

- 5c. **Approval/ Grant Application/ State and Municipal Facilities Grant Program/ Putnam County Fire Training Center**
- 5d. **Approval/ Ratification of Application for 2023/ 2024 Grant Funds Available Through the New York State Department of Transportation's Public Transportation Modernization and Enhancement Program**

PERSONNEL COMMITTEE
(Chairman Jonke, Legislators Castellano & Nacerino)

- 5e. **Approval/ Confirmation/ Appointment/ Commissioner of the Department of Public Works**

PROTECTIVE SERVICES COMMITTEE
(Chairwoman Nacerino, Legislators Addonizio & Sayegh)

- 5f. **Approval/ Fund Transfer (23T272)/ Emergency Services/ Dispatcher Overtime**
- 5g. **Approval/ Continuation of the Community Engagement & Police Advisory Board**

HEALTH, SOCIAL, EDUCATIONAL & ENVIRONMENTAL COMMITTEE
(Chairwoman Sayegh, Legislators Crowley & Nacerino)

- 5h. **Approval/ Grant Application/ Health Department/ Expanding Harm Reduction Services for Priority Populations Who Use Drugs**

AUDIT & ADMINISTRATION COMMITTEE
(Chairman Castellano, Legislators Ellner & Gouldman)

- 5i. **Approval/ Budgetary Amendment (23A054)/ County Clerk/ Local Government Records Management Improvement Fund (LGRMIF) Grant Award**
- 5j. **Approval/ Budgetary Amendment (23A056)/ Health Department/ Compensatory Time Payout/ Retore Overtime Line**
- 5k. **Approval/ Budgetary Amendment (23A057)/ Public Works/ 2023 County-Wide Pavement Maintenance & Rehabilitation Program**
- 5L. **Approval/ Budgetary Amendment (23A058)/ Public Works/ Purchase Quonset Hut Storage Facility**
- 6. **Other Business**
- 6a. **Approval/ Department of Public Works/ Use of Capital Facility Reserve/ (23CP16) (Quonset Hut Storage Facility)**

7. **Recognition of Public on Agenda Items**
8. **Recognition of Legislators**
9. **Adjournment**

Proclamation

OCTOBER AS DOMESTIC VIOLENCE AWARENESS MONTH

WHEREAS, Domestic Violence is an epidemic affecting individuals in every community including Putnam County, regardless of age, economic status, sexual orientation, gender, race, religion, or nationality; and

WHEREAS, 1 in 3 women and 1 in 5 men are victims of some form of physical violence by an intimate partner; and

WHEREAS, in 2022 the Putnam Northern Westchester Women's Resource Center (WRC) answered 1,106 Hotline calls from victims; and

WHEREAS, WRC staff accompanied 176 victims to the Putnam County Sheriff, Court, District Attorney, Probation; and

WHEREAS, since it's opening in 2022 the Special Victim Unit, a joint project of the Women's Resource Center and the Putnam County Sheriff's Department has so far provided safe space for 30 adult victims to meet with law enforcement and victim advocates following a domestic violence and/or sexual assault incident; and

WHEREAS, the Women's Resource Center, the Putnam County Department of Probation, Sheriff's Department, District Attorney, Child Advocacy Center, and the Department of Social Services work tirelessly together to end domestic violence now therefore be it

RESOLVED, that Putnam County Executive Kevin Byrne and the Putnam County Legislature do hereby proclaim October 2023 as "Domestic Violence Awareness Month" in Putnam County.

Kevin Byrne, Putnam County Executive

Paul E. Jonke, Chair, Putnam County Legislature

Proclamation

October 8-14, 2023 as National Fire Prevention Week

WHEREAS, National Fire Prevention Week will be October 8-14, 2023, during which attention will be focused on promoting fire safety and prevention. In 2021, there were 1,353,500 reported fires in the United States, 3,800 deaths caused by fires, and 14,700 injuries. Those fires resulted in an estimated \$31.3 billion dollars in property damage; and

WHEREAS, The National Fire Protection Association (NFPA) has announced this year's Fire Prevention Week campaign: "Cooking safety starts with YOU. Pay attention to fire prevention." works to educate everyone about simple but important actions they can take to keep themselves and those around them safe when cooking; and

WHEREAS, Stay in the kitchen while you are frying, boiling, grilling, or broiling food. If you leave the kitchen for even a short period of time, turn off the stove; and

WHEREAS, If you are simmering, baking, or roasting food, check it regularly, remain in the home while food is cooking, and use a timer to remind you that you are cooking; and

WHEREAS, Keep anything that can catch fire — oven mitts, wooden utensils, food packaging, towels or curtains — away from your stovetop; and

WHEREAS, On the stovetop, smother the flames by sliding a lid over the pan and turning off the burner. Leave the pan covered until it is completely cooled; and

WHEREAS, If you have any doubt about fighting a small fire... Just get out! When you leave, close the door behind you to help contain the fire. Call 9-1-1 or the local emergency number from outside the home; and

WHEREAS, Putnam County is served by dedicated Volunteer Fire Departments whose service we greatly value and appreciate. In 2021 across this Nation there were 141 firefighter deaths and 60,750 firefighter injuries. Cooking brings family and friends together, provides an outlet for creativity and can be relaxing. But, cooking fires are the number one cause of home fires and home injuries; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim the week of October 8-14, 2023 as National Fire Prevention Week in the County of Putnam and remind the citizens to learn about cooking safety in and around the kitchen.

Kevin Byrne, Putnam County Executive

Paul E. Jonke, Chair, Putnam County Legislature

Proclamation

National Lead Poisoning Prevention Week

WHEREAS, every Putnam County resident deserves to grow up in a healthy, safe environment, free from harmful effects of lead; and

WHEREAS, the major source of lead exposure is the dust from deteriorating lead-based paint or renovations to houses or childcare facilities built before 1978 and lead poisoning caused by renovations can be prevented by using EPA certified contractors who follow the Renovation, Repair, and Painting Rule; and

WHEREAS, 73% of lead poisoning cases have lead-based paint as the primary or contributing source; and **WHEREAS**, although individuals with lead poisoning often exhibit no symptoms, lead interferes with normal brain development, and is associated with permanently reduced IQ, learning disabilities, behavioral disorders, and has been cited as an indicator of decreased lifelong learning potential; and

WHEREAS, an estimated 535,000 preschool children in the United States are living with lead levels high enough to call for medical management, it is vital that all Putnam County residents, especially parents and child caregivers are aware of the dangers of lead poisoning and seek appropriate screening for their children as a preventative measure; and

WHEREAS, October 22-28, 2023, is National Lead Poisoning Prevention Week and is an opportunity for Putnam County to provide education and raise awareness about lead poisoning prevention measures; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim October 22-28, 2023 as Lead Poisoning Prevention Week in Putnam County, and invite all citizens to duly note this occasion.

Kevin Byrne, Putnam County Executive

Paul E. Jonke, Chair, Putnam County Legislature

Proclamation

OCTOBER AS NATIONAL SUBSTANCE ABUSE PREVENTION MONTH

WHEREAS, Every day, far too many Americans, including Putnam County residents, are hurt by substance use disorders. From diminished achievement in our schools to greater risks on our roads and in our communities, to the heartache caused by lives cut tragically short, the consequences of substance abuse are profound. Yet, we also know that they are preventable. This month, we pay tribute to all those working to prevent substance abuse in our communities, and we rededicate ourselves to building a safer, drug-free Putnam County; and

WHEREAS, By promoting awareness with the aim of stopping substance abuse before it starts, we can prevent the disease of addiction and create stronger neighborhoods across our County; and

WHEREAS, Community-based prevention systems that join stakeholders at every level of government with local organizations can deliver local solutions; and

WHEREAS, All of us can play a role in preventing drug and alcohol abuse. As our children's first teachers, parents and guardians can help by talking to their kids about the dangers of substance abuse. Alongside them, coalitions of teachers, faith-based groups, health care providers, law enforcement officials, and other local leaders are joining together to address substance abuse in their communities; and

WHEREAS, As we observe National Substance Abuse Prevention Month, let us help to address the stigma face by those with Substance Use Disorder by mindfully labeling our recognition as "Substance Use Prevention Month" paying particular attention to preventing onset of any substance use, and reducing negative outcomes of substance misuse; now therefore be it

RESOLVED, That the Putnam County Executive and Putnam County Legislature do hereby proclaim October 2022 as Substance Use Prevention Month. Along with the Prevention Council of Putnam, the Putnam CTC Coalition and all substance use prevention and treatment providers in Putnam County encourage all residents to increase their awareness of Substance Use Disorder, the dangers of substance misuse, the success of prevention and treatment programs; especially for our youth, and to actively support and encourage referrals for harm reduction, treatment and recovery support of individuals and support individuals with Substance Use Disorder.

Kevin Byrne, Putnam County Executive

Paul E. Jonke, Chair, Putnam County Legislature

#4a

Michele Alfano- Sharkey
County Auditor

Francine Romeo
Deputy County Auditor



COUNTY AUDITOR

County Office Building
40 Gleneida Avenue
Carmel, New York 10512
Main (845)808-1040
Fax (845)808-1900

TO: Putnam County Legislature

FROM: Michele Alfano-Sharkey
County Auditor (mas)

DATE: September 22, 2023

RE: Refund of Taxes

This is the report for September 22, 2023 provided by Real Property Tax Law- Section 556, Paragraph (c).

There was no activity during this reporting period.

#50

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ SEQRA / INTENT TO SERVE AS LEAD AGENCY/ FAIR STREET – DPW MAINTENANCE FACILITY PROJECT/ TOWN OF PATTERSON

WHEREAS, the Putnam County Legislature is considering the approval of a Putnam County project referred to as “Fair Street – DPW Maintenance Facility” (the “Project”); and

WHEREAS, Putnam County is planning to replace the existing DPW maintenance structure at the 841 Fair Street DPW Maintenance Facility with a pre-engineered metal 200’ by 45’ structure (roughly 9,000 square feet) that will serves as the hub for road maintenance and snow operations. It will house the plow truck fleet, brine operations, other equipment storage, an office (for administration, scheduling, dispatch and salt tracking) and a bunk room for overnight road maintenance. The new building will be located slightly north of the previous structure’s footprint. There is minimal site work required to prep the site. The long sides of the building will be the north/south faces. Water for the bathrooms and brine operations will be supplied by the existing drilled well. Sewage will be collected in a holding tank. The tank will be on a regular pumping schedule. Electrical service upgrades are being coordinated with NYSEG; and

WHEREAS, a new salt storage building will be constructed on the western side of the property. This building will be 60’x128’ hi-arch gambrel roofed structure. A retaining wall system will be constructed to create the building pad and the loading dock for the Salt Storage; and

WHEREAS, the proposed action is subject to review under the State Environmental Quality Review Act and the Regulations promulgated thereunder (“SEQRA 6 NYCRR Part 617”); and

WHEREAS, other potential involved or interested agencies have been identified in connection with the proposed action; and

WHEREAS, a short Environmental Assessment form (EAF) has been prepared for the Project, along with supporting documentation, which is attached hereto and made a part hereof; and

WHEREAS, the Putnam County Legislature, after a review of SEQRA 6 NYCRR Part 617 et seq., finds that the proposed action is an Unlisted action; now therefore be it

RESOLVED, the Putnam County Legislature hereby declares its intent to act as the Lead Agency under the procedures and requirements of SEQRA and will conduct a coordinated SEQRA environmental review for the proposed action; and be it further

RESOLVED, that this Resolution shall take effect immediately.

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

cc:all
Phys

Joseph Bellucci
Acting Deputy
Commissioner



Thomas Feighery
Administrative Director

DEPARTMENT OF PUBLIC WORKS
842 Fair Street
Carmel, New York 10512
Phone: 845-878-6331 Fax: 845-808-1908

TO: William Gouldman
Physical Chair, Putnam County Legislature

FROM: Joseph Bellucci
Acting Deputy Commissioner of DPW

DATE: September 1, 2023

RE: Physical Services Agenda

2023 SEP - 1 AM 8:49
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

The Putnam County Department of Public Works requests consideration for the funding to construct a new Fair St. DPW Operations Facility. This project was presented to and discussed with the Capital Committee on 8/24/23.

The general project description for Phase A is as follows:

The pre-engineered structure will be the main hub for DPW Operations. It will house the plow truck fleet, Brine Operations, other equipment storage, an office (for administrative tasks, scheduling, dispatch, and salt tracking) and a bunk room for overnight road maintenance. The Pre-engineering plans will meet the requirements of New York State Building Code. The new building will be located adjacent to the previously demolished structure. There is minimal site work required to prep the site. The long sides of the building will be the north/south faces. The south face will have 6 bay doors for truck and 1 bay door for brine operations. There will also be man door access to the office and bunk area.

The total cost to construct this facility along with the sitework is \$1,200,000.

Phase B will include the construction of a salt storage facility for long-term storage and will be presented for consideration before the Physical Services Committee in 2024.

cc: Putnam County Legislature
Thomas Feighery, Commissioner

APPROVAL/ SEQRA / INTENT TO SERVE AS LEAD AGENCY/ FAIR STREET – DPW MAINTENANCE FACILITY PROJECT/ TOWN OF PATTERSON

WHEREAS, the Putnam County Legislature is considering the approval of a Putnam County project referred to as “Fair Street – DPW Maintenance Facility” (the “Project”); and

WHEREAS, Putnam County is planning to replace the existing DPW maintenance structure at the 841 Fair Street DPW Maintenance Facility with a pre-engineered metal 200’ by 45’ structure (roughly 9,000 square feet) that will serve as the hub for road maintenance and snow operations. It will house the plow truck fleet, brine operations, other equipment storage, an office (for administration, scheduling, dispatch and salt tracking) and a bunk room for overnight road maintenance. The new building will be located slightly north of the previous structure’s footprint. There is minimal site work required to prep the site. The long sides of the building will be the north/south faces. Water for the bathrooms and brine operations will be supplied by the existing drilled well. Sewage will be collected in a holding tank. The tank will be on a regular pumping schedule. Electrical service upgrades are being coordinated with NYSEG; and .

WHEREAS, a new salt storage building will be constructed on the western side of the property. This building will be 60’x128’ hi-arch gambrel roofed structure. A retaining wall system will be constructed to create the building pad and the loading dock for the Salt Storage; and

WHEREAS, the proposed action is subject to review under the State Environmental Quality Review Act and the Regulations promulgated thereunder (“SEQRA 6 NYCRR Part 617”); and

WHEREAS, other potential involved or interested agencies have been identified in connection with the proposed action; and

WHEREAS, a short Environmental Assessment form (EAF) has been prepared for the Project, along with supporting documentation, which is attached hereto and made a part hereof; and

WHEREAS, the Putnam County Legislature, after a review of SEQRA 6 NYCRR Part 617 *et seq.*, finds that the proposed action is an Unlisted action; now therefore be it

RESOLVED, the Putnam County Legislature hereby declares its intent to act as the Lead Agency under the procedures and requirements of SEQRA and will conduct a coordinated SEQRA environmental review for the proposed action; and be it further

RESOLVED, that this Resolution shall take effect immediately.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

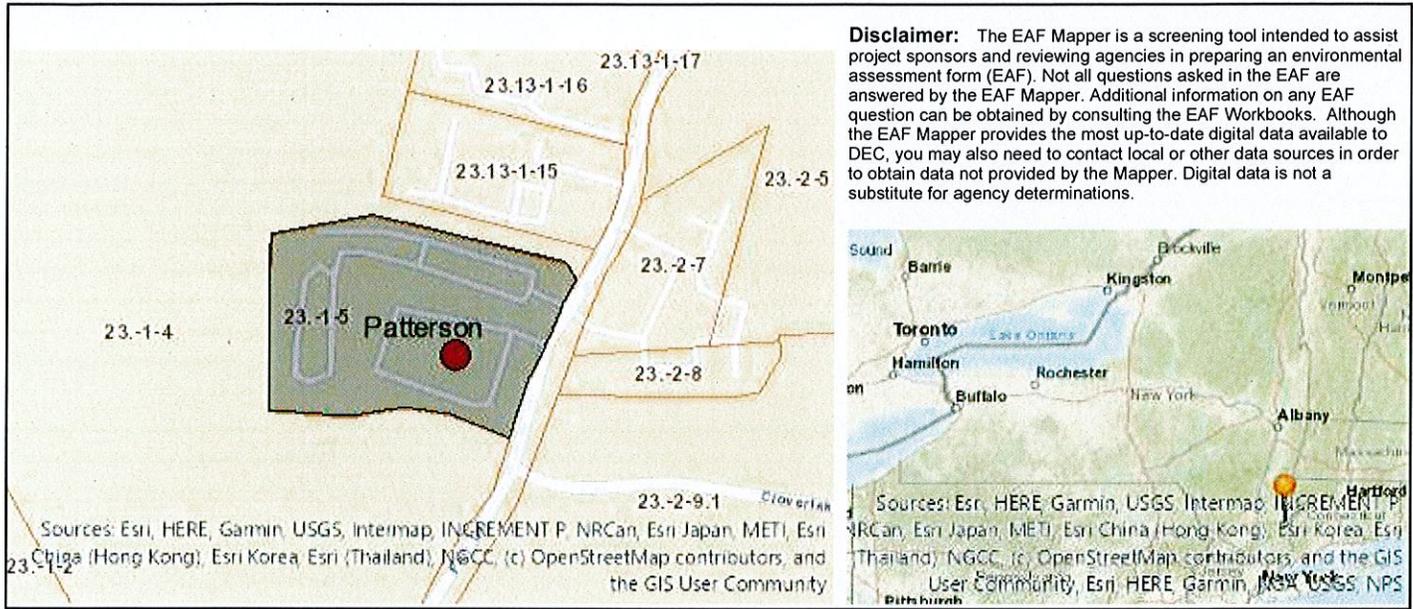
Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information				
Name of Action or Project: Fair Street DPW Highway Maintenance Facility Renovations				
Project Location (describe, and attach a location map): 841 Fair Street DPW Maintenance Facility				
Brief Description of Proposed Action: Putnam County is planning to replace the existing DPW maintenance structure at the 841 Fair Street DPW Maintenance Facility with a pre-engineered metal 200' x 45' structure (roughly 9,000 ft) that will serve as the hub for road maintenance and snow operations. It will house the plow truck fleet, Brine Operations, other equipment storage, an office (for admin, scheduling, dispatch and salt tracking) and a bunk room for overnight road maintenance. Additionally, the County plans to construct a new salt storage building on the western side of the property. This building will be a 60' x 128' hi-arch gambrel roof structure. The new Highway Maintenance Building will be shifted slightly north compared to the existing building. There is minimal site work and or grading required. The existing site is impervious pavement. Therefore, there will be no increase in impervious surfaces as a result of this project. A retaining wall system will be constructed to create the building pad and the loading dock for the Salt Storage.				
Name of Applicant or Sponsor: Putnam County Legislature		Telephone: 845-808-1020 E-Mail: putcoleg@putnamcountyny.gov		
Address: 40 Gleneida Avenue				
City/PO: Carmel		State: NY	Zip Code: 10512	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>	YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ 6.24 acres b. Total acreage to be physically disturbed? _____ 1.5 acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ 10.16 acres				
4. Check all land uses that occur on, are adjoining or near the proposed action:				
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input checked="" type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input type="checkbox"/> Parkland				

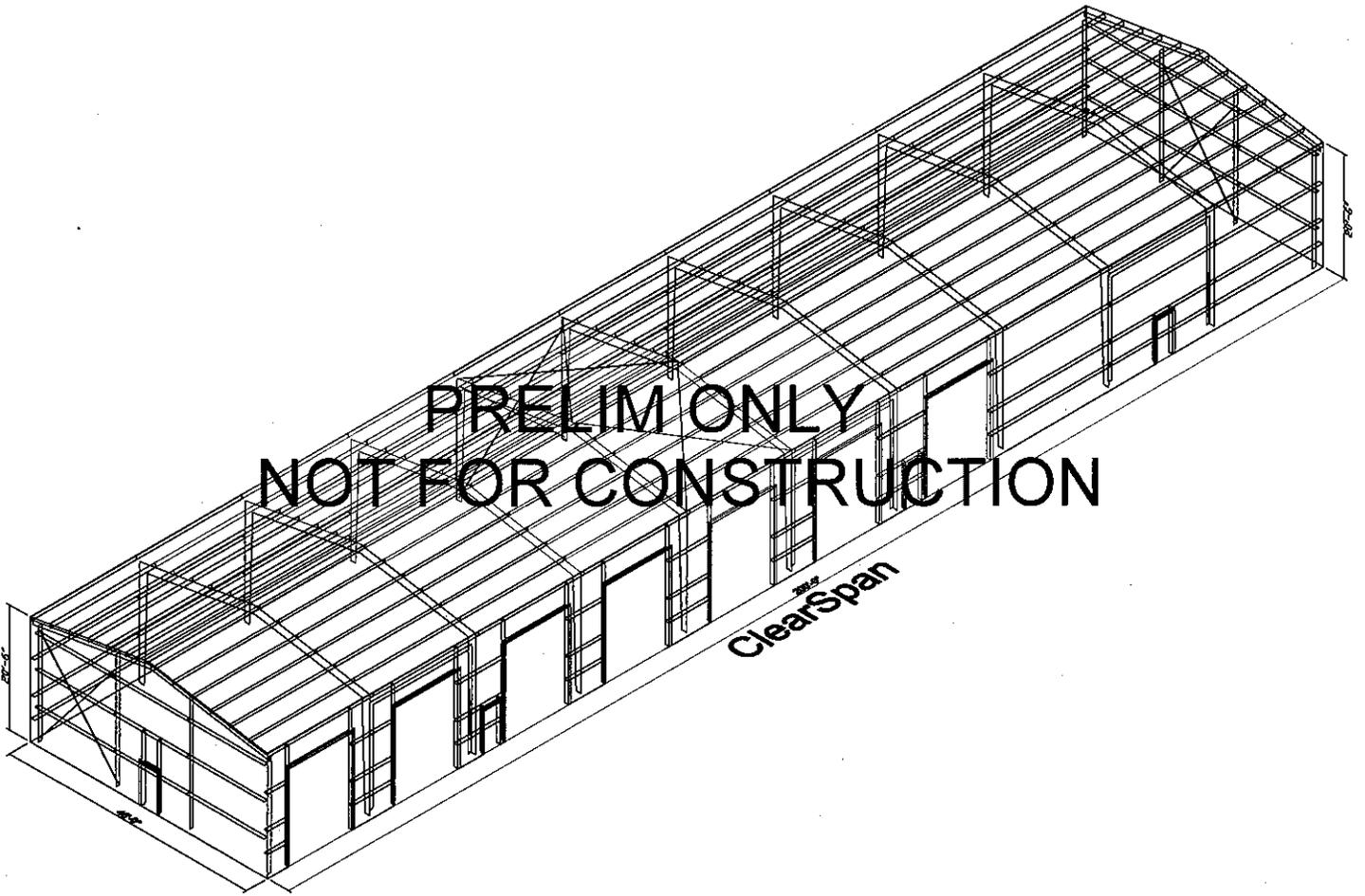
5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____			
The Pre-engineering structure will must meet the requirements of New York State Building Code. Electrical service upgrades are being coordinated with NYSEG.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____			
Water for the bathrooms and brine operations will be supplied by the existing drilled well. Sewage will be collected in a holding tank. The tank will be on a regular pumping schedule.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
There is a Class C locally regulated watercourse on the western side of the property. This watercourse was flagged and field verified			
in July 2023. There are no disturbances proposed within 100 feet of this watercourse.			

