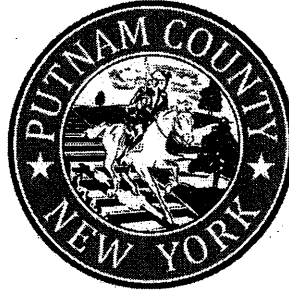
TIME/RATE SUMMARY

<u>TMKP</u>	<u>NAME</u>	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>
BFM	Brittany F McLaughlin - Law Clerk	8.85	325.00	2,876.25
AR	Adam Rodriguez - Partner	16.90	325.00	5,492.50
JMU	Jacqueline M. Urbinati - Law Clerk	4.70	250.00	1,175.00
				\$9,543.75

OPEN INVOICES

<u>INVOICE NUMBER</u>	<u>DATE</u>	<u>AMOUNT DUE</u>	<u>PAYMENT RECEIVED</u>	<u>BALANCE DUE</u>
158041	12/18/2024	\$617.50	\$0.00	\$617.50

MICHAEL J. LEWIS
Commissioner of Finance



cc: all
ASA

Reso
#4C

SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*
RE: **Budgetary Amendment – 24A136**
DATE: February 12, 2025

At the request of the Commissioner of Finance, the following budgetary amendment is recommended.

GENERAL FUND:

<u>Increase Appropriations:</u>		
SEE ATTACHED SHEET	\$	1,643,188
<u>Decrease Appropriations:</u>		
SEE ATTACHED SHEET	\$	242,422
<u>Increase estimated revenues:</u>		
SEE ATTACHED SHEET	\$	12,630,216
<u>Decrease estimated revenues:</u>		
SEE ATTACHED SHEET	\$	11,229,450

2025 FEB 13 PM 1:19
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

COUNTY ROAD FUND:

Increase Appropriations:

SEE ATTACHED SHEET \$ 74,611

Decrease Appropriations:

SEE ATTACHED SHEET \$ 433,173

Decrease estimated revenues:

SEE ATTACHED SHEET \$ 358,562

ROAD MACHINERY FUND:

Decrease Estimated Revenues:

SEE ATTACHED SHEET \$ 88,481

Decrease Appropriations:

SEE ATTACHED SHEET \$ 88,481

TRANSPORTATION FUND:

Decrease Estimated Revenues:

SEE ATTACHED SHEET \$ 707,253

Decrease Appropriations:

SEE ATTACHED SHEET \$ 707,253

Fiscal Impact - 2024 - \$ 0

Fiscal Impact - 2025 - \$ 0

This budgetary is recommended to adjust budgets accordingly. This is year end budgetary journal entry #2 as per the attached spreadsheet.

FUND	DEPT	ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	INCREASE APPROPRIATIONS	DECREASE APPROPRIATIONS	INCREASE ESTIMATED REVENUES	DECREASE ESTIMATED REVENUES	JUSTIFICATION
01	HEALTH - PRE-K 3TO5	10296000	54414		CARE AT PRIVATE INSTITUTION	967,000.00	-	-	-	PRE-K RATE ADJUSTMENT
01	HEALTH - PRE-K 3TO5	10296000	432773		STATE AID - EDUCATION & TRANSPORTATION	-	-	-	575,365.00	PRE-K RATE ADJ.-59.5 % STATE
01	PCSO - ADMIN	10311000	52680		OTHER EQUIPMENT	32,315.00	-	-	-	AXON INVOICE
01	DSS - VA SERVICES	10651000	54646	10105	VETERANS PEER TO PEER	-	42,387.00	-	-	ADJUST TO ACTUAL
01	DSS - VA SERVICES	10651000	437895	10105	STATE AID - VETERANS PEER TO PEER	-	-	-	42,387.00	ADJUST TO ACTUAL
01	PCSO - BCI	32311000	54640		EDUCATION & TRAINING	35.00	-	-	-	CORRECTION
01	PCSO - BCI	32311000	54782		SOFTWARE ACCESSORIES	-	35.00	-	-	CORRECTION
01	PCSO - JAIL MAINT	10011000	54630		NATURAL GAS	18,949.00	-	-	-	ADJUST TO ACTUAL
01	MH - SPOA	10033000	51000		PERSONNEL SERVICES	3,630.00	-	-	-	ADJUST TO ACTUAL
01	DPW - TILLY TABLE	10084000	54646	10137	CONTRACTS	15,000.00	-	-	-	ADJUST TO ACTUAL
01	DPW - PGNC	10085000	54646		CONTRACTS	-	150,000.00	-	-	INCENTIVE PER CONTRACT
01	DPW - HOMESTYLE	10085000	54646	10149	CONTRACTS	-	50,000.00	-	-	BUDGETARY SAVINGS
01	DSS - WMS	10116000	51000		PERSONNEL SERVICES	9,879.00	-	-	-	BUDGETARY SAVINGS
01	DISTRICT ATTORNEY	10116500	55370		CHRGBK AUTOMOTIVE	5,446.00	-	-	-	ADJUST TO ACTUAL
01	DSS - OVERHEAD	10120000	54647	10198	SUB CONTRACTORS	4,295.00	-	-	-	ADJUST TO ACTUAL
01	FINANCE	10131000	51000		PERSONNEL SERVICES	4,483.00	-	-	-	ADJUST TO ACTUAL
01	FINANCE	10131000	410900		INT AND PENALTIES ON RP TAXES	-	-	1,118,566.00	-	ADJUST TO ACTUAL
01	FINANCE	10131000	410000		SALES AND USE TAX	-	-	7,111,887.00	-	BUDGETARY SURPLUS
01	FINANCE	10131000	424011		INTEREST & EARNINGS	-	-	2,930,577.00	-	BUDGETARY SURPLUS
01	FINANCE	10131000	427161		USE OF FUND BALANCE	-	-	-	10,611,698.00	BUDGETARY SURPLUS
01	DPW - ENGINEERING	10144000	51000		PERSONNEL SERVICES	8,682.00	-	-	-	REPLENISH USE OF FB
01	PROBATION	10314000	51094		TEMPORARY	3,497.00	-	-	-	ADJUST TO ACTUAL
01	PCSO - CORRECTIONS	10315000	51093		OVERTIME	13,675.00	-	-	-	ADJUST TO ACTUAL
01	DPW - FACILITIES	10511100	54630		NATURAL GAS	26,203.00	-	-	-	ADJUST TO ACTUAL
01	DPW - FACILITIES	10511100	51093		OVERTIME	9,676.00	-	-	-	ADJUST TO ACTUAL
01	DPW - FACILITIES	10511100	51000		PERSONNEL SERVICES	5,156.00	-	-	-	ADJUST TO ACTUAL
01	DSS - DAY CARE	10606500	54471		DAY CARE	109,478.00	-	-	-	ADJUST TO ACTUAL
01	DSS - TANF	10607000	446702		PREVTANF	-	-	398,773.00	-	ADJUST TO ACTUAL
01	DSS - TANF	10607000	446701		SERVICES FOR RECIPIENTS	-	-	432,235.00	-	BUDGETARY SURPLUS
01	DSS - CHILD CARE	10611900	54114		COMMITTEE on SPECIAL ED	142,087.00	-	-	-	BUDGETARY SURPLUS
01	DSS - VA SERVICES	10651000	51000		PERSONNEL SERVICES	3,640.00	-	-	-	ADJUST TO ACTUAL
01	PCSO - COMMUNICATIONS	13311000	51093	52224	OVERTIME	7,432.00	-	-	-	ADJUST TO ACTUAL
01	PCSO - CIVIL	15311000	51096		HOLIDAY PAY	7,500.00	-	-	-	ADJUST TO ACTUAL
01	PCSO - PATROL	17311000	51093	10102	OVERTIME	4,423.00	-	-	-	ADJUST TO ACTUAL
01	PCSO - DV	20311000	51000		PERSONNEL SERVICES	115,749.00	-	-	-	ADJUST TO ACTUAL
01	PCSO - DV	20311000	58002		SOCIAL SECURITY	9,560.00	-	-	-	ADJUST TO ACTUAL
01	PCSO - DV	20311000	51096		HOLIDAY PAY	3,500.00	-	-	-	ADJUST TO ACTUAL
01	DSS - CAC	22070000	51000		PERSONNEL SERVICES	8,495.00	-	-	-	ADJUST TO ACTUAL

FUND	DEPT	ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	INCREASE APPROPRIATIONS	DECREASE APPROPRIATIONS	INCREASE ESTIMATED REVENUES	DECREASE ESTIMATED REVENUES	JUSTIFICATION
01	DSS - CAC VICTIM BOARD	22071000	54646		CONTRACTS	19,869.00	-	-	-	ADJUST TO ACTUAL
01	ISLF - LEGAL AID	25117100	54125		LEGAL SERVICES - 18B	75,000.00	-	-	-	ESTIMATED Q424 SERVICES
01	ISLF - LEGAL AID	25117000	430251		ST AID INDIGENT LEGAL SERV	-	-	638,188.00	-	BUDGETARY SURPLUS
01	PCSO - BCI	32311000	51093	10177	OVERTIME	8,534.00	-	-	-	ADJUST TO ACTUAL
					TOTAL GENERAL FUND	\$ 1,643,188.00	\$ 242,422.00	\$ 12,630,216.00	\$ 11,229,450.00	
						\$ 1,400,766.00			\$ 1,400,766.00	
02	DPW-COUNTY ROAD	10514200	54410		SUPPLIES AND MAT	37,867.00	-	-	-	ADJUST TO BUDGET
02	DPW-COUNTY ROAD	10514200	58008		HEALTH PLANS	16,823.00	-	-	-	ADJUST TO BUDGET
02	DPW-COUNTY ROAD	10511000	51093		OVERTIME	11,269.00	-	-	-	ADJUST TO BUDGET
02	DPW-COUNTY ROAD	10514200	51000		PERSONNEL SERVICES	4,204.00	-	-	-	ADJUST TO BUDGET
02	DPW-COUNTY ROAD	10514400	54410		SUPPLIES AND MAT	2,387.00	-	-	-	ADJUST TO BUDGET
02	DPW-COUNTY ROAD	10514400	58008		HEALTH PLANS	2,061.00	-	-	-	ADJUST TO BUDGET
02	DPW-COUNTY ROAD	10514200	58004		WORKERS COMPENSATION	-	13,355.00	-	-	BUDGETARY SAVINGS
02	DPW-COUNTY ROAD	10514200	51094		TEMPORARY	-	16,976.00	-	-	BUDGETARY SAVINGS
02	DPW-COUNTY ROAD	10511000	58001		STATE RETIREMENT	-	19,315.00	-	-	BUDGETARY SAVINGS
02	DPW-COUNTY ROAD	10514400	51000		PERSONNEL SERVICES	-	23,462.00	-	-	BUDGETARY SAVINGS
02	DPW-COUNTY ROAD	10514200	51093		OVERTIME	-	44,090.00	-	-	BUDGETARY SAVINGS
02	DPW-COUNTY ROAD	10514400	51093		OVERTIME	-	50,488.00	-	-	BUDGETARY SAVINGS
02	DPW-COUNTY ROAD	10511000	51000		PERSONNEL SERVICES	-	52,349.00	-	-	BUDGETARY SAVINGS
02	DPW-COUNTY ROAD	10511000	58004		WORKERS COMPENSATION	-	79,403.00	-	-	BUDGETARY SAVINGS
02	DPW-COUNTY ROAD	10511000	58008		HEALTH PLANS	-	133,735.00	-	-	BUDGETARY SAVINGS
02	DPW-COUNTY ROAD	02021310	427161		USE OF FUND BALANCE	-	-	-	358,562.00	REPLENISH USE OF FB
					COUNTY ROAD	\$ 74,611.00	\$ 433,173.00	\$ -	\$ 358,562.00	
03	DPW-ROAD MACHINERY	10513000	51000		PERSONNEL SERVICES	-	9,691.00	-	-	BUDGETARY SAVINGS
03	DPW-ROAD MACHINERY	10513000	51097		TOOL ALLOWANCE	-	1,314.00	-	-	BUDGETARY SAVINGS
03	DPW-ROAD MACHINERY	10513000	54370		AUTOMOTIVE	-	3,296.00	-	-	BUDGETARY SAVINGS
03	DPW-ROAD MACHINERY	10513000	54373		DIESEL	-	28,474.00	-	-	BUDGETARY SAVINGS
03	DPW-ROAD MACHINERY	10513000	58001		STATE RETIREMENT	-	5,087.00	-	-	BUDGETARY SAVINGS
03	DPW-ROAD MACHINERY	10513000	58002		SOCIAL SECURITY	-	3,555.00	-	-	BUDGETARY SAVINGS
03	DPW-ROAD MACHINERY	10513000	58004		WORKERS COMPENSATION	-	2,958.00	-	-	BUDGETARY SAVINGS
03	DPW-ROAD MACHINERY	10513000	58006		DENTAL BENEFITS	-	1,449.00	-	-	BUDGETARY SAVINGS
03	DPW-ROAD MACHINERY	10513000	58008		HEALTH PLANS	-	32,555.00	-	-	BUDGETARY SAVINGS
03	DPW-ROAD MACHINERY	10513000	58009		VISION	-	102.00	-	-	BUDGETARY SAVINGS
03	DPW-ROAD MACHINERY	03021310	427161		USE OF FUND BALANCE	-	-	-	88,481.00	REPLENISH USE OF FB
					ROAD MACHINERY	\$ -	\$ 88,481.00	\$ -	\$ 88,481.00	

FUND	DEPT	ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	INCREASE APPROPRIATIONS	DECREASE APPROPRIATIONS	INCREASE ESTIMATED REVENUES	DECREASE ESTIMATED REVENUES	JUSTIFICATION
09	PLANNING-TRANSIT	95630000	51094		TEMPORARY	-	24,284.00	-	-	BUDGETARY SAVINGS
09	PLANNING-TRANSIT	95630000	54646		CONTRACTS	-	56,160.00	-	-	BUDGETARY SAVINGS
09	PLANNING-TRANSIT	95630000	54354		HEATING OIL	-	76,809.00	-	-	BUDGETARY SAVINGS
09	PLANNING-TRANSIT	95630000	54678	90001	LEASED TRANSPORTATION	-	100,000.00	-	-	BUDGETARY SAVINGS
09	PLANNING-TRANSIT	95630000	54371		GASOLINE	-	150,000.00	-	-	BUDGETARY SAVINGS
09	PLANNING-TRANSIT	95630000	54678		LEASED TRANSPORTATION	-	300,000.00	-	-	BUDGETARY SAVINGS
09	PLANNING-TRANSIT	09021310	427161		USE OF FUND BALANCE	-	-	-	707,253.00	REPLENISH USE OF FB
TOTAL TRANSPORTATION						\$ -	\$ 707,253.00	\$ -	\$ 707,253.00	



cc: all
Pers.
AVA

Reso #4d

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: Sheila M. Barrett, First Deputy Commissioner of Finance
Re: Budgetary Amendment - 25A005
Date: February 12, 2025

2025 FEB 13 PM 1:18
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Commissioner of Finance, the following budgetary transfer is required.

General Fund:

Decrease Appropriations:

10401000.51000.10116	Personnel Services - Interim Comm of Health	175,817
10401000.58002.10116	FICA - Interim Comm of Health	13,450
10199000.54981	Subcontingency for Medical Consultant	110,000
		<u>299,267</u>

Increase Appropriations:

10401000.51000.10119	Personnel Services - Public Health Director	120,556
10401000.58001.10119	Retirement - Public Health Director	2,346
10401000.58002.10119	FICA - Public Health Director	15,768
10401000.58003.10119	Disability - Public Health Director	182
10401000.58004.10119	Workers Comp - Public Health Director	256
10401000.58006.10119	Dental Insurance - Public Health Director	687
10401000.58007.10119	Life Insurance - Public Health Director	486
10401000.58008.10119	Health Insurance - Public Health Director	16,008
10401000.58009.10119	Vision Insurance - Public Health Director	93
10401000.58011.10119	FLEX - Public Health Director	1,084
10401000.51000.10120	New Medical Consultant	85,556
10199000.54980	Contingency	56,245
		<u>299,267</u>

Adjust Personnel Services Budget to reflect changes in Health Department.

Fiscal Impact - 2025 - (\$56,245)

Fiscal Impact - 2026 - \$ 0

Please forward to the appropriate committee.

Approved:

Kevin M. Byrne
County Executive

MICHAEL LEWIS
Commissioner Of Finance



cc: all
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SHEILA BARRETT
First Deputy Commissioner of
Finance
ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

January 29, 2025

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

2025 FEB - 4 AM 10: 59
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Mrs. Schonfeld,

Pursuant to Resolution 46 Section 5.1-B, dated February 14, 2010, the following request to amend the Putnam County Veterans Affairs 2023 budget has been submitted for approval.

Increase Revenues:

10651000 437895 10105 Veterans Peer to Peer Program \$197,864

Increase Appropriations:

10651000 54646 10105 Veterans Peer to Peer Program – Contracts \$197,684

2025 Fiscal Impact -0-
2026 Fiscal Impact -0-

Putnam County has been notified by the NYS Office of Mental Health that additional funding for the Veterans Peer to Peer Support Pilot Program has been awarded to the Putnam County Office of Veterans Affairs for SFY24-25. These funds are to be used to assist veterans suffering from post-traumatic stress syndrome, other related combat stress disorders, or having counseling needs, using individual and small group peer-to-peer counseling methods. The program is administered by the Putnam County Office of Veterans Affairs and the NYS Office of Mental Health. The funds are available for the period April 1, 2024 through March 31, 2025.

NYS OMH Attachment A – Funding Source Allocation Table: Year: 2025 Amendment: 1 - 12/16/24, Dwyer Veteran P2P is attached for reference.

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 **25A006**

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



Attachment A
Funding Source Allocation Table
 County Code: 40 County Name: Putnam
 Year: 2025 Amendment: 1 - 12/16/2024 10:47:56 AM

Print Date : 01/22/2025 12:19 PM
 Printed By : L6884KNW
 Page : 1 of 2

Funding Source	Code	Type	Final Annualized Value	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value	Annualized Value Changes	Fiscal Year Revised Annualized Value	Beds
Local Assistance	001A	GS	\$62,204	\$0	\$62,204	\$0	\$0	\$0	
Community Support Services	D14	GS	\$114,736	\$0	\$114,736	\$0	\$0	\$0	
Adult Case Management & ACT	034J	GS	\$330,906	\$0	\$330,906	\$0	\$0	\$0	
Integrated Supp Emp	037	GS	\$53,816	\$0	\$53,816	\$0	\$0	\$0	
PROS State Aid	037P	GS	\$171,417	\$0	\$171,417	\$0	\$0	\$0	

Remarks

One time funding of \$88,725 represents the total 2025 PROS Viability funding. The funding for each provider is: Putnam Family & Comm Ser MH \$88,725 to be recorded on Program Code 6340

Effective 1/1/2025, PROS Residual State Aid and PROS Vocational Initiative funding recalculated based upon monthly census data reported in CAIRS. CY 2026 funding changes are : PFCS PROSper / CoveCare Center PROSper SA \$31,842 Voc \$50,750 to be reported on Program Code 6340.

Effective 4/1/24 PROS Residual State Aid and PROS Vocational Initiative funding is being increased based upon the 2.84% COLA. CY 2024 increases are: PFCS PROSper/CoveCare Center PROSperSA \$737 Voc \$1172

Dwyer Veteran P2P	038F	GS	\$197,864	\$0	\$197,864	\$0	\$0	\$0	
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Remarks

An increase of \$4,098 represents 3 quarters (4/1/24 - 12/31/24) of the approved 2.84% COLA increase for fiscal year 2024, effective 4/1/24. The quarterly value is \$1,366 and the full annual value is \$5,464.

Quarterly Allocation of \$48,100 (FAV \$192,400) in the SFY 24-25 Enacted Budget for the period of 4/1/2024-3/31/2025, will be used for the Veteran Peer to Peer Support Service Prog for veterans. The provider should use the program code 0890 on all OMH financial reporting documents.

Clinical Infrastructure-Adult	039P	GS	\$64,336	\$0	\$64,336	\$0	\$0	\$0	
CMHS Kids COVID Relief Funds	044C	F	\$0	\$0	\$0	\$0	\$0	\$0	
Clinical Infrastructure-C&F	046A	GS	\$80,128	\$0	\$80,128	\$0	\$0	\$0	
Community Support Programs-C&F	046L	GS	\$332,086	\$0	\$332,086	\$0	\$0	\$0	
Supported Housing	078	GS	\$2,552,243	\$0	\$2,552,243	\$0	\$0	\$0	
Prior Year Liability	122P	GS	\$0	\$0	\$0	\$0	\$0	\$0	78
Expanded Community Support Adult	142A	GS	\$284,164	\$0	\$284,164	\$0	\$0	\$0	

VET TO VET PROGRAM

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Year	Period	Amount	Cumulative Balance	Notes
TOTAL STATE AID -2013	(6/30/17)	185,000	185,000	SPY 13/14 6/30/15, EXTENDED TO 6/30/16; 6/30/17
	2016 (6/30/18)	60,000	60,000	SPY 16/17
			245,000	
	2017 (6/30/18)		60,000	SPY 16/17
	(6/30/19)	152,500	92,500	SPY 17/18
			397,500	
	2018 (6/30/19)		92,500	SPY 17/18
	(6/30/20)	185,000	92,500	SPY 18/19
			582,500	
	2019 (6/30/20)		92,500	SPY 18/19
	(6/30/21)	185,000	92,500	SPY 19/20
			767,500	
	2020 (6/30/21)		92,500	SPY 19/20 4/1/21 12/27/21
	(12/31/22)	231,250	138,750	SPY 20/21 4/1/20 3/5/21
			998,750	
Rev. 2021	(12/31/22)		46,250	SPY 20/21 4/1/20 6/22/21
	(12/31/23)		46,250	SPY 21/22, 7/1/21 8/23/21
	(12/31/23)		185,000	SPY 21/22, 7/1/21 2/8/22
	(12/31/23)	208,125	-59,375	SPY 21/22, 7/1/21 3/17/22
			1,206,875	
	2022 (12/31/23)		46,250	SPY 21/22, 7/1/21 13/30/21
	(12/31/23)		-23,125	SPY 21/22, 7/1/21 2/13/22
	(9/31/24)	208,125	185,000	SPY 23/24, 4/1/22 3/21/22
			1,415,000	
	2023 (3/31/24)		185,000	SPY 23/24, 4/1/23 2/27/23
	(3/31/24)	192,400	7,400	SPY 23/24, 4/1/23 8/9/23 4% COLA
			1,607,400	
	2024 12/31/24		192,400	CY 2024, 1/1/24 SAL 12/29/23 82
			-192,400	CY 2024, 1/1/24 SAL 3/22/24 83
			144,300	CY 2024, 1/1/24 SAL 4/22/24 84
		148,398	4,098	CY 2024, 4/1/24 SAL 6/7/24/24 COLA 2.84%
			1,755,798	
	2025 12/31/25	197,864	197,864	CY 2025, 1/1/25 SAL 1/12/16/24
			1,953,662	

Dwyer Peer-to-Peer Funding

Funding

Paid without contract	22,748.10
Contract 20140092	29,312.29
Contract 2015084	715,437.97
Contract 2020176	242,163.18
Contract 2022109	742,036.82
Contract 2025	197,864.00
	<hr/>
	1,949,562.36
24A093	4,098.00
	<hr/>
	1,953,660.36

Claimed

Paid without contract	22,748.10
Contract 20140092	29,312.29
Contract 2015084	715,437.97
Contract 2020176	242,163.18
Contract 2022109	740,422.10
	<hr/>
	1,750,083.64
	203,576.72
unexpended 2022109	1,614.72
to be added 2022109	4,098.00
New Contract 2025	197,864.00
	<hr/>
	203,576.72

cc: all
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MICHAEL LEWIS
Commissioner of Finance

SHEILA BARRETT
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

January 30, 2025

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

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, B dated February 14, 2010, I am advising you of the following request to amend the 2025 Department of Social Services budget.

Increase Estimated Revenues:

10058000 436101 SAFE HARBOR ADMN SOCIAL SERVICES \$30,000

Increase Appropriations:

10058000 54646 SAFE HARBOR CONTRACTS \$30,000

2025 Fiscal Impact -0-
2026 Fiscal Impact -0-

This request is to amend the 2025 Department of Social Services budget, to reflect Putnam County's Safe Harbor allocation, to address the needs of trafficked and commercially sexually exploited children and youth in accordance with Putnam's Safe Harbor project plan approved by NYS Office of Children and Family Services. Supporting documentation (24-OCFS-LCM-23) 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

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

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

25A007

2025 FEB - 3 PM 4:42
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner



DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

January 24, 2025

TO: Michael Lewis, Commissioner of Finance

FROM:  Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: DSS 2025 Budgetary Amendment

Your approval is requested to amend the 2025 DSS budget to include Putnam's Safe Harbour allocation for the purpose of contracting with a provider to address the needs of trafficked and commercially sexually exploited children and youth in accordance with Putnam's Safe Harbor project plan approved by the NYS Office of Children and Family Services (OCFS).

Increase Estimated Revenue:

10058000		SAFE HARBOR	
	436101	ADM SOCIAL SERVICES	\$30,000
		Total Estimated Revenues	\$30,000

Increase Appropriations:

10058000		SAFE HARBOR	
	54646	CONTRACTS	\$30,000
		Total Appropriations	\$30,000
		Fiscal Impact (25)	- 0 -
		Fiscal Impact (26)	- 0 -

Thank you for your time and consideration of this request.

Attachments:

24-OCFS-LCM-23 Municipal Safe Harbour: NY Allocations for Program Year 2025

cc: Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau
Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau



Office of Children and Family Services

Kathy Hochul
Governor

52 WASHINGTON STREET
RENSSELAER, NY 12144

DaMia Harris-Madden, Ed.D., MBA, M.S.
Commissioner

Local Commissioners Memorandum

Transmittal:	24-OCFS-LCM-23
To:	Local Departments of Social Services
Issuing Division/Office:	Division of Youth Development and Partnerships for Success Bureau of Youth Development and Well-Being
Date:	August 23, 2024
Subject:	Municipal Safe Harbour: NY Allocations for Program Year 2025
Suggested Distribution:	Municipal Youth Bureau Directors
Contact Person(s):	Division of Youth Development and Partnerships for Success: humantrafficking@ocfs.ny.gov or 518-474-9879
Attachments:	<i>Appendix A: Municipal Safe Harbour: NY Allocations, 2025</i> <i>Appendix B: Safe Harbour: NY Allowable Use of Funds, 2025</i> <i>Appendix C: Safe Harbour: NY Resources and Commitments, 2025</i> <i>Appendix D: Safe Harbour: NY 2025 Budget Template</i>

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform local departments of social services (LDSSs) about funding for the Safe Harbour: NY Program for program year January 1, 2025 – December 31, 2025.

II. Background

Safe Harbour: NY program funds are intended to support *all* youth identified as trafficked, sexually exploited, or being at risk up to the age of 21. A youth's eligibility for services or support funded through Safe Harbour: NY is not contingent on any demographic factors or other personal characteristics such as immigration status, the source of the referral, or the youth's involvement in child welfare or juvenile justice system(s).

Each LDSS is required to submit to the New York State Office of Children and Family Services (OCFS) planning documents including the Sexually Exploited and Trafficked Youth section in the Child and Family Services Plan (CFSP) and the Safe Harbour: NY Program Budget. Beginning in program year 2025, the Sexually Exploited and Trafficked Youth section of the CFSP will be used as the Safe Harbour: NY program plan. The Safe Harbour: NY budget must be submitted to OCFS using the template provided by uploading it in the CFSP.

Plans are informed by an assessment of local need as well as guidance provided by OCFS, including but not limited to the *Blueprint for Building a Child Welfare Response to Commercially Sexually*

Exploited and Trafficked Youth (Blueprint). The Blueprint, and many other resources, can be found on the OCFS website at <https://ocfs.ny.gov/programs/human-trafficking/>.

Additional details about completing the CFSP can be found in 24-OCFS-LCM-15, *Guidelines for Preparing the County Child and Family Services Annual Plan*, and within resource documents embedded within the CFSP portal. The CFSP portal can be accessed at <https://countyplans.ocfs.ny.gov/log-in/>.

III. Program Implications

Each LDSS is required to submit to OCFS an assessment of local need and plan for how Safe Harbour NY funds will be leveraged to meet those needs via the CFSP. The Sexually Exploited and Trafficked Youth section will serve as the program report for year 2024 and the program plan for 2025. The program budget will be submitted as an upload in the CFSP portal using *Appendix D Safe Harbour NY 2025 Budget Template*.

Approval of the Safe Harbour program plan and budget for program year 2025 will be communicated by the approval of the Sexually Exploited and Trafficked Youth section of the CFSP.

IV. Allocation Methodology

County allocations are included in Attachment A. OCFS retains the ability to evaluate programming and spending throughout the program year. Underspent or unclaimed funds are subject to redistribution to other LDSSs based on demonstrated need.

V. Claiming

Safe Harbour expenditures must be separately identified and claimed through the RF-17 claim package for special project claiming. The costs must be first identified on the RF-2A claim package as F17 functional costs and reported in the F17 column on the *Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries (LDSS-923)* and the Schedule D, *DSS Administrative Expenses Allocation and Distribution by Function and Program (LDSS-2347)*. After final acceptance of the RF-2A claim package, the individual project costs are then reported under the project label "Safe Harbor 2025" on the RF-17 Worksheet, *Distribution of Allocated Costs to Other Reimbursable Programs (LDSS-4975A)*.

Salaries, fringe benefits, staff counts, and central services costs must be directly entered on the RF-17 Worksheet, *Distribution of Allocated Costs to Other Reimbursable Programs (LDSS-4975A)*, while overhead costs are automatically brought over from the RF-2A, Schedule D, and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time on this project must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Non-salary administrative costs must be reported with the appropriate object of expense(s) on the Summary-Administrative (page 1), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs (LDSS-923-B)*.

Program costs must be reported as object of expense 37 - Special Project Program Expense on the Summary Program (page 2), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs (LDSS-923-B)*.

August 23, 2024

Total project costs, including all costs regardless of state reimbursement, must be reported on the LDSS-4975, *Monthly Statement of Special Project Claims Federal and State Aid (RF-17)*, as 100% state share excluding central services costs, which are local share. Local districts will be reimbursed up to their approved allocation.

To receive reimbursement, claims for eligible Safe Harbour 2025 expenditures for the period January 1, 2025, through January 31, 2026, must be final accepted in the Automated Claiming System (ACS) by March 31, 2026.

Further instructions for completing time studies, the LDSS-923 and Schedule D, and the RF-17 claim package can be found in Chapters 4, 7, and 18, respectively, of the *Fiscal Reference Manual (FRM)*, Volume 3. The FRM is available online at <https://intranet.otda.ny.gov/bfdm/finance/>.

/s/ Nina Aledorf, Ph.D.

Issued by:

Name: Nina Aledorf, Ph.D.

Title: Deputy Commissioner

Division/Office: Division of Youth Development and Partnerships for Success

Attachment A: Municipal Safe Harbour: NY Allocations, 2025

DISTRICT	CY 2025 ALLOCATION
ALBA	\$ 40,000
ALLE	\$ 30,000
BROO	\$ 35,000
CATT	\$ 35,000
CAYU	\$ 30,000
CHAU	\$ 35,000
CHEM	\$ 35,000
CHEN	\$ 30,000
CLIN	\$ 30,000
COLU	\$ 30,000
CORT	\$ 30,000
DELA	\$ 30,000
DUTC	\$ 35,000
ERIE	\$ 40,000
ESSE	\$ 30,000
FRAN	\$ 30,000
FULT	\$ 30,000
GENE	\$ 30,000
GREE	\$ 30,000
HAMI	\$ 30,000
HERK	\$ 30,000
JEFF	\$ 35,000
LEWI	\$ 30,000
LIVI	\$ 30,000
MADI	\$ 30,000
MONR	\$ 40,000
MONT	\$ 30,000
NASS	\$ 40,000
NIAG	\$ 35,000
ONEI	\$ 40,000
ONON	\$ 40,000
ONTA	\$ 30,000
ORAN	\$ 40,000
ORLE	\$ 30,000
OSWE	\$ 35,000
OTSE	\$ 30,000
PUTN	\$ 30,000
RENS	\$ 35,000
ROCK	\$ 35,000
SARA	\$ 35,000
SCHE	\$ 35,000

DISTRICT	CY 2025 ALLOCATION
SCHO	\$ 30,000
SCHU	\$ 30,000
SENE	\$ 30,000
STEU	\$ 35,000
STLA	\$ 35,000
STRE	\$ 30,000
SUFF	\$ 40,000
SULL	\$ 30,000
TIOG	\$ 30,000
TOMP	\$ 30,000
ULST	\$ 35,000
WARR	\$ 30,000
WASH	\$ 30,000
WAYN	\$ 30,000
WEST	\$ 40,000
WYOM	\$ 30,000
YATE	\$ 30,000
NYC	\$ 50,000
TOTAL	\$ 1,955,000



Office of Children and Family Services

Appendix B:

Safe Harbour: NY Allowable Use of Funds, 2025

Target Population:

Services for sexually exploited children created in each target county pursuant to the Safe Harbour for Exploited Children Act are to be made available to *all* children who have been commercially sexually exploited (CSEC). This is inclusive of all youth, irrespective of gender identity or sexual orientation, up to age 21. Youth are eligible for Safe Harbour: NY supports whether they are identified voluntarily; as a condition of an adjournment in contemplation of dismissal issued in criminal court or through procedures or diversion services associated with the Family Court Act (diversion services, child welfare, juvenile delinquency, etc.); or a referral from a local social services agency.¹

Fiscal Requirements:

- The **program year** is January 1 – December 31, 2025. All Safe Harbour funds must be expended by January 31, 2026, and all claims must be final accepted in the Automated Claiming System by March 31, 2026. These deadlines are firm; unspent funds will be lost and may impact future funding.
- Claims must be in alignment with the OCFS-approved program plan and budget.
- Allocations are issued as preliminary. OCFS retains the ability to evaluate programming and spending throughout the program year. Underspent and unclaimed funds are subject to redistribution to other counties based on demonstrated need.

Allowable Expenses:

Counties receiving Safe Harbour: NY funds are charged with developing a service system to meet the needs of these youth. Allowable expenses to support this effort include but are not limited to the following:

1. Hiring a Safe Harbour coordinator who will provide leadership in developing and implementing program goals and objectives. (Fringe benefits are capped at 30% unless the coordinator is a local department of social services [LDSS] employee).
2. Providing case assessment and referral services through a multidisciplinary team approach, including the utilization of Child Advocacy Centers/Multidisciplinary Teams, to interview youth and develop case plans to meet their needs.
3. Supporting the salary of per diem and other staff at community agencies that meet the needs of CSEC and at-risk youth, including staff of runaway and homeless youth programs.
4. Creating or further developing a critical team to address the issue of the sexual exploitation of children on a community-wide basis.
5. Providing intensive case planning to meet the needs of sexually exploited youth, including, but not limited to, food, clothing, age-appropriate leadership development and recreational opportunities, transportation, purchase of items to meet emergency needs, disposable cell phones, etc.

¹ See SSL §447-b(2).



Office of Children and Family Services

6. Providing safe long- and short-term housing, including the use of respite or runaway and homeless youth beds where appropriate.
7. Developing and promoting community awareness campaigns about the sexual exploitation and trafficking of youth, including information on the identification and referral to services through community events or other methods of disseminating information (such materials must be approved by OCFS before they are published).
8. Maintenance of a county website regarding sexually exploited youth and/or Safe Harbour.
9. Providing supportive services to non-offending family members of trafficked and exploited youth so they are best equipped to support their youth.
10. Travel to participate in appropriate human trafficking trainings, conferences, and stakeholder meetings.
11. Partnering with other counties in the region to share information and develop a regional approach to bring awareness, training, and services.
12. LDSSs may contract with local partner agencies; however, to be successful, LDSSs must remain engaged in ongoing program planning and implementation.

Non-Permissible Expenses:

Expenses that **cannot** be purchased using Safe Harbour funds include, but are not limited to, the following:

1. Administrative overhead costs, for example, rent/property leasing, standard utility usage, including electric and power costs, janitorial services, etc.
2. Staff fringe benefits exceeding 30% unless program staff are LDSS employees.
3. Developing a local hotline for CSEC (contact OCFS to learn about existing hotlines to meet this need).
4. Public awareness materials and program brochures that have not received prior approval from OCFS.
5. Food and refreshments for adults at meetings and trainings (some exceptions may apply; contact OCFS for more details).
6. Other expenses are at the discretion of OCFS.

Please contact (humantrafficking@ocfs.ny.gov) with additional questions on funding and spending.



Office of Children and Family Services

Appendix C:

Safe Harbour: NY Resources and County Commitments 2025

The New York State Office of Children and Family Services (OCFS) is pleased to fund partner counties to develop a system response to commercially sexually exploited children (CSEC) and youth who have been trafficked or are at risk of being trafficked. To support the development and implementation of these programs, OCFS offers a number of resources and has several expectations of county partners.

The following resources are available to all counties:

- *Responding to Commercially Sexually Exploited and Trafficked Youth: A Blueprint for Systems of Care in New York State*: Practical guidance in developing comprehensive, sustainable system interventions to best meet the needs of trafficked and exploited youth.
- *Responding to Commercially Sexually Exploited and Trafficked Youth: A Handbook for Child Serving Professionals*: Practical guidance for professionals working directly with trafficked, exploited, and at-risk youth.
- *New York State Processes Related to Notifications of Victims of Human Trafficking INF (17-OCFS-INF-03)*.
- *Requirements to Identify, Document, Report, and Provide Services to Child Sex Trafficking Victims* Administrative Directive (15-OCFS-ADM-16) and associated tools and FAQ documents: An OCFS policy directive that must be followed by OCFS, local departments of social services (LDSSs), and relevant voluntary agency staff.
- Sample flow charts to illustrate potential referral processes for youth who are and are not subject to 15-OCFS-ADM-16.
- Optional *Initial Trafficking Interview Tool for Youth* (OCFS-2715) and corresponding training in the Human Services Learning Center (HSLC) site.
- *Sex Trafficking Allegation* (19-OCFS-ADM-11).
- Several free trainings are available on the HSLC, including *Human Trafficking/Commercial Sexual Exploitation of Children: An Overview* and *Using the Initial Trafficking Interview Tool for Youth*.
- Free training videos on a wide variety of topics are available on the OCFS Human Trafficking [YouTube playlist](#).
- Fast facts, palm cards, and other technical assistance documents are available for counties to reference and distribute from this OCFS website: <https://ocfs.ny.gov/programs/human-trafficking/resources-professionals.php>
- A shared mailbox or general inquires is available: humantrafficking@ocfs.ny.gov. **Note:** Please do not send any urgent case matters or case-identifying information to this mailbox.

Counties who receive Safe Harbour: NY funds are committed to meet the following expectations:

- Under the leadership of the local departments of social services (LDSSs), counties with Safe Harbour funds will develop or utilize the following:



Office of Children and Family Services

- An existing critical team to lead the development of a countywide system response to commercially sexually exploited children and trafficked and at-risk youth (Safe Harbour program). *It is strongly recommended that programs use the Blueprint to guide the work of the critical team.*
- An asset map and needs assessment related to services that can support youth who have experienced CSEC and human trafficking in a survivor-centered, trauma-responsive manner.
- Standardized tools, including those included in 15-OCFS-ADM-16, to screen and assess youth for CSEC and human trafficking experiences.
- Referral pathways to ensure trafficked, exploited, and at-risk youth will be provided an appropriate service response.
- Public awareness campaigns and/or outreach initiatives to contact trafficked, exploited, and at-risk youth. (Note: All public awareness materials require OCFS approval before they may be published with OCFS funds.)
- Offer training opportunities to LDSSs and community-based providers on identifying and providing specialized services to youth who have experienced CSEC and human trafficking.
 - OCFS offers train-the-trainer opportunities to capacitate local partners to deliver trainings locally.
 - Youth engagement specialists are available at each OCFS regional office to deliver free training on human trafficking to child welfare professionals.
- Partner counties are further committed to the following:
 - Participate in regional Safe Harbour meetings (as applicable).
 - Participate in OCFS's statewide annual conferences.
 - Submit, at OCFS's request, details regarding program spending and claims.
 - Provide a program plan and proposed budget at the beginning of each funding year.
 - Provide a report on its progress at the end of each funding year using the provided template.
 - Respond to OCFS requests for additional information.
- Collect data on all youth identified as commercially sexually exploited, trafficked, or at risk by Safe Harbour: NY-funded agencies in the county, and report this data to OCFS quarterly using the provided template.
 - Data is due to the humantrafficking@ocfs.ny.gov mailbox according to the following schedule:
 - Q1: data from January 1 – March 31 (Due 4/22/25)
 - Q2: data from April 1 – June 30 (Due 7/21/25)
 - Q3: data from July 1 – September 30 (Due 10/20/25)
 - Q4: data from October 1 – December 31 (Due 1/19/26)

For more information about Safe Harbour: NY, please contact humantrafficking@OCFS.ny.gov.

Appendix D: Safe Harbour: NY 2025 Budget Template

County : _____

Contact Name: _____

Contact Email: _____

Personnel Services	Amount \$	Notes
Personnel Services (project staff, salaries)		
Fringe (max 30%)		
Other (explain)		
Total Personnel Services	\$0.00	
Other Than Personnel Services		
Contracted Services (Include contractor and services provided in notes column.)		
Public Awareness Campaign (development and publishing)		
Printing (program materials, etc.)		
Office Supplies		
Equipment and Technology		
Wraparound funds/client assistance (food, clothing, hygiene products, transportation, phones, fee-for-service care, etc.)		
Staff Training and Development		
Staff Travel (to attend trainings, etc.)		
Other (Explain in notes column)		
Total Other Than Personnel Services	\$0.00	
Total	\$0.00	

MICHAEL J. LEWIS
Commissioner of Finance



cc: all
Health
AAA

2000
#49

SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: **Budgetary Amendment –25A008**
DATE: February 4, 2025

2025 FEB -5 AM 11:03
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Fiscal Manager at DSS and Mental Health, the following budgetary amendment is required.

GENERAL FUND

INCREASE APPROPRIATIONS:

22070000 54310	OFFICE SUPPLIES	\$	183.00
22070000 54313	BOOKS AND SUPPLEMENTS	\$	300.00
22070000 54640	EDUCATION AND TRAINING	\$	8,210.00
22070000 54675	TRAVEL	\$	500.00
		\$	<u>9,193.00</u>

INCREASE REVENUE:

22070000 436233	CHILD ADVOCACY CENTER		<u>9,193.00</u>
		\$	9,193.00

2025 Fiscal Impact \$ 0
2026 Fiscal Impact \$ 0

Please refer to the attached memorandum and the detailed analysis from Fiscal Manager Wunner regarding this budgetary amendment.

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

January 28, 2025

TO: Michael Lewis, Commissioner of Finance

FROM:  Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: DSS 2025 Budgetary Amendment

Your approval is requested to amend the 2025 Department of Social Services budget to include expenses other than Personnel Services funded in accordance with the following contract renewal awarded to the Child Advocacy Center for the period of 10/01/2024-09/30/2025. OCFS C029459 is a multi year agreement awarded by the New York State Office of Children & Family Services (OCFS) for the period of 10/01/2022-09/30/2025.

Increase Estimated Revenue:

22070000		OEOP CHILD ADVCY CTR	
	436233	CHILD ADVOCACY CENTER	\$9,193
		Total Estimated Revenues	\$9,193

Increase Appropriations:

22070000		OEOP CHILD ADVCY CTR	
	54310	OFFICE SUPPLIES	\$183
	54313	BOOKS AND SUPPLEMENTS	\$300
	54640	EDUCATION AND TRAINING	\$8,210
	54675	TRAVEL	\$500
		Total Appropriations	\$9,193
		Fiscal Impact (25)	- 0 -
		Fiscal Impact (26)	- 0 -

Thank you for your time and consideration of this request.

Attachments:

CHILD ADVOCACY CENTER – OCFS GRANT DETAIL



cc: Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau
Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau
Marla Behler, Program Director Child Advocacy Center

CHILD ADVOCACY CENTER - OCFS GRANT DETAIL

CONTRACT NUMBER #C029459

10/01/2024-09/30/2025

	APPROVED GRANT BUDGET	MUNIS BUDGET	BUDGETARY AMENDMENT
54310 OFFICE SUPPLIES	683	500	183
54311 PRINTING AND FORMS	180	350	N/A
54313 BOOKS AND SUPPLEMENTS	1,250	950	300
54314 POSTAGE	35	50	N/A
54410 SUPPLIES AND MAT	1,000	1,800	N/A
54560 EQUIP RENTAL LEASE	2,559	2,710	N/A
54634 TELEPHONE	1,786	1,850	N/A
54640 EDUCATION AND TRAINING	8,210	-	8,210
54675 TRAVEL	1,000	500	500
55646 CHRGBK CONTRACTS	17,039	25,247	N/A
	33,742	33,957	9,193

Wunner, Kristen (DFA)

From: Clark, Kathryn (OCFS)
Sent: Thursday, October 24, 2024 1:13 PM
To: Wunner, Kristen (DFA); Behler, Marla (EXT-DFA5-A37)
Subject: C029459 Putnam Contract APPROVED FY 10/1/24-9/30/25
Attachments: C029459 - Putnam County Department of Social Services - Yr 3 - Rev 10.23.24- KC.xlsx; Claim Tip Sheet for Contractors Rev. 7.26.24.docx; Contractual Consultant Breakdown.xlsx; OCFS Inventory Form_122123.docx; Quarterly-Annual Report MDT-CACs FY10.1.24-9.30.25.docx

Good afternoon,

Your contract amendment for C029459 has been approved for fiscal year 10/1/24-9/30/25 has been approved.

Please see attached your Breakdown of Expense form reflecting your budget for this period.

40% Advances & Advance Recoup (33.3) - Q2, Q3, Q4

Requirements:

- Program Report, Breakdown of Expenses.
 - If Q4 claim, Final Report
- Contractual/Consultant Breakdown Form, if applicable.
 - All relevant agreements must be uploaded to contract documents.
- Inventory Form, if applicable.
 - Q1 (Oct - Dec) - Due Jan 30
 - Q2 (Jan - Mar) - Due Apr 30
 - Q3 (Apr - Jun) - Due Jul 30
 - Q4 (Jul - Sept) - Due Oct 30

Reach out if you need anything!

Sincerely,

Kathryn Clark

Program Manager | Child & Family Safety Unit
New York State Office of Children & Family Services
Division of Child Welfare & Community Services
52 Washington Street, Room 337 North
Rensselaer, NY 12144
Phone (518) 402-1369 | Fax (518) 402-6824
Kathryn.Clark@ocfs.ny.gov | ocfs.ny.gov



Office of Children and Family Services

KATHY HOCHUL
Governor

DAMIA HARRIS-MADDEN, Ed.D., MBA, M.S.
Commissioner

July 22, 2024

Sara Servadio, DSS Commissioner
Putnam County Department of Social Services
40 Gleneida Ave.
Carmel, NY 10512

Re: Procurement #175 – MDT/CAC (State Funded) - Amendment

Dear Sara Servadio:

The New York State Office of Children and Family Services (OCFS) is pleased to inform you of its intent to continue funding your Multi- Disciplinary Team/Child Advocacy Center (MDT/CAC) contract. The amendment will become final upon funding approval and your successful completion of the contract process.

Your staff must work with OCFS to complete the contract development and execution process. Please keep the following things in mind as you proceed:

- Keep this letter for reference. It provides important information you will need and contact information for the OCFS staff who will assist you. Please share it with anyone in your organization who will be working on contract development.
Begin the contract development process immediately. This is necessary to meet our goal of having an approved amendment.
Once contract development is complete, your amended contract must be approved by the Office of the New York State Comptroller (OSC) and finalized by OCFS. It will then be "fully executed" and you can begin receiving funding. You will receive notification when this has occurred.

Award Information

As stated in your original contract, under the Program Terms and Conditions, the funding methodology for this contract is configured annually. Below outlines your proposed contract award information. The purpose of this amendment is to reconcile your award. Please note your award is not final unless your contract is successfully developed and approved (as described above).

Table with 2 columns: Contract Information and Amount. Rows include Contract Number (C029459), Contract Term (10/1/2022-9/30/2025), Amended Contract Period #1 (10/1/2022-9/30/3023), and Amended Contract Period #2 (10/1/2023-9/30/2024).

Amended Contract Period #3, 10/1/2024-9/30/2025, Amount:	\$163,517.00
Amended Contract Value:	\$476,195.00

Revised Awards:

This revised award letter supersedes the letter sent to you on June 5, 2023.

Additional Requirements:

Throughout the contract process, vendors must ensure their Vendor Responsibility Questionnaire is certified in the VendRep System. To be current, your questionnaire must be (re)certified within six months of the awarded contract going to OSC for approval. Not-for-profit vendors must also remain current with the Charities Bureau and maintain a "prequalified" status within SFS Grants Management. Municipalities are exempt from VendRep, Grants Gateway and Charities Bureau. All vendors must obtain their current Workers Comp and Disability Certificates (with the exception that municipalities are exempt from the Disability Certificate); the certificates must have NYS OCFS 52 Washington Street, Rensselaer NY 12144 as the certificate holder, and you will need to upload these documents to CMS once your contract is set up.

Contract Management System

- You will continue to use OCFS's online Contract Management System (CMS) during contract development and to submit claims and reporting information throughout the life of your contract. You may also receive correspondence through CMS. CMS is accessed at the following link <https://my.ny.gov/> and works with Chrome and Edge internet browsers.
- Information about how to use CMS is available online at <https://ocfs.ny.gov/main/contracts/cms/CMS-Contractor-Manual.pdf>. Your staff will be able to complete specific tasks based on their assigned CMS "role." Additional information on CMS roles is in the CMS Contractor Manual.
- **Important:** If you need to add or remove users, or change roles for your organization, **please complete the CMS Authorization Form and return it to OCFS immediately.** The CMS Authorization Form (OCFS-4821) and instructions are available here: <https://ocfs.ny.gov/main/documents/>. Once users are authorized for your organization, if you need to assign additional staff to work on specific contracts or change assignments, please reach out to your OCFS Program Manager for assistance.
- **Helpful Hint:** It is recommended that you designate at least two individuals for each CMS role so multiple staff can work on contract and claim tasks. However, for each specific contract, you will assign **one primary staff member for each role.** The primary staff member will receive all future system e-mails for work on that specific contract.

Contract Due Date

Our goal is to have a fully executed contract prior to the amendment start date. To accomplish this, you will be given **25** calendar days to develop your contract and work with OCFS staff to make any needed refinements. If you do not submit all required documents by this deadline, OCFS will be unable to complete the contract process and your contract approval will be delayed.

- **Helpful Hint:** When uploading documents to CMS, be sure to upload each as a PDF to prevent system errors. Do not use formats such as Excel or MS Word.

Contracting Guides & Requirements

The following documents are attached to this letter and will assist you with the contracting process. You may also contact the OCFS staff listed at the end of this letter.

- [OCFS Agency Contact Information](#)
- [Contract Requirement Tip Sheet](#)

Additional information may be found here [Form Search | Forms | OCFS \(ny.gov\)](#) to assist you in contract development.

Webinars


OCFS will schedule webinars to assist with the contract development process and answer questions. Details of these events will be sent to your organization's contact soon.

OCFS Contacts

Your OCFS Program Manager, identified on the last page of this document, will contact you about the contract development process and the tasks your staff must complete. If you have workplan or budget questions before then, you may contact them by phone or e-mail. Please also review the CMS Manual and contracting guide documents referenced above. For all general questions regarding this award, call the Contracting Helpline at 1-833-791-2741. Please have this letter in front of you when calling.

Again, congratulations on your award. We look forward to working with you.

Sincerely,



Gail Geohagen-Pratt
Deputy Commissioner
Division of Child Welfare and Community Services

Attachments

OCFS Agency Contact Information
Program Area: Child Welfare and Community Services (CWCS)
Re: Procurement #175 – MDT/CAC (State Funded) - Amendment

Program Staff (Workplan or Budget Questions):

Name & Title	Telephone	Email
Kathryn Clark Program Manager	518-402-1369	kathryn.clark@ocfs.ny.gov
Adam Berry Program Supervisor	518-474-7899	adam.berry@ocfs.ny.gov

Fiscal Administrative Unit (FAU) Staff:

Name & Title	Telephone	Email
Meghan Manny FAU Contract Unit Supervisor	518-474-9850	meghan.manny@ocfs.ny.gov
Christopher Herrick, FAU Contract Staff	518-402-6767	christopher.herrick@ocfs.ny.gov
Bethany Albano, FAU Contract Staff	518-473-8536	bethany.albano@ocfs.ny.gov
Chelsea Hartmann FAU Contract Staff	518-474-7824	chelsea.hartmann@ocfs.ny.gov
Alyssa Bange FAU Contract Student Assistant	518-402-9312	alyssa.bange@ocfs.ny.gov
Judith Soler FAU Claiming Unit Supervisor	518-474-9632	judith.rodriquez@ocfs.ny.gov
Michael Solt Claim Program Aide	518-402-3289	michael.solt@ocfs.ny.gov
Travis Koonz Claim Program Aide	518-486-1341	travis.koonz@ocfs.ny.gov
Christopher Donnellan Claim Program Aide	518-474-7856	christopher.donnellan@ocfs.ny.gov

For all general questions regarding this award, call the Contracting Helpline at 1-833-791-2741. Please have this letter in front of you when calling.

Contract Requirement Tip Sheet

<p>Vend Rep Questionnaire</p>	<p>Not-for-profit vendors must register and update their Vendor Responsibility Questionnaire online through NYS OSC VendRep system. Vendors will need to register and update their questionnaire six months prior to any contract, renewal and/or amendment going to OSC. This can be done online through NYS OSC VendRep system https://www.osc.state.ny.us/vendrep/info_vrsystem.htm</p> <p>https://onlineservices.osc.state.ny.us/Enrollment/login?0</p> <p>OCFS recommends completing the VR Questionnaire online in the VendRep System. The process is centralized (can be used for several contracts) and easier to update.</p> <p>For direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by e-mail at ciohelpdesk@osc.state.ny.us.</p>
<p>Charities Registration</p>	<p>Unless vendors are exempt, all not-for profit vendors must register with the Department of Law/Charities Bureau to receive a Charities Registration # and file a Charities Registration Statement annually. Please go to NYS Attorney General website: http://www.charitiesnys.com/charities_new.jsp</p>
<p>Disability Benefits Coverage</p>	<p>All vendors, except for Municipalities who are exempt, must provide proof of Disability Benefits Coverage by uploading one of the following forms into CMS:</p> <ul style="list-style-type: none"> • DB-120.1 Certificate of Disability Benefits Insurance; • DB-155 Certificate of Disability Benefits Self-Insurance; • CE-200 Certificate of Attestation of Exemption from New York State Workers' Compensation and /or Disability Benefits Coverage <p>The form must list NYS OCFS as the certificate holder and the dates of the certificate must be current. The address for NYS OCFS is 52 Washington Street, Rensselaer, NY 12144.</p> <p>Be sure the certificate is signed, not expired, listed with the vendor's name who holds the contract with the Federal ID, the correct form is used, and OCFS is the certificate holder.</p>

<p>Workers Compensation Coverage</p>	<p>All vendors must provide proof of worker's compensation coverage by uploading one of the following forms into CMS:</p> <ul style="list-style-type: none"> • C105.2 Certificate of Workers Compensation Insurance • U26.3 Issued by the State Insurance Fund • SI-12 Certificate of Workers Compensation Self-Insurance • Form GSI-105.2 Certificate of Participation in Workers Compensation Group Self Insurance • CD-200 Certificate of Attestation of Exemption from NYS Workers Compensation and/or Disability Benefits coverage <p>The form must list NYS OCFS as the certificate holder and the dates of the certificate must be current. The address for NYS OCFS is 52 Washington Street, Rensselaer, NY 12144.</p> <p>Be sure the certificate is signed, not expired, listed with the vendor's name who holds the contract with the Federal ID, the correct form is used, and OCFS is the certificate holder.</p>
<p>Statewide Financial System (SFS)</p>	<p>With the implementation of SFS vendors are required to maintain their own address and other information directly in the system. OCFS does not have access to change this information.</p> <p>For vendor Self-Service Directions and Information (Vendor Self-Service System) click on http://osc.state.ny.us/vendors/index.htm</p>
<p>State Financial System (SFS) Grants Management (Replacing Grants Gateway)</p>	<p>Not-for-Profit Entities (<i>municipalities and for-profits are exempt</i>):</p> <p>Effective 1/16/2024, SFS Grants Management replaces Grants Gateway. Contractors will use SFS to apply for grant proposals, meet prequalification requirements and maintain prequalification status.</p> <p>Note: your agency <u>must</u> remain in a "prequalified status" throughout the budget development or amendment process.</p> <p>Information on SFS can be found here: https://grantsmanagement.ny.gov/transition-sfs.</p> <p>You may also contact the SFS Help Desk with any questions:</p> <ul style="list-style-type: none"> • Helpdesk@sfs.ny.gov • 518-457-7737 or 877-737-4185 <p>For issues that arise while working in SFS, provide as many of the following details as possible to assist the Help Desk in quickly resolving your problem: description of issue, SFS User ID, date and time, job aid or reference material you were following, name of page, impacted transaction IDs, screenshots of the entire page including URL and any error messages.</p>

Please open the document in CHROME to submit.

Attachment B Budget

A-1 Summary of Personnel Costs

Position/Title	Annual Salary	% of Time	Salary times % of Time**	Local Share	OCFS Grant Funds	Total Cost
CAC Program Director 1 (P)	\$95,574	10.00	\$9,557		\$9,557	\$9,557
CAC Program Director 2 (P)	\$115,000	26.00	\$29,900		\$29,900	\$29,900
Office Manager 1 (P)	\$48,840	18.00	\$8,755		\$8,755	\$8,755
Office Manager 2 (P)	\$48,840	57.00	\$27,724		\$27,725	\$27,726
CAC Coordinator (P) 1(formally FI/Community Outreach Wk)	\$85,000	15.00	\$12,750		\$12,750	\$12,750
FI/ Community Outreach Worker 2 (P)	\$0	0.00	\$0		\$0	\$0
			\$0			\$0
			\$0			\$0
			\$0			\$0
			\$0			\$0
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			\$0			\$0
			\$0			\$0
			\$0			\$0
			\$0			\$0
1. Personnel Total				\$0	\$88,687	\$88,687
2. Fringe Benefits Total	Enter Rate:	46.33			\$41,088	\$41,088
3. Total Personal Services Costs			88,687	\$0	\$129,775	\$129,775

** The figures in the column are for comparison purposes only. It may not exactly equal the Total Cost figure.

A-1 Personal Narrative

Budget Narrative: Attach a description of the role/responsibility of each person included above. Resumes of key project staff should be included as an addendum to the Project Narrative Section.

1. Title:

Enter Role/Responsibility Below

CAC Program Director is a full time position responsible for overseeing the day to day operation of the program and staff supervision. This line covers for the period of 10/1/2024-12/31/2024.

2. Title:

Enter Role/Responsibility Below

CAC Program Director is a full time position responsible for overseeing the day to day operation of the program and staff supervision. The position is being re-classified to reflect additional assigned responsibilities This line covers for the period of 1/1/2025-9/30/2025. The budgeted amount is based on the 2025 county approved salaries aligned with adjustments in the job description.

3. Title:

Enter Role/Responsibility Below

Office Manager is funded for 30 hours per week at Grade 8, step 4. Position is responsible for managing the CAC data base, tracking cases and providing administrative support to all CAC staff and MDT members. Additional responsibilities include: greeting families, supervising families in the waiting area, surveying clients, generating statistical reports, coordinating meeting schedules. Salary is based on county approved budget.

4. Title:

Enter Role/Responsibility Below

Office Manager is funded for 30 hours per week at Grade 8, step 4. Position is responsible for managing the CAC data base, tracking cases and providing administrative support to all CAC staff and MDT members. Additional responsibilities include: greeting families, supervising families in the waiting area, surveying clients, generating statistical reports, coordinating meeting schedules. Salary for the 2025 budget year is still pending contract negotiations and is currently budgeted based on the current contract year. Adjustments will be made at a future date if needed.

5. Title:

Enter Role/Responsibility Below

CAC Coordinator (formally title Forensic Interviewer/Outreach Worker) is a new title. The Program Coordinator position will play a crucial role in the success of the CAC by conducting forensic interviews, supervising victim advocates, implementing prevention programs, and managing team communication. The position will provide day to day case management and team coordination and will be familiar with the specifics of all ongoing cases. The FI/Community Outreach Worker title was reclassified through the county budget process to a CAC Coordinator. The Salary is based on the county approved amount based on the duties assigned to this this job title.

6. Title:

Enter Role/Responsibility Below

This title is being replaced with the CAC Program Coordinator position.

7. Title:

Enter Role/Responsibility Below

8. Title:

Enter Role/Responsibility Below

9. Title:

Enter Role/Responsibility Below

10. Title:

Enter Role/Responsibility Below

11. Title:

Enter Role/Responsibility Below

12. Title:

Enter Role/Responsibility Below

13. Title:

Enter Role/Responsibility Below

14. Title:

Enter Role/Responsibility Below

15. Title:

Enter Role/Responsibility Below

16. Title:

Enter Role/Responsibility Below

17. Title:

Enter Role/Responsibility Below

18. Title:

Enter Role/Responsibility Below

19. Title:

Enter Role/Responsibility Below

20. Title:

Enter Role/Responsibility Below

B4. Contractual/Consultant

Item	Local Share	OCFS Funds	Total Costs
Consultant(s) (P)		\$20,039	\$20,039
Contractual Space Cost(s) (P)		\$999	\$999
Storage Unit Rental (P)		\$1,560	\$1,560
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total Contractual/Consultant Costs	\$0	\$22,598	\$22,598

Enter Budget Narrative Below:

Consultant(s) (P) - \$17,039.00- District Attorney's Office
 \$3,000.00 Trainer for Annual MDT retreat

Consultant(s) (P) - This line will be used for contracting with services including but not limited to an ADA from the DA's Office assigned to the CAC that is responsible for all CAC cases being prosecuted in criminal court and coordinating with DSS Counsel on Family Court matters. ADA will attend and participate in all joint forensic interviews, monthly case review meetings and provide case dispositions for case tracking. This integrated approach will allow for better collaboration and stronger prosecution, while providing a multi-disciplinary problem solving method to address the underlying issues of the families served at the CAC. Position will also be responsible for providing professional and public training. This line may cover for additional consultant(s) but will need prior approval before charging to this line.

Contractual Space Costs (P) - \$999.00 Estimated annual share cost for contracted Copier/Maintenance.

Storage Unit Rental (P): - \$1,560.00 (rented) estimated rental cost for storage space used by program staff to conduct routine office work, office visits with clients, hold meetings, etc. Additional cost that could be covered under this line are moving expenses in the event of program relocation, storage, minor renovations and repair to set up and relocate to new site that are not covered under the rental agreement. The storage unit is 100% utilized and operated by the agency.

