AGENDA

AUDIT AND FINANCE COMMITTEE

OCTOBER 30, 2019

PART II
October 16, 2019

Hon. Andrew Joyce
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Re: Upper Level Seating Replacement Project at the TU Center

Dear Chairman Joyce:

The Department of General Services respectfully requests approval of a bond resolution authorizing $752,000 for the Upper Level Seating Replacement Project at the Times Union Center.

The chairs in the upper level of the Times Union Center are 25 years old. The lower level seating was replaced in 2010. This plan was originally spread over two years utilizing Facility Fees. Combining the projects into the same year we would realize an approximate savings of $100,000. Given lead time of the chairs, installation of chairs began in spring of 2019, purchase of chairs was in 2018.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.

If you should have any questions on this matter, please do not hesitate to contact me.

Sincerely,

David M. Latina
Commissioner
Department of General Services

DML:p1
Enclosures

cc: Honorable Dennis Feeney, Majority Leader
    Honorable Frank Mauriello, Minority Leader
    Kevin Cannizzaro, Esq., Majority Counsel
    Amis Zilgme, Esq., Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Bond Resolution in the amount of $752,000 for the Upper Level Seating Replacement Project at the TUC

Date: October 10, 2019
Submitted By: David M. Latina
Department: DGS
Title: Commissioner
Phone: 7027
Department Rep.: 
Attending Meeting: David M. Latina

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant

Choose an item.
Submission Date Deadline Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed)

Contract Terms/Conditions:

Party (Name/address):
Click or tap here to enter text.

Additional Parties (Names/addresses):
Click or tap here to enter text.

Amount/Raise Schedule/Fee:
Scope of Services:

Click or tap here to enter text.
Click or tap here to enter text.

Bond Res. No.:
Date of Adoption:

Click or tap here to enter text.
Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service:
If Mandated Cite Authority:

Yes ☐ No ☒

Click or tap here to enter text.

Is there a Fiscal Impact:
Anticipated in Current Budget:

Yes ☐ No ☒
Yes ☒ No ☐
County Budget Accounts:
Revenue Account and Line: 
Revenue Amount: 
Appropriation Account and Line: AA7128 
Appropriation Amount: 752,000

Source of Funding - (Percentages)
Federal: 
State: 100% 
County: 
Local: 

Term
Term: (Start and end date) 1/1/2020
Length of Contract: 12/31/2020

Impact on Pending Litigation
Yes □ No □
If yes, explain: 

Previous requests for Identical or Similar Action:
Resolution/Law Number:
Resolution No. 502 for 2017 Resolution No. 569 for 2018 
Date of Adoption: 12/4/2017 12/3/2018

Justification: (state briefly why legislative action is requested)
The Department of General Services respectfully requests approval of a bond resolution authorizing $752,000 for the Upper Level Seating Replacement Project at the Times Union Center.

The chairs in the upper level of the Times Union Center are 25 years old. The lower level seating was replaced in 2010. This plan was originally spread over two years utilizing Facility Fees. Combining the projects into the same year we would realize an approximate savings of $100,000. Given lead time of the chairs, installation of chairs began in spring of 2019, purchase of chairs was in 2018.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.
MEMORANDUM

TO: Joseph McElroy, Acting Commissioner, Department of General Services
CC: George Penn, Acting Deputy Commissioner, Department of General Services
     Robert Belber, Times Union Center General Manager
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 7, 2013
RE: Times Union Center Building Improvements 2013-2014
SUBJECT: SEQR compliance for Capital Projects

I have reviewed the documentation provided describing the various components of the referenced project as it relates to State Environmental Quality Review (SEQR). As I understand it, a number of upgrades and improvements to the Times Union Center are proposed for 2013-14 as follows:

**Garage Upgrades**—Repair to stair towers, concrete spralls and tee inffils, update control system, repair pedestrian cables, install level 3 landing, add parking validation system.

**Chair Upgrades**—Replacement of upper level sideline chairs and upper level end zone chairs.

**Basketball Systems Upgrade**—Replacement of basketball floor, chairs and floor carts, purchase seating risers, basketball hoops, scoring controls, programs, shot clocks and auxiliary boards.

**LED Signage**—Purchase LED conversion package

**Aramark Concession Stand Upgrade**—Purchase new equipment and remodel concession stands

**Exterior Lighting**—Purchase new exterior LED lighting to provide accent lighting

**Suite and Bathroom Renovations**—Renovation of 23 suites including replacement of chairs, tiles, and carpet. Renovation of bathrooms including replacement of toilets, faucets, partitions, and urinals.

As described above, the proposed building improvement projects meet the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5 (c) subdivisions (1) and (2) and (25). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time.
October 16, 2019

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Re: LED Expansion Project at the TU Center

Dear Chairman Joyce:

The Department of General Services, respectfully requests approval of a bond resolution authorizing $1,500,000 for the LED Expansion Project at the Times Union Center.