<p>14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:</p> <p><input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional</p> <p><input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban</p>		
<p>15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?</p>	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>16. Is the project site located in the 100-year flood plan?</p>	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>17. Will the proposed action create storm water discharge, either from point or non-point sources?</p> <p>If Yes,</p> <p> a. Will storm water discharges flow to adjacent properties?</p> <p> b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?</p> <p>If Yes, briefly describe:</p> <hr/> <p>Site runoff will not be changed due to the proposed project. The site is comprised of impervious surfaces and runoff does occur. Good housekeeping practices will continue to be employed at the highway facility for salt storage and vehicles on site.</p> <hr/>	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?</p> <p>If Yes, explain the purpose and size of the impoundment:</p> <hr/>	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe:</p> <hr/>	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe:</p> <hr/>	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor/name: _____ Date: _____</p> <p>Signature: _____ Title: _____</p>		

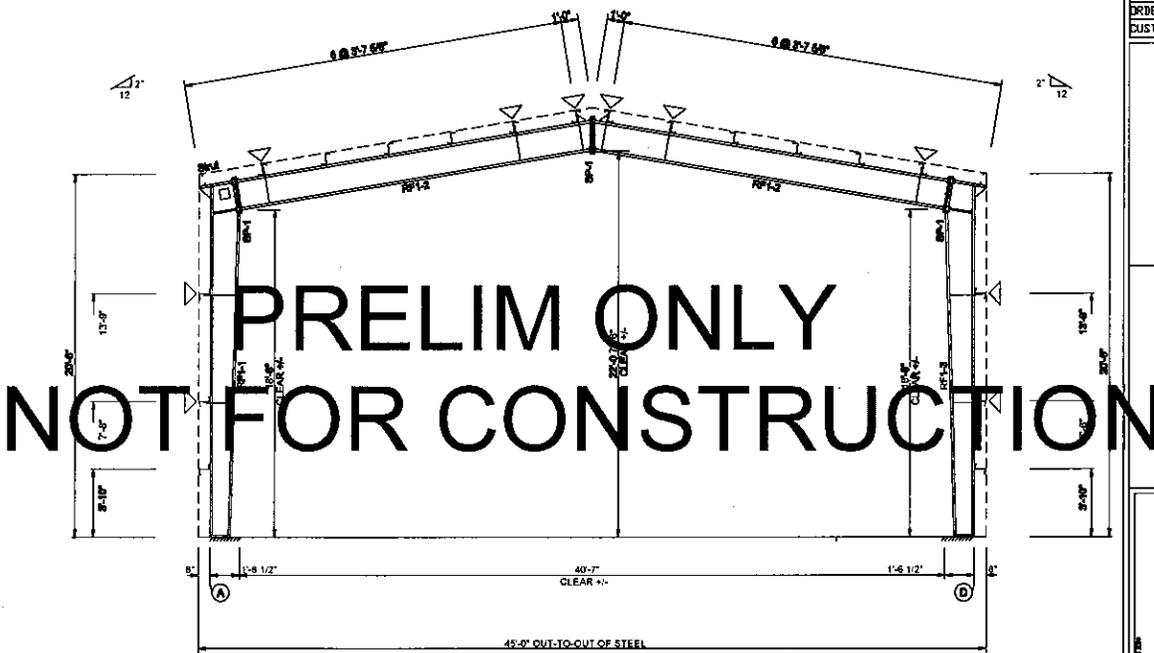


Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	No
Part 1 / Question 12b [Archeological Sites]	No
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local and federal wetlands and waterbodies is known to be incomplete. Refer to EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	No
Part 1 / Question 16 [100 Year Flood Plain]	No
Part 1 / Question 20 [Remediation Site]	No

**PRELIM ONLY
NOT FOR CONSTRUCTION**



FRAME BRACES (See Spec) (N)
 (B) (A) (1)
 A - FB2X16



**PRELIM ONLY
 NOT FOR CONSTRUCTION**

RIGID FRAME ELEVATION: FRAME LINE 2 3 4 5 6 7 8 9 10

REVISED BY:

DESIGN SERVICES & PROJECT NO.
 1095391

ORDER # 1095391

CUSTOMER #:

PROFESSIONAL SEAL

PROJECT NO.	1095391
DATE	
DESIGNED BY	
CHECKED BY	
DATE	
PROJECT NO.	1095391
DATE	
DESCRIPTION	RIGID FRAME ELEVATION

DRAWING DETAILS

NO.	BY	DATE	DESCRIPTION
1			
2			
3			
4			

NO SCALE
 SHEET E2

#56

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ GRANT APPLICATION/ STATE AND MUNICIPAL FACILITIES GRANT PROGRAM/ MUNICIPAL ELECTRIFICATION AND RENEWABLE ENERGY PROJECTS

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 Senator Peter Harckham, the County has the opportunity to apply for a State and Municipal ("SAM") Crest Grant in the amount of \$100,000 administered by the Dormitory Authority of the State of New York ("DASNY") for municipal electrification and renewable energy projects; and

WHEREAS, the purpose of the grant funds is to subsidize the costs associated with projects that support the transition to a fossil fuel-free, clean energy future of which the County is desirous of same; and

WHEREAS, there is no matching fund requirement by the County to accept the SAM Crest 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 \$100,000 grant administered through DASNY and awarded by the SAM Crest Facilities Grant Program; and be it further

RESOLVED, that this resolution shall take effect immediately.

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

From Planning Dept.
Principal Planner Barosa

cc All
Phys

APPROVAL/ GRANT APPLICATION/ STATE AND MUNICIPAL FACILITIES GRANT PROGRAM/ MUNICIPAL ELECTRIFICATION AND RENEWABLE ENERGY PROJECTS

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 Senator Peter Harckham, the County has the opportunity to apply for a State and Municipal ("SAM") Crest Grant in the amount of \$100,000 administered by the Dormitory Authority of the State of New York ("DASNY") for municipal electrification and renewable energy projects; and

WHEREAS, the purpose of the grant funds is to subsidize the costs associated with projects that support the transition to a fossil fuel-free, clean energy future of which the County is desirous of same; and

WHEREAS, there is no matching fund requirement by the County to accept the SAM Crest 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 \$100,000 grant administered through DASNY and awarded by the SAM Crest Facilities Grant Program; and be it further

RESOLVED, that this resolution shall take effect immediately.

2023 SEP - 1 PM 12: 28
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

#50

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ GRANT APPLICATION/ STATE AND MUNICIPAL FACILITIES GRANT PROGRAM/ PUTNAM COUNTY FIRE TRAINING CENTER

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 Senator Peter Harckham, the County has the opportunity to apply for a State and Municipal ("SAM") Crest Grant in the amount of \$200,000 administered by the Dormitory Authority of the State of New York ("DASNY") for Renovations to the Putnam County Fire Training Center; 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 Crest 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 \$200,000 grant administered through DASNY and awarded by the SAM Crest Facilities Grant Program for the Project; and be it further

RESOLVED, that this resolution shall take effect immediately.

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

From Planning Dept.
Principal Planner Barosa

cc All
Phys

APPROVAL/ GRANT APPLICATION/ STATE AND MUNICIPAL FACILITIES GRANT PROGRAM/ PUTNAM COUNTY FIRE TRAINING CENTER

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 Senator Peter Hareckham, the County has the opportunity to apply for a State and Municipal ("SAM") Crest Grant in the amount of \$200,000 administered by the Dormitory Authority of the State of New York ("DASNY") for Renovations to the Putnam County Fire Training Center; 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 Crest 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 \$200,000 grant administered through DASNY and awarded by the SAM Crest Facilities Grant Program for the Project; and be it further

RESOLVED, that this resolution shall take effect immediately.

2023 SEP - 1 PM 12: 28
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

#5d

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ RATIFICATION OF APPLICATION FOR 2023/ 2024 GRANT FUNDS AVAILABLE THROUGH THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION'S PUBLIC TRANSPORTATION MODERNIZATION AND ENHANCEMENT PROGRAM

WHEREAS, the New York State Department of Transportation (NYSDOT) has apportioned Putnam County \$206,564 in funding to upgrade, modernize and enhance public transportation services through NYSDOT's State Fiscal Year (SFY) 2023-2024 Modernization and Enhancement Program (MEP); and

WHEREAS, the MEP grant funding is one hundred (100%) percent State funding; and

WHEREAS, the MEP grant funding requires an application to apply the funding to an eligible project, and the deadline for application submission was August 21, 2023; and

WHEREAS, Section 5-1(D)(1) of the Putnam County Code requires the Legislature 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, the County, by and through the Putnam County Department of Planning, Development and Public Transportation (the "Department"), is desirous to utilize the awarded funding for renovations at the Transit Facility including new rotary bus lifts and EV charging stations and submitted a grant application by the August 21, 2023 deadline set forth by NYSDOT; and

WHEREAS, the Legislature, by and through the Physical Services Committee, approves the County's application for MEP grant funding submitted by the Department to NYSDOT by the August 21, 2023 deadline; now therefore be it

RESOLVED, that the County Executive, together with the County Legislature, supports the County's application for NYSDOT's MEP grant funding in connection with the costs associated with renovations at the Transit Facility including new rotary bus lifts and EV charging stations to be formally submitted to NYSDOT on/before August 21, 2023, is hereby accepted, approved and ratified by the County Legislature.

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

From Planning Dept.
Principled Planner Barosa

cc All
Phys

RESOLUTION

APPROVAL/RATIFICATION OF APPLICATION FOR 2023/ 2024 GRANT FUNDS AVAILABLE THROUGH THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION'S PUBLIC TRANSPORTATION MODERNIZATION AND ENHANCEMENT PROGRAM

WHEREAS, the New York State Department of Transportation (NYSDOT) has apportioned Putnam County \$206,564 in funding to upgrade, modernize and enhance public transportation services through NYSDOT's State Fiscal Year (SFY) 2023-2024 Modernization and Enhancement Program (MEP); and

WHEREAS, the MEP grant funding is one hundred (100%) percent State funding; and

WHEREAS, the MEP grant funding requires an application to apply the funding to an eligible project, and the deadline for application submission was August 21, 2023; and

WHEREAS, Section 5-1(D)(1) of the Putnam County Code requires the Legislature 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, the County, by and through the Putnam County Department of Planning, Development and Public Transportation (the "Department"), is desirous to utilize the awarded funding for renovations at the Transit Facility including new rotary bus lifts and EV charging stations and submitted a grant application by the August 21, 2023 deadline set forth by NYSDOT; and

WHEREAS, the Legislature, by and through the Physical Services Committee, approves the County's application for MEP grant funding submitted by the Department to NYSDOT by the August 21, 2023 deadline; now therefore be it

RESOLVED, that the County Executive, together with the County Legislature, supports the County's application for NYSDOT's MEP grant funding in connection with the costs associated with renovations at the Transit Facility including new rotary bus lifts and EV charging stations to be formally submitted to NYSDOT on/before August 21, 2023, is hereby accepted, approved and ratified by the County Legislature.

2023 SEP - 1 PM 12: 28
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

5e

Committee Mtg _____	Resolution # _____
Introduced By _____	Regular Mtg _____
Seconded By _____	Special Mtg _____

APPROVAL/ CONFIRMATION/APPOINTMENT/ COMMISSIONER OF THE DEPARTMENT OF PUBLIC WORKS

WHEREAS, County Executive Kevin M. Byrne has appointed Thomas Feighery as Commissioner of Public Works, pursuant to Article 9, Section 9.01 of the Putnam County Charter; and

WHEREAS, Thomas Feighery possesses the requisite knowledge, experience, and qualifications to serve as the Commissioner of Public Works for the County of Putnam; and

WHEREAS, the Personnel Committee of the Putnam County Legislature considered and approved this appointment; now therefore be it

RESOLVED, that the Legislature hereby confirms the appointment of Thomas Feighery as the Commissioner of Public Works for the County of Putnam, pursuant to Article 9, Section 9.01 of the Putnam County Charter; and be it further

RESOLVED, that Thomas Feighery shall serve at the pleasure of the County Executive in accordance with the provisions of Section 9.01 of the Putnam County Charter; and be it further

RESOLVED, that this appointment shall comply with the requirements to file an Oath of Office pursuant to the New York State Public Officers Law.

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____
- Chairman Jonke _____



cc: all
Pers.

PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

Memorandum

DATE: August 21, 2023
TO: Ms. Diane Schonfeld
Clerk, Putnam County Legislature
FROM: County Executive Kevin Byrne 
SUBJECT: Appointment and Personnel Updates

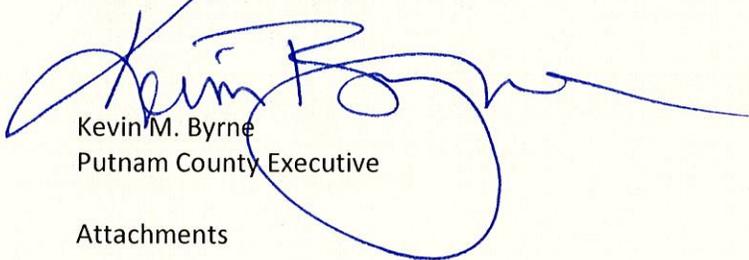
2023 AUG 21 PM 3:30
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

It is my privilege to appoint Mr. Thomas Feighery as Interim Commissioner of Department of Public Works effective August 21, 2023, and in accordance with §9.01 of the Putnam County Charter shall be named Commissioner of Department of Public Works following a majority confirmation by the County Legislature. I recommend that his salary be set at \$141,718.

He has admirably served in the position of Acting Administrator since January 1, 2023, and his outstanding background and experience make him an excellent choice to lead our Department of Public Works. This decision comes after a thorough vetting and interview process conducted by our selection committee which consisted of a diverse group of representatives with a professional background in the subject matter. I respectfully ask that the appointment of Mr. Feighery be placed on the agenda for the next appropriate Legislative Committee meeting with the intention that the position will be voted on during the full legislative meeting scheduled afterwards. Attached is Mr. Feighery's resume and application for your review.

Thank you for your detailed attention.

Respectfully submitted,


Kevin M. Byrne
Putnam County Executive

Attachments

cc: Paul Eldridge, Personnel Director

#5f

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ FUND TRANSFER (23T272)/ EMERGENCY SERVICES/ DISPATCHER OVERTIME

WHEREAS, the Commissioner of Finance is requesting a fund transfer (23T272) to cover Bureau of Emergency Services Dispatcher Overtime due to vacancies; and WHEREAS, the Protective Services Committee and the Audit & Administration Committee have reviewed and approved said fund transfer; now therefore be it RESOLVED, that the following fund transfer be made:

Decrease:		
13398900 51000 10126	Personnel - BES Dispatcher	36,683
13398900 51000 10127	Personnel - BES Dispatcher	36,683
13398900 51000 10128	Personnel - BES Dispatcher	36,683
13398900 51000 10129	Personnel - BES Dispatcher	<u>9,951</u>
		120,000

Increase:		
13398900 51093	BES Dispatcher – Overtime	120,000

2023 Fiscal Impact – 0 –
2024 Fiscal Impact – 0 –

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____
- Chairman Jonke _____

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

*cc: all
not
A+A*

Reso

TO: Commissioner of Finance
FROM: Sheila Barrett, First Deputy Commissioner of Finance *OMB*
DEPT: Finance
DATE: September 8, 2023

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
13398900.51000.10126 BES Dispatch Personnel Serv. <i>(Dispatcher)</i>	13398900.51093 Overtime	\$36,683.00	Transfer to cover BES Dispatch Overtime due to vacancies
13398900.51000.10127 BES Dispatch Personnel Serv. <i>(Dispatcher)</i>	13398900.51093 Overtime	36,683.00	
13398900.51000.10128 BES Dispatch Personnel Serv. <i>(Dispatcher)</i>	13398900.51093 Overtime	36,683.00	
13398900.51000.10129 BES Dispatch Personnel Serv. <i>(Dispatcher)</i>	13398900.51093 Overtime	9,951.00	
	Total	\$120,000.00 ✓	

23T272

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2023 SEP 13 AM 10:56

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2023 Fiscal Impact \$ 0

Department Head Signature/Designee Date

AUTHORIZATION:

Date Commissioner of Finance/Designee: Initiation and \$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

23T272

#59

Committee Mtg _____	Resolution # _____
Introduced By _____	Regular Mtg _____
Seconded By _____	Special Mtg _____

APPROVAL/ CONTINUATION OF THE COMMUNITY ENGAGEMENT & POLICE ADVISORY BOARD

WHEREAS, Resolution #104 of 2021 established a Police Policy Advisory Board known as the "Community Engagement & Police Advisor Board" (CEPAB); and

WHEREAS, said Board was reestablished by Resolution #268 of 2022 and is set to expire on December 31, 2023; and

WHEREAS, the CEPAB members have requested the continuation of said Board via letter dated September 2, 2023; now therefore be it

RESOLVED, that unless extended by subsequent resolution, this Advisory Board shall be dissolved and terminate all activity on December 31, 2024, on which date the Advisory Board shall deposit all the records of its proceedings with the Clerk of the Legislature; and be it further

RESOLVED, that this Advisory Board shall inform the Legislature of its desire to continue its existence by a written request to the Clerk of the Legislature prior to the date this Advisory Board is scheduled to terminate.

Legislator Addonizio _____

Legislator Castellano _____

Legislator Crowley _____

Legislator Ellner _____

Legislator Gouldman _____

Legislator Montgomery _____

Legislator Nacerino _____

Legislator Sayegh _____

Chairman Jonke _____

cc All
Prot



**COMMUNITY ENGAGEMENT
& POLICE ADVISORY BOARD**

September 2, 2023

Legislator Ginny Nacerino
Chair of Protective Services Committee
Putnam County Legislative Office
Putnam County Office Building
40 Gleneida Avenue
Carmel, NY 10512

Dear Members of the Protective Services Committee,

I am writing to respectfully request the reinstatement of the Community Engagement and Police Advisory Board in Putnam County. We believe that the Community Engagement and Police Advisory Board plays a crucial role in fostering positive relations between law enforcement agencies and the communities in Putnam County.

This advisory board served as a bridge of communication between the police department and the diverse residents of Putnam County. Its commitment to transparency, accountability, and community involvement was invaluable in ensuring that the concerns and needs of our citizens were heard and addressed effectively.