****Contractual/Consultant agreements will be uploaded to CMS prior to claiming. All subcontractors or consultant arrangements, including vendor, consultant, and purchase of service agreements to provide any services outlined in or associated with the project, must be by written agreement. All proposed agreements must be submitted to the OCFS Program Manager and have written approval by OCFS. Signed agreements equaling \$50,000 or 50% or more of the contract value, or as otherwise requested by OCFS, must be uploaded in CMS as a "contract-related document" prior to requesting reimbursement or receiving payment of related expenses.**

B5. Travel

Reimbursement for travel, lodging, and mileage costs must not exceed the State rates in effect at the time the person traveled.

Item	Local Share	OCFS Funds	Total Costs
Local travel(P)		\$1,000	\$1,000
Out of State Travel (P)		\$0	\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total Travel Costs	\$0	\$1,000	\$1,000

Enter Budget Narrative Below:

Local Travel (P)- This line is for local travel for the program staff to complete program related tasks such as but not limited to travel to support all activities listed in the work plan such as home visits, outreach, meetings, travel to local agencies and trainings as it pertains to their duties, meeting performance goals and meeting client needs.

Out of Area/State Travel (P)- This line item is for travel to trainings, meetings and conferences as required by OCFS. Conferences and staff development opportunities, trainings and meetings as they become available and scheduled throughout the year.

**All travel reimbursements will not exceed NYS travel rates in effect. Out of state travel must be pre-approved by NYS OCFS Program Manager prior to reservations/arrangements are made.

B6. Equipment

Item	Local Share	OCFS Funds	Total Costs
Medical Equipment (P)		\$0	\$0
Technology and Accessories (P)		\$0	\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total Equipment Costs	\$0	\$0	\$0

Enter Budget Narrative Below:

Medical Equipment (P) - The purpose of this line is to update and/or replace medical equipment for staff to perform and conduct investigations and interviews of sexually/physically abused children come into the CAC. Examples of cost may include but are not limited to a colposcope.

The purpose of this line is to update and/or replace necessary technology for staff to perform their daily work, as well as to conduct investigations and interviews of sexually/physically abused children come into the CAC. Examples of cost may include but are not limited to an I-Record (video recording device).

B7. Supply Costs

Item	Local Share	OCFS Funds	Total Costs
Office Supplies (P)		\$683	\$683
Program Supplies (P)		\$1,000	\$1,000
Printing/Copying and Outreach Supplies (P)		\$180	\$180
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total Supply Costs	\$0	\$1,863	\$1,863

Enter Budget Narrative Below:

Office Supplies (P) - This line supports program needs for employees on the budget as well as for CAC Team members who co-locate at the center. Office supplies may include, but are not limited to: paper, pens, folders, binders, paper clips, highlighters, staplers, staples, post-it notes, toner and small office equipment.

Program Supplies (P) - This line covers the cost of items used by program staff and program participants (Insert program need here. For example: to educate and support positive PCI, bonding and attachment, decrease social isolation, and promote child development and health). Examples of supplies may include, but are not limited to: DVDs, books, educational toys, curriculum, advisory and council member supplies and software.

Printing/Copying and Outreach Supplies (P) - This line will be used to support staff and families as we carry out the program in a manner consistent with the work plan and achievement of outcomes. This line will also support outreach and promotion of the program. Examples of supplies and costs may include, but are not limited to: paper, toner, outreach items, brochures and printed material as well as maintenance and repair of copier and printers, as needed. This is 100% utilized by the program but due to budget constraints we are only able to charge a portion of the estimated annual cost.

*The volume and types of supplies under this category may differ slightly from year to year based on program needs.

B8. Other Expenses

Item	Local Share	OCFS Funds	Total Costs
Dues and Memberships (P)		\$1,250	\$1,250
Technology/Communications Expenses (P)		\$1,786	\$1,786
Postage/Shipping (P)		\$35	\$35
Training and Staff Development (P)		\$5,210	\$5,210
Unforeseen Miscellaneous Expenses (A)		\$0	\$0
Unforeseen Miscellaneous Expenses (P)		\$0	\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total Other Expenses	\$0	\$8,281	\$8,281

Enter Budget Narrative Below:

Dues and Memberships (P) - Examples of dues and memberships are but not limited to NYSCA, NCA, Regional Chamber of Commerce and registration with CHAR 500 and the American Professional Society on the Abuse of Children (APSAC). These dues and memberships are annual program related costs and expenses and are subject to change annually.
 NCA Membership Dues: 600.00
 NYSCA Membership Dues: \$400.00
 Unforeseen increases or new membership dues: \$250.00

Technology/Communications Expenses (P) - Technology and Accessories (P) - \$1,786.00 - This line will be used for Internet service and office phones for program staff. (P)= Internet and Office Phones is 100 % of agency cost.

This line will be used for, but not limited to: mobile hot spots (Mi-Fi), internet service (Wi-Fi), office phones and/or cell phones. Expenses may include, but are not limited to: purchase and/or replacement of the items, recurring costs and repairs as needed during the contract term. This is 100% utilized by the program but due to budget constraints we are only able to charge a portion of the estimated annual cost.

Postage/shipping (P) - Costs for mailings and shipments of program materials to clients, outreach materials, recruitment of program participants and staffing.

Training and Staff Development (P) - This line item is to help develop skills and define roles and responsibilities throughout the program. This line will be used for trainings, conferences and curriculum relevant to the needs of the program, including but not limited to: staff and professional development, work plan and targets. Estimated cost will cover registration fees, materials/supplies, space for training, and/or payment for a trainer/speaker, which may include their travel expenses (not to exceed the NYS Travel Rates and not included in contractual/consultant agreements).

Unforeseen Miscellaneous Expenses (A/P) - This line will be used to incorporate unforeseen expenses that align with or support the contract's work plan, goals, and objectives and are not included in other budget categories. This line may not be used without prior approval by your OCFS Program Manager.

Contractor Name: Putnam County Dept of Social Services
Period of Budget: 10/01/2022 - 09/30/2025
Contract Number: C029459

**ATTACHMENT B
BUDGET SUMMARY**

(Rev. 1/8/02)

The purpose of this form is to document the budget for the proposed project. Indicate the amount of funds being requested to support the proposed project under "OCFS Funds."

Expense Category	Local Share/ Local Match (if applicable)	OCFS Funds	Total Project Cost
A. Personal Services			
1. Project Staff Salaries	\$0	\$88,887	\$88,887
2. Fringe Benefits		\$41,088	\$41,088
3. Total (Lines 1 + 2)	\$0	\$129,775	\$129,775
B. Non-Personal Services			
4. Contractual/Consultant	\$0	\$22,598	\$22,598
5. Travel/Per Diem	\$0	\$1,000	\$1,000
6. Equipment	\$0	\$0	\$0
7. Supplies	\$0	\$1,863	\$1,863
8. Other Expenses	\$0	\$8,281	\$8,281
9. Total (Total Lines 4 to 8)	\$0	\$33,742	\$33,742
C. Project Total (Lines 3 + 9)	\$0	\$163,517	\$163,517

Local Match (if required) Use *calculation below
--

***Local Match Calculation** = % of matching funds (if required in the RFP or contract agreement) X OCFS grant award.

Total costs entered for each budget category above must reflect totals from attached Budget Sections.

Local Share refers to all funds other than this grant award, including in-kind contributions to support the project as described in the narrative section of the application. The type and amount of in-kind contributions should be specifically identified under the appropriate Budget Section. The total amount of the in-kind portion of Local Share should be entered in parenthesis next to Local Share Project Total space.

OCFS Funds are the funds you are requesting through this application.

Total Cost refers to the combined Local Share and Grant Funds for this project.

Budget Narrative: Complete the narrative section for each part of the budget. Instructions are included on the following application budget pages.

Note: All items in the Budget must be consistent with the goals and objectives of the Project Narrative. Additional budget narrative pages may be attached as necessary.

* Total Project Cost must agree with Total Anticipated Revenue form as submitted with this application.

Local Share/Match Breakdown

	Source	Amount
A. Cash Donations		
B. In-Kind Donations		
C. Volunteers/Intern		
D. Fees for Service		
E. Unrestricted Cash or Fund Balance		
F. Grants:		
- Other grants supporting this project		
Amount of OCFS Funds		\$476,196
Non-OCFS Funds supporting this project		
Total		\$476,196

Itemize amounts of assured revenue, potentially available funds, and estimated income from in-kind contributions to support this project.

Cash Donations should be calculated on the basis of what the applicant organization can realistically be expected to raise during the program year; attach a description of fund raising efforts.

In-Kind Donations refers to equipment, furnishings and other non-personal expenses that are donated to support the function of this project.

Volunteers (another type of in-kind contribution) refers to project personnel who donate their time to the functioning of this project. Volunteer job descriptions and timecards should be kept to substantiate this line item.

Unrestricted Cash or Fund Balance Unrestricted funds include all revenues that are not specifically restricted as to their use. Unrestricted funds include income from dues, publication sales, advertising sales, conference fees, mailing label sales, interest income from unrestricted funds, fees obtained in the execution of externally funded projects, and contributions.

Fees for Services refers primarily to income received from clients directly. In addition, any income received by the applicant organization for reimbursable activities funded by this contract such as counseling, training, speaking engagements, etc., must be listed here.

Grants refers not only to the amount being requested under this grant but also to monies received (or applied for) from another funding source for activities related to this contract, e.g., state, federal, local. Each grant must be listed separately under Section F.

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

cc: all
Health
DHA

Reso
#4h

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*
RE: **Budgetary Amendment –25A009**
DATE: February 4, 2025

2025 FEB -5 AM 11:03
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Fiscal Manager at DSS and Mental Health, the following budgetary amendment is required.

GENERAL FUND

INCREASE APPROPRIATIONS:

22071000 54640	EDUCATION AND TRAINING	\$ 17,277.00
22071000 54646	CONTRACTS	\$ 3,780.00
22071000 55370	CHRGBK AUTOMOTIVE	\$ 1,900.00
22071000 55870	CHRGBK AUTO ALL CTY VEHICLE	\$ 200.00
		<u>\$ 23,157.00</u>

INCREASE REVENUE:

22071000 446131	CRIME VICTIMS BOARD	23,157.00
		<u>\$ 23,157.00</u>

2025 Fiscal Impact \$ 0
2026 Fiscal Impact \$ 0

Please refer to the attached memorandum and the detailed analysis from Fiscal Manager Wunner regarding this budgetary amendment.

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

January 29, 2025

TO: Michael Lewis, Commissioner of Finance

FROM:  Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: DSS 2025 Budgetary Amendment

Your approval is requested to amend the 2025 Department of Social Services budget to include expenses other than Personnel Services funded in accordance with the following contract renewal awarded to the Child Advocacy Center for the period of 10/01/2024-09/30/2025. OVS01-C11348GG-1080200 is a multi-year agreement awarded by the New York State Office of Victim Services (OVS) for the period of 10/01/2022-09/30/2025.

Increase Estimated Revenue:

22071000		OEOP CRIME VCTM	
	446131	CRIME VICTIMS BOARD	\$23,157
		Total Estimated Revenues	\$23,157

Increase Appropriations:

22071000		OEOP CRIME VCTM	
	54640	EDUCATION AND TRAINING	\$17,277
	54646	CONTRACTS	\$3,780
	55370	CHRGBK AUTOMOTIVE	\$1,900
	55870	CHRGBK AUTO ALL CTY VEHICLE	\$200
		Total Appropriations	\$23,157
		Fiscal Impact (25)	- 0 -
		Fiscal Impact (26)	- 0 -

Thank you for your time and consideration of this request.

Attachments:

CHILD ADVOCACY CENTER – OVS GRANT DETAIL

cc: Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau
Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau
Marla Behler, Program Director Child Advocacy Center

CHILD ADVOCACY CENTER - OVS GRANT DETAIL
 CONTRACT NUMBER #OVS01-C11348GG-1080200
 10/01/2024-09/30/2025

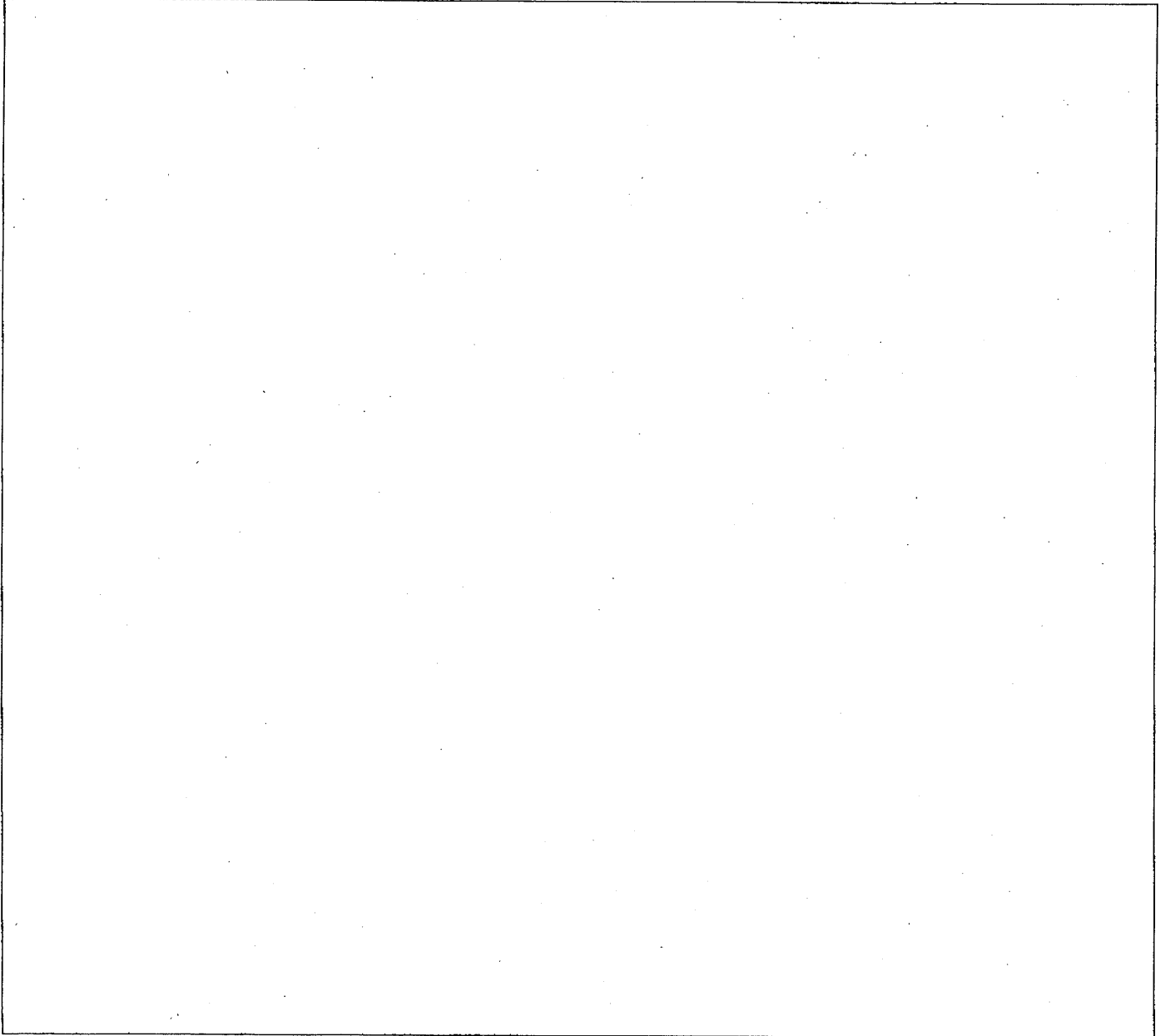
	APPROVED GRANT BUDGET	MUNIS BUDGET	BUDGETARY AMENDMENT
54310 OFFICE SUPPLIES	500	1,500	N/A
54410 SUPPLIES AND MAT	500	1,500	N/A
54635 CELLPHONES	2,000	2,000	N/A
54640 EDUCATION AND TRAINING	17,277	-	17,277
54646 CONTRACTS	129,440	125,660	3,780
55370 CHRGBK AUTOMOTIVE	1,900	-	1,900
55870 CHRGBK AUTO ALL CITY VEHICLE	200	-	200
	<u>151,817</u>	<u>130,660</u>	<u>23,157</u>

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT
SUMMARY**

PROJECT NAME: FY22 Victim Assistance
 CONTRACTOR NAME: PUTNAM COUNTY OF
 CONTRACT PERIOD NUMBER: 3
 CONTRACT PERIOD: From: 10/01/2024
 To: 09/30/2025

CATEGORY OF EXPENSE	GRANT FUNDS			MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
	CURRENT BUDGET	CHANGE	REVISED BUDGET				
1) Personal Services							
a) SALARY	\$0.00	\$209,753.00	\$209,753.00	\$81,962.40	39%	\$0.00	\$291,715.40
b) FRINGE	\$0.00	\$50,466.57	\$50,466.57	\$0.00	0%	\$0.00	\$50,466.57
Subtotal	\$0.00	\$260,219.57	\$260,219.57	\$81,962.40	31%	\$0.00	\$342,181.97
2) Non Personal Services							
a) CONTRACTUAL	\$0.00	\$129,439.80	\$129,439.80	\$0.00	0%	\$0.00	\$129,439.80
b) TRAVEL	\$0.00	\$17,277.04	\$17,277.04	\$0.00	0%	\$0.00	\$17,277.04
c) EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00
d) SPACE/PROPERTY RENT	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00
e) SPACE/PROPERTY OWN	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00
f) UTILITIES	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00
g) OPERATING EXPENSES	\$0.00	\$5,100.00	\$5,100.00	\$0.00	0%	\$0.00	\$5,100.00
h) OTHER	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00
Subtotal	\$0.00	\$151,816.84	\$151,816.84	\$0.00	0%	\$0.00	\$151,816.84
Total	\$0.00	\$412,036.41	\$412,036.41	\$81,962.40	20%	\$0.00	\$493,998.81

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT
JUSTIFICATION**



**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT
PERSONAL SERVICES DETAIL WORKSHEET**

SALARY									
POSITION TITLE	ANNUALIZED SALARY PER POSITION	STANDARD WORK WEEK (HOURS)	PERCENT OF EFFORT FUNDED	NUMBER OF MONTHS FUNDED	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Senior Bilingual Advocate	\$69,699.00	35.00	100.00	12.00	\$69,699.00	\$0.00	0%	\$0.00	\$69,699.00
2. Victim Advocate	\$67,804.00	35.00	100.00	12.00	\$67,804.00	\$0.00	0%	\$0.00	\$67,804.00
3. Program Coordinator	\$85,000.00	35.00	85.00	12.00	\$72,250.00	\$0.00	0%	\$0.00	\$72,250.00
4. Program Director 10/1/24 - 12/31/24 (Match 40%)	\$95,574.00	35.00	40.00	3.00	\$0.00	\$9,557.40	0%	\$0.00	\$9,557.40
5. Office Manager (Match 75%)	\$48,640.00	30.00	75.00	12.00	\$0.00	\$36,480.00	0%	\$0.00	\$36,480.00
6. Volunteer (Match 100%)	\$13,500.00	15.00	100.00	12.00	\$0.00	\$13,500.00	0%	\$0.00	\$13,500.00
7. Program Director 1/1/25 - 9/30/25 (Match 26%)	\$115,000.00	35.00	26.00	9.00	\$0.00	\$22,425.00	0%	\$0.00	\$22,425.00
Sub Total					\$209,753.00	\$81,962.40	39%	\$0.00	\$291,715.40
FRINGE									
TYPE/DESCRIPTION									
1. Approved Fringe Rate 24.06%					\$50,466.57	\$0.00	0%	\$0.00	\$50,466.57
Sub Total					\$50,466.57	\$0.00	0%	\$0.00	\$50,466.57
Personal Services Total					\$260,219.57	\$81,962.40	31%	\$0.00	\$342,181.97

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT
PERSONAL SERVICES DETAIL WORKSHEET**

PERSONAL SERVICES NARRATIVE - SALARY

CAC Senior Bilingual Victim Advocate: Position provides direct services to clients outlined in our PMT. The position also assists with supervision of the victim advocate, student interns and volunteers. Salary is based on position title and grade determined by the Putnam County Personnel Department. The position works a 35-hour work week and 100% of time is dedicated to this contract.

CAC Victim Advocate: Position provides direct services to CAC clients outlined in our PMT. Salary is based on position title and grade determined by the Putnam County Personnel Department. Receives supervision from the Senior Bilingual Victim Advocate. Position works a 35-hour work week and 100% of time is dedicated to this project.

CAC Coordinator: Position is responsible for coordinating and conducting forensic interviews, facilitating monthly case review meetings with team members, facilitating forensic interviewing peer review meetings and overseeing outreach initiatives to educate and identify crime victims. Salary is determined by Putnam County Personnel Department. The position works a 35-hour work week and 85% of time is dedicated to this contract. 15% will be funded by alternate sources.

CAC Program Director (Match) Program Director: coordinates direct services and supervises direct service staff and office manager, does budget and amendment negotiation as well as payment work and PMT work, while also providing direct services to clients as needed. Coordinates and participates in multi-disciplinary team and victim service coalitions and crisis response teams.

CAC Office Manager (Match) Office Manager: provides direct services as well as supervision to volunteers new direct service staff, while also assisting with collecting and assembling PMT data. Assists with coordination of the multidisciplinary team and attends team meetings. Also attends relevant trainings and professional development, as well as receiving supervision themselves.

Volunteer (Match): Volunteers assist with case management which includes providing direct services to clients as well as assisting with community outreach and entering cases in our database. Volunteer match is based on \$25.00 per hour x 15 hours per week x 44 weeks.

PERSONAL SERVICES NARRATIVE - FRINGE

The fringe benefit rate for this project is currently based on the current rate for 2023- 2024 contract year. We will claim less than the budgeted amount (24.06%) through 2024 and will update when we have the 2025 budget.

ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT
NON-PERSONAL SERVICES DETAIL WORKSHEET – CONTRACTUAL

CONTRACTUAL TYPE/DESCRIPTION	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Putnam Northern Westchester Women's Resource Center	\$129,439.80	\$0.00	0%	\$0.00	\$129,439.80
Total	\$129,439.80	\$0.00	0%	\$0.00	\$129,439.80

CONTRACTUAL NARRATIVE

CAC will renew the contract with PNWWRC to designate 2 full-time clinicians (one being bilingual) to the CAC. Responsibilities will include assessing trauma, providing evidence-supported, standardized, trauma focused mental health services for CAC clients. They may also assist with the forensic interviews and will attend monthly case reviews and relevant meetings to provide client updates and education for team members.

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT
NON-PERSONAL SERVICES DETAIL WORKSHEET – TRAVEL**

TRAVEL TYPE/DESCRIPTION	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Staff and Team Training	\$16,777.04	\$0.00	0%	\$0.00	\$16,777.04
2. Staff Travel	\$500.00	\$0.00	0%	\$0.00	\$500.00
Total	\$17,277.04	\$0.00	0%	\$0.00	\$17,277.04

TRAVEL NARRATIVE

Funds will be used to send project staff and team members to various training courses approved by OVS. Such trainings include the OVS conference, National Children's Advocacy Center trainings, NCA approved Forensic Interview training and other relevant conferences. Funds will also cover mileage reimbursement for required travel to carry out responsibilities related to this project. This includes mileage reimbursement to attend local meetings and off-site visits as well as out of county travel associated with approved trainings.

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT
NON-PERSONAL SERVICES DETAIL WORKSHEET – OPERATING EXPENSES**

OPERATING EXPENSES TYPE/DESCRIPTION	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Cell Phones	\$2,000.00	\$0.00	0%	\$0.00	\$2,000.00
2. Vehicle Maintenance	\$2,100.00	\$0.00	0%	\$0.00	\$2,100.00
3. Office Supplies	\$500.00	\$0.00	0%	\$0.00	\$500.00
4. Program Supplies	\$500.00	\$0.00	0%	\$0.00	\$500.00
Total	\$5,100.00	\$0.00	0%	\$0.00	\$5,100.00

OPERATING EXPENSES NARRATIVE

Cell Phones: Cell phones will be provided to 5 positions proposed in this application (2 victim advocates, 2 mental health providers, program coordinator) to carry out their job responsibilities. The budgeted amount is based on annual county rate of \$400.00 per phone = \$2,000

Office Supplies: (\$500) Funds will be used to purchase supplies specific to this project such as pens, paper, printing supplies, and other items needed to carry out job responsibilities. Prorated using Method 4.

Program Supplies: (\$500) Funds will be used to purchase program supplies for this project such as therapy supplies, materials for clients and other items needed to meet the needs of our program. Prorated using Method 4.

Vehicle Expenses \$2,100 Ongoing vehicle expenses include insurance (\$200 per year), maintenance (\$700/vehicle), Gas (\$4.00 gal x 300 gallons = \$1,200.00). Expenses will not be prorated because this vehicle is used exclusively to provide direct services.

ATTACHMENT C – WORK PLAN

SUMMARY

PROJECT NAME: FY22 Victim Assistance
CONTRACTOR NAME: PUTNAM COUNTY OF
CONTRACT PERIOD NUMBER: 3
CONTRACT PERIOD: From: 10/01/2024
To: 09/30/2025

Problem Statement The CAC provides services to child victims of sexual abuse, physical abuse, domestic violence, human trafficking and DUI/DWI cases encompassing several priority funding categories. To provide comprehensive services to meet the needs of child victims and achieve the goals in our strategic plan, the Center hopes to maintain funding for two full-time victim advocates, a forensic interviewer/outreach worker and increase our mental health services capacity through a subcontract with the Putnam/Northern Westchester Women s Resource Center (PNWRRC) for two full-time clinicians. Since our last OVS contract, CAC staff provided over 17,000 services to new and existing clients. These impressive numbers illustrate the complex needs of our population. The time following a disclosure is difficult as families are thrown into a state of crisis. A child s disclosure is the beginning of a long and complicated process involving Child Protective Services (CPS), law enforcement, the judicial system, medical care, psychosocial intervention, and most importantly, a victim advocate to provide case management. Since the start of the pandemic, increased numbers of CAC clients needing imminent psychiatric evaluations and assessments for suicidal ideation resulted in more intensive case management. To ensure positive outcomes for our victims, continued funding for two full-time CAC victim advocates is essential.

Having a licensed clinician assigned to the CAC to provide trauma assessments and treatment at the outset of the investigation has led to a 42% increase in clients following through with therapy. In 2021, the CAC therapist provided 172 therapy sessions for clients, a 30 % increase since 2019! However, scheduling restraints make it difficult for the therapist to attend forensic interviews which often conflict with therapy sessions. The clinician also provides back up for the forensic interviewer. Last year the therapist conducted 25% of forensic interviews resulting in clients being referred to alternate therapists and placed on long waiting lists. Furthermore, in 2020 the CAC conducted a community needs assessment to examine the strengths and needs of our county and how the CAC s services fit in. An overarching trend found that access to mental health care is significantly lower than the state average, emphasizing the need to increase capacity to provide trauma informed evidence based mental health services through contracting for an additional full-time bilingual clinician.

OVS currently funds one forensic interviewer who also serves as the CAC s community outreach worker. Forensic interviews facilitate information gathering from children to determine whether abuse occurred and the nature of the allegations. This specialized field requires continual training, practice and participation in peer review. The CAC s previous model when multidisciplinary team members (MDT) conducted interviews blurred professional roles. Team members did not have the time and resources to meet the demands required of a forensic interviewer. The continuation of a forensic interviewer/outreach worker at the CAC allows for skill specialization and enhances our ability to obtain a statement from a child in a manner that is a child-sensitive, unbiased, developmentally and culturally appropriate and legally sound. The skills acquired as a forensic interviewer also benefit our outreach efforts to identify crime victims. Research shows disclosures increase when children participate in prevention programs. The recent enactment of Erin s Law, mandating sexual abuse prevention education in schools, will likely increase program requests resulting in increased disclosures and case referrals. Also, adult education and awareness programs are crucial to identify risk factors and encourage increased reporting. To continue these important activities, we are requesting continued funding for our outreach worker.

Proposed services, Implementation and Evaluation The CAC services children and their family members. In 2021, the CAC updated its three-year strategic plan which is the framework for this application. Plan goals include: increase program capacity to improve the delivery of services to clients, explore options for immediate and long-term succession and program sustainability, provide a trauma informed team response utilizing best practices that are

supportive to victims and family members, and prevent child abuse through community outreach, education and awareness. The CAC receives referrals from child protective services, law enforcement, probation and the district attorney's office. The forensic interviewer (FI) will be the point person for these referrals. This will ensure all disciplines are notified in a timely manner, recognizing that the minutes after the initial outcry of a child victim is the optimum time to conduct investigative tasks for the purpose of gleaning the most detailed information (Johnson, 2009). Once the interview is scheduled, the victim advocate will reach out to the families to explain the process and prepare them for their upcoming visit. At the CAC, the FI will facilitate the pre/post team meetings with the family as defined in the protocol and ensure that the client satisfaction survey is completed: Pre-Meeting: Team members meet with relevant caretakers prior to conducting forensic interviews to gain background information, explain each member's role and share what to expect during their visit. Post Check-In: The team will reconvene to review results of the interview and identify next steps in the investigation, follow-up and prosecution. Team members will conduct a joint meeting with the child and non-offending caretaker to answer questions, explain next steps and assess their emotional and physical safety prior to departure. Families will be provided with the opportunity to give feedback through our evaluation survey. Currently these meetings and surveys occur inconsistently depending on the team members assigned to the case. Having a staff member assume this responsibility will ensure greater compliance. The information gathered will provide valuable insight to review cases for team issues that may be causing delays in the team's ability to respond immediately, which is an important evaluation technique for CACs (Johnson, 2009). The FI will prepare the agenda for case review which requires expertise in the dynamics of child abuse and victim services as well as knowledge of current cases to achieve concrete case planning results. Case review meetings include representatives from all MDT disciplines. While the main goal is to coordinate information and decision-making about cases at different stages of the investigation and track case dispositions, it also provides an opportunity for members to: offer valuable information regarding victim's needs, identify high risk cases needing further outreach by a victim advocate and address potential duplication of services. Creating a trauma informed organization and addressing vicarious trauma in staff is a priority. Vicarious trauma is an occupational challenge for the fields of victim services. A vicarious trauma-informed organization recognizes these challenges and proactively addresses the impact of vicarious trauma through policies, procedures, practices, and programs (Office of Victims of Crime, OJP, n.d.). As per NCA accreditation standards, the CAC should maintain practices in identifying vicarious trauma as well as strategies for building resiliency in workers to reduce employee burnout and improve employee retention. The requested staff positions are key components to alleviating vicarious trauma by keeping caseloads manageable and maintaining a high functioning workforce. The victim advocates and the forensic interviewer/outreach worker will work under the program director to ensure client's needs are addressed and prevent victims from falling through the cracks in the system through direct case management and supervision. While the MDT concept maximizes the efficiency of each discipline in the criminal justice system, the advocates need to be adept in all areas so they can educate clients about criminal court, family court, protective orders, the medical component, the emotional dynamics specific to victimization, as well as community resources. It is vital to maintain our two current victim advocate positions, responsible for the following services: Crisis assessment and intervention, risk assessment and safety planning and support at all stages of involvement with CAC. Assess individual needs, cultural considerations for child/family and ensure those needs are addressed. Participate in case review to communicate the unique needs of the child and family. Educate clients about the system response. Provide updates to the family on case status, continuances, dispositions, sentencing, and offender release. Provide court education/support/accompaniment. Educate and provide access to victims' rights and compensation. Secure transportation to interviews, court, treatment, medical appointments as it relates to the crime. Provide case management. Provide referrals for trauma focused evidence-supported mental health and specialized medical treatment. A critical responsibility of the victim advocate is to support the victim and family members at all levels. The victim advocate joins the CPS worker and law enforcement investigator on home visits to provide a comprehensive and integrated response to domestic violence and child abuse cases. The advocate's presence relieves police, CPS workers and prosecutors from having to provide support for the victims during the investigation and prosecution. The advocate's role as a liaison between the family and the team maximizes the efficiency of each discipline: allowing each professional to concentrate on his/her area of expertise resulting in increased case prosecution and disposition. Research shows that people with greater social supports, like those provided by a victim advocate, adjust better to life changes than do those experiencing the same events but with little support (Edelson & Schechter, 1995). Edelson and Schechter's study indicates that in cases of child abuse when the non-offending caretaker was paired with an advocate, more than 50% of these caretakers cooperated fully with law enforcement enabling a more comprehensive investigation. A holistic trauma informed approach will be integrated into client services. Through a contract with PNWRRC, we hope to increase capacity and add a full-time bilingual mental health provider to assist in providing specialized trauma

focused mental health services. This includes crisis intervention, trauma-specific assessment, use of standardized measures, family engagement, individualized evidence-informed treatment appropriate for the clients, referral to community services as needed and clinical supervision. It is well documented that children who have experienced trauma are at greater risk for developing behavioral problems, truancy, drug and alcohol abuse and violence. Without treatment, post-traumatic stress reactions can persist into adulthood. Family members are often key to the child's recovery and ongoing protection. Their mental health is important in their capacity to support the child. Counseling for caregivers may focus on support and coping strategies, education about the dynamics of abuse, dealing with issues of self-blame and grief, as well as parenting education. Siblings will be included in the overall family assessment. Empirically based resource tools will be used to assess the impact of trauma on the victims and non-offending family members, as well as to assess treatment needs for the child and family. One such modality, Eye Movement Desensitization and Reprocessing therapy (EMDR), helps trauma survivors re-process disturbing thoughts and memories through an eight-phase treatment that includes the use of eye movements. EMDR has been found to provide stable and profound treatment effects in a short period of time. To further illustrate the CAC's commitment to implementing evidence-based practices, the CAC provides Trauma Focused Cognitive Behavioral Therapy (TF-CBT). This modality is an evidence-based treatment for children and adolescents impacted by trauma and their caregivers that incorporates trauma-sensitive interventions with cognitive behavioral, family, and humanistic principles and techniques (National Child Traumatic Stress Network, n.d.). Evidenced based practices are also a focus for our outreach and awareness initiatives. The CAC offers the Monique Burr Foundation for Children (MBF) Prevention Education Programs. These are comprehensive, research-based, primary prevention programs that educate and empower students, school personnel, and caregivers with information and universal Safety Rules as well as strategies to identify, resist and report all types of victimization. The outreach worker will partner with schools to resume and expand this initiative. This includes responding to on-site disclosures of abuse and assisting with appropriate referrals. The outreach worker will also provide community public awareness presentations and enhance outreach to identify crime victims through social media platforms. The position will assist in recruiting volunteers and student interns and collaborate with other community organizations to support CAC clients. The addition of a part-time forensic interviewer this past contract period enhanced our ability to obtain a statement from a child in a manner that is: child-sensitive, unbiased, developmentally and culturally appropriate, and legally sound. All interviews at the CAC are recorded, providing a permanent evidentiary record of exactly what occurred with the child during the interview. This specialized field requires continual training, practice and participation in peer review. Forensic interviewers also need to have a strong understanding of child development, the dynamics of abuse, the disclosure process, suggestibility, and be culturally competent. The new clinician will also be trained as a forensic interviewer to provide back-up and peer support for other interviewers. When responding to allegations of child abuse, we know that there is a limited window of opportunity, and it is imperative that we coordinate the team response immediately to assess safety. As Detective Mike Johnson points out, the investigative window of opportunity is the precious minutes that occur either during or immediately after the initial outcry of a child victim of sexual abuse. Windows of opportunity are not contingent upon caseloads, schedules or notification procedures. When the child is ready to be protected, the child protection team must be ready to respond (Johnson, 2009). Having both the forensic interviewer and program coordinator for back-up will help ensure 24/7 coverage. The forensic interviewer's primary goal will be to provide a safe and supportive environment for child victims to speak about their abuse and assist the child in the healing process. The CAC forensic interviewer will: Conduct and/or observe the interview when appropriate. Assess client needs and assist with appropriate referrals. Provide crisis intervention and counseling. Participate in team meetings and monthly case review meetings. Participate in peer reviews for MDT members. Attend relevant training. Maintain required documentation. Provide information and assist with OVS compensation claims when indicated. All staff assigned to this project will maintain appropriate documentation of services required by the Office of Victim Services and input the data into the CAC's computer tracking system. This includes every service type and contact made with clients. Reports are generated quarterly. The program director will supervise and review advocates' work and conduct written performance evaluations to assess and enhance the quality-of-service delivery. The CAC program director will monitor quarterly reports and performance measures which will also be reviewed by the CAC Management Advisory Board to ensure that the CAC is on target and operating according to grant specifications and meeting goals and objectives. The CAC of Putnam County participates in New York's Outcome Measurement System (OMS) for CAC's. OMS is a client-centered approach to planning and assessing program performance. This important process involves a series of surveys to assess client's experience and satisfaction. There are four satisfaction surveys administered: two for clients and two for staff and MDT members. The first is the client initial visit survey to assess the client's primary visit. It covers interactions with staff, information provided, services received and future expectations. Follow-up surveys are given when

clients continue with more extensive intervention and case management. The general team and case-specific surveys are for staff and MDT members to measure team effectiveness and the level of support and collaboration provided by the CAC. Additionally, the case specific survey allows the CAC to monitor the effectiveness of the CAC model relative to a specific case. All surveys are confidential and are tallied every six months. Results, along with the performance measures outlined below, are reviewed with staff and the Management Advisory Board to address areas of concern, gaps in service provision, and to develop a corrective action plan if indicated. Goal #1: Increase program capacity to improve the delivery of services to child abuse victims and their families from the initial disclosure through case disposition to reduce trauma experienced as a result of the crime. Objective: Continue to assign a victim advocate on 100% of cases seen at the center. Performance Measure: CAC office manager will track in our data base cases opened by a victim advocate versus total cases received at the CAC. Time Frame: 10/1/22 9/30/23 Objective: Increase the number of clients who complete and submit a victim compensation application to ensure compensation for all innocent victims for out-of-pocket losses associated with the crime. Performance Measure: Victim advocates will track in our data base; the number of OVS compensation applications submitted and compare it to the number of applications submitted during our last contract period. Time Frame: 10/1/22 9/30/23 Objective: Provide services that are satisfactory (scoring above 80% on our Outcome Measurement System Survey) to at least 90% of clients seen at the CAC. Performance Measure: Satisfaction will be measured through a series of client surveys described in this proposal titled Outcome Measurement System (OMS). Scores will be entered and calculated in Excel provided as part of the evaluation system. Time Frame: 10/1/22 9/30/23 Objective: Increase the number of cases by a minimum of 10% that included a pre and post team meeting when there is an MDT forensic interview. Performance Measure: The program coordinator will track in our data base, the number of pre and post team meetings on each case with a forensic interview and compare it to the number of such services during our last contract period. Time Frame: 10/1/22-9/30/23 Goal #2: To promote healing to victims of trauma and their non-offending caretakers. Objective: Increase the number of clients who receive a trauma assessment and therapeutic needs screening by a CAC clinician by a minimum of 25% Performance Measure: The assigned clinician will submit a completed evidence-based screening assessment form for all clients referred, which will be entered into our data base for tracking and adequate documentation. Time Frame: 10/1/22 9/30/23 Objective: Increase the number of children referred for specialized medical evaluations with a trained forensic pediatrician on site by a minimum of 10% to ensure the child victim s comprehensive health and well-being. Performance Measure: Referrals made and medical evaluations completed will be tracked in our data base and compared with number of referrals and medicals received in the previous year. Time Frame: 10/1/22 9/30/23 Objective: Increase number of counseling sessions provided to our clients by 25%. Performance Measure: The assigned clinician will track all counseling services in the CAC data base for tracking and adequate documentation and compare the number to the number seen in the previous year. Time Frame: 10/1/22 9/30/23 Objective: 100% of clients seen at the CAC will be offered crisis intervention and support services within 24 hours of being referred to the CAC by a CAC Victim Advocate. Performance Measure: Staff will continue to document all services provided to clients. The number of crisis intervention and emotional support services will be compared with the number and date of opened cases to ensure immediate and ongoing support. Time Frame: 10/1/22 9/30/23 Goal #3: To foster a trauma informed organization where all practices and services are viewed through the lens of trauma and all staff respond empathically to survivor needs, ensuring their physical and emotional safety, avoiding re-traumatization. Objective: Monitor current practices based on agency needs assessment conducted in 2021 and identify steps to become more trauma informed Performance Measure: The program director will review the summary report and status update of the needs assessment and provide recommendations for improvement. Time Frame: 10/1/22 -4/30/23 Objective: Though training and professional development, new CAC staff and team members will gain a better understanding of the impact of trauma. Performance Measure: Pre and post tests will determine knowledge gained about trauma. Time Frame: 5/1/2022-7/31/2023 Objective: Review and update policies and procedures that foster trauma informed service delivery and include a process to monitor progress

and strategies for sustainability. Performance Measure: The program director will continue to facilitate a work group consisting of staff and team members to check progress on implementation every six months which will be documented and presented to the Management Advisory Board. Time Frame: 8/1/2022 -9/30/2023

Goal #4: To ensure all child abuse victims in Putnam County are identified and referred to appropriate resources in the community. Objective: Through a 25% increase in outreach and awareness activities, there will be a 10% increase in child abuse cases identified and referred to the CAC program.

Performance Measure: All cases will be tracked in the CAC data base and total number of referrals will be compared to previous contract period. Time Frame: 10/1/22 9/30/23

Objective: Through implementation of Child Safety Matters program and related trainings, participants will increase knowledge on how and why to report allegations of abuse to appropriate authorities

Performance Measure: Pre and post tests will determine knowledge gained and steps to take in response to a child abuse disclosure. Time Frame: 10/1/22 9/30/23

Organizational Capacity

The CAC of Putnam County serves abused children (newborn 18 years) and their families who reside in Putnam County. Located 65 miles north of Manhattan, between Westchester and Dutchess counties, Putnam is a small suburban county that sits in the middle of the Lower Hudson Valley Region (reported as the fastest growing region in New York), bordered by Connecticut on the East and the Hudson River on the West. Putnam is characterized by its semi-rural development pattern. It is comprised of six towns and no cities. Small hamlets and village centers dot the landscape in a scattered settlement pattern. The CAC of Putnam County is located at 121 Main Street in the Village of Brewster. This location is ideal, walking distance from the Metro North train station, a taxi stand and a bus stop and within 10 miles of all four law enforcement agencies, child protective services, the district attorney's office, and the County Court House. Many CAC clients benefit from services provided by Community Action Program, an anti-poverty program dedicated to serving the residents of Putnam County housed in the same building as the CAC. While most of Putnam's population is Caucasian, the Latina population is rising dramatically and currently makes up 25% of the CAC's caseload. The CAC is committed to providing a coordinated response to child abuse allegations with sensitivity, understanding, and compassion, regardless of race, gender, gender identity, language, religion, sexual orientation, ability, or any other cultural descriptors. The services provided at the CAC are offered at no cost to families, so every family can receive access to high quality services and care. The CAC is a government-based program of the Putnam County Department of Social Services (DSS) that ensures appropriate legal and fiduciary governance of the CAC. The day-to-day operations and overall management of the CAC is the responsibility of Marla Behler, the program director. Ms. Behler, who holds a master's degree in social work, has been in her position since the CAC's inception. She has grown the program from one part-time position to nine positions and from an initial caseload of 45 to approximately 250 cases annually. Since opening, the CAC has assisted over 4,500 crime victims and their families. Under Ms. Behler's 23 years of leadership, in addition to developing and implementing a Victim Advocacy Program with OVS funding since 2003, the CAC of Putnam County has:

Initiated a Computer Forensic Program. Created and coordinated a Child Fatality Review Team. Established a protocol to address the overlapping conditions of domestic violence and child abuse. Received accreditation from the National Children's Alliance five times. Achieved the highest level of approval for CACs from NY OCFS. Developed and implemented a diverse array of crime prevention and education programs. Developed a Safe Harbour program to respond to commercial child sexual exploitation (CSEC) and human trafficking. Developed and facilitated the Putnam County Suicide Prevention Task Force. The CAC director works closely with the Management Advisory Board which includes the Commissioner of the Department of Social Services/Mental Health/Youth Bureau, the Putnam County Executive, the District Attorney of Putnam County, the Sheriff of Putnam County, the Executive Director of PNWWRC, and other key agency representatives. The Advisory Board meets quarterly to ensure that the CAC is operating according to grant specifications and meeting milestones. In addition to the Management Advisory Board, key agencies have identified individuals to be members of the Multidisciplinary Child Abuse Investigative Team (MDT). Additionally, the CAC of Putnam County has developed a relationship and partnered with the US Attorney's Office and Homeland Security to assist in the federal prosecution of child abuse cases. Team members co-located at the CAC include: Three full-time child protective service workers, a full-time child therapist (through a contract with PNWWRC), a forensic interviewer/community outreach worker, two full-time victim advocates (one bilingual), a part-time office manager, a full-time program director. In a field where there is constant turnover and staff burnout, most staff members at the CAC are seasoned (10-20 years) demonstrating a true commitment to the work. This passion is evident in our clients' feedback which is positively related to the support personified by our advocates. As one mother of a victim wrote: Thank you from the bottom of my heart for your concern, support

and time. You have gone above and beyond. When something as horrific as what happened to me has occurred, it is a blessing to meet someone like you. It is a reminder of good and kindness in the world. The victim advocates currently assigned to the project will continue as employees of Putnam County Department of Social Services under the supervision of the program director. Ms. McIntyre- Nalbene, our bilingual senior victim advocate started at the CAC in 2000. Ms. Ross was reappointed as a CAC victim advocate in 2021, after leaving the position in 2019 to coordinate our Safe Harbour program. Both CAC advocates are seasoned professionals with a unique set of skills and expertise to meet the demands of this position and have positive working relationships in the community. Marissa Henderson, our forensic interviewer/outreach worker joined the CAC in November 2021. With a degree in public health and criminology, Marissa has quickly proven to be a great asset to our program. As a program of the Putnam County DSS, the CAC is under direct supervision of the Commissioner who has been a driving force for integrated and collaborative services since his original appointment in 1994. The department has demonstrated its ability to manage a grant of this type and size by its continued success. The CAC has been awarded multiple grants by New York State Office of Children and Family Services, a program development grant, training grant and eleven program support grants from the National Children's Alliance (NCA), as well as five grants and several contract extensions by New York State Office of Victim Services dating back to 2003. In 2021, the CAC was reaccredited, for the fifth time, by the National Children's Alliance (NCA), meeting all ten standards without any recommendations for improvement. This confirms the commitment to providing what is considered Best Practices for abused children on a national level. The CAC director participated in NCA's Accreditation Revision Project to ensure that the standards take into consideration the most current evidence-based practices. The program director's appointment to the Cultural Diversity and Victim Services & Advocacy Standard Committee is a testament to the CAC's reputation for delivering culturally relevant quality victim services to our clients. The CAC model is a collaborative effort to assist victims by bringing together representatives from local government and private agencies to coordinate and streamline services for child victims. In addition, CAC staff participate in community and professional groups at local, state, and national levels. The CAC is an active member of the Putnam County Runaway Youth Coalition, the Putnam/Northern Westchester BOCES Regional Crisis Team and Regional Suicide Safety in Schools Leadership Team and the CAC program director co-chairs the Putnam County Suicide Prevention Task Force with the executive director of the Putnam County Mental Health Association. CAC victim advocates and forensic interviewers participate in regional, state and national Peer Support Groups that collaborate with other CAC professionals to address current trends and strategies impacting the field and promote best practices to improve services for child abuse victims. There are two other victim service programs (PNWWRC and the Putnam County DA's Office) in our geographic catchment area. Both agencies are members of our MDT and Management Advisory Board. While the CAC is the only agency that focuses exclusively on child victims, it works closely with these other agencies to guarantee non-duplication of services and provide wrap around services. This coordinated approach ensures that all victim needs are being met and that cases are covered in the event of scheduling conflicts (i.e., if a CAC advocate is not able to attend a court proceeding, then arrangements are made to have an alternate support person from PNWWRC). The CAC also contracts with PNWWRC to provide specialized trauma focused mental health services with current OVS funding. Subcontracting for specialized positions is more cost effective. Additionally, the County does not have the expertise and training to provide the clinical supervision and support required for this position. Serving Putnam County for more than 30 years, PNWWRC has the resources and expertise to provide the supervision and oversight required ensuring the highest level of support for the CAC mental health provider, forensic interviewer and prevention outreach worker. The CAC engages the community by recruiting volunteers and student interns to assist with all program components. In particular, the CAC of Putnam County is an approved field placement site for students seeking a master's degree in Social Work. Under the supervision of the CAC program director, student interns act as victim advocates providing direct services and case management. The CAC program director will be responsible for the direct supervision of the program, grant reporting and data collection. The Putnam County Department of Social Services will handle all funds disbursement and fiscal responsibilities through their Fiscal Department under the supervision of the Commissioner, Michael J. Piazza Jr., as is the procedure for all current CAC funding sources.

Budget Narrative Personal Services

CAC Senior

Bilingual Victim Advocate: Funding requested is for a full-time senior bilingual victim advocate to provide direct services to clients and assist with training and supervision of the victim advocate, student interns and volunteers. Salary is based on position title and grade determined by the Putnam County Personnel Department. Cost of living increase effective January 1, 2023, is based on county approved budget. Position works a 35-hour work week and 100% of time is dedicated to this contract. CAC Victim Advocate: Funding requested is for full-time victim advocate to provide direct services to clients. Salary is based on position title and grade determined by the Putnam

County Personnel Department. Cost of living increase effective January 1, 2023, is based on county approved budget. Position works a 35-hour work week and 100% of time is dedicated to this project. Forensic Interviewer/Community Outreach Worker: Funding is for a full-time Forensic Interviewer/Community Outreach Worker to coordinate and conduct forensic interviews; facilitate monthly case review meetings with team members, facilitate forensic interviewing peer review meetings, oversee outreach initiatives to educate and identify crime victims. Salary is determined by Putnam County Personnel Department. Position works a 35-hour work week and 90% of time is dedicated to this contract. 10% will be funded by alternate sources. Volunteer: Volunteers assist with case management which includes providing direct services to clients as well as assisting with community outreach and entering cases in our data base. Volunteer match is based on \$25.00 per hour x 15 hours per week x 44 weeks. The fringe benefit rate for this project is currently budgeted based on the projected 2022 - 2023 Putnam County approved fringe benefit rate of 46.33%. Funding is being requested to cover 100 % fringe for the victim advocate, senior bilingual advocate, program coordinator and 90% for the forensic interviewer/prevention outreach worker assigned to this project. Contractual Services: (\$115,190) CAC will contract with the Putnam/Northern Westchester Women's Resource Center to designate 2 full-time clinicians (1 being bilingual) to the CAC. Responsibilities will include assessing trauma on CAC clients and provide evidence-supported, standardized, trauma-focused mental health services for the child victim. They may also assist with the forensic interviews and will attend monthly case review meetings to provide client updates and education for team members regarding the impact of trauma. Positions will be contracted as: Full Time Clinician: \$50,000 + 22% fringe rate.

Travel: (\$12,065.41) Funds will be used to send project staff to various trainings approved by OVS. Such trainings include the OVS conference, National Children's Advocacy Center trainings, NCA approved Forensic Interview training and other relevant conferences. Funds will also cover mileage reimbursement for required travel to carry out responsibilities related to this project. Budgeted amount is an estimate to support costs associated with attendance at training activities such as: Bivona Summit on Child Abuse in Rochester, NY: Lodging = \$104.00 per night x 2 = \$208, Meals- \$59.00 x 2 = \$118, Parking- \$32.80, Mileage- 654 x .535 = \$349.89 = grand total of \$1625.38 for 2 staff members. Crimes Against Children's Conference in Dallas, Texas: Lodging - \$139.00 x 4 = \$556, Meals- \$61 x 4 = \$244, Airfare- \$480.00, airport transportation- 109 miles x .535 = \$58.32 long-term parking - \$20.00 x 5 = \$100, transportation from Dallas airport to hotel = \$50.00 round trip = grand total of 1,488.32 x 2 = \$2,976.64 for two members. NYSCA Annual Meeting in Saratoga, NY: lodging- \$124.00 x 2 = \$248, Meals \$64 x 2 = \$128, Mileage- 282 x .535 = \$150.87= grand total of \$1053.74 for two team members National Children's Advocacy Center's International Symposium on Child Abuse, Huntsville, Alabama: Lodging- \$98.00 x 4 = \$392, Airfare= \$760.00, Mileage: 106 x .535 = \$56.71. Meals- \$51.00 x 4 = \$204, Parking= \$30 x 4 = \$120.00 = grand total of \$1,532.71. The Child Advocacy Training & Support (CATS) Center's Multidisciplinary Team (MDT) Learning Community, Portland Maine: 6 team MDT members have been selected to participate in a 12-month learning collaborative to improve trauma informed services for child victims. The initial learning session will be held October 26 - 28 in Portland, Maine: Lodging 159.00 x 3 + 9% tax for six participants = \$3,119.58 and parking and tolls = \$182.00, Meals \$38.00 per day x 3 days x 6 participants = \$684.00. Total cost for MDT training = \$3,985.58 Balance of funds will be used to cover cost for OVS Annual conference and mileage reimbursement for staff to meet with clients off-site and attend professional meetings specific to their direct work with clients. The current county rate for mileage reimbursement is .625 per mile x 800 = \$593.87 Equipment: \$11,500 Computer System and software for project staff. Budgeted amount will be used to purchase 3 laptops at 1,900 each (2 for new project staff and 1 for existing victim advocate) = \$3,800 Furniture: \$5,800: Two chairs for therapy room, office chair for staff member and cabinet for video recording equipment. Operating Expenses: \$7,674 Cell Phones: Cell phones will be provided to the 5 positions proposed in this application (2 victim advocates, 2 mental health providers, forensic interviewer/outreach worker) to carry out their job responsibilities. The budgeted amount is based on current annual county rate of \$436.00 per phone = \$2,180 Office and Program Supplies: (\$2,329) Funds will be used to purchase supplies specific to this project such as pens, paper, printing supplies, therapy supplies, and other items needed to carry out job responsibilities. Budgeted amount is based on funds spent in previous budget year. Vehicle Expenses (\$2,479) Ongoing vehicle expenses include insurance (\$200 per year), maintenance (\$700/vehicle), Gas (\$4.50 gal = \$1,579 per year). Criminal Background Checks (\$686) to meet OVS requirements

**ATTACHMENT C – WORK PLAN
DETAIL**

Objective
Task
1 Assistance with a victim compensation application -
1.1 Providing assistance in completing a victim compensation application - Your program will provide assistance in completing victim compensation applications when applicable
Performance Measures
1.1.1 "Will you be providing compensation application assistance to victims?" -

cc: all
Health
A+A

#46
R000

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*
RE: **Budgetary Amendment – 25A010**
DATE: February 4, 2025

2025 FEB -5 AM 11:03
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Fiscal Manager at DSS and Mental Health, the following budgetary amendment is required.

GENERAL FUND

INCREASE APPROPRIATIONS:

10120000 54646 10130	CONTRACTS	\$ 10,863.00
10120000 54989 10130	MISCELLANEOUS	\$ 16,131.00
		<u>\$ 26,994.00</u>

INCREASE REVENUE:

10120000 436101 10130	ADM SOCIAL SERVICES	26,994.00
		<u>\$ 26,994.00</u>

2025 Fiscal Impact \$ 0
2026 Fiscal Impact \$ 0

Please refer to the attached memorandum and the detailed analysis from Fiscal Manager Wunner regarding this budgetary amendment.

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

February 3, 2025

TO: Michael Lewis, Commissioner of Finance

FROM:  Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: DSS 2025 Budgetary Amendment

Your approval is requested to amend the 2025 DSS budget to include Putnam's Code Blue allocation received from the Office of Temporary and Disability Assistance (OTDA) for the reimbursement of essential, additional costs that are directly related to the requirements of the Code Blue regulation to provide shelter during inclement weather.

Increase Estimated Revenue:

10120000	SS PROGRAM ADMN OVHD	
436101	ADM SOCIAL SERVICES	\$26,994
10130	WARMING SHELTERS	
	Total Estimated Revenues	\$26,994


Increase Appropriations:

10120000	SS PROGRAM ADMN OVHD	
54646	CONTRACTS	\$10,863
54989	MISCELLANEOUS	\$16,131
10130	WARMING SHELTERS	
	Total Appropriations	\$26,994
	Fiscal Impact (25)	- 0 -
	Fiscal Impact (26)	- 0 -

Thank you for your time and consideration of this request.

Attachments:

- CODE BLUE ALLOCATION FISCAL ANALYSIS
- 24-LCM-13 CODE BLUE ALLOCATIONS

cc:  Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau
Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau

DEPARTMENT OF SOCIAL SERVICES
CODE BLUE ALLOCATION FISCAL ANALYSIS
10/01/2024-06/30/2025

	24/25 CODE BLUE PLAN	MUNIS BUDGET	BUDGETARY AMENDMENT
51093 OVERTIME	2,000	2,000	-
54646 CONTRACTS	171,893	161,030	10,863
54989 MISCELLANEOUS	39,396	23,265	16,131
58001 STATE RETIREMENT	357	357	-
58002 SOCIAL SECURITY	153	153	-
58004 WORKERS COMPENSATION	23	23	-
	<u>213,822</u>	<u>186,828</u>	<u>26,994</u>



Local Commissioners Memorandum

Section 1

Table with 2 columns: Field (Transmittal, To, Issuing Division/Office, Date, Subject, Contact Person(s), Attachments) and Value (24-LCM-13, Social Services District Commissioners, Division of Housing and Refugee Services, October 11, 2024, Code Blue Allocations, Heather Diamond; (518) 473-3262; heather.diamond@otda.ny.gov, Code Blue Attachment 1 - Funding Allocations, Code Blue Attachment 2 - Claiming Instructions, Code Blue Attachment 3 - Code Blue Annual Report)

Section 2

I. Purpose

This Local Commissioners Memorandum informs social services districts (districts) of their Code Blue Allocations and Code Blue reporting and monitoring requirements. The SFY 2024-25 New York State Budget appropriated \$20 million for district costs related to implementing emergency measures for the homeless during inclement winter weather (Code Blue). This funding is to be allocated to districts according to a methodology developed by the Office of Temporary and Disability Assistance (OTDA) and approved by the Division of Budget. This LCM provides those allocations, which are based on approved 2023-24 Code Blue plans, reporting, and historical district claiming.

II. Background

Per 18 NYCRR § 304.1, a Code Blue alert must be called when temperatures are expected to fall below 32°F with wind chill for at least two consecutive hours, based on the local forecast issued by the National Weather Service (http://forecast.weather.gov/) for the city, town or village within the district that is known to have the largest population of unsheltered homeless persons. When possible, the decision to declare a Code Blue alert should be made by 5:00 p.m. each day. The Code Blue should remain in effect until the temperature rises above 32°F with wind chill, but at least until 7:00 a.m. the next morning.

Code Blue reimbursement is for essential, additional costs that are directly related to the requirements of the Code Blue regulation to provide shelter during inclement weather. Only essential expenditures for services not previously funded prior to the regulations that are directly related to the regulation will be eligible for reimbursement.

Types of costs that are ineligible, include but are not limited to:

- The share of costs for items that are likely to be used outside of Code Blue periods, including cell phones, tablets, and office supplies. User fees for such items should only encompass the Code Blue period.
- Capital expenses including building modifications and repairs, unless specifically necessary for the provision of Code Blue Services. To the extent possible, these costs should be allocated to Code Blue periods and depreciated over the reasonable life of the asset.
- Costs incurred by local government entities as part of their normal scope of duties, such as police patrols and welfare checks.
- Fringe benefit costs that would otherwise be incurred by the district.
- Administrative overhead expenses for service providers that are not directly related to the Code Blue program.

If the costs associated with the regulation are eligible for reimbursement under the guidelines associated with Public Assistance, they should be claimed as Public Assistance on the appropriate claim schedules.

Program Cycle

Reimbursement for expenditures related to activities in compliance with the regulation will be made available to districts. The program cycle's operational dates for activities undertaken to comply with this regulation are October 1 – June 30. Expenses should be based on what will be incurred for one program cycle.

Districts are expected to assist households in need within their own district. If a district must utilize shelter beds or motel beds in another district, it is expected that the district will provide transportation for households in need of shelter and will advise the neighboring district as to each person who is being placed in a shelter bed or motel bed in that neighboring district when the placement is made. If the household being placed in a neighboring district subsequently wishes to apply for Temporary Assistance or other available public benefits, it will be the responsibility of the placing district to process the application and provide transportation back to the county of origin if needed.

III. Program Implications

Reimbursement for Code Blue expenses is available up to the stated allocations. Final allocations may be adjusted within the appropriated funding limit. Expenditures must be claimed through the RF17 claim package for special projects per the Claiming Instructions outlined in Attachment 2.

IV. Claiming

The Code Blue Program Year has been changed to end June 30, 2025 to better align with the seasonality of the program. Claims for the 2024-2025 program year must be submitted by August 15th, 2025. Please see Attachment 2 for updated claiming instructions.

V. Monitoring

Districts and/or their subcontractors are required to provide OTDA access to program records during the program year as requested. Code Blue programs may be monitored by OTDA at least annually and may include onsite visits. The goal of monitoring is to ensure compliance with the Code Blue regulation. In addition, monitoring enables OTDA to provide technical assistance and to assist the district and/or community partners to meet the overall intent of Code Blue programming. It is the responsibility of the district to monitor all subcontracts.

VI. Reporting

Districts must report annually how many people were served, what services were provided, and the related expenses incurred through April. The Code Blue Annual Report (Attachment 3) must be submitted to OTDA by August 15, 2025.

Districts are strongly encouraged to track Code Blue placements through a Homeless Management Information System (HMIS) or other electronic system that conforms to HMIS data standards promulgated by HUD.

Questions may be directed to Heather Diamond at heather.diamond@otda.ny.gov or by telephone at (518) 473-3262.

Issued By:

Name: Richard Umholtz

Title: Deputy Commissioner

Division/Office: Housing and Refugee Services (HRS)



**Office of Temporary
and Disability Assistance**

KATHY HOCHUL
Governor

BARBARA C. GUINN
Commissioner

RAJNI CHAWLA
Executive Deputy Commissioner

Code Blue

Funding Allocations

Attachment 1

Local Social Services District	Allocation
Albany	\$915,000
Allegany	\$274,000
Broome	\$848,796
Cattaraugus	\$414,000
Cayuga	\$191,169
Chautauqua	\$443,000
Chemung	\$356,807
Chenango	\$218,325
Clinton	\$307,555
Columbia	\$323,077
Cortland	\$323,648
Delaware	\$5,000
Dutchess	\$392,600
Erie	\$645,000
Essex	\$34,000
Franklin	\$60,000
Fulton	\$134,725
Genesee	\$23,579
Greene	\$24,000
Hamilton	\$1,000
Herkimer	\$132,430
Jefferson	\$414,311
Lewis	\$144,465
Livingston	\$300,000
Madison	\$32,000
Monroe	\$1,401,000
Montgomery	\$442,000
Nassau	\$527,995
New York City	\$430,567
Niagara	\$157,000

Local Social Services District	Allocation
Oneida	\$622,405
Onondaga	\$361,535
Ontario	\$62,000
Orange	\$386,000
Orleans	\$115,500
Oswego	\$126,893
Otsego	\$350,700
Putnam	\$213,822
Rensselaer	\$85,000
Rockland	\$470,402
Saratoga	\$426,000
Schenectady	\$601,300
Schoharie	\$421,026
Schuyler	\$179,000
Seneca	\$17,000
St. Lawrence	\$261,000
Steuben	\$435,000
Suffolk	\$330,750
Sullivan	\$267,291
Tioga	\$5,000
Tompkins	\$2,000,000
Ulster	\$966,000
Warren	\$353,000
Washington	\$386,281
Wayne	\$39,032
Westchester	\$460,014
Wyoming	\$10,000
Yates	\$131,000
TOTALS	\$20,000,000



**Office of Temporary
and Disability Assistance**

KATHY HOCHUL
Governor

BARBARA C. GUINN
Commissioner

RAJNI CHAWLA
Executive Deputy Commissioner

Homelessness During Inclement Weather (Code Blue) Claiming Instructions

The expenditures for the adopted Regulation (§ 304.1 of 18 NYCRR) – Emergency Measures for the Homeless During Inclement Weather project should be claimed through the RF17 claim package for special project claiming. These costs are first identified as F17 functional costs and reported on the LDSS-923 “Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries” and the LDSS-2347 Schedule D “DSS Administrative Expenses Allocation and Distribution by Function and Program” in the F17 column in the RF2A claim package. After final accepting the RF2A claim package, the individual project costs should also be reported under the project label **Code Blue SFY2025** on the LDSS-4975A “RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs.”