This project would include the installation of new LED Fascia to run all the way around the bowl. The fascia lights will increase the effects of the arena in the bowl and increased square footage could help increase revenue from these signs. Existing LED lights would relocate to the concourse for increased ad revenue. Scoreboard modification would be replacing power supplies that are failing and cleaning.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.

If you should have any questions on this matter, please do not hesitate to contact me.

Sincerely,

David M. Latina
Commissioner
Department of General Services

DML:pl
Enclosures

cc: Honorable Dennis Feeney, Majority Leader
    Honorable Frank Mauroiello, Minority Leader
    Kevin Cannizzaro, Esq., Majority Counsel
    Arnis Zilgme, Esq., Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Bond Resolution in the amount of $1,500,000 for the LED Expansion Project at the TUC

<table>
<thead>
<tr>
<th>Date:</th>
<th>October 10, 2019</th>
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</thead>
<tbody>
<tr>
<td>Submitted By:</td>
<td>David M. Latina</td>
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<td>Department:</td>
<td>DGS</td>
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<tr>
<td>Title:</td>
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<td>Department Rep.</td>
<td></td>
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Purpose of Request:

- [ ] Adopting of Local Law
- [ ] Amendment of Prior Legislation
- [ ] Approval/Adoption of Plan/Procedure
- [x] Bond Approval
- [ ] Budget Amendment
- [ ] Contract Authorization
- [ ] Countywide Services
- [ ] Environmental Impact/SEQR
- [ ] Home Rule Request
- [ ] Property Conveyance
- [ ] Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- [ ] Contractual
- [ ] Equipment
- [ ] Fringe
- [ ] Personnel
- [ ] Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant

Choose an item.
Submission Date Deadline Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
Click or tap here to enter text.

Additional Parties (Names_addresses):
Click or tap here to enter text.

Amount/Raise Schedule/Fee:
Scope of Services:
Click or tap here to enter text.
Click or tap here to enter text.

Bond Res. No.:
Date of Adoption:
Click or tap here to enter text.
Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service:
Yes ☐ No ☒

If Mandated Cite Authority:
Click or tap here to enter text.

Is there a Fiscal Impact:
Yes ☐ No ☒

Anticipated in Current Budget:
Yes ☐ No ☐

County Budget Accounts:
Revenue Account and Line: 
Revenue Amount: 
Click or tap here to enter text. 
Click or tap here to enter text.

Appropriation Account and Line: 
Appropriation Amount: 
Click or tap here to enter text. 
Click or tap here to enter text.

Source of Funding - (Percentages) 
Federal: 
State: 
County: 
Local: 
Click or tap here to enter text. 
Click or tap here to enter text. 
100% 
Click or tap here to enter text.

Term 
Term: (Start and end date) 
1/1/2020 - 12/31/2020 
Length of Contract: 
1 year

Impact on Pending Litigation 
Yes ☐ No ☒ 
If yes, explain: 
Click or tap here to enter text.

Previous requests for Identical or Similar Action: 
Resolution/Law Number: 
Resolution 502 for 2017 
Date of Adoption: 
12/2/2017

Justification: (state briefly why legislative action is requested) 
Click or tap here to enter text. 
The Department of General Services, respectfully requests approval of a bond resolution authorizing $1,500,000 for the LED Expansion Project at the Times Union Center.

This project would include the installation of new LED Fascia to run all the way around the bowl. The fascia lights will increase the effects of the arena in the bowl and increased square footage could help increase revenue from these signs. Existing LED lights would relocate to the concourse for increased ad revenue. Scoreboard modification would be replacing power supplies that are failing and cleaning.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.
MEMORANDUM

TO: David Latina, Commissioner, Department of General Services

CC: Laura DeGaetano, Sr. Natural Resource Planner

DATE: October 21, 2016

RE: Energy Efficient Lighting Upgrade

SUBJECT: SEQR compliance for Capital Projects

I have reviewed the documentation you provided describing the referenced project as it relates to State Environmental Quality Review (SEQR). As I understand it, the project includes replacement of current lighting in various county facilities with LED lighting.

As described above, the proposed renovation project meets the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5(c) subdivisions (1). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time.

Should you have any questions or require additional information, please feel free to call me at your convenience.
October 16, 2019

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Re: Replacement of Chiller, BMS Control, Concourse Heat/Fan Coil and Lighting Upgrade Project at the TU Center

Dear Chairman Joyce:

The Department of General Services respectfully requests approval of a bond resolution authorizing $1,250,000 for the Replacement of Chiller, BMS Control, Concourse Heat/Fan Coil and Lighting Upgrade Project at the Times Union Center.

Comfort Chiller is original to building construction and past its useful life. The work for this project would also include replacement of motors, pumps, valves and suction diffusers. This will offer significant energy savings. The project is needed to run the building more efficiently and help accommodate the increased building load of the front atrium enclosure. Building sealing is needed to prevent loss of conditioned air. Concourse heat is needed rather than ambient from arena bowl. Additional BMS controls will automate more systems for energy conservation and lighting upgrades will improve efficiency.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.