It is more important than ever to have a platform where residents and law enforcement can come together to discuss issues, build trust, and work collaboratively towards a safer and more just community.

We thank the committee for their time and consideration.

Sincerely,

Scott Rhodes, Jenie Fu, Ronald Reid | Board Members
Community Engagement & Police Advisory Board

2023 SEP -5 PM 12:05
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

<p>Putnam County Community Engagement & Police Advisory Board</p>	
<p>35 Hudson View Dr. Putnam Valley, NY 10579 917-459-2757</p>	<p>policeadvisory.putnam@gmail.com www.CEPABputnamny.org</p>

#5h

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ GRANT APPLICATION/ HEALTH DEPARTMENT/ EXPANDING HARM REDUCTION SERVICES FOR PRIORITY POPULATIONS WHO USE DRUGS

WHEREAS, Section 5-2(E) of the Putnam County Code provided, in relevant part, that any grant application not requiring Putnam County (the "County") matching funds shall notify the Putnam County Legislature (the "Legislature") of the submissions of a grant application and further, if the Legislature objects to such grant application, the applicant shall withdraw it forthwith; and

WHEREAS, through the New York State Department of Health AIDS Institute (NYSDOH AI) Office of Drug User Health announced the availability of state funds to provide harm reduction interventions in community settings in New York State; and

WHEREAS, this funding is directed toward People Who Use Drugs (PWUD), focusing on NYSDOH-identified priority populations who are especially vulnerable to overdose; and

WHEREAS, there is no matching fund requirement by the County, and grant applications are due October 3, 2023; now therefore be it

RESOLVED, that the Putnam County Legislature, by and through the Health, Social, Educational & Environmental Committee, approves and authorizes the County's submission of the NYSDOH AI grant application Expanding Harm Reduction Services for Priority Populations Who Use Drugs; and be it further

RESOLVED, that this resolution shall take effect immediately.

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____



cc All
Health

Reso

MEMORANDUM

DATE: September 14, 2023
TO: Amy Sayegh, Chairwoman
Health, Social, Educational & Environmental Committee
FROM: Michael Piazza, Commissioner of Social Services, Mental Health, and Youth Bureau
CC: Kevin Byrne, County Executive
RE: Grant Application, Expanding Harm Reduction Services

New York State Department of Health AIDS Institute has announced a funding opportunity to expand harm reduction services for people who use drugs. The grant application, due October 3rd, focuses on NYSDOH-identified priority populations who are especially vulnerable to overdose.

The Putnam County Department of Social Services, Mental Health, and Youth Bureau, along with Putnam County Department of Health would like to present to the committee the shared objectives related to this grant application and the scope of the potential impact. There are no matching funds required for this grant application.

Attachments: RFA (pdf), Draft Grant Discussion document (pdf)

2023 SEP 15 AM 9:53
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Expanding Harm Reduction Services in Putnam County – A collaborative approach

Local Perspective: Our 2022-2024 Putnam County Community Health Improvement Plan (CHIP), based on data from the Putnam County Community Health Assessment (CHA) identified as a priority, interventions related to preventing opioid and other substance misuse and deaths. The following objectives are included in the CHIP:

Objective 2.2.1 (modified): Reduce the annual crude rate of overdose deaths involving any opioid from the **2020 baseline of 17.2 per 100,000** population to the target of 14.3 per 100,000 population by December 2024.

Objective 2.2.4 (modified): Reduce the annual crude rate of outpatient emergency department visits involving any opioid overdose by 10% from the **2020 baseline of 36.4** per 100,000 population to 32.8 per 100,000 population by December 2024.

Funding opportunity source: NYSDOH AIDS Institute

Applications due: 10.3.2023

Background: This funding is directed toward People Who Use Drugs (PWUD) within priority populations that are especially vulnerable to overdose and who have been historically marginalized and stigmatized by systems of care. Advancing health equity is an expected outcome of this RFA and the programs awarded funding.

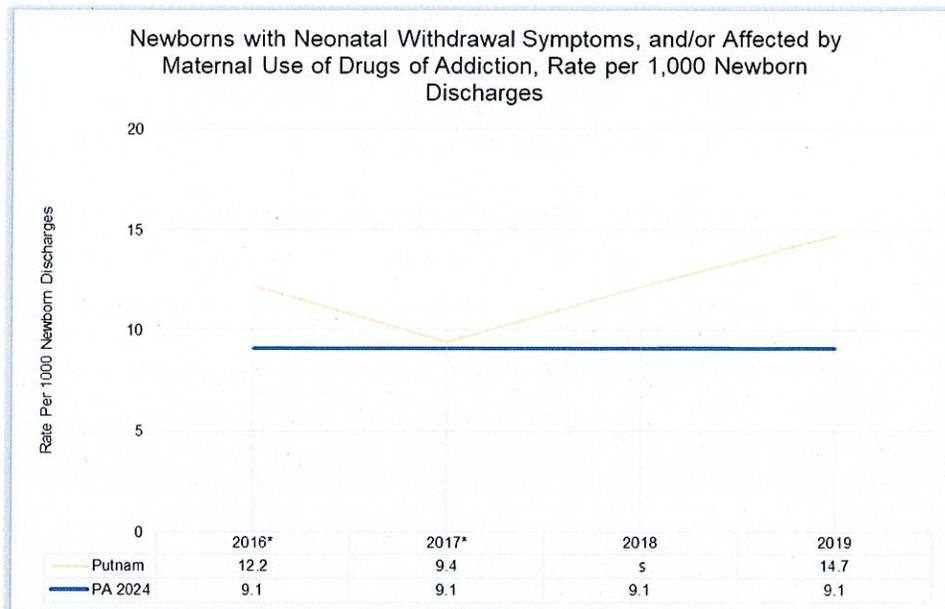
Available Funding: A total of eight to twenty-four (8-24) awards will be made annually, and awards will have a performance period of two (2) years. Should additional funding become available, the NYSDOH may extend the award period of agencies awarded funding, fund additional agencies or increase funding for awarded applicants.

Allocation: Annual award amount of \$200,000-300,000 per awardee per priority population (listed below). 1-3 recipients will be awarded for each priority population: Adolescents/Young Adults, BIPOC, Criminal Legal/Justice Involved, Houseless/Homeless, LGBTQI+, **Older Adults***, **Pregnant/Parenting***, Veterans.

Local Intent: PCDOH, in collaboration with county agencies and community partners would like to submit an application for each of the following priority populations:

Older Adults: This grant application defines older adults as age 50+. Raw data from 911 related calls substantiates a plan for focused interventions for this population toward reducing non-fatal overdoses. Prioritizing work in this population also enables us to work toward addressing the needs of Veterans while not restricting the work to just that subset of the population.

Pregnant/Parenting: Putnam County's 2022 CHA identified several indicators that support work in this population. The most relevant figures are demonstrated below with Putnam's trend over the NYS Prevention Agenda 2024 goal, however PCDOH and PC DSS/MH are working together to understand the proportion of CPS cases that involve a parent who uses drugs, or a known substance-involved incident. Refer to table below, Newborns with neonatal withdrawal symptoms and/or affected by maternal use of drugs of addiction (any diagnosis), crude rate per 1,000 newborn discharges:



* Fewer than 10 events in numerator, therefore the Putnam rate/percentage is unstable s: data do not meet reporting criteria Source: NYS Prevention Agenda, Promote Healthy Women, Infants, and Children

https://webbi1.health.ny.gov/SASStoredProcess/guest? program=%2FEBI%2FPHIG%2Fapps%2Fdashboard%2Fpa_dashboard&p=ch&cos=37

Proposed use of funds: Putnam County’s BR;DGE Alliance steering committee (with representatives from PCDOH, PC Department of Social Services, Mental Health & Youth Bureau, Putnam County Sheriff’s Office, Putnam County Office of the Coroner, Putnam County Bureau of Emergency Services, and The Prevention Council of Putnam) have determined the following:

- Application for this grant as outlined within, with the PCDOH as the primary lead agency.
- Prioritize expansion of the BR;DGE Alliance (to include other law enforcement agencies, treatment providers, people with lived experience and more) to partner together to continue to reach the most at-risk members of our community.
- Ensure education and outreach to the Spanish speaking community can continue through funding 1 Public Health Corps (NYSPHC) Fellowship position that is currently doing this work.*
- Ensure work to enhance local data collection and analysis can continue through funding 1 NYSPHC Fellowship position that is currently doing this work. *

*NYSPHC funding is due to expire 1 month after this grant funding period would begin.

- Conduct a system of care analysis and identify gaps to better inform collaboration and planning through a series of activities including the establishment of an overdose fatality review board to conduct quarterly case studies on substance-involved deaths to identify gaps in access to services and trends in use, misuse, and harm reduction activities.
- Address disparities among populations with barriers to accessing healthy and affordable food, transportation, healthcare, and/or harm-reduction services through grant-allowable expenses:
 - Provision of food and/or transportation vouchers ;
 - Linguistically and culturally appropriate Harm reduction education and supplies; and
 - Engagement of more people who use drugs and people with lived experience.

**New York State
Department of Health
AIDS Institute
Office of Drug User Health**

**Request for Applications
RFA #20395
Internal Program #23-0007
Grants Gateway #DOH01-PPHRS-2024**

Expanding Harm Reduction Services for Priority Populations Who Use Drugs

***Applicants may submit no more than four (4) applications in response to the RFA.
Applicants may submit no more than one application per priority population.***

In order to apply for this RFA, eligible applicants must be prequalified in the New York State Grants Gateway, unless exempt, and must submit an application via the New York State Grants Gateway.

KEY DATES

RFA Release Date: August 14, 2023

Applicant Conference August 22, 2023, at 11:00 AM ET

Applicant Conference Registration:

https://aidsinstituteny-org.zoom.us/webinar/register/WN_r8evXy8uQkuE-ZJNTlh4EQ

Questions Due: August 29, 2023, by 4:00 PM ET

**Questions, Answers and
Updates Posted: (on or about)** September 12, 2023

Applications Due: October 3, 2023, by 4:00 PM ET

DOH Contact Name & Address:

Narelle Ellendon
Office of Drug User Health
NYS Department of Health/AIDS Institute
Email: PriorityPopsRFA@health.ny.gov

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I. INTRODUCTION

The New York State Department of Health AIDS Institute (NYSDOH AI), Office of Drug User Health announces the availability of state funds to provide harm reduction interventions in community settings in New York State. This funding is directed toward People Who Use Drugs (PWUD) within priority populations that are especially vulnerable to overdose and who have been historically marginalized and stigmatized by systems of care. Advancing health equity is an expected outcome of this RFA and the programs awarded funding. The intent of the Request for Applications (RFA) is to fund 8-24 programs for awards between \$200,000 to \$300,000, with a total funding amount of \$3,750,000 annually for two (2) years.

A. Background/Intent

Death by overdose remains a national and statewide public health emergency. The CDC's National Center for Health Statistics released provisional data indicating that there were an estimated 107,622 drug overdose deaths in the United States during 2021, an increase of nearly 15% from the 93,655 deaths estimated in 2020. The 2021 increase was half of what it was a year ago, when overdose deaths rose 30% from 2019 to 2020.¹ In New York, the rate of deaths involving any opioids increased over threefold from 5.0 per 100,000 in 2010 to 15.1 per 100,000 in 2019.² The number of deaths continue to climb as shown in provisional data that in October 2021 the predicted number of drug overdose deaths for New York were 3,296. In 2022, the predicted the predicted number of drug overdose deaths for New York were 3,296 and it is anticipated that there will be further increases of overdose fatalities in 2022.³

The current trends show a widening of disparities between different populations. From 2019-2020, overdose death rates (number of drug overdose deaths per 100,000 people) increased 44% for Black people and 39% for Indigenous people. Throughout NYS, Black, Indigenous, and other People of Color, (BIPOC) are disproportionately affected by overdose, untreated substance use disorder, and the criminalization of drug use and substance use disorder. Racial health inequities throughout the health care systems, confounded by stigma against PWUD, has further harmed these communities.¹

Structural racism has been at the core of Black and Latinx people being treated punitively for drug use rather than for their actions such as creating or participating in treatment-based activities and programs. Once the problem of prescription opioid use became widespread among suburban, middle-income White people opioid use disorder started to be framed as a public health concern, rather than a moral or criminal issue. While buprenorphine is a common form of treatment for OUD, Black patients still have 77% less of a chance in receiving treatment than White patients.²

To effectively improve these racial inequities, promote health equity and prevent fatal and non-fatal overdoses, it is important to look at what communities have experienced and how they can be part of the solution. Funded applicants should proactively address intersectional factors impacting racial and ethnic disparities using a health equity framework that also examines sexism, classism, and other natures of oppression. Designing interventions and programs that reflect the BIPOC community and puts their experience at the forefront will allow for more community-centered models of care. The coexistence of both a mental health and a substance use disorder is referred to as co-occurring disorders is common with PWUD, therefore this funding supports the integration of and/or prompt access to mental health services.³ Additionally, Peers are well positioned to assess and address the needs of PWUD as they are from the community and understand the needs and interventions that will work.⁴

The purpose of this funding is to expand the reach of comprehensive, culturally comprehensive

¹ <https://www.cdc.gov/vitalsigns/overdose-death-disparities/index.html>

² <https://ajph.aphapublications.org/doi/abs/10.2105/AJPH.2021.306572>

³ [https://www.nimh.nih.gov/health/topics/substance-use-and-mental-health#:~:text=Substance%20use%20disorder%20\(SUD\)%20is,most%20severe%20form%20of%20SUD](https://www.nimh.nih.gov/health/topics/substance-use-and-mental-health#:~:text=Substance%20use%20disorder%20(SUD)%20is,most%20severe%20form%20of%20SUD)

⁴ [The Crucial Role of Black, Latinx, and Indigenous Leadership in Harm Reduction and Addiction Treatment - PubMed \(nih.gov\)](#)

medical, mental health, harm reduction and social services for people who use drugs (PWUD) with a focus on priority populations who experience persistent inequities with respect to drug use, overdose, and other negative health outcomes. These priority populations include Black, Indigenous, and other People of Color (BIPOC); Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, (LGBTQI+); pregnant and parenting individuals; adolescents and young adults (age 15-24); older adults; (age 50+); veterans; houseless/homeless; and individuals who are involved with the criminal legal system, also known as criminal-justice involved.

Data shows that LGBTQI+ individuals are over-represented in the opioid morbidity and mortality burden⁵ and that persons that have an Opioid Use Disorder (OUD) and are pregnant or post-partum are at high risk of overdose⁶. There has been an increase in overdoses for adolescents/young adults⁷ and older adults, with a sharp increase among the 45-64 age group.⁸ Veterans drug overdose mortality rates have increased by 53% from 2010-2019⁹ and over half of fatal overdoses in NYS occur among people experiencing homelessness and occurred in supportive housing, shelters and in public spaces:¹⁰ Data also shows that approximately half of state and federal prisoners meet criteria for having substance use disorder (SUD), including OUD and there are higher rates of opioid overdose immediately after release from incarceration.¹¹ ¹² These populations include, but are not limited to, those identified by the New York State Opioid Settlement Fund Advisory Board as those that experience higher overdose rates and poor health outcomes, and those for whom intentional and specified services and programs should be prioritized.¹³

The current overdose epidemic in NYS is in part due to an evolving drug supply and increased toxicity within the drug supply. Synthetic opioids, primarily fentanyl, continue to be a main driver of drug overdose deaths. However, deaths involving other drugs continue to be on the rise. Drug overdose deaths involving stimulants, cocaine, or psychostimulants (primarily methamphetamine) have significantly increased since 2015 from 12,122 to 53,495 in 2021.¹⁴ The AIDS Institute is committed to eliminating new infections, improving the health and well-being of persons living with HIV, sexually transmitted infections (STIs), and viral hepatitis, and improving LGBTQI+ and drug user health. With a priority to promote strategies through interagency and community collaborations to improve drug user health, the NYSDOH AI has been a driving force in the development of New York State's harm reduction efforts for the last 30 years. Innovation and commitment are the hallmarks of the work of the AIDS Institute's Office of Drug User Health (ODUH). NYSDOH AI has helped move harm reduction from the margin to the mainstream. The NYSDOH continues to expand current efforts and find new and established, evidence-based interventions to meet the challenges of the changing nature of this epidemic, such as increased access to low-threshold buprenorphine, naloxone distribution, fentanyl test strips, drug checking, and harm reduction supplies vending machines, as well as targeted interventions for those who have previously experienced an overdose.

This funding is available to programs that currently serve these priority populations and can demonstrate they will expand their services for PWUD within these populations, as well as programs that already serve PWUD (such as waived Syringe Exchange Programs (SEPs), Drug User Health Hubs (DUHHs) and specialty clinics serving PWUD) who can demonstrate that they will expand to serve these priority populations. Applicants should choose one priority population who they are proposing to serve. However, it is understood that a program may be serving people who fit into multiple priority populations such as homeless youth, or older veterans. Applicants that intend to serve a cross section of multiple priority populations are encouraged to describe the intersectionality of priority populations and only one application is required to be submitted, rather than multiple applications for each priority population. All applicants should demonstrate how they will engage with

⁵ [Sexual Orientation and Estimates of Adult Substance Use and Mental Health: Results from the 2015 National Survey on Drug Use and Health \(samhsa.gov\)](https://www.samhsa.gov/2k16/sexual-orientation-and-estimates-of-adult-substance-use-and-mental-health-results-from-the-2015-national-survey-on-drug-use-and-health)

⁶ [Fatal and Nonfatal Overdose Among Pregnant and Postpartum Women in Massachusetts - PubMed \(nih.gov\)](https://pubmed.ncbi.nlm.nih.gov/26111111/)

⁷ <https://www.nyc.gov/assets/doh/downloads/pdf/epi/databrief133.pdf>

⁸ [New York State Opioid Data Dashboard \(ny.gov\)](https://www.opioidatadashboard.com/)

⁹ [U.S. Military veterans and the opioid overdose crisis: a review of risk factors and prevention efforts - PubMed \(nih.gov\)](https://pubmed.ncbi.nlm.nih.gov/31111111/)

¹⁰ [City streetscapes and neighborhood characteristics of fatal opioid overdoses among people experiencing homelessness who use drugs in New York City, 2017-2019 - ScienceDirect](https://pubmed.ncbi.nlm.nih.gov/31111111/)

¹¹ [Drug Use and Dependence, State and Federal Prisoners, 2004 \(ojp.gov\)](https://pubmed.ncbi.nlm.nih.gov/16111111/)

¹² [Meta-analysis of drug-related deaths soon after release from prison - PubMed \(nih.gov\)](https://pubmed.ncbi.nlm.nih.gov/26111111/)

¹³ [osfab_yearly_report_110122.pdf \(ny.gov\)](https://www.opioidatadashboard.com/reports/annual-report-2021)

¹⁴ <https://nida.nih.gov/research-topics/trends-statistics/overdose-death-rates>

BIPOC populations overall, within other priority groups.

Additionally, applicants are encouraged to describe how they are expanding their services in regions of the state that are currently underserved. The applicant should be able to speak to drug use in their community using available data sources, such as the New York State Department of Health Opioid Data Dashboard¹⁵ or other data sources, and their understanding of the underlying distribution of the demographics in their community, with emphasis on the listed priority populations using the American Community Survey¹⁶ or other data sources. Applicants should describe underserved areas in their community by discussing drug use levels, access or lack of access to harm reduction, medical, mental health and social services. High volume or density of priority populations in the community and their specific drug use characteristics and current access to services using state, local or other available data sources should also be considered.

Strategies that utilize harm reduction are at the foundation of this funding opportunity. Harm reduction is a set of practical strategies and interventions aimed at reducing negative consequences associated with drug use. It is grounded in, informed by, and emerges from the lived experience of PWUD. Harm reduction recognizes that people's drug use is experienced on a continuum that ranges from beneficial to harmless to deadly. Harm reduction embraces the principles of health equity and social justice because it recognizes that substance use is frequently a response to personally experienced trauma growing from oppression and inequality.

This funding is for programs that can demonstrate they prioritize health and racial equity and can apply a culturally comprehensive, harm reduction and trauma-informed approach when working with PWUD and priority populations. This includes incorporating peer specialists into the program's staffing. Peer specialists are persons with recent lived and/or living experience of substance use, who represent the priority population and utilize a harm reduction, trauma-informed approach, have rapport and mutual respect established with PWUD and have experience working with individuals that have complex needs and their networks. Peer specialists support PWUD navigate accessing supportive services and address barriers to timely care. Their work is to provide non-clinical, strengths-based support, harm reduction services and linkage to care.