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the LDSS-4975A “RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs” while overhead costs are automatically brought over from the RF2A, Schedule D and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time on **Code Blue SFY2025** must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Non-salary administrative costs are reported with the appropriate object of expense code(s) on the LDSS-923B Summary-Administrative (page 1) “Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs.”

Program costs should be reported as object of expense code 37 - Special Project Program Expense on the LDSS-923B Summary-Program (page 2) “Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs.”

Total project costs should be reported on the LDSS-4975 “Monthly Statement of Special Project Claims Federal and State Aid (RF-17),” as 100% State Share excluding central services costs which are local share.

For each district, the expenditures reported for **Code Blue SFY2025** will be reimbursed by the State up to the amount of the district’s allocation.

To receive reimbursement, claims for expenditures of **Code Blue SFY2025** for the period October 1, 2024 through June 30, 2025 must be final accepted in the Automated Claiming System (ACS) by August 15, 2025.

Further instructions for completing time studies; LDSS-923, LDSS-923B and Schedule D; and RF17 claim package are found in Chapters 4, 7, and 18 respectively of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available on-line at <http://otda.state.ny.net/bfdm/finance/>.

Any claiming questions should be directed to:

Regions 1-5: Justin Gross (518) 474-7549 Fax: (518) 486-6350

e-mail: otda.sm.field_ops.i-iv@otda.ny.gov

Region 6: Michael Simon (212) 961-8250

e-mail: Michael.Simon@otda.ny.gov

Annual Report Instructions

1. Data should be deduplicated.
2. Data utilized in the Annual Report should be from October 2024 to June 2025.
3. HMIS data should be utilized to complete the Annual Report where possible.

Annual Report Definitions

Shelter - Short-term housing accompanied by support services in which those being housed do not have a lease. This includes short-term housing provided in a shelter built specifically for this purpose, or in other short-term housing paid for by the social services district or not-for-profit agency.

Shelter Overflow - Additional space in an existing, certified shelter that is used when the regular space is full. This space is normally not utilized. Example: cots placed in a conference room when all regularly used space is full.

Warming Center - A Warming Center (alternately Warming Station) is a heated, staffed, short-term overnight facility where individuals can be housed. Warming Centers typically operate when the temperature drops below 32 degrees with windchill (Code Blue). Please note a Warming Center is NOT a shelter.

Code Blue Annual Report

District:
Report Term: Oct. 2024 - June 2025

Code Blue Hotel/Motel Placements					
Household with at least one adult and one child		Households without children		Households with only children	
Number of Households	Number of People	Number of Households	Number of People	Number of Households	Number of People

Total Households	Total People
0	0

Warming Centers	Number Served
Persons served in Warming Centers	

Code Blue Shelter Placements					
Household with at least one adult and one child		Households without children		Households with only children	
Number of Households	Number of People	Number of Households	Number of People	Number of Households	Number of People

Total Households	Total People
0	0

Code Blue Shelter Overflow/Other Setting Placements	Number Served
Persons Served in Code Blue Shelter Overflow/Other Setting Placements	

HMIS	Yes/No
Are Code Blue hotel/motel placements in HMIS?	
Are warming center(s) in HMIS?	
Are Code Blue shelter overflow/other settings in HMIS	

Narrative (explain any data outliers or extraordinary circumstances):

Expense Type	Expense
1. Salary	
2. Fringe	
3. Contractual Costs	
4. Staff Travel	
5. Equipment	
6. Supplies	
7. Hotel/Shelter Per Diem	
8. Client Transportation	

9. Other

Total Expenses

Expenses Continued	Yes/No
Are all expenses incurred for the season included in the expenses listed above?	

Narrative (explain any data outliers or extraordinary circumstances):

--

cc:all
Health
A+A

Reso
#4j

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: Budgetary Amendment – 25A011
DATE: February 4, 2025

2025 FEB -5 AM 11:03
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Fiscal Manager at DSS and Mental Health, the following budgetary amendment is required.

GENERAL FUND

INCREASE APPROPRIATIONS:

10102000 52130 10169	COMPUTER EQUIPMENT	\$ 8,750.00
10102000 54989 10169	MISCELLANEOUS	\$ 6,587.00
		<u>\$ 15,337.00</u>

INCREASE REVENUE:

10102000 446101 10169	ADM SOCIAL SERVICES	15,337.00
		<u>\$ 15,337.00</u>

2025 Fiscal Impact \$ 0
2026 Fiscal Impact \$ 0

Please refer to the attached memorandum from Fiscal Manager Wunner regarding this budgetary amendment.

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

February 3, 2025

TO: Michael Lewis, Commissioner of Finance

FROM:  Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: DSS 2025 Budgetary Amendment

Your approval is requested to amend the 2025 DSS budget to include Putnam's **Administration for Community Living – American Rescue Plan Act Adult Protective Services Grant** allocation provided by the Office of Children and Family Services (OCFS) for the purpose of providing resources to enhance, improve, and expand adult protective services' (APS) ability to investigate allegations of abuse, neglect, and exploitation.

Increase Estimated Revenue:

10102000	SS PROGRAM ADMN SVCS	
446101	ADM SOCIAL SERVICES	\$15,337
10169	ADULT PROTECTIVE SERVICES GRANT	
	Total Estimated Revenues	\$15,337

Increase Appropriations:

10102000	SS PROGRAM ADMN SVCS	
52130	COMPUTER EQUIPMENT	\$8,750
54989	MISCELLANEOUS	\$6,587
10169	ADULT PROTECTIVE SERVICES GRANT	
	Total Appropriations	\$15,337

Fiscal Impact (25) - 0 -
Fiscal Impact (26) - 0 -

Thank you for your time and consideration of this request.

Attachments:

24-OCFS-LCM-28 Administration for Community Living – American Rescue Plan Act Adult Protective Services Grant Final Allocation and Elder Justice Act – Adult Protective Services Grant Allocation

cc: ^(A) Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau
Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau



Office of Children and Family Services

Kathy Hochul
Governor

52 WASHINGTON STREET
RENSSELAER, NY 12144

DaMia Harris-Madden, Ed.D., MBA, M.S.
Commissioner

Local Commissioners Memorandum

Transmittal:	24-OCFS-LCM-28
To:	Local Departments of Social Services Commissioners Services Directors Adult Protective Supervisors
Issuing Division/Office:	Division of Child Welfare and Community Services Division of Administration
Date:	January 6, 2025
Subject:	Administration for Community Living – American Rescue Plan Act Adult Protective Services Grant Final Allocation and Elder Justice Act – Adult Protective Services Grant Allocation
Contact Person(s):	See section VI.
Attachments:	Attachment A: <i>LDSS/District Allocation Amounts</i> Attachment B: <i>Large Purchase Request for Expenditure Exceeding \$5,000</i> Attachment C: <i>Federal and State Recognized Tribes in New York State and County of Residence</i> Attachment D-1: <i>ARPA Annual Program Report Template and Instructions</i> Attachment D-2: <i>EJA Annual Program Report Template and Instructions</i> Attachment E: <i>Attachment For U.S. Administration for Community Living Grants APS</i> Attachment F: <i>Attachment For U.S. Administration for Community Living Grants EJA</i>

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise local departments of social services (LDSSs) of the availability of federal funds through the American Rescue Plan Act (ARPA) of 2021: Grants to Enhance Adult Protective Services administered by the Administration for Community Living (ACL) and the Elder Justice Act (EJA) – Adult Protective Services Grant. Federal funds in the amount of \$2,293,979 are available to LDSSs for use from October 1, 2024, through June 30, 2025. This LCM provides information on each LDSS allocation (Attachment A), how the funds can be used, and annual reporting and claiming requirements.

allocation = 16,411
 2024 claim = 1074
 15,337 remaining for 11/25 - 6/30/25

II. Background

These funds were made available to states to provide resources to enhance, improve, and expand adult protective services' (APS) ability to investigate allegations of abuse, neglect, and exploitation. The New York State Office of Children and Family Services (OCFS) surveyed the LDSSs to ascertain the needs and services of vulnerable adults in their county as well as their staff's needs. The survey identified the following needs and services: the need for additional/temporary staff; additional personal

protective equipment; the use of telehealth services; and tangible services for clients, such as rental assistance, transportation, and food and meal delivery.

III. Program Implications

LDSSs can only use the funds for the allowable expenditures noted below. LDSSs must not use their allocation to supplant any New York State (NYS) APS funds, and the funds can only be used to supplement existing state and LDSS APS resources. OCFS reserves the right to reallocate any unspent funds from an LDSS to other LDSSs that have claims that exceed their allocations.

The funds can only be used for the following purposes:

- Establishing or enhancing the availability for elder shelters and other emergency, short-term housing and accompanying wraparound services for APS clients.
- Establishing, expanding or enhancing statewide and local-level elder justice networks to remove bureaucratic obstacles and improve coordination across the many state and local agencies interacting with APS clients who have experienced abuse, neglect, or exploitation.
- Working with tribal APS efforts, such as conducting demonstrations on state-tribal APS partnerships to better serve tribal elders who experience abuse, neglect, and exploitation; partnering with tribes within the state to include tribal elder abuse data in the state's National Adult Maltreatment Reporting System (NAMRS); and undertaking demonstrations to better understand elder abuse experienced by tribal individuals living in non-tribal communities and served by state APS programs.
- Improving or enhancing existing APS processes for receiving reports, conducting intakes and investigations, planning/providing for services, making case determinations, documenting and closing cases, and continuous quality improvement.
- Improving and supporting remote work, such as the purchase of communications and technology hardware, software, or infrastructure to provide adult protective services such as
 - laptops,
 - smartphones,
 - electronic tablets,
 - Wi-Fi hotspots, and
 - software to facilitate secure video conferencing and virtual meetings.
- Improving data collection and reporting at the caseworker, local, and state levels in a manner that is consistent with NAMRS.
- Costs associated with establishing new or improving existing processes for responding to alleged scams and frauds.
- Costs associated with community outreach.
- Costs associated with providing goods and services to APS clients.
- Acquiring personal protective equipment and supplies.
- Paying for extended hours/overtime for staff, hiring temporary staff, and associated personnel costs.
- Training costs.
- Costs associated with assisting APS clients to secure the least restrictive option for emergency or alternative housing, and with obtaining, providing, or coordinating with care transitions as appropriate; these funds can be used to temporarily assist an APS client in securing housing services with a Family-Type Home for Adults.

Any prospective equipment purchases of \$5,000 or more **per unit** must receive **prior** approval from OCFS per 45 CFR 75.320(a)(2).¹ Equipment refers to tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that

¹ 45 CFR 75.439(b)(2).

equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes or \$5,000. Each LDSS is required to submit Attachment B to OCFS for any proposed equipment purchase costing \$5,000 per unit or more.

When submitting equipment purchase requests using Attachment B, the following information is required:

- Identification of and cost of purchase.
- Purpose and intended use of the proposed purchase.
- Market research completed (i.e., obtaining bids, assessment of lease vs. purchase).
- Efforts to adhere to recommended requirements of the "Buy American Act," which requires federal agencies to procure domestic products and materials when consistent with public interest and reasonable costs (<https://www.gao.gov/products/105519>).

OCFS will review the purchase request within three business days after receipt of the completed Attachment B. OCFS will respond to the LDSS in writing with an approval or disapproval as soon as a decision is made. Once OCFS prior approval is received, LDSSs should then follow their own procurement policies.

Additionally, LDSSs with New York State or federally recognized tribes residing within the LDSS jurisdiction must work collaboratively with the tribes to provide support to those individuals aged 60 or older who have an APS need. A list of tribes and their respective LDSS jurisdiction is in Attachment C.

IV. Annual Reporting Requirements

LDSSs awarded funding need to submit an annual programmatic report that details how the funds were used in accordance with the federal requirements and what challenges and successes they encountered in using the funds. A template and instructions are provided in Attachments D-1 due August 10, 2025, and D-2 due February 10, 2025. Completed programmatic reports must be emailed to Julie Kelleher at Julie.Kelleher@ocfs.ny.gov.

V. Claiming Requirements

There is \$2,293,979 in federal funds available for the expenditures described in this LCM.

Claims for these funds must be submitted as described below.

- The EJA 2024-25 project is to be used only to reimburse expenditures from October 1, 2024, through November 30, 2024, and final accepted in the Automated Claiming System (ACS) by January 31, 2025.
- The Adult Protective ARPA 3 project is to be used only to reimburse expenditures from December 1, 2024, through June 30, 2025, and final accepted in the Automated Claiming System (ACS) by July 31, 2025.

Expenditures for both the Adult Protective Services Grant (ARPA 3) and Elder Justice Act 2024-25 projects should be claimed through the RF17 claim package for special project claiming. These costs are first identified on the RF2A claim package as F17 functional costs and reported in the F17 column on the LDSS-923, *Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries*, and the LDSS-2347, *Schedule D DSS Administrative Expenses Allocation and Distribution by Function*

and Program. After final acceptance of the RF2A claim package, the individual project costs are then reported under the project label Adult Protective ARPA Final on the LDSS-4975A, RF17 Worksheet, *Distribution of Allocated Costs to Other Reimbursable Programs*.

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the RF17 Worksheet while overhead costs are automatically brought over from the RF-2A, Schedule D, and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time on this project must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Non-salary administrative costs are reported with the appropriate object of expense code(s) on the LDSS-923B, Summary-Administrative (page 1), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs*. Program costs should be reported as object of expense code 37 - Special Project Program Expense on the LDSS-923B, Summary - Program (page 2), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs*.

Total project costs should be reported on the LDSS-4975, *Monthly Statement of Special Project Claims Federal and State Aid (RF-17)*, as 100% federal share. For each LDSS, the expenditures reported for the Adult Protective ARPA 2 will be reimbursed up to the amount of the LDSS's allocation.

Further instructions for completing time studies, the LDSS-923 and the Schedule D, and the RF17 claim package are found in Chapters 4, 7, and 18, respectively, of the *Fiscal Reference Manual (FRM)*, Volume 3. The FRM is available online at <http://otda.state.ny.net/bfdm/finance/>.

VI. Contacts

Questions pertaining to the reports may be directed to:

Julie Kelleher, Director, Bureau of Adult Services
518-402-1639
Julie.Kelleher@ocfs.ny.gov

Questions pertaining to the allocations may be directed to:

Shonna Clinton, Local Operations Manager, Bureau of Budget Management
(518) 474-1361
Shonna.Clinton@ocfs.ny.gov

Any ACS claiming questions should be directed to the OTDA Bureau of Financial Services by email or telephone:

Justin Gross (Regions I-V)
(518) 474-7549
otda.sm.Field_Ops.I-IV@otda.ny.gov

Michael Simon (Region VI)
(212) 961-8250
Michael.Simon@otda.ny.gov

/s/ Gail Geohagen-Pratt

Issued by:

Name: Gail Geohagen-Pratt

Title: Deputy Commissioner

Division/Office: Division of Child Welfare and Community Services

/s/ Sharon Devine

Issued by:

Name: Sharon Devine

Title: Deputy Commissioner

Division/Office: Division of Administration

**Attachment A:
LDSS/District Allocation Amounts**

LDSS/District	Adult Protective ARPA 3 Allocation	EJA 2024-25 Allocation	LDSS/District	Adult Protective ARPA 3 Allocation	EJA 2024-25 Allocation
Albany	\$14,401	\$3,513	Ontario	\$74,737	\$18,233
Allegany	\$1,196	\$292	Orange	\$29,895	\$7,293
Broome	\$31,428	\$7,667	Orleans	\$2,990	\$729
Cattaraugus	\$6,439	\$1,571	Oswego	\$11,465	\$2,797
Cayuga	\$23,918	\$5,835	Otsego	\$0	\$0
Chautauqua	\$29,896	\$7,293	Putnam	\$16,411	\$4,003
Chemung	\$44,248	\$10,795	Rensselaer	\$0	\$0
Chenango	\$13,998	\$3,415	Rockland	\$38,738	\$9,451
Clinton	\$17,938	\$4,376	Saratoga	\$16,475	\$4,019
Columbia	\$17,937	\$4,376	Schenectady	\$17,937	\$4,376
Cortland	\$0	\$0	Schoharie	\$20,942	\$5,109
Delaware	\$30,504	\$7,442	Schuyler	\$0	\$0
Dutchess	\$5,979	\$1,459	Seneca	\$5,640	\$1,376
Erie	\$74,738	\$18,233	St. Lawrence	\$9,353	\$2,282
Essex	\$0	\$0	St. Regis	\$0	\$0
Franklin	\$16,402	\$4,001	Steuben	\$104,632	\$25,526
Fulton	\$9,837	\$2,400	Suffolk	\$58,168	\$14,190
Genesee	\$8,969	\$2,188	Sullivan	\$0	\$0
Greene	\$2,674	\$652	Tioga	\$5,979	\$1,459
Hamilton	\$11,736	\$2,863	Tompkins	\$4,936	\$1,204
Herkimer	\$5,979	\$1,459	Ulster	\$5,471	\$1,335
Jefferson	\$0	\$0	Warren	\$0	\$0
Lewis	\$9,003	\$2,196	Washington	\$101,456	\$24,751
Livingston	\$0	\$0	Wayne	\$0	\$0
Madison	\$0	\$0	Westchester	\$78,000	\$19,029
Monroe	\$8,968	\$2,188	Wyoming	\$0	\$0
Montgomery	\$10,661	\$2,601	Yates	\$0	\$0
Nassau	\$40,903	\$9,979			
Niagara	\$0	\$0	NYC	\$597,793	\$145,837
Oneida	\$5,675	\$1,384			
Onondaga	\$199,653	\$48,707	Statewide Totals	Adult Protective ARPA 3 \$1,844,098	EJA 2024-25 \$449,884

**Attachment B:
Large Purchase Request for Expenditure Exceeding \$5,000 Form**

Email equipment requests costing \$5,000 or more per unit to Julie Kelleher at
Julie.Kelleher@ocfs.ny.gov

Date:	
Grantee Organization:	
Grantee Contact Name:	
Grantee Email:	
Grant Number:	
<p>Attach three cost estimates for the piece of equipment you requested and indicate which bid you are choosing.</p> <p>Cost estimates can be bids from vendors/dealerships or print outs of cost from sellers.</p>	
<p>Describe the purpose/intended use of the equipment and how the equipment will benefit the program.</p>	
<p>What percentage of the total cost of the equipment/supply will these grant funds cover? If other funding is available, please identify the source and amount.</p> <p>For instance, if the total cost of the item is \$10,000, and the grant program is responsible for \$5,000, and state/territory funds will be used for the remaining \$5,000, write 50% in this space. If grant funds will be used to for the full cost of the purchase, write 100% in this space.</p>	

<p>What is the estimated percentage of time the equipment will be used by the APS program?</p> <p>If this purchase is being shared with other programs, indicate the percentage of time that the program will use this item. For instance, if you're purchasing a vehicle partially with APS grant funds and partially with state/territory funds, and your program will only have access to the vehicle 50% of the time, write 50% in this space. If the APS program will have access to the purchase 100% of the time, write 100% in this space.</p>	
<p>Include an analysis of lease and purchase alternatives to determine which would be the most economical and practical procurement of the recipient and the federal government.</p>	
<p>Buy American Requirement: Attach information indicating the equipment is produced in the United States.</p>	

**Attachment C:
Federal and State Recognized Tribes in New York State and County of Residence**

Tribe	County of Residence
Cayuga Nation of Indians	Seneca, Cayuga
Oneida Indian Nation	Onondaga
St. Regis Mohawk Tribe	Franklin
Seneca Nation of Indians	Erie, Cattaraugus, Chautauqua
Tonawanda Band of Seneca	Genesee
Tuscarora Nation	Niagara
Unkechaug and Shinnecock Indian Nations	Suffolk

**ATTACHMENT D-1:
ARPA Annual Program Report Template and Instructions
New York State ACL ARPA Grant Report**

REPORTING PERIOD: December 1, 2024- June 30, 2025 <u>DUE DATE: August 10, 2025</u>				
Name of Local Department of Social Services/District: Name and Title of Reporter:				
Strategy Selected:				
Overall Goal: List the Project Goal that was selected on page 2 of the LDSS attestation.				
Objectives/Activities Updated MM/DD/YY List the specific strategy selected on page 1 of the LDSS attestation that supports the goal noted above and the actual activity completed.	APS Process Model Topic Select the corresponding input/resource and stage of the case process.	Description of Accomplishments (Q1) List what was accomplished by implementing the strategy/activity. List any significant partners and their role in the activity.	Outputs (Q4) List services purchased, goods or staff acquired and total expenditure . List the number of APS clients who received the service or activity. List the number of those who were age 60 or older.	Description of Impact (Q3) Describe the impact the activity had on the goal. Are there measurable outcomes that can be included to support the impact? Have risks been decreased and safety increased?
Challenges, Barriers, Alterations (Q2): Describe what actions, if any challenges or barriers were encountered during the reporting period, were taken to address them, and if there were any changes to the goals, objectives, or activities because of the challenges.				

Instructions: The LDSS must complete and submit an Annual Program Performance Report for both ARPA (Attachment D-1) and EJA (Attachment D-2) funding to OCFS using the attached reporting forms.

EJA: LDSSs must submit the annual report (Attachment D-2) no later than February 10, 2025.

ARPA: LDSSs must submit the *annual* (Attachment D-1) report to OCFS no later than August 10, 2025.

The following charts provide examples of report completion, linking activities with stages in the APS process and definitions of services.

New York State ACL ARPA Grant Report EXAMPLE REPORTING PERIOD: December 1, 2024 – June 30, 2025				
Example 1: Overall Goal: Enhance provision of protective and residential services in the least restrictive manner that will effectively protect and support self-determination of vulnerable and dependent adults.				
Objectives/Activities Updated MM/DD/YY	APS Process Model/Topic	Description of Accomplishments(Q1)	Outputs (Q4)	Description of Impact (Q3)
Establish/enhance elder shelters or other emergency housing and wraparound services with the development of a new contract(s) for emergency shelter	Community and interagency partnerships	Local government approved several contractual agreements with local motels. Identification of three new emergency housing locations, spread out throughout the county, closer to shopping areas.	Current expenditures for emergency housing for this reporting period are \$30,600 . Twelve clients have received this service, eight of whom are age 60 or older.	Twelve clients were removed from unsafe and unsanitary conditions to locations near their current neighborhoods where they could continue to use the same shopping areas and maintain existing social and professional relationships while long-term housing issues were addressed. Such placements allow for independence and dignity to remain intact.
Challenges, Barriers, Alterations (Q2): Describe what actions, if any challenges or barriers were encountered during the reporting period, were taken to address them, and if there were any changes to the goals, objectives, or activities because of the challenges.				
Example 2: Overall Goal: Improve/enhance identification and investigation of vulnerable adults who self-neglect or are abused, neglected, or exploited by others.				
Objectives/Activities Updated MM/DD/YY	APS Process Model/Topic	Description of Accomplishments(Q1)	Outputs (Q4)	Description of Impact (Q3)
Improve/support remote work through	Create new/enhance existing operational	Ten laptops with MiFi and 10 cell phones	Current equipment and contract	Initial and follow-up visits for all 40

<p>the purchase of laptops and cell phones for case workers.</p>	<p>supports.</p>	<p>were purchased for eight case workers and two supervisors.</p>	<p>expenditures total \$20,000. The equipment has been used for 10 months on 40 APS investigations/cases. Thirty of those cases involved clients age 60 or older.</p>	<p>cases were conducted and documented timely. Service availability is confirmed more expeditiously as this can be verified while in the field. Case notes are completed while in the field and are detailed, concise and timely.</p>
<p>Challenges, Barriers, Alterations (Q2): Describe what actions, if any challenges or barriers were encountered during the reporting period, were taken to address them, and if there were any changes to the goals, objectives, or activities because of the challenges.</p>				

**ATTACHMENT D-2:
EJA Annual Program Report Template and Instructions
New York State ACL EJA Grant Report**

EJA REPORTING PERIOD: October 1, 2024- November 30, 2025 <u>DUE DATE February 10, 2025</u>				
Name of Local Department of Social Services/District: Name and Title of Reporter:				
Strategy Selected:				
Overall Goal: List the Project Goal				
Objectives/Activities Updated MM/DD/YY List the specific strategy selected on page 1 of the LDSS attestation that supports the goal noted above and the actual activity completed.	APS Process Model Topic Select the corresponding input/resource and stage of the case process.	Description of Accomplishments (Q1) List what was accomplished by implementing the strategy/activity. List any significant partners and their role in the activity.	Outputs (Q4) List services purchased, goods or staff acquired and total expenditure . List the number of APS clients who received the service or activity. List the number of those who were age 60 or older.	Description of Impact (Q3) Describe the impact the activity had on the goal. Are there measurable outcomes that can be included to support the impact? Have risks been decreased and safety increased?
Challenges, Barriers, Alterations (Q2): Describe what actions, if any challenges or barriers were encountered during the reporting period, were taken to address them, and if there were any changes to the goals, objectives, or activities because of the challenges.				

Mapping to the APS Process Model and Annual Report <i>The simplified map includes the sample activities ACL outlined in the Federal Register Notice.</i>				
Inputs/Resources	Intake	Investigation	Post-Investigation	Quality Assurance
<p>APS Staff</p> <ul style="list-style-type: none"> • Training/education • Personnel costs, including hazard pay • Travel for in-person investigations • Costs for PPE and supplies for in-person visits <p>Community/ Interagency Partnerships</p> <ul style="list-style-type: none"> • Public awareness and community outreach • Costs for and associated with establishing new or improving existing processes for responding to COVID-19 scams and frauds <p>Consult Support</p> <p>Create New/ Enhance Existing Operational Supports</p> <p>Purchase of equipment and associated technologies that will allow for secure remote work and enhance APS workers' ability to interview and investigate while they cannot physically visit during to COVID-19 crisis.</p> <p>Legal and Ethical processes</p>	<p>Screening and Assessment Tools</p> <p>Case Planning Tools</p> <p>Create New/ Enhance Reporting Systems</p> <ul style="list-style-type: none"> • Purchase of new or improvements to existing data systems and/or technology infrastructure related to reporting. 	<p>Assessment</p> <p>Interviews</p> <p>Collecting Physical Evidence</p> <p>Consult Support</p> <p>Determinations and Services Recommendations</p>	<p>Obtaining Client Agreement and Implementing Service Plan</p> <p>Referring Clients to Community Partners or Services:</p> <ul style="list-style-type: none"> • Purchasing goods and services • Purchase/provision of PPE for clients and/or expenses for COVID-related cleanup/sanitation services • Paying for the least restrictive option for emergency or alternative housing <p>Monitor Status of Victim and Services</p>	<p>Documentation of Investigation/ Services</p> <ul style="list-style-type: none"> • Purchase of new or improvements to existing data systems and/or technology infrastructure related to case management <p>Expand Data</p> <p>Capacity Customer</p> <p>Satisfaction</p> <p>Quality Assurance Review</p>

The following table contains existing service categories and definitions for a range of home- and community-based services. This list is provided to help track and report goods and services purchased/obtained for APS clients being served by COVID-19-related funding. Grantees are encouraged to use this table to facilitate analysis and reporting.

SERVICE NAME	SERVICE DEFINITION	UNIT NAME	UNIT DEFINITION
Assistive Technology /Durable Equipment	Durable medical equipment (chair lifts, wheelchairs, walkers, emergency response systems) or anything given to or lent on a short-term basis, including technology or equipment, such as tablet computers, cell phones, or other devices, for a client to use in their home to maintain safety, allow for socialization, and/or promote participation in activities from the older adult's home. Note: Please report any expenditures related to cell phone or internet <i>access plans</i> under Consumable Supplies	1) Expenditure 2) Units	Cost and quantity of items of assistance.
Care/Case Management Services	Development and implementation of a service plan to mobilize the formal and informal resources and services identified in the assessment to meet the client's needs. Includes the development and oversight of a plan to ensure the client's safety and well-being; developing a safety plan with a person's support network; referring and arranging support services; etc.	1) Expenditure 2) Hours	The cost and amount of time (measured in hours) to provide assistance.
Caregiver Support Services	Assistance to family and other informal caregivers to improve or sustain capacity for caring for the older adult or adult with disabilities. Includes counseling, support groups, training, respite, etc.	1) Expenditures 2) Units	The cost and number of units or sessions.
Community Day Services	Services or activities provided to adults who require care and supervision in a protective setting for part of a 24-hour day. Includes out-of-home supervision, health care, recreation and/or independent living skills training offered in centers commonly known as adult day, adult day health, senior centers, and disability day programs.	1) Expenditure 2) Hours	The cost and amount of time (measured in hours) to provide assistance.

<p align="center">New York State ACL EJA Grant Report EXAMPLE REPORTING PERIOD: October 1, 2024 – November 30, 2025</p>				
<p>Example 1: Overall Goal: Enhance provision of protective and residential services in the least restrictive manner that will effectively protect and support self-determination of vulnerable and dependent adults.</p>				
Objectives/Activities Updated MM/DD/YY	APS Process Model/Topic	Description of Accomplishments(Q1)	Outputs (Q4)	Description of Impact (Q3)
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<p>Challenges, Barriers, Alterations (Q2): Describe what if any challenges or barriers were encountered during the reporting period, what actions were taken to address them, and if there were any changes to the goals, objectives, or activities because of the challenges.</p>				
<p>Example 2: Overall Goal: Improve/enhance identification and investigation of vulnerable adults who self-neglect or are abused, neglected, or exploited by others.</p>				
Objectives/Activities Updated MM/DD/YY	APS Process Model/Topic	Description of Accomplishments(Q1)	Outputs (Q4)	Description of Impact (Q3)
Improve/support remote work through	Create new/enhance existing operational	Ten laptops with MiFi and 10 cell phones	Current equipment and contract	Initial and follow-up visits for all 40

<p>the purchase of laptops and cell phones for case workers.</p>	<p>supports.</p>	<p>were purchased for eight case workers and two supervisors.</p>	<p>expenditures total \$20,000. The equipment has been used for 10 months on 40 APS investigations/cases. Thirty of those cases involved clients age 60 or older.</p>	<p>cases were conducted and documented timely. Service availability is confirmed more expeditiously as this can be verified while in the field. Case notes are completed while in the field and are detailed, concise and timely.</p>
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Challenges, Barriers, Alterations (Q2): Describe what actions, if any challenges or barriers were encountered during the reporting period, were taken to address them, and if there were any changes to the goals, objectives, or activities because of the challenges.

ATTACHMENT E: FOR U.S. ADMINISTRATION FOR COMMUNITY LIVING GRANTS APS

Title 45 U.S. Code of Federal Regulations Part 75 (45 CFR 75), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards*, section 354(a) states "all pass-through entities must ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, includes the changes in subsequent subaward identification."

(i)	Subrecipient Name	Attachment A
(ii)	Subrecipient's unique entity identifier	Local Social Service Districts
(iii)	Federal Award Identification Number (FAIN)	2301NYEJAP 2101NYAPC6
(iv)	Federal award date to the recipient by the HHS awarding agency	EJA: August 10, 2023 ARPA APS: August 1, 2021
(v)	Subaward period of performance start and end dates	EJA: October 1, 2024 – November 30, 2025 ARPA APS: December 1, 2024 – June 30, 2025
(vi)	Amount of federal funds obligated to the subrecipient by this action by the pass-through entity to the subrecipient	Attachment A
(vii)	Total amount of the federal funds obligated to the subrecipient by the pass-through entity including the current obligation	Attachment A
(viii)	Total amount of the award committed to the subrecipient by the pass-through entity	Attachment A
(ix)	Federal award project description	Elder Justice Act, section 2042(b) of title XX of the Social Security Act American Rescue Plan for Adult Protective Services under SSA Title XX Section 2042(b)
(x)	Name of the HHS awarding agency, pass-through entity and contact information for awarding official of the pass-through entity	Administration for Community Living: Shonna Clinton – (518) 474-2812 Shonna.Clinton@ocfs.ny.gov
(xi)	CFDA number and name	EJA: 93.698 - Elder Justice Act – Adult Protective Services ARPA APS: 93.747 – American Rescue Plan for Adult Protective Services under SSA Title XX Section 2042(b)
(xii)	Identification of whether the award is research and development (R&D)	N

(xiii) Indirect cost rate for the federal award (including if the de minimum rate is charged per section 75.414)	Please see uniform guidance 45 CFR 75.
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ATTACHMENT F: FOR U.S. ADMINISTRATION FOR COMMUNITY LIVING GRANTS EJA

Title 45 U.S. Code of Federal Regulations Part 75 (45 CFR 75), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards*, section 354(a) states "all pass-through entities must ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, includes the changes in subsequent subaward identification."

(i)	Subrecipient Name	Attachment A
(ii)	Subrecipient's unique entity identifier	Local Social Service Districts
(iii)	Federal Award Identification Number (FAIN)	2301NYEJAP
(iv)	Federal award date to the recipient by the HHS awarding agency	April 1, 2023
(v)	Subaward period of performance start and end dates	October 1, 2024 – November 30, 2024
(vi)	Amount of federal funds obligated to the subrecipient by this action by the pass-through entity to the subrecipient	Attachment A
(vii)	Total amount of the federal funds obligated to the subrecipient by the pass-through entity including the current obligation	Attachment A
(viii)	Total amount of the award committed to the subrecipient by the pass-through entity	Attachment A
(ix)	Federal award project description	EJAP Adult Protective Services Formula Grants to States
(x)	Name of the HHS awarding agency, pass-through entity and contact information for awarding official of the pass-through entity	Administration for Community Living: Shonna Clinton – (518) 474-2812 Shonna.Clinton@ocfs.ny.gov
(xi)	CFDA number and name	93.698 – EJAP Adult Protective Services Formula Grants to States
(xii)	Identification of whether the award is research and development (R&D)	N
(xiii)	Indirect cost rate for the federal award (including if the de minimum rate is charged per section 75.414)	Please see uniform guidance 45 CFR 75

MICHAEL J. LEWIS
Commissioner of Finance



cc: all
Health
ATA

7:00
#4K
SHEILA BARRETT
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: **Budgetary Amendment –25A012**
DATE: February 4, 2025

2025 FEB -5 AM 10:57
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Fiscal Manager at DSS and Mental Health, the following budgetary amendment is required.

GENERAL FUND

INCREASE APPROPRIATIONS:

10423000 54647	SUB CONTRACTORS	\$	4,524.00
10028000 54647	SUB CONTRACTORS	\$	4,296.00
10030000 54647	SUB CONTRACTORS	\$	12,000.00
10431000 54646 10115	CONTRACTS	\$	725.00
10431000 54646 10120	CONTRACTS	\$	788.00
10431000 55646 10151	CHRGBK CONTRACTS	\$	4,225.00
10034000 54647	SUB CONTRACTORS	\$	323,622.00
10036000 54647	SUB CONTRACTORS	\$	3,068.00
10037000 54647	SUB CONTRACTORS	\$	11,104.00
10039000 54647	SUB CONTRACTORS	\$	1,552.00
10040000 54647	SUB CONTRACTORS	\$	22,503.00
10041000 54647	SUB CONTRACTORS	\$	782.00
10042000 54647	SUB CONTRACTORS	\$	9,172.00
10043000 54647	SUB CONTRACTORS	\$	7,123.00
10044000 54647	SUB CONTRACTORS	\$	1,488.00
10046000 54647	SUB CONTRACTORS	\$	220.00
10052000 54647	SUB CONTRACTORS	\$	81,781.00
		\$	488,973.00

INCREASE REVENUE:

10423000 434865	PRIVATE OASAS ST AID PREV	\$	4,524.00
10028000 434887	COUNCIL STATE AID COLA	\$	4,296.00
10030000 434884	PRIVATEOASAS ST LOCAL ASST	\$	12,000.00
10431000 434981 10115	MH ST AID	\$	725.00
10431000 434981 10120	MH ST AID	\$	788.00
10431000 434981 10151	MH ST AID	\$	4,225.00
10034000 434903	MH ST AID SUPPORTED HOUSING	\$	323,622.00
10036000 434951	CSS SUB CONTRACT	\$	3,068.00
10037000 434946	MH ST AID ADULT CASE MG	\$	11,104.00
10039000 434947	MH ST AID CF CASE MG	\$	1,552.00
10040000 434981	MH ST AID	\$	22,503.00
10041000 434981	MH ST AID	\$	782.00
10042000 434981	MH ST AID	\$	9,172.00
10043000 434981	MH ST AID	\$	7,123.00
10044000 434981	MH ST AID	\$	1,488.00
10046000 434981	MH ST AID	\$	220.00
10052000 434981	MH ST AID	\$	81,781.00
		\$	<u>488,973.00</u>

2025 Fiscal Impact \$ 0

2026 Fiscal Impact \$ 0

Please refer to the attached memorandum from Fiscal Manager Wunner regarding this budgetary amendment.

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

February 3, 2025

TO: Michael Lewis, Commissioner of Finance

FROM:  Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: Mental Health 2025 Budgetary Amendment

Your approval is requested to amend the 2025 Mental Health budget to reflect adjusted State Aid levels to be passed through to provider agencies in accordance with the most recent State Aid authorization from the NYS Office of Mental Health (OMH) dated 12/16/24. Supporting documentation attached.

Increase Estimated Revenues:

10423000	MH SUBSTANCE ABUSE	
434865	PRIVATE OASAS ST AID PREV	\$4,524
10028000	MH ALCOHOLISM SVCS CNCL	
434887	COUNCIL STATE AID COLA	\$4,296
10030000	OASAS CONTRACTED SVCS	
434884	PRIVATE OASAS ST LOCAL ASST	\$12,000
10431000	MH LGU	
434981	MH ST AID	\$725
10115	CIT TRAINING	
10431000	MH LGU	
434981	MH ST AID	\$788
10120	RESPIRE SERVICES	
10431000	MH LGU	
434981	MH ST AID	\$4,225
10151	MH OASAS JAIL BASED SERVICES	
10034000	MH SUPPORTIVE HOUSING	
434903	MH ST AID SUPPORTED HOUSING	\$323,622
10036000	MH CSS SUB-CONTRACT	
434951	CSS SUB CONTRACT	\$3,068
10037000	MH INTV CASE MGMT	
434946	MH ST AID ADULT CASE MG	\$11,104
10039000	MH CHILDRENS CASE MGMT	
434947	MH ST AID CF CASE MG	\$1,552
10040000	MH REINVESTMENT	
434981	MH ST AID	\$22,503

10041000		CMHS COMM PERFORMANCE	
434981		MH ST AID	\$782
10042000		CMHS C&F FAMILY SUPPORT SVCS	
434981		MH ST AID	\$9,172
10043000		CMHS MNHL	
434981		MH ST AID	\$7,123
10044000		CMHS ONGOING INTEGRATED EMPLM	
434981		MH ST AID	\$1,488
10046000		CMHS KENDRAS LAW	
434981		MH ST AID	\$220
10052000		CONTRACTED MH SVCS PROS	
434981		MH ST AID	\$81,781
		Total Revenue	\$488,973

Increase Appropriations:

10423000		MH SUBSTANCE ABUSE	
54647		SUB CONTRACTORS	\$4,524
10028000		MH ALCOHOLISM SVCS CNCL	
54647		SUB CONTRACTORS	\$4,296
10030000		OASAS CONTRACTED SVCS	
54647		SUB CONTRACTORS	\$12,000
10431000		MH LGU	
54646		CONTRACTS	\$725
	10115	CIT TRAINING	
10431000		MH LGU	
54646		CONTRACTS	\$788
	10120	RESPITE SERVICES	
10431000		MH LGU	
55646		CHRGBK CONTRACTS	\$4,225
	10151	MH OASAS JAIL BASED SERVICES	
10034000		MH SUPPORTIVE HOUSING	
54647		SUB CONTRACTORS	\$323,622
10036000		MH CSS SUB-CONTRACT	
54647		SUB CONTRACTORS	\$3,068
10037000		MH INTV CASE MGMT	
54647		SUB CONTRACTORS	\$11,104
10039000		MH CHILDRENS CASE MGMT	
54647		SUB CONTRACTORS	\$1,552
10040000		MH REINVESTMENT	
54647		SUB CONTRACTORS	\$22,503
10041000		CMHS COMM PERFORMANCE	
54647		SUB CONTRACTORS	\$782
10042000		CMHS C&F FAMILY SUPPORT SVCS	
54647		SUB CONTRACTORS	\$9,172
10043000		CMHS MNHL	
54647		SUB CONTRACTORS	\$7,123
10044000		CMHS ONGOING INTEGRATED EMPLM	
54647		SUB CONTRACTORS	\$1,488
10046000		CMHS KENDRAS LAW	
54647		SUB CONTRACTORS	\$220
10052000		CONTRACTED MH SVCS PROS	
54647		SUB CONTRACTORS	\$81,781

Total Appropriations

\$488,973

Fiscal Impact (25)

- 0 -

Fiscal Impact (26)

- 0 -

Thank you for your time and consideration of this request.

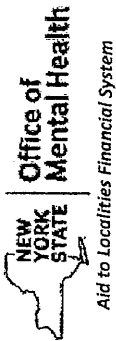
Attachments:

SUMMARY OF COUNTY BUDGET ACCOUNTS – OMH / OASAS
OMH Attachment A – Funding Source Allocation Table – Amendment 1

cc: Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau

SUMMARY OF COUNTY BUDGET ACCOUNTS-OMH/OASAS ADP CY 2025 - CONTRACT AGENCIES/PROJECTS

FC:	013S 10431000 10161 54546	013S 10432000 54647	013S 10030000 54647	142A 10431000 61646	176A 10431000 64646	078 10034000 54647	014 10036000 54647	034J/570 10037000 54647	865/865S 10039000 54647	34K/670K 10039000 54647	200 10040000 54647	400 10041000 54647	046L 10042000 54647	142A 10043000 54647	037 10044000 54647	170B 10046000 54647	037P 10052000 54647	164 10054480 54647
ADOPTED/REVISED	115000	339482	168276	25515	27740	2228621	108029	390986	82816	54686	792418	27524	322914	260801	52328	7700	89636	150000
AGENCY in accordance with state aid authorizations																		
Green Chlm PHC ARC							61891		5853		257974		12143		18626			
Careats SFC Pryt liability 122P SH Workforce RIV FC 200C MHA - Putnam						2421358			875		10065				14817 20373			
PFGS/COVEACARE Family Support Nav. Health Home FC 570/570K PEOPLES Pryt liability 122P NCA		344006	365835 99793				32586	10983	16389		133006		25894			7920	171417	150000
Greater MH of NY Pryt liability 122P PC SHERIFF	119225						18620	319923			225083	11515	283848					
LGU				28240	28528													
TBD												16791						
TOTALS	119225	344006	162572	26240	28528	2552243	111087	402090	82012	56248	814921	28306	332086	257924	53818	7820	171417	150000
(OVER)/UNDER																		



Attachment A
Funding Source Allocation Table
 County Code: 40 County Name: Putnam
 Year: 2025 Amendment: 1 - 12/16/2024 10:47:56 AM

Print Date : 01/22/2025 12:19 PM
 Printed By : L6884KNW
 Page : 1 of 2

Funding Source	Code	Type	Final Annualized Value	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value Changes	Fiscal Year Revised Annualized Value	Beds
Local Assistance	001A	GS	\$62,204	\$0	\$62,204	\$0	\$0	\$0
Community Support Services	014	GS	\$114,736	\$0	\$114,736	\$0	\$0	\$0
Adult Case Management & ACT	034J	GS	\$330,906	\$0	\$330,906	\$0	\$0	\$0
Integrated Supp Emp	037	GS	\$53,816	\$0	\$53,816	\$0	\$0	\$0
PROS State Aid	037P	GS	\$171,417	\$0	\$171,417	\$0	\$0	\$0

Remarks

One time funding of \$88,725 represents the total 2025 PROS Viability funding. The funding for each provider is: Putnam Family & Comm Ser MH \$88,725 to be recorded on Program Code 6340
 Effective 1/1/2025, PROS Residual State Aid and PROS Vocational Initiative funding recalculated based upon monthly census data reported in CAIRS. CY 2025 funding changes are : PFC-S PROSper / CoveCare Center PROSper SA \$31,942 Voc \$60,750 to be reported on Program Code 6340.
 Effective 4/1/24 PROS Residual State Aid and PROS Vocational Initiative funding is being increased based upon the 2.84% COLA. CY 2024 increases are: PFC-S PROSper/CoveCare Center PROSperSA \$737 Voc \$1172

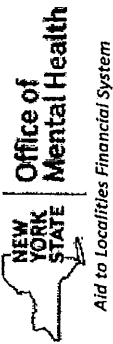
Dwyer-Veteran P2P

038F	GS	\$197,864	\$0	\$197,864	\$0	\$0	\$0
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Remarks

An increase of \$4,098 represents 3 quarters (4/1/24 to 12/31/24) of the approved 2.84% COLA increase for fiscal year 2024, effective 4/1/24. The quarterly value is \$1,366 and the full annual value is \$5,464.
 Quarterly Allocation of \$48,100 (FAV \$192,400) in the SFY 24-25 Enacted Budget for the period of 4/1/2024-3/31/2025, will be used for the Veteran Peer to Peer Support Service Prog for veterans. The provider should use the program code 0690 on all OMH financial reporting documents.

Clinical Infrastructure-Adult	039P	GS	\$64,336	\$0	\$64,336	\$0	\$0	\$0
CMHS Kids COVID Relief Funds	044C	F	\$0	\$0	\$0	\$0	\$0	\$0
Clinical Infrastructure-C&F	046A	GS	\$80,128	\$0	\$80,128	\$0	\$0	\$0
Community Support Programs-C&F	046L	GS	\$332,086	\$0	\$332,086	\$0	\$0	\$0
Supported Housing	078	GS	\$2,552,243	\$0	\$2,552,243	\$0	\$0	\$0
Prior Year Liability	122P	GS	\$0	\$0	\$0	\$0	\$0	78
Expanded Community Support Adult	142A	GS	\$284,164	\$0	\$284,164	\$0	\$0	\$0



Aid to Localities Financial System

Attachment A

Funding Source Allocation Table

County Code: 40 County Name: Putnam

Year: 2025 Amendment: 1 - 12/16/2024 10:47:56 AM

Print Date : 01/22/2025 12:19 PM
 Printed By : L6884KNW
 Page : 2 of 2

Funding Source	Code	Type	Final Annualized Value	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value	Annualized Value Changes	Fiscal Year Revised Annualized Value	Beds
Suicide Prevention & Crisis Services	164	GS	\$150,000	\$0	\$150,000	\$0	\$0	\$0	\$0
Trans. Mgmt. Kendra's	170B	GS	\$7,920	\$0	\$7,920	\$0	\$0	\$0	\$0
MGP Admin Kendra's	170C	GS	\$2,604	\$0	\$2,604	\$0	\$0	\$0	\$0
Article 28&31 Closure Re-Invest. (Adult)	175A	GS	\$28,528	\$0	\$28,528	\$0	\$0	\$0	\$0
Com. Reinvestment	200	GS	\$816,975	\$0	\$816,975	\$0	\$0	\$0	\$0
Supported Housing - Workforce RIV	200C	GS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Commissioner's Perf.	400	GS	\$28,306	\$0	\$28,306	\$0	\$0	\$0	\$0
Health Home	570	GS	\$71,184	\$0	\$71,184	\$0	\$0	\$0	\$0
Kids Health Home Care Management	570K	GS	\$56,248	\$0	\$56,248	\$0	\$0	\$0	\$0
Funding Reduction/COLA	965	GS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Personnel Services Enhancements	965S	GS	\$82,012	\$0	\$82,012	\$0	\$0	\$0	\$0

Remarks

An increase of \$1,698 represents 3 quarters (4/1/24 - 12/31/24) of the approved 2.84% COLA increase for fiscal year 2024, effective 4/1/24. The quarterly value is \$566 and the full an value is \$2,264.

(-\$767Quarterly) made to MW calculation which represents 1/1/2024-12/31/2024 for an annualized value of \$1,374.

Quarterly allocation of \$1,374 for MW effective 1/1/2024, for a quarterly annualized value of \$1,374

Correction of -\$3,068 (-\$767Quarterly) made to MW calculation which represents 1/1/2024-12/31/2024 for an annualized Value of \$5496.

The SFY 23 Enacted Budget included funding for increases to minimum wage, effective 1/1/2024.

Grand Total: \$5,487,677 \$0 \$5,487,677 \$0 \$0

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance.

ALEXANDRA GORDON
Deputy Commissioner of Finance

cc: all
Health
A+A

Reso
#42

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: Budgetary Amendment – 25A013
DATE: February 5, 2025

2025 FEB -5 PM 3:04
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Fiscal Manager at DSS and Mental Health, the following budgetary amendment is required.

<u>GENERAL FUND</u>				
<u>INCREASE APPROPRIATIONS:</u>				
10120000 54647 10198	SUB CONTRACTORS			\$ 39,018.00
				\$ 39,018.00
<u>INCREASE REVENUE:</u>				
10120000 436101 10198	ADM SOCIAL SERVICES			39,018.00
				\$ 39,018.00
	NY's Supplemental Program			
	2025 Fiscal Impact \$0			
	2026 Fiscal Impact \$0			

Please refer to the attached memorandum from Fiscal Manager Wunner regarding this budgetary amendment.

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner



DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

February 4, 2025

TO: Michael Lewis, Commissioner of Finance

FROM:  Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: DSS 2025 Budgetary Amendment

Your approval is requested to amend the 2025 DSS budget to include Putnam's 2024-2025 New York State Rental Supplement Program allocation provided by the Office of Temporary and Disability Assistance (OTDA) for the purpose of providing vital rental assistance to individuals and families, regardless of immigration status, who are experiencing homelessness or are facing an imminent loss of housing.

Increase Estimated Revenue:

10120000	SS PROGRAM ADMN OVHD	
436101	ADM SOCIAL SERVICES	\$39,018
10198	NYS RENTAL SUPPLEMENT PROGRAM	
	Total Estimated Revenues	\$39,018

Increase Appropriations:


10120000	SS PROGRAM ADMN OVHD	
54647	SUB CONTRACTORS	\$39,018
10198	NYS RENTAL SUPPLEMENT PROGRAM	
	Total Appropriations	\$39,018

Fiscal Impact (25) - 0 -
Fiscal Impact (26) - 0 -

Thank you for your time and consideration of this request.

Attachments:

24-LCM-02 – 2024-2025 New York State Rental Supplement Program Allocations

cc:  Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau
Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau

DONALD B. SMITH COUNTY GOVERNMENT CAMPUS ~ BLDG. #2
110 OLD ROUTE SIX ~ CARMEL, NEW YORK 10512 (845) 808-1500 FAX (845) 225-8635
MEDICAID UNIT FAX (845) 225-0947
YOUTH BUREAU (845) 808-1600



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

BARBARA C. GUINN
Acting Commissioner

Local Commissioners Memorandum

Section 1

Transmittal:	24-LCM-02
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	February 15, 2024
Subject:	2024-2025 New York State Rental Supplement Program Allocations
Contact Person(s):	Temporary Assistance Bureau (518) 474-9344 tabureau@otda.ny.gov
Attachments:	<u>Attachment A – 2024-2025 Rental Supplement Program Allocations</u> <u>Attachment B – 2024-2025 Rental Supplement Program Plan</u> <u>Attachment C – Rental Supplement Program Claiming Instructions</u>

Section 2

I. Purpose

The New York State Fiscal Year 2023-2024 Budget appropriates \$100 million to provide rental supplements to individuals and families, both with and without children, who are experiencing homelessness or are facing an imminent loss of housing, regardless of immigration status. The purpose of this Local Commissioners Memorandum (LCM) is to notify social services districts (districts) of the option to participate in the New York State Rental Supplement Program (RSP) for the 2024-2025 program year. Additionally, this guidance provides the 2024-2025 RSP allocations and general program guidance. Districts choosing to participate in the RSP must submit a 2024-2025 Rental Supplement Program Plan (Attachment B) for approval which details the intended use of their allocation for the current program year, as well as an adjusted fair market rent chart for the new fiscal year.

II. Background

The RSP is a program established to provide vital rental assistance to individuals and families, regardless of immigration status, who are experiencing homelessness or are facing an imminent loss of housing. The RSP is available to eligible individuals and families both with and without children. Districts may choose to retain their allocation and use district mechanisms (e.g., direct administration or transfer of funds to county agencies) to operate this program, or may delegate the administration of this program, in full or in part, to another public agency, contractor or non-profit organization.

III. Program Implications

Allocation = 100,000
 April 24 - Dec 24 = 60,982
 39,018 remaining for 11/25 - 3/31/25

A. Program Activities and Services

Districts choosing to participate in the 2024-2025 RSP **must** submit a Rental Supplement Program Plan (Attachment B) to OTDA for approval that provides details regarding the administration of their local program and the intended use of their allocation. Districts are encouraged to complete and return Attachment B to OTDA **as soon as possible, but no later than March 29, 2024**. RSP supplements shall be made available in accordance with district plans, provided however that certain minimum eligibility requirements are established as outlined in this LCM.

Supplements provided through the RSP will not be part of the standard of need pursuant to Social Services Law §131-a for individuals or families applying for or in receipt of Temporary Assistance (TA), and therefore would not be considered by ABEL when computing financial eligibility for TA. When computing a budget for a TA recipient who is receiving an RSP supplement, the shelter cost not covered by the RSP, or any other program, must be entered into the budget unless the supplement covers the entire shelter cost. In addition, RSP supplements shall not be subject to recoupment or repayment unless there is a determination that the application submitted was fraudulent, or otherwise identified as ineligible, and the application should not have been approved.

B. Program Eligibility and Program Requirements

While districts have flexibility regarding the development of a local Rental Supplement Program Plan, the governing statute outlines some minimum requirements for participant eligibility as follows:

- Eligible participants are individuals and/or families, both with and without children, who are experiencing homelessness or facing an imminent loss of housing, regardless of immigration status;
- Household income shall be no more than 50% of area median income (AMI) at the time of application based on location and household size, with initial priority given to households who earn no more than 30% of AMI;
- Rental supplement amounts shall be set at 85% of local Fair Market Rent (FMR) values with a district option to pay above 85% of FMR using local funds;
- At least 50% of the supplements shall be allocated for households who are currently in a shelter or experiencing homelessness, unless sufficient demand does not exist for such households within the district;
- A household's financial contribution will be limited to 30% of their household's total earned and/or unearned income;
- Supplements are to be provided until a household's total monthly rent is 30% or less than their total monthly income, at which point the housing will be considered affordable for the individual/family and the supplement will end; and
- Receipt of TA is not a requirement for determining eligibility for the RSP.

Additionally, districts must make sure they have policies and procedures in place to:

- Establish that the supplement recipient is the primary tenant (e.g., require a lease or other documentation);
- Establish the rent obligation of the supplement recipient and how contributions from individuals outside the household will be taken into consideration;
- Take reasonable steps to prevent the duplication of benefits;
- Establish a process for handling fraudulent applications, including a procedure for recouping funds, if necessary; and
- Establish a process for reviewing and considering appeals of applications that are denied or vouchers that are reduced or ended.

Rental Supplement Program Plans must provide a comprehensive outline of each district's proposed program and must address, at minimum, the following:

1. Specific details regarding how eligibility for a rental supplement will be determined as well as any target populations identified;
2. The process for handling modifications (moves, rent increases, changes in household composition, etc.);
3. A description of the forms and/or notices that will be used to facilitate the application and determination process. When households requesting a supplement do not meet the criteria set forth in the district's plan, the denial/closing letter must support the decision by explaining the criteria and the district's decision that the household does not meet such criteria. An award letter must be provided to both the tenant and landlord and must detail the amount approved to be paid on a monthly basis, months/term included and any applicable tenant protections resulting from receipt of the RSP; and
4. An explanation of whether there will be any health and safety standards that must be adhered to prior to paying rental supplements at a specific location.

Eligibility is determined based on a household's current monthly income at the time of application. Applications are to be accepted on a first come, first-served basis according to the eligibility parameters set forth at the local level. Districts must establish a recertification process, including the length of the local recertification period, but recertifications shall occur at least annually.

While districts have flexibility in determining the overall design of their local RSP, they are encouraged to make extra efforts to ensure prioritization of certain households, such as those with children under the age of six, single individuals with a history of housing instability, veterans, individuals and families experiencing domestic violence (DV), and other victims of violence. Though TA eligibility is not a factor in determining eligibility for the RSP, operators are encouraged to refer RSP applicants for assistance applying for applicable benefit programs, such as TA, Home Energy Assistance Program (HEAP), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI).

Notifications regarding eligibility determinations (e.g., approvals, denials, and closings) must be maintained in the case record for a minimum of six years following submission of the final expenditure report.

C. Allocations

A total of \$100 million is available annually to support the RSP. While all funding is subject to legislative enactment each year, continuing funding support for the RSP is expected. The program year 2024-2025 RSP district allocations are listed in Attachment A and have been determined based on each district's relative share of TA households as of March 31, 2022, as well as the distribution of renter households under 30% of the local AMI, based on the US Census Bureau 2015-19 Public Use Microdata Sample. RSP allocations may be adjusted in future award years based on factors including statewide utilization and ongoing local rental supplement needs.

D. Reporting Requirements

As part of their participation in the RSP, districts must keep data about each household that participates in the RSP program, from the point of application throughout participation in the program and must submit the Excel RSP Reporting Workbook each quarter. These quarterly reports are the basis for the annual report required by the RSP legislation. These quarterly

reports will also allow districts and the State to answer questions, many required by the RSP legislation, about how the RSP is being implemented in each district and to inform future programs to support those in need of housing in New York State.

While OTDA is not requiring districts to submit household-level data at this time, OTDA has provided a template with the household-level data elements that are required to complete the Excel RSP Reporting Workbook. The Excel RSP Reporting Workbook must be submitted as long as there are still clients receiving a supplement through this program.

The RSP Reporting Workbook is due on or before July 10, 2024 (for the period April 1, 2024, through June 30, 2024); October 10, 2024 (for the period July 1, 2024, through September 30, 2024); January 10, 2025 (for the period October 1, 2024, through December 31, 2024); and April 10, 2025 (for the period January 1, 2025, through March 31, 2025).

The Excel RSP Reporting Workbook and instructions for 2024-2025 will be distributed to districts under separate cover. While the reporting requirements described in 23-LCM-07 will be largely the same, OTDA will provide new guidance and a new Excel RSP Reporting Workbook that consolidates information from earlier quarterly application cohorts.

Coordination with the local HUD-funded Continuum of Care (CoC) is encouraged, in order to support each district's ability to track services and outcomes related to participation in the RSP. Additionally, coordination with the CoC will assist districts in avoiding a duplication of benefits with other supplement programs that may exist in each local area.

Districts and/or program operators, as applicable, are required to provide OTDA or its designees access to the program records during the course of the project. RSP projects will be monitored by OTDA on a regular basis and may include onsite visits as well as regular telephone contact and/or case reviews. The goal of monitoring is to ensure the terms of the RSP are being met in accordance with State legislation. In addition, monitoring enables OTDA to provide technical assistance, where necessary, to assist the district and/or program operator to meet the overall intent of the RSP. It is the responsibility of the district to monitor any and all subcontracts. Districts must ensure the confidentiality of records concerning project participants.

IV. Reimbursement Structure and Allowable Costs

District allocations will be paid as claims are submitted to substantiate payment. Districts that did not opt to participate in the RSP during the initial year may be able to receive an advance of 25 percent of the district's RSP allocation payments for the initial 12-month period.

RSP funding is made available for districts to provide vital rental assistance to eligible households and as such, it is expected that a minimum of 85% of the funds will be used toward rental supplements (including, in limited instances, rental arrears and security deposits) in accordance with the guidelines outlined herein. OTDA has set a 15% spending limitation on administrative costs.

Agencies should limit the amount of administrative costs necessary to operate the RSP to maximize both the amount of funds available to pay rental supplements and the number of households enrolled. The use of RSP funds for administrative purposes must be directly related to the provision of rental supplements to eligible individuals and families.

For districts opting to assign all or a portion of their RSP allocation to another public agency, contractor or local nonprofit organization, districts will be held liable for assigned funds not used in a manner consistent with the purpose of the RSP allocation.

Districts are required to submit all claims for reimbursement through the Automated Claiming System (ACS) regardless of whether they elect to operate the program in-house or transfer the administration to another entity. RSP claims must be for services provided from April 1, 2024, through March 31, 2025, and must be claimed in a timely manner after provided. Additional claiming information is included in Attachment C.

V. Necessary Action

Districts who elect to receive this funding must also complete and submit the Rental Supplement Program Plan (Attachment B). Districts are encouraged to complete and return Attachment B to OTDA as soon as possible, but no later than March 29, 2024.

Plans must be submitted on the template attached to this LCM. In order to expedite the review and approval of plans for districts who operated RSP programs during the 2023-2024 program year, OTDA encourages those districts to submit their plans with any changes from the previous plan noted by highlighting or italicizing the changes to review.