If you should have any questions on this matter, please do not hesitate to contact me.

Sincerely,

David M. Latina
Commissioner
Department of General Services

DML:pl
Enclosures

cc: Honorable Dennis Feeney, Majority Leader
Honorable Frank Mauriello, Minority Leader
Kevin Cannizzo, Esq., Majority Counsel
Artis Zilgna, Esq., Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Bond Resolution in the amount of $1,250,000 for the Replacement of Chiller, Concourse Heat/Fan
Coil Replacement, Lighting Upgrade Project

Date: October 10, 2019
Submitted By: David M. Latina
Department: DGS
Title: Commissioner
Phone: 7027
Department Rep.: 
Attending Meeting: David M. Latina

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant

Choose an item.
Submission Date Deadline Click or tap to enter a date.

☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed)

Contract Terms/Conditions:

Party (Name/address):

Click or tap here to enter text.

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee:

Scope of Services:

Click or tap here to enter text.

Bond Res. No.:
Date of Adoption:

Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes ☐ No ☒
If Mandated Cite Authority:

Click or tap here to enter text.

Is there a Fiscal Impact:
Yes ☐ No ☒

Anticipated in Current Budget:
Yes ☐ No ☒
Justification: (state briefly why legislative action is requested)
The Department of General Services respectfully requests approval of a bond resolution authorizing $1,250,000 for the Replacement of Chiller, BMS Control, Concourse Heat/Fan Coil and Lighting Upgrade Project at the Times Union Center.

Comfort Chiller is original to building construction and past its useful life. The work for this project would also include replacement of motors, pumps, valves and suction diffusers. This will offer significant energy savings. The project is needed to run the building more efficiently and help accommodate the increased building load of the front atrium enclosure. Building sealing is needed to prevent loss of conditioned air. Concourse heat is needed rather than ambient from arena bowl. Additional BMS controls will automate more systems for energy conservation and lighting upgrades will improve efficiency.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.
MEMORANDUM

TO: David Latina - Commissioner, Department of General Services
CC: Sean Thelan – Management and Budget
    Robert Belber, Times Union Center General Manager
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 15, 2018
RE: Times Union Center Building Equipment Replacement, Energy System Upgrades and General Repairs
SUBJECT: SEQR compliance for Capital Projects

I have reviewed the documentation provided describing the various components of the referenced project as it relates to State Environmental Quality Review (SEQR). A number of upgrades and improvements to the Times Union Center are proposed as follows:

- **Equipment Replacement** – Replace old staging, spotlights, and forklifts. Also add a step to assist patrons from GA floor and turnstiles for accurate counts of patrons entering.

- **Replacement of Chiller, BMS Control, Concourse Heat/Fan Coil Replacement** – Replace comfort chiller including motors, pumps, valves and suction diffusers and install additional BMS controls to automate more systems for energy conservation.

- **Lighting Upgrades** – replace existing with energy efficient bulbs.

- **Arena Floor, Kitchen Floor, Quad Stairs Refinishing and Atrium Door Patching Project at the TU Center** – Replace deteriorated flooring in the main arena and kitchen, refinish quad stairs, and patch atrium door.

As described above, the proposed building improvement projects meet the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5 (c) subdivisions (1) and (2) and (25). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time. Should you have any questions or require additional information, please feel free to call me (447-5670) at your convenience.
October 16, 2019

Hon. Andrew Joyce
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Re: Locker Room Renovations Project at the TU Center

Dear Chairman Joyce:

The Department of General Services respectfully requests approval of a bond resolution authorizing $850,000 for the Locker Room Renovations Project at the Times Union Center.

The improvements would update the physical appearance of the locker rooms, including updating rooms that still have the finishes of former teams. Additionally, the improvement will allow for individual room temperature controls.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.

If you should have any questions on this matter, please do not hesitate to contact me.

Sincerely,

David M. Latina
Commissioner
Department of General Services

cc: Honorable Dennis Feeney, Majority Leader
Honorable Frank Mauriello, Minority Leader
Kevin Cannizzaro, Esq., Majority Counsel
Arnis Zilgme, Esq., Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Bond Resolution in the amount of $850,000 for the Locker Room Renovations Project at the TUC

Date: October 10, 2019
Submitted By: David M. Latina
Department: DGS
Title: Commissioner
Phone: 7027
Department Rep.: David M. Latina
Attending Meeting: 

Purpose of Request:
- [ ] Adopting of Local Law
- [ ] Amendment of Prior Legislation
- [ ] Approval/Adoption of Plan/Procedure
- [x] Bond Approval
- [ ] Budget Amendment
- [ ] Contract Authorization
- [ ] Countywide Services
- [ ] Environmental Impact/SEQR
- [ ] Home Rule Request
- [ ] Property Conveyance
- [ ] Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
- [ ] Contractual
- [ ] Equipment
- [ ] Fringe
- [ ] Personnel
- [ ] Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
□ Change Order/Contract Amendment
□ Purchase (Equipment/Supplies)
□ Lease (Equipment/Supplies)
□ Requirements
□ Professional Services
□ Education/Training
□ Grant
  Choose an item.
  Submission Date Deadline Click or tap to enter a date.
□ Settlement of a Claim
□ Release of Liability
□ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
  Click or tap here to enter text.