The intent of this funding is to fund agencies in NYS, who work closely and provide support to PWUD and these priority populations by providing harm reduction services and activities using a health equity lens and framework. The applicants need to demonstrate how they plan to expand the array of meaningful, non-coercive, client-driven services to reduce overdose and other negative outcomes of substance use. These activities could include direct services to people who use drugs, and either directly provided or via linkage to outside providers, access to medications for opioid use disorder/medications for addiction treatment (MOUD/MAT), as well as the provision of naloxone, training, and overdose prevention materials. All applicants should describe how the programs will address the social determinants of health (SDOH) that contribute to perpetuating an individual's vulnerability to repeated overdose, such as lack of stable housing, poverty, drug-use related stigma, racism, etc. Studies have shown that the increasing number of cumulative reports of non-fatal overdose are associated with a greater risk of subsequent fatal overdose. Therefore, each non-fatal overdose significantly increases a person's risk of a subsequent fatal overdose. This highlights the importance of and need for engagement with people who have experienced a recent overdose.¹⁷

B. Available Funding

Up to \$3,750,000 in State funding is available annually to support programs funded through this RFA.

¹⁵ [Opioid-related Data in New York State \(ny.gov\)](#)

¹⁶ [American Community Survey Data \(census.gov\)](#)

A total of eight to twenty-four (8-24) awards will be made annually, and funding will be allocated as stated in the chart below. Awards will have a performance period of two (2) years. Should additional funding become available, the NYSDOH AI may extend the award period of agencies awarded funding, fund additional agencies or increase funding for awarded applicants.

Please see the following table to show eligible awardee amounts for priority population:

Priority Population	Number of Awards	*Annual Award Amount Range
Adolescents/Young Adults	1-3	\$200,000 - \$300,000
BIPOC	1-3	\$200,000 - \$300,000
Criminal Legal/Justice Involved	1-3	\$200,000 - \$300,000
Houseless/Homeless	1-3	\$200,000 - \$300,000
LGBTQI+	1-3	\$200,000 - \$300,000
Older Adults	1-3	\$200,000 - \$300,000
Pregnant/Parenting	1-3	\$200,000 - \$300,000
Veterans	1-3	\$200,000 - \$300,000

*Annual awards for each priority population are listed in the chart above. Applicants should propose budgets to support the proposed program up the maximum annual award amount.

Funding will focus on addressing priority populations who are at risk for overdose, with a special focus on BIPOC within priority populations including LGBTQI+ and more with a special consideration for transgender populations, pregnant and parenting individuals, adolescents (12-17 years) and young adults (age 18-25); older adults; (age 50+) veterans; houseless/homeless; individuals that are involved with the criminal legal system, also known as criminal-justice involved.

Applicants may submit no more than one (1) application for a specific priority population in response to this RFA. Applicants can submit more than one application in response to the RFA if the application is for a different priority population, each as separate application to this RFA. For applicants that intend to serve a cross section of multiple priority populations, such as homeless youth or older veterans, only one application is required to be submitted **but applicants must indicate a priority population to be the main focus of the application on the Application Cover Page, Attachment 1.**

If an applicant submits more than one (1) application for each priority population, the first application received for the priority population will be reviewed. All other applications for that priority population will be rejected.

If the applicant submits more than a total of four (4) applications for this RFA (one per priority population), the first four (4) individual applications received will be reviewed and considered for funding. All other applications in excess of the one (1) application per priority population allowed (four total applications) will be rejected.

The NYSDOH AI is committed to ensuring our funded programs and partners are equipped with the knowledge, skills, and expertise to adequately address health and social inequities. We are committed to the implementation of new and tailored approaches to address the challenges faced by our Black/Brown, Indigenous, and People of Color (BIPOC) communities. In our mission to ensure that everyone has a fair chance to experience optimal health, we are employing the following health equity principles:

- Be Explicit;
- Identify and Effectively Address Racism and Racial Implicit Biases;

- Adopt a “Health in all Policies” Approach;
- Create an Internal Organization-Wide Culture of Equity;
- Respect and Involve Communities in Health Equity Initiatives; and
- Measure and Evaluate Progress in Reducing Health Disparities.

Sections of the application narrative and budget will be evaluated and scored based on the applicant’s ability to:

- Demonstrate an understanding of providing culturally appropriate and accessible interventions, particularly those who can demonstrate a proven track record working with the priority populations indicated in this RFA;
- Demonstrate how they will engage with BIPOC populations within the other priority populations;
- Demonstrate how they will be providing these services in geographic areas that are not currently served or are underserved;
- Demonstrate that the organizational leadership and staff delivering these initiatives include people with recent lived and living experience of using drugs and represent the priority population they intend to serve;
- Utilize innovative models to provide a wide array of required and optional medical and social services to clients, including but not limited to syringe access, low-threshold access to buprenorphine and naloxone, mental health services, trauma-informed care, and STI screenings, sexual and reproductive health services;
- Demonstrate the area they propose to serve utilizing these funds is a high-need area, and that there is a need that is currently unmet.

This can be demonstrated using a number of factors, such as:

- Overdose deaths involving any drug;
- Outpatient emergency department visits involving any drug overdose;
- Community Resiliency Estimates as calculated by the U.S. Census Bureau; areas with low resiliency scores will be prioritized for funding.

Low community resiliency is defined as having three or more risk factors such as income to poverty ratio; no health insurance; no vehicle access; and no broadband internet. Low resiliency indicates a community is less able to absorb, endure, and recover from a crisis.

- Other metrics from sources such as the [New York State Opioid Data Dashboard](#).

- Awards will be made to the highest scoring applicants in each priority population, up to the minimum number of awards. Remaining funding will be awarded to the next highest acceptable scoring applicant(s) from any priority population until the remaining funding is exhausted or awards have been made to all acceptable scoring applicants.
- If there is an insufficient number of acceptable applications (scoring 70 or above) received from any priority population, NYSDOH AI reserves the right to:
 - Fund an application scoring in the range of (60-69) from a priority population and/or
 - Apply unawarded funding to the next highest scoring applicant(s) in other priority population (s) until the maximum number of awards per priority population is met.
- If there is an insufficient number of fundable applications in a priority population, the maximum number of awards may not be met for that priority population. The NYSDOH AI reserves the right to re-solicit for any priority population where there are an insufficient number of fundable applications.
- If funding remains available after the maximum number of acceptable scoring applications is awarded to each priority population, the NYSDOH AI reserves the right to exceed the maximum number of awards.

- The NYSDOH AI reserves the right to revise the award amounts as necessary due to changes in availability of funding.
- The NYSDOH AI reserves the right to shift funding from one priority population of the RFA to another priority population should there be an insufficient number of fundable applications received in any priority population.
- Should additional funding become available, the NYSDOH AI may extend the award period, increase funding for awarded applicants, and/or select an organization from the pool of applicants deemed not funded, due to limited resources.
- The NYSDOH AI reserves the right to establish additional competitive solicitations if it is determined the needed expertise/services are not available among these organizations.

Funds under this RFA are considered dollars of "last resort" and can only be used when there are no options for other reimbursement. Grant funding cannot be used to reimburse for services that are able to be billed to a third party (i.e., Medicaid, ADAP, PrEP-AP, private health insurance, Gilead patient assistance, co-pay assistance programs, etc.). A provider cannot use grant funds in lieu of billing for services to a third party.

II. WHO MAY APPLY

A. Minimum Eligibility Requirements

All applicants must meet the following minimum eligibility requirements:

- Applicant must be a not-for-profit agency in New York State (NYS) including hospitals, health care systems, primary care networks, academic institutions, community-based organizations, voluntary associations, voluntary agencies that operate OASAS-certified, funded or otherwise authorized SUD treatment programs, voluntary agencies that operate OMH-licensed mental health services programs, scientific /professional associations or be a local government/public health agency.
- Applicant must submit **Attachment 2 - Statement of Assurances** signed by the Chief Executive Officer (CEO) or Designee to certify the organization meets all criteria listed on **Attachment 2**. **Attachment 2** is located in the Pre-Submission Uploads section of the Grants Gateway and once completed should be uploaded in the same section.
- Applicant must be prequalified in the New York State Grants Gateway, if not exempt, on the date applications are due.

III. PROJECT NARRATIVE/WORK PLAN OUTCOMES

A. Program Model Description

Scope of Services for Priority Populations

The purpose of this funding is to expand the reach of holistic harm reduction, medical, mental health and social services for people who use drugs (PWUD) with a focus on priority populations. These populations include BIPOC, (Black, Indigenous and People of Color); LGBTQI+ (Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex and more) with a special consideration for transgender populations; pregnant and parenting individuals; adolescents (age 12-17) and young adults (age 18-25); older adults (age 50+); veterans; houseless/homeless; individuals that are involved with the criminal legal system, also known as criminal-justice involved. Investments will be made to prioritize service delivery to individuals within populations that face higher overdose rates and poor health outcomes.

This funding is offered to programs that currently serve these priority populations and can demonstrate they will expand their services for PWUD within these populations, as well as programs that already serve PWUD such as waived Syringe Exchange Programs (SEPs), Drug User Health Hubs (DUHHs) and specialty clinics serving PWUD who can demonstrate that they can expand to serve these priority populations.

Applicants are expected to provide evidence-based harm reduction strategies including provision of harm reduction supplies and information, including but not limited to: naloxone, fentanyl and other drug test strips and other drug checking services, safer smoking supplies, safer snorting supplies, syringes and other safer injection supplies. In addition, to harm reduction supplies, funds from this procurement can be used for the provision of personal care kits (e.g., hygiene products, wound care supplies, seasonal clothing, and protective items, etc.) Overall program supplies needed to support a harm reduction program are allowable expenses on the budget.

The addition of expanded social support services, primary care, and case management services to identify and address unmet needs of PWUD is a goal of this funding. Applicants will describe how they will conduct or facilitate increased access to low-threshold medical and mental health services, including HIV/Hepatitis C (HCV) testing, care and treatment, Sexually Transmitted Infections (STI) screenings and reproductive health services, individual supportive counseling, linkage to substance use treatment, including low-threshold, easy access medications for addiction treatment/medications for opioid use disorder (MAT/MOUD), behavioral health therapies, as well as routine physicals and other preventative healthcare services.

Applicants are encouraged to increase access to care management staff; this can include hiring or facilitating access to care coordinators to assist with scheduling and handling same-day drop-in clients, developing systems for treatment compliance and management, and maintaining a culturally comprehensive, low-threshold culture of the harm reduction program.

Peer services are highly encouraged in the program model. Peers may be utilized for expanded Peer-Delivered Syringe Exchange (PDSE), and in all other aspects of the program including post-overdose support, escort to outside services, emergency department relay, overdose prevention education, group facilitation, harm reduction education, and management of Drop-in, SSP or Drug User Health Hub space.

Applicants will describe their activities around opioid overdose prevention (OOP) and intervention education and the distribution of naloxone. Programs are encouraged to provide OOP services internally to clients, and externally in the community. Programs may conduct opioid overdose prevention training and distribute naloxone through group trainings, individual trainings, within a syringe service program (SSP) of a Drug User Health Hub, through PDSE and through program-affiliated vending machines. In addition, applicants may conduct OOP training to outside organizations, businesses and local law enforcement.

Applicants will describe their program's activities to de-stigmatize substance use and promote equitable health services for PWUD and the priority population indicated in the application. Programs are expected to provide non-stigmatized, harm reduction, evidence-based care to their clients. Additionally, it is necessary to describe how your program will build culturally comprehensive service capacity in your geographic location for other service providers working with PWUD and the priority population indicated in the application. The applicant will provide or facilitate access to training on best practices, non-stigmatized care, harm reduction basics, utilizing drug checking equipment/supplies and naloxone.

To ensure a continuum of services that are responsive to the identified needs and social determinants of health experienced by the priority population(s) selected, funded programs should develop and

maintain streamlined referral processes and a tailored network of clinical and community partnerships to provide services not available at the funded location(s). Network partners should have a commitment to health equity and a history of providing services to the priority population(s) which could include linkage, navigation, multidisciplinary service coordination, peer services, referral tracking, and routine assessment and identification of medical and non-medical needs, including mental and behavioral health and substance use services.

If services are not available at the funded location(s), applicants will be expected to engage and partner with other area providers that serve the priority population(s). Providers can include hospitals, primary care, mental health and behavioral health providers, correctional facilities, homeless/houseless service providers and community-based organizations within the service area(s). Partnerships with providers can include direct referrals for ease of access, navigation services to meet individual needs in areas such as prevention, housing, health, mental health and social services, treatment, and other essential support services to promote improved outcomes and health equity (HE). Funded programs will establish, maintain, and build on these partnerships throughout the course of the two-year grant period. Annually, and as needed, these partnerships will be reviewed and assessed on whether these partnerships are sufficient to meet established program outcomes. **Letters of Support** should be provided as one combined .pdf document and uploaded to the Pre-Submission Uploads section of the Grants Gateway as **Attachment 3**.

Applicants will utilize people with lived experiences (PWLE) that have recent lived and/or living experience of substance use, represent the priority population and utilize a harm reduction, trauma-informed approach, have rapport and mutual respect established with PWUD and have experience working with individuals that have complex needs and their networks. Peer specialists may be utilized for expanded PDSE, and in all other aspects of the program including post-overdose support, escort to outside services, emergency department relay, overdose prevention education, harm reduction education, and management of drop-in, SSP or Drug User Health Hub space. Peers can also support PWUD to access treatment and support their retention (and re-engagement if necessary) in SUD treatment and care, as well as support access to other supportive services.

Applicants will work in coordination with New York Medication for Addiction Treatment and Electronic Referrals (NY MATTERS) Regional Care Coordinators (RCCs) in their service region(s). The NY MATTERS Network began its expansion across New York State in September 2020 after demonstrating proof of concept and successes in Western New York for nearly three years. Today, NY MATTERS is implemented in over 40 hospitals, 100 treatment organizations, and 1,000 pharmacies across the state.¹⁸ To assist in the rapid expansion and implementation of the program, the NY MATTERS team currently has nine Regional Care Coordinator (RCC) positions in health hubs around New York State. The RCCs have been able to assist local health departments, hospitals, clinics, EMS and law enforcement-agencies in joining the NY MATTERS network. As more organizations join the referral network, the individuals that NY MATTERS serves gain more opportunities to be connected to care and appropriate treatment including MAT/MOUD, HCV care and mental health services. Funded programs will work in coordination with RCCs in their region(s) to ensure access to appropriate, stigma and bias free, anti-racist, trauma-informed providers and services when identifying the needs of the priority population(s).

The needs of PWUD and these priority populations are wide and varied, but they center on addressing social determinants of health such as socioeconomic status, education, housing, transportation, employment, cultural competence, access to healthcare services and discrimination.

Considerations for selected priority population(s):

BIPOC

Proposed services for BIPOC individuals who use drugs should be client-driven and facilitate the

¹⁸ <https://mattersnetwork.org/>

prompt access to quality, appropriate, stigma and bias free, anti-racist, trauma-informed, culturally comprehensive medical care, harm reduction, mental health and other support services. These could include but are not limited to:

- integrating trauma-informed approaches;
- designing interventions and services from a stigma-free framework utilizing universal screening and assessment; and
- referral(s) to address Social Determinants of Health (SDOH).

Criminal Justice Involved

Proposed services for individuals while incarcerated and post-release from incarceration who use drugs should be client-driven and facilitate the prompt access to quality, appropriate, stigma and bias free, anti-racist, trauma-informed, culturally comprehensive medical care, harm reduction, mental health and other support services. These could include but are not limited to:

- expanding and strengthening current provider networks servicing incarcerated individuals and reentrants with continuity of care, harm reduction counseling and reentry services;
- integrating trauma-informed approaches;
- designing interventions and services from a stigma-free framework utilizing universal screening and assessment; and
- referral(s) to address Social Determinants of Health (SDOH).

Older Adults (age 50+)

Proposed services for older adults who use drugs should be client-driven and facilitate the prompt access to quality, appropriate, stigma and bias free, anti-racist, trauma-informed, culturally comprehensive medical care, harm reduction, mental health and other support services. These could include but are not limited to:

- outreach and engagement into harm reduction services utilizing peers; and/or
- harm reduction counseling and services that are specific to the needs of an aging population.

Veterans

Proposed services for veterans who use drugs should be client-driven and facilitate the prompt access to quality, appropriate, stigma and bias free, anti-racist, trauma-informed, culturally comprehensive medical care, harm reduction, mental health and other support services. These could include but are not limited to:

- provision of services incorporating universal screening, referral to care, and harm reduction counseling services utilizing a trauma-informed approach; and
- expanding and strengthening current provider networks.

Adolescents and Young adults (age 15-24)

Proposed services for adolescents and young adults who use drugs should be client-driven and facilitate the prompt access to quality, appropriate, stigma and bias free, anti-racist, trauma-informed, culturally comprehensive medical care, harm reduction, mental health and other support services. These could include but are not limited to:

- provision of services incorporating universal screening, referral to care, and harm reduction counseling services utilizing a trauma-informed approach;
- enhancement of services that decrease structural and system-level barriers (location, operational hours, cost) and social barriers, such as racial bias, fear, and stigma;
- provision of support groups, and grief groups for young adults who have lost a loved one to an overdose and/or;
- vocational and educational training for youth and young adults with or at risk for SUD.

LGBTQI+

Proposed services for LGBTQI+ individuals who use drugs should be client-driven and facilitate the prompt access to quality, appropriate, stigma and bias free, anti-racist, trauma-informed, culturally

comprehensive medical care, harm reduction, mental health and other support services. These could include but are not limited to:

- developing and expanding current provider networks that are culturally appropriate with a trauma-informed approach;
- provision of services incorporating universal screening, referral to care, and harm reduction counseling services;
- integrating trauma-informed approaches and designing interventions and services from a stigma-free framework utilizing universal screening and assessment; and referral(s) to address SDOH.

Pregnant and Parenting Persons

Proposed services for pregnant and parenting persons who use drugs should be client-driven and facilitate the prompt access to quality, appropriate, stigma and bias free, anti-racist, trauma-informed, culturally comprehensive medical care, harm reduction, mental health and other support services.

These could include but are not limited to:

- the provision of harm reduction counseling and services that utilize universal screening, including STI screenings;
- facilitating the prompt access to medical care utilizing MAT/MOUD during both prenatal and postnatal care and/or enhancing access to reproductive care; a
- medical supplies for pregnant and parenting persons.
- the provision of prenatal care for program clients

Anticipated Outcomes:

- Increased number of PWUD that are engaged and accessing holistic medical, harm reduction and other social services;
- Increased number of people from priority populations who use drugs that are engaged and accessing holistic medical, harm reduction, mental health and other social services;
- Increased engagement with individuals that have previously experienced an overdose;
- Increased employment of PWLE that are of priority populations;
- Increased partnerships, collaborations, and bidirectional referrals amongst organizations working in overdose prevention and working with the priority populations;
- Improved identification of and outreach to people in need of care and services for SUD;
- Increased access to harm reduction services for PWUD, including increased distribution of harm reduction supplies;
- Decreased fatal and nonfatal drug overdoses involving opioids and or stimulants among priority populations disproportionately affected by overdose;
- Improved health equity among groups disproportionately affected by overdose and those previously underserved; and
- Increased adoption of harm reduction strategies and principles.

Applicants may subcontract components of the scope of work up to 50%. For those applicants that propose subcontracting, it is preferable to identify subcontracting agencies during the application process. Applicants that plan to subcontract are expected to state in the application the specific components of the scope of work to be performed through subcontracts. Applicants should note that the lead organization (contractor) will have overall responsibility for all contract activities, including those performed by subcontractors, and will be the primary contact for the NYSDOH AI. All subcontractors should be approved by the NYSDOH AI.

B. Requirements for the Program

Funded applicants will be expected to implement the following activities and services:

1. Identify and serve a cross-section of clients who are representative of the overall priority population: groups/subgroups at risk for drug overdose, those at high risk for overdose death;

and those at disproportionate risk of drug overdose who experience racial/ethnic or socioeconomic disparities (inadequate access to care, poor quality of care, or low income).