Issued By:

Name: Barbara C. Guinn

Title: Acting Commissioner

Division/Office: Office of Temporary and Disability Assistance

Attachment A

District	2024-2025 Rental Supplement Program Allocation
New York City	\$67,922,380
Albany	\$1,125,750
Allegany	\$120,210
Broome	\$899,827
Cattaraugus	\$282,026
Cayuga	\$268,767
Chautauqua	\$645,332
Chemung	\$290,178
Chenango	\$139,789
Clinton	\$240,580
Columbia	\$129,741
Cortland	\$141,026
Delaware	\$121,902
Dutchess	\$727,516
Erie	\$3,874,658
Essex	\$100,000
Franklin	\$164,265
Fulton	\$116,749
Genesee	\$143,394
Greene	\$116,986
Hamilton	\$100,000
Herkimer	\$154,406
Jefferson	\$402,505
Lewis	\$100,000
Livingston	\$190,065
Madison	\$120,038
Monroe	\$3,035,181
Montgomery	\$154,608
Nassau	\$2,028,294
Niagara	\$742,819
Oneida	\$857,846
Onondaga	\$1,916,038
Ontario	\$256,173
Orange	\$920,321
Orleans	\$144,298
Oswego	\$432,808
Otsego	\$125,940
Rutland	\$100,000
Seneca	\$497,493
Rockland	\$713,032
St. Lawrence	\$309,135
Saratoga	\$322,466
Schenectady	\$536,305
Schoharie	\$100,000
Schuyler	\$100,000
Seneca	\$100,000
Steuben	\$325,926
Suffolk	\$2,640,308
Sullivan	\$240,957
Tioga	\$124,850
Tompkins	\$461,767
Ulster	\$494,918
Warren	\$126,379
Washington	\$131,444
Wayne	\$193,050
Westchester	\$3,029,553
Wyoming	\$100,000
Yates	\$100,000

2024-2025 New York State Rental Supplement Program Plan

District: _____

Program Operator: _____

Contact Person(s): _____

Telephone: _____

Email: _____

Effective Date: _____

Indicate whether the program will be administered using district mechanisms (e.g., direct administration or transfer of funds to county agencies) or by another public agency, contractor or non-profit organization. Administration of the RSP may be delegated in full or in part. Also indicate whether districts will coordinate with the local HUD-funded Continuum of Care, if applicable. If contracting out, please list the contact information for other individuals that OTDA may contact regarding the RSP.

Anticipated Number of Households to be Served (04/1/24-03/31/25): _____

RSP FMR Percentage to be used: _____

Include a table that includes the FY 2024 HUD 100% FMR, the 85% FMR calculation, the local cost share (if electing to reimburse above 85% FMR), household sizes and allowable number of bedrooms for each household size. An example is shown below and can be modified as needed.

Household Size	Allowable Number of Bedrooms	100% FY2024 HUD FMR	85% FY2024 HUD FMR State Reimbursed	Max Supplement Amount	District Funded Amount
1	0				
1	1				
2	1				
3	2				
4	2				
5	3				
6	4				

Attachment B

Describe the outreach mechanisms that will be used. Receipt of TA is not a requirement for determining eligibility for the RSP, but at least 50% of the supplements shall be allocated for households who are in shelter or experiencing homelessness at the time of application (unless sufficient demand does not exist for such households within a district).

Attach the forms and/or notices that were not initially approved by OTDA or that have been revised subsequent to approval that will be used to facilitate the application and determination process and include a description of each below. When households requesting a supplement do not meet the criteria established by the district, the denial/discontinuance letter must support the decision by explaining the criteria and the district's decision. When a supplement is approved, an award letter must be provided to both the tenant and landlord and must detail the amount approved to be paid on a monthly basis and the months/term included.

Indicate the target population and prioritization (if any) of certain households (e.g., those with children under the age of six, single individuals, veterans, individuals and families experiencing domestic violence (DV) and non-DV victims of violence). Eligible participants include individuals and/or families, regardless of immigration status or TA eligibility, who are experiencing homelessness or facing an imminent loss of housing, including individuals and families with or without children.

List any other established eligibility criteria and indicate how each criterion will be determined and documented. Include the following:

- Will there be any health and safety standards regarding the housing that must be met prior to paying the supplement at a specific location?
- How will the district handle modifications (e.g., moves, rent increases, changes in household composition, etc.)?

Indicate the payment mechanism (e.g., check, transfer of funds, etc.) and whether the supplement will be paid to the tenant or the landlord.

Indicate how the progress of those served in the RSP will be monitored. Reports that describe the progress of RSP activities and those served will be required on at least a quarterly basis. A report template will be provided. Minimally, reports must include the amount of rental supplement payments provided, the number of households served and certain demographic information including receipt of TA and household composition.

To the fullest extent possible, RSP funding should not be used to supplement existing Shelter Supplement Programs. Districts who currently have an approved Shelter Supplement Plan must indicate the following:

- How will the RSP be different from the district's currently approved Shelter Supplement Plan?
- How will participating households be distinguished?



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

BARBARA C. GUINN
Acting Commissioner

New York State Rental Supplement Program Claiming Instructions

Expenditures for the New York State Rental Supplement Program (RSP) should be claimed through the RF-17 claim package for special project claiming for the month(s) that the expenditures were made. These costs are first identified on the RF-2A claim package as F17 functional costs and reported in the F17 column on the LDSS-923 "Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries" and the LDSS-2347 "Schedule D "DSS Administrative Expenses Allocation and Distribution by Function and Program." After final accepting the RF-2A, the individual project costs are then reported under the project label "**Rental Supplement Program 2425**" on the RF-17.

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the LDSS-4975A "RF-17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs" while overhead costs are automatically brought over from the RF2A, Schedule D and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time for RSP must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Non-salary administrative costs are reported with the appropriate object of expense code(s) on page 1 of the LDSS-923B "LDSS-923B Summary - Administrative Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs."

Program costs should be reported as object of expense code 37 – Special Project Program Expense on page 2 of the LDSS-923B "LDSS-923B Summary - Program Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs."

Total project costs should be reported on the LDSS-4975 "Monthly Statement of Special Project Claims Federal and State Aid (RF-17)" as 100% state share excluding central services costs which are local share. Actual reimbursement will be based upon each district's allocation.

Districts can receive reimbursement for both **administrative and program related costs**, for the period April 1, 2024 through March 31, 2025. All claims for expenditures of **Rental Supplement Program 2425** must be final accepted in the Automated Claiming System (ACS) by July 1, 2025.

Further instructions for completing time studies, the LDSS-923 and Schedule D, and the RF-17 claim package are found in Chapters 4, 7, and 18 respectively of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available online at: intranet.otda.ny.gov.

Any claiming questions should be directed to:

Regions 1-5: Justin Gross (518) 473-9164
Fax: (518) 486-6350
e-mail: otda.sm.FieldOps.I-IV@otda.ny.gov

Region 6: Michael Simon (212) 961-8250
e-mail: Michael.Simon@otda.ny.gov



cc: all
Prot.
AAA

Reso
#4m

MICHAEL LEWIS
Commissioner of Finance

SHEILA BARRETT
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

February 5, 2025

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

2025 FEB -5 PM 3:49
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, B dated February 14, 2010, I am advising you of the following request to amend the 2025 Sheriff's Departments budget.

<u>Increase Estimated Revenues:</u>		
13311000 426605	INMATE T COMM USE OF RESERVE	\$17,632.00
15311000 426605	INMATE T COMM USE OF RESERVE	<u>\$14,864.00</u>
	TOTAL	\$32,496.00
<u>Increase Appropriations:</u>		
13311000 52140	AUDIO VISUAL EQUIPMENT	\$7,633.00
13311000 54370	AUTOMOTIVE EQUIPMENT	\$9,999.00
15311000 54782	SOFTWARE ACCESSORIES	<u>\$14,864.00</u>
		\$32,496.00
	2025 Fiscal Impact -0-	
	2026 Fiscal Impact -0-	

This request is to amend the 2025 Sheriff's Department's budget, for Audio and Visual Equipment, for the implementation of GPS technology for Putnam County Patrol Fleet. This request will supply each division, within Putnam County's Sheriff's Office, with the ability to monitor patrol locations and offer the ability to view live video feed of AXON Body Cameras, AXON Drone live feed, along with Computer Aided Dispatch. All equipment is to be purchased in accordance with the County's Purchasing Policy.

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
- Date _____ Chairperson Audit/Designee: \$0 - \$10,000.00
- Date _____ Audit & Administration Committee: \$10,000.01 - \$25,000.00

25A014

P-1

**PUTNAM COUNTY SHERIFF'S DEPARTMENT
INTER-OFFICE MEMORANDUM**

February 3, 2025

TO: Sheriff Kevin J. McConville

FROM: Undersheriff Thomas Lindert 

SUBJECT: REQUEST FOR AUDIOVISUAL EQUIPMENT FOR MONITORING OF GPS & CLOSEST EMERGENCY VEHICLE FOR IMMEDIATE DISPATCH. OTHER EQUIPMENT

Now with the implementation of the real-time GPS Technology for our Patrol Fleet. This program through the TYLER-RMS- CAD system, for the closest car dispatching, will show Sheriff's Patrol Vehicle location in real time.

At your request to supply each division, within the Sheriff's Office, with the ability to monitor patrol locations and offer the ability to view the live video feed of our new AXON Body Cameras, our AXON Drone live feed, along with Computer Aided Dispatch.

To have this live feed in each division, for all working to view, the following equipment will need to be mounted in common office space for personnel in each division to observe.

This equipment purchase should also include Sheriff McConville's Office, the Sheriff's Communications Room/ Back up 911 Communications Center, Patrol Squad Room, BCI Squad Room, Civil, Undersheriff's Office, and Conference Room/ Command Center, Patrol Captains Office.

The Total of this purchase would be \$7,632.49 with Shipping and mounting equipment.

Budget Line: 13311000-52140

Additionally, with the installation of the AXON tethered drone on one of our vehicles, we would need to update the equipment in the vehicle to accommodate the Drone and to purpose the vehicle as a command post in such events that it is needed.

To do this properly this vehicle would need to be equipped with additional emergency lighting and lighting used to assist in night-time operations.

The Equipment amount would Total \$9,999.31

Budget Line: 13311000-54370

FOIL SOFTWARE:

JustFOIA is a FOIL program needed to greatly enhance our ability to respond efficiently to the public requests for documents and video maintained by the Sheriff's Office. This program will allow us to keep track of all communication between the requestor and office staff, with the ability for supervisors to see all progress on requests and respond in a timely manner.

We currently utilize an Excel spreadsheet, and all communications take place between the requestor and office clerk via email, which severely limits the ability of supervisors or backup clerks to track progress and see potential issues.

JustFOIA will also allow for automatic redaction of sensitive information in a much more detailed and efficient manner. We currently redact manually using a Sharpie marker which has potential for items to be missed and looks very unprofessional.

The new system will also allow us to be able to respond in a more streamlined way to requests for background checks for volunteer firemen, school bus drivers and county volunteers. The current system is a cumbersome paper-based process with mailings back and off.

The number of FOIL requests continues to increase each year, both in volume and complexity, and this program is greatly needed to respond appropriately and within legal timeline parameters.

The Total of this Purchase would be \$14,864.07 for the 9-month period of April 1, 2025, thru December 31, 2025. This item would also be a reoccurring cost in each budget year.

Budget Line: 15311000-54782

TOTAL: \$32,495.87

All equipment is to be purchased in accordance with the County Purchasing Policy.



SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Timothy Vanasse
Phone: (800) 800-0019 ext. 33011
Fax: (603) 683-1204
Email: tim.vanasse@connection.com

25724733.02

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 2/3/2025
Valid Through: 3/5/2025
Account #:

Customer Contact: Travis Bjorkander
Email: travis.bjorkander@putnamcountyny

Phone: (845) 225-5255
Fax: (845) 225-1421

AB#: 13250684 PUTNAM COUNTY SHERIFFS DEPT ACCOUNTS PAYABLE 3 COUNTY CTR CARMEL, NY 10512 US (845) 225-4300	AB#: 13250691 Putnam County Sheriffs Dept 3 County Ctr CARMEL, NY 10512 US (914) 225-3641
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5-30 Days A/R/O	Destination	Heavy Weight Ground	848.00 lbs	Net 30	NCPA 01-144
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Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our NCPA Contract # NCPA 01-144. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	1	41803140	BE75D-H	75" BE75D-H 4K Ultra HD LED-LCD Commercial TV	Samsung Monitors	\$ 812.37	\$ 812.37
2	1	41803140	BE75D-H	75" BE75D-H 4K Ultra HD LED-LCD Commercial TV	Samsung Monitors	\$ 812.37	\$ 812.37
3	2	41803137	BE55D-H	55" BE55D-H 4K Ultra HD LED-LCD Commercial TV	Samsung Monitors	\$ 458.06	\$ 916.12
4	3	41803137	BE55D-H	55" BE55D-H 4K Ultra HD LED-LCD Commercial TV	Samsung Monitors	\$ 458.06	\$ 1,368.18
5	8	453393	TLP606	Protect It! Surge (6) Outlet (3 Transformers) 6ft Cord 790 Joules, Light Gray	Tripp Lite	\$ 13.32	\$ 106.56
6	1	4779533	4779533	Liftgate Service	Merrimack Service Handling Fees	\$ 60.00	\$ 60.00
7	1	4779533	4779533	In-Store Delivery Service	Merrimack Service Handling Fees	\$ 60.00	\$ 60.00

Subtotal	\$	7,287.49
Fee	\$	0.00
Shipping and Handling	\$	345.00
Tax		Exempt
Total	\$	7,632.49

Connection™

PUBLIC SECTOR SOLUTIONS

we solve IT™

ORDERING INFORMATION

GovConnection, Inc. DBA Connection
NCPA Contract # NCPA 01-144

Please contact your account manager with questions.

Ordering Address
GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Remittance Address
GovConnection, Inc.
PO Box 536477
Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

TERMS & CONDITIONS

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
Delivery Time:	1-30 DAYS ARO
FEIN:	52-1837891
DUNS Number:	80-967-8782
Cage Code:	OGTJ3
Business Size:	LARGE

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our NCPA Contract # NCPA 01-144. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one: <https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

Please forward your Contract or Purchase Order to:

SLEDOPS@connection.com

QUESTIONS: Call 800-800-0019

FAX: 603.683.0374

THE CRUISERS DIVISION
 420 MOUNT PLEASANT AVE, MAMARONECK, NY 10543
 914-381-7700 · www.copcars.net
 POLICE · DPW · VEHICLES EQUIPMENT · FIRE · EMS

250110 Putnam SO F250 Modification QUOTE keith.puhekker@putnamcountyny.gov

Part	Quan.	List	Cost	Discount	Over Cost	Price	Extended
Vehicle: 2023 F 250 6.5 Bed	0					\$0.00	\$ -
	1					\$0.00	\$ -
	1					\$0.00	\$ -
	0					\$0.00	\$ -
Total Vehicle Price						\$0.00	\$ -
Additional Parts and Labor							
Contract # Parts: RFB-DCP-08-22							
Contract # Labor: 5848 BPS WC							
EB2SP3* - Whelen 54" Legacy Duo WCX	-1	\$7,056.53		-44.20%		\$3,937.54	\$ (3,937.55)
BSFW47 - Whelen Duo Inner Edge	1	\$1,383.00		-44.20%		\$771.71	\$ 771.72
ISDD - Whelen [RD/WT] Led's	10	\$63.00		-44.20%		\$35.15	\$ 351.54
TCRWX6 - Whelen Tracers Side Mounted	2	\$1,364.00		-44.20%		\$761.11	\$ 1,522.23
TCRWXPJ - Whelen Primary Trio Pods	2	\$116.00		-44.20%		\$64.73	\$ 129.46
TCRWXSJ - Whelen Secondary Trio Pods	10	\$116.00		-44.20%		\$64.73	\$ 647.28
TCRB47 - Whelen Bracket Kits	2	\$110.00		-44.20%		\$61.38	\$ 122.76
TCRWXS - Whelen Tracer Rear Bumper/Tailgate	1	\$1,173.00		-44.20%		\$654.53	\$ 654.54
TCRWXPJ - Whelen Primary Trio Pods	1	\$116.00		-44.20%		\$64.73	\$ 64.73
TCRWXSJ - Whelen Secondary Trio Pods	4	\$116.00		-44.20%		\$64.73	\$ 258.92
TCRLBKT - Whelen Bracket Kits	4	\$16.00		-44.20%		\$8.93	\$ 35.72
ARGES2 - Whelen Arges Pro Focus Remote Spot Light	1	\$912.00		-44.20%		\$508.90	\$ 508.90
ARGCH1 - Whelen Renote Control	1	\$352.00		-44.20%		\$196.42	\$ 196.42
ARG47DD - Whelen Mount	1	\$116.00		-44.20%		\$64.73	\$ 64.73
TJ3JC (2x) - Whelen [RD/BL/WT] Side Mirrors	2	\$221.00		-44.20%		\$123.32	\$ 246.64
PSD02CR (2x) - Whelen [RD/WT]	2	\$218.00		-44.20%		\$121.64	\$ 243.29
PB8223HDL004 - Progard Hd Push Bumper with 4 [RD/WT] XION	1	\$1,698.00		-10.00%		\$1,528.20	\$ 1,528.20
G-VSW-2400-F150-3 - Havis Console	1	\$891.97		-30.00%		\$624.38	\$ 624.38
CUP2-1001 - Havis dual Cup Holder	1	\$67.00		-30.00%		\$46.90	\$ 46.90
G-ARM-1009 - Havis Arm Rest with Pocket	1	\$329.00		-30.00%		\$230.30	\$ 230.30
G-MCB - Havis Mic Bracket	2	\$19.00		-30.00%		\$13.30	\$ 26.60
APPLE IPAD MOUNT (MODEL) 13" M4 PRO	1					\$0.00	\$ -
PKG-TAB4-APP1 - APPLE IPAD HOLDER	1	\$980.00		-30.00%		\$686.00	\$ 686.00
G-HDM-214 - Havis HD Pole	1	\$515.00		-30.00%		\$360.50	\$ 360.50
G-UMM-103 Mount for Dock Bracket	1	\$118.00		-30.00%		\$82.60	\$ 82.60
	1					\$0.00	\$ -
	1					\$0.00	\$ -
	1					\$0.00	\$ -
	1					\$0.00	\$ -
Harness and Fuse for the Inverter. Mounted under 2nd row seat	1	\$220.00				\$220.00	\$ 220.00
Install CS inverter (NEED TO KNOW MODEL) 3000 Watt	1					\$0.00	\$ -
Shipping	1	\$225.00				\$225.00	\$ 225.00
MISC	1	\$150.00				\$150.00	\$ 150.00
Labor	25.00 hr	\$157.50/hr				\$157.50	\$ 3,937.50
Additional Parts and Labor Total						\$157.50	\$ 3,937.50
							\$ 9,999.31

PO to:

Total \$ 9,999.31

The Cruisers Division
 420 Mt Pleasant Ave
 Mamaroneck, NY 10543

Respectfully Submitted
 Gary Gerstein

Prepared For:

PUTNAM COUNTY SHERIFF'S OFFICE, NY

JustFOIA Proposal Review

January 21, 2025

An overview of the JustFOIA Proposal for the
Putnam County Sheriff's Office, NY.



Presented By:

Brittany Turner, Solution Consultant
JustFOIA

AGENDA

E-SIGNATURES

PROPOSAL OVERVIEW

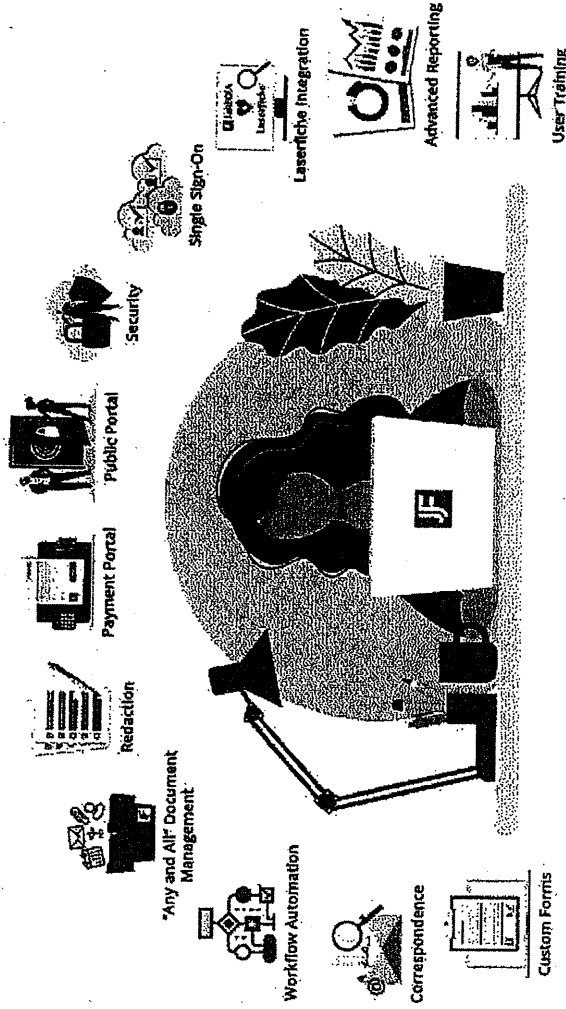
PRO PLUS SUBSCRIPTION

Features and Services

PRICING

IMPLEMENTATION

NEXT STEPS



MEET YOUR CONSULTANT

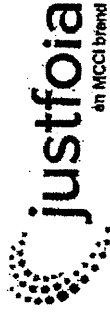


Brittany Turner

Solution Consultant

850.304.7658

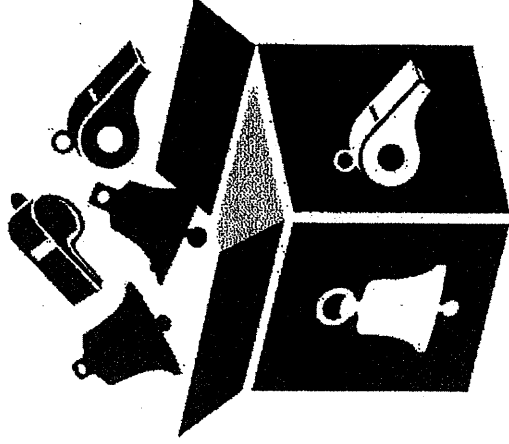
bturner@justfoia.com



OVERVIEW

JustFOIA Guarantees

- Development fueled by client ideas.
- Personalized white-glove client services.
- Best-in-class technical support.
- Easiest to use or we'll retrain you for free.
- *We are fanatical about client success!*



PRO PLUS SUBSCRIPTION & SERVICES

Security & Compliance:
Single Sign-On (SSO)

Retention Schedules

Time & Materials
Tracking

Any & All Document
Mgmt. (PST Extraction)

Dedicated Client
Success Specialist

Unlimited Data
Storage & Users

Configurable
Workflows

Invoicing Module

Notifications,
Reminders, & Alerts

Live Remote Training

Public Portal, Archive,
& Dynamic Fields

Communication &
Redaction Tools

Reporting Dashboard

Site & Form
Configuration

Training Center for
JustFOIA LMS

ADDITIONAL FEATURES & SERVICES

Managed Support
Services (10 Hours)

Dynamic Fields
Configuration (10)

Redaction Exemption
Configuration

Additional Form
Configuration (4)

Laserfiche Integration
& Configuration

DirectRoute Workflow
Configuration

Payment Portal &
Configuration

Additional Dept.
Onboarding

Onsite Training

Sandbox

SUPPLEMENTAL SUPPORT

Description	JustFOIA Support Services		
	JustFOIA Technical Support Services	JustFOIA Managed Support Services	JustFOIA Process Administration Support Services
Easy access to JustFOIA's team of support technicians for break/fix support issues (i.e., error codes, bug fixes, etc.) & basic Q&A support	■	■	■
Remote access support through web meeting	■	■	■
Access to version updates, security updates and hotfixes	■	■	■
Customized JustFOIA Training Center Support	■	■	■
Access to high-level support technicians with enhanced knowledge		■	■
Remote Training for New/Existing Users		■	■
Annual System Review (upon Client request)		■	■
System Settings Consultation		■	■
Assistance with Current System Modifications*		■	■
Assistance with New System Configurations**		■	■
Configuration Changes to Routing of Current DirectRoute Workflows		■	■
Dedicated Technical Support Professional		■	■
Institutional Knowledge of Client's Solution		■	■
Proactive recurring consultation calls upon the Client's request		■	■
Adjust Current SSO or Payment Portal Connections		■	■

DYNAMIC FIELDS

Type of Request:
Police

911 Calls

911 calls are **NOT** maintained by the City of Syracuse; please contact the Onondaga County 911 Center for those records.

<https://forms.ongov.net/foil/>

Description of Request (Be as specific as possible, including name, dates, case numbers, etc, if known.)
divorce

Hello, it appears you are looking for a **divorce decree** or other court related records. Please visit the link below for more information. Please do not submit your request through this portal.


- **Court Records** (Clerk of Courts, Background Check, Divorce, Traffic Citation, Will, Probate, Judgement, Disposition/Outcome of Case)

Are you requesting a Police related record?*

Yes

Use this form for Police related requests. **Police Records Request (justfoia.com)**

ADDITIONAL FORM CONFIGURATION



Palm Beach County Fire Rescue Public Records Requests

COMPLETION OF THIS FORM IS VOLUNTARY

Requests to Chapter 119, Florida Statutes, requests for public records may be submitted to persons by email online web-enabled form, mail or in person. If public records request does not have to be worked as a procedure for completing a public records request. Please feel free to contact the office in writing or by phone.







To print a new request, please click the link request link and complete the form. To check the status of submitted request, please click on their status link and enter the Request Number given to you in a communication email. If you have any questions about Public Records, please call the Records and Request Bureau at 305-656-7000 or email at: records@palmbeachcounty.com. You may also visit in person or mail at your request to:

Palm Beach County Fire Rescue
400 Pine Road
West Palm Beach, Florida 33411

NEW REQUEST

TRACK STATUS

Select a form to submit a New Request

 Structure, Vehicle, or Brush Fires <small>Palm Beach County Fire Rescue Public Records Request</small>	 Attorneys <small>Palm Beach County Fire Rescue Public Records Request</small>	 Employees Subpoenas <small>Employees Subpoenas for Deposition or Trial</small>	 News Media Outlets <small>All news media outlets.</small>
 IAFF 2928B Union Requests <small>IAFF Union Requests Only</small>	 Internal Requests <small>PIREF Internal Requests</small>		



PRICING: RECURRING SERVICES/SUBSCRIPTION

Product Description	Qty	Unit Cost	DIR-CFO-5262	Total
JUSTFOIA ANNUAL RECURRING SERVICES				
<input checked="" type="checkbox"/> JustFOIA Pro Plus	1	\$9,835.00	\$8,917.89	\$8,917.89
<input checked="" type="checkbox"/> Single Sign-On (SSO)	1	Included	Included	Included
<input checked="" type="checkbox"/> Any & All Document Management	1	Included	Included	Included
<input checked="" type="checkbox"/> Unlimited Admins, Power Users & General Users	1	Included	Included	Included
<input checked="" type="checkbox"/> Unlimited Storage	1	Included	Included	Included
JUSTFOIA SUPPLEMENTAL SUPPORT SUBSCRIPTION				
<input checked="" type="checkbox"/> JustFOIA Managed Support Services	1	\$1,540.00	\$1,386.00	\$1,386.00
<small>Up to 10 hours of JustFOIA staff time to be used post-implementation for training, consultation, configuration or adjustments to workflows. Hours expire when subscription period ends.</small>				
SUBTOTAL - RECURRING ANNUAL SERVICES				\$10,303.89

RECURRING SERVICES

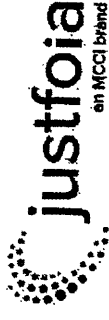
The Recurring Services portion of this Order will systematically renew unless written notice of termination has been provided per the Master Agreement. An annual increase of 5% will be applied to the prior year's billed amount (excluding any initial or one-time discounts).

PRICING: ONE-TIME SERVICES



Service Description	Qty	Unit Cost	DIR-CFO-5262	Total
JustFOIA SERVICE PACKAGES				
<input checked="" type="checkbox"/> Pro Implementation	1	Included	Included	Included
<input checked="" type="checkbox"/> Configuration of 1 Request Form	1	Included	Included	Included
1. Sheriff's Department Records Requests				
<input checked="" type="checkbox"/> Redaction Exemption Codes Configuration	1	\$1,360.13	\$1,360.13	\$1,360.13
<input checked="" type="checkbox"/> Additional Request Form Configuration	4	\$1,360.13	\$1,360.13	\$5,440.52
1. Volunteer Firefighter Records Requests				
2. Volunteer Firefighter Background Records Requests				
3. Generic Background Records Requests				
4. Good Conduct Letter Records Requests				
<input checked="" type="checkbox"/> Single Sign-On Configuration	1	Included	Included	Included
<input checked="" type="checkbox"/> Any & All Document Management Configuration	1	Included	Included	Included
<input checked="" type="checkbox"/> Dynamic Fields Configuration (up to 10/package)	1	\$335.50	\$335.50	\$335.50
SUBTOTAL - ONE-TIME SERVICES				\$7,136.15

PRICING: YEAR-OVER-YEAR PROJECTION



Annual Option	Subscriptions & Services
Year 1 (April 1, 2025 – March 30, 2026)	\$17,440.04
Year 2 (April 1, 2026 – March 30, 2027)	\$10,819.08
Year 3 (April 1, 2027 – March 30, 2028)	\$11,360.04

Prorated Option	Subscriptions & Services
9 Months Prorated (April 1, 2025 – December 31, 2025)	\$14,864.07
Year 1 (January 1, 2026 – December 31, 2026)	\$10,303.89
Year 2 (January 1, 2027 – December 31, 2027)	\$10,819.08
Year 3 (January 1, 2028 – December 31, 2028)	\$11,360.04

CLIENT JOURNEY

We provide you with **personalized** service at every step.

IMPLEMENTATION

Phase 1: Pre-Implementation

- Conduct requirements gathering
- Outline expectations for upcoming phases
- Discuss training
- Confirm timeline and key milestone dates
- Introduce you to the public-facing side of your JustFOIA site

Phase 2: System Training & Configuration

- Conduct two remote, live "System Training Sessions" for Admins and Power Users
- Focus on the practical application of the Solution through a hands-on experience

Phase 3: Request Training, Processing & Testing

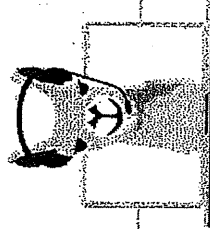
- Guide through the designed request form workflow
- Provide resources to assist in onboarding general users
- Partner with Client to test all elements

Phase 4: Launching JustFOIA

- Remove test data from JustFOIA site
- Provide a press kit to spread the word
- Hypercare Check-in Services during "Go-Live" period
- Transition to Client Success and Technical Support Teams

CLIENT JOURNEY

We provide you with **personalized** service at every step.



CLIENT SUCCESS Proactive Support

- Dedicated specialist assigned to your account to maximize your JustFOIA investment
- Consultative resource that can assist with finding solutions to your business and records request problems
- Education on new features and releases
- Assistance with annual renewal or procurement of additional modules and services
- Ensures post-implementation success

TECHNICAL SUPPORT Reactive Support

- 8 am to 8 pm Eastern, Monday through Friday
- Available by phone, email and our secure, online support portal
- Free product version updates
- In-house, full-time team located in the continental United States
- No limit on technical support calls
- Typical response time is under one (1) hour
- Periodic webinars for updates or training

CONTINUED LEARNING

Access for new and seasoned users – 100% of the time.

All of your live trainings are recorded and stored in the JustFOIA Training Center. Our team consistently produces new content covering the latest updates and user feedback, keeping your organization engaged and up-to-date. With the Training Center, there's one less thing to worry about with staff turnover or new hires.



Train Anywhere

- 100% Free & Online
- Unlimited Access
- Nearly 100 Videos
- Guides & Best Practices



Agency-Wide Access

- Unlimited Users
- Training Courses
- Personalized Courses
- Upload Your Own Content



Certifications

- Ensure staff competency with certifications for all JustFOIA users
- Gamification Challenges
- Level-Up Badges



JustFOIA Live!

Live monthly webinars to stay up-to-date on training, best practices, and the latest features.

> **NEXT STEPS**

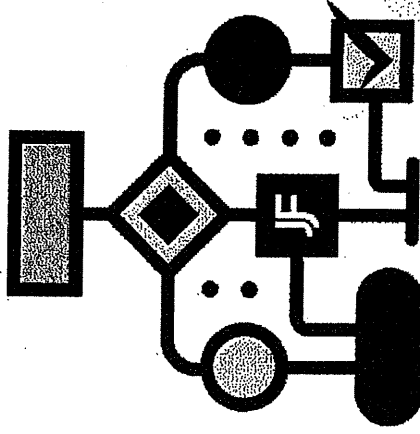
DECISION CRITERIA

TIMELINE

PROCESS

DETAILS & DELIVERABLES

NEXT STEPS





Michael Grossi
Captain
Putnam County Sheriff's Office ("Client")
3 County Center
Carmel, NY 10512

☎ (866) 761-5301
📍 3717 Apalachee Parkway
Suite 201
Tallahassee, Florida 32311
✉ sales@justfoia.com
🌐 www.justfoia.com

Dear Michael Grossi,

Thank you for considering **JustFOIA's Proposal** in your organization's search for a Records Request Tracking Solution. Please consider the following benefits included with your JustFOIA partnership and subscription:

- **Long-Term Partnership Ensuring Client Success:** We are with you every step of your JustFOIA Client Journey. Our Delivery Team conducts live trainings and partners with you to ensure the system is configured to your unique needs. Our partnership continues throughout your journey, supported by our Technical Support & dedicated Client Success Teams.
- **Continuous Training:** In addition to live training, JustFOIA provides a complimentary subscription to a Learning Management System (LMS) including on-demand continuing educational videos and content.
- **Government Security & Compliance:** All JustFOIA client sites are deployed exclusively on the Microsoft Azure Government Cloud, the Gold Standard in government-level security. As a certified SOC 2 organization, JustFOIA ensures the foundational principles of security, privacy, compliance, and transparency.
- **Unlimited Administrators, Power Users & General Users:** No matter the number of staff involved in records requests, JustFOIA allows unlimited users for all contracted modules at no additional charge.
- **Configurability & Flexibility:** JustFOIA is more than *just* FOIA. Receive a better return on investment by leveraging the solution for more than public records. Liens, Permits and Subpoenas are just a few client examples. With JustFOIA, you have more control over system settings and functionality than any other solution. Dynamic fields recognize keywords entered by citizens to point them to the right place.
- **Having a Voice:** JustFOIA was created based on client feedback, which continues to be the main source of product roadmap ideas. Clients play an essential role in our product feedback loop, collaborating with JustFOIA's Product Development & Quality Assurance Teams to ensure powerful and easy-to-use releases.

If you have any questions concerning our proposal or desire additional information, please do not hesitate to contact me. We appreciate your consideration and hope that we will have the pleasure of partnering with you.

Sincerely,

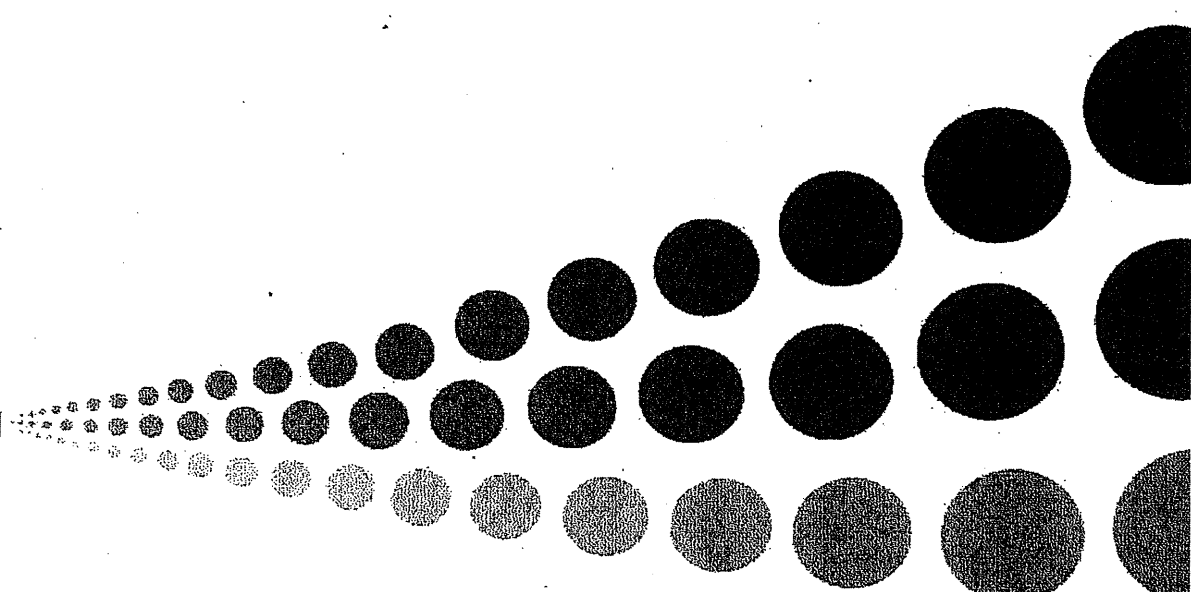
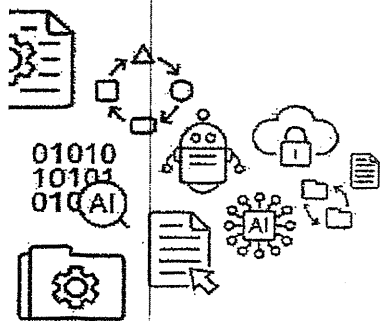
Brittany Turner
Solution Consultant
(850) 304-7658 | bturner@justfoia.com



Proposal

Putnam County Sheriff's Office

Issued: January 21, 2025



EXECUTIVE SUMMARY

Records request challenges continue to increase, and the call for transparency is at an all-time high. Organizations are selecting JustFOIA to bridge the transparency gap with their community to create an environment of trust and accountability. JustFOIA licenses a software-as-a-service solution (the "Solution"), which is the **easiest-to-use records requests software** that manages every step of the process from intake to delivery. Our Solution can help you save valuable time by automating repetitive tasks, such as redactions, assignments, reminders, and communication with requesters and responders. It is now essential to leverage technology to streamline your records requests process.

OUR COMPANY

Built by users, for users

JustFOIA, Inc. ("JustFOIA") began as a product built for MCCi's public sector clients from a deep understanding gained through 20+ years of servicing municipal clerks, records managers, and the public sector. From its founding roots as a Municode company, MCCi has accelerated more than 1,600 clients' digital transformation journeys by adding intelligence to their processes.



Because many of these clients were searching for a way to better manage the rise in complexity and volume of their organizations' records requests, MCCi's development team and leadership worked hand-in-hand with these clients to simplify the process and provide a better user experience for records managers and the constituents they serve. **In 2014, the JustFOIA Solution was launched.** Fast forward to 2020, JustFOIA's success sparked the need for its own brand and evolution into becoming a sister-company to MCCi. In 2022, we celebrated the milestone of over 1 MILLION records requests processed in JustFOIA, serving more than 500 clients in 44 states.

WHAT MAKES US DIFFERENT

Development fueled by client ideas



Our clients continue to be a vital component of our product feedback loop with client success, implementation, and support teams all regularly contributing ideas to product management. With the launch of our [Ideas Portal](#), **we ensure clients have a voice**, providing a direct line to submit ideas for development consideration, see the status of their development request, and actively vote for the most important features and improvements.

We believe ideas get better when you create an environment of sharing. We regularly organize specialized group discussions, where users with similar challenges engage with our team to make the system work better for them. In addition to testing done by our seasoned, in-house development and quality assurance testing teams, when large features are ready to be tested, we gather beta clients for focus groups and trial usage before releases make it to prime time.

Personalized, consultative services approach

When choosing a records request management solution partner, there are many things to consider. Features and functionality are certainly part of any software partner buying decision, but what will truly dictate your overall experience will be the support you receive during the initial implementation and beyond. We know records requests are only a part of your overall responsibilities, so we start by taking a personalized, consultative approach to the implementation. You're not expected to figure this out on your own - we take the time to fully understand your unique needs and conduct multiple live trainings with your Administrators and Power Users, making sure the end result is the desired one.

Best-in-class technical support

Once your project is complete, you will have access to our stellar Technical Support Team, maintaining a documented **100% client satisfaction rate**, for troubleshooting and supporting the Solution. We offer optional supplementary support packages as well, giving you more access to our staff based on your needs.



Proactive client success



JustFOIA
★★★★★

We are fanatical about client success. Don't just take our word for it—check out our [G2 Reviews](#). Success starts with our eagerness to understand our clients' needs and where they are headed on their journey to streamlining their records requests processes. We believe in a proactive support methodology, which begins with client education, excellent service, and communication. Your organization will have a **dedicated Client Success Specialist** that can:

- Identify any needs that could easily be addressed by the Solution
- Serve as a resource for questions and answers, best practices, how other clients are using the system with the use of documented case studies, support center, etc.
- Provide continued education for existing and new users through webinars, workshops, user groups, and more
- Coordinate with our sales operations team for pricing/renewals inquiries and budgetary information

Easiest-to-use or we'll retrain you free

We understand that software – no matter how many features it has – can't be great unless it's easy to use. **We guarantee that JustFOIA is the easiest-to-use records request software, or we will train you again at no extra cost.**



To back this up and to supplement our **live trainings**, we offer our industry-exclusive [Learning Management Software platform](#) – The Training Center for JustFOIA – to our clients for free. With unlimited, on-demand access to hundreds of help videos and product documentation, live monthly learning sessions, and peer-based user groups, training new departments and employees is a breeze. We leverage the platform as we roll out JustFOIA to new clients every day, using it to store custom training videos and designing courses for users that simplify training on new features and functionality. If you are as passionate about learning as we are about training, get JustFOIA certified. We offer certifications for Administrators, Power Users and General Users.

WHAT'S INCLUDED WITH JustFOIA PRO PLUS?

FEATURES & SERVICES	Pro Plus
Security & Compliance	
SOC 2 Certified Organization Partner	✓
Annual Employee Certified CJIS & HIPAA Training	✓
ADA/Section 508 Compliant	✓
CJIS ACE Seal of Compliance	✓
Secure Hosting on Microsoft Azure Government Cloud (FedRAMP Authorized at Level High)	✓
Texas Risk and Authorization Management Program (TX-RAMP) Certified Cloud Product	✓
System Updates	✓
Single Sign-On (SSO)	✓+
Data Storage & Users	
Standard Data Storage	Unlimited
Unlimited Administrators, Power Users, General Users, & Viewers	✓
Requester Experience	
One (1) Configurable Public Portal for Requesters to Submit & Track Requests	✓
Search Archive to Allow Requesters to Search Previous Requests	✓
Dynamic Form Fields (e.g., conditional fields or messages)	✓
User Experience	
Retention Schedules	✓
Configurable Workflow for User(s)/Department(s) to Work Concurrently	✓
DirectRoute Workflow	+
Notifications, Reminders & Alerts	✓
In-App Internal & External (Requester) Communication Tools	✓
In-App Redaction with Auto-Redaction (Unlimited Users)	✓
Unlimited File Size in Release to Requester	✓
Any & All Document Management with .PST File Extraction, Response Doc Folder Organization, In-App Document Viewer & Batch Auto-Redaction	✓
Time & Materials Tracking	✓
Invoicing Module	✓
Payment Portal for Credit Card Processing	✓+
Laserfiche Integration for Importing/Exporting Files	+
Reporting Dashboard	✓
Standard & Custom Reports through Advanced Reporting	✓
Training/Onboarding	
Dedicated Project Lead	✓
Live, Remote Administrator & Power User Training	✓
Live, Onsite Administrator & Power User Training	+
Two-Week Hypercare Period after Go-Live	✓
24/7/365 Training Center LMS with Client-Specific & General Trainings & Videos	✓
Client Service & Support	
Live Technical Support from 8 a.m. to 8 p.m. Eastern	✓
Dedicated Client Success Specialist	✓
Monthly Webinars	✓
JustFOIA Administration Assistance Hours	+

✓ Included +Optional ✓ +Client choice of SSO or Payment Portal Included (Also available as an Optional Add-on)

PRICING



3717 Apalachee Parkway, Suite 201
 Tallahassee, FL 32311
 850.701.0725
 850.564.7496 fax

Client Name: Putnam County Sheriff's Office
Client Address: 3 County Center, Carmel, NY 10512
Quote Number: 34525
Quote Type: New JustFOIA System

Quote Date: 1/21/2025

Product Description	Qty.	Unit Cost	DIR-CPO-5262	Total
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JustFOIA ANNUAL RECURRING SERVICES

<input checked="" type="checkbox"/> JustFOIA Pro Plus	1	\$9,835.00	\$8,917.89	\$8,917.89
<input checked="" type="checkbox"/> Single Sign-On (SSO)	1	Included	Included	Included
<input checked="" type="checkbox"/> Any & All Document Management	1	Included	Included	Included
<input checked="" type="checkbox"/> Unlimited Admins, Power Users & General Users	1	Included	Included	Included
<input checked="" type="checkbox"/> Unlimited Storage	1	Included	Included	Included

JustFOIA SUPPLEMENTAL SUPPORT SUBSCRIPTION

<input checked="" type="checkbox"/> JustFOIA Managed Support Services	1	\$1,540.00	\$1,386.00	\$1,386.00
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Up to 10 hours of JustFOIA staff time to be used post-implementation for training, consultation, configuration or adjustments to workflows. Hours expire when subscription period ends.

SUBTOTAL - RECURRING ANNUAL SERVICES				\$10,303.89
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Service Description	Qty.	Unit Cost	DIR-CPO-5262	Total
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JustFOIA SERVICE PACKAGES

<input checked="" type="checkbox"/> Pro Implementation	1	Included	Included	Included
<input checked="" type="checkbox"/> Configuration of 1 Request Form	1	Included	Included	Included
<i>1. Sheriff's Department Records Requests</i>				
<input checked="" type="checkbox"/> Redaction Exemption Codes Configuration	1	\$1,500.00	\$1,360.13	\$1,360.13
<input checked="" type="checkbox"/> Additional Request Form Configuration	4	\$1,500.00	\$1,360.13	\$5,440.52
<i>1. Volunteer Firefighter Records Requests</i>				
<i>2. Volunteer Firefighter Background Records Requests</i>				
<i>3. Generic Background Records Requests</i>				
<i>4. Good Conduct Letter Records Requests</i>				
<input checked="" type="checkbox"/> Single Sign-On Configuration	1	Included	Included	Included
<input checked="" type="checkbox"/> Any & All Document Management Configuration	1	Included	Included	Included
<input checked="" type="checkbox"/> Dynamic Fields Configuration (up to 10/package)	1	\$370.00	\$335.50	\$335.50

SUBTOTAL - ONE-TIME SERVICES	\$7,136.15
YEAR 1 ORDER COST	\$17,440.04
YEAR 2 RECURRING ANNUAL SUBSCRIPTION COST	\$10,819.08
YEAR 3 RECURRING ANNUAL SUBSCRIPTION COST	\$11,360.04

All Quotes Expire 30 Days from Quote Date

This is NOT an invoice. Please use this confirmation to initiate Client's purchasing process.

RECURRING SERVICES

Client has elected to license the JustFOIA software provided as a service (the "Solution").

The Recurring Services portion of this Order and/or applicable Addendum will systematically renew unless written notice of termination has been provided. An annual increase of 5% will be applied to the immediately preceding annual rates (excluding any initial or one-time discounts) unless Client has terminated the Order and/or Addendum earlier, as set forth below, or provided sixty (60) days written notice prior to the scheduled renewal date of the Recurring Services.

SALES TAX

Sales tax will be invoiced where the Client is not exempt and/or has not communicated its tax status to JustFOIA. Sales tax is not included in the fee quote above.

REMOTE SERVICES

All services will be performed remotely unless noted otherwise. All Services pricing assumes the Client will grant MCCI **secure unattended access**.

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TECHNICAL & SUPPLEMENTAL SUPPORT

To support your journey, it's important to have a plan in case issues or needs arise.

Technical Support

JustFOIA Technical Support is provided for all clients through the online support center, by email (support@justfoia.com), or by telephone (800-342-2633), during business hours of 8 a.m. to 8 p.m. Eastern Time. Technical Support covers Solution break/fix support, version updates, and continued educational resources including the JustFOIA Training Center.

Description	JustFOIA Technical Support Services	JustFOIA Managed Support Services	JustFOIA Process Administration Support Services
	Technical	JMSS	JPASS
Easy access to JustFOIA's team of support technicians for break/fix support issues (i.e., error codes, bug fixes, etc.) & basic Q&A support	■	■	■
Remote access support through web meeting	■	■	■
Access to version updates, security updates and hotfixes	■	■	■
Customized JustFOIA Training Center Support	■	■	■
Access to high-level support technicians with enhanced knowledge		■	■
Remote Training for New/Existing Users		■	■
Annual System Review (upon Client request)		■	■
System Settings Consultation		■	■
Assistance with Current System Modifications*		■	■
Assistance with New System Configurations**		■	■
Configuration Changes to Routing of Current DirectRoute Workflows		■	■
Dedicated Technical Support Professional			■
Institutional Knowledge of Client's Solution			■
Proactive recurring consultation calls upon the Client's request			■
Adjust Current SSO or Payment Portal Connections			■

*Current System Modifications Includes Public Portal, Forms, Standard Workflows, Email Templates, Advanced Reports, Custom Dashboards, Dynamic Fields, Users, and Redaction settings.

**New System Configurations includes Users, Forms, Standard Workflows, Email Templates, Advanced Reports, Custom Dashboards, Dynamic Fields, Users, and Redaction settings. This will also include new additional features that are added to Client's subscription in the future.

Note on Hours usage: JustFOIA allows clients to use their hours for a multitude of post-implementation services, as long as a request will not start a service that cannot be completed within the hours available. The creation of new DirectRoute Workflows is not included in Supplemental Support Services.

JustFOIA Supplemental Support Services

Want an enhanced level of post-implementation support? JustFOIA offers two supplemental support packages, Managed Support Services (JMSS) or Process Administration Support Services (JPASS), to cover ongoing consultation, training, and configuration services. A supplemental support package is strongly encouraged to be included with every renewal and is an annual subscription. Pricing is based on the package purchased and is an advanced discounted block of hours, which expires on the same date as Client's annual renewal. JMSS pricing for the advanced block of hours is based on JustFOIA's Support Technician hourly rate discounted by 10%. JPASS pricing for the advanced block of hours is based on JustFOIA's Senior Support Technician hourly rate discounted by 10%.

Supplemental Support Package Definitions

ENHANCED KNOWLEDGE

You'll have access to our team of more knowledgeable support technicians.

REMOTE TRAINING

Additional remote training is conducted to train new users or as refresher training for existing users.

SYSTEM CONSULTATION

JustFOIA offers best practices consultation that includes recommendations for adding additional departments, statuses, email templates, etc.

CONFIGURATION/MODIFICATION SERVICES

Configuration/modification services for request forms, standard workflows, email templates, dynamic form fields, and more.

CHANGES TO ROUTING OF CURRENT DIRECTROUTE WORKFLOWS

For clients with a DirectRoute Workflow, we will make minor adjustments such as changing the routing individual to maintain your DirectRoute Workflow.

DEDICATED SUPPORT PROFESSIONAL & INSTITUTIONAL KNOWLEDGE

You will be assigned a dedicated support professional who will gain institutional knowledge of your agency's unique setup and configuration of the JustFOIA solution.

PROACTIVE, RECURRING CALLS UPON REQUEST

Clients can request to have a recurring call with their dedicated support professional (monthly or quarterly) to discuss recommended changes, questions, or concerns.

ADJUSTMENT OF CURRENT SINGLE-SIGN ON OR PAYMENT PORTAL CONNECTIONS

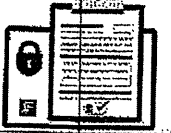
JustFOIA can assist with adjusting the current SSO or Payment Portal connection.

HOW DOES IT WORK?



Receive Records Requests through Your Configurable Public Portal

Direct requesters to an online experience to submit and track the status of their requests, search previous requests, pay invoices, and more. Requesters are automatically notified of receipt.



Create Custom Request Forms

Modernize paper forms and emailed PDF requests with as many configurable, web-based forms as you want. Digital forms allow you to quickly collect all the information you need from the start!



Reduce Response Times through Workflow

Streamline your process by automating repetitive tasks and communications through process mapping. Departments and users can be assigned and automatically notified of tasks and due dates. Reminders, escalations, reassignments, and approvals are configurable within each task.



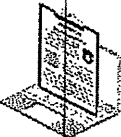
Centralize All Communications - With the Requester and Internal

Create transparency and simplify your communications both internally and externally. Design and automate common communications with templated messages and workflows.



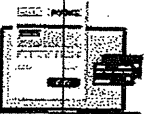
Redact Sensitive Information

Automatically redact documents with one click or manually remove sensitive data. Features include text search, proximity search, redact selected text and/or full page(s). There is no per-user fee, so any user can redact a document if they are permitted by your organization. An exemption log can be automatically generated to accompany each request to explain any redactions.



Estimate & Log Time & Materials

Keep track of the labor, time, and materials costs of fulfilling requests. Configure individual user hourly rates and standard material fees, so invoicing is made simple.



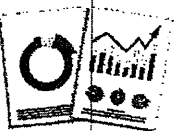
Generate Invoices and Receive Payments

Issue invoices and receive payments inside the Public Portal. Accept all forms of payments including credit cards via our optional, PCI-Compliant Payment Portal, using third-party payment processors.



Import & Organize Response Documents

Easily upload documents from your computer, network or via our optional Laserfiche integration for the requestor to retrieve through your secure JustFOIA Public Portal. Using our optional Any & All Document Management module, extract .PST files and simplify managing hundreds of files.



Analyze Comprehensive Reports

Custom reports are available, in addition to standard reports, such as:

- Processed Requests
- Bottlenecks
- User Activity
- Paused Requests
- Fees Totals
- Time and Materials
- Deleted Requests
- User Task Activity
- Correspondence
- Open Requests
- Request Retention
- Payment Details

WORLD-CLASS, STANDARD SECURITY & COMPLIANCE

JustFOIA is committed to providing a secure platform for our clients that meets or exceeds industry standards. JustFOIA's SOC 2 Type 2 certification, as defined by the American Institute of Certified Public Accountants (AICPA) demonstrates that an external auditing firm has verified the implementation of strict information security and risk management policies and procedures. JustFOIA's CIO is CISSP certified. **All JustFOIA client sites are deployed exclusively on the Azure Government Cloud**, which was built upon the foundational principles of security, privacy and control, compliance, and transparency. JustFOIA is also the only TX-RAMP Certified records request management cloud product.



SOC 2 COMPLIANCE

The official SOC 2 audit report provides a thorough review of processes relating to risk management, including:

- Internal Controls
- IT Infrastructure
- Logical Security
- Environmental Security
- Disaster Recovery Plans
- Access Management Policies
- Software Development Lifecycle
- Network Security
- Computer Operations
- Acceptable Use Policies
- Subservice Due Diligence
- Change Management Procedures
- Physical Security
- Business Continuity
- Corporate Ethics

MICROSOFT AZURE GOVERNMENT CLOUD

Microsoft Azure Government Cloud is FedRAMP Authorized at Level High and designed to handle data subject to certain government regulations and requirements, such as NIST800.171 (DIB), ITAR, IRS 1075, DoD L4, and CJIS. Azure Government uses physically isolated datacenters and networks (located in U.S. only).

ENCRYPTED DATA

The Solution is a web-based application, and all HTTP communications are secured in transit by TLS 1.2 (aka HTTPS). Your data is encrypted at rest transparently using 256-bit AES encryption, one of the strongest block ciphers available, and is FIPS 140-2 compliant.

WEB APPLICATION FIREWALL

Azure Web Application Firewall (WAF) provides protection of your web applications from common exploits and vulnerabilities. SQL injection and cross-site scripting are among the most common attacks. WAF on Application Gateway is based on Core Rule Set (CRS) 3.1, 3.0, or 2.2.9 from the Open Web Application Security Project (OWASP). With no additional configuration required, the WAF automatically updates to protect against new vulnerabilities.

LAYER 7 LOAD BALANCING & NETWORK SECURITY GROUPS

Load Balancing distributes traffic across multiple servers to improve availability and performance. Azure Application Gateway serves as a web traffic load balancer that directs traffic to web applications. While traditional load balancers operate at the transport layer (OSI layer 4), Azure Application Gateway makes routing decisions based on additional attributes of an HTTP request, such as URI path or host headers. Application layer (OSI layer 7) load balancing gives the JustFOIA team greater control in managing the Solution's infrastructure. As a second layer of protection, Network Security Groups applied will only allow traffic that is explicitly defined as allowed.

MONITORING & PERFORMANCE ANALYSIS

Our monitoring and alerting systems notify our Network Operations Center (NOC) of any issues with availability or performance. Our engineers are available 24/7 to address any cloud infrastructure issues.

P2S = POINT TO SITE VPN

Support & administrative personnel access the Solution's backend infrastructure via secure VPN connections only.

UPDATE MANAGEMENT

Updates for Windows Server OS and SQL Server are managed through Azure Automation Update Management, deploying critical and security updates monthly and classification updates quarterly.

AZURE BACKUP & SITE RECOVERY SERVICES

Azure's backup service provides independent and isolated backups to guard against accidental destruction of original data. Backups are encrypted and stored in a Recovery Services Vault with built-in management of recovery points.

The Solution's Disaster Recovery is built upon Azure Site Recovery (ASR), a native disaster recovery as a service that replicates all Virtual Machine disks (OS and Data for all web, application, and database servers) from the Azure Region hosting your production environment to a geographically disparate Azure Region. Replicas are kept up to date within five (5) minutes.

ONGOING SECURITY INNOVATION

As you can see, we take numerous measures to secure your data. While we're confident in our technology, we recognize that no system can guarantee data security with 100% certainty. For that reason, we will continue to innovate, maintain state of the art security measures, and thoroughly investigate any reported security issues concerning JustFOIA's services or software.

508/ADA COMPLIANCE

As part of our ongoing commitment to providing the easiest-to-use records requests software, we are dedicated to providing a web application that is accessible to the widest possible audience, regardless of technology or ability. As such, we strive to remove barriers that might prevent a person with disabilities from using our products by adhering to the Revised Section 508 Standards published by the United States Access Board.

ADA
Americans with
Disabilities Act

The WCAG level of compliance is approved by the ADA for websites and provides recommendations for making content accessible. JustFOIA's citizen-facing pages perform at a Level AA (or level two) conformance to these guidelines, including:

- **Text Equivalents:** Alternative text for appropriate images and other non-text elements
- **Full Keyboard Access:** Built so that it can be accessed using a keyboard
- **Site Consistency:** Feature and functions perform the same way every time
- **Site Structure:** Appropriate headings, lists, paragraphs, style sheets, and other format features to enable easy use with assistive technology
- **Links:** Descriptive link titles, unless the link text already fully describes the target

JustFOIA routinely completes a Voluntary Product Accessibility Template (VPAT) and engages with external consultants certified by the International Association of Accessibility Professionals to ensure our Solution conforms with required standards. Our [VPAT Report](#) allows us to provide the data needed for your procurement team to verify that the JustFOIA Solution complies with Section 508 technical requirements.

CLIENT JOURNEY TO EMPOWERMENT

We're going to walk with you hand-in-hand throughout your JustFOIA Client Journey, actively supporting and guiding your team as they interact and engage with the Solution – thus, empowering your team to manage the system post-implementation. This journey is not viewed as a one-time transaction but as an ongoing partnership, where we remain committed to client success and satisfaction at every stage.

DELIVERY TEAM

Once you have selected your “destination” of JustFOIA, our Delivery Team will guide you through four phases of implementation, ensuring a smooth path to Go-Live:

Phase 1: Pre-Implementation

We think it's important that we get to know each other first – building upon the knowledge gained during the decision-making process to configure the Solution to your specific needs. Your Project Coordinator will gather configuration data and outline expectations for the upcoming implementation phases. During our “Implementation Launch Session,” your assigned Project Coordinator will discuss training, confirm the timeline and key milestone dates, and introduce you to the public-facing side of your JustFOIA site and request form(s).

Phase 2: System Training & Configuration

This phase will consist of two remote/live “System Training Sessions” for Administrators and Power Users, focusing on the practical application of the Solution through a hands-on experience submitting and working with mock requests to create a deep practical understanding of requests and administration settings. Clients are introduced to form configurations, retention options, redaction capabilities, communication tools, and more.

Phase 3: Request Training, Processing & Testing

Administrators and Power Users will be guided through the designed request form workflow, creating a collaborative, problem solving experience that results in a more intimate understanding of the process.

As Administrators and Power Users become experts in the Solution, the JustFOIA Delivery Team will collaborate with you to assist in onboarding general users. With numerous resources to onboard and introduce your staff to the Solution including custom training outlines, workflow maps, and guides for long-term reference, JustFOIA empowers you to create an internal training program while reinforcing your own knowledgebase.

Following training, a designated testing window reinforces training principles while preparing to launch the JustFOIA Solution to the public. Your assigned Project Coordinator will be on stand-by to make necessary system modifications.

Phase 4: Launching JustFOIA

Now, the moment we've been waiting for – it's time to Go-Live with JustFOIA! The Delivery Team is invested in your success and will be with you every step of the way. We will remove test data from your JustFOIA site and provide a press kit to spread the word about your efforts to promote transparency. High-level priority is given to inquiries and adjustments during our *Hypercare Check-in Service* period until you are transitioned to your long-term Client Success and Technical Support Teams.

CLIENT SUCCESS

Once you have launched JustFOIA to the public, your journey is only just beginning. Every JustFOIA client is assigned a dedicated Client Success Specialist to ensure they are getting the most out of their investment. Your Client Success Specialist can consult with you to recommend best practices and solutions to common records request issues. We invite clients to participate in periodic user webinars, training opportunities, user communities, and focus groups. Regardless of user type, there is something for everyone.

In addition to ensuring your satisfaction with JustFOIA, your Client Success Specialist will recommend resources found in the Training Center for JustFOIA, our complimentary learning management system with unlimited, on-demand access to hundreds of help videos and product documentation.

JUSTFOIA DEFINITIONS

To determine which modules are applicable, please refer to the Pricing section. Your specific implementation may not include all modules described below.

REDACTION MODULE

Our powerful in-App Redaction Module allows you to upload and redact documents automatically with one click or manually remove sensitive data. Features include text search, pattern matching, proximity search, redact selected text and/or full page(s). Easily apply exemption codes to cite redaction reasons. Once applied, redacted areas are burnt into the document and cannot be recovered or removed so only the redacted version can be released. There is no per-user fee, so any permitted user can redact a document.

JUSTFOIA TRAINING CENTER

The JustFOIA Training Center is a robust Learning Management System that offers remote learning, ongoing training and certification. This complimentary subscription provides an easy solution for new users and refresher training. Benefits include:

- 24/7 access to on-demand JustFOIA training videos, certification courses and other resources
- Reduction in training time and expenses
- Catered learning for all skill levels from Basic Users to System Administrators
- Unlimited access for Client's entire organization
- Reduction in internal support and increased user productivity
- Increased efficiency through improved internal usage/adoption of JustFOIA
- Customized with fully indexed, recorded training sessions

ADVANCED REPORTING

The Advanced Reporting module will allow Client to select data points to create custom reports and includes the following:

- User-selectable data points
- User-defined date ranges
- Saving created reports
- Ability to export data

SINGLE SIGN-ON (SSO)

The JustFOIA authentication system enables Single Sign-On ("SSO") integration by allowing connection to one of many supported identity providers. This allows users to login to JustFOIA via trusted connections established with their IT infrastructure (e.g., Microsoft Entra ID (formerly known as Azure Active Directory) login) instead of using username and password authentication within JustFOIA. This feature eliminates the need for users to maintain two sets of credentials, is easier for Client's IT organization to maintain security protocols and gives Client better control over managing user access.