Additional Parties (Names addresses):
  Click or tap here to enter text.

Amount/Raise Schedule/Fee:
  Click or tap here to enter text.
Scope of Services:
  Click or tap here to enter text.

Bond Res. No.:
  Click or tap here to enter text.
Date of Adoption:
  Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service:
  Yes □ No ☑
If Mandated Cite Authority:
  Click or tap here to enter text.

Is there a Fiscal Impact:
  Yes □ No ☑
Anticipated in Current Budget:
  Yes □ No ☑

County Budget Accounts:
**File #: TMP-1218, Version: 1**

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<td>Appropriation Amount:</td>
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**Source of Funding - (Percentages)**

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<th>Federal:</th>
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<tbody>
<tr>
<td>State:</td>
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<tr>
<td>County:</td>
<td>100%</td>
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<tr>
<td>Local:</td>
<td>Click or tap here to enter text.</td>
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**Term**

<table>
<thead>
<tr>
<th>Term: (Start and end date)</th>
<th>1/1/2020 - 12/31/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length of Contract:</td>
<td>1 year</td>
</tr>
</tbody>
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**Impact on Pending Litigation**

Yes ☐ No ☐

**If yes, explain:**

Click or tap here to enter text.

**Previous requests for Identical or Similar Action:**

<table>
<thead>
<tr>
<th>Resolution/Law Number:</th>
<th>Resolution No. 569 for 2018</th>
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</thead>
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<td>Date of Adoption:</td>
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**Justification:** (state briefly why legislative action is requested)

The Department of General Services respectfully requests approval of a bond resolution authorizing $350,000 for the Locker Room Renovations Project at the Times Union Center.

The improvements would update the physical appearance of the locker rooms, including updating rooms that still have the finishes of former teams. Additionally, the improvement will allow for individual room temperature controls.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.
MEMORANDUM

TO: David Latina - Commissioner, Department of General Services
CC: Sean Thelan – Management and Budget
     Robert Belber, Times Union Center General Manager
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 15, 2018
RE: Times Union Center Building Equipment Replacement, Energy System Upgrades and General Repairs
SUBJECT: SEQR compliance for Capital Projects

I have reviewed the documentation provided describing the various components of the referenced project as it relates to State Environmental Quality Review (SEQR). A number of upgrades and improvements to the Times Union Center are proposed as follows:

- **Equipment Replacement** – Replace old staging, spotlights, and forklifts. Also add a step to assist patrons from GA floor and turnstiles for accurate counts of patrons entering.

- **Replacement of Chiller, BMS Control, Concourse Heat/Fan Coil Replacement** – Replace comfort chiller including motors, pumps, valves and suction diffusers and install additional BMS controls to automate more systems for energy conservation.

- **Lighting Upgrades**- replace existing with energy efficient bulbs.

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As described above, the proposed building improvement projects meet the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5 (c) subdivisions (1) and (2) and (25). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time. Should you have any questions or require additional information, please feel free to call me (447-5670) at your convenience.
October 16, 2019

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Re: Main Arena Sound System Project at the TU Center

Dear Chairman Joyce:

The Department of General Services, respectfully requests approval of a bond resolution authorizing $850,000 for the Main Arena Sound System Project at the TU Center.

The intent is to design and install a new sound system. The existing system has been maintained for over 20 years and the sound quality is failing. The components are outdated and difficult to replace. There are a few assisted listening devices active. The purchase of over 200 units will be needed.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.

If you should have any questions on this matter, please do not hesitate to contact me.

Sincerely,

David M. Latina
Commissioner
Department of General Services

DML:pl
Enclosures

cc: Honorable Dennis Feeney, Majority Leader
Honorable Frank Mauroiello, Minority Leader
Kevin Cannizzaro, Esq., Majority Counsel
Arnis Zilgme, Esq., Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Bond Resolution in the amount of $850,000 for the Main Arena Sound System Project at the TUC

Date: October 10, 2019
Submitted By: David M. Latina
Department: DGS
Title: Commissioner
Phone: 7027
Department Rep. 
Attending Meeting: David M. Latina

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
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☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
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CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
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- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant
  Choose an item:
  - Submission Date Deadline
  - Click or tap to enter a date.
- Settlement of a Claim
- Release of Liability
- Other: (state if not listed)
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Contract Terms/Conditions:

Party (Name/address):
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Additional Parties (Names/addresses):
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Amount/Raise Schedule/Fee:
  - Click or tap here to enter text.
Scope of Services:
  - Click or tap here to enter text.