2. Connect with your region's DUHH/SSP and treatment providers to enhance the availability and accessibility of Medication for Opioid Use Disorder/ Medication for Addiction Treatment (MOUD/MAT) and Hepatitis C care and treatment for PWUD.
3. Invite and meaningfully include PWUD in policy and program development, decision-making, and in advisory roles on committees.
4. Ensure at least one (1) peer specialist or staff that is a PWLE and represents the priority population is part of the decision-making and delivery of this new initiative.
5. Develop a support system for peers and staff that includes wellness checks and system to address vicarious trauma or other mental health needs. Develop protocols for training and on-going professional development for peers.
6. Coordinate services with other health and human service providers, including mental health services, serving the priority population(s).
7. Collaborate with local health departments, regional offices of the NYSDOH as well as other health and human service providers in identifying and responding to emerging trends.
8. Demonstrate engagement with individuals that have recently experienced an overdose as part of rapid response efforts to suspected overdose spike.
9. Participate in a collaborative process with the NYSDOH AI to assess progress meeting the initiative standards and program outcomes and provide monthly narrative reports describing the program with respect to 1) model implementation, 2) client identification, engagement, and retention 3) success in meeting the workplan objectives, tasks and performance measures for the RFA, 4) data collection and reporting 5) significant accomplishments achieved, and 6) barriers encountered and plans to address noted problems.
10. Submit statistical reports on clients served, and other data using the AIDS Institute Reporting System (AIRS). Successful applicants must demonstrate the capacity to collect and report all required data, both personnel and hardware-related using AIRS. AIRS is a data reporting system that is required by the NYSDOH AI to report client demographic information as well as program activities. NYSDOH AI requires maintenance and reporting of unduplicated client level data, including demographics and service histories, in accordance with applicable federal and/or state reporting requirements. NYSDOH AI provides and supports the AIRS software to enable providers to meet data submission requirements. Details on this software product may be obtained by accessing the following Internet address, www.airсны.org.
11. Address and assess the specific social and/or structural determinants of health. The unequal distribution of social and/or determinants can lead to disparities and ultimately inequities in health and health outcomes. Strategies should prioritize those populations that are most impacted, negatively, by social and structural determinants of health. Please see **Attachment 4 for Health Equity Definitions and Examples** of social and structural determinants of health.
12. All activities will have a framework of Health Equity. The funded applicant must demonstrate a commitment to health equity: Health equity is the fair and just opportunity for everyone to achieve optimal holistic health and well-being regardless of social position or other social or structural determinants of health. This requires addressing avoidable inequalities (e.g., access to affordable and high-quality food, housing, education, health care/services, and safe

environments), historical and contemporary injustices (e.g., economic injustice/poverty, racism, classism, ableism, sexism, homophobia, transphobia, xenophobia, and other forms of oppression, discrimination, and/or stigma) and valuing health differences equally. We also acknowledge the historical and structural underpinnings of race, racism, and genocide in the United States that perpetuate many of the racial inequities we see manifested today. Because health equity can never truly be achieved without racial equity, we work toward achieving both.

13. Ensure all activities are inclusive of populations disproportionately affected by drug overdose and death, and that the needs of persons with disabilities, co-occurring mental health, people with limited health literacy, racial and ethnic groups, and the LGBTQI+ populations are included in activities.
14. Complete the 12-module, free online [Health Equity in the Response to Drug Overdose Training](#) that was funded by the National Association of County and City Health Officials (NACCHO) and the CDC and submit their completion certificate to the NYSDOH.
15. Adhere to Health Literacy Universal Precautions (<https://www.ahrq.gov/professionals/quality-patient-safety/quality-resources/tools/literacy-toolkit/index.html>).
16. Adhere to all objectives, tasks and performance measures as listed in the **Work Plan Attachment 5**.
17. Identify and serve a cross-section of clients who are representative of the overall priority population: groups/subgroups at risk for drug overdose, those at high risk for overdose death; and those at disproportionate risk of drug overdose who experience racial/ethnic or socioeconomic disparities (inadequate access to care, poor quality of care, or low income) within the selected community.
18. Participate in a collaborative process with the NYSDOH AI to assess program outcomes and provide quarterly narrative reports and performance measures, monthly check-in meetings and monthly office hours with all funded programs. Programs are expected to describe their progress with respect to 1) Implementation of interventions/services, 2) client recruitment, 3) success in meeting the **NYSDOH AI - Work Plan Attachment 5** significant accomplishments achieved, and 5) barriers encountered and plans to address noted problems.

IV. ADMINISTRATIVE REQUIREMENTS

A. Issuing Agency

This RFA is issued by the New York State Department of Health AIDS Institute (hereinafter referred to as NYSDOH AI, or the Department), Office of Drug User Health. The Department is responsible for the requirements specified herein and for the evaluation of all Applications. See, Section V.C. (Review and Award Process).

B. Question and Answer Phase

All substantive questions by Applicants with respect to any aspect of the RFA must be submitted in writing to *Narelle Ellendon*, NYSDOH AI, Office of Drug User Health, at the following email address: PriorityPopsRFA@health.ny.gov. This includes Minority and Women Owned Business Enterprise (M/WBE) questions and questions pertaining to the M/WBE forms. See, Section IV.I. (Minority & Women-Owned Business Enterprise (M/WBE) Requirements). Questions of a technical nature related to formatting or other minor details related to preparation of an Application may also be addressed in writing to the email address noted above. Questions are of a technical nature if they are limited to how to prepare your Application (e.g., formatting) rather than relating to the substance of the Application.

To the degree possible, each question submitted by a potential Applicant pursuant to the terms of this RFA should cite the RFA section and paragraph to which it refers. Written questions will be accepted until the date posted on the Cover Page of this RFA.

Some helpful links for questions of a technical nature are below. Questions regarding specific opportunities or applications should be directed to the NYSDOH contact listed on the cover of this RFA.

- <https://grantsmanagement.ny.gov/resources-grant-applicants>
- Grants Gateway Videos: <https://grantsmanagement.ny.gov/videos-grant-applicants>
- Grants Gateway Team Email: grantsgateway@its.ny.gov
Phone: 518-474-5595
Hours: Monday thru Friday 8am to 4pm
(Application Completion, Policy, Prequalification and Registration questions)
- Agate Technical Support Help Desk
Phone: 1-800-820-1890
Hours: Monday thru Friday 8am to 8pm
Email: helpdesk@agatesoftware.com
(After hours support w/user names and lockouts)

Prospective Applicants should note that all responses to questions submitted with respect to this RFA which result in clarifications of or exceptions to the terms, conditions, and provisions of this RFA, including those relating to the terms and conditions of the Master Contract for Grants that will be required to be entered into by each successful Applicant, are to be raised prior to the submission of an Application and will be published by the Department to ensure equal access and knowledge by all prospective Applicants at https://grantsgateway.ny.gov/IntelliGrants_NYSSGG/module/nysgg/goportal.aspx by the date specified on the Cover Page of this RFA.

This RFA has been posted on the NYS Grants Gateway website at: https://grantsgateway.ny.gov/IntelliGrants_NYSSGG/module/nysgg/goportal.aspx and a link provided on the Department's public website at: <https://www.health.ny.gov/funding/>.

All Questions must be received by the date and time specified on the Cover Page of this RFA, under "Key Dates", opposite the heading "Questions Due".

All questions submitted by email should state the RFA Number and Title set forth on the Cover Page (RFA #20395, *Expanding Harm Reduction Services for Priority Populations Who Use Drugs*) in the subject line of the email.

Questions and answers, as well as any updates, addendums to, and/or other modifications of this RFA, will be posted on these websites. All such questions and answers, updates, addendums to, and other modifications to this RFA will be posted by the date identified on the Cover Page of this RFA under "Key Dates".

C. Letter of Interest

Letters of Interest are not a requirement of this RFA.

D. Applicant Conference

An Applicant Conference will be held for this project. This conference will be held on the date and time shown on the cover of the RFA. The Department requests that potential Applicants register for this conference by clicking on the following link to ensure that adequate accommodations be made for the number of prospective attendees.

https://aidsinstituteny-org.zoom.us/webinar/register/WN_r8evXy8uQkuE-ZJNTIh4EQ

The failure of any potential Applicant to attend the Applicant Conference will not preclude the submission of an Application by that Applicant.

E. How to File an Application

Applications must be submitted online via the Grants Gateway by the date and time posted on the Cover Page of this RFA under the heading "Key Dates".

Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Grants Gateway. Please visit the Grants Management website at the following web address: <https://grantsmanagement.ny.gov/> and select the "Apply for a Grant" from the Apply & Manage menu. There is also a more detailed "Grants Gateway: Vendor User Guide" available in the documents section under Training & Guidance; For Grant Applicants on this page as well. Training webinars are also provided by the Grants Gateway Team. Dates and times for webinar instruction can be located at the following web address: <https://grantsmanagement.ny.gov/live-webinars>.

To apply for this opportunity (that is, to submit an Application):

1. Log into the [Grants Gateway](#) as either a "Grantee" or "Grantee Contract Signatory".
2. On the Grants Gateway home page, click the "View Opportunities" button".
3. Use the search fields to locate an opportunity; search by State agency (NYSDOH) or enter the Grant Opportunity name: **Expanding Harm Reduction Services for Priority Populations Who Use Drugs**.
4. Click on "Search" button to initiate the search.
5. Click on the name of the Grant Opportunity from the search results grid and then select the "APPLY FOR GRANT OPPORTUNITY" button located bottom left of the Main page of the Grant Opportunity.

Once the Application is complete, a prospective Applicant is **strongly encouraged** to submit their Application at least **48 hours prior to the** Application's due date and time specified on the Cover Page of this RFA. This will allow sufficient opportunity for the Applicant to obtain assistance and take corrective action should there be a technical issue with the submission process. **Failure to leave adequate time to address issues identified during this process may jeopardize an Applicant's ability to submit their Application.** Both NYSDOH and Grants Gateway staff are available to answer Applicant's technical questions and provide technical assistance prior to the application due date and time. Contact information for the Grants Gateway Team is available under Section IV. B. (Question and Answer Phase) of this RFA.

PLEASE NOTE: Although NYSDOH and the Grants Gateway staff will do their best to address concerns that are identified less than 48 hours prior to the due date and time for the submission of an Application, there is no guarantee that they will be resolved in time for the Application to be submitted on time and, therefore, considered for funding.

The Grants Gateway will always notify an Applicant of successful submission of the Applicant's Application. If a prospective Applicant does not get a successful submission message assigning their Application a unique ID number, it has **NOT** successfully submitted an Application. During the

application process, please pay particular attention to the following:

- Not-for-profit Applicants must be prequalified, if not exempt, on the date and time Applications in response to this Request for Applications (RFA) are due as specified in the “Key Dates” set forth on the Cover Page of this RFA. Be sure to maintain prequalification status between funding opportunities. **NOTE:** Three of a not-for-profit’s essential financial documents - the IRS990, its Financial Statement, and its Charities Bureau filing - expire on an annual basis. If these documents are allowed to expire, the not-for-profit’s prequalification status expires as well, and it will not be eligible for State grant funding until its documentation is updated and approved, and prequalified status is reinstated.
- Only individuals with the roles “Grantee Contract Signatory” or “Grantee System Administrator” can submit an Application on behalf of an Applicant.
- Prior to submission, the Grants Gateway will automatically initiate a global error checking process to protect against an incomplete Application. An Applicant may need to attend to certain parts of the Application prior to being able to submit the Application successfully. An Applicant must be sure to allow time after pressing the submit button to clean up any global errors that may arise. An Applicant can also run the global error check at any time in the application process. (see p.68 of the Grants Gateway: Vendor User Guide).
- Applicants should use numbers, letters, and underscores when naming their uploaded files. There cannot be any special characters in the uploaded file name. Also, be aware of the restriction on file size (10 MB) when uploading documents. Applicants should ensure that any attachments uploaded with their application are not “protected” or “pass-worded” documents.

The following table will provide a snapshot of which roles are allowed to Initiate, Complete, and Submit the Grant Application(s) in the Grants Gateway.

Role	Create and Maintain User Roles	Initiate Application	Complete Application	Submit Application	Only View the Application
Delegated Admin	X				
Grantee		X	X		
Grantee Contract Signatory		X	X	X	
Grantee Payment Signatory		X	X		
Grantee System Administrator		X	X	X	
Grantee View Only					X

PLEASE NOTE: Waiting until the last several days to complete your Application online can be dangerous, as you may have technical questions. Beginning the process of applying as soon as possible will produce the best results.

Applications will not be accepted via fax, e-mail, paper copy or hand delivery.

LATE APPLICATIONS WILL NOT BE ACCEPTED.

F. Department of Health’s Reserved Rights

The Department of Health reserves the right to:

1. Reject any or all applications received in response to this RFA.
2. Withdraw the RFA at any time, at the Department’s sole discretion.

3. Make an award under the RFA in whole or in part.
4. Disqualify any Applicant whose conduct and/or proposal fails to conform to the requirements of the RFA.
5. Seek clarifications and revisions of applications, in the Department's sole discretion.
6. Use Application information obtained through site visits, management interviews, and the state's investigation of an Applicant's qualifications, experience, ability, or financial standing, and any material or information submitted by the Applicant in response to the Department's request for clarifying information in the course of evaluation and/or selection under the RFA.
7. Prior to Application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available.
8. Prior to Application opening, direct Applicants to submit proposal modifications addressing subsequent RFA amendments.
9. Change any of the scheduled dates.
10. Waive any requirements that are not material.
11. Award more than one contract resulting from this RFA.
12. Negotiate with successful Applicants within the scope of the RFA in the best interests of the State.
13. Conduct contract negotiations with the next responsible Applicant, should the Department be unsuccessful in negotiating with the selected Applicant.
14. Utilize any and all ideas submitted with the Applications received, at the Department's sole discretion.
15. Unless otherwise specified in the RFA, every offer in an Applicant's Application is firm and not revocable for a period of 60 days from the Application opening.
16. Waive or modify minor irregularities in Applications received after prior notification to the Applicant.
17. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an Applicant's Application and/or to determine an Applicant's compliance with the requirements of the RFA.
18. Eliminate any term of this RFA that cannot be complied with by any of the Applicants.
19. Award grants based on geographic or regional considerations to serve the best interests of the State.

G. Term of Contract

Any Contract resulting from this RFA will be effective only upon approval by the New York State Office of the Comptroller.

It is expected that contracts resulting from this RFA will have the following multi-year time period:
5/1/2024-4/30/2026.

Continued funding throughout this period is contingent upon availability of funding and state budget appropriations and the Grantee's continued satisfactory performance of its obligations under the Contract. NYSDOH also reserves the right to revise the award amount as necessary due to changes in the availability of funding.

A sample New York State Master Contract for Grants can be found in the Forms Menu once an application to this funding opportunity is started.

H. Payment & Reporting Requirements of Grant Awardees

1. The Department may, at its discretion, make an advance payment to a successful not-for-profit grant Applicant under this RFA (a "Grantee") in an amount not to exceed 25% percent of the annual grant provided for under the Grantee's Contract.
2. The Grantee will be required to submit invoices and required reports of expenditures based upon the terms for payment set forth in Attachment A-1 to its Grant Contract to the State's designated payment office (below) or, if requested by the Department, through the Grants Gateway:

AIDS Institute
New York State Department of Health
Office of Drug User Health
Empire State Plaza
Albany, NY 12237
(fmuvouchers@health.ny.gov)

A Grantee must provide complete and accurate billing invoices in order to receive payment of the grant funding provided for under the terms of its Grant Contract. Invoices submitted to the Department must contain all information and supporting documentation required by the Contract, the Department, and the Office of the State Comptroller (OSC). Payment for invoices submitted by the Grantee shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner of Health, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with OSC's procedures and practices to authorize electronic payments. Authorization forms are available at OSC's website at: <http://www.osc.state.ny.us/epay/index.htm>, by email at: epayments@osc.state.ny.us or by telephone at 855-233-8363. Each Grantee acknowledges that it will not receive payment on any claims for reimbursement submitted under its Grant Contract if it does not comply with OSC's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

Payment of claims for reimbursement by the State (Department) shall be made in accordance with Article XI-A of the New York State Finance Law. Payment terms will be: Contractor will be reimbursed for actual expenses incurred as allowed in the Contract Budget and Work Plan.

2. The Grantee will be required to submit the following reports to the Department of Health at the address above or, if requested by the Department, through the Grants Gateway:
 - A monthly narrative addressing program implementation, barriers and accomplishments.
 - Monthly client service and outcome data through the AIDS Institute Reporting System (AIRS). <http://www.airсны.org/>

All payment and reporting requirements will be detailed in Attachment D of the final NYS Master Grant Contract.

I. Minority & Woman-Owned Business Enterprise Requirements

Pursuant to New York State Executive Law Article 15-A, the Department recognizes its obligation to promote opportunities for maximum feasible participation of New York State-certified minority- and women-owned business enterprises (M/WBEs) and the employment of minority group members and women in the performance of NYSDOH contracts.

In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" ("Disparity Study"). The report found evidence of statistically significant disparities between the level of participation of minority- and women-owned business enterprises in state procurement contracting versus the number of minority- and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that NYSDOH establish goals for maximum feasible participation of New York State Certified minority- and women-owned business enterprises ("M/WBE") and the employment of minority groups members and women in the performance of New York State contracts.

Business Participation Opportunities for M/WBEs

For purposes of this solicitation, the Department of Health hereby establishes a goal of **30%** as follows:

- 1) For Not-for-Profit Applicants: Eligible Expenditures include any subcontracted labor or services, equipment, materials, or any combined purchase of the foregoing under a contract awarded from this solicitation.
- 2) For-Profit and Municipality Applicants: Eligible Expenditures include the value of the total amount of the Budget provided for the Work Plan in the Grant Contract entered into pursuant to this RFA.

The goal on the Eligible Expenditures portion of a Grant Contract awarded pursuant to this RFA will be 15% for Minority-Owned Business Enterprises ("MBE") participation and 15% for Women-Owned Business Enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs and outreach efforts to certified M/WBE firms). A Grantee awarded a Grant Contract pursuant to this RFA must document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of the Grant Contract and Grantee will agree under the terms of its Grant Contract that NYSDOH may withhold payment pending receipt of the required M/WBE documentation required by the Department or the OSC. For guidance on how NYSDOH will determine "good faith efforts," refer to 5 NYCRR §142.8.

The directory of New York State Certified M/WBEs can be viewed at: <https://ny.newnycontracts.com>. The directory is found on this page under "NYS Directory of Certified Firms" and accessed by clicking on the link entitled "Search the Directory". Engaging with firms found in the directory with like product(s) and/or service(s) is strongly encouraged and all communication efforts and responses should be well documented by a Grantee to evidence its good faith efforts to encourage M/WBE participation in the performance of its obligations under its Grant Contract.

By submitting an Application, each Applicant and potential Grantee agrees to complete an **M/WBE Utilization plan** as directed in **Attachment 6 - Minority & Women-Owned Business Enterprise Requirement Forms** of this RFA. NYSDOH will review the M/WBE Utilization Plan submitted by each Grantee. If a Grantee's M/WBE Utilization Plan is not accepted, NYSDOH may issue a Notice of Deficiency. If a Notice of Deficiency is issued, Grantee agrees that it shall respond to the Notice of Deficiency within seven (7) business days of receipt. NYSDOH may disqualify a Grantee as being **non-responsive** under the following circumstances:

- a) If a Grantee fails to submit a M/WBE Utilization Plan;
- b) If a Grantee fails to submit a written remedy to a Notice of Deficiency;
- c) If a Grantee fails to submit a request for waiver (if applicable); or
- d) If NYSDOH determines that the Grantee has failed to document good-faith efforts to meet the established NYSDOH M/WBE participation goals for the procurement.

In addition, Grantees will be required to certify they have an acceptable Equal Employment Opportunity policy statement.

J. Vendor Identification Number

Effective January 1, 2012, in order to do business with New York State, you must have a vendor identification number. As part of the Statewide Financial System (SFS), the Office of the State Comptroller's Bureau of State Expenditures has created a centralized vendor repository called the New York State Vendor File. In the event of an award of a grant to a successful Applicant pursuant to the terms of this RFA and in order to initiate a Grant Contract with the New York State Department of Health, a Grantee must be registered in the New York State Vendor File and have a valid New York State Vendor ID.

If already enrolled in the Vendor File, The Applicant should include the Vendor Identification number in your organization information. If not enrolled, to request assignment of a Vendor Identification number, an Applicant should please submit a New York State Office of the State Comptroller Substitute Form W-9, which can be found on-line at: <https://www.osc.state.ny.us/files/vendors/2017-11/vendor-form-ac3237s-fe.pdf>

Additional information concerning the New York State Vendor File can be obtained on-line at: http://www.osc.state.ny.us/vendor_management/index.htm, by contacting the SFS Help Desk at 855-233-8363 or by emailing at helpdesk@sfs.ny.gov.

K. Vendor Responsibility Questionnaire

The New York State Department of Health strongly encourages that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. The Vendor Responsibility Questionnaire must be updated and certified every six (6) months. To The Department strongly encourages each Applicant to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. The Vendor Responsibility Questionnaire must be updated and certified every six (6) months. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at <https://www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire> or go directly to the VendRep system online at <https://www.osc.state.ny.us/state-vendors/vendrep/vendrep-system>.

An Applicant must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at itservicedesk@osc.ny.gov.

Applicants opting to complete online should complete and upload the **Vendor Responsibility**

Attestation as **Attachment 7** of the RFA. The Attestation is located under Pre-Submission Uploads and once completed should be uploaded in the same section.

Applicants opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website, www.osc.state.ny.us/vendrep, and upload it with their Application in the Pre-Submission Uploads section in place of the Attestation.

L. Vendor Prequalification for Not-for-Profits

Each not-for-profit Applicant subject to prequalification is required to prequalify prior to submitting its Application in the Grants Gateway.

Pursuant to the New York State Division of Budget Bulletin H-1032, dated July 16, 2014, New York State has instituted key reform initiatives to the grant contract process which requires a not-for-profit Applicant to register in the Grants Gateway and complete the Vendor Prequalification process in order for any Application submitted by that Applicant to be evaluated. Information on these initiatives can be found on the [Grants Management Website](#).