The following types of enterprise connections can be made:

- Microsoft Entra ID (formerly known as Azure Active Directory)
- ADFS
- Open ID Connect
- Active Directory
- PingFederate
- Google Workspace (formerly G Suite, formerly Google Apps)
- SAML
- Duo

PAYMENT PORTAL

JustFOIA integrates with Authorize.net, PayPal, NIC, and NCR/JetPay to collect payments from requestors online. These third-party payment processors handle all monetary transactions and sensitive credit card data. The requestor enters the request number/security key to see any fees that they owe. If they owe fees, they can pay through a secure Authorize.net, PayPal, NIC, or NCR/JetPay site. Once they pay, users are able to make the request documents available for immediate release.

LASERFICHE INTEGRATION

Our exclusive Laserfiche integration is a seamless bridge, allowing your organization to leverage Laserfiche to fulfill records requests more quickly and efficiently. From inside the JustFOIA Solution, users can securely connect to their Laserfiche repository to search and browse for responsive documents, sending selected documents to a specific request in the same file format as they are in the repository. As part of your Laserfiche Integration, you can export custom system reports directly into your Laserfiche repository, as well as all parts of a request including communications, response documents, invoices, and a full timeline history of activity on the request. This integration requires each user to have a full Laserfiche license. Please see the [Laserfiche Integration User & Configuration Guide](#).

ANY & ALL DOCUMENT MANAGEMENT

For clients who receive requests for "Any and All" communications, the effort to determine the responsive documents can be overwhelming. Built for clients who need to work with a large number of files, JustFOIA's Any & All Document Management tool helps simplify and speed up this process with a variety of features, including:

- Extract .PST files (emails and attachments)
- Bulk redact and sort all files with one-click
- Create custom folders and review documents in the document viewer
- Detect duplicate emails
- Combine files into one PDF

DIRECTROUTE WORKFLOWS

DirectRoute Workflows enhance your organization's efficiency by automating the initial routing of requests. This empowers requestors to pinpoint the exact department responsible for receiving and addressing their submission. This leads to a significant reduction in processing time, a streamlined user experience, and assurance that requests are routed accurately.

Like JustFOIA's standard workflow capabilities, DirectRoute Workflows can include due dates, reminders, escalations, approvals and trigger the dispatch of system and customized emails.

DYNAMIC FORM FIELDS

For clients looking for a more advanced form experience, Dynamic Form Fields provides a way to create highly interactive and user-centric request forms. These fields adapt the form's behavior to requestor input and predefined conditions, specifically enhance the requestor experience. Dynamic Form Fields can be especially valuable in complex forms where all fields are not relevant to every requestor. The use of Dynamic Form Fields ensures all data necessary to process a request is collected at the initial submission.

A JustFOIA Dynamic Form Field is defined as a single form field (Dropdown, Checkbox, Text Area, Text Input, Date or Label) that becomes visible and/or required based on form selections or requestor input.

SANDBOX

For clients that prefer to test proposed changes before making updates to their live system, JustFOIA offers a Sandbox environment. JustFOIA will provide a sandbox/testing environment based on a snapshot of the configuration and database on the day requests begin being processed via the JustFOIA Public Portal. An update can be requested at any time, for an additional cost.

INSTANCE

For agencies that prefer to have multiple instances of JustFOIA, there are options available. Ideal for shared services environments with centralized IT administration and billing needs, an additional instance can be used for an additional agency, division or even a sandbox environment. An additional instance includes:

- Per-instance administration interface
- A separate, unique URL
- Independent branding and separate Public Portal
- A different SSO domain and/or payment account
- Same add-ons as initial system
- Unique set of system email templates
- Independent reporting

SERVICE PACKAGES

GENERAL ASSUMPTIONS

The following assumptions serve as the basis for the Service Package(s) reflected below. Any service or activity not described below is not included in the scope of services to be provided. Variations to the following may impact the Service Package's cost and/or schedule, justifying a change order.

- JustFOIA's completion of a Deliverable to Client shall constitute that JustFOIA has conducted its own review and believes it meets Client's requirements. Client shall then have the right to conduct its own review of the Deliverable as Client deems necessary. If Client, in its reasonable discretion, determines that any submitted Deliverable does not meet the agreed upon expectations, Client shall have five (5) business days after JustFOIA's submission to give written notice to JustFOIA specifying the deficiencies in reasonable detail. JustFOIA shall use reasonable efforts to promptly resolve any such deficiencies. Upon resolution of any such deficiencies, JustFOIA shall resubmit the Deliverable for review as set forth above. Notwithstanding the foregoing, if Client fails to reject any Deliverable within five (5) business days, such Deliverable shall be deemed accepted.
- If either party identifies a business issue during the project, JustFOIA and Client must jointly establish a plan to resolve the issues with potential impact analysis of timeline and budget within five (5) business days of identification. Any necessary business decision resulting from the identified business issues must be made by Client within five (5) business days from request.
- Client will maintain primary contacts and project staff for the duration of the project, as a change in staff may result in a change order for time spent by JustFOIA on retraining, reeducating, or changes in direction.
- Client will ensure that all Client's personnel who may be necessary or appropriate for the successful performance of the services will, on reasonable notice: (i) be available to assist JustFOIA personnel by answering business, technical and operational questions and providing requested documents, guidelines, and procedures in a timely manner; (ii) participate in the services as reasonably necessary for performance under this Order; and (iii) be available to assist JustFOIA with any other activities or tasks required to complete the services in accordance with this Order.
- Note that all services contracted for must be done as part of the initial implementation. For the avoidance of doubt, if there are services or portions thereof that the Client does not elect to implement as part of the initial implementation, such services are forfeited.
- All services, unless otherwise noted, will be performed remotely.

PRO IMPLEMENTATION

CLIENT TASKS & DELIVERABLES

- Provide a visual flow chart and/or narrative of current records request process(es) and requirements
- Attend all scheduled implementation sessions and respond promptly to requests for information
- Complete necessary configuration assignments in a timely manner, including but not limited to:
 - Create General User and Viewer accounts and respective departments
 - Create user-created email templates
- Conduct internal end-user (General User) trainings
- Perform user acceptance testing
- Complete JustFOIA Training Center trainings and certification
- Configure Deflection/Dynamic Fields, unless Dynamic Fields Configuration Package is quoted

JustFOIA TASKS & DELIVERABLES

- Deploy site in the Microsoft Azure Government Cloud
- Set up Client with Training Center accounts
- Conduct Pre-Implementation Session (1 hour) to collect necessary configuration data and outline expectations
- Lead Implementation Launch Session (1 hour) to identify implementation milestones and introduce Client to public facing JustFOIA site and request form(s)
- Establish and configure initial Administrator and Power User security credentials and respective departments
- Personalize Public Portal with Client branding

- Configure number of request forms defined in Order and necessary request statuses and workflow task lists
- Complete initial configuration of observed holidays
- Complete initial configuration of system email templates
- Conduct two (2) Remote System Trainings (1.5 hours and 1 hour respectively); recordings made available in Training Center
- Conduct one (1) Remote Workflow Training (1 hour per form process); recording made available in Training Center
- Provide training support and resources to Administrator and Power User Team for end-user trainings
- Provide technical support through user testing before going live
- Assist with transition to Client Success and Support Teams
- Provide Go-Live Marketing Press Kit

REDACTION EXEMPTION CODES CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Provide list of desired Exemption Codes for entry into JustFOIA with desired descriptions

JustFOIA TASKS & DELIVERABLES

- Configure Redaction Exemption Codes and Exemption Log
- Complete testing and training

ADDITIONAL REQUEST FORM CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Provide a visual flow chart and/or narrative of desired records request process(es) and request form requirements

JustFOIA TASKS & DELIVERABLES

- Conduct requirements gathering
- Configure and implement desired form and necessary request statuses and workflow task lists
- Complete testing

EXCEPTIONS

- Creation of DirectRoute Workflows

SINGLE SIGN-ON (SSO) CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Review [Single Sign-on Guide](#)
- Follow the [Single Sign-on Guide](#) and best practices documentation for your Identity Provider of choice
- Choose a protocol to connect with (e.g.: SAML, Open ID Connect)
- Attend an Integration Call with JustFOIA to walk through any outstanding setup and Q&A, within the scope of JustFOIA responsibilities
- Work with JustFOIA to determine what pieces of information will be needed
- Participate in testing

JustFOIA TASKS & DELIVERABLES

- Conduct requirements gathering
- Configure JustFOIA SSO:
 - Deliver any relevant documentation for connection type to the client
 - Integration call with Client to walk through any outstanding setup and Q&A, within the scope of JustFOIA responsibilities
 - Information gathered by client is provided to JustFOIA
 - Enterprise Connection is created and established in the JustFOIA system
 - Client tests the connection to validate it is configured and working correctly
- Complete testing

ANY & ALL DOCUMENT MANAGEMENT CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Attend remote Document Management training and respond promptly to requests for information

JustFOIA TASKS & DELIVERABLES

- Configure and implement Any & All Document Management module
- Conduct one (1) remote Document Management training session (30 minutes); recording uploaded to Training Center

DYNAMIC FIELDS CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Provide a list of desired dynamic form field(s), keywords and/or external links

JustFOIA TASKS & DELIVERABLES

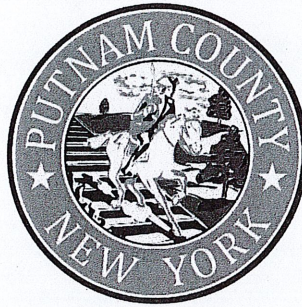
- Conduct requirements gathering (not to exceed 1 hour)
- Configure and implement up to 10 dynamic form fields (not to exceed 1 hour)
- Complete testing

READY TO PARTNER?

If you're ready to take the next step with JustFOIA, what happens next?

Checklist	Step/Activity	Responsible Party
<input type="checkbox"/>	Client notifies JustFOIA Solution Consultant (SC) of Vendor Selection	Client
<input type="checkbox"/>	Client reviews the What's Included and Pricing pages to confirm all necessary components are included and requests any necessary updates.	Client
<input type="checkbox"/>	JustFOIA SC requests information below to provide official Contract/Order with Assumptions, Terms & Conditions: <ul style="list-style-type: none"> ▪ Legal Name ▪ Bill to Contact(s)/Email(s) ▪ Ship to Contact(s)/Email(s) ▪ Accounts Payable Email (if applicable) ▪ Desired Request Forms ▪ Desired URL (Example: bryantx.justfoia.com) 	JustFOIA SC
<input type="checkbox"/>	Ensure your IT Department has reviewed and agreed to the prerequisites for: <ul style="list-style-type: none"> ▪ <u>Single Sign-on</u> <ul style="list-style-type: none"> ▪ Determine enterprise connection (i.e., Microsoft Entra ID (formerly known as Azure Active Directory), ADFS, SAML) ▪ <u>Laserfiche Integration</u> <ul style="list-style-type: none"> ▪ Must be on version 10.4 or higher ▪ What type of Laserfiche environment do you have (i.e., On-prem, Laserfiche Cloud, MCCI Managed Cloud, etc.)? 	Client IT
<input type="checkbox"/>	Ensure your Finance Department has reviewed and agreed to the supported payment gateways for the <u>Payment Portal</u> (Authorize.NET, PayPal, NIC, or NCR/JetPay) <ul style="list-style-type: none"> ▪ Determine desired payment gateway ▪ Determine/setup merchant account compatible with payment gateway 	Client Finance
<input type="checkbox"/>	Client/JustFOIA Legal Review	Client & JustFOIA SC
<input type="checkbox"/>	Client executes Contract and becomes part of the JustFOIA family!	Client

MICHAEL J. LEWIS
Commissioner of Finance



CC All
PERS
Audit #4n
SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: **Budgetary Amendment – 25A015**
DATE: February 5, 2025

2025 FEB - 6 AM 10:33
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Fiscal Manager at DSS and Mental Health, the following budgetary amendment is required.

GENERAL FUND

INCREASE APPROPRIATIONS:

22070000 51000 10221 (0122)	x PERSONNEL SERVICES	Special Victims Investigator (DA)	\$ 3,065.50
22070000 51000 10221 (2102)	x PERSONNEL SERVICES	Sr. Clerk Child Advocacy Center	\$ 3,065.50
22070000 51000 10221 (2103)	x PERSONNEL SERVICES	Sr. Bilingual Victim Advocate	\$ 3,065.50
22070000 51000 10221 (3102)	x PERSONNEL SERVICES	Victim Advocate	\$ 3,065.50
22070000 52650 10221	MOTOR VEHICLES		\$ 45,000.00
22070000 54410 10221	SUPPLIES AND MAT		\$ 766.00
22070000 54640 10221	EDUCATION AND TRAINING		\$ 200.00
22070000 54646 10221	CONTRACTS		\$ 7,500.00
22070000 58002 10221	SOCIAL SECURITY		\$ 938.00
			<u>\$ 66,666.00</u>

INCREASE REVENUE:

22070000 445980 10221	FEDERAL AID - MDT CAC	66,666.00
		<u>\$ 66,666.00</u>

2025 Fiscal Impact \$ 0
2026 Fiscal Impact \$ 0

Please refer to the attached memorandum and the detailed analysis from Fiscal Manager Wunner regarding this budgetary amendment.

x Staff Retention Bonus

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

February 4, 2025

TO: Michael Lewis, Commissioner of Finance

FROM:  Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: DSS 2025 Budgetary Amendment

Your approval is requested to amend the 2025 Department of Social Services budget to include expenses funded in accordance with the following contract awarded to the Child Advocacy Center for the period of 01/01/2025-08/31/2025.

OCFS C030536, an agreement by the NYS Office of Children and Family Services (OCFS), CFDA #93.669, 01/01/2025-08/31/2025.

Increase Estimated Revenue:

22070000	OEOP CHILD ADVCY CTR	
445980	FEDERAL AID - MDT CAC	\$66,666
10221	MDT-CAC PROGRAM	
	Total Estimated Revenues	\$66,666

Increase Appropriations:


22070000	OEOP CHILD ADVCY CTR	
51000	PERSONNEL SERVICES	\$12,262
52650	MOTOR VEHICLES	\$45,000
54410	SUPPLIES AND MAT	\$766
54640	EDUCATION AND TRAINING	\$200
54646	CONTRACTS	\$7,500
58002	SOCIAL SECURITY	\$938
10221	MDT-CAC PROGRAM	
	Total Appropriations	\$66,666

Fiscal Impact (25) - 0 -
Fiscal Impact (26) - 0 -

Thank you for your time and consideration of this request.

Attachments:

CHILD ADVOCACY CENTER – OCFS SUPPLEMENTAL GRANT DETAIL
NYS OFFICE OF CHILDREN AND FAMILY SERVICES CONTRACT C030536

cc:  Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau
Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau
Marla Behler, Program Director Child Advocacy Center

CHILD ADVOCACY CENTER - OCFS SUPPLEMENTAL GRANT DETAIL

CONTRACT NUMBER #C030536

01/01/2025-08/31/2025

	APPROVED GRANT BUDGET	MUNIS BUDGET	BUDGETARY AMENDMENT
51000 PERSONNEL SERVICES	12,262	-	12,262
52650 MOTOR VEHICLES	45,000	-	45,000
54410 SUPPLIES AND MAT	766	-	766
54640 EDUCATION AND TRAINING	200	-	200
54646 CONTRACTS	7,500	-	7,500
58002 SOCIAL SECURITY	938	-	938
	66,666	-	66,666

STATE OF NEW YORK CONTRACT FOR GRANTS FACE PAGE

<p>STATE AGENCY (Name & Address):</p> <p>NYS Office of Children and Family Services 52 Washington Street Rensselaer, NY 12144</p>	<p>BUSINESS UNIT/DEPT. ID: CFS01 / 3400000</p> <p>CONTRACT NUMBER: C030536</p> <p>CONTRACT TYPE (select one):</p> <p><input type="checkbox"/> Multi-Year Agreement</p> <p><input type="checkbox"/> Simplified Renewal Agreement</p> <p><input checked="" type="checkbox"/> Fixed Term Agreement</p>
<p>CONTRACTOR NAME:</p> <p>PUTNAM COUNTY OF</p>	<p>TRANSACTION TYPE:</p> <p><input checked="" type="checkbox"/> New</p> <p><input type="checkbox"/> Renewal (list periods):</p> <p><input type="checkbox"/> Amendment (list periods):</p>
<p>CONTRACTOR IDENTIFICATION NUMBERS:</p> <p>NYS Vendor ID Number: 1000002443</p> <p>Federal Tax ID Number: 146002759</p>	<p>PROJECT NAME: MDT CAC</p> <p>ASSISTANCE LISTINGS (formerly CFDA) NUMBER (ALN) (Federally Funded Grants Only):</p> <p>93.669</p>
<p>CONTRACTOR PRIMARY MAILING ADDRESS:</p> <p>40 Gleneida Ave CARMEL NY 10512</p> <p>CONTRACTOR PAYMENT ADDRESS:</p> <p><input type="checkbox"/> Check if same as primary mailing address</p> <p>40 Gleneida Ave CARMEL NY 10512</p> <p>CONTRACTOR MAILING ADDRESS:</p> <p><input type="checkbox"/> Check if same as primary mailing address</p> <p>40 Gleneida Ave CARMEL NY 10512</p> <p>CONTRACTOR PRIMARY E-MAIL ADDRESS:</p>	<p>CONTRACTOR STATUS:</p> <p><input type="checkbox"/> For Profit</p> <p><input checked="" type="checkbox"/> Municipality 370100000-000</p> <p><input type="checkbox"/> Tribal Nation</p> <p><input type="checkbox"/> Individual</p> <p><input type="checkbox"/> Not-for-Profit</p> <p>Charities Registration Number:</p> <p>Exemption Status/Code: Government</p> <p><input type="checkbox"/> Sectarian Entity</p>

STATE OF NEW YORK CONTRACT FOR GRANTS FACE PAGE

<p>CURRENT CONTRACT TERM:</p> <p>From: 01/01/2025 To: 08/31/2025</p> <p>AMENDED TERM:</p> <p>From: To:</p>	<p>CONTRACT FUNDING AMOUNT. (<i>Fixed Term</i> - enter current period amount; <i>Simplified Renewal</i> - enter cumulative amount to date; <i>Multi-year</i> - enter total projected amount of the contract):</p> <p>CURRENT: 66,666.00</p> <p>AMENDED:</p> <p>FUNDING SOURCE(S)</p> <p><input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Other</p>
<p>ATTACHMENTS INCLUDED AS PART OF THIS AGREEMENT:</p> <p>Appendix A Attachment A-1 Attachment A-2 Attachment A-3 Attachment B - Budget Attachment C Attachment D Attachment MWBE</p>	

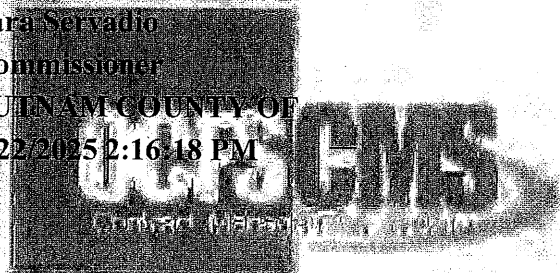
STATE OF NEW YORK CONTRACT FOR GRANTS SIGNATURE PAGE

IN WITNESS THEREOF, the parties hereto have electronically signed and agreed to this Contract, or approved this Contract on the dates below their signatures.

In addition, I, acting in the capacity as Contractor, certify that I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority or official, and as such I do agree, and I have the authority to agree, to all of the terms and conditions set forth in the Contract, including all appendices and attachments. I understand that (i) payment of a claim on this Contract is conditioned upon the Contractor's compliance with all applicable conditions of participation in this program and if applicable, the accuracy and completeness of information submitted to the State of New York through the New York State prequalification process and (ii) by electronically indicating my acceptance of the terms and conditions of the Contract, I certify that (a) to the extent that the Contractor is required to register and/or file reports with the Office of the Attorney General's Charities Bureau ("Charities Bureau"), the Contractor's registration is current, all applicable reports have been filed, and the Contractor has no outstanding requests from the Charities Bureau relating to its filings and (b) all data and responses in the application submitted by the Contractor are true, complete and accurate. I also understand that use of my assigned User ID and Password on the State's contract management system is equivalent to having placed my signature on the Contract and that I am responsible for any activity attributable to the use of my User ID and Password. Additionally, any information entered will be considered to have been entered and provided at my direction. I further certify and agree that the Contractor agrees to waive any claim that this electronic record or signature is inadmissible in court, notwithstanding the choice of law provisions.

CONTRACTOR:

Sara Servadio
Commissioner
PUTNAM COUNTY OF
1/22/2025 2:16:18 PM



In addition, the party below certifies that it has verified the electronic signature of the Contractor to this Contract.

STATE AGENCY:

ARCHITAH PHILLIPS
BCMSIG
OCES BOM
1/22/2025 3:35:18 PM



ATTORNEY GENERAL'S SIGNATURE
APPROVED AS TO FORM

By: _____
Printed Name

Title: _____

Date: _____

STATE COMPTROLLER'S SIGNATURE

By: _____
Printed Name

Title: _____

Date: _____

**STATE OF NEW YORK
CONTRACT FOR GRANTS**

This State of New York Contract for Grants, including all attachments and appendices (hereinafter referred to as “Contract” or “Agreement”), is hereby made by and between the State of New York acting by and through the applicable State Agency (State or Agency) and the public or private entity (Contractor) identified on the face page hereof (Face Page).

WITNESSETH:

WHEREAS, the State has the authority to regulate and provide funding for the operation of a program or performance of a service; and desires to contract with a responsive and responsible Contractor possessing the necessary resources to provide such services or work; and

WHEREAS, the Contractor is ready, willing, and able to provide such services or work and possesses or can make available all necessary qualified personnel, licenses, facilities and expertise to perform or have performed the services or work, as applicable, required pursuant to and in compliance with the terms of the Contract, specifications outlined in the grant solicitation, resulting award, and other associated documents comprising the Agreement.

NOW THEREFORE, in consideration of the promises, responsibilities, and covenants herein, the State and the Contractor agree to as follows:

STANDARD TERMS AND CONDITIONS

I. GENERAL PROVISIONS

A. Order of Precedence: In the event of a conflict among (i) the terms of the Contract or (ii) between the terms of the Contract and the original request for proposal, solicitation document, the program application or other documentation that was completed and executed by the Contractor in connection with a grant award, the order of precedence is as follows:

1. Appendix A – Standard Clauses for New York State Contracts
2. Contract for Grants Standard Terms and Conditions
3. Modifications to the Face Page
4. Modifications to Attachment A-2:Program Specific Terms and Conditions; Attachment A-3: Federally Funded Grants and Requirements Mandated by Federal Laws (modifications not required by the Federal government)¹, Attachment B: Budget, Attachment C: Work Plan, and Attachment D: Payment and Reporting
5. The Face Page

¹ For modifications required by the Federal government see Section I(M).

6. Attachment A-2: Program Specific Terms and Conditions, Attachment A-3: Federally Funded Grants and Requirements Mandated by Federal Laws, Attachment B: Budget, Attachment C: Work Plan; and Attachment D: Payment and Reporting
7. Modifications to Attachment A-1: Agency Specific Terms and Conditions
8. Attachment A-1: Agency Specific Terms and Conditions
9. Other attachments, including, but not limited to, the request for proposal or program application, if incorporated by reference on the Face Page

The documents above, collectively, comprise the entire Agreement and govern the program for the entirety of the term of the Contract and any resulting renewals.

B. Funding: Funding for the term of the Contract shall not exceed the amount specified as “Contract Funding Amount” on the Face Page or as subsequently revised to reflect an approved renewal or cost amendment. Funding for the initial and subsequent periods of the Contract shall not exceed the applicable amounts specified in the applicable Attachment B form (Budget).

C. Contract Performance: The Contractor shall perform all services or work, as applicable, and comply with all provisions of the Contract to the satisfaction of the State. The Contractor shall provide services or work, as applicable, and meet the program objectives summarized in Attachment C (Work Plan) in accordance with the provisions of the Contract, relevant laws, rules and regulations, administrative, program and fiscal guidelines, and where applicable, operating certificate for facilities or licenses for an activity or program.

D. Modifications: Any modifications to this Agreement, including any budgetary changes, must be mutually agreed to in writing by both parties and be reflected on the Face Page where such terms are modified. Modifications may be subject to the approval of the AG and OSC in accordance with Appendix A, Section 3, Comptroller's Approval. A modification that would result in a transfer of funds among program activities or budget cost categories that does not affect the amount, consideration, scope or other terms of such Contract may be subject to the approval of the AG and OSC where the amount of such modification is, as a proportion of the total value of the Contract, equal to or greater than ten percent for contracts of five million dollars or less, or five percent for contracts of more than five million dollars. Modifications that are not subject to the AG and OSC approval shall be processed in accordance with the guidelines stated in the Contract.

E. Severability: Any provision of the Contract that is held to be invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, shall be ineffective only to the extent of such invalidity, illegality or unenforceability, without affecting in any way the remaining provisions hereof; provided, however, that the parties to the Contract shall attempt in good faith to reform the Contract in a manner consistent with the intent of any such ineffective provision for the purpose of carrying out such intent. If any provision is held void, invalid or unenforceable with respect to particular circumstances, it shall nevertheless remain in full force and effect in all other circumstances.

F. Interpretation: The headings in the Contract are inserted for convenience and reference only and do not modify or restrict any of the provisions herein. All personal pronouns used herein shall be considered gender neutral. The Contract has been made under the laws of the State of New York, and the venue for

resolving any disputes hereunder shall be in a court of competent jurisdiction of the State of New York.

G. Notice: All Notices under this Contract, including termination notices, shall be made in writing and directed to the representatives identified herein, or their designees and shall be transmitted by: a) certified or registered United States mail, return receipt requested; b) facsimile transmission; c) personal delivery; d) expedited delivery service; and/or e) e-mail. Notice shall be deemed to have been given either at the time of personal delivery or, in the case of expedited delivery service or certified or registered United States mail, as of the date of first attempted delivery at the address and in the manner provided herein, or in the case of facsimile transmission or e-mail, upon receipt.

The parties may, on written notice, designate other individuals as their representatives. Such representatives shall request, oversee, supervise, and accept performance of services provided by the Contractor and shall receive any required submissions. Whenever an action is to be taken, or approval for services given by the Agency, such action or approval may be given only by the representatives designated pursuant to this Section.

H. Indemnification: The Contractor shall be solely responsible and answerable in damages for all accidents, incidents, and/or injuries to persons (including death) or property arising out of or related to the services to be rendered by the Contractor or its subcontractors pursuant to this Contract. The Contractor shall indemnify and hold harmless the State and its officers and employees from claims, suits, actions, damages, and cost of every nature arising out of the provision of services pursuant to the Contract.

I. Legal Action: No litigation or regulatory action shall be brought against the State of New York, the State Agency, or against any county or other local government entity with funds provided under the Contract. The term "litigation" shall include commencing or threatening to commence a lawsuit, joining, or threatening to join as a party to ongoing litigation, or requesting any relief from the State of New York, the State Agency, or any county, or other local government entity. The term "regulatory action" shall include commencing or threatening to commence a regulatory proceeding or requesting any regulatory relief from the State of New York, the State Agency, or any county, or other local government entity.

J. Partisan Political Activity and Lobbying: Funds provided pursuant to the Contract shall not be used for any partisan political activity, or for activities that attempt to influence legislation or election or defeat of any candidate for public office.

K. Reporting Fraud and Abuse: Contractor acknowledges that it has reviewed information on how to prevent, detect, and report fraud, waste, and abuse of public funds, including information about the Federal False Claims Act, the New York State False Claims Act, and whistleblower protections and will comply with requirements therein.

L. Reporting Risks to Performance: If any specific event, conjunction of circumstances, or any occurrence involving the staff, volunteers, directors, officers, subcontractors, or program participants of the Contractor threatens the successful completion of this project, in whole or in part, the Contractor agrees to notify the State Agency within three (3) calendar days of becoming aware of the occurrence describing the occurrence and the risk it poses to performance under the Contract. The Contractor's notice shall include a written description of the event and a recommended solution. Such events may include, but not be limited to, death or serious injury, an arrest or possible criminal activity.

M. Federally Funded Grants and Requirements Mandated by Federal Laws: All the Specific Federal

requirements that are applicable to the Contract are identified in Attachment A-3 (Federally Funded Grants and Requirements Mandated by Federal Laws), attached hereto. To the extent that the Contract is funded, in whole or part, with Federal funds or mandated by Federal laws: (i) the provisions of the Contract that conflict with Federal rules, Federal regulations, or Federal program specific requirements shall not apply and (ii) to the extent that the modifications to Attachment A-3 are required by Federal requirements and conflict with other provisions of the Contract, the modifications to Attachment A-3 shall supersede all other provisions of this Contract; and (iii) the Contractor agrees to comply with all applicable Federal rules, regulations and program specific requirements including, but not limited to, those provisions that are set forth in Attachment A-3 (Federally Funded Grants and Requirements Mandated by Federal Laws), attached hereto.

N. Renewal:

1. **General Renewal:** The Contract may consist of successive periods on the same terms and conditions, as specified within the Contract (a "Simplified Renewal Contract"). Each additional or superseding period shall be on the forms specified by the State and shall be incorporated in the Contract.
2. **Renewal Notice to Not-for-Profit Contractors:** The Contract, as specified herein, may consist of successive periods on the same terms and condition referred to as a "Simplified Renewal Contract." Each additional or superseding period shall be on the forms specified by the State and shall be incorporated into the Contract. Pursuant to State Finance Law §179-t, if the Contract is with a not-for-profit Contractor and provides for a renewal option, the State shall notify the Contractor of the State's intent to renew or not to renew the Contract no later than ninety (90) calendar days prior to the end of the term of the Contract, unless funding for the renewal is contingent upon enactment of an appropriation, than thirty (30) calendar days after the appropriation becomes law, whichever is later. Notwithstanding the foregoing, in the event the State is unable to comply with the time frames set forth in this paragraph due to unusual circumstances beyond the control of the State ("Unusual Circumstances"), no payment of interest shall be due to the Contractor. For purposes of State Finance Law §179-t, "Unusual Circumstances" shall not mean the failure by the State to (i) plan for implementation of a program, (ii) assign sufficient staff resources to implement a program, (iii) establish a schedule for the implementation of a program or (iv) anticipate any other reasonably foreseeable circumstance. Notification to the Contractor of the State's intent to not renew the Contract must be in writing in the form of a letter, with the reason(s) for the non-renewal included. If the State does not provide notice to the Contractor of its intent not to renew the Contract as required in this Section and State Finance Law §179-t, the Contract shall be deemed continued until the date the State provides the necessary notice to the Contractor, in accordance with State Finance Law §179-t. Expenses incurred by the not-for-profit Contractor during such extension shall be reimbursable under the terms of the Contract.

II. TERMINATION AND SUSPENSION

A. Termination:

1. Grounds:

- a) Mutual Consent: The Contract may be terminated at any time upon mutual written consent of the State and the Contractor.

b) Cause: The State may terminate the Contract immediately, upon written notice of termination to the Contractor, if the Contractor fails to comply with any of the terms and conditions of the Contract and/or any applicable laws, rules, regulations, policies, or procedures. If the termination for cause results from unsatisfactory performance by the Contractor, the value of the work performed by the Contractor prior to termination shall be established by the State.

c) Non-Responsibility: Upon written notice to the Contractor, and a reasonable opportunity to be heard by the appropriate State officials or staff, this Contract may be terminated by the State at the Contractor's expense where the Contractor is determined by the State to be non-responsible. In such event, the State may complete contractual requirements in any manner it deems advisable and pursue available legal or equitable remedies for breach.

d) Convenience: The State may terminate the Contract in its sole discretion upon thirty (30) calendar days prior written notice.

e) Lack of Funds: If for any reason the State or the Federal government terminates or reduces its appropriation to the applicable State Agency or entity entering into the Contract or fails to pay the full amount of the allocation for the operation of one or more programs funded under this Contract, the Contract may be terminated or reduced at the State Agency's discretion. No reduction or termination shall apply to allowable costs already incurred by the Contractor whereby funds are available to the State Agency for payment of such costs. Upon termination or reduction of the Contract, all remaining funds paid to the Contractor that are not subject to allowable costs already incurred by the Contractor shall be returned to the State Agency. In any event, no liability shall be incurred by the State (including the State Agency) beyond monies available for the purposes of the Contract. The Contractor acknowledges that any funds due to the State Agency or the State of New York because of disallowed expenditures after audit shall be the Contractor's responsibility.

f) Force Majeure: Performance under the Contract may be terminated or suspended by the State immediately upon the occurrence of a "force majeure" event. For purposes of the Contract, "Force majeure" shall include, but not be limited to, natural disasters, war, rebellion, declared pandemics, insurrection, riot, strikes, lockout, and any unforeseen circumstances and acts beyond the control of the parties which render the performance of contractual obligations impossible.

2. Effect of Notice and Termination on State's Payment Obligations:

Upon receipt of notice of termination provided pursuant to the notice requirements prescribed in this Agreement, the Contractor shall stop work immediately and complete only those specific assignments and/or obligations, if any, subsequently approved by the State. In the event of termination other than for cause, the Contractor shall be entitled to compensation for services performed through the date of termination that are accepted by the State, and for any subsequent services that are accepted by the State, rendered in connection with any successor consultants and contractors, including transfer of records, briefing and any other services deemed necessary or desirable by the State. The Contractor agrees to cooperate to the fullest respect with any successor consultants and contractors.

3. Effect of Termination Based on Misuse or Conversion of State or Federal Property:

Where the Contract is terminated for cause based on Contractor's failure to use some or all of the real property or equipment purchased pursuant to the Contract for the purposes set forth herein, the State

may, at its option, require: a) repayment to the State of any monies previously paid to the Contractor; b) return of any real property or equipment purchased under the terms of the Contract; or c) an appropriate combination of clauses (a) and (b) herein.

Nothing herein shall be intended to limit the State's ability to pursue such other legal or equitable remedies as may be available.

4. Suspension:

The State may, in its discretion, order the Contractor to suspend performance for a reasonable period of time. In the event of such suspension, the Contractor shall be given formal written notice outlining the specific details of such suspension. Upon issuance of such notice, the Contractor shall comply with the particulars of the notice. The State shall have no obligation to reimburse Contractor's expenses during such suspension period. Activities may resume at such time as the State issues a formal written notice authorizing a resumption of performance under the Contract.

III. ADDITIONAL OBLIGATIONS, REPRESENTATIONS AND WARRANTIES

A. Contractor as an Independent Contractor/Employees:

1. The State and the Contractor agree that the Contractor is an independent contractor, and not an employee of the State and may neither hold itself out nor claim to be an officer, employee, or subdivision of the State nor make any claim, demand, or application to or for any right based upon any different status. Notwithstanding the foregoing, the State and the Contractor agree that if the Contractor is a New York State municipality, the Contractor shall be permitted to hold itself out, and claim, to be a subdivision of the State.

The Contractor shall be solely responsible for the recruitment, hiring, provision of employment benefits, payment of salaries and management of its project personnel. These functions shall be carried out in accordance with the provisions of the Contract, and all applicable Federal and State laws and regulations.

2. The Contractor warrants that it, its staff, and any and all subcontractors have all the necessary licenses, approvals, and certifications currently required by the laws of any applicable local, state, or Federal government to perform the services or work, as applicable, pursuant to the Contract and/or any subcontract entered into under the Contract. The Contractor further agrees that such required licenses, approvals, and certificates shall be kept in full force and effect during the term of the Contract, or any extension thereof, and to secure any new licenses, approvals, or certificates within the required time frames and/or to require its staff and subcontractors to obtain the requisite licenses, approvals, or certificates. In the event the Contractor, its staff, and/or subcontractors are notified of a denial or revocation of any license, approval, or certification to perform the services or work, as applicable, under the Contract, Contractor shall immediately notify the State.

B. Subcontractors:

1. If the Contractor enters into subcontracts for the performance of work pursuant to the Contract, the Contractor shall take full responsibility for the acts and omissions of its subcontractors. Nothing in the subcontract shall impair the rights of the State under the Contract. No contractual relationship shall be deemed to exist between the subcontractor and the State.

2. If requested by the State, the Contractor agrees not to enter into any subcontracts, or revisions to subcontracts, that are in excess of \$100,000 for the performance of the obligations contained herein until it has received the prior written permission of the State, which shall have the right to review and approve each and every subcontract in excess of \$100,000 prior to giving written permission to the Contractor to enter into the subcontract. All agreements between the Contractor and subcontractors shall be by written contract, signed by individuals authorized to bind the parties. All such subcontracts shall contain provisions for specifying (1) that the work performed by the subcontractor must be in accordance with the terms of the Contract, (2) that nothing contained in the subcontract shall impair the rights of the State under the Contract, and (3) that nothing contained in the subcontract, nor under the Contract, shall be deemed to create any contractual relationship between the subcontractor and the State. In addition, subcontracts shall contain any other provisions which are required to be included in subcontracts pursuant to the terms herein.
3. If requested by the State, the Contractor agrees to require the subcontractor to provide to the State the information the State needs to determine whether a proposed subcontractor is a responsible vendor.
4. When a subcontract equals or exceeds \$100,000, the subcontractor shall submit a Vendor Responsibility Questionnaire (Questionnaire).
5. If requested by the State, upon the execution of a subcontract, the Contractor shall provide detailed subcontract information (a copy of subcontract will suffice) to the State within fifteen (15) calendar days after execution. The State may request from the Contractor copies of subcontracts between a subcontractor and its subcontractor.
6. The Contractor shall require any and all subcontractors to submit to the Contractor all financial claims for Services or work to the State agency, as applicable, rendered and required supporting documentation and reports as necessary to permit Contractor to meet claim deadlines and documentation requirements as established in Attachment D (Payment and Reporting). Subcontractors shall be paid by the Contractor on a timely basis after submitting the required reports and vouchers for reimbursement of services or work, as applicable. Subcontractors shall be informed by the Contractor of the possibility of non-payment or rejection by the Contractor of claims that do not contain the required information, and/or are not received by the Contractor by said due date.

C. Use of Material, Equipment, Or Personnel:

1. The Contractor shall not use materials, equipment, or personnel paid for under the Contract for any activity other than those provided for under the Contract, except with the State's prior written permission.
2. Any interest accrued on funds paid to the Contractor by the State shall be deemed to be the property of the State and shall either be credited to the State at the close-out of the Contract or, upon the written permission of the State, shall be expended on additional services or work, as applicable, provided for under the Contract.

D. Property:

1. For the purposes of the Contract, "Property" is defined as real property, equipment, or tangible

personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit. For Federally funded contracts, if there is any conflict in the definition of "Property" the federal awarding Agency definitions will apply.

- a) If an item of Property required by the Contractor is available as surplus to the State, the State at its sole discretion, may arrange to provide such Property to the Contractor in lieu of the purchase of such Property. Such Property shall be returned to the State at the Contractor's cost and expense upon the expiration of the Contract unless the State consents in writing to the Contractor retaining possession of the Property to use for similar purposes.
- b) In addition, the Contractor agrees to permit the State to inspect the Property and to monitor its use at reasonable intervals during the Contractor's regular business hours.
- c) The Contractor shall be responsible for maintaining and repairing Property purchased or procured under the Contract at its own cost and expense. The Contractor shall procure and maintain insurance at its own cost and expense in an amount satisfactory to the State Agency, naming the State Agency as an additional insured, covering the loss, theft, or destruction of such equipment. The Contractor may not charge rental or use fees under this Contract for use or acquisition of Property to carry out its obligations under the Contract.
- d) The State has the right to review and approve in writing any new contract for the purchase of or lease for rental of Property (Purchase/Lease Contract) operated in connection with the provision of the services or work as specified in the Contract, if applicable, and any modifications, amendments, or extensions of an existing lease or purchase prior to its execution. If, in its discretion, the State disapproves of any Purchase/Lease Contract, then the State shall not be obligated to make any payments for such Property.
- e) No member, officer, director, or employee of the Contractor shall retain or acquire any interest, direct or indirect, in any Property, paid for with funds under the Contract, nor retain any interest, direct or indirect, in such, without full and complete prior disclosure of such interest and the date of acquisition thereof, in writing to the Contractor and the State.

2. For non-Federally funded contracts, unless otherwise provided herein, the State shall have the following rights to Property purchased with funds provided under the Contract:

- a) For cost-reimbursable contracts, all right, title and interest in Property with a remaining useful life shall belong to the State unless otherwise agreed to, in writing, by the State and the Contractor. However, upon agreement by the State, title shall pass to Contractor upon the end of the Property's useful life (as the phrase "useful life" is defined in Internal Revenue Code § 1.169-2).
- b) For performance-based contracts, all right, title and interest in such Property shall belong to the Contractor.

3. For Federally funded contracts, title to Property whose requisition cost is borne in whole or in part by monies provided under the Contract shall be governed by the terms and conditions of Attachment A-3 (Federally Funded Grants and Requirements Mandated by Federal Laws).

4. The Contractor shall maintain an inventory of all Property that is owned by the State and obtained

by the Contractor under this Agreement.

5. The Contractor shall execute any documents which the State may reasonably require to effectuate the provisions of this section.

E. Records and Audits:

1. General:

- a) The Contractor shall establish and maintain, in paper or electronic format, complete and accurate books, records, documents, receipts, accounts, and other evidence directly pertinent to its performance under the Contract (collectively, Records).
- b) The Contractor agrees to produce and retain for the balance of the term of the Contract, and for a period of six years from the later of the date of (i) the Contract and (ii) the most recent renewal of the Contract, any and all Records necessary to substantiate upon audit, the proper deposit and expenditure of funds received under the Contract. Such Records may include, but not be limited to, original books of entry (e.g., cash disbursements and cash receipts journal), and the following specific records (as applicable) to substantiate the types of expenditures noted:
 - (i) personal service expenditures: cancelled checks and the related bank statements, time and attendance records, payroll journals, cash and check disbursement records including copies of money orders and the like, vouchers and invoices, records of contract labor, any and all records listing payroll and the money value of non-cash advantages provided to employees, time cards, work schedules and logs, employee personal history folders, detailed and general ledgers, sales records, miscellaneous reports and returns (tax and otherwise), and cost allocation plans, if applicable.
 - (ii) payroll taxes and fringe benefits: cancelled checks, copies of related bank statements, cash and check disbursement records including copies of money orders and the like, invoices for fringe benefit expenses, miscellaneous reports and returns (tax and otherwise), and cost allocation plans, if applicable.
 - (iii) non-personal services expenditures: original invoices/receipts, cancelled checks and related bank statements, consultant agreements, leases, and cost allocation plans, if applicable.
 - (iv) receipt and deposit of advance and reimbursements: itemized bank stamped deposit slips, and a copy of the related bank statements.
- c) The OSC, AG and any other person or entity authorized to conduct an examination, as well as the State Agency or State Agencies involved in the Contract that provided funding, shall have access to the Records during the hours of 9:00 a.m. until 5:00 p.m., Monday through Friday (excluding State recognized holidays), at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying.
- d) The State shall protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law provided that: (i) the Contractor shall

timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records, as exempt under Section 87 of the Public Officers Law, is reasonable.

- e) Nothing contained herein shall diminish, or in any way adversely affect, the State's rights in connection with its audit and investigatory authority or the State's rights in connection with discovery in any pending or future litigation.

F. Confidentiality:

1. Contractor agrees that it will not use confidential, personally identifiable information relating to individuals who may receive services, or proprietary information disclosed to Contractor in connection with the services or work ("Confidential Information") for any purpose other than in connection with the services or work and in compliance with all applicable provisions of State and federal law. The Contractor is fully responsible for its staff, its subcontractor(s), and any subcontractor's staff with regard to Confidential Information and shall ensure that they meet all obligations with respect to maintaining the confidentiality and security of any information deemed confidential.
2. Information which falls into any of the following categories shall not be considered Confidential Information: a) information that is previously rightfully known to the Contractor without restriction on disclosure; b) information that becomes, from no breach of the Contract on the part of the Contractor, generally known in the relevant industry, or is otherwise publicly available; and c) information that is independently developed by Contractor without use of the Confidential Information.
3. Except as specifically permitted in this Agreement, Contractor shall not, at any time, in any fashion, form or manner, divulge, disclose, communicate, or use, any Confidential Information other than in connection with the services or as otherwise provided herein.
4. Contractor may disclose Confidential Information if such information is required to be disclosed by Contractor by any law, rule, regulation, judicial or administrative process or applicable professional standards, provided that, to the extent permitted by applicable law or regulation, the Contractor notifies the State prior to any such required disclosure.
5. Where allowable by law and agreed to by the State, Contractor may retain one copy of the Confidential Information and any summaries, analyses, notes, or extracts prepared by Contractor which are based on or contain portions of the Confidential Information evidencing its services or work for the State as required by law, regulation, professional standards, or reasonable business practice.
6. In protecting the Confidential Information, Contractor shall exercise the same standard of care used by Contractor to protect its own confidential and proprietary information, to prevent the disclosure of Confidential Information to any third party. Contractor shall not use Confidential Information for any purpose other than in furtherance of its services or work for the State.

G. Publicity:

1. Publicity regarding the work, services, performance, and/or project governed by this Agreement may not be released without prior written approval from the State. For the purposes of this Agreement, "Publicity" includes, but is not limited to: news conferences; news releases; public announcements; advertising; brochures; reports; discussions or presentations at conferences or

meetings; and/or the inclusion of State materials, the State's name, or other such references to the State in any document or forum.

2. Any Publicity, publications, presentations or announcements of conferences, meetings or trainings which are funded in whole or in part through any activity supported under the Contract may not be published, presented or announced without prior written approval of the State. Any such publication, presentation or announcement shall:

a) Acknowledge the support of the State of New York and, if funded with Federal funds, the applicable Federal funding agency; and

b) State that the opinions, results, findings and/or interpretations of data contained therein are the responsibility of the Contractor and do not necessarily represent the opinions, interpretations, or policy of the State or if funded with Federal funds, the State and the applicable Federal funding agency.

3. Notwithstanding the above, (i) if the Contractor is an educational research institution, the Contractor may, for scholarly or academic purposes, use, present, discuss, report or publish any material, data or analyses, other than Confidential Information, that derives from activity under the Contract and the Contractor agrees to use best efforts to provide copies of any manuscripts arising from Contractor's performance under this Contract, or if requested by the State, the Contractor shall provide the State with a thirty (30) calendar day period in which to review each manuscript for compliance with Confidential Information requirements prior to publication; or (ii) if the Contractor is not an educational research institution, the Contractor may submit for publication, scholarly or academic publications that derive from activity under the Contract (but are not deliverable under the Contract), provided that the Contractor first submits such manuscripts to the State forty-five (45) calendar days prior to submission for consideration by a publisher in order for the State to review the manuscript for compliance with confidentiality requirements and restrictions and to make such other comments as the State deems appropriate. All derivative publications shall follow the same acknowledgments and disclaimer as described in Section III(F)(2) (Publicity) hereof.

H. Web-Based Applications-Accessibility:

Any network-based information and applications development, or programming delivered to or by the State pursuant to this Contract or procurement, will comply with Section 508 of the Rehabilitation Act of 1973, as amended, and be consistent with New York State Enterprise IT Policy NYS-P08-005, Accessibility of Information Communication Technology, as such policy may be amended, modified, or superseded (the "Accessibility Policy"). The Accessibility Policy requires that State Entity Information Communication Technology shall be accessible to persons with disabilities as determined by accessibility compliance testing. Such accessibility compliance testing will be conducted by (State Entity name, contractor or other) and any report on the results of such testing must be satisfactory to (State Entity name).

I. Unemployment Insurance Compliance:

The Contractor shall remain current in both its quarterly reporting and payment of contributions or payments in lieu of contributions, as applicable, to the State Unemployment Insurance system as a condition of maintaining this grant.

1. The Contractor hereby authorizes the State Department of Labor to disclose to the State Agency staff only such information as is necessary to determine the Contractor's compliance with the State Unemployment Insurance Law. This includes, but is not limited to, the following: a) any records of unemployment insurance (UI) contributions, interest, and/or penalty payment arrears or reporting delinquency; b) any debts owed for UI contributions, interest, and/or penalties; c) the history and results of any audit or investigation; and d) copies of wage reporting information.
2. Such disclosures are protected under Section 537 of the State Labor Law, which makes it a misdemeanor for the recipient of such information to use or disclose the information for any purpose other than the performing due diligence as a part of the approval process for the Contract.

J. Charities Registration:

If applicable, the Contractor agrees to (i) obtain not-for-profit status, a Federal identification number, and a charitable registration number (or a declaration of exemption) and to furnish the State Agency with this information as soon as it is available, (ii) be in compliance with the OAG charities registration requirements at the time of the awarding of this Contract by the State and (iii) remain in compliance with the OAG charities registration requirements throughout the term of the Contract.

K. Vendor Responsibility:

The Contractor hereby acknowledges that the State Vendor Responsibility Questionnaire (Questionnaire) and certification are made part of this Contract and that any misrepresentation of fact in the Questionnaire and attachments, or in any Contractor responsibility information that may be requested by the State, may result in termination of this Contract.

The Contractor shall at all times during the contract term remain responsible. During the term of this Contract, any changes in the provided Questionnaire shall be disclosed to the State Agency, in writing, in a timely manner. Failure to make such disclosure may result in a determination of non-responsibility and termination of this Contract. Furthermore, the Contractor agrees, if requested by the State, it must present evidence of its continuing legal authority to do business in New York State, its integrity, experience, ability, prior performance, and organizational and financial capacity.

The State, in its sole discretion, reserves the right to make a final determination of non-responsibility at any time during the term of the Contract, based on any information provided in the Questionnaire and/or any updates, clarifications, or amendments thereof; and/or when it discovers information that calls into question the responsibility of the Contractor. Prior to making a final determination of non-responsibility, the State shall provide written notice to the Contractor that it has made a preliminary determination of non-responsibility. The State shall detail the reason(s) for the preliminary determination, and shall provide the Contractor with an opportunity to be heard.

The State reserves the right to suspend any or all activities under this Contract, upon discovery of such information warranting review of responsibility. In the event of such suspension, the Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the State issues a written notice authorizing a resumption of performance under this Contract.

L. Workers' Compensation Benefits:

1. In accordance with Section 142 of the State Finance Law, the Contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of the Contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

2. If a Contractor believes they are exempt from the Workers Compensation insurance requirement they must apply for an exemption.

APPENDIX A

STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS

**PLEASE RETAIN THIS DOCUMENT
FOR FUTURE REFERENCE.**

June 2023

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STANDARD CLAUSES FOR NYS CONTRACTS

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a contractor, licenser, licensee, lessor, lessee or any other party):

1. **EXECUTORY CLAUSE.** In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

2. **NON-ASSIGNMENT CLAUSE.** In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State's previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller's approval, where the assignment is due to a reorganization, merger or consolidation of the Contractor's business entity or enterprise. The State retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State's prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

3. **COMPTROLLER'S APPROVAL.** In accordance with Section 112 of the State Finance Law, if this contract exceeds \$50,000 (or \$75,000 for State University of New York or City University of New York contracts for goods, services, construction and printing, and \$150,000 for State University Health Care Facilities) or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$25,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller's approval of contracts let by the Office of General Services, either for itself or its customer agencies by the Office of General Services Business Services Center, is required when such contracts exceed \$85,000. Comptroller's approval of contracts established as centralized contracts through the Office of General Services is required when such contracts exceed \$125,000, and when a purchase order or other procurement transaction issued under such centralized contract exceeds \$200,000.

4. **WORKERS' COMPENSATION BENEFITS.** In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

5. **NON-DISCRIMINATION REQUIREMENTS.** To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment, nor subject any individual to harassment, because of age, race, creed, color, national origin, citizenship or immigration status, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status or because the individual has opposed any practices forbidden under the Human Rights Law or has filed a complaint, testified, or assisted in any proceeding under the Human Rights Law. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

6. **WAGE AND HOURS PROVISIONS.** If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in

accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the State of any State approved sums due and owing for work done upon the project.

7. NON-COLLUSIVE BIDDING CERTIFICATION. In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

8. INTERNATIONAL BOYCOTT PROHIBITION. In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR § 105.4).

9. SET-OFF RIGHTS. The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.

10. RECORDS. The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, the "Records"). The Records

must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.

(a) Identification Number(s). Every invoice or New York State Claim for Payment submitted to a New York State agency by a payee, for payment for the sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. The number is any or all of the following: (i) the payee's Federal employer identification number, (ii) the payee's Federal social security number, and/or (iii) the payee's Vendor Identification Number assigned by the Statewide Financial System. Failure to include such number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or Claim for Payment, must give the reason or reasons why the payee does not have such number or numbers.

(b) Privacy Notification. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in the Statewide Financial System by the Vendor Management Unit within the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN. In accordance with Section 312 of the Executive Law and 5 NYCRR Part 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "(a), (b) and (c)" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not

apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this clause. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

13. CONFLICTING TERMS. In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.

14. GOVERNING LAW. This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

15. LATE PAYMENT. Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

16. NO ARBITRATION. Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

17. SERVICE OF PROCESS. In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS. The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this

law will be the responsibility of the contractor to establish to meet with the approval of the State.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in § 165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES. In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

20. OMNIBUS PROCUREMENT ACT OF 1992. It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development
Division for Small Business and Technology Development
625 Broadway
Albany, New York 12245
Telephone: 518-292-5100

A directory of certified minority- and women-owned business enterprises is available from:

NYS Department of Economic Development
Division of Minority and Women's Business Development
633 Third Avenue 33rd Floor
New York, NY 10017
646-846-7364
email: mwbebusinessdev@esd.ny.gov
<https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>

The Omnibus Procurement Act of 1992 (Chapter 844 of the Laws of 1992, codified in State Finance Law § 139-i and Public Authorities Law § 2879(3)(n)-(p)) requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority- and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

21. RECIPROCITY AND SANCTIONS PROVISIONS.

Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively, codified in State Finance Law § 165(6) and Public Authorities Law § 2879(5)) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 2023, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii.

22. COMPLIANCE WITH BREACH NOTIFICATION AND DATA SECURITY LAWS.

Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law §§ 899-aa and 899-bb and State Technology Law § 208).

23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW.

If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal or similar services, then, in accordance with Section 163 (4)(g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

24. PROCUREMENT LOBBYING. To the extent this agreement is a “procurement contract” as defined by State Finance Law §§ 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law §§ 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

25. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.

To the extent this agreement is a contract as defined by Tax Law § 5-a, if the contractor fails to make the certification required by Tax Law § 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law § 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

26. IRAN DIVESTMENT ACT. By entering into this Agreement, Contractor certifies in accordance with State Finance Law § 165-a 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” (“Prohibited Entities List”) posted at: <https://ogs.ny.gov/iran-divestment-act-2012>

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law § 165-a) is in violation of the above-referenced certifications, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The state agency reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

27. ADMISSIBILITY OF REPRODUCTION OF CONTRACT. Notwithstanding the best evidence rule or any other legal principle or rule of evidence to the contrary, the Contractor acknowledges and agrees that it waives any and all objections to the admissibility into evidence at any court proceeding or to the use at any examination before trial of an electronic reproduction of this contract, in the form approved by the State Comptroller, if such approval was required, regardless of whether the original of said contract is in existence.

ATTACHMENT A-1
AGENCY-SPECIFIC TERMS AND CONDITIONS FOR ALL
NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES (OCFS)
CONTRACTS

(July 2024)

The words "Agreement" and "Contract" are used interchangeably throughout this Appendix and refer back to the State of New York Contract For Grants.

1. STAFF

It is the policy of OCFS to encourage the employment of qualified applicants for, or recipients of, public assistance by both public organizations and private enterprises who are under contractual agreement to OCFS for the provision of goods and services. Contractor will be expected to make best efforts in this area.

For the purposes of this section "Staff" includes employees, owners, directors, subsidiaries, affiliates, partners, agents and subcontractors of the Contractor working under this agreement.

- a. The Contractor shall be fully responsible for performance of work by its Staff working under this agreement.
- b. OCFS reserves the right to require;
 - The Contractor to identify, in writing, the Staff who will be responsible for performing the work to be done under this CONTRACT,
 - Prior written approval of OCFS for a Staff change or substitution, and
 - The Contractor's submission of the Staff resume and proof of any required licensure to OCFS for review and pre-approval. OCFS may refuse to approve any Staff based on its review of such individual's professional capacity and licensure to perform the required services.
- c. The Contractor specifically represents and agrees that its Staff has and shall possess the required education, licensure, experience, knowledge, and character necessary to qualify its Staff for the particular duties to be performed pursuant to this Agreement, including having the necessary integrity and professional capacity to meet OCFS's reasonable expectations.
- d. Whenever the Contractor becomes aware that any of its Staff who are providing services under the Agreement no longer possess the necessary education, experience, knowledge, and professional capacity including required professional licensure and/or have unsatisfactory performance evaluations and/or engage in employee misconduct and/or violate employment practices and policies, the Contractor shall immediately notify OCFS.
- e. OCFS reserves the right to require the Contractor to remove any of its Staff from work under the Agreement, if, in OCFS's discretion, such individual is not performing in accordance with this Agreement, for any other reasonable work-related cause, or any of the reasons listed under 1.d above.
- f. Upon written notice from OCFS regarding any of the issues identified under c. d. and/or e. above, Contractor shall promptly investigate such claim. Contractor must reply in writing to OCFS within ten (10) days of the receipt of OCFS's notice specifying a course of action or remedy for OCFS review and approval. If OCFS and the Contractor cannot reach an agreed upon course of action or remedy, OCFS reserves the right to remove the individual from performing work under the Contract and require replacement of the staff member or may, in its discretion, terminate the Contract for cause. Following the Contractor or OCFS's removal of Staff, where applicable, OCFS will follow agency procedures to restrict or remove access of the Staff from OCFS's premises and information resources. OCFS will also remove the Staff member's right to provide services under the agreement at an OCFS Contractor's facilities.

- g. The Federal Immigration Reform and Control Act, as amended (8 USC § 1324a et al.), obligates employers, such as the Contractor and its subcontractors, to verify that its employees are legally entitled to work in the United States. In order to confirm that the employees are legally entitled to work in the United States, OCFS reserves the right to request documentation attesting to the legal entitlement to work in the United States of any Contractor or subcontractor employee assigned work under this Agreement. OCFS does not provide sponsorship. The Contractor warrants to OCFS that all of its Staff who perform work under the Agreement are legally authorized to work in the United States. The Contractor is responsible for ensuring that all of its Staff retain the authorization to legally work in the United States throughout the term of the Agreement.

2. GENERAL TERMS AND CONDITIONS

- a. The Contractor agrees to comply in all respects with the provisions of this CONTRACT and the attachments thereto. The Contractor specifically agrees to perform services according to the objectives, tasks, work plan and staffing plan contained in the ATTACHMENTS. Any modifications to the tasks or workplan contained in Attachment C must be mutually agreed to by both parties in writing before the additional or modified tasks or workplan shall commence.
- b. In providing these services, the Contractor hereby agrees to be responsible for designing and operating these services, and otherwise performing, so as to maximize Federal financial participation to OCFS under the Federal Social Security Act, where applicable.
- c. If funds from this CONTRACT will be used to pay any costs associated with the provision of legal services of any sort, the following shall apply:
- Opinions prepared by consultant law firms construing the statutes or Constitution of the State of New York do not constitute the view of the State unless the prior written approval of the Attorney General is obtained. Requests for said approval shall be submitted to the Solicitor General, Division of the Appeals and Opinions Bureau, Department of Law, The Capitol, Albany, New York 12224.
 - The Contractor shall provide to OCFS in a format provided by OCFS such additional information concerning the provision of legal services as OCFS shall require.
- d. OCFS will designate a Program and/or Contract Manager who shall have authority relating to the technical services and operational functions of this CONTRACT and activities completed or contemplated thereunder. The Program and/or Contract Manager and those individuals designated by him/her in writing shall have the prerogative to make announced or unannounced on-site visits to the project. Project reports and issues of interpretation or direction relating to this CONTRACT shall be directed to the assigned Program and/or Contract Manager.
- e. If additional funds become available for the same purpose as described in the original procurement, OCFS reserves the right to modify the CONTRACT to provide additional funding to the Contractor for provision of additional mutually agreed upon services and/or to extend the provision of services under the CONTRACT. This additional funding can be provided within an existing period, or in conjunction with a change in the original term. Any changes in the amount or changes in period and amount are subject to the approval of OCFS and the Office of the State Comptroller (OSC).
- f. Contractor may not submit claims in an amount in excess of funds lawfully available for payment of amounts due to the Contractor under the State of New York Contract For Grants for any contract period of the Contract without the written permission of OCFS.

OCFS reserves the right to deny claims submitted by the Contractor in an amount in excess of funds lawfully available for payment of amounts due to the Contractor under the State of New York Contract For Grants for any contract period of the Contract.

Contractor acknowledges and agrees that allowable claims submitted by the Contractor under the State of New York Contract For Grants are subject to the continued availability of funding, and Contractor acknowledges and agrees that it may not be reimbursed by OCFS or the State of New York for claims if funds for payment of amounts due to the Contractor under the State of New York

Contract For Grants have become unavailable. In that instance, Contractor acknowledges and agrees that the Contractor will have no cause of action against OCFS or the State of New York based on the failure to pay such claims.

For purposes of this section the term "funds lawfully available for payment" includes but is not limited to grants, annual appropriations and allocations available pursuant to State or federal law.

- g. All organizations that receive Federal and/or New York State financial assistance under social service programs are prohibited from discriminating against beneficiaries or prospective beneficiaries of the social service programs on the basis of religion or religious belief. Accordingly, organizations, in providing services supported in whole or in part with Federal and/or New York State financial assistance, and in their outreach activities related to such services, are not allowed to discriminate against current or prospective program beneficiaries on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

Organizations that engage in explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) must perform such activities and offer such services outside of programs that are supported with direct Federal and/or New York State financial assistance (including through prime awards or sub-awards), separately in time or location from any such programs or services supported with direct Federal and/or New York State financial assistance, and participation in any such explicitly religious activities must be voluntary for the beneficiaries of the social service program supported with such Federal and/or New York State financial assistance.

- h. The Contractor ensures that the grounds, structures, buildings and furnishings at the program site(s) used under this CONTRACT are maintained in good repair and free from any danger to health or safety and that any building or structure used for program services complies with all applicable zoning, building, health, sanitary, and fire codes.