Bond Res. No.:
Date of Adoption:
  - Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service:
  - Yes □ No ☒
If Mandated Cite Authority:
  - Click or tap here to enter text.

Is there a Fiscal Impact:
  - Yes □ No ☒
Anticipated in Current Budget:
  - Yes □ No □
### File #: TMP-1219, Version: 1

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<th>Federal:</th>
<th>Click or tap here to enter text.</th>
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<tr>
<td>State:</td>
<td>Click or tap here to enter text.</td>
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<tr>
<td>County:</td>
<td>100%</td>
</tr>
<tr>
<td>Local:</td>
<td>Click or tap here to enter text.</td>
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</tbody>
</table>

**Term**

<table>
<thead>
<tr>
<th>Term: (Start and end date):</th>
<th>1/1/2020 - 12/31/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length of Contract:</td>
<td>1 year</td>
</tr>
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**Impact on Pending Litigation**

<table>
<thead>
<tr>
<th>Yes □ No □</th>
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<tbody>
<tr>
<td>Yes □ No □</td>
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**Previous requests for Identical or Similar Action:**

<table>
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<th>Resolution/Law Number:</th>
<th>Resolution No. 502 for 2017</th>
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<tbody>
<tr>
<td>Date of Adoption:</td>
<td>12/4/2017</td>
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</table>

**Justification:** (state briefly why legislative action is requested)

The Department of General Services, respectfully requests approval of a bond resolution authorizing $850,000 for the Main Arena Sound System Project at the TU Center.

The intent is to design and install a new sound system. The existing system has been maintained for over 20 years and the sound quality is failing. The components are outdated and difficult to replace. There are a few assisted listening devices active. The purchase of over 200 units will be needed.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.
MEMORANDUM

TO: David Latina, Commissioner, Department of General Services

CC: 

FROM: Laura DeGaetano, Sr. Natural Resource Planner

DATE: October 18, 2017

RE: Times Union Center Improvements

SUBJECT: SEQR compliance for Capital Projects

I have reviewed the documentation you provided describing the referenced project as it relates to State Environmental Quality Review (SEQR). As I understand it, the project includes repairs and upgrades to the elevators, installation of a new sound system, and replacement of the wireless network system.

As described above, the proposed project meets the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5(c) subdivisions (1), (2), and (25). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required.

Should you have any questions or require additional information, please feel free to call me at your convenience.
October 16, 2019

Hon. Andrew Joyce, Chairman  
Albany County Legislature  
112 State St., Rm. 710  
Albany, NY 12207

Re: Arena Floor, Kitchen Floor, Quad Stairs Refinishing and Atrium Door Patching Project at the TU Center

Dear Chairman Joyce:

The Department of General Services respectfully requests approval of a bond resolution authorizing $250,000 for the Arena Floor, Kitchen Floor, Quad Stairs Refinishing Atrium Door Patching Project at the Times Union Center.

The main arena floor has sustained several significant gouges. Rebar is showing in several areas. There have been several attempts to patch, but they have continued to come out. The kitchen floor has had years of wear and tear. The existing floor covering is coming up in pieces. The Quad stairs going to bathrooms are in need of improvement.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.

If you should have any questions on this matter, please do not hesitate to contact me.

Sincerely,

David M. Latina  
Commissioner  
Department of General Services

DML:pl  
Enclosures

cc: Honorable Dennis Feeney, Majority Leader  
    Honorable Frank Maureillo, Minority Leader  
    Kevin Cannizzaro, Esq., Majority Counsel  
    Arnis Zilgme, Esq., Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Bond Resolution in the amount of $250,000 for the Arena Floor, Kitchen Floor, Quad Stairs Refinishing and Atrium Door Patching Project at the TUC

Date: October 10, 2019
Submitted By: David M. Latina
Department: DGS
Title: Commissioner
Phone: 7027
Department Rep.: 
Attending Meeting: David M. Latina

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant
Choose an item.
Submission Date Deadline Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
Click or tap here to enter text.

Additional Parties (Names/addresses):
Click or tap here to enter text.

Amount.Raise Schedule/Fee:
Scope of Services:

Bond Res. No.:
Date of Adoption:

CONCERNING ALL REQUESTS

Mandated Program/Service:
Yes ☐ No ☒
If Mandated Cite Authority:
Click or tap here to enter text.

Is there a Fiscal Impact:
Yes ☐ No ☒
Anticipated in Current Budget:
Yes ☐ No ☒
County Budget Accounts:
Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: Click or tap here to enter text.
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)
Federal: Click or tap here to enter text.
State: Click or tap here to enter text.
County: 100%
Local: Click or tap here to enter text.