An Application received from a not-for-profit Applicant that (a) has not Registered in the Grants Gateway or (b) has not Prequalified in the Grants Gateway on the Application's due date specified on the Cover Page of this RFA cannot be evaluated. Such Applications will be disqualified from further consideration.

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The [Vendor Prequalification Manual](#) on the Grants Management Website details the requirements and an [online tutorial](#) are available to walk users through the process.

1) Register for the Grants Gateway

- On the Grants Management Website, download a copy of the [Registration Form for Administrator](#). A signed, notarized original form must be sent to the NYS Grants Management office at the address provided in the submission instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.

If you have previously registered and do not know your Username, please email grantsgateway@its.ny.gov. If you do not know your Password, please click the [Forgot Password](#) link from the main log in page and follow the prompts.

2) Complete your Prequalification Application

- Log in to the [Grants Gateway](#). **If this is your first time logging in**, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.
- Click the *Organization(s)* link at the top of the page and complete the required fields including selecting the New York State agency from which you have received the most grants. This page should be completed in its entirety before you SAVE. A *Document Vault* link will become available near the top of the page. Click this link to access the main Document Vault page.
- Answer the questions in the *Required Forms* and upload *Required Documents*. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this Request for Application.
- Specific questions about the prequalification process should be referred to your primary New York State agency representative or to the Grants Gateway Team at grantsgateway@its.ny.gov.

3) **Submit Your Prequalification Application**

- After completing your Prequalification Application, click the **Submit Document Vault** Link located below the Required Documents section to submit your Prequalification Application for State agency review. Once submitted the status of the Document Vault will change to *In Review*.
- If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.
- Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

All potential Applicants are strongly encouraged to begin Grants Gateway Registration and Prequalification process as soon as possible in order to participate in this opportunity.

M. General Specifications

1. By submitting the "Application Form" each Applicant attests to its express authority to sign on behalf of the Applicant.
2. Grantees will possess, at no cost to the State, all qualifications, licenses and permits to engage in the required business as may be required within the jurisdiction where the work specified is to be performed. Workers to be employed in the performance of any Contract awarded pursuant to this RFA will possess the qualifications, training, licenses, and permits as may be required within such jurisdiction.
3. Submission of an Application indicates the Applicant's acceptance of all conditions and terms contained in this RFA, including the terms and conditions of the Master Contract for Grants. Any exceptions allowed by the Department during the Question and Answer Phase of this RFA (See, Section IV.B.) must be clearly noted in a cover letter included with the Application submitted by an Applicant wishing to incorporate any of such exceptions in its Applicants and in the Grant Contract awarded pursuant to this RFA if it is a successful (funded) Applicant.
4. An Applicant may be disqualified from receiving an award if such Applicant or any subsidiary, affiliate, partner, officer, agent, or principal thereof, or anyone in its employ, has previously failed to perform satisfactorily in connection with public bidding or contracts, in the State of New York or otherwise.
5. Provisions Upon Default
 - a. If an Applicant is awarded a grant pursuant to this RFA, the services to be performed by the successful Applicant pursuant to the terms of the Grant Contract entered into with the Department shall be at all times subject to the direction and control of the Department as to all matters arising in connection with or relating to the Contract resulting from this RFA.
 - b. In the event that the Grantee, through any cause, fails to perform any of the terms, covenants, or promises of any Contract resulting from this RFA, the Department acting for and on behalf of the State, shall thereupon have the right to terminate the Contract by giving notice in writing of the fact and date of such termination to the Grantee.
 - c. If, in the judgement of the Department, the Grantee acts in such a way which is likely to or does impair or prejudice the interests of the State, the Department acting on behalf of the State, shall thereupon have the right to terminate any Contract resulting from this RFA by giving notice in

writing of the fact and date of such termination to the Grantee. In such case the Grantee shall receive equitable compensation for such services as shall, in the judgement of the State Comptroller, have been satisfactorily performed by the Grantee up to the date of the termination of this agreement, which such compensation shall not exceed the total cost incurred for the work which the Grantee was engaged in at the time of such termination, subject to audit by the State Comptroller.

V. COMPLETING THE APPLICATION

A. Application Format and Content

Please refer to the Grants Gateway: Vendor User Guide for assistance in applying for this procurement through the NYS Grants Gateway. This guide is available on the Grants Management website at: <https://grantsmanagement.ny.gov/vendor-user-manual>. Additional information for applicants is available at: <https://grantsmanagement.ny.gov/resources-grant-applicants>.

The Grants Gateway works well in most cases with all browsers, including Microsoft Edge, Google Chrome, Safari, and Firefox. However, you will need to use Internet Explorer Compatibility Mode in Microsoft Edge if you need to save 500-character limit fields in the Work Plan. You can access Internet Explorer mode by right-clicking on a tab in Edge and selecting the option "Reload Tab in Internet Explorer Mode".

Please respond to each of the sections described below when completing the Grants Gateway online Application. Your responses comprise your Application. Please respond to all items within each section. When responding to the statements and questions, be mindful that Application reviewers may not be familiar with your agency and its services. Your answers should be specific, succinct, and responsive to the statements and questions as outlined. Please be aware that the value assigned to each section described below indicated the relative weight that will be given to each section of your Application when scoring your Application.

It is each Applicant's responsibility to ensure that all materials included in its Application have been properly prepared and submitted. Applications must be submitted via the Grants Gateway by the Application deadline date and time specified on the Cover Page of this RFA.

1. Pre-Submission Uploads

As a reminder, the following attachments need to be uploaded under the Pre-Submission Uploads section of the Grants Gateway in order to submit an application in the system.

- Attachment 1: Application Cover Page*
- Attachment 2: Statement of Assurances*
- Attachment 3: Letters of Support*
- Attachment 6: Minority & Women-Owned Business Enterprise Requirement Forms*
- Attachment 7: Vendor Responsibility Attestation*
- Attachment 8: Agency Capacity and Staffing Information*
- Attachment 10: Statement of Activities for past three (3) years*
- Attachment 11: Agency Time and Effort Policy*

- Program Specific Questions

All applicants are required to complete and upload **Attachment 1 – the Application Cover Page**. **Attachment 1** should be submitted via the Grants Gateway in the Pre-Submission Uploads section of the online application.

Application Format

1. Program Abstract	Not Scored	
2. Community and Agency Description	Maximum Score:	15 points
3. Health Equity	Maximum Score:	15 points
4. Program Design and Implementation	Maximum Score:	50 points
5. Budget and Justification	Maximum Score:	<u>20 points</u>
		100 points

1. Program Abstract Not Scored

Applicants should provide a program abstract with the following information:

- 1a) Describe the priority population(s) your agency intends to serve. Indicate the total number of unduplicated clients to be served.
- 1b) Describe the proposed program detailing the program design.
- 1c) Describe the project goals and objectives.
- 1d) Describe the location of the services to be provided.
- 1e) Describe anticipated outcomes and challenges in delivering the proposed program services to priority and underserved populations. Describe how success will be measured.
- 1f) Describe intended partnerships to facilitate prompt access to quality, appropriate, stigma and bias free, anti-racist, trauma-informed, culturally comprehensive medical care, harm reduction, mental health and other support services.

2. Community and Agency Description Total 15 Points

- 2a) Describe why your organization is qualified to implement the proposed program model outlined in **Section III Program Model Description**. Include both quantitative and qualitative evidence to address this question and experience with engaging with PWUD and priority population(s).
- 2b) Describe in what capacity your organization has worked with people who are at risk for drug overdose/ people who use drugs, especially those who experience racial/ethnic or socioeconomic disparities (such as inadequate access to care, poor quality of care, or low income).
- 2c) Describe what other organizations, especially DUHH/SEP and other programs specifically serving PWUD and/or agencies serving the priority population(s) indicated in the application in your county or contiguous county coverage, are relevant to your proposed program model. Describe how you will leverage these programs to maximize benefit to PWUD in your community without supplanting other resources.
- 2d) Please describe any current or prior grants your organization has received from the NYSDOH AI that are relevant to this proposal. Include the results of the program and successes of those grants. OR, if your organization has not received funding from the NYSDOH AI, please state this and describe any similar types of programs that your organization has undertaken in the past, including the identified results of the program and the successes in achieving those results.

3. Health Equity

Total 15 Points

- 3a) Which SDOH barriers will you address with the priority population served by this funding?
- 3b) Please provide the most current data that you have used to identify the SDOH barriers affecting the population served by the funding.
- 3c) Describe how will you monitor and evaluate the immediate impact of your efforts to address the SDOH. (i.e., if you have offered nutrition, transportation or housing services, for example, to a client and they have responded, has it improved their ongoing engagement with harm reduction services and/or adherence with treatment?)
- 3d) What is your organization's policy around addressing SDOH? What is the agency's capacity (staff knowledge, staff training, support for collaboration and evaluation) at addressing this?
- 3e) How does the organization's leadership reflect the population served?

4. Program Design and Implementation

Total 50 Points

- 4a) Describe the community or communities you will serve through this funding. Include a description of the priority population(s); the geographic area to be served; the service location(s) within the proposed service area; and accessibility to the sites for the priority population(s). Include specific strategies for implementing the program services in the priority population settings and describing services in rural parts of the county and contiguous counties, as appropriate.
- 4b) Describe your overall program design, highlighting how it engages PWUD and priority population(s) indicated in the application. Include specific strategies for implementing the program services and complying with the program model. Describe any innovative strategies you will utilize to implement your program model. Strategies should align with AI standards and the information found in **Section III Program Model Description**.
- 4c) Describe key community partnerships required for successful implementation of the proposed program, especially DUHH/SEP and other programs specifically serving PWUD and agencies serving the priority population(s). Describe how clients' access to and engagement in these services will be facilitated, coordinated, recorded and reported.
- 4d) Describe the policy and procedures your organization has in place or will have in place by award to employ staff, peer specialists, support peer work, especially care to address burnout or vicarious trauma.
- 4e) What are your program's indicators for success? How will you track and measure the program indicators and implement corrective action for indicators falling below prescribed targets?
- 4f) Describe how your program will provide continuous monitoring and evaluation of the proposed program activities.
- 4g) Indicate previous outcomes and any changes that were made to the model being proposed to improve it. If this is a new service, include a rationale for why your organization expects this model will work. Include any evidence of pilot programs to demonstrate potential success.
- 4h) Describe how data will flow from point of service delivery to entry into AIRS. Include how your organization will collect, analyze and report client level and programmatic data.
- 4i) How does your proposed staffing plan meet the criteria listed in Section III. B. Requirements

for the Program? Provide a brief description of each position's roles and responsibilities, along with job qualifications, educational background, licensures, and experience required for each position. Staff roles and responsibilities for AIRS activities (System administration, data entry, data quality control and NYSDOH AI reporting should be included. If in-kind staff are included in the proposed program, they should be included in the staffing detail. Applicants are instructed to complete **Attachment 8 – Agency Capacity and Staffing Information**. **Agency Capacity and Staffing Information** should be completed and uploaded to the Pre-Submission uploads section of the Grants Gateway as **Attachment 8**.

5. Budgets and Justifications

Total 20 Points

Complete and submit a budget following these instructions:

- 5a) Applicants are instructed to prepare an annual budget based on the maximum award as listed for the region in which they are applying. The budget for year one (05/01/2024-04/30/2025) must be entered into the Grants Gateway. Refer to **Grants Gateway Expenditure Budget Instructions - Attachment 9**. All budget lines should be calculated as whole dollar amounts. All costs should be related to the proposed activities, as described in the application narrative and work plan, and should be justified in detail. All costs should be reasonable and cost-effective. Contracts established resulting from the RFA will be cost reimbursable.
- 5b) For staff listed in the Personnel services (Salary and Fringe) section of the budget, include a breakdown of the total salary needs for staff. Indicate how the positions relate to program implementation. Applicants are instructed to include a justification for each of the requested FTE's and for the fringe benefits requested.
- 5c) For each item listed under non-Personnel services, describe how it is necessary for program implementation. Non-Personnel services include: Contractual, Travel, Equipment, Space/Property & Utilities, Operating Expenses and Other costs.
- 5d) For the last three (3) years, does your organizations' Statement of Activities from your yearly audit show that revenues exceeded expenses or expenses exceeded revenue? If the expenses exceeded revenues, please describe both the cost reduction plan and the deficit reduction plan that will correct this. Please attach the Statement of Activities from your yearly audit for the last three (3) years. The Statement of Activities should show total support, revenue and total expenditures. **The Statement of Activities** should be uploaded to the Grants Gateway as **Attachment 10**. **Please note, Attachment 10 cannot be a Secure or Protected PDF.**
- 5e) Applicants are required to upload a copy of their **Agency Time and Effort policy** as **Attachment 11** in the Pre-Submission uploads section of the Grants Gateway online application.
- 5f) Describe the specific internal controls your agency uses to comply with the Federal Uniform Guidance (2 CFR 200).
- 5g) Funding requests must adhere to the following guidelines:
- An indirect cost rate of up to 10% of modified total direct costs can be requested. If your organization has a federally approved rate, an indirect cost rate of up to 20% of modified total direct costs can be requested. If your agency has a federally approved rate of less than 20%, the maximum indirect rate that can be requested is the federally approved rate.
 - Funding may only be used to expand existing activities and create new activities pursuant to this RFA. Funds may **not** be used to supplant funds for currently existing

staff and activities. Agencies currently funded by the NYSDOH AI to provide program services in accordance with the requirements of this RFA must apply for continuation of funding.

- Ineligible budget items will be removed from the budget prior to contracting. Ineligible items are those items determined by NYSDOH to be inadequately justified in relation to the proposed Work Plan or not fundable under existing federal guidance (Uniform Guidance). The budget amount requested will be reduced to reflect the removal of the ineligible items.

6. Work Plan

For the Grants Gateway **Work Plan Project Summary**, applicants are instructed to insert the Project Summary as it is listed in the **Work Plan - Attachment 5**. In the Grants Gateway **Work Plan Organizational Capacity** section, applicants are instructed to list this as "not applicable." Any additional Project Summary or Organizational Capacity entered in these areas will not be considered or scored by reviewers of your application.

Funded applicants will be held to the Objective, Tasks and Performance Measures as listed in **Attachment 5: Work Plan**. Applicants are not required to enter any Objectives, Tasks or Performance Measures into the Grants Gateway Work Plan.

It is the applicant's responsibility to ensure that all materials to be included in the application have been properly prepared and submitted. Applications must be submitted via the Grants Gateway by the date and time posted on the cover of this RFA. The value assigned to each section is an indication of the relative weight that will be given when scoring your application.

B. Freedom of Information Law

All Applications may be disclosed or used by NYSDOH to the extent permitted by law. NYSDOH may disclose an Application to any person for the purpose of assisting in evaluating the Application or for any other lawful purpose. All Applications will become State agency records, and will be available to the public in accordance with the New York State Freedom of Information Law (FOIL). **Any portion of an Application that an Applicant believes constitutes proprietary information entitled to confidential handling, as an exception to the general rule regarding the availability to the public of State agency records under the provisions of the Freedom of Information Law, must be clearly and specifically designated in the Application.** If NYSDOH agrees with the Applicant's claim regarding the proprietary nature of any portion of an Application, the designated portion of the Application will be withheld from public disclosure. Blanket assertions of proprietary material will not be accepted, and failure to specifically designate proprietary material may be deemed a waiver of any right to confidential handling of such material.

C. Review & Award Process

An Application which meets ALL of the guidelines set forth above will be reviewed and evaluated competitively by the NYSDOH AI. An Application that does not meet the minimum criteria (PASS/FAIL) will not be evaluated. An Application that does not provide all required information will be omitted from consideration. In the event of a tie score, the applicant with the highest score for **Section 3. Health Equity** will receive the award. Should there still be a tie score, the applicant with the highest score in **Section 4. Program Design and Implementation** will receive the award.

Applications with minor issues (for example, an Application missing information that is not essential to timely review and would not impact review scores) MAY be processed and evaluated, at the discretion of the State, but any issues with an Application which are identified by the Department **must** be resolved prior to time of award. An Application with unresolved issues at the time award

recommendations are made will be determined to be non-responsive and will be disqualified.

If changes in funding amounts are necessary for this initiative or if additional funding becomes available, funding will be modified and awarded in the same manner as outlined in the award process described above. NYSDOH AI reserves the right to revise the award amounts as necessary due to changes in the availability of funding. If changes in funding amounts are necessary for this initiative, funding will be modified and awarded in the same manner as outlined in the award process described above. NYSDOH AI reserves the right to review and rescind all subcontracts.

Applicants will be deemed to fall into one of three categories: 1) not approved, 2) not funded due to limited resources, and 3) approved and funded. Not funded applications may be awarded should additional funds become available.

Once awards have been made pursuant to the terms of this RFA, an Applicant may request a debriefing of their own Application (whether their application was funded or not funded). The debriefing will be limited only to the strengths and weaknesses of the Application submitted by the Applicant requesting a debriefing and will not include any discussion of ANY OTHER Applications. Requests for a debriefing must be received by the Department no later than fifteen (15) Calendar days from date of the award or non-award announcement to the Applicant requesting a debriefing.

To request a debriefing, please send an email to Narelle Ellendon at PriorityPopsRFA@health.ny.gov. In the subject line, please write: *Debriefing Request: Expanding Harm Reduction Services for Priority Populations Who Use Drugs*.

Any unsuccessful Applicants who wish to protest the award or awards resulting from this RFA should follow the protest procedures established by the Office of the State Comptroller (OSC). These procedures can be found on the OSC website at <http://www.osc.state.ny.us/agencies/guide/MyWebHelp>. (Section XI. 17.)

VI. ATTACHMENTS

Please note that certain Attachments to this RFA are accessed under the "Pre-Submission Uploads" section of the Grants Gateway online Application and are not included in the RFA document. In order to access the online Application and other required documents such as the Attachments, a prospective Applicant must be registered and logged into the NYS Grants Gateway in the user role of either a "Grantee" or a "Grantee Contract Signatory".

- Attachment 1: Application Cover Page*
- Attachment 2: Statement of Assurances*
- Attachment 3: Letters of Support*
- Attachment 4: Health Equity Definitions and Examples**
- Attachment 5: Work Plan **
- Attachment 6: Minority & Women-Owned Business Enterprise Requirement Forms*
- Attachment 7: Vendor Responsibility Attestation*
- Attachment 8: Agency Capacity and Staffing Information*
- Attachment 9: Grants Gateway Budget Instructions**
- Attachment 10: Statement of Activities for past three (3) years*
- Attachment 11: Agency Time and Effort Policy*

*These attachments are located / included in the Pre-Submission Upload section of the Grants Gateway online Application.

**These attachments are attached to the RFA and are for applicant information only. These attachments do not need to be completed.

Attachment 4
Health Equity Definitions and Examples

Expanding Harm Reduction Services for Priority Populations Who Use Drugs
RFA #20395
Internal Program #23-0007

SOCIAL DETERMINANTS OF HEALTH (SDOH): Social determinants of health (SDOH) are the overarching factors in society that impact health. SDOH include:

- Secure employment, safe, bias-free working conditions and equitable living wages;
- Healthy environment, including clean water and air;
- Safe neighborhoods and housing;
- Food security and access to healthy food;
- Access to comprehensive, quality health care services;
- Access to transportation;
- Quality education; and
- Access to a social support network.

Inequities in access to SDOH are a result of structural racism, sexism, homophobia, transphobia, poverty, stigma, and other forms of oppression that are perpetuated by current social structures and institutions.

STRUCTURAL RACISM: The combination of public policies, institutional practices, social and economic forces that systematically privilege White people and disadvantage Black, Indigenous and other people of color. This term underscores that current racial inequities within society are not the result of personal prejudice held by individuals. Adapted from [Aspen Institute](#) and [Bailey, Feldman, Bassett](#).

HEALTH DISPARITIES: The statistical difference in the incidence, prevalence, mortality, and burden of disease and other adverse health conditions that exist among specific population groups in the United States. [USDHHS](#).

HEALTH INEQUITIES: Disparities in health that result from social or policy conditions that are unfair or unjust.

HEALTH EQUITY: Health equity is achieved when no one is limited in achieving good health because of their social position or any other SDOH. The goal of health equity is to eliminate health inequities that are avoidable and unjust through proactive and inclusive processes.