3. CONFIDENTIALITY AND PROTECTION OF HUMAN SUBJECTS

- a. The Contractor agrees to safeguard the confidentiality of financial and client information relating to individuals and their families who may receive services in the course of this project. The Contractor shall maintain the confidentiality of all such financial and client information with regard to services provided under this CONTRACT in conformity with the provisions of applicable State and Federal laws and regulations. Any breach of confidentiality by the Contractor, its agents or representatives shall be cause for immediate termination of this CONTRACT.
- b. Contractor agrees to retain all non-public information obtained from OCFS as confidential and agrees not to release or discuss any of such information unless Contractor has obtained the prior consent of OCFS, or is otherwise forced, compelled, or required to disclose this information by operation of law or applicable government authority. Contractor shall promptly notify OCFS of any disclosure made by Contractor and/or any request of Contractor to disclose, by operation of law, or applicable government authority, such confidential information. In addition, all information and knowledge concerning youth in OCFS custody, which Contractor may obtain from OCFS shall be kept strictly confidential. Contractor shall comply with all applicable statutory and regulatory confidential provisions, including but not limited to sections 372, 422, and 444 of the Social Services Law; section 501-c of the Executive Law; Article 27-F of the Public Health Law; 9 NYCRR 164.7 and 168.7 and 18 NYCRR 357.3, 423.7, 431.7 and 432.7.
- c. Any contractor who will provide goods and/or services to a residential facility or program operated by OCFS agrees to require all of its employees and volunteers who will have the potential for regular and substantial contact with youth in the care or custody of OCFS to sign the Confidentiality Non-Disclosure Agreement and Contractor Employee and Volunteer Background Certification before any such employees and volunteers are permitted access to youth in the care or custody of OCFS and/or any financial and/or client identifiable information concerning such youth. Additionally, OCFS will require a database check of the Staff Exclusion List (SEL) maintained by the Justice

Center for People with Special Needs (Justice Center) and of the Statewide Central Register of Child Abuse and Maltreatment (SCR) of each employee and volunteer of the Contractor who has the potential for regular and substantial contact with children in the care or custody of OCFS. Any other Contractor whose employees and volunteers will have access to financial and/or client identifiable information concerning youth in the care or custody of OCFS agrees to require all such employees and volunteers to sign the Confidentiality Non-Disclosure Agreement before any such employees and volunteers are permitted access to any financial and/or client identifiable information concerning such youth.

4. PUBLICATIONS AND COPYRIGHTS

- a. OCFS and the State of New York expressly reserve the right to a royalty-free, non-exclusive and irrevocable license to reproduce, publish, distribute or otherwise use, in perpetuity, any and all copyrighted or copyrightable material resulting from this CONTRACT or activity supported by this CONTRACT. All publications by the Contractor covered by this CONTRACT shall expressly acknowledge OCFS's right to such license.
- b. All of the license rights so reserved to OCFS and the State of New York under this paragraph are equally reserved to the United States Department of Health and Human Services and subject to the provisions on copyrights contained in 45 CFR 92 if the CONTRACT is federally funded.
- c. The Contractor agrees that at the completion of any scientific or statistical study, report or analysis prepared pursuant to this CONTRACT, it will provide to OCFS at no additional cost a copy of any and all data supporting the scientific or statistical study, report or analysis, together with the name(s) and business address(es) of the principal(s) producing the scientific or statistical study, report or analysis. The Contractor agrees and acknowledges the right of OCFS, subject to applicable confidentiality restrictions, to release the name(s) and business address(es) of the principal(s) producing the scientific or statistical study, report or analysis, together with a copy of the scientific or statistical study, report or analysis and all data supporting the scientific or statistical study, report or analysis.

5. PATENTS AND INVENTIONS

The Contractor agrees that any and all inventions, conceived or first actually reduced to practice in the course of, or under this CONTRACT, or with monies supplied pursuant to this CONTRACT, shall be promptly and fully reported to OCFS. Determination as to ownership and/or disposition of rights to such inventions, including whether a patent application shall be filed, and if so, the manner of obtaining, administering and disposing of rights under any patent application or patent which may be issued, shall be made pursuant to all applicable law and regulations.

6. TERMINATION

In addition to the grounds for termination included in the State of New York Contract For Grants, to the extent permitted by law, this CONTRACT shall be deemed in the sole discretion of OCFS terminated immediately upon the filing of a petition in bankruptcy or insolvency, by or against the Contractor. Such termination shall be immediate and complete, without termination costs or further obligation by OCFS to the Contractor.

7. FISCAL SANCTION

In accordance with the OCFS Fiscal Sanction policy, Contractors may be placed on fiscal sanction when OCFS identifies any of the following issues:

- The Contractor has received an Advance, overpayment or other funds under this or another CONTRACT that has not been refunded to OCFS within the established timeframe;
- An OCFS, OSC, or other audit identifies significant fiscal irregularities and/or that funds are due to OCFS;
- The Contractor has not provided satisfactory services as required under the terms of this CONTRACT;

- The Contractor has not provided fiscal or program reports as required under the terms of this CONTRACT;
- A local, State or federal prosecutorial or investigative agency identifies possible criminal activity, or significant fiscal or programmatic irregularities on the part of the Contractor;
- The Contractor is not in compliance with State or federal statutes or regulations, or applicable OCFS guidelines, policies and/or procedures; or
- Unsafe physical conditions exist at a program site operated by the Contractor and funded under this CONTRACT with OCFS.

Once the Contractor has been placed on Fiscal Sanction, payments on all open contracts and any new awards, amendments or CONTRACT renewals will not be processed until the issues have been satisfactorily resolved. The Contractor will be notified in advance of any proposed Fiscal Sanction and will be provided a timeframe within which the issues must be resolved in order to avoid a Fiscal Sanction. Issues that are not resolved within the timeframe established by OCFS may be referred to the Attorney General (AG) for collection or legal action. If a CONTRACT is referred to the AG a collection fee will be added to the amount owed. In addition, interest will be due on any amount not paid in accordance with the timeframes established by the AG. The contractor will remain on Fiscal Sanction until the amount owed, including any collection fee and interest, is paid.

8. REFUNDS

In the event that the Contractor must make a refund to the OCFS for Contract related activities (repayment of an advance, an audit disallowance, or for any other reason), payment must be made in the form of a check or money order payable to "New York State Office of Children and Family Services". The Contractor must include with the payment a brief explanation of why the refund is being made and reference the Contract number. Refund payments must be submitted to:

New York State Office of Children and Family Services
 Attention: Contract Cash Receipts
 Bureau of Contract Management
 Capital View Office Park
 52 Washington Street, South Building, Room 202
 Rensselaer, New York 12144

9. PROCUREMENT LOBBYING LAW

The Contractor will comply with all New York State and OCFS procedures relative to the permissible contacts and disclosure of contacts as required by State Finance Law Sections 139-j and 139-k and OCFS procedures and will affirmatively certify that all information provided pursuant to those provisions is complete, true and accurate. This certification is included in the Offerer's Certification and Affirmation of Understanding and CONTRACT pursuant to State Finance Law Sections 139-j and 139-k.

OCFS reserves the right to terminate this CONTRACT if the Offerer's Certification filed by the Contractor in accordance with the New York State Finance Law Section 139-k was intentionally false or intentionally incomplete. Upon such a determination by the OCFS, OCFS may exercise its termination right by providing written notification to the Contractor in accordance with the written notification terms of this CONTRACT. Nothing herein shall preclude or otherwise limit OCFS's right to terminate this contact as otherwise set forth in the applicable provisions of this CONTRACT.

10. REQUIRED REPORTS – CONTRACTS FOR CONSULTING SERVICES

If consulting services (including services for analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal, or similar services) are provided, the Contractor must submit on or before May 15th of each year for the annual period ending March 31st, Form AC-3272-S New York State Consultant Services – Contractor's Annual Employment Report. This form must report information for all employees who provided services under the CONTRACT whether employed by the Contractor or a

subcontractor. This form will be available for public inspection and copying under the Freedom of Information Law with any individual employee names and social security numbers redacted.

Contractors can obtain this form from their Contract Manager or through the Internet at the following site:

<http://www.osc.state.ny.us/agencies/forms/ac3272s.doc>

The Contractor must submit a completed Form AC-3272-S New York State Consultant Services – Contractor's Annual Employment Report to each of the following addresses:

New York State Office of Children and Family Services
Bureau of Contract Management
52 Washington Street, South Building, Room 202
Rensselaer, New York 12144

New York State Office of the State Comptroller
Bureau of Contracts
110 State Street, 11th Floor
Albany, New York 12236
Attn: Consultant Reporting

New York State Department of Civil Service
Empire State Plaza
Swan Street Building – 1st Floor
Albany, New York 12239

11. ADDITIONAL ASSURANCES

- a. Expectation of Insured: The Contractor, if a municipal corporation, represents that it is a self-insured entity. If a not-for-profit corporation or entity other than a self-insured municipal corporation, the Contractor agrees to obtain and maintain in effect a general policy of liability insurance in an appropriate amount. The Contractor agrees that it will require any and all Subcontractors with whom it subcontracts pursuant to this CONTRACT to obtain and maintain a general policy of liability insurance in an appropriate amount.
- b. Notwithstanding the provisions of this CONTRACT, to the extent the contractor provides health care and treatment or professional consultation to residents of facilities operated by OCFS, in conformance with Executive Law §522 the provisions of Public Officers Law §17, to the extent provided by Executive Law §522, shall apply instead.

12. ADMINISTRATIVE COST LIMIT

- a. For State Funded Contracts - Total administrative costs are limited to 15 percent (15%) of the total contract value as established by OCFS policy. OCFS reserves the right to adjust this limit at its sole discretion and will provide written notice to Contractors of any change in this policy. During the Contract period, if circumstances occur that would result in the total administrative cost expense percentage exceeding the OCFS administrative cost percentage limitation in the approved budget, contractors must submit a justification to OCFS as soon as they become aware that their expenses will exceed the cap. The justification must include the reason(s) why the administrative costs included in the approved budget would exceed the cap and why other budget expense changes are not possible to maintain administrative expenses at the percentage limit. OCFS will review the justification and will notify the Contractor if the overage is approved or not. Additionally, if an exemption to this limit is approved, Contractors are required to take all steps possible to minimize the amount of administrative expenses charged the Contract to maximize Contract goods/services provided. In no event will an administrative cost exemption result in an increase to the Contract value.
- b. For Federally Funded Contracts - Administrative expenses charged on Federally funded contracts

are limited to the administrative cost limit percent established by the State of New York Contract for Grants Attachment D, Payment and Reporting Section B.5. bullet one, Attachment A-2 Program Specific Terms and Conditions, and/or the federal notice of award terms indicated in Attachment A-3 where applicable. This percent cannot be exceeded.

13. MINORITY AND WOMEN-OWNED BUSINESS (M/WBE)

Pursuant to New York State Executive Law Article 15-A, OCFS recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified Minority and Women-Owned Business Enterprises (M/WBE) and Equal Employment Opportunities (EEO) for minority group members and women in the performance of OCFS contracts. Accordingly, information regarding OCFS' target goals for M/WBE participation in contracting activities as well as guidelines for Prime Contractor responsibilities pursuant to this law are outlined in the Attachment MWBE entitled "Participation by Minority and Women-Owned Business Enterprises: Requirements and Procedures". Included in this document are links to the forms and instructions required as a part of this program.

14. SERVICE-DISABLED VETERAN-OWNED BUSINESS (SDVOB)

The Service-Disabled Veteran-Owned Business Act, signed into law by Governor Andrew M. Cuomo on May 12, 2014, allows eligible Veteran business owners to become certified as a New York State Service-Disabled Veteran-Owned Business (SDVOB) in order to increase the participation of such businesses in New York State's contracting opportunities. The SDVOB Act, which is codified under Article 17-B of the Executive Law, acknowledges that SDVOBs strongly contribute to the economies of the State and the nation. Therefore, and consistent with its Master Goal Plan, OCFS strongly encourages vendors who contract with OCFS to consider the utilization of certified SDVOBs, that are responsible and responsive, for at least six percent (6%) of discretionary non-personnel service spending in the fulfillment of the requirements of their contracts with OCFS. Such partnering may include utilizing certified SDVOBs as subcontractors, suppliers, protégés, or in other supporting roles to the maximum extent practical, and consistent with the legal requirements of the State Finance Law and the Executive Law. Certified SDVOBs may be readily identified through the directory of certified businesses at: <https://ogs.ny.gov/Veterans/>

For additional information relating to the use of certified SDVOBs in contract performance, and participation by SDVOBs with respect to State Contracts through Set Asides, please refer to the following:

- [Use of Service-Disabled Veteran-Owned Business Enterprises in Contract Performance](#)
- [Participation by Service-Disabled Veterans with Respect to State Contracts Through Set Asides](#)
- <https://ogs.ny.gov/Veterans/>

Please note that bidders/proposers must continue to utilize M/WBEs, as discussed above in paragraph 14, consistent with current State law.

15. OUTSIDE COUNSEL

Opinions prepared by consultant law firms construing the statutes or Constitution of the State of New York do not constitute the view of the State unless the prior written approval of the New York State Office of the Attorney General is obtained. Requests for said approval shall be submitted to the Solicitor General, Division of the Appeals and Opinions Bureau, Department of Law, and Contract Approval Unit, Civil Recoveries Bureau, NYS Department of Law, The Capitol, Albany, NY 12224.

16. EXECUTIVE ORDER NUMBER 177

Executive Order Number 177, signed on February 3, 2018, by Governor Andrew M. Cuomo directs New York State agencies and authorities not to enter into any contracts with entities that have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected basis. The Contractor must provide the EO

177 Certification statement found at the following website address: OCFS-2647, EO 177 Certification prior to any contract award or renewal of any contract by OCFS. By signing this agreement, contractor certifies that it is in compliance with these provisions.

17. FEDERAL FUND ADVANCE REQUEST

Requests for advance payments on federally funded contracts must be made in accordance with 2 CFR Part 200, and in particular with 2 CFR section 200.305 and other applicable laws, rules and regulations. Requests for advance payments on federally funded contracts must be made, in writing, on the Federal Fund Advance Request form (OCFS-3900), pursuant to the process established by OCFS. OCFS will review and a determination will be made upon the contractor's submission of all required information. OCFS will recoup advance payments on federally funded contracts by crediting subsequent claims, so that the advance payment is recouped in full as soon as administratively feasible and in no event later than the third quarter of the contract period and in accordance with 2 CFR Part 200 and any other applicable laws, rules and regulations and in accordance with the Federal Fund Advance Request Form (OCFS-3900). In the event a request for an advance payment on a federally funded contract is made in or later than the second quarter of the contract period, and such request is approved by OCFS, OCFS will recoup such advance payment by crediting subsequent claims, so that the advance payment is recouped in full as soon as administratively feasible and in no event later than the fourth quarter of the contract period in accordance with 2 CFR Part 200 and any other applicable laws, rules and regulations and the Federal Fund Advance Request Form (OCFS-3900).

18. SPENDING ADJUSTMENTS

OCFS recognizes that actual costs incurred under the contract may be different from the projected costs in the approved contract budget. Upon the contractor's determination that certain budget line expenditures are going to exceed the amounts on those lines in the approved contract budget, the contractor must submit the required documentation as directed in the OCFS Budget Spending Adjustment Guidelines which shall be provided to the contractor upon initial contract approval and again with 90 days advance written notice if there are any changes to the process.

Budget spending adjustments that require prior approval must be submitted as directed in the OCFS Budget Spending Adjustment Guidelines and approved by OCFS prior to the effective date of the adjustment to allow for the processing of any claims related to costs exceeding the current approved contract budget categories. Any spending related to a budget spending adjustment requiring prior approval that is not submitted and approved prior to the effective date may result in the non-reimbursement of associated expenses.

All State funded budget spending adjustments will be subject to review by the OCFS Contract Compliance Unit to determine compliance with mandatory NYS MWBE requirements as stated in the Contract. Any spending adjustment that alters discretionary spending under the Contract may result in changes to your MWBE Spending Goal.

OCFS will not approve any budget spending adjustment during the final year of the Contract that appear to have the intent of spending down unexpended funds on equipment or other items that are not directly related to use in the current Contract period/term.

While there are occasions where it is necessary, OCFS discourages budget spending adjustments in the final quarter of the Contract.

19. STATE FINANCE LAW §139-I

New York State Finance Law §139-I, effective January 1, 2019, requires, in relevant part, that "[e]very bid . . . made to the state or any public department or agency thereof, where competitive bidding is required by statute, rule or regulation, for work or services performed or to be performed or goods sold or to be sold, shall contain [a] statement subscribed by the bidder and affirmed by such bidder as true under the penalty of perjury. . . [that] '[b]y submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own

organization, under penalty of perjury, that the bidder 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. The Contractor must provide the foregoing certification prior to any award being made by OCFS. For additional guidance on drafting an appropriate sexual harassment policy and developing appropriate training please refer to State Finance Law §139-l and <https://www.ny.gov/combating-sexual-harassment-workplace/employers#top>. By signing this agreement, contractor certifies that it is in compliance with these provisions.

Attachment A-2

Attachment A-2

Program Specific Terms and Conditions

Multiple Disciplinary Teams (MDT) and Child Advocacy Centers (CAC)

MDT/CAC's conduct investigations of physical abuse, sexual abuse, near death and deaths of children ages 0 to 18 years of age using cross discipline expertise; an environment staffed by and/or accessible to multiple disciplines for training and equipped to conduct initial and ongoing forensic interviews, case management, medical exams and psycho/social assessments in a child and family friendly setting. The MDT/CAC identifies opportunities for systemic changes and immediate interventions to enhance investigations and treatment of crimes against children.

New York State Social Services Law Section 423 requires all counties to use an MDT approach or a joint response with law enforcement to investigate reports alleging physical abuse, sexual abuse, fatalities, and cases where a child has been physically harmed after two prior reports by mandated reporters within the previous six months. New York Social Services Law 423-a establishes CACs that provides, among other things, sound program, fiscal, and administrative practices as well as inter-disciplinary protocols.

Per NYS Social Service Law, all CAC programs are approved by OCFS. All CAC programs must meet the 10 New York State program standards as listed below and/or any new or revised standards:

- **A Child Appropriate/Child Friendly Facility:** The child-focused setting is comfortable, private, and both physically and psychologically safe for diverse populations of children and their non-offending family members. It is preferable that the site be in a location separate from other service providers. However, it may be a special family/victim-oriented sub-facility within a larger agency.
- **Established Multidisciplinary Team (MDT):** There must be a well-functioning multidisciplinary child abuse investigation team in place with a protocol for the investigation and interviewing of child victims. The team must consist of representation from Child Protective Services, the District Attorney's office, law enforcement agencies, medical providers trained in forensic pediatrics, mental health professional/s, victim advocacy personnel, and child advocacy center staff. The team may also include other agencies involved with targeted cases.
- **Organizational Capacity:** A designated legal entity responsible for program and fiscal operations that implements sound administrative policies and procedures.
- **Cultural Competency and Diversity:** Culturally competent services must be routinely made available to all CAC clients and coordinated with the MDT response. There must be the promotion of policies, practices, and procedures that are culturally competent.
- **Forensic Interviews:** Forensic interviews must be conducted in a legally sound truth-seeking manner. Interviews must be of a child sensitive, unbiased, developmentally, and culturally appropriate, fact-finding nature; and are coordinated to avoid duplicative interviews.

Attachment A-2

- **Medical Evaluation:** Specialized medical evaluation and treatment services are made available to all children as part of the MDT response, either at the CAC or through coordination and referral with other specialized medical providers.
- **Mental Health:** Specialized trauma-focused mental health services, designed to meet the unique needs of the children and non-offending family members, must be routinely made available as part of the MDT response, either at the CAC or through coordination and referral with other providers, throughout the investigation and subsequent legal proceedings.
- **Victim Support and Advocacy:** Victim support and advocacy services must be made available to all children and their non-offending caretakers as part of the MDT response, throughout the investigation and prosecution, either at the CAC or through coordination and referral with other providers.
- **Case Review:** A formal process in which MDT discussion and information sharing regarding the investigation, case status, and services needed by the child and non-offending family members is to occur on a routine basis.
- **Case Tracking:** CACs must monitor case progress and track case outcomes for all MDT components. Minimally, all CACs are required to utilize and enter data into the "Collaborate" data tracking system.

LOCAL SHARE MATCH REQUIREMENT:

- There is no required local share match.

DESIGNATED PAYMENT OFFICE:

All reports, claims for reimbursement, and claims to account for the advance payment (if applicable), must be logged and completed on-line in the Contract Management System (CMS).

ADMINISTRATIVE CAPS:

Federal Awards:

- OCFS will reimburse the federally approved indirect cost rate for federally funded contracts up to any statutory caps required by the funding streams and in accordance with the terms and conditions of the federal award. A copy of the federally approved indirect cost agreement, with narrative, addendum, and an expiration date must be submitted as part of the proposal.
- If your agency does not have a federally approved indirect cost agreement, and your agency is a non-Federal entity that has never received a negotiated indirect cost rate, except for a governmental department or agency unit that receives more than \$35 million in direct Federal funding, you may elect to charge a de minimis rate of the rate in effect of modified total direct costs (MTDC). Please see federal regulations at 2 CFR 200.414(f) for the applicable legal requirements for this option.

Attachment A-2

- MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subcontract. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subcontract in excess of \$50,000.
- Use of a federally approved indirect cost rate, or the de minimis rate, as described above, if applicable, must be in accordance with all applicable federal rules to include 2 CFR Part 200.
- No additional Administrative Expenses will be allowed beyond the federally approved indirect cost rate or, if applicable, the de minimis rate.
- All costs claimed under the contract must be directly attributable to the project. State Finance Law and Generally Accepted Accounting Principles require that any expense incurred over more than one funding source or program must be charged proportionately, and the method of allocation must be documented, and such documentation must be provided to OCFS upon request.

ALLOWABLE AND NON-ALLOWABLE COST:

All allowable and non-allowable costs for federal awards can be found in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements are located under 45 CFR Part 75. In accordance with 45 CFR §75.101 Applicability, this program must comply with 45 CFR Part 75 in its entirety. **45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards**

Allowable Cost include but are not limited to*:

- Staffing, fringe benefits,
- Staff recruitment and on-boarding expenses (i.e., background checks, fingerprints, advertisement of posting),
- Project equipment and furniture,
- Computers and appropriate software for the project,
- Supplies, mailing and printing costs of project related flyers/pamphlets, educational materials,
- Staff travel costs, including per diems while in travel status, at the approved state travel rate. State rates are available at the following web address: <http://www.osc.state.ny.us/agencies/travel/travel.htm>,
- Occupancy Space Cost,
- Telephone installation and monthly billing,
- Consultants retained by a formal agreement that supports the program and workplan and milestones,
- Rental of space,
- Training and Staff Development expense,
- Payroll and Audit fees (these are to be 100% administrative expense in your budget if charged),

Attachment A-2

- Vendors may use funds for staff recruitment, retention and longevity bonuses unless prohibited by the funding source, statute related to the funding or program, or prohibited by the vendor's employment policy(ies), and
- Payroll and Audit fees (these are 100% administrative expense in your budget if charged).
- Pre-approval from OCFS is required **prior to purchase** of a vehicle or any equipment with a per unit cost over \$5000. You must inform your OCFS Program Manager prior to purchase for details on the pre-approval process, provide all required information and documentation and wait for notification of approval. Having the budget line for this purchase/expense does not in itself deem these expenses allowable.

The Contractor shall return the vehicle purchased with funds from this Agreement to the State at the Contractor's cost and expense if the vendor's program dissolves. In addition, the Contractor agrees to permit the State to inspect the vehicle and to monitor its use at reasonable intervals during the Contractor's regular business hours. The Contractor shall be responsible for maintaining and repairing the vehicle or equipment purchased or procured under the Master Contract at its own cost and expense once the agreement ends. The Contractor shall procure and maintain insurance at its own cost and expense in an amount satisfactory to the State Agency, naming the State Agency as an additional insured, covering the loss, theft, or destruction of such equipment once the agreement ends.

The Contractor agrees that the vehicle or equipment, when returned, shall be in the good condition. All components of the vehicle or equipment shall have been properly serviced, following the manufacturer's written operating and maintenance plan, such that the vehicle remains eligible under the manufacturer's standard, full-service maintenance warranty without OCFS incurring any expense to repair or rehabilitate the vehicle. If, in the opinion of OCFS, any item of the vehicle fails to meet the standards set forth above, the Vendor agrees to pay on demand all costs and expenses incurred in connection with repairing such item of the vehicle and restoring it to meet such standards.

Non-Allowable Cost include but are not limited to*:

- Capital development or acquisition costs such as purchasing buildings and major refurbishing/renovation of buildings,
- Out of state travel, unless approved by the OCFS Program Manager,
- Interest costs, including cost incurred to borrow funds,
- Costs of organized fund raising,
- Cost for preparation of continuation agreements or contracts and other proposal development costs,
- Costs for dues, incorporation fees, conferences, or meetings unless in connection with the project, and
- Lunch or meals at meetings or training programs.
- Supplanting current positions or responsibilities

This is not a comprehensive list. Any questions should be directed to OCFS*.

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This contract is funded with Federal Child Abuse and Neglect State Grants and are subject to federal regulations that can be found at <https://www.acf.hhs.gov/grants/manage-grant/grant-award/non-discretionary-award-terms>. Funds made available through this grant shall be used to supplement and not supplant other Federal, State, tribal, and local public funds expended to provide services and activities that promote the objectives of this procurement.

ADDITIONAL PROGRAM REQUIREMENTS:

All contractors with subcontracts will provide oversight that minimally includes review of all program and fiscal reports and claims on a quarterly basis. The contractor will identify the person(s) responsible for this oversight. The subcontract agreement will include this requirement and will also include as applicable information regarding referrals of participants and respective responsibilities of the contractor and subcontract.

The contract term of January 1, 2025 – August 31, 2025, will be broken down into the following claiming periods and are due 15 days following the end of the claim period. Each program is required to complete a CAC/MDT program report and upload with each quarterly claim that speaks to performance target/s milestone achievements and quarterly updates. The contractor is required to establish at least one (1) performance target that covers the contract term in its entirety.

- Quarter 1: January 1, 2025 – March 31, 2025
- Quarter 2: April 1, 2025 – June 30, 2025
- Quarter 3: July 1, 2025 – August 31, 2025

**ATTACHMENT A-3 SUBRECIPIENT
Federal Fund Vendor Determination
January 2024**

- This contract is funded in whole or in part with Federal funds. See following pages for federal requirements.
- OCFS has determined that the Vendor IS NOT a Subrecipient.
- OCFS has determined that the Vendor IS a Subrecipient.

Attachment A-3

Rev. 1-19-2024

Federally Funded Grants and Requirements Mandated by Federal Laws

Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Office of Family and Children Services (OCFS).

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to (a) Title VI of the Civil Rights Act of 1964 (PL 88-352) and Executive Order Number 11246 as amended by E.O. 11375 relating to Equal Employment Opportunity, which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101- 6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (PL 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324- 7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

13. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

14. This contract is funded in whole or part with federal funds. OCFS is a pass-through entity of these federal funds. The vendor may be determined, as shown on Attachment A-3, to be a sub-recipient of federal funds or assistance. Sub-recipients of federal funds or assistance have the responsibility of reporting to OCFS in addition to the sub-recipient's responsibility to file reports with the federal clearinghouse designated by Office of Management and Budget (OMB). If this contract will require the sub-recipient to expend \$750,000 or more of federal funds from this contract, or in total with other contracts or grants of federal funds or assistance in the sub-recipient's fiscal year, regardless of the source of the funding, the sub-recipient is required to comply with the terms and provisions of the 2 CFR Part 200 (Subparts A – F) - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards or, if applicable, 45 CFR Part 75 or other applicable federal regulation. The sub-recipient will notify OCFS if it reasonably expects to expend the sum of \$750,000 of federally derived funds, in its fiscal year, as soon as it has notice of awards, grants or contracts totaling \$750,000 in federal funds but in no event later than the close of the calendar year. The sub-recipient will have an audit performed pursuant to the requirements of 2 CFR Part 200 (Subparts A – F) - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards or, if applicable 45 CFR Part 75 or other applicable federal regulation, and provide OCFS with the required reports within 30 days of the sub-recipient's receipt of the independent audit report or within 9 months after the close of the sub-recipient's fiscal year, whichever event is sooner.

15. Certifies that Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the ProChildren Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the applicant/grantee certifies that it will

comply with the requirements of the Act. The grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions of children's services and all subgrantees shall certify accordingly.

16A. 1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below. 2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act. 3. For grantees other than individuals, Alternate I applies. For grantees who are individuals, Alternate II applies. 4. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

5. Workplace identifications must include the actual address of buildings (or parts of buildings) or sites where work under the grant takes place. Categorical descriptions may be used (e.g. all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios). 6. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph four). 7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes: Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance: Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees: (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant: and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g. volunteers, even if used to meet a matching requirement: consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

16B. Alternate I (Grantees Other Than Individuals). 1. The grantee certifies that the applicant will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76 by: (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (b) Establishing an ongoing drug-free awareness program to inform employees about: (1) The dangers of drug abuse in the workplace; (2) The grantee's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs: and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace; (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above; (d) Notifying the employee in the statement required by paragraph (a) above, that, as a condition of employment under the grant, the employee will (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for violation of a criminal drug status occurring in the workplace no later than five calendar days after such conviction; (e) Notify the agency in writing within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices.

C030338 Notice shall include the identification number(s) of each affected grant; (f) Taking one of the following

actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f). For purposes of paragraph (e) regarding agency notification of criminal drug convictions, the DHHS has designated the following central point for receipt of such notices: Division of Grants Policy and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, S.W., Washington, D.C., 20201.

16C. Alternate II (Grantees Who Are Individuals). 1. The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; 2. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

17. Certifies that Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. The requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93). The undersigned (authorized official signing for the applicant organization) certifies, to the best of his or her knowledge and belief that: (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (If needed, Standard Form- LLL, "Disclosure of Lobbying Activities," its instructions, and continuation sheet are included at the end of this application form.) (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

18A1. Agrees that, a) By signing and submitting this proposal, the prospective primary applicant is providing the certification set out below. b) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary

participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction. c) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default. d) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. e) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the Office of Children and Family Services for assistance in obtaining a copy of those regulations. f) The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4 debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction. g) The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. h) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4 debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs. i) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings. j) Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

18A2. (1) Certifies to the best of its knowledge and belief, that the applicant and its principals: a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency; b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph 19A. 2. (1) b) of this certification; and d) Have not within a three-year period preceding this application/proposal had on or more public transactions (Federal, State, or local) terminated for cause or default. (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

18B.1 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions Instructions for Certification. a) By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below. b) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an

erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment. c) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances. d) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. e) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated. f) The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. g) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals.

Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs. h) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings. i) Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

18B.2 a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

20. By signing and/or submitting this application or grant agreement, vendor agrees to comply with the Contract for Grants – Standard Terms and Conditions including, but not limited to, provision E, Records and Audits, and Attachment D, provision C, Refunds. The vendor further acknowledges that any Federal funds due to the OCFS or the State of New York as a result of overpayments or final State or Federal audit determinations that disallow expenditures that occurred during the contract term must be repaid as set forth in Attachment D, provision C, Refunds and as set form in Attachment A-1 section 8 entitled 'Refunds'.

A-1 Personal Narrative

Budget Narrative: Attach a description of the role/responsibility of each person included above.
Resumes of key project staff should be included as an addendum to the Project Narrative Section.

1. Title:

Enter Role/Responsibility Below

Due to current vacancies, staff have been required to take on additional responsibilities. To mitigate this impact, we plan to allocate funds to support CAC project staff retention and ensure a smooth transition as we work to fill these positions. A one time stipend will be provided equally at \$ 3,300 to the following positions:
Senior Victim Advocate, Victim Advocate, Office Manager, DA's Office Special Victim Investigator/Forensic Interviewer

2. Title:

Enter Role/Responsibility Below

3. Title:

Enter Role/Responsibility Below

Position provides direct services to clients including crisis intervention, case management, court support and counseling. The position also assists with training and supervision of the victim advocate, student interns and volunteers. Salary is based on position title and grade determined by the Putnam County Personnel Department. Position has assumed additional responsibilities coordinating forensic interviews with MDT members due to a vacancy and a one time stipend will be provided at \$3,300 to mitigate the impact and support staff retention.

4. Title:

Enter Role/Responsibility Below

Position provides direct services to clients including crisis intervention, case management, court support and counseling. Salary is based on position title and grade determined by the Putnam County Personnel Department. Position has assumed additional responsibilities assisting with outreach efforts due to a vacancy and a one time stipend will be provided at \$3,300 to mitigate the impact and support staff retention

5. Title:

Enter Role/Responsibility Below

Position is responsible for managing the CAC database, tracking cases and providing administrative support to all CAC staff and MDT members. Additional responsibilities include greeting families, supervising families in the waiting area, surveying clients, generating statistical reports, coordinating meeting schedules. Salary is based on county approved budget. Position has assumed additional responsibilities coordinating MDT case review meetings, entering new cases in data base and assisting with outreach efforts due to vacancy and a one time stipend will be provided at \$3,300 to mitigate the impact and support staff retention.

6. Title: DA's Office Special Victim Investigator/Forensic Interviewer (P)

Enter Role/Responsibility Below

Responsibilities for this position include conducting forensic interviews with crime victims, including Spanish speakers and individuals with special needs, and serving as a liaison for the Putnam County Children's Advocacy Center. Responsibilities include public speaking on topics like trauma-informed interviews and sexual assault awareness, translating statements, investigating major crimes, assisting with child death and Internet-related cases, and supporting prosecutions by gathering evidence and interviewing witnesses. Position has assumed additional responsibilities functioning as primary forensic interviewer due to vacancy and a one time stipend will be provided at \$3,300 to mitigate the impact and support staff retention.

7. Title:

Enter Role/Responsibility Below

[Empty box for role/responsibility description]

8. Title:

Enter Role/Responsibility Below

[Empty box for role/responsibility description]

9. Title:

Enter Role/Responsibility Below

[Empty box for role/responsibility description]

10. Title:

Enter Role/Responsibility Below

[Empty box for role/responsibility description]

11. Title:

Enter Role/Responsibility Below

12. Title:

Enter Role/Responsibility Below

13. Title:

Enter Role/Responsibility Below

14. Title:

Enter Role/Responsibility Below

15. Title:

Enter Role/Responsibility Below

16. Title:

Enter Role/Responsibility Below

17. Title:

Enter Role/Responsibility Below

18. Title:

Enter Role/Responsibility Below

19. Title:

Enter Role/Responsibility Below

20. Title:

Enter Role/Responsibility Below

B4. Contractual/Consultant

Item	Local Share	OCFS Funds	Total Costs
Contractual Space Cost(s) (P)		\$0	\$0
Consultant(s) (P)		\$7,500	\$7,500
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total Contractual/Consultant Costs	\$0	\$7,500	\$7,500

Enter Budget Narrative Below:

Contractual Space Costs (P)- This line covers contractual occupancy cost(s). They may include, but are not limited to: rental/lease of space occupied by staff to conduct routine office work, visits with clients, or meetings. Additional costs may include, but are not limited to: landscaping, snow and garbage removal, storage, and minor renovations and repairs needed to set up and relocate to new site that are otherwise not covered.

Consultant(s) (P) - This line will cover the cost of contracting for services. Examples include, but are not limited to: clinical supervision, task-related changes with new best practice standards, staffing needs, marketing, graphic design, data analysis, program evaluation, staff development and training, policy manual development, and all activities that support the work plan and meeting performance targets and indicators.

Contractual/Consultant agreements will be uploaded to CMS prior to claiming. All subcontractors or consultant arrangements, including vendor, consultant, and purchase of service agreements to provide any services outlined in or associated with the project, must be by written agreement. All proposed agreements must be submitted to the OCFS Program Manager and have written approval by OCFS.

B5. Travel

Reimbursement for travel, lodging, and mileage costs must not exceed the State rates in effect at the time the person traveled.

Item	Local Share	OCFS Funds	Total Costs
Travel Expenses (P)		\$0	\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total Travel Costs	\$0	\$0	\$0

Enter Budget Narrative Below:

Travel Expenses (P) - This line will be used to cover staff travel expenses to support the work plan and outcomes of the contract related tasks. Expenses may include, but are not limited to: travel to support activities listed in the work plan, such as conferences, staff development opportunities, trainings and meetings as they become available and are scheduled throughout the year. Other travel expense examples may include home visits, assessments, enrollments, intake and outreach, shadowing of staff on home visits, performing quality assurance at home visits, travel to local agencies, as well as travel to perform duties, meet performance goals, and meet client needs. Examples of cost may include, but are not limited to: mileage reimbursement, transportation cost (for airfare, car service, taxi, app-taxis or e-taxis such as Uber and Lyft, train, bus, metro cards, tolls) parking costs (excluding fines, such as parking and/or traffic violations), and valet, hotel, and per diem costs.

All travel reimbursements will not exceed NYS travel rates in effect. Out of state travel must be pre-approved by your NYS OCFS Program Manager prior to when reservations/arrangements are made. Reimbursement for travel, lodging and mileage costs will not exceed the State rates then in effect. Travel, mileage and per diem rates must reflect the latest approved policies and rates set forth by the NYS Office of the State Comptroller (OSC). Rates apply based on where the destination is located, not the location of the program/agency.

B6. Equipment

Item	Local Share	OCFS Funds	Total Costs
Computer/Technology Devices/Equipment and Property (P)		\$45,000	\$45,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total Equipment Costs	\$0	\$45,000	\$45,000

Enter Budget Narrative Below:

Computer/Technology Devices/Equipment and Property (P) - means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$10,000. This line will be used to incorporate any reasonable equipment expenses, based on program need, which may arise throughout each year and would not otherwise be covered by local share or within other budget categories. Examples of purchases may include, but are not limited to: computing devices, printer/copiers, furniture and property. The budgeted amount will be used to purchase a vehicle to be used by CAC staff to carry out their job responsibilities.

Contractor must maintain adequate records on all equipment purchases; this includes equipment purchased by subcontractors. See Contract Development Instructions for items that must be included on the equipment inventory list. Upon request from OCFS, the contractor must provide an equipment inventory list that includes model and serial numbers for all equipment purchases included on the claim expense report.

B7. Supply Costs

Item	Local Share	OCFS Funds	Total Costs
Office Supplies (P)		\$0	\$0
Program Supplies (P)		\$766	\$766
Printing/Copying and Outreach Supplies (P)		\$0	\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total Supply Costs	\$0	\$766	\$766

Enter Budget Narrative Below:

Office Supplies (P) - Office supplies may include, but are not limited to: paper, pens, folders, binders, paper clips, highlighters, staplers, staples, post-it notes, toner and small office equipment.

Program Supplies (P) - This line covers the cost of items used by program staff and program participants (Insert program need here. For example: to educate and support positive PCI, bonding and attachment, decrease social isolation, and promote child development and health). Examples of supplies may include, but are not limited to: DVDs, books, educational toys, curriculum, furnishings and building decorations

Printing/Copying and Outreach Supplies (P) - This line will be used to support staff and families as we carry out the program in a manner consistent with the work plan and achievement of outcomes. This line will also support outreach and promotion of the program. Examples of supplies and costs may include, but are not limited to: paper, toner, outreach items, brochures and printed material as well as maintenance and repair of copier and printers, as needed. This is 100% utilized by the program but due to budget constraints we are only able to charge a portion of the estimated annual cost.

B8. Other Expenses

Item	Local Share	OCFS Funds	Total Costs
Technology/Communications Expenses (P)		\$0	\$0
Vehicle Expenses (P)		\$0	\$0
Training and Staff Development (P)		\$200	\$200
Unforeseen Miscellaneous Expenses		\$0	\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total Other Expenses	\$0	\$200	\$200

Enter Budget Narrative Below:

Technology/Communications Expenses (P) - This line will be used for, but not limited to: mobile hot spots (Mi-Fi), Internet service (Wi-Fi), office phones and/or cell phones. Expenses may include, but are not limited to: purchase and/or replacement of the items, recurring costs and repairs as needed during the contract term.

Vehicle Expenses: (P) : Ongoing vehicle expenses include insurance.

Training and Staff Development (P) - This line item is to help develop skills and define roles and responsibilities throughout the program. This line will be used for training and conferences expenses, curriculum relevant to the needs of the program, including but not limited to: staff and professional development, work plan and targets. Estimated cost will cover registration fees for CAC staff and MDT-Members, materials/supplies, non-contractual fee for training space, non-contractual trainer/speaker fee, MDT Team Members travel expenses who are not employed by the CAC agency (all travel reimbursement expenses will not exceed the NYS Travel Rates in effect; travel included within contractual/consultant agreements should not be captured here).

Unforeseen Miscellaneous Expenses (P) - This line will be used to incorporate unforeseen expenses that align with or support the contract's work plan, goals, and objectives and are not included in other budget categories. This line may not be used without prior approval by your OCFS Program Manager.

Contractor Name:	Putnam County Department of Social Services
Period of Budget:	01/01/2025-08/31/2025
Contract Number:	C030536

**ATTACHMENT B
BUDGET SUMMARY**

(Rev. 1/8/02)

The purpose of this form is to document the budget for the proposed project. Indicate the amount of funds being requested to support the proposed project under "OCFS Funds."

Expense Category	Local Share/ Local Match (if applicable)	OCFS Funds	Total Project Cost
A. Personal Services			
1. Project Staff Salaries	\$0	\$13,200	\$13,200
2. Fringe Benefits			\$0
3. Total (Lines 1 + 2)	\$0	\$13,200	\$13,200
B. Non-Personal Services			
4. Contractual/Consultant	\$0	\$7,500	\$7,500
5. Travel/Per Diem	\$0	\$0	\$0
6. Equipment	\$0	\$45,000	\$45,000
7. Supplies	\$0	\$766	\$766
8. Other Expenses	\$0	\$200	\$200
9. Total (Total Lines 4 to 8)	\$0	\$53,466	\$53,466
C. Project Total (Lines 3 + 9)	\$0	\$66,666	\$66,666

	Local Match (if required) Use *calculation below
--	--

***Local Match Calculation** = % of matching funds (if required in the RFP or contract agreement) X OCFS grant award.

Total costs entered for each budget category above must reflect totals from attached Budget Sections.

Local Share refers to all funds other than this grant award, including in-kind contributions to support the project as described in the narrative section of the application. The type and amount of in-kind contributions should be specifically identified under the appropriate Budget Section. The total amount of the in-kind portion of Local Share should be entered in parenthesis next to Local Share Project Total space.

OCFS Funds are the funds you are requesting through this application.

Total Cost refers to the combined Local Share and Grant Funds for this project.

Budget Narrative: Complete the narrative section for each part of the budget. Instructions are included on the following application budget pages.

Note: All items in the Budget must be consistent with the goals and objectives of the Project Narrative. Additional budget narrative pages may be attached as necessary.

* Total Project Cost must agree with Total Anticipated Revenue form as submitted with this application.

Local Share/Match Breakdown

	Source	Amount
A. Cash Donations		
B. In-Kind Donations		
C. Volunteers/Intern		
D. Fees for Service		
E. Unrestricted Cash or Fund Balance		
F. Grants:		
- Other grants supporting this project		
Amount of OCFS Funds		\$66,666
Non-OCFS Funds supporting this project		
Total		\$66,666

Itemize amounts of assured revenue, potentially available funds, and estimated income from in-kind contributions to support this project.

Cash Donations should be calculated on the basis of what the applicant organization can realistically be expected to raise during the program year; attach a description of fund raising efforts.

In-Kind Donations refers to equipment, furnishings and other non-personal expenses that are donated to support the function of this project.

Volunteers (another type of in-kind contribution) refers to project personnel who donate their time to the functioning of this project. Volunteer job descriptions and timecards should be kept to substantiate this line item.

Unrestricted Cash or Fund Balance Unrestricted funds include all revenues that are not specifically restricted as to their use. Unrestricted funds include income from dues, publication sales, advertising sales, conference fees, mailing label sales, interest income from unrestricted funds, fees obtained in the execution of externally funded projects, and contributions.

Fees for Services refers primarily to income received from clients directly. In addition, any income received by the applicant organization for reimbursable activities funded by this contract such as counseling, training, speaking engagements, etc., must be listed here.

Grants refers not only to the amount being requested under this grant but also to monies received (or applied for) from another funding source for activities related to this contract, e.g., state, federal, local. Each grant must be listed separately under Section F.

Attachment C Work Plan

ATTACHMENT C - WORKPLAN

Contract #C030535
01/01/2025 – 08/31/2025

Putnam County Department of Social Services Child Advocacy Center of Putnam County MDT/CAC SUPPLEMENTAL WORK PLAN

PROJECT PLAN: The CAC of Putnam County will use the requested funds to improve the services and facilities of the program. For Child Abuse Awareness Month, we plan on inviting a keynote speaker, for our Champion for Children's Breakfast event. This event is crucial for raising awareness for child advocacy issues and fostering collaboration among stakeholders.

Additionally, a portion of the funds will be utilized to enhance the physical environment of our center by purchasing decorations and furnishings. A visually appealing and well-maintained space is crucial in creating a welcoming and supportive atmosphere for children and families. This initiative not only benefits the families we serve but also contributes to a trauma-informed workspace for our staff and team members.

Funds will also be used to support staff retention. Prolonged vacancies have placed an increased burden on existing staff, compelling them to take on additional responsibilities to ensure that crucial services continue without interruption. This stipend serves as a acknowledgment of the extra efforts made by staff members who have stepped up in a challenging time. By providing this retention stipend, we not only help mitigate burnout and maintain morale but also reinforce our commitment to supporting the vulnerable victims who rely on our essential services.

Finally, we seek to use funds to purchase a vehicle. Currently, the CAC has only one designated vehicle, which is restricted to use by staff assigned to a specific grant. These restrictions hinder our ability to efficiently serve clients and fulfill the responsibilities of all staff.

Through these initiatives, we aim to enhance our services, facilities, and team dynamics to better serve children and families in need

ATTACHMENT C - WORKPLAN

Performance Target(s) and Milestone Chart

Program Standard: Organizational Capacity

PERFORMANCE TARGET #: 1

CAC/MDT members will participate in relevant education and training opportunities.

<u>First Quarter Milestone(s):</u>	<u>01/01/2025-03/31/2025</u>	<u>Verification of Milestones</u>
1. Will contract with keynote for our Champion's for Children Breakfast		Copy of agreement

<u>Second Quarter Milestone(s):</u>	<u>04/01/2025-06/30/2025</u>	<u>Verification of Milestones</u>
1. Will research consultants to facilitate and locations to hold a team training		1. . A copy of the agreement and agenda and will verify plans for a team retreat
2.MDT members will attend the Champion's for Children Breakfast		2. List of attendees will verify team members in attendance

Program Standard: Child Appropriate/Child- Friendly Setting

PERFORMANCE TARGET #: 2

The CAC will improve the physical environment and make it visually appealing to create a welcoming and supportive atmosphere for children and families.

<u>Third Quarter Milestone(s):</u>	<u>6/01/2025-08/31/2025</u>	<u>Verification of Milestones</u>
1. Purchase of furnishings		Copy of invoice
2.		
3.		

Attachment D

ATTACHMENT D
PAYMENT AND REPORTING

A. General Terms and Conditions:

1. In full consideration of contract performance, the State Agency agrees to pay, and the Contractor agrees to accept a sum not to exceed the amount noted on the Face Page.
2. The State has no obligation to make payment until all required approvals, including the approval of the AG and OSC, if required, have been obtained and the contract is fully executed. Contractor obligations or expenditures that precede the start date of the Contract shall not be reimbursed.
3. Article 11-B of the State Finance Law sets forth certain time frames for the Full Execution of contracts or renewal contracts with not-for-profit organizations and the implementation of any program plan associated with such contract. For purposes of this section, "Full Execution" shall mean that the contract has been signed by all parties thereto and has obtained the approval of the AG and OSC. Any interest to be paid on a missed payment to the Contractor based on a delay in the Full Execution of the Contract shall be governed by Article 11-B of the State Finance Law.
4. Contractor must provide complete and accurate billing invoices to the State in order to receive payment. However, the State may, in its discretion, automatically generate a voucher in accordance with an approved contract payment schedule. The State may require the Contractor to submit billing invoices electronically.
5. The Contractor shall submit documentation to support its claims for payment pursuant to this Contract. All supporting documentation must be completed and provided in a manner satisfactory and acceptable to the State Agency in order for the Contractor to be eligible for payment.
6. Payment for invoices submitted by the Contractor shall be rendered electronically in accordance with OSC's procedures and practices governing electronic payment unless payment by paper check is expressly authorized by the head of the State Agency, in his or her sole discretion after the Contractor establishes extenuating circumstances requiring payment by paper check.
7. If travel expenses are an approved expenditure under the Contract, travel expenses shall be reimbursed at the lesser of the rates set forth in the written standard travel policy of the Contractor, the OSC guidelines, or United States General Services Administration rates. No out- of-state travel costs shall be permitted unless specifically detailed and pre-approved by the State.
8. The State reserves the right to withhold up to fifteen percent (15%) of the total amount of the Contract as security for the faithful completion of services or work, as applicable, under the Contract. This amount may be withheld in whole or in part from any single payment or combination of payments otherwise due under the Contract. In the event that such withheld funds are insufficient to satisfy Contractor's obligations to the State, the State may pursue all available remedies, including the right of setoff and recoupment.

9. All vouchers must be submitted by the Contractor no later than thirty (30) calendar days after the end date of the period for which reimbursement is claimed. In no event shall the amount received by the Contractor exceed the budget amount approved by the State Agency, and, if actual expenditures by the Contractor are less than such sum, the amount payable by the State Agency to the Contractor shall not exceed the amount of actual expenditures.

10. All obligations must be incurred prior to the end date of the contract. The final claim of the contract term shall be submitted to the State Agency up to ninety (90) calendar days after the contract end date to make final expenditures if this contract is State Funded. However, if this contract is funded, in whole or in part, with Federal funds, the Contractor shall have up to sixty (60) calendar days after the contract end date to make expenditures and submit the claim to the State Agency.

11. The State shall not be liable for payments on the Contract if it is made pursuant to a Community Projects Fund appropriation if insufficient monies are available pursuant to Section 99-d of the State Finance Law.

12. The Contractor may be required to submit a Consolidated Fiscal Reporting System ("CFR"). The CFR is a standardized electronic reporting method accepted by State agencies, consisting of schedules which, in different combinations, capture financial information for budgets, quarterly and/or mid-year claims, an annual cost report, and a final claim. The CFR, which must be submitted annually, is both a year-end cost report and a year-end claiming document. For New York City contractors, the due date shall be May 1 of each year; for Upstate and Long Island contractors, the due date shall be November 1 of each year.

B. Advance Payments and Claiming Requirements:

1. Advance payments, which the State in its sole discretion may make to not-for-profit grant recipients, shall be made and recouped in accordance with State Finance Law Section 179-u for both multiyear and renewal contracts and the provisions of this contract. Federally funded contract advances will be made as set forth by the Federal grant award requirements and applicable Federal regulations and this contract.

2. For simplified renewals, the payment schedule will be modified as part of the renewal process. For subsequent contract years in multi-year contracts, Contractor will be notified of the scheduled advance payments for the upcoming contract year no later than 90 days prior to the commencement of the contract year.

3. Recoupment of any advance payment(s) shall be recovered by crediting the percentage of subsequent claims and such claims shall be reduced until the advance is fully recovered within the Contract Term. Any unexpended advance balance at the end of the Contract Term shall be refunded by the Contractor to the State.

4. All Claim Submissions including Advance Payments, Initial Payments, and Reimbursements shall be made in accordance with the State Agency approved Schedule A: Claiming Requirements below.

Schedule A: Claiming Requirements

Schedule A: Claiming Requirements			
1	Advance (%)	See Attachment A-1 for Federal Fund Advance Requests	
2	Quarterly Reimbursement	Third Month of the Period	15 Days
3	Quarterly Reimbursement	Sixth Month of the Period	15 Days
4	Quarterly Reimbursement	Eighth Month of the Period	15 Days
5	Quarterly Reimbursement	N/A	N/A

5. Milestone/Performance Reimbursement is based upon the Contractor satisfactorily meeting specified and meaningful events or milestones in performance of duties under this Contract. Requests for such payments be severable or cumulative. A severable event/milestone is independent of accomplishment of any other event. If the event is cumulative, the successful completion of an event or milestone is dependent on the previous completion of another event.

- For non-performance-based contracts, the Contractor's costs must be allocated pursuant to a plan that meets the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR Part 200. Methods used to determine and assign costs shall conform to generally accepted accounting practices and shall be consistent with the method(s) used by the Contractor to determine costs for other operations or programs. Such accounting standards and practices shall be subject to approval of the State.
- For performance-based milestone contracts, or for the portion of the contract amount paid on a performance basis, the Contractor shall maintain documentation demonstrating that milestones were attained.

6. Fee for Service Reimbursement is based upon a rate established by the Contractor for a service or services rendered. Payment shall be limited to only those fees specifically agreed upon in the Contract and shall be payable in accordance with the State Agency approved Schedule A: Claiming Requirements.

7. Rate Based Reimbursement is based upon an established rate per unit at defined intervals to be paid to the Contractor in accordance with the State Agency approved Schedule A: Claiming Requirements. Payment shall be limited to rate(s) established in the Contract and may be requested no more frequently than monthly.

8. Fifth Quarter Payments occur when there are scheduled payments and an expectation that services will be continued through renewals or subsequent contracts. Fifth quarter payment shall be paid to the Contractor at the conclusion of the final scheduled payment period of the preceding contract period. The State Agency shall generate a voucher in the fourth quarter of the current contract year to pay the scheduled payment for the next contract year.

9. If the Expenditure Based Budget is used in Attachment B-1 and the Expenditure Report is selected below, the Contractor shall submit, not later than the time period listed in the State Agency approved Schedule A: Claiming Requirements above, a detailed expenditure report, by object of expense. This report shall accompany the voucher submitted for such period.

Expenditure Report Required

C. Refunds:

1. In the event that the Contractor must refund the State for Contract-related activities, including repayment of an advance or an audit disallowance, the refund must be made payable as set forth by the State Agency, must reference the contract number with its payment, and include a brief explanation of why the refund is being made.
2. If at the end or termination of the Contract there remains any unexpended balance of the monies advanced under the Contract in the possession of the Contractor, the Contractor shall make payment within forty-five (45) calendar days of the end or termination of the Contract. In the event that the Contractor fails to refund such balance the State may pursue all available remedies.

D. Progress Reporting Requirements:

If the State Agency determines that Work Plan Based Reporting is required to summarize the progress made on the performance measures established in the Contract, such reporting shall be made online as directed by the State Agency.

If Work Plan Based Reporting is not required, the Contractor shall comply with the following applicable provisions and the Contractor shall provide the State Agency with one or more of the following reports as required by the State Agency:

1. *Narrative/Qualitative Report:* The Contractor shall submit no later than the time period identified in Schedule B: Progress Reporting Requirements, below, a report, in narrative form, summarizing the services rendered during the quarter. This report shall detail how the Contractor has progressed toward attaining the qualitative goals enumerated in the Work Plan. This report should address all goals and objectives of the project and include a discussion of problems encountered and steps taken to solve them.
2. *Statistical/Quantitative Report:* The Contractor shall submit, on a quarterly basis, no later than the time period listed in Schedule B: Progress Reporting Requirements, below, a detailed report analyzing the quantitative aspects of the program plan, as appropriate (e.g., number of meals served, clients transported, patient/client encounters, procedures performed, training sessions conducted, etc.).
3. *Final Report:* The Contractor shall submit a final report as required by the Contract, not later than the time period listed in Schedule B: Progress Reporting Requirements, below, which reports on all aspects of the program and detailing how the use of funds were utilized in achieving the goals set forth in Attachment C (Work Plan).
4. *Consolidated Fiscal Report:* The Contractor shall submit a consolidated fiscal report, which includes a year-end cost report and final claim not later than the time period listed in Schedule B: Progress Reporting Requirements below.

Schedule B: Progress Reporting Requirements

1	Work Plan Based	Third Month of the Period	15 Days
2	Work Plan Based	Sixth Month of the Period	15 Days
3	Work Plan Based	Eighth Month of the Period	15 Days
4	Work Plan Based	N/A	N/A

E. Special Payment and Reporting Provisions

1. Expenditure-Based Reports (select the applicable report type):

- Narrative/Qualitative Report** (Progress Reporting)
The Contractor will submit, on a quarterly basis, not later than 15 from the end of the quarter.
- Statistical/Quantitative Report**
The Contractor will submit, on a quarterly basis, not later than _____ days from the end of the quarter.
- Expenditure Report**
The Contractor will submit, on a quarterly basis, not later than ¹⁵____ days after the end date for which reimbursement is being claimed.
- Final Report**
The Contractor will submit the final report no later than _____ days after the end of the contract period.
- Consolidated Fiscal Report (CFR)**
The Contractor will submit the CFR on an annual basis, in accordance with the time frames designated in the CFR manual.

2. Recoupment Language (if applicable)

Recoupment of any advance payment(s) or initial payment(s) shall be recovered by crediting (__ %) of subsequent claims and such claims will be reduced until the advance is fully recovered within the contract period.

Attachment MWBE

Participation by Minority and Women-Owned Business Enterprises: Requirements and Procedures

Revised January 2018

I. General Provisions

- A. The Office of Children and Family Services (“OCFS”) is required to implement the provisions of New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations (“NYCRR”) for all State contracts, as defined therein, 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.
- B. The contractor to the subject contract (the “Contractor” and the “Contract,” respectively) agrees, in addition to any other nondiscrimination provision of the Contract and at no additional cost to OCFS, to fully comply and cooperate with OCFS in the implementation of New York State Executive Law Article 15-A and the regulations promulgated thereunder. These requirements include equal employment opportunities for minority group members and women (“EEO”) and contracting opportunities for New York State-certified minority and women-owned business enterprises (“MWBEs”). The Contractor’s demonstration of “good faith efforts” 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”) and other applicable federal, state, and local laws.
- C. Failure to comply with all of the requirements herein may result in a finding of non-responsiveness, non-responsibility and/or a breach of contract, leading to the withholding of funds, assessment of liquidated damages pursuant to Section VII of this Attachment and such other remedies are available to OCFS pursuant to the Contract and applicable law.

II. Contract Goals

- A. For purposes of this Contract, OCFS hereby establishes an overall goal of **0%** for MWBE participation, **0%** for New York State-certified minority-owned business enterprise (“MBE”) participation and **0%** for New York State-certified women-owned business enterprise (“WBE”) participation (collectively, “MWBE Contract Goals”) based on the current availability of MBEs and WBEs.
- B. For purposes of providing meaningful participation by MWBEs on the Contract and achieving the MWBE Contract Goals established in Section II-A hereof, the Contractor should reference the directory of MWBEs at the following internet address: <https://ny.newnycontracts.com>.

Additionally, the Contractor is encouraged to contact the Division of Minority and Women's Business Development at (212) 803-2414 to discuss additional methods of maximizing participation by MWBEs on the Contract.

- C. The Contractor understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal. The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25% of the total value of the contract.
- D. The Contractor must document "good faith efforts," pursuant to 5 NYCRR § 142.8, to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the Contract. Such documentation shall include, but not necessarily be limited to:
 - 1. Evidence of outreach to MWBEs;
 - 2. Any responses by MWBEs to the Contractor's outreach;
 - 3. Copies of advertisements for participation by MWBEs in appropriate general circulation, trade, and minority or women-oriented publications;
 - 4. The dates of attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by OCFS with MWBEs; and,
 - 5. Information describing specific steps undertaken by the Contractor to reasonably structure the Contract scope of work to maximize opportunities for MWBE participation.

III. Equal Employment Opportunity ("EEO")

OCFS-3460 – MWBE – Equal Employment Opportunity Policy Statement

- A. The provisions of Article 15-A of the Executive Law and the rules and regulations promulgated thereunder pertaining to equal employment opportunities for minority group members and women shall apply to the Contract.
- B. In performing the Contract, the Contractor shall:
 - 1. Ensure that each contractor and subcontractor performing work on the Contract shall undertake or continue existing EEO programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, EEO shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.
 - 2. The Contractor shall submit an EEO policy statement to OCFS within seventy-two (72) hours after the date of the notice by OCFS to award the Contract to the Contractor.

Completed forms should be sent via email to mwbeinfo@ocfs.ny.gov. **Please do not upload MWBE forms to the Contract Management System (CMS).**

3. If the Contractor, or any of its subcontractors, does not have an existing EEO policy statement, OCFS may require the Contractor or subcontractor to adopt a model statement (see Form – OCFS-3460 – MWBE – Equal Employment Opportunity Policy Statement).
4. The Contractor's EEO policy statement shall include the following language:
 - a. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability, or marital status, will undertake or continue existing EEO programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force.
 - b. The Contractor shall state in all solicitations or advertisements for employees that, in the performance of the contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.
 - c. The Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union, or representative will not discriminate on the basis of race, creed, color, national origin, sex age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein.
 - d. The Contractor will include the provisions of Subdivisions (a) through (c) of this Subsection 4 and Paragraph "E" of this Section III, which provides for relevant provisions of the Human Rights Law, in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the Contract.

C. OCFS-4629 – Project Staffing Plan Form

This section applies to OCFS contracts with a total value in excess of \$250,000 only.

To ensure compliance with this Section, the Contractor shall submit a staffing plan to document the composition of the proposed workforce to be utilized in the performance of the Contract by the specified categories listed, including ethnic background, gender, and Federal occupational categories. The Contractor shall complete the staffing plan form and submit it as part of their bid or proposal or within a reasonable time, as directed by OCFS. Completed forms should be sent via email to mwbeinfo@ocfs.ny.gov. **Please do not upload MWBE forms to the Contract Management System (CMS).**

D. OCFS-2171 – Workforce Utilization Report Form

This section applies to non-grant contracts only.

1. The Contractor shall submit a Workforce Utilization Report, and shall require each of its subcontractors to submit a Workforce Utilization Report, in such form as shall be required by OCFS on a quarterly basis during the term of the Contract. The completed Workforce Utilization Report must be submitted via email to eeo@ocfs.ny.gov no later than 10 days following the end of each quarter during the term of the Contract.
 2. Separate forms shall be completed by the Contractor and any subcontractors.
 3. Pursuant to Executive Order #162, contractors and subcontractors are also required to report the gross wages paid to each of their employees for the work performed by such employees on the contract on a quarterly basis.
- E. The Contractor shall comply with the provisions of the Human Rights Law, and all other State and Federal statutory and constitutional non-discrimination provisions. The Contractor and its subcontractors shall not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

IV. MWBE Utilization Plan

OCFS-4361 – MWBE Utilization Plan Form

- A. The Contractor represents and warrants that the Contractor has submitted an MWBE Utilization Plan, or shall submit an MWBE Utilization Plan at such time as shall be required by OCFS, through the New York State Contract System (“NYSCS”), which can be viewed at <https://ny.newnycontracts.com>, provided, however, that the Contractor may arrange to provide such evidence via a non-electronic method to OCFS, either prior to, or at the time of, the execution of the contract.
- B. The Contractor agrees to adhere to such MWBE Utilization Plan in the performance of the Contract.
- C. The Contractor further agrees that failure to submit and/or adhere to such MWBE Utilization Plan shall constitute a material breach of the terms of the Contract. Upon the occurrence of such a material breach, OCFS shall be entitled to any remedy provided herein, including but not limited to, a finding that the Contractor is non-responsive.

V. Waivers

- A. If the Contractor, after making good faith efforts, is unable to achieve the MWBE Contract Goals stated herein, the Contractor may submit a request for a waiver through a non-electronic method provided by OCFS (OCFS-4442 – MWBE Request for Waiver Form). Such waiver request must be supported by evidence of the Contractor's good faith efforts to achieve the maximum feasible MWBE participation towards the applicable MWBE Contract Goals. If the documentation included with the waiver request is complete, OCFS shall evaluate the request and issue a written notice of approval or denial within twenty (20) business days of receipt.
- B. If OCFS, upon review of the MWBE Utilization Plan, quarterly MWBE Contractor Compliance Reports described in Section VI, or any other relevant information, determines that the Contractor is failing or refusing to comply with the MWBE Contract Goals, and no waiver has been issued in regards to such non-compliance, OCFS may issue a notice of deficiency to the Contractor. The Contractor must respond to the notice of deficiency within seven (7) business days of receipt. Such response may include a request for partial or total waiver of MWBE Contract Goals.