Term
Term: (Start and end date) 1/1/2020 - 12/31/2020
Length of Contract: 1 year

Impact on Pending Litigation
Yes ☐ No ☑
If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:
Resolution/Law Number: Resolution No. 569 for 2018
Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)
The Department of General Services respectfully requests approval of a bond resolution authorizing $250,000 for the Arena Floor, Kitchen Floor, Quad Stairs Refinishing Atrium Door Patching Project at the Times Union Center.

The main arena floor has sustained several significant gouges. Rebar is showing in several areas. There have been several attempts to patch, but they have continued to come out. The kitchen floor has had years of wear and tear. The existing floor covering is coming up in pieces. The Quad stairs going to bathrooms are in need of improvement.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.
MEMORANDUM

TO: David Latina - Commissioner, Department of General Services
CC: Sean Thelan – Management and Budget
     Robert Belber, Times Union Center General Manager
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 15, 2018
RE: Times Union Center Building Equipment Replacement, Energy System Upgrades and General Repairs
SUBJECT: SEQR compliance for Capital Projects

I have reviewed the documentation provided describing the various components of the referenced project as it relates to State Environmental Quality Review (SEQR). A number of upgrades and improvements to the Times Union Center are proposed as follows:

- **Equipment Replacement** – Replace old staging, spotlights, and forklifts. Also add a step to assist patrons from GA floor and turnstiles for accurate counts of patrons entering.

- **Replacement of Chiller, BMS Control, Concourse Heat/Fan Coil Replacement** – Replace comfort chiller including motors, pumps, valves and suction diffusers and install additional BMS controls to automate more systems for energy conservation.

- **Lighting Upgrades** - replace existing with energy efficient bulbs.

- **Arena Floor, Kitchen Floor, Quad Stairs Refinishing and Atrium Door Patching Project at the TU Center** - Replace deteriorated flooring in the main arena and kitchen, refinish quad stairs, and patch atrium door.

As described above, the proposed building improvement projects meet the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5 (c) subdivisions (1) and (2) and (25). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time. Should you have any questions or require additional information, please feel free to call me (447-5670) at your convenience.
October 16, 2019

Hon. Andrew Joyce
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Re: Additional Show Power and Transformer Replacement Project at the TU Center

Dear Chairman Joyce:

The Department of General Services respectfully requests approval of a bond resolution authorizing $306,000 for the Additional Show Power and Transformer Replacement Project at the Times Union Center.

Events are getting bigger and their expectations are higher. We have 2000 amps of show power. Shows often require more and they need to bring a generator which can hurt the arena’s ability to secure shows. There is available power on our switchgear, but work is needed to make it available. There are also several transformers that are over 20 years old and should be replaced before they fail.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.

If you should have any questions on this matter, please do not hesitate to contact me.

Sincerely,

David M. Latina
Commissioner
Department of General Services

DML:pl
Enclosures

cc: Honorable Dennis Feeney, Majority Leader
Honorable Frank Mauriello, Minority Leader
Kevin Cannizzaro, Esq., Majority Counsel
Amis Zilgme, Esq., Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Bond Resolution in the amount of $306,000 for the Additional Power and Transformer Replacement Project at the TUC

Date: October 10, 2019
Submitted By: David M. Latina
Department: DGS
Title: Commissioner
Phone: 7627
Department Rep.: David M. Latina

Attending Meeting:

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☐ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant
Choose an item.
Submission Date Deadline Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address): Click or tap here to enter text.
Additional Parties (Names/addresses): Click or tap here to enter text.
Amount/Raise Schedule/Fee: Click or tap here to enter text.
Scope of Services: Click or tap here to enter text.
Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes ☐ No ☒
If Mandated Cite Authority: Click or tap here to enter text.
Is there a Fiscal Impact: Yes ☐ No ☒
Anticipated in Current Budget: Yes ☐ No ☐
County Budget Accounts:
Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.
Appropriation Account and Line: Click or tap here to enter text.
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)
Federal: Click or tap here to enter text.
State: Click or tap here to enter text.
County: 100%
Local: Click or tap here to enter text.

Term
Term: (Start and end date) 1/2/2020 - 12/31-2020
Length of Contract: 1 year

Impact on Pending Litigation
Yes ☐ No ☒
If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:
Resolution/Law Number: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)
The Department of General Services respectfully requests approval of a bond resolution authorizing $306,000 for the Additional Show Power and Transformer Replacement Project at the Times Union Center.

Events are getting bigger and their expectations are higher. We have 2000 amps of show power. Shows often require more and they need to bring a generator which can hurt the arena’s ability to secure shows. There is available power on our switchgear, but work is needed to make it available. There are also several transformers that are over 20 years old and should be replaced before they fail.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.
MEMORANDUM

TO:       David Latina - Commissioner, Department of General Services
CC:       Robert Belber, Times Union Center General Manager
FROM:     Laura DeGaetano, Sr. Natural Resource Planner
DATE:     October 11, 2019
RE:       Times Union Center Building Roof Replacement, Loading Dock Renovation and Transformer Replacement
SUBJECT:  SEQR compliance for Capital Projects

I have reviewed the documentation provided describing the various components of the referenced project as it relates to State Environmental Quality Review (SEQR). A number of repairs and improvements to the Times Union Center are proposed as follows:

- Extension of additional power in switchgear and replacement of transformers that are over 20 years old.
- Replacement of the low roof on the arena
- Design and construction of new loading dock platforms, doors and bays.