Examples of how social and structural determinants can impact our health include: (note: this is not an exhaustive list)

- Stigma and discrimination are pervasive within healthcare and social support service delivery systems and exacerbate health inequities. Explicit and implicit biases persist among health and social service providers related to HIV status, race/ethnicity, sexual orientation, gender identity and expression, age, mental health, socioeconomic status, immigration status, substance use, criminal justice involvement, and the exchange of sex for money, drugs, housing, or other resources; these result in stigma and discrimination in healthcare and are demonstrated barriers to uptake and sustained engagement in HIV prevention and care services.
- Other overlapping social and structural determinants of health further exacerbate health inequities including housing status, food insecurity, poverty, unemployment, neighborhood conditions, mental health issues, domestic violence, sexism, homophobia, transphobia, ableism, agism, racism, and other complex and integrated systems of oppression. These social and structural determinants of health are barriers to achieving positive health outcomes.
- Culturally and linguistically appropriate services are one way to improve the quality of services provided to all individuals, which will ultimately help reduce disparities and inequities and achieve health equity. The provision of services that are responsive to the individuals' first or preferred language, health beliefs, practices and needs of diverse populations, individuals and clients can help close the gaps in health outcomes. [What is CLAS? - Think Cultural Health](#)

**Attachment 5 – Work Plan
SUMMARY**

PROJECT NAME: Expanding Harm Reduction Services for Priority Populations Who Use Drugs

CONTRACTOR SFS PAYEE NAME:

CONTRACT PERIOD: From: May 1, 2024

To: April 30, 2026

The purpose of this initiative is to expand the reach of comprehensive, culturally comprehensive medical and social services for people who use drugs (PWUD) with a focus on priority populations who experience persistent inequities with respect to drug use, overdose, and other negative health outcomes. These priority populations include Black, Indigenous, and other People of Color (BIPOC); Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, (LGBTQI+); pregnant and parenting individuals; adolescents and young adults (age 15-24); older adults; (age 50+); veterans; houseless/homeless; and individuals who are involved with the criminal legal system, also known as criminal-justice involved. This initiative prioritizes health and racial equity and can apply a culturally comprehensive, harm reduction and trauma-informed approach when working with PWUD and priority populations.

Funded interventions and services are designed to reduce the occurrence of overdose as well as expand access to treatment and services among populations that experience persistent inequities with respect to drug use, overdose, and other negative health outcomes. Coordination with other organizations that serve the applicant's priority population of focus is imperative to facilitate care, treatment and prevention to support care engagement and continuation.

Flexibility in programming is necessary to ensure that resources are effectively directed to the populations and communities most in need. Funded activities and deliverables may be modified at any point in this contract upon direction of the NYSDOH AI to address emerging needs or disparities, emerging HIV/STI/HCV epidemiologic patterns, or to accommodate advances in best practice.

The project will support the following interventions/services:

Required:

- Engage with Priority Populations who use drugs;
- Provide harm reduction services to Priority Population PWUD, such as syringe access, safer use supplies, naloxone, drug checking services, etc.;
- Provide or facilitate access to medical services to Priority Population PWUD, such as MAT/MOUD care, HCV care, primary care, reproductive care, etc.;
- Provide or facilitate access to supportive services to Priority Population PWUD, such as transportation, housing support, care coordination, etc.;
- Engage with individuals that have recently experienced an overdose;

- Ensure integration of harm reduction strategies and principles into program and initiative through staff training and monitoring;
- Invite and meaningfully include PWUD in policy and program development, decision-making, and in advisory roles on committees;
- Ensure at least a minimum of one (1) peer specialist or staff represents the priority population is part of the decision-making and delivery of this new initiative;
- Develop a support system for peers and staff which includes wellness checks and systems to address vicarious trauma or other mental health needs and develop protocols for training and on-going professional development for peer specialist(s);
- Increased partnerships, collaborations, and bidirectional referrals amongst organizations working in overdose prevention, providing harm reduction services, comprehensive medical and support services and working with the Priority Populations who use drugs;
- Monitor and address barriers to successful referrals to partners for participants;
- Provide follow up on PWUD, who have been discharged from acute care, correctional, inpatient, drug treatment, settings, etc. to ensure continuity of engagement and care;
- Collaborate with New York Medication for Addiction Treatment and Electronic Referrals (NY MATTERS) Regional Care Coordinators (RCCs) in to increase partner participation and improve participant access to services through network;
- Develop and maintain system of reporting and evaluating data;
- Advance health equity including identifying and addressing factors that negatively affect access to harm reduction services, medical care and supportive services, as well as attend required health equity training; and
- Ensure flexibility in programming for directing resources effectively.

Instructions: For the **Grants Gateway Work Plan Project Summary**, applicants are instructed to insert the Project Summary as it is listed above. In the **Grants Gateway Work Plan Organizational Capacity** section, applicants are instructed to list this as “not applicable.” Any additional Project Summary or Organizational Capacity entered in these areas will not be considered or scored by reviewers of your application.

Funded applicants will be held to the Objective, Tasks and Performance Measures as listed in Attachment 5: Work Plan. Applicants are not required to enter any Objectives, Tasks or Performance Measures into the Grants Gateway Work Plan.

**Attachment 5 – Work Plan
DETAIL**

OBJECTIVE	TASKS	PERFORMANCE MEASURES
<p>1. Provide and maintain Harm Reduction interventions, medical and support services for Priority Populations that use drugs.</p>	<p>1.1 Engage with Priority Population who use drugs. 1.2 Provide harm reduction services to Priority Population PWUD, such as syringe access, safer use supplies, naloxone, drug checking services, etc. 1.3 Provide or facilitate access to medical services to Priority Population PWUD, such as MAT/MOUD care, HCV care, primary care, etc. 1.4 Provide or facilitate access to supportive services to Priority Population PWUD, such as transportation, housing support, care coordination, etc. 1.5 Engage with individuals that have recently experienced an overdose.</p>	<p>1.1.1 Submit client demographics information in AIRS. 1.2.1 Submit client service delivery information in AIRS. 1.3.1 Submit client service delivery information in AIRS. 1.4.1 Submit client service delivery information in AIRS.</p>
	<p>1.6 Ensure integration of harm reduction strategies and principles into program and initiative through staff training and monitoring. 1.7 Invite and meaningfully include PWUD in policy and program development, decision-making, and in advisory roles on committees. 1.8 Develop a support system for peers and staff which includes wellness checks and systems to</p>	<p>1.5.1 Submit documentation of specific engagement with individuals that have recently experienced an overdose. 1.6.1 Submit documentation of staff training and strategies to monitor and address barriers to implementation. 1.7.1 Submit documentation that shows PWUD are included in applicant's program development and committees. 1.8.1 Submit written policies and procedures for peer and staff wellness checks.</p>

<p>2. Ensure and maintain Linkages to Care activities and interventions for Priority Populations that use drugs.</p>	<p>address vicarious trauma or other mental health needs.</p>	<p>1.8.2 Submit written policies and procedures for addressing vicarious trauma. 1.8.3 Submit written policies and procedures for addressing peer and staff mental health needs.</p>
<p>3. Develop and maintain system of</p>	<p>1.9 Develop protocols for training and on-going professional development for peer specialist(s) and staff. 2.1 Increase partnerships, collaboration, and bidirectional referrals among organizations working in overdose prevention, providing harm reduction services, comprehensive medical and support services and working with Priority Populations who use drugs. 2.2 Monitor and address barriers to successful referrals to partners for participants. 2.3 Provide follow up on PWUD who have been discharged from acute care, correctional, inpatient, drug treatment settings, etc. to ensure continuity of engagement and care. 2.4 Collaborate with New York Medication for Addiction Treatment and Electronic Referrals (NY MATTERS) Regional Care Coordinators (RCCs) in to increase partner participation and improve participant access to services through network.</p>	<p>1.9.1 Submit protocols for training and on-going professional development for peer specialists and staff. 2.1.1 Submit documentation of partnerships, collaborations and bidirectional referrals.</p>
<p>3.1 Funded applicants are required to</p>	<p>2.2.1 Submit documentation on process to monitor referrals and strategies to address barriers. Submit client referrals and follow up information in AIRS. 2.3.1 Submit client follow up information in AIRS.</p>	<p>2.2.1 Submit documentation on process to monitor referrals and strategies to address barriers. Submit client referrals and follow up information in AIRS. 2.3.1 Submit client follow up information in AIRS.</p>
<p>3.1.1 Submit Evaluation Plan and</p>	<p>2.4.1 Submit documentation of engagement with NY MATTERS and participation in increasing partner participation and strategies to improve referrals to services through NY MATTERS.</p>	<p>2.4.1 Submit documentation of engagement with NY MATTERS and participation in increasing partner participation and strategies to improve referrals to services through NY MATTERS.</p>

<p>reporting and evaluating data.</p>	<p>evaluate at least one of the required strategies.</p> <p>3.2 Implement the AIRS system.</p> <p>3.3 Ensure systems are in place to collect and report data on peer work.</p>	<p>results yearly during contract period.</p> <p>3.2.1 AIRS extracts are submitted in a timely manner.</p> <p>3.3.1 AIRS data reports are reviewed by program staff at least quarterly to ensure accuracy and completeness.</p> <p>3.3.2 Maintain tracking system for peer specialists to monitor each client's progress.</p> <p>3.3.3 Data on program outcomes is shared and discussed.</p>
<p>4. Advance health equity.</p>	<p>4.1 Identify factors that negatively affect access to harm reduction services, medical care and supportive services.</p> <p>4.2 Identify resources to assist with minimizing barriers to harm reduction services, medical care, and supportive services.</p> <p>4.3 Complete the 12-module, free online Health Equity in the Response to Drug Overdose Training that was funded by the National Association of County and City Health Officials (NACCHO) and the CDC.</p>	<p>4.1.1 Identify and document causes that prevent individuals from active care engagement.</p> <p>4.2.1 Develop and maintain resource information and service agreements/partnerships to address issues and minimize barriers to care engagement.</p> <p>4.3.1 Submit completion certificates to the NYSDOH AI.</p>
<p>5. Flexibility in programming for directing resources effectively is required.</p>	<p>5.1 Flexibility in programming is necessary to ensure that resources are effectively directed to the populations and communities most in need.</p> <p>5.2 Contract activities & deliverables may be modified at any point in this contract upon direction of the AIDS Institute to address emerging needs or</p>	<p>5.1.1 N/A</p> <p>5.2.1 Aid with non-work plan public health issues if/when they arise.</p>

	<p>disparities, emerging HIV/STI/HCV epidemiologic patterns, or to accommodate advances in best practice.</p> <p>5.3 Assist with other priority public health issues if/when they arise (e.g., local STI case increases, outbreaks, emergency situations, etc.). The contract manager must approve non-work plan work.</p>	<p>5.3.1 Aid with non-work plan public health issues if/when they arise.</p>
<p>6. Submit timely data reports.</p>	<p>6.1 Collect and submit program data in accordance with data map, initiative guidance and Division/NYSDOH AI protocols.</p> <p>6.2 Submit monthly AIRS extracts to the NYSDOH AI via the Health Commerce System (HCS). Data must be up to date (within 30 days of last service).</p>	<p>6.1.1 100% of initiative-required data will be collected and reported to the NYSDOH AI.</p> <p>6.2.1 100% of data extracts submitted will be submitted by the due date. Data will be up to date (within 30 days of last service).</p>
<p>7. Submit timely narrative reports.</p>	<p>7.1 Create and submit narrative reports in accordance with initiative guidance and Division/NYSDOH AI protocols.</p>	<p>7.1.1 100% of monthly narrative reports will be submitted as per protocols and by the established deadlines.</p>
<p>8. Submit timely fiscal reports/documents.</p>	<p>8.1 Create and submit fiscal reports/documents (e.g., voucher claims, budget modifications, audits, etc.) in accordance with Division/NYSDOH AI protocols and the master contract.</p>	<p>8.1.1 100% of fiscal reports/documents will be submitted as per protocols by the established deadlines.</p>

Attachment 9
Grants Gateway Expenditure Budget Instructions

Expanding Harm Reduction Services for Priority Populations Who Use Drugs
RFA #20395
Internal Program #23-0007

This guidance document is intended to help applicants with understanding the types and level of detail required in Grants Gateway for each individual budget line. For Grantee questions and instructions about entering an application in the Grants Gateway, please go to [Resources for Grant Applicants | Grants Management \(ny.gov\)](#) for more training and guidance resources.

Please be aware of the following:

- AIDS Institute Program Managers may require additional information or clarification necessary for approval of requested amounts on funded applications; and
- The allowability of costs are subject to the OMB Uniform Guidance. (<https://www.cfo.gov/financial-assistance/resources/uniform-guidance.html>)

Grants Gateway Categories of Expense

There are two major Budget Categories, Personal Services and Non-Personal Services. Each of these categories include individual sub-categories for more specific budget items that can be requested in a budget. Each line requires different information.

1. Personal Services
 - a. Salary (including peers who receive W2s)
 - b. Fringe

2. Non-Personal Services
 - a. Contractual (subcontractors, peers who receive 1099s, etc.)
 - b. Travel
 - c. Equipment
 - d. Space/Property & Utilities
 - e. Operating Expenses (supplies, audit expenses, postage, etc.)
 - f. Other (indirect costs only)

Guidance on allowable expenditures can be found in the "Basic Considerations for Allowability of Costs" document. This document can be found here: <http://www.ecfr.gov/cgi-bin/text-idx?SID=1728c16d0aca3b9aabb3c25d38d5483&mc=true&node=pt2.1.200&rgn=div5>.

Title 2 → Subtitle A → Chapter II → Part 200 — UNIFORM ADMINISTRATIVE
REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL
AWARDS, Subpart E - **Basic Considerations, §200.402 - §200.475**

PERSONAL SERVICES – SALARY

For each salary position funded on the proposed contract, provide the following:

Details:

- **Position/Title:** Enter the title and the incumbent's name. If the position is yet to be filled, enter "TBH" (to be hired.)
- **Role/Responsibility:** Enter the position description, including the duties supported by the contract.

Financial:

- **Annualized Salary Per Position:** Enter the full salary for 12 months regardless of funding source.
- **STD Work Week (hrs):** Enter the standard work week for this position regardless of funding. If it is a full-time position, this is often either 35, 37.5 or 40 hours per week. If it is a part-time position, enter the expected number of hours per week the person will work.
- **% Funded:** Enter the percent of effort to be funded on this proposed contract.
- **# of Months Funded:** Enter number of months this position will be funded during the proposed contract period. Use months only; do not use pay periods.
- **Total Grant Funds:** Enter the total amount for this position requested during the proposed contract period. **Grants Gateway will not automatically calculate this. Please check your calculation for accuracy.**

Items to Note:

- The Total Match Funds and Total Other Funds lines are not used. You will not be able to enter information on those lines.
- While Grants Gateway does not calculate the Line Total, it does calculate the cumulative Category Total.

PERSONAL SERVICES - FRINGE

Details:

- **Fringe – Type/Description:** Enter a description (examples, fringe rate, union fringe rate, nonunion fringe rate, part-time fringe rate, full-time fringe rate) and the percentage.
- **Justification:** Specify whether fringe is based on federally approved rate, audited financials or actual costs.

Financial:

- **Total Grant Funds:** Enter the total amount of fringe requested for this proposed contract period.

CONTRACTUAL

Details:

- **Contractual – Type/Description:** Enter the name of the agency, consultant or TBA (if not yet selected). Use a separate Contractual line for each subcontractor or consultant. Include an estimated cost for these services.
- **Justification:** Briefly describe the services to be provided.

Financial:

- **Total Grant Funds:** Enter the total amount requested for the subcontractor.

TRAVEL

Details:

- **Travel – Type/Description:** Describe the type of travel cost and/or related expenses.
- **Justification:** Briefly describe how the travel relates to the proposed contract.

Financial:

- **Total Grant Funds:** Enter the total amount requested for the Travel item.

EQUIPMENT

Details:

- **Equipment – Type/Description:** Describe the equipment and who it is for.
- **Justification:** Briefly describe how this equipment relates to the proposed contract and why it is necessary.

Financial:

- **Total Grant Funds:** Enter the total amount requested for this Equipment item.

Items to Note:

- Equipment is defined as any item costing \$1,000 or more.
- Rental equipment (if applicable) can be included in this section.

SPACE/PROPERTY RENT or Own

Details:

- **Space/Property; Rent or Own – Type/Description:** Describe the property, whether it is the agency's main site or satellite and provide the address. Use a separate Space line for each different location.
- **Justification:** Explain why this proposed contract is paying for the space costs at this location.

Financial:

- **Total Grant Funds:** Enter the total amount requested for this Space/Property item.

UTILITY

Details:

- **Utility – Type/Description:** Describe the utility expense.
- **Justification:** Indicate the property address for which this expense will be incurred.

Financial:

- **Total Grant Funds:** Enter the total amount requested for this Utility item.

OPERATING EXPENSES

This section is used to itemize costs associated with the operation of the program, including but not limited to insurance/bonding, photocopying, advertising, and supplies.

Details:

- **Operating Expenses – Type/Description:** Describe what is being purchased.
 1. Supplies – Briefly describe items being purchased.
 2. Equipment – Include all items with a total cost under \$1,000, including computer software. Use a separate line for each group of items.
 3. Telecommunications – Include costs for all telephone lines funded by this proposed contract, fax and modem lines, telecommunications installation costs, hotlines, long distance, cell phones, and internet expenses.
 4. Miscellaneous – Includes postage, printing, insurance, equipment maintenance, stipends, media advertising, recruitment, or other appropriate costs.
 - For incentives, briefly detail the types of incentives to be purchased and what they will be used for.
- **Justification:** Describe how this item relates to the contract and why it is necessary.

Financial:

- **Total Grant Funds:** Enter the total amount requested for this Operating Expense item.

Items to Note:

- Participant Support and Incentives – the following chart is in accordance with AIDS Institute policy:

Type	Allowable using State Funding?
Participant Support	
Food Vouchers	YES
Pharmacy Cards	YES
Metro Cards	YES
Gasoline Cards	YES
Bus Passes	YES
Incentives	
Gift Card – non-cash	YES
Cash or Cash equivalent (e.g., VISA Card)	NO
Movie Tickets	NO
Theater Tickets	NO
Promotional Items *	YES*

*Promotional items must be promoting a specific program or intervention, such as Ending the Epidemic, or HIV testing, or Know your Status, rather than generically promoting the organization.

- Reimbursement for employee parking at regular work site or transportation costs to and from work is not allowable on AI contracts, unless the employee is in travel status as defined by agency's Policies and Procedures.
- Reimbursement for refreshment for employee or the Board of Directors (BOD) is not allowable. This includes food, coffee, tea, and water for staff meetings, staff break areas, or BOD meetings.

OTHER

Details:

- **Other Expenses – Type/Description:** This section will **only** be used to document Indirect Costs. Enter the words "Indirect Cost rate" and the rate being requested.
- **Justification:** Enter whether or not this rate is based on a federally approved rate agreement.

Financial:

- **Total Grant Funds:** Enter the total amount requested for this Expense item.

Items to Note:

- An indirect cost rate of up to 10% of modified total direct costs can be requested.
- If your organization has a federally approved rate, an indirect cost rate of up to 20% of modified total direct costs can be requested. If your agency has a federally approved rate of less than 20%, the maximum indirect rate that can be requested is the federally approved rate.
- No cost that is billed directly to this contract can be part of the indirect rate.

#52

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ BUDGETARY AMENDMENT (23A054)/ COUNTY CLERK/ LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT FUND (LGRMIF) GRANT AWARD

WHEREAS, County Clerk Michael C. Bartolotti has requested a budgetary amendment (23A054) to account for a Local Government Records Management Improvement Fund (LGRMIF) Grant (Project #0580-24-0413) awarded in the amount of \$50,150 from New York State Archives, a division of the NYS Education Department (SED); and

WHEREAS, it is a shared services grant with the Town of Putnam Valley which will add to the existing electronic document management system created under the previous shared service grants and will address the problems that are prevalent with the storing and access of paper records, as well as give the availability to convert microfilm to digital images; and

WHEREAS, this grant runs from July 1, 2023 through June 30, 2024; and

WHEREAS, there are no matching County funds required and therefore no approval resolution was needed to apply for said grant; and

WHEREAS, the Audit & Administration Committee has reviewed and approved said budgetary amendment; now therefore be it

RESOLVED, that the following budgetary amendment be made:

Increase Revenue:

**10146000 430601 10207 State Aid – Records Management
LGRMIF 22-23 Grant 50,150**

Increase Appropriations:

**10146000 54646 10207 State Aid – Records Management – Contracts
LGRMIF 22-23 Grant 50,150**

**2023 Fiscal Impact – 0 –
2024 Fiscal Impact – 0 –**

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____
- Chairman Jonke _____

MICHAEL LEWIS
Commissioner Of Finance



CC All
2023 September Reso
Audit
SHEILA BARRETT
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

August 16, 2023

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

2023 AUG 17 AM 11:40
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following budgetary amendment **23A054** which was submitted for approval.

Increase Revenue:

10146000 430601 St Aid - Records Management
10207 Local Gov't Records Mgmt Improvement Fund 22-23 Grant \$ 50,150.

Increase Appropriations:

10146000 54646 St Aid - Records Management - Contracts
10207 Local Gov't Records Mgmt Improvement Fund 22-23 Grant \$ 50,150.