VI. Quarterly MWBE Contractor Compliance Report

OCFS-4441 – MWBE Quarterly Report Form

The Contractor is required to submit a quarterly MWBE Contractor Compliance Report through the NYSCS, provided, however, that the Contractor may arrange to provide such report via a non-electronic method to OCFS by the 10th day following the end of each quarter during the term of the Contract. Completed forms should be sent via email to mwbeinfo@ocfs.ny.gov. **Please do not upload MWBE forms to the Contract Management System (CMS).**

VII. Liquidated Damages - MWBE Participation

- A. Where OCFS determines that the Contractor is not in compliance with the requirements of this Attachment and the Contractor refuses to comply with such requirements, or if the Contractor is found to have willfully and intentionally failed to comply with the MWBE participation goals, the Contractor shall be obligated to pay to OCFS liquidated damages.
- B. Such liquidated damages shall be calculated as an amount equaling the difference between:
 1. All sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and
 2. All sums actually paid to MWBEs for work performed or materials supplied under the Contract.
- C. In the event a determination has been made which requires the payment of liquidated damages and such identified sums have not been withheld by OCFS, the Contractor shall

pay such liquidated damages to OCFS within sixty (60) days after they are assessed. Provided, however, that if the Contractor has filed a complaint with the Director of the Division of Minority and Women's Business Development pursuant to 5 NYCRR § 142.12, liquidated damages shall be payable only in the event of a determination adverse to the Contractor following the complaint process.



cc: all
Health
A+A

Reso
#40

MICHAEL LEWIS
Commissioner of Finance

SHEILA BARRETT
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

February 5, 2025

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

2025 FEB - 6 PM 12: 53
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, B dated February 14, 2010, I am advising you of the following request to amend the 2025 Health Departments budget.

General Fund:

Increase Appropriations:

10401000 54646 10118	Contract - Performance Incentive Initiative	\$23,286
10401000 54646 10118	Contract - Performance Incentive Initiative	\$5,844
10401000 54646 10118	Contract - Performance Incentive Initiative	\$5,845
10401000 54646 10118	Contract - Performance Incentive Initiative	\$5,789
10401000 54646 10118	Contract - Performance Incentive Initiative	\$7,236
		\$48,000

Decrease Appropriations:

11401000 51000 (120)	Public Health - Personnel Services (Nurse)	\$5,844
11401000 51000 (116)	Public Health - Personnel Services (Nurse)	\$5,845
12401000 54329 10220	ATUPA Reserve - Promotional	\$5,789
12401000 54989 10220	ATUPA Reserve - Miscellaneous	\$7,236
		\$24,714

Increase Estimated Revenues:

10401000 434890 10118	State Aid - Performance Incentive Initiative	\$23,286
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2025 Fiscal Impact -0-
2026 Fiscal Impact -0-

This request is to amend the 2025 Health Department's budget to fund the Sienna College Contract to conduct the required Community Health Survey for Putnam County. Part of the funds for the Community Health Survey will be utilized from the Health Departments 2025 Performance Incentive Initiative Grant, and the following transfers will utilize ATUPA funds and monies accrued from Nursing position vacancies. LHD Performance Incentive backup 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

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

Date _____ Audit & Administration Committee: \$10,000.01 - \$25,000.00 **25A016**

Justification:

In July of 2024, while preparing the 2025 Budget, Dr. Nesheiwat had intentions of partnering with the hospital for 2025, as we did in 2024, to conduct Community Health Surveys. After the 2025 budget was approved, we received the findings from the Survey completed with the hospital, but we were unable to get an adequate and appropriate sample.

The amount required to conduct the regional Community Health Survey in Putnam County is \$48,000.

Attached is the Budgetary Amendment, whereby I am utilizing Health Department Funds from our 2025 Performance Incentive Initiative Grant of \$23,286.

In Addition, the following two transfers are in process:
Adolescent Tobacco Use Prevention Act (ATUPA) Fines collected of \$13,025 and monies accrued from two of our Nursing position vacancies: \$5,844 from Budget Line 11401000-401011120, and \$5,845 from Budget Line 11401000-401011116.



Department of Health

KATHY HOCHUL
Governor

JAMES V. McDONALD, MD, MPH
Commissioner

JOHANNE E. MORNE, MS
Executive Deputy Commissioner

Dear Commissioner Dr. Nesheiwat,

Thank you for your participation in the New York State Department of Health's ongoing Local Health Department (LHD) Performance Incentive Program. In year twelve (2024) of the program, which began in December 2023 and concluded in August 2024, the Department focused on preventing chronic disease via the promotion of physical activity.

The Department is pleased to announce that once again county participation in the program was strong. This year, 46 LHDs receive an award.

Putnam County participated, receiving a composite score of 5 and has been awarded a total of \$23,286.00. Congratulations.

As with prior Performance Incentive program years, awards must be used to support costs associated with Article 6 eligible services. While costs associated with any eligible activity are acceptable, LHDs are encouraged to consider utilizing the award funds in support of chronic disease prevention activities to promote the implementation of active community strategies to municipalities with Article 6 dollars. Please note that LHDs cannot pay or provide for supplies, materials, or the labor. Below are some examples of funding suggestions that can be promoted.

- Quick-Build/Pop-Up/Demonstration Projects
- Painted bike lanes, sharrows, and crosswalks
- Road, crosswalk, trail, wayfinding signage
- Planters, landscaping/other non-capital pedestrian barriers
- Conceptual/Planning/Computer-aided designs (LHDs should consult the guidance to determine if these are eligible for reimbursement or can only be promoted.)
- Bus shelters/landings, bike racks/cages/fix-it stations, etc.

The Article 6 Team is requesting that each LHD submit a separate voucher for the Performance Incentive award specified in this letter. However, LHDs are not required to voucher the full award amount in a single voucher and may claim award funds throughout the 2025 program (calendar) year, allowing each LHD to determine the timing of the Performance Incentive award payment(s). The Performance Incentive award amount must be reflected on the Performance Incentive line in the 2025 Quarterly Expenditure Report (QER) and may be submitted with any 2025 QER(s) no later than March 31, 2026. Please submit the Performance Incentive award voucher electronically to a6fis@health.ny.gov.

Thank you again for your participation. We look forward to continuing to work with you and your staff to improve the delivery of public health services. Please send any questions regarding the award program to a6PI@health.ny.gov.

Sincerely,

MICHAEL J. NESHEIWAT, MD
INTERIM COMMISSIONER OF HEALTH



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

TO: Michael Lewis, Commissioner of Finance
FROM: William A. Orr, Jr., Senior Fiscal Manager
DATE: February 5, 2025
RE: Budgetary Amendment

Please process this Budgetary Amendment for the following Health Department accounts:

Increase Revenue: Performance Incentive Initiative \$23,286.00
10401000-434890-10118

TOTAL Revenue \$23,286.00

Increase Expense: Performance Incentive Initiative \$23,286.00
10401000-54646-10118

TOTAL Expense \$23,286.00

2025 TOTAL Fiscal Impact \$-0-

See Attached Justification and Award letter

WAO/NC

COUNTY OF PUTNAM

FUND TRANSFER REQUEST #

TO: Commissioner of Finance
FROM: William A. Orr, Jr., Senior Fiscal Manager
DEPT: Health
DATE: February 5, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT
11401000-11120 Public Health Nurse Vacancy	10401000-54646-10118 Performance Incentive Initiative Contract	\$ 5,844.00
11401000-11116 Public Health Nurse Vacancy	10401000-54646-10118 Performance Incentive Initiative Contract	\$ 5,845.00
	Total:	<u>\$11,689.00</u>

PURPOSE

To fund Sienna College Contract to conduct the required Community Health Survey for Putnam County.

2025 Fiscal Impact \$ 0.00

2026 Fiscal Impact \$ 0.00

Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

Date Commissioner of Finance / Designee: Initiated 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

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

COUNTY OF PUTNAM

FUND TRANSFER REQUEST #

TO: Commissioner of Finance
FROM: William A. Orr, Jr., Senior Fiscal Manager
DEPT: Health
DATE: February 5, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT
12401000-54329-10220 ATUPA Reserve-Promotional	10401000-54646-10118 Performance Incentive Initiative Contract	\$ 5,789.00
12401000-54989-10220 ATUPA Reserve-Miscellaneous	10401000-54646-10118 Performance Incentive Initiative Contract	\$ 7,236.00
	Total:	<u>\$13,025.00</u>

PURPOSE

To fund Sienna College Contract to conduct the required Community Health Survey for Putnam County.

2025 Fiscal Impact \$ 0.00

2026 Fiscal Impact \$ 0.00

Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

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

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

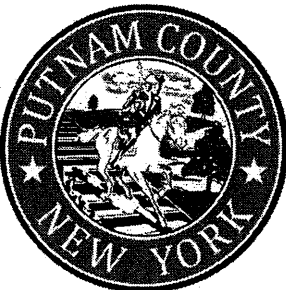
Date Chairperson Audit / Designee: \$0 - \$10,000.00

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

cc: all
AVA

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RC50

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

2025 FEB 13 PM 1:20
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*
RE: **Budgetary Amendment – 25A017**
DATE: February 12, 2025

At the request of the Commissioner of Planning, the following budgetary amendment is required.

<u>CAPITAL FUND:</u>			
<u>INCREASE APPROPRIATIONS:</u>			
56989000 53000 52505	CAPITAL EXPENDITURES (SAM GRANT - VETERAN'S GRANT)		\$ 50,000.00
<u>INCREASE ESTIMATED REVENUES:</u>			
56989000 437897 52505	STATE AID - (SAM GRANT - VETERAN'S GRANT)		\$ 50,000.00
	2025 Fiscal Impact \$ 0		
	2026 Fiscal Impact \$ 0.		

Putnam County has been awarded a SAM Grant in the amount of \$50,000 for the Construction of the Veterans' Museum at Veterans' Memorial Park. The project will involve the construction of a prefabricated Quonset style military hut to house the Veterans' Museum. The building will be outfitted with the necessary utilities and will be insulated so that it can be used throughout the year.

The Veterans Service Agency plans to conduct public tours and presentations within the new facility.

PUTNAM COUNTY LEGISLATURE

Resolution #228

Introduced by Legislator: Greg Ellner on behalf of the Physical Services Committee at a Regular Meeting held on October 1, 2024.

page 1

APPROVAL - GRANT APPLICATION - STATE AND MUNICIPAL (SAM) FACILITIES GRANT PROGRAM - PUTNAM COUNTY VETERANS MUSEUM QUONSET HUT

WHEREAS, Section 5-2(E) of the Putnam County Code provides that an applicant of any grant application that does not require local Putnam County ("the County") matching funds shall notify the Putnam County Legislature ("the Legislature") of the submission of a grant application and, further, if the Legislature objects to such grant application, the applicant shall not apply for said grant; and

WHEREAS, by and through the State of New York and the Office of Assemblyman Matt Slater, the County has the opportunity to apply for a State and Municipal ("SAM") Facilities Program Grant in the amount of \$50,000 administered by the Dormitory Authority of the State of New York ("DASNY") for the construction of the Putnam County Veterans Museum Quonset Hut project in the lower portion of Veterans Memorial Park ("the Project"); and

WHEREAS, the purpose of the grant funds is to subsidize the costs associated with the Project; and

WHEREAS, there is no matching fund requirement by the County to accept the SAM Facilities grant for the Project; now therefore be it

RESOLVED, that the Legislature authorizes and approves the County's submission, by the Department of Planning, Development and Public Transportation, of its application for a \$50,000 grant administered through DASNY and awarded by the SAM Facilities Grant Program for the Project; and be it further

RESOLVED, that this resolution shall take effect immediately.

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

State of New York
ss:
County of Putnam

APPROVED

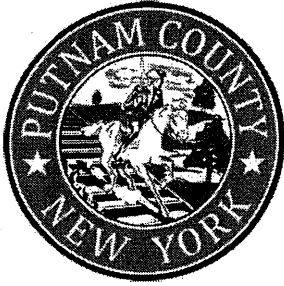
COUNTY EXECUTIVE DATE 10/11/24

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on October 1, 2024.

Dated: October 4, 2024

Signed:

Diane Schonfeld
Clerk of the Legislature of Putnam County



Capital Request # 2025-006

REQUEST INFORMATION:

DEPARTMENT: Public Works

REQUESTER: Thomas Feighery, Commissioner

STATUS: _____

Description of Project or Purchase: Veterans' Museum



This project will involve the construction of a prefabricated Quonset style military hut at Putnam County Veterans Memorial Park to house the Putnam County Veterans' Museum. The building will be outfitted with the necessary utilities and will be insulated so that it can be used throughout the year.



The new building will be appropriately located within the display area where the war memorials and military equipment are currently staged.

The Veterans Service Agency plans to conduct public tours and presentations within the new facility.

Description of program impacted by capital request:

A new Veterans' Museum will pay honor to our Veterans', allow memorabilia to be displayed and provide educational opportunities to the public through tours and special events.

Capital Request: Financial Summary/Information	
FUNDING SOURCE	2025
Capital Request	\$50,000.00
COUNTY FUNDING REQUESTED	\$50,000.00
Notes: Pending State Funding of \$50,000. Sponsored by Assemblyman Slater CREST Grant.	



DASNY

KATHY HOCHUL
Governor

LISA GOMEZ
Chair

ROBERT J. RODRIGUEZ
President & CEO

January 23, 2025

VIA EMAIL

Barbara Barosa
Commissioner
County of Putnam
40 Gleneida Ave
Carmel, New York 10512

Re: *State and Municipalities ("SAM")
Construction of the Putnam County Veterans' Museum
Project ID: 28066*

Dear Barbara Barosa:

As you know, the State has awarded the County of Putnam ("Grantee") a State and Municipalities ("SAM") grant for the above-referenced project in the amount of \$50,000.00 (the "Grant").

This letter outlines the documentation you will need to complete and return to DASNY in order to start the Grant Administration process.

- *Please return the completed documentation electronically, as described below within thirty (30) days. **If you are not able to meet this timeframe, please send an email to callcenter@dasny.org with your requested timeline for submission.***
- *If the information is not returned in a timely manner, or documentation is incomplete, your Grant will be delayed as DASNY generally reserves the right to request updated documentation throughout the administrative process to ensure the required reviews are based on accurate information.*
- *If there are any changes to the contact information for the primary contact for your organization, the authorized officer contact information, or change in your organizational address – please email (callcenter@dasny.org).*

Please also read the attached Frequently Asked Questions (FAQs) as it relates to the following requested documents and other questions that you may have regarding the Grant Process.

ALBANY (HEADQUARTERS): 515 Broadway, Albany, NY 12207 | 518-257-3000
BUFFALO: 6047 Transit Road, Suite 103 East Amherst, NY 14051 | 716-884-9780
NEW YORK CITY: 28 Liberty Street, Fl 55, New York, NY 10005 | 212-273-5000
ROCHESTER: 3495 Winton Place, Building C, Suite 1, Rochester, NY 14623 | 585-450-8400

DORMITORY AUTHORITY STATE OF NEW YORK
WE FINANCE, DESIGN & BUILD
NEW YORK'S FUTURE.

www.dasny.org



The following documents must be completed and returned to DASNY so the required reviews can be conducted and State approvals obtained. Once the Call Center obtains the following documentation and all requested additional information, a processor will be assigned as your primary contact:

- ┌ Completed Grantee Certification signed by two (2) authorized officers;
- ┌ Completed Project Certification signed by an authorized officer;
- ┌ Evidence of Site Control;
 - Certificate of Municipal Site Control

- ┌ Financial documentation
 - Financial Review Checklist
 - Financial Review Template (Tab 1 and Tab 2 of attached excel)
 - Quotes/Estimates and/or invoices from vendors on company letterhead, or estimate provided on letterhead by licensed professional, dated within 1 year of submission. **Note:** There should be supporting documentation for each line item on budget.

┌ Please return all of the requested documentation above, as well as a copy of this letter with the following Authorized Officer information completed:

- Authorized Officer #1: Name: _____ Title: _____
Email: _____ Phone: _____ Ext: _____
- Authorized Officer #2: Name: _____ Title: _____
Email: _____ Phone: _____ Ext: _____

Please note as per State policy, updated due diligence paperwork is required throughout the grant administration process. Upon the return of documentation and review by the Processor, your status will be assessed, and if needed additional documentation will be sent to you for completion. Please refer to page 2 in the FAQs for more information.

If your organization is a not-for-profit please also see the 'Prior to Final Approval' section in attached FAQs for information regarding the prequalification requirement through NY State Financial System (SFS).

Grantees are also advised that grant-funded projects are subject to the State Environmental Quality Review Act (SEQRA) and State Historic Preservation Act (SHPA). Information regarding the SEQRA and SHPA process is included in the FAQs.

Should you have any questions concerning the enclosed documentation please either call (518) 257-3177 or email callcenter@dasny.org and a member of the Call Center Team will assist.

Sincerely,

Grants Administration

GRANTEE CERTIFICATION
County of Putnam
Construction of the Putnam County Veterans' Museum
Project ID: 28066

WE HEREBY WARRANT, REPRESENT AND CERTIFY TO DASNY that:

- The County of Putnam has applied for a State and Municipalities ("SAM") Grant in the amount of \$50,000.00. This Grant will be used for the Construction of the Putnam County Veterans' Museum. We understand that the Grant funds may be used only for certain community improvement purposes as set forth in the enabling legislation.
- As Authorized Officers of the County of Putnam, we hereby certify the following in connection with the Project to be financed by the Grant:
 - No portion of the Project financed with grant proceeds shall be used for any of the following purposes: sectarian instruction or study; or as a place of devotional activities or religious worship, or as a facility used primarily in connection with any part of the program of a school or department of divinity for any religious denomination, or the training of ministers or other similar persons in the field of religion.
 - The Project or program shall be open to all individuals eligible to avail themselves of the Project or program without regard to religious affiliation, ethnicity, race, or sexual preference.
 - The Grantee shall take affirmative steps to ensure that information regarding the Project or program is widely disseminated to the public, which information shall include a statement that the Project or program is funded in whole or in part with public funds and that the Project or program shall be open to all eligible persons without regard to religion, ethnicity, race, or sexual preference.
- All exceptions to the above statements shall be explained in detail on a separate document.
 Check here if County of Putnam is submitting additional detail in a separate document.
- We understand that the State of New York, DASNY and other entities that may be involved in the Grant process are relying on the above information in making the determination whether to award a SAM Grant to the County of Putnam.
- We have the authority to submit this certification on behalf of the County of Putnam.
- By signing these documents, I certify that I am an authorized officer for the Grantee.

Please sign and return this document to DASNY by either signing pen to paper and sending the pdf OR by typing your full name into signature line(s) below as indicated. Please return these documents to DASNY from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.

Authorized Officer (sign or type)

Printed Name (print or type)

Title (print or type)

Dated

Authorized Officer (sign or type)

Printed Name (print or type)

Title (print or type)

Dated

**PROJECT CERTIFICATE OF THE
County of Putnam
State and Municipalities (the "SAM")
For the Construction of the Putnam County Veterans' Museum
(Project ID: 28066)**

I, the undersigned, an Authorized Officer of County of Putnam (the "Grantee"), DO HEREBY CERTIFY that:

- All contractors and vendors retained to perform services in connection with the Construction of the Putnam County Veterans' Museum (the "Project") shall be authorized to do business in the State of New York and shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with the Project.
- To the extent that SAM Grant proceeds are used to reimburse the Grantee for the cost of any portion of the Project noted above, the Grantee certifies that no other external funding source, including but not limited to, State or Federal restructuring loans, State or Federal grants, or grants, loans, or other funding from any other public or private source (currently or within the last six (6) years), will be used for substantially the same Project costs at the same location as described in the Preliminary Application or Project Information Sheet provided to DASNY.
- Tax credits will not be applied to the same Project costs as Grant Proceeds, and any tax credits or prior tax-exempt bonds outstanding applied to Project or Project location have been fully disclosed to DASNY.
- If the Project includes vehicle purchase(s), removable equipment, or furnishings including but not limited to, computer hardware and software, air conditioning units, lab equipment, security cameras, office furniture and telephone systems, the Grantee has or will develop, implement, and maintain an inventory system for tracking such items, and items will be installed, stored, or secured on property owned by and/or under the control of the Grantee; the Grantee has or will develop, implement, and maintain a usage policy for items in compliance with all State and Federal regulations or privacy laws; including use, retention, storage, or deletion of any data, images, or videos stemming from Grant funded purchase of such items if applicable.
- The Grantee has informed DASNY via the Preliminary Application, Project Information Sheet, or other correspondence if Grantee is a state related entity, or if the Project location is owned by a state related entity. Furthermore, if the status of the Grantee or Project location changes, the Grantee will inform DASNY of any changes that would impact the tax-exempt status of the Grant.
- The Grantee acknowledges that Grant proceeds cannot be utilized to pay for:
 - Deposits advance payments, or progress payments until work is completed, or goods received by Grantee;
 - to pay down long term debt;
 - internal labor costs;
 - rental or leased equipment, or equipment with an anticipated useful life of less than three (3) years;
 - stockpiled materials;
 - recurring software costs, including licensing or maintenance fees;
 - materials and/or services provided by another entity other than a licensed contractor or vendor.
- The Grantee will maintain accurate books and records through Project completion/payout of the Grant as well as for six (6) years from the date the Project is completed and will make those books and records available to DASNY, its agents, officers and employees during the Grantee's business hours upon reasonable request.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20_____.

By signing these documents, I certify that I am an authorized officer for the Grantee.

Please sign and return this document to DASNY by either signing pen to paper and sending the pdf OR by typing your full name into signature line(s) below as indicated. Please return these documents to callcenter@dasny.org from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.

By (sign or type): _____

Name (print or type): _____

Title (print or type) _____

CERTIFICATE OF MUNICIPAL SITE CONTROL

We, the undersigned, an Authorized Officer of the County of Putnam and the Municipal Attorney for County of Putnam under the penalties of perjury, hereby certify, warrant, represent and confirm to the DORMITORY AUTHORITY OF THE STATE OF NEW YORK ("DASNY"), the following:

- 1) The County of Putnam is a municipal corporation constituting a county, town, city or village within the meaning of §2 of Article 1 of the General Municipal Law.
- 2) The County of Putnam has applied for a Grant and acknowledges that Grant funds may be used only for certain purposes as set forth in the Grant's enabling legislation.
- 3) The Grant Disbursement Agreement (GDA) to be entered into by and between the County of Putnam and DASNY shall require the Grantee to certify that County of Putnam has the requisite control over the Project Site.
- 4) The Grant project will be located at the following **Project Site**:

Name: *Putnam County Veterans Memorial Park*
Street Address: *330 Lieutenant Michael Neuner Ct*
Town / Village *Carmel*
County: *Putnam*

- 5) The fee title of the Project Site is owned by the Grantee (**choose one**):

Pursuant to deed identifying the Grantee as the fee owner, which deed was recorded in the Office of the Clerk of the County of _____.

Pursuant to Executive or Legislative action granting title. **Provide citation:** _____

As referenced by a copy of the most recent tax bill provided by the tax assessor's office which indicates ownership of the Project Site is vested in the Grantee, **attached hereto**.

The Project Site will be located within a right of way or easement under the jurisdiction of the Grantee.

- 6) The Grant project to be constructed, built, reconstructed and/or operated and located on the Project Site is permitted by, does not and will not conflict with, or result in a breach of any of the terms or provisions of, or constitute a default under any deed restriction, encumbrance, restrictive covenant, agreement, easement and/or other lien. The Grant project shall comply in all respects with any and all applicable governmental laws, rules, regulations and ordinances.

- 7) Grantee further warrants and represents:
 - a. There are no actions pending or threatened which may affect title to the Project Site or which may affect Grantee's ability to complete the Grant project;
 - b. There are no judgments filed against the Grantee or any liens filed against the Project Site or any portion thereto; and
 - c. There are no facts or circumstances which could affect title to the Project Site that have not been set forth herein.

- 8) We understand and agree that it is the Grantee's responsibility to comply with all deed restrictions, restrictive covenants, encumbrances, easements and other liens and any applicable laws, rules, regulations or ordinances concerning the Project Site.

- 9) We understand that the State of New York, DASNY and other entities that may be involved in the Grant process are relying on the above representations in making the determination whether to award a Grant to the Grantee and as an inducement to enter into the Grant Disbursement Agreement (GDA).

- 10) We have the authority to submit this certification on behalf of the Grantee.

Please sign and return this document to DASNY by either signing pen to paper and sending the pdf OR by typing your full name into signature line(s) below as indicated. Please return these documents to callcenter@dasny.org from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.

Grantee: County of Putnam

By:
Name (sign or type): _____

Name (print or type): _____

Title: Authorized Officer

Dated: _____

By:
Name (sign or type): _____

Name (print or type): _____

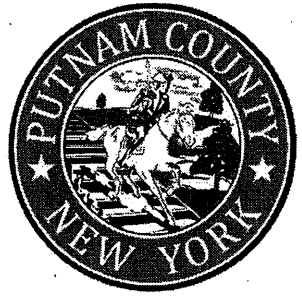
Title: Municipal Attorney

Dated: _____

cc: all
AAA

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Reso

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: Budgetary Amendment – 25A018
DATE: February 13, 2025

2025 FEB 14 AM 11:46
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Commissioner of Public Works, the following budgetary amendment is recommended.

<u>CAPITAL FUND:</u>			
INCREASE APPROPRIATIONS:			
55197000 53000 52517	CAPITAL EXPENDITURES (PIN 8763.60 EAST BRANCH)	\$	611,578.00
INCREASE ESTIMATED REVENUES:			
55197000 445971 52517	FEDERAL AID - (PIN 8763.60 EAST BRANCH)	\$	580,999.00
55197000 428601 52517	TRANSFER IN - GENERAL FUND	\$	30,579.00
<u>GENERAL FUND:</u>			
INCREASE APPROPRIATIONS:			
10990100 59020	TRANSFER OUT - CAPITAL FUND	\$	30,579.00
DECREASE APPROPRIATIONS:			
10199000 54980	GENERAL CONTINGENCIES	\$	30,579.00
		2025 Fiscal Impact \$30,579	
		2026 Fiscal Impact \$ 0	

This is a project for the East Branch Road over Haviland Hollow Brook Superstructure Replacement, Town of Patterson, Putnam County P.I.N. 8763.60 (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 95% Federal funds and 5% non-federal funds.

Putnam County desires to advance the Project by making a commitment of 100% of the federal and non-federal share of the costs of preliminary engineering, right-of-way incidentals, right-of-way acquisition, construction, construction inspection and construction supervision.

This is the budgetary amendment that's following Agenda item #12 from the Physical Services Committee meeting back on February 12, 2025.

AUTHORIZING THE IMPLEMENTATION, AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID AND STATE-AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL-AID AND/OR STATE-AID TRANSPORTATION PROJECT, AND APPROPRIATING FUNDS THEREFORE.

WHEREAS, a project for the East Branch Road over Haviland Hollow Brook Superstructure Replacement, Town of Patterson, Putnam County P.I.N. 8763.60 (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 95% Federal funds and 5% non-federal funds; and

WHEREAS, the County of Putnam will design, let and construct the Project: and

WHEREAS, Putnam County desires to advance the Project by making a commitment of 100% of the federal and non-federal share of the costs of preliminary engineering, right-of-way incidentals, right-of-way acquisition, construction, construction inspection and construction supervision.

NOW, THEREFORE, the County Legislature, duly convened does hereby

RESOLVE, that the County Legislature hereby approves the above-subject Project; and it is hereby further

RESOLVED, that the Putnam County Legislature hereby authorizes Putnam County to pay in the first instance 100% of the federal and non-federal share of the cost of preliminary engineering, right-of-way incidental, right-of-way acquisition, construction, construction inspection and construction supervision work for the Project or portions thereof; and be it further

RESOLVED, that the Putnam County Legislature hereby agrees that Putnam County shall be responsible for all costs of the project which exceeds the amount of the Bridge NY Funding awarded to Putnam County; and be it further

RESOLVED, that the sum of \$611,578 is hereby appropriated and made available to cover the cost of participation in the above phase of the Project; and be it further

RESOLVED, that in the event the full federal and non-federal share costs of the project exceed the amount appropriated above, the Putnam County Legislature shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Putnam County Executive thereof; and be it further.

RESOLVED, that Putnam County hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and that the construction phase of the Project shall be completed within thirty (30) months of commencing construction; and it is further

RESOLVED, that the Putnam County Executive be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or State-Aid on behalf of Putnam County 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 be it further

RESOLVED, that in addition to the Putnam County Executive, the following municipal titles: Commissioner of the Department of Public Works, Deputy Commissioner of the Department of Public Works, Supervisor of Planning & Design & Commissioner of Finance are also authorized to execute any necessary Agreements or certifications on behalf of the Municipality/Sponsor with NYS DOT in connection with the advancement or approval of the project identified in the State/Local Agreement; and be it 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 be it further

RESOLVED, this Resolution shall take effect immediately.

AUTHORIZING THE IMPLEMENTATION, AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID AND STATE-AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL-AID AND/OR STATE-AID TRANSPORTATION PROJECT, AND APPROPRIATING FUNDS THEREFORE.

WHEREAS, a project for the Peekskill Hollow Road over Peekskill Hollow Creek Bridge Repairs, Town of Putnam Valley, Putnam County P.I.N. 8763.61 (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 95% Federal funds and 5% non-federal funds; and

WHEREAS, the County of Putnam will design, let and construct the Project: and

WHEREAS, Putnam County desires to advance the Project by making a commitment of 100% of the federal and non-federal share of the costs of preliminary engineering, right-of-way incidentals, right-of-way acquisition, construction, construction inspection and construction supervision.

NOW, THEREFORE, the County Legislature, duly convened does hereby

RESOLVE, that the County Legislature hereby approves the above-subject Project; and it is hereby further

RESOLVED, that the Putnam County Legislature hereby authorizes Putnam County to pay in the first instance 100% of the federal and non-federal share of the cost of preliminary engineering, right-of-way incidental, right-of-way acquisition, construction, construction inspection and construction supervision work for the Project or portions thereof; and be it further

RESOLVED, that the Putnam County Legislature hereby agrees that Putnam County shall be responsible for all costs of the project which exceeds the amount of the Bridge NY Funding awarded to Putnam County; and be it further

RESOLVED, that the sum of \$588,746 is hereby appropriated and made available to cover the cost of participation in the above phase of the Project; and be it further

RESOLVED, that in the event the full federal and non-federal share costs of the project exceed the amount appropriated above, the Putnam County Legislature shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Putnam County Executive thereof; and be it further.

RESOLVED, that Putnam County hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and that the construction phase of the Project shall be completed within thirty (30) months of commencing construction; and it is further

RESOLVED, that the Putnam County Executive be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or State-Aid on behalf of Putnam County with the New York State Department of Transportation in connection with the advancement or approval of the Project an providing for the administration of the Project and the municipality's first instance funding of project costs arid 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 be it further

RESOLVED, that in addition to the Putnam County Executive, the following municipal titles: Commissioner of the Department of Public Works, Deputy Commissioner of the Department of Public Works, Supervisor of Planning & Design & Commissioner of Finance are also authorized to executive any necessary Agreements or certifications on behalf of the Municipality/Sponsor with NYSDOT in connection with the advancement or approval of the project identified in the State/Local Agreement; and be it further

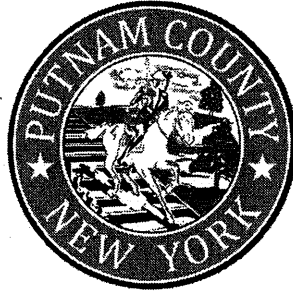
RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; and be it further

RESOLVED, this Resolution shall take effect immediately.

cc: all
ATA

#4
KCSO

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: Budgetary Amendment – 25A019
DATE: February 13, 2025

2025 FEB 14 AM 11:47
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Commissioner of Public Works, the following budgetary amendment is recommended.

<u>CAPITAL FUND:</u>		
<u>INCREASE APPROPRIATIONS:</u>		
55197000 53000 52518	CAPITAL EXP (PIN 8763.61 PEEKSKILL HOLLOW RD/CREEK BRIDGE)	\$ 588,746.00
<u>INCREASE ESTIMATED REVENUES:</u>		
55197000 445971 52518	FEDERAL AID - (PIN 8763.61 PEEKSKILL HOLLOW RD/CREEK BRIDGE)	\$ 559,309.00
55197000 428601 52518	TRANSFER IN - GENERAL FUND	\$ 29,437.00
<u>GENERAL FUND:</u>		
<u>INCREASE APPROPRIATIONS:</u>		
10990100 59020	TRANSFER OUT - CAPITAL FUND	\$ 29,437.00
<u>DECREASE APPROPRIATIONS:</u>		
10199000 54980	GENERAL CONTINGENCIES	\$ 29,437.00
	2025 Fiscal Impact \$29,437	
	2026 Fiscal Impact \$ 0	

AUTHORIZING THE IMPLEMENTATION, AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID AND STATE-AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL-AID AND/OR STATE-AID TRANSPORTATION PROJECT, AND APPROPRIATING FUNDS THEREFORE.

WHEREAS, a project for the Peekskill Hollow Road over Peekskill Hollow Creek Bridge Repairs, Town of Putnam Valley, Putnam County P.I.N. 8763.61 (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 95% Federal funds and 5% non-federal funds; and

WHEREAS, the County of Putnam will design, let and construct the Project: and

WHEREAS, Putnam County desires to advance the Project by making a commitment of 100% of the federal and non-federal share of the costs of preliminary engineering, right-of-way incidentals, right-of-way acquisition, construction, construction inspection and construction supervision.

NOW, THEREFORE, the County Legislature, duly convened does hereby

RESOLVE, that the County Legislature hereby approves the above-subject Project; and it is hereby further

RESOLVED, that the Putnam County Legislature hereby authorizes Putnam County to pay in the first instance 100% of the federal and non-federal share of the cost of preliminary engineering, right-of-way incidental, right-of-way acquisition, construction, construction inspection and construction supervision work for the Project or portions thereof; and be it further

RESOLVED, that the Putnam County Legislature hereby agrees that Putnam County shall be responsible for all costs of the project which exceeds the amount of the Bridge NY Funding awarded to Putnam County; and be it further

RESOLVED, that the sum of \$588,746 is hereby appropriated and made available to cover the cost of participation in the above phase of the Project; and be it further

RESOLVED, that in the event the full federal and non-federal share costs of the project exceed the amount appropriated above, the Putnam County Legislature shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Putnam County Executive thereof; and be it further.

RESOLVED, that Putnam County hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and that the construction phase of the Project shall be completed within thirty (30) months of commencing construction; and it is further

RESOLVED, that the Putnam County Executive be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or State-Aid on behalf of Putnam County with the New York State Department of Transportation in connection with the advancement or approval of the Project an providing for the administration of the Project and the municipality's first instance funding of project costs arid 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 be it further

RESOLVED, that in addition to the Putnam County Executive, the following municipal titles: Commissioner of the Department of Public Works, Deputy Commissioner of the Department of Public Works, Supervisor of Planning & Design & Commissioner of Finance are also authorized to executive any necessary Agreements or certifications on behalf of the Municipality/Sponsor with NYSDOT in connection with the advancement or approval of the project identified in the State/Local Agreement; and be it 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 be it further

RESOLVED, this Resolution shall take effect immediately.

This is a project for the Peekskill Hollow Road over Peekskill Hollow Creek Bridge Repairs, Town of Putnam Valley, Putnam County P.I.N. 8763.61 (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 95% Federal funds and 5% non-federal funds

Putnam County desires to advance the Project by making a commitment of 100% of the federal and non-federal share of the costs of preliminary engineering, right-of-way incidentals, right-of-way acquisition, construction, construction inspection and construction supervision.

This is the budgetary amendment that's following Agenda item #13 from the Physical Services Committee meeting back on February 12, 2025.



cc: all
A + A

Reso
#45

MICHAEL LEWIS
Commissioner of Finance

SHEILA BARRETT
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

February 13, 2025

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

2025 FEB 14 AM 11:48
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, B dated February 14, 2010, I am advising you of the following request to amend the 2025 Department of Mental Health budget.

Increase Estimated Revenues:

10431000 434983 10206 MH LGU OASAS ABATEMENT Funds \$10,600

Increase Appropriations:

10431000 54311	Printing and Forms	\$4,000
10431000 54410 10115	Supplies and Material	\$2,000
10431000 54635	Cellphones	\$ 600
10431000 54989	Miscellaneous	<u>\$4,000</u>
		\$10,600

2025 Fiscal Impact -0-
2026 Fiscal Impact -0-

This request is to amend the 2025 Department of Mental Health budget, to include outreach and support in direct relation to the LOSS team and project HOPE. Efforts are crucial for fostering community resilience and providing essential support to individuals affected by suicide. This funding, if approved, would be a vital investment for mental health, supporting those in need, and fostering a community of understanding and healing.

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

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

Date Audit & Administration Committee: \$10,000.01 - \$25,000.00 **25A020**

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner



DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

January 30, 2025

TO: Michael Lewis, Commissioner of Finance

FROM:  Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: MH 2025 Budgetary Amendment

Your approval is requested to amend the 2025 Department of Mental Health budget to include outreach and support in direct relation to the LOSS team and project HOPE. Efforts are crucial for fostering community resilience and providing essential support to individuals affected by suicide. This funding is a vital investment in mental health, supporting those in need and fostering a community of understanding and healing.

Increase Estimated Revenue:

10431000		MH LGU	
	434983	OASAS ABATEMENT FUNDS	\$10,600
	10206	OASAS ABATEMENT	
		Total Estimated Revenues	\$10,600

Increase Appropriations:

10431000		MH LGU	
	54311	PRINTING AND FORMS	\$4,000
	54410	SUPPLIES AND MAT	\$2,000
	54635	CELLPHONES	\$600
	54989	MISCELLANEOUS	\$4,000
	10206	OASAS ABATEMENT	
		Total Appropriations	\$10,600

Fiscal Impact (25) - 0 -
Fiscal Impact (26) - 0 -

Thank you for your time and consideration of this request.

cc: 

Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau
Marla Behler, Program Director Child Advocacy Center

MICHAEL LEWIS
COMMISSIONER OF FINANCE



*cc: all
AVA*

KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Reso

#47

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: Sheila M. Barrett, First Deputy Commissioner of Finance *SMB*
Re: Budgetary Amendment - 25A021
Date: February 14, 2025

At the request of the Commissioner of Finance, the following budgetary transfer is required.

General Fund:

Increase Appropriations:

25117000.54950 Legal Aid Society 592,286

Increase Revenues:

25117000.430251 State Aid - Indigent Legal Services 592,286

2025 FEB 14 PM 1:09
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Acknowledge revenue from NYS for Indigent Legal Services Fund for April 1, 2024 thru December 31, 2024.

Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

Please forward to the appropriate committee.

Approved:

Kevin M. Byrne
County Executive

MICHAEL J. LEWIS
Commissioner Of Finance



SHEILA M. BARRETT
First Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

Date: February 14, 2025
To: Diane Schonfeld, Clerk to the Legislature
From: Sheila Barrett, First Deputy Commissioner of Finance

Please accept 25A021 which addresses money awarded to Putnam County on behalf of services provided by the Putnam County Legal Aid Society. The notice was not received until February 2025.

I appreciate your help in getting this transfer considered for the Audit Committee meeting on Tuesday, February 19, 2025.

Sincerely,

A handwritten signature in cursive script that reads "Sheila M. Barrett".

Sheila M. Barrett
First Deputy Commissioner of Finance

Cc: Michael Lewis
Michele Alfano-Sharkey

2024

cc: All Health Audit

Reso

#5

COUNTY OF PUTNAM

FUND TRANSFER REQUEST

TO: Commissioner of Finance

FROM: Kristen Wunner

DEPT: Dept of Social Services

DATE: 2/4/2025

2025 FEB - 6 AM 10:34
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# /NAME	AMOUNT	PURPOSE
10610900-54435 (EAF FC)	10605500-54471 (Day Care)	\$202,444.00	To reallocate funds to cover projected costs through 12/31/24
10611900-54420 (Foster Care FNP)	10611900-54114 (Comm. On Spec. Educ.)	\$100,000.00	
10610900-54433 (EAF IVE FC)	10611900-54114 (Comm. On Spec. Educ.)	\$42,088.00	
10610900-54495 (Payments To Recipients)	10610900-54493 (Comm. On Spec. Educ.)	\$2,299.00	
TOTAL:		\$346,831.00	

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

Kristen Wunner 2/4/25
Department Head Signature/Designee Date

AUTHORIZATION: (Electronic Signature)

- Date _____ Commissioner of Finance/Designee: Initiated 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
- Date _____ Audit & Administration Committee: \$10,000.01 - \$25,000.00

24T536

2024

COUNTY OF PUTNAM

FUND TRANSFER REQUEST

cc: All
Health
Audit

Reso
6

TO: Commissioner of Finance
FROM: Kristen Wunner
DEPT: Dept of Social Services
DATE: 2/5/2025

2025 FEB - 6 AM 10:34
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# /NAME	AMOUNT	PURPOSE
10102000-54646 (Contracts)	10120000-54989 10130 (Miscellaneous)	\$2,416.00	To reallocate funds to cover projected costs through 12/31/24
10102000-54646 (Contracts)	22071000-54646 (Contracts)	\$19,869.00	

TOTAL: \$22,285.00

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

K. Wunner 2/5/25
Department Head Signature/Designee Date

AUTHORIZATION: (Electronic Signature)

Date _____ Commissioner of Finance/Designee: Initiated 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

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

24T537

MICHAEL J. LEWIS
Commissioner of Finance



cc: all
Pers.
A&A

SHEILA BARRETT
First Deputy Commissioner of Finance

Reso
#7

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: **Budgetary Transfer – 25T032**
DATE: February 4, 2025

2025 FEB -5 PM 3:04
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Commissioner of Finance, the following budgetary transfer is recommended.

Increase Appropriations:

10116500	51000	Personnel Services	24,084.00
10116500	58002	Social Security	1,843.00
10131000	51000	Personnel Services	31,735.00
10131000	58002	Social Security	2,426.00
10134500	51000	Personnel Services	10,874.00
10134500	58002	Social Security	832.00
10135500	51000	Personnel Services	6,697.00
10135500	58002	Social Security	513.00
10141000	51000	Personnel Services	31,102.00
10141000	58002	Social Security	2,379.00
10141100	51000	Personnel Services	39,866.00
10141100	58002	Social Security	3,051.00
10142000	51000	Personnel Services	4,700.00
10142000	58002	Social Security	360.00
10143000	51000	Personnel Services	11,672.00
10143000	58002	Social Security	892.00
10146000	51000	Personnel Services	8,638.00
10146000	58002	Social Security	660.00

10149000	51000	Personnel Services	18,020.00
10149000	58002	Social Security	1,378.00
10168000	51000	Personnel Services	26,001.00
10168000	58002	Social Security	1,989.00
10296000	51000	Personnel Services	7,733.00
10296000	58002	Social Security	592.00
10314000	51000	Personnel Services	79,401.00
10314000	58002	Social Security	6,073.00
10398900	51000	Personnel Services	90,401.00
10398900	58002	Social Security	6,916.00
12401000	51000	Personnel Services	201,876.00
12401000	58002	Social Security	15,442.00
10405900	51000	Personnel Services	26,810.00
10405900	58002	Social Security	2,051.00
10511000	51000	Personnel Services	117,065.00
10511000	58002	Social Security	8,952.00
10511100	51000	Personnel Services	64,862.00
10511100	58002	Social Security	4,963.00
10513000	51000	Personnel Services	40,353.00
10513000	58002	Social Security	3,087.00
10120000	51000	Personnel Services	286,198.00
10120000	58002	Social Security	21,895.00
22071000	51000	Personnel Services	10,397.00
22071000	58002	Social Security	795.00
10629300	51000	Personnel Services	17,682.00
10629300	58002	Social Security	1,353.00
10651000	51000	Personnel Services	5,471.00
10651000	58002	Social Security	419.00
10677200	51000	Personnel Services	94,875.00
10677200	58002	Social Security	7,261.00
10677400	51000	Personnel Services	41,338.00
10677400	58002	Social Security	3,162.00
10677500	51000	Personnel Services	7,938.00
10677500	58002	Social Security	608.00
10677700	51000	Personnel Services	26,286.00
10677700	58002	Social Security	2,010.00
10677800	51000	Personnel Services	1,577.00
10677800	58002	Social Security	121.00
10677900	51000	Personnel Services	6,047.00
10677900	58002	Social Security	463.00
10711000	51000	Personnel Services	52,718.00
10711000	58002	Social Security	4,032.00
10731000	51000	Personnel Services	17,806.00
10731000	58002	Social Security	1,361.00
10751000	51000	Personnel Services	2,948.00
10751000	58002	Social Security	226.00
10802000	51000	Personnel Services	27,429.00
10802000	58002	Social Security	2,098.00
			<u>\$ 1,550,803.00</u>

Decrease Appropriations:

10199000 54980 Contingency \$ 1,550,803.00

Fiscal Impact - 2025 - \$1,550,803

Fiscal Impact - 2026 - TBD

This budgetary transfer is recommended to provide funding for the 2025 salary and benefit costs pursuant to the ratified contract settlement between Putnam County and the Civil Service Employees Association, Inc. (CSEA).

Position Number	Org	Group/BU	Position Number Description	2025 Adopted	2024 2.75% 51000	2025 2.75% 51000	FICA 7.65% 58002	TOTAL
116510107	11651000	CSEA	ADMIN ASST	\$ 105,060.00	\$ 2,889.00	\$ 2,968.00	\$ 448.00	\$ 6,305.00
116510109	11651000	CSEA	SR LEGAL ASST	88,336.00	2,429.00	2,496.00	377.00	5,302.00
116510116	11651000	CSEA	PR OFFICE ASSISTANT (LEGAL)	69,699.00	1,917.00	1,970.00	297.00	4,184.00
116510120	11651000	CSEA	SR OFFICE ASST (LEGAL)	57,128.00	1,571.00	1,614.00	244.00	3,429.00
116510131	11651000	CSEA	SR OFFICE ASST (LEGAL)	54,603.00	1,502.00	1,543.00	233.00	3,278.00
116510132	11651000	CSEA	SR OFFICE ASST (LEGAL)	57,128.00	1,571.00	1,614.00	244.00	3,429.00
131010105	13101000	CSEA	TAX COLLECTION SUPV	101,595.00	2,794.00	2,871.00	433.00	6,098.00
131010109	13101000	CSEA	ACCOUNTANT	92,641.00	2,548.00	2,618.00	395.00	5,561.00
131010111	13101000	CSEA	ASST TAX COLLEC SUPV	80,294.00	2,208.00	2,269.00	342.00	4,819.00
131010113	13101000	CSEA	SR ACCOUNT CLERK	59,291.00	1,631.00	1,676.00	253.00	3,560.00
131010115	13101000	CSEA	ACCOUNT CLERK	49,046.00	1,349.00	1,386.00	209.00	2,944.00
131010118	13101000	CSEA	ASST PAYROLL CLERK	63,871.00	1,756.00	1,804.00	272.00	3,832.00
131010121	13101000	CSEA	ACCOUNT CLERK	47,196.00	1,298.00	1,334.00	201.00	2,833.00
131010122	13101000	CSEA	PR ACCOUNT CLERK	75,203.00	2,068.00	2,125.00	321.00	4,514.00
134510106	13451000	CSEA	SENIOR ACCOUNT CLERK	59,291.00	1,631.00	1,676.00	253.00	3,560.00
134510108	13451000	CSEA	ASST SUPV PLAN & DESIGN	135,723.00	3,732.00	3,835.00	579.00	8,146.00
135510105	13551000	CSEA	SR. OFFICE ASSISTANT	55,097.00	1,515.00	1,557.00	235.00	3,307.00
135510107	13551000	CSEA	SR. OFFICE ASSISTANT	57,852.00	1,591.00	1,635.00	247.00	3,473.00
135510907	13551000	CSEA	RECLASS TO REAL PROPERTY TAX SERVICES ASSISTANT	7,158.00	197.00	202.00	31.00	430.00
141010105	14101000	CSEA	RCDS CLERK/TYPIST	63,782.00	1,754.00	1,802.00	272.00	3,828.00
141010107	14101000	CSEA	RCDS CLERK/TYPIST	52,676.00	1,449.00	1,489.00	225.00	3,163.00
141010108	14101000	CSEA	RCDS CLERK/TYPIST	45,517.00	1,252.00	1,286.00	194.00	2,732.00
141010109	14101000	CSEA	SR CLERK	57,852.00	1,591.00	1,635.00	247.00	3,473.00
141010112	14101000	CSEA	RCDS CLERK/TYPIST	50,650.00	1,393.00	1,431.00	216.00	3,040.00
141010115	14101000	CSEA	SR RCDS CLERK/TYPIST	73,938.00	2,033.00	2,089.00	315.00	4,437.00
141010116	14101000	CSEA	SR RCDS CLERK/TYPIST	67,065.00	1,844.00	1,895.00	286.00	4,025.00
141010117	14101000	CSEA	SR RCDS CLERK/TYPIST II	80,458.00	2,213.00	2,274.00	343.00	4,830.00
141010118	14101000	CSEA	RCDS CLERK/TYPIST	60,744.00	1,670.00	1,716.00	259.00	3,645.00
141010908	14101000	CSEA	REALLOCATION TO STEP 2 IN 2024 (PENDING)	5,133.00	141.00	145.00	22.00	308.00
141110104	14111000	CSEA	MV CASHIER- EXAMINER	57,128.00	1,571.00	1,614.00	244.00	3,429.00
141110106	14111000	CSEA	MV CASHIER- EXAMINER	63,876.00	1,757.00	1,805.00	272.00	3,834.00
141110107	14111000	CSEA	MV CASHIER- EXAMINER	54,603.00	1,502.00	1,543.00	233.00	3,278.00
141110108	14111000	CSEA	MV CASHIER- EXAMINER	66,133.00	1,819.00	1,869.00	282.00	3,970.00
141110109	14111000	CSEA	MV CASHIER- EXAMINER	57,128.00	1,571.00	1,614.00	244.00	3,429.00
141110111	14111000	CSEA	MV CASHIER- EXAMINER	52,476.00	1,443.00	1,483.00	224.00	3,150.00
141110112	14111000	CSEA	MV CASHIER- EXAMINER (SP)	47,124.00	1,296.00	1,332.00	201.00	2,829.00
141110113	14111000	CSEA	MV CASHIER- EXAMINER	57,128.00	1,571.00	1,614.00	244.00	3,429.00
141110114	14111000	CSEA	MV CASHIER- EXAMINER	59,984.00	1,650.00	1,695.00	256.00	3,601.00
141110116	14111000	CSEA	ACCOUNT CLERK II	63,781.00	1,754.00	1,802.00	272.00	3,828.00
141110117	14111000	CSEA	MV CASHIER- EXAMINER	78,068.00	2,147.00	2,206.00	333.00	4,686.00
141110118	14111000	CSEA	MV CASHIER- EXAMINER (SP)	52,476.00	1,443.00	1,483.00	224.00	3,150.00
141110999	14111000	CSEA	RECLASS TO ASST DMV SUPERVISOR	5,061.00	139.00	143.00	22.00	304.00
142010113	14201000	CSEA	OFFICE MANAGER	84,308.00	2,318.00	2,382.00	360.00	5,060.00
143010114	14301000	CSEA	OFFICE ASSISTANT	47,404.00	1,304.00	1,340.00	202.00	2,846.00

Position Number	Org	Group/BU	Position Number Description	2025 Adopted	2024 2.75% 51000	2025 2.75% 51000	FICA 7.65% 58002	TOTAL
143010118	14301000	CSEA	SR OFFICE ASST	45,517.00	1,252.00	1,286.00	194.00	2,732.00
143010120	14301000	CSEA	PR OFFICE ASSISTANT	63,871.00	1,756.00	1,804.00	272.00	3,832.00
143010121	14301000	CSEA	ASST PERSONNEL CLERK	47,124.00	1,296.00	1,332.00	201.00	2,829.00
143010914	14301000	CSEA	RECLASS TO RECEPTIONIST (GRADE 6)	2,915.00	80.00	82.00	12.00	174.00
143010920	14301000	CSEA	RECLASS TO PERSONNEL ASSISTANT (GRADE 13)	2,509.00	69.00	71.00	11.00	151.00
149010116	14901000	CSEA	RECEPTIONIST	59,948.00	1,649.00	1,694.00	256.00	3,599.00
149010125	14901000	CSEA	ACCOUNTANT	95,420.00	2,624.00	2,696.00	407.00	5,727.00
149010132	14901000	CSEA	PR ACCOUNT CLERK	63,389.00	1,743.00	1,791.00	270.00	3,804.00
149010137	14901000	CSEA	ACCOUNTING SUPV	102,023.00	2,806.00	2,883.00	435.00	6,124.00
149010925	14901000	CSEA	RECLASS TO ACCOUNTING SUPV(7/1/2025)	2,407.00	66.00	68.00	10.00	144.00
146010103	14601000	CSEA	LABORER	55,804.00	1,535.00	1,577.00	238.00	3,350.00
146010104	14601000	CSEA	CLERK	49,552.00	1,363.00	1,400.00	211.00	2,974.00
146010105	14601000	CSEA	TYPIST	49,552.00	1,363.00	1,400.00	211.00	2,974.00
168010101	16801000	CSEA	REAL PROP SYST SUPV	62,343.00	1,714.00	1,761.00	266.00	3,741.00
168010102	16801000	CSEA	GRAPH DESIGN & COMP SUPP SPEC	65,023.00	1,788.00	1,837.00	277.00	3,902.00
168010110	16801000	CSEA	IT OPERATIONS ASST	60,744.00	1,670.00	1,716.00	259.00	3,645.00
168010118	16801000	CSEA	GIS PROGRAM SPECIALIST	72,821.00	2,003.00	2,058.00	311.00	4,372.00
168010119	16801000	CSEA	ACCOUNT CLERK	49,046.00	1,349.00	1,386.00	209.00	2,944.00
168010121	16801000	CSEA	PRINCIPAL ACCT CLERK/TYPIST	73,534.00	2,022.00	2,078.00	314.00	4,414.00
168010122	16801000	CSEA	SR. NETWORK ADMIN/WEB DESIGN	82,854.00	2,278.00	2,341.00	353.00	4,972.00
314010106	31401000	CSEA	SR TYPIST	65,695.00	1,807.00	1,857.00	280.00	3,944.00
314010118	31401000	CSEA	PROBATION ASSISTANT	55,803.00	1,535.00	1,577.00	238.00	3,350.00
314010120	31401000	CSEA	ACCOUNT CLERK/TYPIST II	63,782.00	1,754.00	1,802.00	272.00	3,828.00
314010123	31401000	CSEA	PROBATION SUPERVISOR I	114,621.00	3,152.00	3,239.00	489.00	6,880.00
314010124	31401000	CSEA	PROBATION SUPERVISOR I	127,854.00	3,516.00	3,613.00	545.00	7,674.00
314010125	31401000	CSEA	PROBATION OFFICER II/SR PROB	88,131.00	2,424.00	2,491.00	376.00	5,291.00
314010126	31401000	CSEA	PROBATION OFFICER II/SR PROB	110,337.00	3,034.00	3,117.00	471.00	6,622.00
314010127	31401000	CSEA	PROBATION OFFICER II/SR PROB	102,022.00	2,806.00	2,883.00	435.00	6,124.00
314010129	31401000	CSEA	PROBATION OFFICER II/SR PROB	97,164.00	2,672.00	2,745.00	414.00	5,831.00
314010130	31401000	CSEA	PROBATION OFFICER I	80,027.00	2,201.00	2,262.00	341.00	4,804.00
314010132	31401000	CSEA	PROBATION OFFICER I	65,329.00	1,797.00	1,846.00	279.00	3,922.00
314010133	31401000	CSEA	PROBATION OFFICER I	84,194.00	2,315.00	2,379.00	359.00	5,053.00
314010134	31401000	CSEA	PROBATION OFFICER I	80,027.00	2,201.00	2,262.00	341.00	4,804.00
314010135	31401000	CSEA	PROBATION OFFICER I (SP)	80,027.00	2,201.00	2,262.00	341.00	4,804.00
314010136	31401000	CSEA	PROBATION ASSISTANT	53,146.00	1,462.00	1,502.00	227.00	3,191.00
314010137	31401000	CSEA	PROBATION ASSISTANT	48,888.00	1,344.00	1,381.00	208.00	2,933.00
314010138	31401000	CSEA	PROBATION OFFICER 1	76,366.00	2,100.00	2,158.00	326.00	4,584.00
314010918	31401000	CSEA	REALLOCATION FROM GRADE 7 TO GRADE 10	3,682.00	101.00	104.00	16.00	221.00
314010920	31401000	CSEA	RECLASS TO SR ACCOUNT CLERK	4,855.00	134.00	138.00	21.00	293.00
314010936	31401000	CSEA	REALLOCATION FROM GRADE 7 TO GRADE 10	3,506.00	96.00	99.00	15.00	210.00
314010937	31401000	CSEA	REALLOCATION FROM GRADE 7 TO GRADE 10	5,514.00	152.00	156.00	24.00	332.00
314010999	31401000	CSEA	RECLASS FROM PROBATION OFFICER I TO PROBATION OFFICER I	12,970.00	357.00	367.00	55.00	779.00
398910110	39891000	CSEA	SR TYPIST	63,782.00	1,754.00	1,802.00	272.00	3,828.00
398910117	39891000	CSEA	SR TYPIST	55,097.00	1,515.00	1,557.00	235.00	3,307.00

Position Number	Org	Group/BU	Position Number Description	2025 Adopted	2024 2.75% 51000	2025 2.75% 51000	FICA 7.65% 58002	TOTAL
398912101	39891000	CSEA	EMS DISPATCHER	76,048.00	2,091.00	2,149.00	324.00	4,564.00
398912102	39891000	CSEA	EMS DISPATCHER	49,286.00	1,355.00	1,392.00	210.00	2,957.00
398912103	39891000	CSEA	EMS DISPATCHER	76,498.00	2,104.00	2,162.00	326.00	4,592.00
398912105	39891000	CSEA	DSPTCH CTR SUPV	87,377.00	2,403.00	2,469.00	373.00	5,245.00
398912106	39891000	CSEA	DSPTCH CTR SHFT SUPV	80,917.00	2,225.00	2,286.00	345.00	4,856.00
398912107	39891000	CSEA	EMERG SVC DISPATCHER	55,930.00	1,538.00	1,580.00	239.00	3,357.00
398912108	39891000	CSEA	EMS DISPATCHER	53,930.00	1,483.00	1,524.00	230.00	3,237.00
398912112	39891000	CSEA	EMS DISPATCHER	68,623.00	1,887.00	1,939.00	293.00	4,119.00
398912115	39891000	CSEA	EMERGENCY SERVICES DISPATCHER	65,979.00	1,814.00	1,864.00	281.00	3,959.00
398912116	39891000	CSEA	EMERGENCY SERVICES DISPATCHER	65,979.00	1,814.00	1,864.00	281.00	3,959.00
398912117	39891000	CSEA	DSPTCH CTR SHFT SUPV	77,064.00	2,119.00	2,177.00	329.00	4,625.00
398912118	39891000	CSEA	DSPTCH CTR SHFT SUPV	54,154.00	1,489.00	1,530.00	231.00	3,250.00
398912119	39891000	CSEA	DSPTCH CTR SHFT SUPV	81,642.00	2,245.00	2,307.00	348.00	4,900.00
398912120	39891000	CSEA	EMERGENCY SERVICES DISPATCHER	76,382.00	2,101.00	2,159.00	326.00	4,586.00
398912121	39891000	CSEA	EMERGENCY SERVICES DISPATCHER	71,883.00	1,977.00	2,031.00	307.00	4,315.00
398912122	39891000	CSEA	EMERGENCY SERVICES DISPATCHER	70,623.00	1,942.00	1,995.00	301.00	4,238.00
398912123	39891000	CSEA	EMERGENCY SERVICES DISPATCHER	68,623.00	1,887.00	1,939.00	293.00	4,119.00
398912124	39891000	CSEA	EMERGENCY SERVICES DISPATCHER	63,979.00	1,759.00	1,807.00	273.00	3,839.00
398912125	39891000	CSEA	EMERGENCY SERVICES DISPATCHER	55,930.00	1,538.00	1,580.00	239.00	3,357.00
398912126	39891000	CSEA	EMS DISPATCHER	53,930.00	1,483.00	1,524.00	230.00	3,237.00
398912927	39891000	CSEA	EMERGENCY SERVICES DISPATCHER (HELP)	49,286.00	1,355.00	1,392.00	210.00	2,957.00
398912928	39891000	CSEA	EMERGENCY SERVICES DISPATCHER (HELP)	49,286.00	1,355.00	1,392.00	210.00	2,957.00
398912929	39891000	CSEA	EMERGENCY SERVICES DISPATCHER (HELP)	49,286.00	1,355.00	1,392.00	210.00	2,957.00
298610102	29861000	CSEA	ASSOC ACCNT CLERK	84,308.00	2,318.00	2,382.00	360.00	5,060.00
298610103	29861000	CSEA	SENIOR ACCOUNT CLERK	54,402.00	1,496.00	1,537.00	232.00	3,265.00
401010102	40101000	CSEA	FISCAL TECHNICIAN	90,987.00	2,502.00	2,571.00	388.00	5,461.00
401010112	40101000	CSEA	OFFICE ASSISTANT	49,552.00	1,363.00	1,400.00	211.00	2,974.00
401010113	40101000	CSEA	RECEPTIONIST	42,456.00	1,168.00	1,200.00	181.00	2,549.00
401010115	40101000	CSEA	ACCOUNT CLERK II	55,097.00	1,515.00	1,557.00	235.00	3,307.00
401010117	40101000	CSEA	OFFICE ASSISTANT	41,090.00	1,130.00	1,161.00	175.00	2,466.00
401019103	40101000	CSEA	PUB HLTH NURSE	97,218.00	2,673.00	2,747.00	415.00	5,835.00
401019104	40101000	CSEA	SR PUB HLTH PRGM ASST	76,627.00	2,107.00	2,165.00	327.00	4,599.00
401011101	40101000	CSEA	SUPV PUB HLTH NURSE	149,635.00	4,115.00	4,228.00	638.00	8,981.00
401011113	40101000	CSEA	SR PUB HLTH NURSE	79,031.00	2,173.00	2,233.00	337.00	4,743.00
401011114	40101000	CSEA	PUB HLTH NURSE (SS)	83,981.00	2,309.00	2,372.00	358.00	5,039.00
401011115	40101000	CSEA	SR PUB HLTH NURSE	107,228.00	2,949.00	3,030.00	457.00	6,436.00
401011116	40101000	CSEA	PUB HLTH NURSE (SS)	80,116.00	2,203.00	2,264.00	342.00	4,809.00
401011118	40101000	CSEA	ASST PUB HLTH EDC II (SP)	92,538.00	2,545.00	2,615.00	395.00	5,555.00
401011120	40101000	CSEA	PUB HLTH NURSE (SS)	80,116.00	2,203.00	2,264.00	342.00	4,809.00
401011121	40101000	CSEA	PUB HLTH NURSE	83,981.00	2,309.00	2,372.00	358.00	5,039.00
401011122	40101000	CSEA	PUB HLTH PRGM ASST TRAINEE	70,418.00	1,936.00	1,989.00	300.00	4,225.00
401037101	40101000	CSEA	PUB HLTH SANITARIAN	92,589.00	2,546.00	2,616.00	395.00	5,557.00
401043104	40101000	CSEA	PUB HLTH SANITARIAN TRAINEE	38,916.00	1,070.00	1,099.00	166.00	2,335.00
401012104	40101000	CSEA	PUB HLTH SANITARIAN	83,981.00	2,309.00	2,372.00	358.00	5,039.00