As described above, the proposed building improvement projects meet the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5 (c) subdivisions (1) and (2). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time. Should you have any questions or require additional information, please feel free to call me (447-5670) at your convenience.
October 16, 2019

Hon. Andrew Joyce
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Re: Low Roof Replacement Project at the TU Center

Dear Chairman Joyce:

The Department of General Services respectfully requests approval of a bond resolution authorizing $308,000 for the Low Roof Replacement Project at the Times Union Center.

The low roof is the last of the roofs that need replacement. There have been several leaks over the renovated areas that need patching. The leaks seem to be coming from age, seals coming loose and general wear and tear.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.

If you should have any questions on this matter, please do not hesitate to contact me.

Sincerely,

[Signature]

David M. Latina
Commissioner
Department of General Services

DML:pl
Enclosures

cc: Honorable Dennis Feeney, Majority Leader
    Honorable Frank Mauro, Minority Leader
    Kevin Cannizzaro, Esq., Majority Counsel
    Arniss Zilgme, Esq., Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Bond Resolution in the amount of $308,000 for the Low Roof Replacement Project at the TUC

Date: October 10, 2019
Submitted By: David M. Latina
Department: DGS
Title: Commissioner
Phone: 7027
Department Rep. Attending Meeting: David M. Latina

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual

Printed on 10/13/2019
powered by Legistar™
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant
    Choose an item.
    Submission Date Deadline Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed)  

Contract Terms/Conditions:

Party (Name/address):
    Click or tap here to enter text.

Additional Parties (Names/addresses):
    Click or tap here to enter text.

Amount/Raise Schedule/Fee:  
Scope of Services:

Bond Res. No.:  
Date of Adoption:
    Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service:  
Yes ☐ No ☒
If Mandated Cite Authority:
    Click or tap here to enter text.

Is there a Fiscal Impact:  
Yes ☐ No ☒
Anticipated in Current Budget:  
Yes ☐ No ☐

County Budget Accounts:
**File #: TMP-1222, Version: 1**

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<th>Appropriation Account and Line:</th>
<th>Click or tap here to enter text.</th>
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</thead>
<tbody>
<tr>
<td>Appropriation Amount:</td>
<td>Click or tap here to enter text.</td>
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</table>

**Source of Funding - (Percentages)**
- Federal: Click or tap here to enter text.
- State: Click or tap here to enter text.
- County: 100%
- Local: Click or tap here to enter text.

**Term**
- Term: (Start and end date) 1/1/2020 - 12/31/2020
- Length of Contract: 1 year

**Impact on Pending Litigation**
- Yes □ No □

**Previous requests for Identical or Similar Action:**
- Resolution/Law Number: Click or tap here to enter text.
- Date of Adoption: Click or tap here to enter text.

**Justification:** (state briefly why legislative action is requested)
The Department of General Services respectfully requests approval of a bond resolution authorizing $308,000 for the Low Roof Replacement Project at the Times Union Center.

The low roof is the last of the roofs that need replacement. There have been several leaks over the renovated areas that need patching. The leaks seem to be coming from age, seals coming loose and general wear and tear.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.
MEMORANDUM

TO: David Latina - Commissioner, Department of General Services
CC: Robert Belber, Times Union Center General Manager
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 11, 2019
RE: Times Union Center Building Roof Replacement, Loading Dock Renovation and Transformer Replacement
SUBJECT: SEQR compliance for Capital Projects

I have reviewed the documentation provided describing the various components of the referenced project as it relates to State Environmental Quality Review (SEQR). A number of repairs and improvements to the Times Union Center are proposed as follows:

- Extension of additional power in switchgear and replacement of transformers that are over 20 years old.

- Replacement of the low roof on the arena

- Design and construction of new loading dock platforms, doors and bays.

As described above, the proposed building improvement projects meet the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5 (c) subdivisions (1) and (2). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time. Should you have any questions or require additional information, please feel free to call me (447-5670) at your convenience.
October 16, 2019

Hon. Andrew Joyce
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Re: Loading Dock Replacement Project at the TU Center

Dear Chairman Joyce:

The Department of General Services respectfully requests approval of a bond resolution authorizing $500,000 for the Loading Dock Replacement Project at the Times Union Center.

This project is for the design and construction of loading dock platforms, doors and bays. Trucks have found it increasingly difficult to back into the dock area. The dock plates are old and in constant need of adjustment. Weather proof doorways are needed to keep elements out.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.