2023 Fiscal Impact -0-
2024 Fiscal Impact -0-

Putnam County has received a Local Government Records Management Improvement Fund (LGRMIF) grant (Project # 0580-24-0413) in the amount of \$50,150 from New York State Archives, a division of the NYS Education Department (SED). It is a shared services grant with the Town of Putnam Valley. The grant period is in effect July 1, 2023 through June 30, 2024.

Additional documentation 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

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

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



PUTNAM COUNTY CLERK'S OFFICE
County Office Building
40 Gleneida Avenue
Carmel, New York 10512
Tel. (845) 808-1142
Fax (845) 225-3953

MICHAEL C. BARTOLOTTI
County Clerk

JAMES J. McCONNELL
First Deputy County Clerk

August 11, 2023

VIA HAND DELIVERY

Michael Lewis
Putnam County Commissioner of Finance
40 Gleneida Avenue
Carmel, New York 10512

Re: Budgetary Amendment-LGRMIF 2023/2024 Grant Award (0580-24-0413)

Dear Mr. Lewis:

As you may be aware, this office applied for and is anticipating receiving a Local Government Records Management Improvement Fund ("LGRMIF") grant in the amount of \$50,150.00 for the 2023/2024 grant cycle.

The grant is a shared services grant in conjunction with the Town of Putnam Valley. Under this project, we will add to the existing electronic document management system created under the previous shared service grants and will address the problems that are prevalent with the storing and access of paper records as well as give us the ability to convert microfilm to digital images. We will have the identified records scanned by an approved service provider. The majority of the records being scanned under this grant are Putnam County Records. This project will improve on the progress we have made with previous year application's and help us continue to address our records management policies into the 21st century not only for Putnam County, but the municipalities we serve as well.

As such, please prepare the following budgetary amendment illustrating the relevant revenue and expenditure lines for the grant award. A new project line will need to be created for this grant. The previous grant project number was 10197.

INCREASE ESTIMATED APPROPRIATIONS:

10146000 – 54646 – XXXXX 10207 Contracts **\$ 50,150.00**

INCREASE ESTIMATED REVENUES:

10146000 – 430601 – XXXXX State Aid Records Management **\$ 50,150.00**

I ask that this be processed immediately so that we may begin to bring this project to fruition. Should you wish to further discuss this matter please feel free to contact my office.

Sincerely,

Michael C. Bartolotti
Putnam County Clerk

James McConnell

From: Michael Bartolotti
Sent: Friday, August 11, 2023 10:52 AM
To: James McConnell
Subject: FW: 2023-2024 LGRMIF Review: Notification to Applicants

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: archgrants@nysed.gov
Date: 6/21/23 3:42 PM (GMT-05:00)
To: Michael Bartolotti <michael.bartolotti@putnamcountyny.gov>
Subject: 2023-2024 LGRMIF Review: Notification to Applicants

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!

NYS Education Department RFP # GC23-006

Local Government Records Management Improvement Fund (LGRMIF)

Time Period: 07/01/2023 – 06/30/2024

Institution: County Of Putnam

Project Number: 0580-24-0413

Dear Michael Bartolotti

After reviewing your proposal for a Local Government Records Management Improvement Fund (LGRMIF) grant, the New York State Archives, a unit of the NYS Education Department (SED) is pleased to inform you that it has awarded

your organization a grant in the amount of \$50,150, contingent upon the final approvals listed below. There are several steps remaining prior to final approval of your grant and the issuing of your first payment:

- SED is required to obtain the approval of the Division of the Budget (DOB) and the Office of the State Comptroller (OSC).
- NYSED must review and approve your proposed budget, as well as your plan for meeting Minority and Women-Owned Business Enterprise (M/WBE) requirements. If NYSED contacts you with any questions about your budget or M/WBE documentation, please be sure to respond promptly to avoid or minimize delay in finalizing your award.
- You will receive a final approval notice from SED's Grants Finance Unit once we have received the approvals noted above and your award has been processed and approved for payment. No work on the project should be initiated until you receive this final notice of approval of your award.

All grants, regardless of type or dollar amount, are subject to further review, monitoring, and audit to ensure compliance. SED has the right to recoup funds if the approved activities are not performed and/or the funds are expended inappropriately. The grant resulting from this award will require that grantees accept electronic payments for amounts due. Additional information and authorization forms are available at OSC's website at <https://www.osc.state.ny.us/state-vendors>.

You will receive payment for this grant as follows:

- 50% of the award, which you should receive once we obtain the above approvals, including approval of your M/WBE document package.
- Up to an additional 40% of the grant will be released when you submit form FS-25/Request for Funds for a Federal or State Project to SED's Grants Finance Unit. Please note applicants must submit these requests based on anticipated expenditures for the next month only.
- The remaining 10% will be released when the project is completed and the Grant Project Final Expenditure Report (FS-10-F) Long Form and all eGrants reporting have been submitted to the Grants Administration Unit of the New York State Archives and approved by SED's Grants Finance Unit.

You must complete all project work and encumber all funds no later than June 30, 2024.

We look forward to working with you on this project. If you have any questions, please do not hesitate to contact me at (518) 474 - 6926 or archgrants@nysed.gov.

Sincerely,

Mark

Mark C. Maniak

Grant Program Manager

New York State Archives

Grants Administration Unit

Room 9A81, CEC

Albany, NY 12230

(518)474-6926

Archgrants@nysed.gov

10351

Confidentiality Notice

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#5J

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

**APPROVAL/ BUDGETARY AMENDMENT (23A056)/ HEALTH DEPARTMENT/
COMPENSATORY TIME PAYOUT/ RETORE OVERTIME LINE**

WHEREAS, three years ago, the current Director of Environmental Health was in CSEA Union as Associate Public Health Sanitarian and carried compensation time; and

WHEREAS, the Director of Environmental Health, a PUMA Management position, does not receive and cannot carry any compensation time; and

WHEREAS, accrued compensation time was paid out on March 10, 2023, in the amount of \$14,693.73; and

WHEREAS, the Interim Commissioner of Health has requested a budgetary amendment (23A056) to restore \$14,000 in the Environmental Health Services Overtime line; and

WHEREAS, the Audit & Administration Committee has reviewed and approved said budgetary amendment; now therefore be it

RESOLVED, that the following budgetary amendment be made:

GENERAL FUND:

Increase Appropriations:

12401000 51093	EHS Overtime	14,000
12401000 58002	EHS FICA	<u>1,071</u>
		15,071

Decrease Appropriations:

10199000 54980	General Contingency	9,646
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Increase Estimated Revenues:

12401000 434011	EHS – General Public Health	5,425
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2023 Fiscal Impact - \$9,646

2024 Fiscal Impact – 0 –

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

MICHAEL J. LEWIS
Commissioner Of Finance



SHEILA BARRETT
Deputy Commissioner Of Finance

cc: all
A+A

Reso

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance
RE: Budgetary Amendment – 23A056
DATE: September 20, 2023

2023 SEP 21 AM 9:17
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Senior Fiscal Manager of the Department of Health, the following budgetary amendment is necessary.

General Fund:

Increase Appropriations:

12401000 51093	EHS Overtime	\$	14,000
12401000 58002	EHS FICA	\$	1,071

Decrease Appropriations:

10199000 54980	General Contingency	\$	9,646
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Increase Estimated Revenues:

12401000 434011	EHS - GPH	\$	5,425
-----------------	-----------	----	-------

Fiscal impact \$9,646

Pursuant to the attached memorandum, a budgetary amendment is needed to cover the cost of a payout of compensatory time that was accrued at the time the employee was a member of CSEA. Since then, the employee serves as the Director of Environmental Health, a PUMA management position.

Please forward to the appropriate committee.

Approved

Kevin M. Byrne -County Executive



PUTNAM COUNTY DEPARTMENT OF HEALTH

1 Geneva Road, Brewster, NY 10509 ■ 845-808-1390
www.putnamcountyny.gov/health

A PHAB-ACCREDITED HEALTH DEPARTMENT

Kevin M. Byrne
COUNTY EXECUTIVE

Michael J. Nesheiwat, MD
INTERIM COMMISSIONER OF HEALTH

TO: Michael Lewis, Commissioner of Finance
FROM: William A. Orr, Jr., Senior Fiscal Manager **WAO**
DATE: September 8th, 2023
RE: Budgetary Amendment

Please process this Budgetary Amendment for the following Health Department accounts:

Increase Expense: 12401000-51093 EHS Overtime	\$14,000.00
Increase Expense: 12401000-58002 EHS FICA	\$ 1,071.00
Increase Revenue: 12401000-434011 EHS- GPH	\$ 5,425.00
Decrease Contingency: 10199000-54980 General Contingency	\$.9646.00
Fiscal Impact:	\$9646.00

Three years ago, the current Environmental Health Director was in CSEA Union as Associate Public Health Sanitarian and carried compensation time. He became Director of Environmental Health, a PUMA management position. PUMA employees do not receive nor can carry any compensation time. Per Paul Eldridge and Bill Carlin, accrued compensation time had to be paid out. Payment occurred on March 10, 2023, in the amount of \$14,693.73. This Budgetary Amendment request will restore \$14,000 back to our EHS overtime line, which is currently negative due to this payout.

After applying increase in revenues respective to this \$14,000 increase in overtime, the net request from contingency is \$9646.00
Please review and approve and forward to the Health Committee.

WAO:nlc

Michele Alfano-Sharkey

From: Michael Lewis
Sent: Tuesday, September 19, 2023 9:30 AM
To: Michele Alfano-Sharkey
Cc: Nancy Collier
Subject: 23A056
Attachments: EHS overtime Contingency Bud Amendment_0001.pdf

GM Michele – Due to an administrative oversight as result of the 2024 budget season, this budgetary amendment that’s attached was requested by the health department and was overlooked inadvertently. I’ve entered into MUNIS this morning and I’m respectfully asking that this can be considered for this month’s committee meeting. Please advise.

TY Mike

Michael J. Lewis
Commissioner of Finance
County of Putnam
40 Gleneida Avenue
Carmel, New York 10512
845-808-1075 ext 49325
Michael.Lewis@putnamcountyny.gov



#5K

Committee Mtg _____ Resolution # _____
Introduced By _____ Regular Mtg _____
Seconded By _____ Special Mtg _____

APPROVAL/ BUDGETARY AMENDMENT (23A057)/ PUBLIC WORKS/ 2023 COUNTY-WIDE PAVEMENT MAINTENANCE & REHABILITATION PROGRAM

WHEREAS, the adopted 2023 Capital Projects Plan for the County-Wide Pavement Maintenance & Rehabilitation Program was originally going to be funded with Bond Proceeds; and

WHEREAS, due to the present economic conditions, it is financially prudent to cover this program with Contingency Funds rather than borrowing and incurring additional closing costs and accrued interest costs throughout the life of the borrowing; and

WHEREAS, Department of Public Works Interim Commissioner Thomas Feighery has requested a budgetary amendment (23A057) which would allow DPW to continue the Pavement Maintenance & Rehabilitation Program to address the remainder of roads in need of repair for the 2023 season; and

WHEREAS, the Audit & Administration Committee has reviewed and approved said budgetary amendment; now therefore be it

RESOLVED, that the following budgetary amendment be made:

GENERAL FUND:

Increase Appropriations:

10990100 59020 52302 Transfer Out – Capital 675,000

Decrease Appropriations:

10199000 54980 General Contingency 675,000

CAPITAL FUND:

Increase Estimated Revenues:

55197000 428601 52302 Transfer In – General 675,000

Decrease Estimated Revenues:

05000 45710N 52302 2023 Serial Bond Proceeds 675,000

**2023 Fiscal Impact - \$675,000
2024 Fiscal Impact – 0 –**

Legislator Addonizio _____
Legislator Castellano _____
Legislator Crowley _____
Legislator Ellner _____
Legislator Gouldman _____
Legislator Montgomery _____
Legislator Nacerino _____
Legislator Sayegh _____
Chairman Jonke _____

MICHAEL J. LEWIS
Commissioner Of Finance



cc:all
ATA

RESO

SHEILA BARRETT
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance
RE: Budgetary Amendment – 23A057
DATE: September 21, 2023

2023 SEP 21 PM 2:33
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Commissioner of Public Works, the following budgetary amendment is necessary.

General Fund:

Increase Appropriations:

10990100 59020 52302 Transfer Out - Capital \$ 675,000

Decrease Appropriations:

10199000 54980 General Contingency \$ 675,000

Capital Fund:

Increase Estimated Revenues:

55197000 428601 52302 Transfer In - General \$ 675,000

Decrease Estimated Revenues:

05000 45710N 52302 2023 Serial Bond Proceeds \$ 675,000

Fiscal Impact - 2023 - \$ 675,000
Fiscal Impact - 2024 - \$ 0

Pursuant to the attached letter of necessity, a budgetary amendment is needed to continue with the 2023 County-wide pavement maintenance and rehabilitation program. The original adopted Capital Plan for 2023 was originally going to be funded with bond proceeds. Due to the present economic conditions, it's financially prudent to cover this program with contingency funds rather than borrowing and incurring additional closing costs and accrued interest costs throughout the life of the borrowing.

Please forward this to the appropriate committee.

Approved

Kevin M. Byrne -County Executive

2023 CAPITAL PROJECTS BUDGET		COMMITTEE APPROVED	TENTATIVE BUDGET CHANGES	ADOPTED BUDGET CHANGES	APPROP- RATIONS	STATE & FEDERAL	INTERFUND TRANSFER	BORROW
PROJECTS								
FACILITIES:								
Capital Reserve - Minor Renovations		250,000			250,000		250,000	500,000
Tilly Foster - Fire Suppression		500,000			500,000			
TRANSPORTATION								
Repair and Replacement of Various Bridges & Culverts		500,000			500,000			500,000
Pavement Maintenance and Rehabilitation		1,000,000			1,000,000			1,000,000
CHIPS - Eligible equipment & highway infrastructure imp		1,200,000			1,200,000			
PIN 8756.09 - Fair Street Reconstruction		11,605,000			11,605,000		9,284,000	2,321,000
PIN 8761.97 - Stoneleigh/Drewville Intersection		2,026,000			2,026,000		1,620,800	405,200
Transit Section 5307 Funds		1,200,000			1,200,000			
Terry Hill Road - Construction Improvements		1,800,000			1,800,000		120,000	1,800,000
EQUIPMENT								
Highway Equipment		500,000			500,000			500,000
TOTALS:		\$20,581,000	\$0	\$0	\$20,581,000	\$13,184,800	\$370,000	\$7,026,200

Joseph Bellucci
Acting Deputy
Commissioner



Thomas Feighery
Commissioner

TO: Paul Jonke, Chair of Putnam County Legislature
FROM: Thomas Feighery, Commissioner, PCDPW *Thomas Feighery*
DATE: September 21, 2023
RE: Letter of Necessity -- Pavement Maintenance & Rehabilitation Funding

Please accept this memorandum as a letter of necessity for the Legislature to consider the enclosed budgetary amendment.

The consideration of this resolution tonight will allow the Putnam County Department of Public Works to continue with its 2023 pavement maintenance and rehabilitation program. Although the DPW has made significant strides to address pavement deficiencies throughout the County this year, there are additional roads that will require paving applications prior to the winter months.

This funding will allow the DPW to address the remainder of the roads in need of repair for the 2023 season. The amount requested is \$675,000.

We thank the Legislature for consideration of this resolution, and we will have members of the Finance Department and Department of Public Works available at the Audit Committee meeting to answer questions regarding this request.

cc: All Putnam County Legislators
John Tully, Purchasing Director
Mike Lewis, Commissioner of Finance

MICHAEL J. LEWIS
Commissioner Of Finance



cc:all
Revised for
Full mtg 10/3/23 Reso
SHEILA BARRETT
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: **Budgetary Amendment – 23A058**
DATE: September 21, 2023

2023 SEP 27 AM 10:20
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Commissioner of Public Works, the following budgetary amendment is necessary.

General Fund:

Increase Appropriations:

10990100 59020 Transfer Out - Capital Fund \$ 50,000

Increase Estimated Revenues:

10131000 440893 Federal Aid - LACTF Funds CFDA 21.032 50,000
(Did not apply for funds)

Capital Fund:

Increase Appropriations:

55197000 532316 51509 Capital - 23CP16 - Quonset Hut Storage Facility \$ 50,000

Increase Estimated Revenues:

55197000 428601 51509 Transfer In - General Fund \$ 50,000

Fiscal Impact - 2023 - \$ 0
Fiscal Impact - 2024 - \$ 0

Pursuant to the attached letter of necessity, a budgetary amendment is needed to purchase a storage hut to store and protect expensive County owned snow operation equipment. The old pole barn at Fair Street was condemned this past July and demolished soon thereafter. In the interim, DPW has obtained proposals from multiple vendors. The estimated cost will be \$50,000. The County will fund this project with the Local Assistance and Tribal Consistency Funds (LATCF). This \$50,000 represents the second installment (tranche) of money from the US Treasury from the original \$100,000 award. The other \$50,000 was most recently earmarked for the Fire Training Center (Resolution #179-2023)

Please forward this to the appropriate committee.

Approved

Kevin M. Byrne -County Executive

#6a

Committee Mtg _____ Resolution # _____
 Introduced By _____ Regular Mtg _____
 Seconded By _____ Special Mtg _____

**APPROVAL/ DEPARTMENT OF PUBLIC WORKS/ USE OF CAPITAL FACILITY RESERVE/
 (23CP16) (Quonset Hut Storage Facility)**

WHEREAS, Interim Commissioner of Public Works Thomas Feighery has proposed the use of \$50,000 from the Capital Facility Reserve to fund Project #23CP16 – Quonset Hut Storage Facility at DPW’s Fair Street location; and

WHEREAS, the old pole barn structure at the Fair Street location which housed numerous trucks, brine making equipment and staff offices, was condemned this past July and was subsequently demolished; and

WHEREAS, in an effort to identify a solution in the interim that would protect County owned equipment throughout the winter months at the Fair Street location, the Department of Public Works solicited proposals from multiple vendors to purchase a storage structure; and

WHEREAS, the Putnam County Legislature has reviewed and approved this request; now therefore be it

RESOLVED, that the Putnam County Legislature approves and authorizes the expenditure of \$50,000 from the Capital Facility Reserve fund budget line 55197000 53000 51509 as follows:

23CP16 – Quonset Hut Storage Facility

Project cost not to exceed \$50,000

- Legislator Addonizio _____
- Legislator Castellano _____
- Legislator Crowley _____
- Legislator Ellner _____
- Legislator Gouldman _____
- Legislator Montgomery _____
- Legislator Nacerino _____
- Legislator Sayegh _____
- Chairman Jonke _____

Joseph Bellucci
Acting Deputy
Commissioner



*cc: all
Fall mtg
10/3/23*

Thomas Feighery
Commissioner

DEPARTMENT OF
HIGHWAYS & FACILITIES
842 Fair Street
Carmel, New York 10512
Phone: 845-878-6331 Fax: 845-808-1908

2023 SEP 22 PM 4:12
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

MEMORANDUM

TO: Diane Schonfeld, Clerk, County Legislature

FROM: Alexis M. Hawley, Assistant Supervisor of Planning & Design *AMH*

CC: Thomas Feighery, Commissioner
Joseph Bellucci, Acting Deputy Commissioner
Michael Lewis, Commissioner of Finance

DATE: September 22, 2023

RE: 23CP16 – Quonset Hut Storage Facility

Please approve the necessary resolution to authorize 23CP16 in an amount not to exceed \$50,000.00.

It only very recently became apparent that a storage hut was going to be needed to house equipment during the winter months in the wake of the condemnation and resulting demolition of this Department's pole barn structure. This realization proceeded the September Physical Services Committee Meeting on September 7, 2023 and the finalization of the Audit Committee agenda on September 14, 2023.

As such, 23CP16 is submitted for your consideration pursuant to the Letter of Necessity attached hereto.

Thank you.

encl.

Joseph Bellucci
Acting Deputy
Commissioner



Thomas Feighery
Commissioner

DEPARTMENT OF PUBLIC WORKS

842 Fair Street
Carmel, New York 10512
Phone: 845-878-6331 Fax: 845-808-1908

TO: Paul Jonke, Chair of Putnam County Legislature

FROM: Thomas Feighery, Commissioner, PCDPW 

DATE: September 21, 2023

RE: Letter of Necessity – DPW Quonset Hut Storage Facility

Please accept this memorandum as a letter of necessity for the Legislature to consider the enclosed budgetary amendment.

The consideration of this resolution tonight will allow the Putnam County Department of Public Works to purchase a storage hut to store and protect expensive equipment items throughout the winter months at our Fair St. location. The old pole barn structure, which housed numerous trucks, brine making equipment and staff offices was condemned this past July and was subsequently demolished. In an effort to identify a solution in the interim, the DPW solicited proposals from multiple vendors and will purchase the structure for \$50,000.

We thank the Legislature for consideration of this resolution and will have members of the Department of Finance and DPW available at the Audit Committee meeting to answer questions regarding this request.

cc: All Putnam County Legislators
John Tully, Purchasing Director
Mike Lewis, Commissioner of Finance