Position Number	Org	Group/BU	Position Number Description	2025 Adopted	2024 2.75% 51000	2025 2.75% 51000	FICA 7.65% 58002	TOTAL
401012106	40101000	CSEA	PUB HLTH SANITARIAN II	115,854.00	3,186.00	3,274.00	494.00	6,954.00
401012107	40101000	CSEA	ASSOC PUB HLTH SANIT	149,635.00	4,115.00	4,228.00	638.00	8,981.00
401012112	40101000	CSEA	PR ENV HLTH ENG AIDE	32,916.00	905.00	930.00	140.00	1,975.00
401012118	40101000	CSEA	ASSOC PUB HLTH SANIT	131,770.00	3,624.00	3,724.00	562.00	7,910.00
401012119	40101000	CSEA	PUB HLTH SANITARIAN	92,589.00	2,546.00	2,616.00	395.00	5,557.00
401012123	40101000	CSEA	ASST PUB HLTH ENG	97,259.00	2,675.00	2,749.00	415.00	5,839.00
401012124	40101000	CSEA	ASST PUB HLTH ENG	97,259.00	2,675.00	2,749.00	415.00	5,839.00
401012126	40101000	CSEA	PUB HLTH SANITARIAN	88,180.00	2,425.00	2,492.00	376.00	5,293.00
401012127	40101000	CSEA	PUB HLTH SANITARIAN	83,981.00	2,309.00	2,372.00	358.00	5,039.00
401012128	40101000	CSEA	SR PUB HLTH SANITARIAN	107,228.00	2,949.00	3,030.00	457.00	6,436.00
401012129	40101000	CSEA	SR PUB HLTH ENGINEER	139,859.00	3,846.00	3,952.00	597.00	8,395.00
401012130	40101000	CSEA	CLERK (SP) (RECLASS TO OFFICE ASSISTANT)	41,090.00	1,130.00	1,161.00	175.00	2,466.00
401012132	40101000	CSEA	SR OFFICE ASST (SP)	52,676.00	1,449.00	1,489.00	225.00	3,163.00
401012133	40101000	CSEA	INTERMEDIATE OFFICE ASSISTANT	59,291.00	1,631.00	1,676.00	253.00	3,560.00
401012134	40101000	CSEA	RECLASS TO ASSISTANT PUBLIC HEALTH ENGINEER (GRADE	39,970.00	1,099.00	1,129.00	170.00	2,398.00
401012919	40101000	CSEA	RECLASS TO SR PUBLIC HEALTH SANITARIAN	5,113.00	141.00	145.00	22.00	308.00
401012923	40101000	CSEA	RECLASS TO PUB HLTH ENG	5,213.00	143.00	147.00	22.00	312.00
401012926	40101000	CSEA	RECLASS TO SR PUBLIC HEALTH SANITARIAN	3,841.00	106.00	109.00	16.00	231.00
401042101	40101000	CSEA	ENVIR HEALTH AIDE	47,124.00	1,296.00	1,332.00	201.00	2,829.00
401043104	40101000	CSEA	PUB HLTH SANITARIAN TRAINEE	38,916.00	1,070.00	1,099.00	166.00	2,335.00
401026101	40101000	CSEA	SUPV PUB HLTH EDUCATOR	113,828.00	3,130.00	3,216.00	485.00	6,831.00
401026102	40101000	CSEA	ASST PUB HLTH EDC II	92,538.00	2,545.00	2,615.00	395.00	5,555.00
401026106	40101000	CSEA	EPIDEMIOLOGIST	97,259.00	2,675.00	2,749.00	415.00	5,839.00
401026109	40101000	CSEA	SR PUB HLTH PRGM ASST	76,586.00	2,106.00	2,164.00	327.00	4,597.00
401026112	40101000	CSEA	SR PUB HLTH PRGM ASST	80,458.00	2,213.00	2,274.00	343.00	4,830.00
401026911	40101000	CSEA	PUB HLTH PRGM ASST TRAINEE	52,482.00	1,443.00	1,483.00	224.00	3,150.00
401026111	40101000	CSEA	RECLASS TO PUB HLTH PRGM ASST	2,472.00	68.00	70.00	11.00	149.00
401026906	40101000	CSEA	RECLASS TO SENIOR EPIDEMIOLOGIST (GRADE 22)	4,365.00	120.00	123.00	19.00	262.00
401026909	40101000	CSEA	RECLASS TO PUBLIC HEALTH EDUCATOR (EFFECTIVE 7/1/20	6,112.00	168.00	173.00	26.00	367.00
401026113	40101000	CSEA	ASSISTANT PUBLIC HEALTH EDUCATOR BILINGUAL TRAINEE	56,673.00	1,559.00	1,602.00	242.00	3,403.00
401055101	40101000	CSEA	BIOTERROR HLTH PLAN COORD	112,589.00	3,096.00	3,181.00	480.00	6,757.00
405910102	40591000	CSEA	EI & PRESCH PRG SUPV	118,322.00	3,254.00	3,343.00	505.00	7,102.00
405910103	40591000	CSEA	EI SVCS COORD (SS)	66,598.00	1,831.00	1,881.00	284.00	3,996.00
405910107	40591000	CSEA	EI SVCS COORD (SP)	74,949.00	2,061.00	2,118.00	320.00	4,499.00
405910108	40591000	CSEA	EI SVCS COORD	59,595.00	1,639.00	1,684.00	254.00	3,577.00
405910112	40591000	CSEA	PR CLERK	67,065.00	1,844.00	1,895.00	286.00	4,025.00
405910113	40591000	CSEA	SR EI SVCS COORD	88,230.00	2,426.00	2,493.00	376.00	5,295.00
405910902	40591000	CSEA	REALLOCATION FROM GRADE 22 TO GRADE 23	6,126.00	168.00	173.00	26.00	367.00
511110104	51111000	CSEA	MASTER MECHANIC I	115,967.00	3,189.00	3,277.00	495.00	6,961.00
511110123	51111000	CSEA	MASTER MECHANIC II	112,688.00	3,099.00	3,184.00	481.00	6,764.00
511110125	51111000	CSEA	LABORER	48,888.00	1,344.00	1,381.00	208.00	2,933.00
511110129	51111000	CSEA	MASTER PLUMBER	97,259.00	2,675.00	2,749.00	415.00	5,839.00
511110130	51111000	CSEA	MAINT CARPENTER II	88,131.00	2,424.00	2,491.00	376.00	5,291.00
511110131	51111000	CSEA	LEAD CARPENTER	102,122.00	2,808.00	2,885.00	436.00	6,129.00

Position Number	Org	Group/BU	Position Number Description	2025 Adopted	2024 2.75% 51000	2025 2.75% 51000	FICA 7.65% 58002	TOTAL
511110132	51111000	CSEA	MAINT PAINTER II	86,838.00	2,388.00	2,454.00	370.00	5,212.00
511110133	51111000	CSEA	HVAC TECHNICIAN	63,389.00	1,743.00	1,791.00	270.00	3,804.00
511110134	51111000	CSEA	MAINT ELECTRICIAN II	88,131.00	2,424.00	2,491.00	376.00	5,291.00
511110135	51111000	CSEA	HVAC MECHANIC	72,829.00	2,003.00	2,058.00	311.00	4,372.00
511110136	51111000	CSEA	BLDG MAINT MECH I	58,756.00	1,616.00	1,660.00	251.00	3,527.00
511110137	51111000	CSEA	BLDG MAINT MECH II	76,843.00	2,113.00	2,171.00	328.00	4,612.00
511110138	51111000	CSEA	ASST CARPENTER	80,458.00	2,213.00	2,274.00	343.00	4,830.00
511110139	51111000	CSEA	BLDG MAINT MECH II	66,380.00	1,825.00	1,875.00	283.00	3,983.00
511110930	51111000	CSEA	RECLASS TO LEAD CARPENTER	4,611.00	127.00	130.00	20.00	277.00
601020104	60101000	CSEA	PR ACCOUNT CLERK	30,737.00	845.00	868.00	131.00	1,844.00
601020117	60101000	CSEA	PR OFFICE ASSISTANT	20,993.00	577.00	593.00	90.00	1,260.00
601020904	60101000	CSEA	RECLASS TO FISCAL TECHNICIAN	1,549.00	43.00	44.00	7.00	94.00
601020922	60101000	CSEA	REALLOCATION TO CONFIDENTIAL SECRETARY II (SPLIT W/C	26,826.00	738.00	758.00	114.00	1,610.00
601001101	60101000	CSEA	CASEWORKER	76,470.00	2,103.00	2,161.00	326.00	4,590.00
601004102	60101000	CSEA	ACCOUNT CLERK/TYPIST	25,645.00	705.00	724.00	109.00	1,538.00
601007102	60101000	CSEA	SOC SVCS SPECIALIST I	64,575.00	1,776.00	1,825.00	275.00	3,876.00
601007104	60101000	CSEA	SOC SVCS SUPV	64,235.00	1,766.00	1,815.00	274.00	3,855.00
601007105	60101000	CSEA	SOC SVCS SPECIALIST I	18,450.00	507.00	521.00	79.00	1,107.00
601007109	60101000	CSEA	SOC SVCS SPECIALIST I	33,902.00	932.00	958.00	145.00	2,035.00
601007110	60101000	CSEA	SOC SVCS SPECIALIST I (SP)	61,500.00	1,691.00	1,738.00	262.00	3,691.00
601007111	60101000	CSEA	SR OFFICE ASST	33,058.00	909.00	934.00	141.00	1,984.00
601007113	60101000	CSEA	COORD TEMPORARY ASSISTANCE	35,708.00	982.00	1,009.00	152.00	2,143.00
601007114	60101000	CSEA	SOCIAL SERVICES SPECIALIST 1	50,576.00	1,391.00	1,429.00	216.00	3,036.00
601002103	60101000	CSEA	CPS SUPERVISOR	105,083.00	2,890.00	2,969.00	448.00	6,307.00
601002104	60101000	CSEA	CASEWORKER	79,884.00	2,197.00	2,257.00	341.00	4,795.00
601002105	60101000	CSEA	CASEWORKER	76,645.00	2,108.00	2,166.00	327.00	4,601.00
601002106	60101000	CSEA	CASEWORKER	69,519.00	1,912.00	1,965.00	297.00	4,174.00
601002108	60101000	CSEA	CPS CASEWORKER	69,519.00	1,912.00	1,965.00	297.00	4,174.00
601002110	60101000	CSEA	CASEWORKER	80,294.00	2,208.00	2,269.00	342.00	4,819.00
601002119	60101000	CSEA	CASE SUPV GRADE B	102,023.00	2,806.00	2,883.00	435.00	6,124.00
601002120	60101000	CSEA	CPS CASEWORKER	69,519.00	1,912.00	1,965.00	297.00	4,174.00
601002121	60101000	CSEA	CASEWORKER	82,739.00	2,275.00	2,338.00	353.00	4,966.00
601002123	60101000	CSEA	CASEWORKER (SP)	72,829.00	2,003.00	2,058.00	311.00	4,372.00
601002124	60101000	CSEA	CASEWORKER	82,432.00	2,267.00	2,329.00	352.00	4,948.00
601002125	60101000	CSEA	CPS CASEWORKER	80,294.00	2,208.00	2,269.00	342.00	4,819.00
601002126	60101000	CSEA	CPS CASEWORKER	59,595.00	1,639.00	1,684.00	254.00	3,577.00
601002128	60101000	CSEA	CPS CASEWORKER (SP)	72,829.00	2,003.00	2,058.00	311.00	4,372.00
601002129	60101000	CSEA	SR CPS CASEWORKER	80,027.00	2,201.00	2,262.00	341.00	4,804.00
601002130	60101000	CSEA	SR CPS CASEWORKER	88,230.00	2,426.00	2,493.00	376.00	5,295.00
601002131	60101000	CSEA	SR CASEWORKER	91,055.00	2,504.00	2,573.00	388.00	5,465.00
601002132	60101000	CSEA	CASEWORKER	72,829.00	2,003.00	2,058.00	311.00	4,372.00
601002133	60101000	CSEA	CASEWORKER	69,519.00	1,912.00	1,965.00	297.00	4,174.00
601002135	60101000	CSEA	CASEWORKER ASSISTANT	73,330.00	2,017.00	2,072.00	313.00	4,402.00
601002137	60101000	CSEA	SR CASEWORKER	81,806.00	2,250.00	2,312.00	349.00	4,911.00

Position Number	Org	Group/BU	Position Number Description	2025 Adopted	2024 2.75% 51000	2025 2.75% 51000	FICA 7.65% 58002	TOTAL
601002911	60101000	CSEA	RECLASS TO OFFICE ASSISTANT	41,090.00	1,130.00	1,161.00	175.00	2,466.00
601002918	60101000	CSEA	CPS CASEWORKER (HELP)	69,519.00	1,912.00	1,965.00	297.00	4,174.00
601002920	60101000	CSEA	CPS CASEWORKER (HELP)	69,519.00	1,912.00	1,965.00	297.00	4,174.00
601002934	60101000	CSEA	CPS CASEWORKER (HELP)	69,519.00	1,912.00	1,965.00	297.00	4,174.00
601002937	60101000	CSEA	RECLASS TO CASE SUPV GRADE B	2,606.00	72.00	74.00	11.00	157.00
601004103	60101000	CSEA	CASEWORKER	59,595.00	1,639.00	1,684.00	254.00	3,577.00
601303102	60131000	CSEA	SR CLERK	11,806.00	325.00	334.00	50.00	709.00
601003102	60101000	CSEA	EMPLOY & TRAIN ASST	48,827.00	1,343.00	1,380.00	208.00	2,931.00
601003104	60101000	CSEA	SR E & T COUNSELOR	97,820.00	2,690.00	2,764.00	417.00	5,871.00
626110101	62611000	CSEA	COORD WIA/E & T	121,662.00	3,346.00	3,438.00	519.00	7,303.00
626110102	62611000	CSEA	ASST COORD WIA/E & T	62,343.00	1,714.00	1,761.00	266.00	3,741.00
601004102	60101000	CSEA	ACCOUNT CLERK/TYPIST	25,645.00	705.00	724.00	109.00	1,538.00
601004104	60101000	CSEA	SOC SVCS SUPV	80,294.00	2,208.00	2,269.00	342.00	4,819.00
601004105	60101000	CSEA	SR TYPIST	52,676.00	1,449.00	1,489.00	225.00	3,163.00
601004108	60101000	CSEA	SOC SVCS SPECIALIST I	63,420.00	1,744.00	1,792.00	271.00	3,807.00
601004110	60101000	CSEA	SOC SVCS SPECIALIST I	61,500.00	1,691.00	1,738.00	262.00	3,691.00
601004115	60101000	CSEA	SOC SVCS SPECIALIST I	56,408.00	1,551.00	1,594.00	241.00	3,386.00
601004116	60101000	CSEA	COORD MEDICAID/LTC	97,164.00	2,672.00	2,745.00	414.00	5,831.00
601004117	60101000	CSEA	SR ACCOUNT CLERK	48,827.00	1,343.00	1,380.00	208.00	2,931.00
601004118	60101000	CSEA	SOC SVCS SPECIALIST I	61,500.00	1,691.00	1,738.00	262.00	3,691.00
601004120	60101000	CSEA	SOC SVCS SPECIALIST I	71,194.00	1,958.00	2,012.00	304.00	4,274.00
601004124	60101000	CSEA	SOC SVCS SPECIALIST I	67,804.00	1,865.00	1,916.00	289.00	4,070.00
601004128	60101000	CSEA	SOC SVCS SPECIALIST I (SP)	61,500.00	1,691.00	1,738.00	262.00	3,691.00
601004129	60101000	CSEA	OFFICE ASSISTANT	45,650.00	1,255.00	1,290.00	195.00	2,740.00
601006902	60101000	CSEA	RECLASS TO PRINCIPAL OFFICE ASSISTANT (SPLIT W/WMS)	42,251.00	1,162.00	1,194.00	180.00	2,536.00
601007104	60101000	CSEA	SOC SVCS SUPV	16,059.00	442.00	454.00	69.00	965.00
601007105	60101000	CSEA	SOC SVCS SPEC I	43,050.00	1,184.00	1,217.00	184.00	2,585.00
601007106	60101000	CSEA	SOC SVCS SPECIALIST I (SP)	50,076.00	1,377.00	1,415.00	214.00	3,006.00
601007107	60101000	CSEA	SOC SVCS SPECIALIST I	61,500.00	1,691.00	1,738.00	262.00	3,691.00
601007109	60101000	CSEA	SOC SVCS SPECIALIST I	33,902.00	932.00	958.00	145.00	2,035.00
601007111	60101000	CSEA	SR OFFICE ASST	22,039.00	606.00	623.00	94.00	1,323.00
601007113	60101000	CSEA	COORD TEMPORARY ASSISTANCE	66,315.00	1,824.00	1,874.00	283.00	3,981.00
601007914	60101000	CSEA	SOC SVCS SPECIALIST TRN	50,576.00	1,391.00	1,429.00	216.00	3,036.00
601008104	60101000	CSEA	CHILD SUPP SPECIALIST I	56,408.00	1,551.00	1,594.00	241.00	3,386.00
601008105	60101000	CSEA	CHILD SUPP SPECIALIST I	72,454.00	1,992.00	2,047.00	309.00	4,348.00
601008106	60101000	CSEA	CHILD SUPP SPECIALIST I	50,576.00	1,391.00	1,429.00	216.00	3,036.00
601008107	60101000	CSEA	ACCOUNT CLERK II	65,695.00	1,807.00	1,857.00	280.00	3,944.00
601010102	60101000	CSEA	SR RESOURCE SPECIALIST	92,950.00	2,556.00	2,626.00	396.00	5,578.00
601016104	60101000	CSEA	SR COMPUTER OPERS SPECIALIST	84,028.00	2,311.00	2,375.00	358.00	5,044.00
601006902	60101000	CSEA	RECLASS TO PRINCIPAL OFFICE ASSISTANT (SPLIT W/ TRAIN	28,167.00	775.00	796.00	120.00	1,691.00
601007108	60101000	CSEA	ACCOUNT CLERK II	55,097.00	1,515.00	1,557.00	235.00	3,307.00
601020104	60101000	CSEA	PR ACCOUNT CLERK	46,106.00	1,288.00	1,303.00	197.00	2,788.00
601002115	60101000	CSEA	SR ACCOUNT CLERK (RECLASS FROM DSS SERVICES)	65,368.00	1,798.00	1,847.00	279.00	3,924.00
601020107	60101000	CSEA	LEGAL ASSISTANT	66,380.00	1,825.00	1,875.00	283.00	3,983.00

Position Number	Org	Group/BU	Position Number Description	2025 Adopted	2024 2.75% 51000	2025 2.75% 51000	FICA 7.65% 58002	TOTAL
601020109	60101000	CSEA	CLERK II (SP)	61,490.00	1,691.00	1,738.00	262.00	3,691.00
601020111	60101000	CSEA	ACCOUNTING SUPV	115,854.00	3,186.00	3,274.00	494.00	6,954.00
601020112	60101000	CSEA	PR ACCOUNT CLERK	76,843.00	2,113.00	2,171.00	328.00	4,612.00
601020113	60101000	CSEA	CLERK (SP)	52,030.00	1,431.00	1,470.00	222.00	3,123.00
601020117	60101000	CSEA	PR OFFICE ASSISTANT	31,489.00	866.00	890.00	134.00	1,890.00
601020118	60101000	CSEA	SR TYPIST	50,650.00	1,393.00	1,431.00	216.00	3,040.00
601020119	60101000	CSEA	SR ACCOUNT CLERK	48,827.00	1,343.00	1,380.00	208.00	2,931.00
601020126	60101000	CSEA	INTERMEDIATE OFFICE ASSISTANT	58,831.00	1,618.00	1,662.00	251.00	3,531.00
601020904	60101000	CSEA	RECLASS TO FISCAL TECHNICIAN	2,322.00	64.00	66.00	10.00	140.00
601020914	60101000	CSEA	FISCAL TECHNICIAN	62,343.00	1,714.00	1,761.00	266.00	3,741.00
601020922	60101000	CSEA	RECLASS TO CONFIDENTIAL SECRETARY II (SPLIT W/MENTAI	40,239.00	1,107.00	1,137.00	172.00	2,416.00
626110103	62611000	CSEA	WIA INT SVC CASE MGR	84,308.00	2,318.00	2,382.00	360.00	5,060.00
626110104	62611000	CSEA	WIA ASST	48,827.00	1,343.00	1,380.00	208.00	2,931.00
601303102	60131000	CSEA	SR CLERK	35,420.00	974.00	1,001.00	151.00	2,126.00
601302102	60131000	CSEA	VICTIM ADVOCATE	67,804.00	1,865.00	1,916.00	289.00	4,070.00
601302103	60131000	CSEA	SR BILINGUAL VICTIM ADVOCATE	71,421.00	1,964.00	2,018.00	305.00	4,287.00
651010109	65101000	CSEA	TYPIST	45,650.00	1,255.00	1,290.00	195.00	2,740.00
661010102	65101000	CSEA	INSPECTOR WEIGHTS & MEASURES	52,482.00	1,443.00	1,483.00	224.00	3,150.00
677210104	67721000	CSEA	AGING SERVICES AIDE	37,901.00	1,042.00	1,071.00	162.00	2,275.00
677210105	67721000	CSEA	CASEWORKER	72,829.00	2,003.00	2,058.00	311.00	4,372.00
677210107	67721000	CSEA	ACCOUNT CLERK/TYPIST	51,290.00	1,410.00	1,449.00	219.00	3,078.00
677210108	67721000	CSEA	AGING SVCS AIDE	39,601.00	1,089.00	1,119.00	169.00	2,377.00
677210109	67721000	CSEA	AGING SVCS AIDE	26,090.00	717.00	737.00	111.00	1,565.00
677210111	67721000	CSEA	CASEWORKER	65,543.00	1,802.00	1,852.00	280.00	3,934.00
677210118	67721000	CSEA	TYPIST	38,933.00	1,071.00	1,100.00	166.00	2,337.00
677210120	67721000	CSEA	SR CASEWORKER (OSR)]Moved from 10677201.10194)	88,229.00	2,426.00	2,493.00	376.00	5,295.00
677210122	67721000	CSEA	ACCOUNT CLERK	56,145.00	1,544.00	1,586.00	239.00	3,369.00
677210123	67721000	CSEA	CASEWORKER	69,519.00	1,912.00	1,965.00	297.00	4,174.00
677210127	67721000	CSEA	DRIVER	50,822.00	1,398.00	1,436.00	217.00	3,051.00
677210128	67721000	CSEA	CDL DRIVER	48,888.00	1,344.00	1,381.00	208.00	2,933.00
677210130	67721000	CSEA	DRIVER	53,146.00	1,462.00	1,502.00	227.00	3,191.00
677210132	67721000	CSEA	DRIVER	58,593.00	1,611.00	1,655.00	250.00	3,516.00
677210135	67721000	CSEA	DRIVER	53,146.00	1,462.00	1,502.00	227.00	3,191.00
677210136	67721000	CSEA	DRIVER	50,822.00	1,398.00	1,436.00	217.00	3,051.00
677210137	67721000	CSEA	DRIVER	53,146.00	1,462.00	1,502.00	227.00	3,191.00
677210138	67721000	CSEA	DRIVER	63,369.00	1,743.00	1,791.00	270.00	3,804.00
677210141	67721000	CSEA	DRIVER	53,146.00	1,462.00	1,502.00	227.00	3,191.00
677210142	67721000	CSEA	DRIVER	53,146.00	1,462.00	1,502.00	227.00	3,191.00
677210146	67721000	CSEA	FISCAL TECHNICIAN	80,124.00	2,203.00	2,264.00	342.00	4,809.00
677210147	67721000	CSEA	TRANSPORTATION COORD (RECLASSIFIED FROM HEAD DRIVE	66,360.00	1,825.00	1,875.00	283.00	3,983.00
677210148	67721000	CSEA	ACCOUNT CLERK/TYPIST	42,456.00	1,168.00	1,200.00	181.00	2,549.00
677210150	67721000	CSEA	OFFICE ASSISTANT	35,868.00	986.00	1,013.00	153.00	2,152.00
677210151	67721000	CSEA	OFFICE ASSISTANT	29,350.00	807.00	829.00	125.00	1,761.00
677210156	67721000	CSEA	CASEWORKER ASST (OSR)	43,929.00	1,208.00	1,241.00	187.00	2,636.00

Position Number	Org	Group/BU	Position Number Description	2025 Adopted	2024 2.75% 51000	2025 2.75% 51000	FICA 7.65% 58002	TOTAL
677210153	67721000	CSEA	CASEWORKER ASST (OSR)	61,500.00	1,691.00	1,738.00	262.00	3,691.00
677210154	67721000	CSEA	RECEPTIONIST	51,290.00	1,410.00	1,449.00	219.00	3,078.00
677210155	67721000	CSEA	CASEWORKER ASST (OSR)	71,193.00	1,958.00	2,012.00	304.00	4,274.00
677210904	67721000	CSEA	REALLOCATION FROM GRADE 2 TO GRADE 8 - Tentative at Gr	3,189.00	88.00	90.00	14.00	192.00
677210908	67721000	CSEA	REALLOCATION FROM GRADE 2 TO GRADE 8 - Tentative at Gr	6,049.00	166.00	171.00	26.00	363.00
677210909	67721000	CSEA	REALLOCATION FROM GRADE 2 TO GRADE 8 - 25 HPW TO 35	15,000.00	413.00	424.00	64.00	901.00
677210911	67721000	CSEA	INCREASE TO 35 HPW	10,927.00	300.00	308.00	47.00	655.00
677210912	67721000	CSEA	REALLOCATION FROM GRADE 2 TO GRADE 8 - 25 HPW TO 35	17,569.00	483.00	496.00	75.00	1,054.00
677210152	67721000	CSEA	RECLASS FROM AGING SVCS AIDE FT TO OFFICE ASSISTAN	29,351.00	807.00	829.00	125.00	1,761.00
677410104	67741000	CSEA	COOK (Moved from 10677400.10185/10677800	54,851.00	1,508.00	1,549.00	234.00	3,291.00
677410107	67741000	CSEA	COOK (Moved from 10677400.10185/10677800	54,632.00	1,502.00	1,543.00	233.00	3,278.00
677410108	67741000	CSEA	DIETARY TECHNICIAN(Moved from 10677400.10185/106778	41,969.00	1,154.00	1,186.00	179.00	2,519.00
677410112	67741000	CSEA	FOOD SERVICE HELPER	35,639.00	980.00	1,007.00	152.00	2,139.00
677410115	67741000	CSEA	FOOD SERVICE HELPER	25,500.00	701.00	720.00	109.00	1,530.00
677410118	67741000	CSEA	FOOD SERVICE HELPER	28,287.00	778.00	799.00	121.00	1,698.00
677410123	67741000	CSEA	FOOD SERVICE HELPER	23,521.00	647.00	665.00	100.00	1,412.00
677410127	67741000	CSEA	COOK	47,404.00	1,304.00	1,340.00	202.00	2,846.00
677410109	67741000	CSEA	NUTRITION SITE MGR (Moved from 10677200)	47,130.00	1,296.00	1,332.00	201.00	2,829.00
677410130	67741000	CSEA	HEAD COOK	63,345.00	1,742.00	1,790.00	270.00	3,802.00
677410131	67741000	CSEA	COOK	45,650.00	1,255.00	1,290.00	195.00	2,740.00
677410116	67741000	CSEA	CASEWORKER ASST (OSR) (Moved from 10677200)	73,330.00	2,017.00	2,072.00	313.00	4,402.00
677410105	67741000	CSEA	NUTRITION SITE MGR (Moved from 10677200)	53,983.00	1,485.00	1,526.00	230.00	3,241.00
677410106	67741000	CSEA	NUTRITION SITE MGR (Moved from 10677200)	44,885.00	1,234.00	1,268.00	191.00	2,693.00
677410133	67741000	CSEA	FOOD SERVICE HELPER	28,285.00	778.00	799.00	121.00	1,698.00
677410126	67741000	CSEA	DRIVER	28,136.00	774.00	795.00	120.00	1,689.00
677410135	67741000	CSEA	NUTRITION SITE MGR	44,886.00	1,234.00	1,268.00	191.00	2,693.00
677810107	67781000	CSEA	FOOD SERVICE HELPER	28,287.00	778.00	799.00	121.00	1,698.00
677510101	67751000	CSEA	CASEWORKER	72,829.00	2,003.00	2,058.00	311.00	4,372.00
677510102	67751000	CSEA	CASEWORKER (Moved from 10677600)	69,519.00	1,912.00	1,965.00	297.00	4,174.00
677710105	67771000	CSEA	DAY CARE HELPER	36,102.00	993.00	1,020.00	154.00	2,167.00
677710107	67771000	CSEA	DAY CARE HELPER	25,788.00	709.00	728.00	110.00	1,547.00
677710110	67771000	CSEA	DRIVER	53,146.00	1,462.00	1,502.00	227.00	3,191.00
677710111	67771000	CSEA	CASEWORKER	80,294.00	2,208.00	2,269.00	342.00	4,819.00
677710113	67771000	CSEA	DAY CARE HELPER	42,792.00	1,177.00	1,209.00	183.00	2,569.00
677710114	67771000	CSEA	DAY CARE HELPER	23,792.00	654.00	672.00	101.00	1,427.00
677710115	67771000	CSEA	CASEWORKER/RN	84,308.00	2,318.00	2,382.00	360.00	5,060.00
677710116	67771000	CSEA	DAY CARE HELPER	23,792.00	654.00	672.00	101.00	1,427.00
677710118	67771000	CSEA	DRIVER	55,803.00	1,535.00	1,577.00	238.00	3,350.00
677710121	67771000	CSEA	DAY CARE HELPER	23,792.00	654.00	672.00	101.00	1,427.00
677210133	67721000	CSEA	DRIVER (Moved from 10672000)	53,146.00	1,462.00	1,502.00	227.00	3,191.00
677710905	67771000	CSEA	REALLOCATION FROM GRADE 1 TO GRADE 5 - Tentative at Gr	5,034.00	138.00	142.00	21.00	301.00
677710907	67771000	CSEA	REALLOCATION FROM GRADE 1 TO GRADE 5 - Tentative at Gr	3,595.00	99.00	102.00	15.00	216.00
677710913	67771000	CSEA	REALLOCATION FROM GRADE 1 TO GRADE 5 - Tentative at Gr	4,828.00	133.00	137.00	21.00	291.00
677710914	67771000	CSEA	REALLOCATION FROM GRADE 1 TO GRADE 5 - Tentative at Gr	2,785.00	77.00	79.00	12.00	168.00

Position Number	Org	Group/BU	Position Number Description	2025 Adopted	2024 2.75% 51000	2025 2.75% 51000	FICA 7.65% 58002	TOTAL
677710916	67771000	CSEA	REALLOCATION FROM GRADE 1 TO GRADE 5 - Tentative at Gr	2,785.00	77.00	79.00	12.00	168.00
677710921	67771000	CSEA	REALLOCATION FROM GRADE 1 TO GRADE 5 - Tentative at Gr	2,785.00	77.00	79.00	12.00	168.00
677910102	67791000	CSEA	REG PROF NURSE (OSR)	42,568.00	1,171.00	1,203.00	182.00	2,556.00
677910101	67791000	CSEA	AGING SERVICES AIDE II	49,552.00	1,363.00	1,400.00	211.00	2,974.00
677910103	67791000	CSEA	DRIVER (Moved From 10677300)	12,200.00	336.00	345.00	52.00	733.00
677910902	67791000	CSEA	REALLOCATION FROM GRADE 15 TO GRADE 17-25 HPW	4,096.00	113.00	116.00	18.00	247.00
711010105	71101000	CSEA	LABORER	53,146.00	1,462.00	1,502.00	227.00	3,191.00
711010109	71101000	CSEA	CONSTR EQUIP OPER II	82,872.00	2,279.00	2,342.00	354.00	4,975.00
711010112	71101000	CSEA	LABORER	53,146.00	1,462.00	1,502.00	227.00	3,191.00
711010116	71101000	CSEA	R M E O I	61,500.00	1,691.00	1,738.00	262.00	3,691.00
711010117	71101000	CSEA	LABORER	48,888.00	1,344.00	1,381.00	208.00	2,933.00
711010119	71101000	CSEA	LABORER	50,822.00	1,398.00	1,436.00	217.00	3,051.00
711010120	71101000	CSEA	LABORER	48,888.00	1,344.00	1,381.00	208.00	2,933.00
711010122	71101000	CSEA	R M E O I	61,500.00	1,691.00	1,738.00	262.00	3,691.00
711010124	71101000	CSEA	FARM ASSISTANT	57,128.00	1,571.00	1,614.00	244.00	3,429.00
711010125	71101000	CSEA	SENIOR FARM ASSISTANT	61,500.00	1,691.00	1,738.00	262.00	3,691.00
711010126	71101000	CSEA	CREW CHIEF	79,148.00	2,177.00	2,237.00	338.00	4,752.00
711010127	71101000	CSEA	ASST MAINT MASON II	63,389.00	1,743.00	1,791.00	270.00	3,804.00
711010128	71101000	CSEA	SENIOR PARK RANGER	64,575.00	1,776.00	1,825.00	275.00	3,876.00
711010129	71101000	CSEA	SUPV CREW CHIEF II (RECLASSIFIED FROM SUPV CREW CHIEF	102,329.00	2,814.00	2,891.00	436.00	6,141.00
711010130	71101000	CSEA	SR ACCOUNT CLERK	56,652.00	1,558.00	1,601.00	242.00	3,401.00
731010110	73101000	CSEA	YOUTH PRGM SPECIALIST	14,566.00	401.00	412.00	62.00	875.00
731013103	73101000	CSEA	YOUTH PRGM SPECIALIST	29,132.00	801.00	823.00	124.00	1,748.00
731013104	73101000	CSEA	YOUTH PRGM SPECIALIST	69,519.00	1,912.00	1,965.00	297.00	4,174.00
731010111	73101000	CSEA	SR TYPIST	55,097.00	1,515.00	1,557.00	235.00	3,307.00
731010113	73101000	CSEA	ACCOUNT CLERK	49,046.00	1,349.00	1,386.00	209.00	2,944.00
601020126	60101000	CSEA	INTERMEDIATE OFFICE ASSISTANT	6,537.00	180.00	185.00	28.00	393.00
731010110	73101000	CSEA	YOUTH PRGM SPECIALIST	58,263.00	1,602.00	1,646.00	248.00	3,496.00
731013103	73101000	CSEA	YOUTH PRGM SPECIALIST	43,697.00	1,202.00	1,235.00	186.00	2,623.00
751110104	75111000	CSEA	COUNTY HISTORIAN AIDE	26,446.00	727.00	747.00	113.00	1,587.00
751110105	75111000	CSEA	COUNTY HISTORIAN AIDE	26,446.00	727.00	747.00	113.00	1,587.00
802010103	80201000	CSEA	PR TYPIST	83,963.00	2,309.00	2,372.00	358.00	5,039.00
802010104	80201000	CSEA	SR PLANNING ASSISTANT	107,373.00	2,953.00	3,034.00	458.00	6,445.00
802010105	80201000	CSEA	PLANNER	69,724.00	1,917.00	1,970.00	297.00	4,184.00
802010109	80201000	CSEA	SR ACCOUNT CLERK	62,256.00	1,712.00	1,759.00	266.00	3,737.00
802010116	80201000	CSEA	PLANNING ASSISTANT	63,871.00	1,756.00	1,804.00	272.00	3,832.00
802010121	80201000	CSEA	PLANNER I (GRADE 16)	62,343.00	1,714.00	1,761.00	266.00	3,741.00
802010122	80201000	CSEA	ACCOUNT CLERK	42,456.00	1,168.00	1,200.00	181.00	2,549.00
511010101	51101000	CSEA	CONSTR MAT & HWY DISP	52,482.00	1,443.00	1,483.00	224.00	3,150.00
511010103	51101000	CSEA	R M E O I	56,408.00	1,551.00	1,594.00	241.00	3,386.00
511010104	51101000	CSEA	LABORER	48,888.00	1,344.00	1,381.00	208.00	2,933.00
511010106	51101000	CSEA	R M E O II	63,871.00	1,756.00	1,804.00	272.00	3,832.00
511010108	51101000	CSEA	R M E O I	58,756.00	1,616.00	1,660.00	251.00	3,527.00
511010109	51101000	CSEA	R M E O II	83,963.00	2,309.00	2,372.00	358.00	5,039.00

Position Number	Org	Group/BU	Position Number Description	2025 Adopted	2024 2.75% 51000	2025 2.75% 51000	FICA 7.65% 58002	TOTAL
511010110	51101000	CSEA	CONSTR EQUIP OPER II	91,367.00	2,513.00	2,582.00	390.00	5,485.00
511010111	51101000	CSEA	CONSTR EQUIP OPER	79,148.00	2,177.00	2,237.00	338.00	4,752.00
511010113	51101000	CSEA	R M E O II	63,871.00	1,756.00	1,804.00	272.00	3,832.00
511010114	51101000	CSEA	R M E O II	73,938.00	2,033.00	2,089.00	315.00	4,437.00
511010116	51101000	CSEA	CONSTR EQUIP OPER II	72,979.00	2,007.00	2,062.00	311.00	4,380.00
511010120	51101000	CSEA	CREW CHIEF	66,380.00	1,825.00	1,875.00	283.00	3,983.00
511010121	51101000	CSEA	R M E O II	63,871.00	1,756.00	1,804.00	272.00	3,832.00
511010123	51101000	CSEA	R M E O II	61,010.00	1,678.00	1,724.00	260.00	3,662.00
511010125	51101000	CSEA	TREE MAINT EQP OP II	72,829.00	2,003.00	2,058.00	311.00	4,372.00
511010130	51101000	CSEA	R M E O I	56,408.00	1,551.00	1,594.00	241.00	3,386.00
511010131	51101000	CSEA	MAINT MASON	84,028.00	2,311.00	2,375.00	358.00	5,044.00
511010140	51101000	CSEA	R M E O II	63,871.00	1,756.00	1,804.00	272.00	3,832.00
511010148	51101000	CSEA	LEAD CONSTR EQUIP OPER	95,420.00	2,624.00	2,696.00	407.00	5,727.00
511010149	51101000	CSEA	TREE MAINT EQP OP I	66,380.00	1,825.00	1,875.00	283.00	3,983.00
511010150	51101000	CSEA	R M E O II	63,871.00	1,756.00	1,804.00	272.00	3,832.00
511010151	51101000	CSEA	R M E O II	63,871.00	1,756.00	1,804.00	272.00	3,832.00
511010152	51101000	CSEA	R M E O II	63,871.00	1,756.00	1,804.00	272.00	3,832.00
511010153	51101000	CSEA	R M E O II	63,871.00	1,756.00	1,804.00	272.00	3,832.00
511010155	51101000	CSEA	LEAD CREW CHIEF	95,420.00	2,624.00	2,696.00	407.00	5,727.00
511010156	51101000	CSEA	R M E O II	63,871.00	1,756.00	1,804.00	272.00	3,832.00
511010159	51101000	CSEA	SUPV CREW CHIEF II	134,364.00	3,695.00	3,797.00	573.00	8,065.00
511010160	51101000	CSEA	ASST MAINT MASON II	69,503.00	1,911.00	1,964.00	296.00	4,171.00
511010161	51101000	CSEA	LEAD CREW CHIEF II (RECLASS FROM CREW CHIEF II)	95,420.00	2,624.00	2,696.00	407.00	5,727.00
511090120	51101000	CSEA	RECLASS TO CREW CHIEF II	3,139.00	86.00	88.00	13.00	187.00
511090131	51101000	CSEA	RECLASS TO SUPER CREW CHIEF I	4,240.00	117.00	120.00	18.00	255.00
511090151	51101000	CSEA	RECLASS FROM RME O II TO CREW CHIEF I	2,509.00	69.00	71.00	11.00	151.00
513010101	51301000	CSEA	AUTOMOTIVE MECHANIC	84,308.00	2,318.00	2,382.00	360.00	5,060.00
513010104	51301000	CSEA	AUTOMOTIVE MECHANIC	66,598.00	1,831.00	1,881.00	284.00	3,996.00
513010105	51301000	CSEA	AUTOMOTIVE MECHANIC	72,829.00	2,003.00	2,058.00	311.00	4,372.00
513010106	51301000	CSEA	AUTOMOTIVE BODY MECHANIC	86,838.00	2,388.00	2,454.00	370.00	5,212.00
513010110	51301000	CSEA	LEAD DIESEL MECHANIC	80,457.00	2,213.00	2,274.00	343.00	4,830.00
513010111	51301000	CSEA	LEAD AUTOMOTIVE MECHANIC	80,027.00	2,201.00	2,262.00	341.00	4,804.00
513010112	51301000	CSEA	AUTOMOTIVE MECHANIC	80,294.00	2,208.00	2,269.00	342.00	4,819.00
513010113	51301000	CSEA	CHIEF MECHANIC II	115,967.00	3,189.00	3,277.00	495.00	6,961.00
513010115	51301000	CSEA	AUTO MECHANIC HELPER	56,408.00	1,551.00	1,594.00	241.00	3,386.00
				\$ 25,837,334.00	\$ 710,528.00	\$ 730,072.00	\$ 110,203.00	\$ 1,550,803.00

cc: all
Pers. - Other Business
AJA

Reso
#8

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

TO: Commissioner of Finance
FROM: Marlene Barrett
DEPT: Office for Senior Resources
DATE: 02/07/25

I hereby request approval for the following amendment of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT# NAME	AMOUNT	PURPOSE	
10677700-51000.10110	10677200-51000.10110	\$ 53,146.00	Reallocate salaries to the grant that they are charged to.	
10677200-51000.10136	10677700-51000.10110	\$ 50,822.00		
10677400-51000.10135	10677200-51000.10158	\$ 44,886.00		
10677400-51000.10109	10677200-51000.10159	\$ 47,130.00		
10677400-51000.10105	10677200-51000.10160	\$ 53,983.00		
10677400-51000.10106	10677200-51000.10161	\$ 44,885.00		
10677400-51000.10132	10677200-51000.10162	\$ 84,050.00		
10677400-58002	10677200-58002	\$ 21,033.00		Applicable FICA allocation based on the above salaries.
10677200-58002	10677700-58002	\$ 3,888.00		
10677700-58002	10677200-58002	\$ 4,066.00		
		\$ 407,889.00		

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2025 FEB 11 AM 11:40

2025 Fiscal Impact \$ 0.00
2026 Fiscal Impact \$ 0.00

Marlene Barrett
Dept Head/Designee Signature

02/07/25
Date

AUTHORIZATION: (Electronic Signatures)

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

25T037

Kevin M. Byrne
County Executive



Marlene Barrett
Acting Director

MEMORANDUM

DATE: 2/7/25
TO: Michael Lewis
CC: Paul Eldridge, Kevin Monaghan, Thomas DeMarchi
FROM: Marlene Barrett
RE: OSR 2025 Budget – proposed Personnel Changes

OSR would like to reallocate the salaries of certain employees to the proper budget organizations based on their respective grant allocations. This is to allow our salary expenses to be better aligned with the grant revenues received for those employees. Below is a summary of the requested changes as well as the total fiscal impact on our budget organizations.

FROM ACCOUNT# /NAME	TO ACCOUNT# /NAME	AMOUNT	PURPOSE
10677700-51000.10110	10677200-51000.10110	\$ 53,146.00	Reallocate salaries to the grant
10677200-51000.10136	10677700-51000.10110	\$ 50,822.00	that they are charged to.
10677400-51000.10135	10677200-51000.10158	\$ 44,886.00	"
10677400-51000.10109	10677200-51000.10159	\$ 47,130.00	"
10677400-51000.10105	10677200-51000.10160	\$ 53,983.00	"
10677400-51000.10106	10677200-51000.10161	\$ 44,885.00	"
10677400-51000.10132	10677200-51000.10162	\$ 84,050.00	"
10677400-58002	10677200-58002	\$ 21,033.00	Applicable FICA allocation based
10677200-58002	10677700-58002	\$ 3,888.00	on the above salaries.
10677700-58002	10677200-58002	\$ 4,066.00	"
		\$ 407,889.00	

We are happy to provide any additional information or documentation to help facilitate this reallocation and we appreciate your support. Thank you.

Position Number	Last Name	First Name	Group/BU	Position Number Description	Service Date	2025 Adopted	2025 FICA	2025 Total	Notes
10677700	OFFICE FOR SENIOR RESOURCES - COMM SVCS FOR ELDERLY								
	677710110		CSEA	DRIVER	11/15/2016	53,146.00	4,065.67	57,211.67	Position to be moved from 6777 to 6772
10677200	OFFICE FOR SENIOR RESOURCES - TITLE III								
	677210136		CSEA	DRIVER	04/13/2023	50,822.00	3,887.88	54,709.88	Position to be moved from 6772 to 6777
10677400	OFFICE FOR SENIOR RESOURCES - TITLE VI								
	677410135		CSEA	NUTRITION SITE MGR	02/14/2022	44,886.00	3,433.78	48,319.78	Position to be moved from 6774 to 6772
	677410109		CSEA	NUTRITION SITE MGR	04/29/2012	47,130.00	3,605.45	50,735.45	Position to be moved from 6774 to 6772
	677410105		CSEA	NUTRITION SITE MGR	07/23/2005	53,983.00	4,129.70	58,112.70	Position to be moved from 6774 to 6772
	677410106		CSEA	NUTRITION SITE MGR	10/24/2016	44,885.00	3,433.70	48,318.70	Position to be moved from 6774 to 6772
	677410132		PUNYA	NUTRITION SERVICES MANAGER	04/08/2024	84,050.00	6,429.83	90,479.83	Position to be moved from 6774 to 6772

Summary		Salary	From	To
Position Number				
10677700.10110		53,146.00	10677700	10677200
10677200.10136		50,822.00	10677200	10677700
10677400.10135		44,886.00	10677400	10677200
10677400.10109		47,130.00	10677400	10677200
10677400.10105		53,983.00	10677400	10677200
10677400.10106		44,885.00	10677400	10677200
10677400.10132		84,050.00	10677400	10677200

Total Salaries -5100	378,902.00
Total FICA -58002	28,987.00
Grant Total to Transfer	407,889.00

Kevin M. Byrne
County Executive



Marlene Barrett
Acting Director

MEMORANDUM

DATE: 2/7/25
TO: Diane Schonfeld
CC: Michael Lewis, Kevin Monaghan, Thomas DeMarchi
FROM: Marlene Barrett
RE: OSR 2025 Budget – Personnel Changes – Letter of Necessity

The OSR is requesting the attached budget transfer for our personnel in the 2025 budget year and from our perspective it is imperative to have this reviewed by the personnel committee this February 13th, 2025, for 3 critical reasons. As followed:

1. NYSOFA grant reimbursement voucher requests are due beginning March 31st, 2025. If the transfer was to be delayed past that date our organization may miss the opportunity to claim Q1 reimbursement.
2. There may be retroactive work required in the payroll department to reallocate salaries already paid from the original 2025 budget lines. Further delay may cause more undue work on another County Department which not advantageous.
3. Lastly, the sooner this change is made the better because it protects us in the case of NYSOFA audit. While uncommon, in an audit situation it is always best practice to have our County Budget aligned with the individualized federal and state budget allocations to ensure transparency.

Thank you for your attention to this matter. Feel to call our office with questions or concerns.

#9

THE PUTNAM COUNTY LEGISLATURE

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

Amy E. Sayegh *Chairwoman*
Greg E. Ellner *Deputy Chair*
Diane Schonfeld *Clerk*
Robert Firriolo *Counsel*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

MEMORANDUM

DATE: February 4, 2025

TO: Daniel G. Birmingham
Chairman, Rules, Enactments & Intergovernmental Relations Committee

FROM: William Gouldman
Legislator, District #2 *William Gouldman*

RE: Sales Tax Letter from Towns and Villages

As you are aware, the Legislature is in receipt of the attached letter, signed by the Supervisors and Mayors of the towns and villages of Putnam County, regarding the County's Sales Tax Revenue.

Respectfully, I request this topic, and the idea to share the revenue with the municipalities, be discussed at the February 20, 2025 Rules Committee Meeting.

Thank you for your attention to this request.

Attachment

Edward Gordon

From: Elaine McGinty <emcginty@putnamvalley.gov>
Sent: Monday, February 3, 2025 3:12 PM
To: wjgouldman@gmail.com; Nancy Montgomery; Putnam Co Legislature; Amy Sayegh; Toni Addonizio; Laura Russo; Greg Ellner; Paul Jonke; Daniel Birmingham; Erin Crowley
Cc: jannabi@putnamvalley.gov; msc1s@ci.carmel.ny.us; supervisor@philipstown.com; jmcglasson@townofkentny.gov; planning@pattersonny.org; ndurante@southeast-ny.gov; James Schoenig; Mayor; mayor@nelsonvilleny.gov; Kevin Byrne; Dain Pascoello; Christopher Formisano
Subject: Putnam County Sales Tax
Attachments: County Legislatures.ltr.02-03-2025.pdf

Some people who received this message don't often get email from emcginty@putnamvalley.gov. [Learn why this is important](#)

PUTNAM COUNTY NOTICE

THIS EMAIL IS FROM AN EXTERNAL SENDER! DO NOT click links, DO NOT open attachments, DO NOT forward if you were not expecting this email or if it seems suspicious in any way! REMEMBER: NEVER provide your user ID or password to anyone for any reason!

Dear County Legislators,

Attached is a letter from the Town Supervisors of Putnam Valley, Carmel, Philipstown, Kent, Patterson and Southeast and the Mayors of Cold Spring, Brewster and Nelsonville, for your attention.

Regards,
Elaine

Elaine McGinty
Chief of Staff to
Supervisor, Jacqueline Annabi
Town of Putnam Valley
845-526-2121
emcginty@putnamvalley.gov
www.putnamvalley.gov



*Town of Putnam Valley
New York*

Jacqueline Annabi, Supervisor
Town of Putnam Valley

Michael S. Cazzari, Supervisor
Town of Carmel

John Van Tassel, Supervisor
Town of Philipstown

Jaime McGlasson, Supervisor
Town of Kent

Richard Williams, Sr., Supervisor
Town of Patterson

Nick Durante, Supervisor
Town of Southeast

Kathleen E. Foley, Mayor
Village of Cold Spring

James S. Shoenig, Mayor
Village of Brewster

Chris Winward, Mayor
Village, of Nelsonville

February 3, 2025

Legislator William J. Gouldman
Legislator Nancy Montgomery
Legislator Amy E. Sayegh

Legislator Paul E. Jonke
Legislator Daniel G. Birmingham
Legislator Erin L. Crowley

Legislator Laura E. Russo
Legislator Greg E. Ellner
Legislator Toni E. Addonizio

Re: Putnam County Sales Tax

Dear County Legislators,

We are writing in response to County Legislator Birmingham's proposal to reduce the county sales tax rate from 4% to 3.5%, as highlighted in the January 27th Mid-Hudson News article. This reduction is projected to save Putnam County taxpayers \$10 million annually, providing meaningful financial relief to our residents.

As Legislator Birmingham noted, over the past five fiscal years, the county has collected over \$400 million in sales tax revenues—\$53 million more than originally budgeted. While these surplus funds could be used for direct tax relief for County taxpayers, they often become absorbed into the County budget, funding new or unnecessary expenditures.

The Towns and Villages struggle to make budgets work and fund essential services, as well as infrastructure repairs and services. Sharing the sales tax surplus with the Towns and Villages is a direct way to benefit our shared constituent taxpayers.

To ensure taxpayers truly benefit, we propose a more direct approach: the continuation of the half percent sales tax, but with the revenue shared amongst the six Towns and three Villages within the County. This approach would allow municipalities to apply these resources toward critical capital projects, thereby directly reducing the tax burden on our constituents. There is a highly successful precedent for this type of sharing from 2022 when surplus sales tax dollars were shared to the Towns and Villages.

Sales tax revenue has been effectively utilized by municipalities at the local level, where we best understand our budgetary, service and infrastructure needs. This approach allows us to address priorities efficiently and cost-effectively. For example, Putnam Valley received \$509,858 in sales tax funding, which was used to winterize the town camp facility, transforming it into a year-round asset for the community—without imposing any additional costs on taxpayers. The Village of Cold Spring used its allocation to replace filters at its water treatment plant, addressing a long-overdue public health need. Similarly, Town Supervisors and Mayors directed their sales tax allocations toward essential infrastructure projects, reducing the amount that had to be raised through Town and Village taxes. In other words, sharing sales tax revenue has provided savings to taxpayers while ensuring critical projects are funded. This demonstrates the tangible benefits of direct municipal distribution.

Putnam County Legislators
February 3, 2025
Page 2

We fully support the initiative to share the half-percent of the county sales tax and welcome further discussion on how to maximize these savings for the direct benefit of taxpayers in our communities and villages.

Sincerely,

Jacqueline Annabi
Supervisor, Town of Putnam Valley

Michael S. Cazzari
Supervisor, Town of Carmel

John Van Fassel
Supervisor Town of Philipstown

Jaime McGlasson
Supervisor, Town of Kent

Richard Williams, Sr.
Supervisor, Town of Patterson

Nick Durante
Supervisor, Town of Southeast

Kathleen E. Foley
Mayor, Village of Cold Spring

James S. Shoenig
Mayor, Village of Brewster

Chris Winward,
Mayor, Village, of Nelsonville



cc: all
A+A

#10

PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

MEMORANDUM

TO: Hon. Amy Sayegh, Chairwoman
Putnam County Legislature

CC: Diane Schonfeld, Clerk
Putnam County Legislature

The Putnam County Legislature

Michael J. Lewis
Commissioner of Finance

FROM: Kevin M. Byrne
County Executive

DATE: January 16, 2025

RE: Sales Tax Extension

2025 JAN 16 PM 12:07
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Please let this memorandum serve as the Administration's request that the Legislature consider renewing and extending the County's longstanding practice of collecting an additional one percent to the County's sale tax rate, which is set to expire on November 30, 2025.

While this provision enables Putnam County to collect 4% instead of 3% (an additional 1% on individual purchases), it is worth noting that it accounts for 25% of all sales tax collected. For example, if not extended in 2023, a year in which Putnam County collected more than \$88 million in sales tax, that 1% represented approximately \$22 million.

In recent years, in part due to sales tax collections received with the existing rate, Putnam County has been able to cut its property tax levy and lower its property tax rate substantially, while also making sales tax fairer and less regressive through opting into an exemption on clothing and footwear under \$110. All of these accomplishments would be jeopardized if Putnam County failed to extend its existing rate.

If not extended, the revenue loss to Putnam County would also jeopardize the delivery of critical public services and massively interfere with needed capital investments approved by the Legislature and Executive in the County's 6- Year Capital Plan.

Therefore, I respectfully request that the Legislature consider advancing this measure as soon as feasible in order to allow for the necessary steps to be taken required for State legislative action in connection with this extension.

Please see attached the proposed draft resolution, which has been approved by the Law Department for the Legislature's review and consideration.

RESOLUTION

APPROVAL/PUTNAM COUNTY'S REQUEST TO EXTEND THE 1% INCREASED COUNTY SALES TAX FOR AN ADDITIONAL THREE YEARS

WHEREAS, in light of the current and ongoing fiscal challenges facing Putnam County government, it is appropriate to maintain revenues by renewing the previously authorized one percent (1%) County sales tax increase; and

WHEREAS, in accordance with Chapter 113 of the Laws of 2011 and pursuant to Resolution #41 of 2011, Resolution #88 of 2013 and Resolution #38 of 2015, the Putnam County Legislature approved the introduction and passage of legislation for the continued authorization of Putnam County's sales tax to be increased from three percent (3%) to four percent (4%) for the period of September 1, 2007, through November 30, 2017; and

WHEREAS, in accordance with Resolution #27 of 2017, the Putnam County Legislature approved the introduction and passage of legislation for the continued authorization of Putnam County's sales tax to be increased from three percent (3%) to four percent (4%) for the period of December 1, 2017, through November 30, 2019, however, the State of New York subsequently extended that increase through November 30, 2020; and

WHEREAS, in accordance with Resolution #68 of 2020, the Putnam County Legislature approved the introduction and passage of legislation for the continued authorization of Putnam County's sales tax to be increased from three percent (3%) to four percent (4%) for the period of December 1, 2020, through November 30, 2023; and

WHEREAS, by Resolution #46 of 2023, the Putnam County Legislature approved the introduction and passage of legislation for the continued authorization of Putnam County's sales tax to be increased from three percent (3%) to four percent (4%) for the period of December 1, 2023, through November 30, 2026, however, the State of New York subsequently only extended that increase through November 30, 2025, which authorization is about to expire and needs to be renewed; and

WHEREAS, the Putnam County Executive and Putnam County Legislature further determine that as an alternative to dramatically raising real property taxes in Putnam County, it is necessary to renew the expiring one percent (1%) County sales tax increase; now therefore be it

RESOLVED, that the Putnam County Executive and Putnam County Legislature hereby support and request the introduction and passage of legislation authorizing the renewal of the expiring one percent (1 %) County sales tax increase for an additional three (3) years, that is, for the period December 1, 2025, through November 30, 2028; and be it further

RESOLVED, that the Clerk of the Putnam County Legislature is hereby directed to forward a copy of this Resolution to our State representatives in the State Legislature as well as the Governor and leadership of our State Legislature.

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner



cc: call
A+A

11

DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

February 4, 2025

TO: Michael Lewis, Commissioner of Finance

FROM: *AS* Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: Request for Approval to Establish a Youth Bureau Petty Cash Fund

I am respectfully requesting \$200 to establish a Youth Bureau Petty Cash Fund, which will be used to pay for program supplies for Youth Bureau events. These items will be for balloons, decorations, and food items to be purchased for the day of the special event particularly when a voucher or purchase order is not accepted, or time does not allow.

Thank you for your time and consideration of this request.

cc: Janeen Cunningham, Youth Bureau Director
Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau
Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

2025 FEB 12 PM 3:53
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY



12

PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

MEMORANDUM

TO: Hon. Amy Sayegh, Chair
Putnam County Legislature

CC: Diane Schonfeld, Clerk
Putnam County Legislature

Barbara Barosa
Commissioner of Planning, Development & Public Transportation

FROM: Kevin M. Byrne
County Executive

DATE: February 14, 2025

RE: Letter of Necessity - Request for Resolution to be Placed on Next Appropriate
Committee Agenda (February 19, 2025)

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2025 FEB 14 PM 3:02

I respectfully request that you consider placing the attached resolution on the next appropriate Legislative Committee on February 19, 2025.

The resolution would permit the County to apply for funding and enter into a pass-through agreement for Hudson Valley Shakespeare's FY22 Environmental Protection Agency STAG grant funding for riparian and watershed restoration.

In 2021, County Executive Odell agreed to have Putnam County serve the project sponsor, and the passage of this resolution would formalize the commitment that the County has made to Hudson Valley Shakespeare and the U.S. Government.

Thank you for your consideration of this request for immediate consideration.

Enclosure: Resolution for Putnam County to Serve as Sponsor/ FY 2022 EPA STAG Grant
Funding/Hudson Valley Shakespeare

2021 Letter from County Executive Odell to Congressman Maloney Agreeing to
Serve as Project Sponsor

APPROVAL/PUTNAM COUNTY TO SERVE AS SPONSOR/ FY2022 EPA STAG GRANT FUNDING/ HUDSON VALLEY SHAKESPEARE

WHEREAS, in 2021, County Executive Mary Ellen Odell agreed that the County of Putnam would serve as project sponsor for the Hudson Valley Shakespeare for a shovel-ready, capital nonpoint source pollution control project that has received \$3.5 million dollars in funding from the Environmental Protection Agency's STAG program for riparian and watershed ecological restoration in Putnam County; and

WHEREAS, Section 5-1(D)(1) of the Putnam County Code requires the Legislature to approve all grant applications prior to their submission and that in the event time is of the essence requiring submission before Legislature approval is obtained for such application submission, consideration of the application shall occur at the next Full Legislature Meeting; and

WHEREAS, Putnam County prides itself on being a community that preserves and protects its natural resources; and

WHEREAS, there would be no fiscal impact to the County; and

WHEREAS, Putnam County is an active partner with local municipalities, not-for-profit organizations with organizations and other arts and cultural groups; now therefore be it

RESOLVED, that Putnam County is hereby authorized and directed to file a grant application for FY22 EPA STAG funds in the amount of \$3.5 million dollars for a Riparian and Watershed Ecological Restoration project for Hudson Valley Shakespeare; and be it further

RESOLVED, Putnam County is further authorized to accept such funding and directed to enter into and execute any agreement required for such financial assistance for Hudson Shakespeare Festival to utilize said funds in Garrison, New York; and be it further

RESOLVED, that the County Executive, together with the County Legislature, supports and ratifies the County's application for funding and pass-through agreement that will be submitted for Hudson Valley Shakespeare's FY22 EPA STAG grant funding; and it is hereby further

RESOLVED, that this Resolution shall take effect immediately.

Earnwell - Transit Hub

PUTNAM COUNTY EXECUTIVE

MaryEllen Odell
County Executive

40 Gleneida Avenue
Carmel, New York 10512
(845) 808-1001 Fax (845) 808-1901
www.putnamcountyny.gov

Thomas Feighery
Deputy County Executive

Patricia Simone
Chief of Staff

Theresa Oliver
Confidential Secretary



April 27, 2021

Congressman Sean Patrick Maloney
123 Grand Street 2nd Floor
Newburgh, Ny 12550

Sent Via E-mail: ERNEST.KLEPEIS@MAIL.HOUSE.GOV

Dear Hon. Sean Patrick Maloney

This letter should serve to confirm that the County of Putnam is prepared and willing to serve as the project sponsor for the Riparian and Watershed Ecological Restoration Project in Garrison, NY. This project is a shovel-ready, capital nonpoint source pollution control project within the Environmental Protection Agency's STAG program to restore and protect more than 100 acres of riparian and watershed land in Putnam County.

If you have any questions or need any assistance, please do not hesitate to contact Sandra Fusco, Commissioner of the Putnam County Planning, Development and Public Transportation Department at (845) 878-3480 X48103 or Email Sandra.Fusco@putnamcountyny.gov

Sincerely,

MaryEllen Odell
Putnam County Executive

Cc: Sandra Fusco, Commission
Putnam County Planning, Development and Public Transportation Department