If you should have any questions on this matter, please do not hesitate to contact me.

Sincerely,

David M. Latina
Commissioner
Department of General Services

DML:pl
Enclosures

cc: Honorable Dennis Feeney, Majority Leader
    Honorable Frank Mauriello, Minority Leader
    Kevin Cannizzaro, Esq., Majority Counsel
    Arnis Zilgme, Esq., Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Bond Resolution in the amount of $500,000 for the Loading Dock Renovation for the TUC

Date: October 10, 2019
Submitted By: David M. Latina
Department: DGS
Title: Commissioner
Phone: 7027
Department Rep.
Attending Meeting: David M. Latina

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant

Choose an item.
Submission Date Deadline Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed)

Contract Terms/Conditions:

Party (Name/address):
Click or tap here to enter text.

Additional Parties (Names/addresses):
Click or tap here to enter text.

Amount/Raise Schedule/Fee:
Click or tap here to enter text.
Scope of Services:
Click or tap here to enter text.

Bond Res. No.:
Click or tap here to enter text.
Date of Adoption:
Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service:
Yes ☐ No ☒
If Mandated Cite Authority:
Click or tap here to enter text.

Is there a Fiscal Impact:
Yes ☐ No ☒
Anticipated in Current Budget:
Yes ☐ No ☐

County Budget Accounts:
Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: Click or tap here to enter text.
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)
Federal: Click or tap here to enter text.
State: Click or tap here to enter text.
County: 100%
Local: Click or tap here to enter text.

Term
Term: (Start and end date) 1/1/2020-12/31/2020
Length of Contract: 1 year

Impact on Pending Litigation
Yes ☐ No ☐
If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:
Resolution/Law Number: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)
The Department of General Services respectfully requests approval of a bond resolution authorizing $500,000 for the Loading Dock Replacement Project at the Times Union Center.

This project is for the design and construction of loading dock platforms, doors and bays. Trucks have found it increasingly difficult to back into the dock area. The dock plates are old and in constant need of adjustment. Weather proof doorways are needed to keep elements out.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.
MEMORANDUM

TO: David Latina - Commissioner, Department of General Services
CC: Robert Belber, Times Union Center General Manager
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 11, 2019
RE: Times Union Center Building Roof Replacement, Loading Dock Renovation and Transformer Replacement
SUBJECT: SEQR compliance for Capital Projects

I have reviewed the documentation provided describing the various components of the referenced project as it relates to State Environmental Quality Review (SEQR). A number of repairs and improvements to the Times Union Center are proposed as follows:

- Extension of additional power in switchgear and replacement of transformers that are over 20 years old.
- Replacement of the low roof on the arena
- Design and construction of new loading dock platforms, doors and bays.

As described above, the proposed building improvement projects meet the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5 (c) subdivisions (1) and (2). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time. Should you have any questions or require additional information, please feel free to call me (447-5670) at your convenience.
October 16, 2019

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Re: Facility Improvement Project

Dear Chairman Joyce:

The Department of General Services respectfully requests the approval of a bond resolution authorizing $1,000,000 for the Facility Improvement Project.

As part of a continuing program to maintain existing facilities, this project consists of interiors painting, carpeting, HVAC modifications, departmental relocation costs, design fees, construction fit-up costs (retrofit/office build-out), moving expenses and the installation of energy management systems at various facilities. Also included are expenses for the Times Union Center and Spruce Street Garages.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.

If you should have any questions on this matter, please do not hesitate to contact me.

Sincerely,

[Signature]

David M. Latina
Commissioner
Department of General Services

DML:pl
Enclosures

cc: Honorable Dennis Feeney, Majority Leader
Honorable Frank Mursiello, Minority Leader
Kevin Cannizzaro, Esq., Majority Counsel
Arnis Zilgme, Esq., Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Bond Resolution in the amount of $1,000,000 for the Facility Improvement Project

Date: October 10, 2019
Submitted By: David M. Latina
Department: DGS
Title: Commissioner
Phone: 7027
Department Rep.: 
Attending Meeting: David M. Latina

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant

Choose an item.
Submission Date Deadline Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed)

Contract Terms/Conditions:

Party (Name/address):
Click or tap here to enter text.

Additional Parties (Names/addresses):
Click or tap here to enter text.

Amount/Raise Schedule/Fee:
Scope of Services:
Click or tap here to enter text.
Click or tap here to enter text.

Bond Res. No.:
Date of Adoption:
Click or tap here to enter text.
Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service:
Yes ☐ No ☑
If Mandated Cite Authority:
Click or tap here to enter text.

Is there a Fiscal Impact:
Yes ☐ No ☑
Anticipated in Current Budget:
Yes ☐ No ☐

County Budget Accounts:
File #: TMP-1225, Version: 1

Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: Click or tap here to enter text.
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)
Federal: Click or tap here to enter text.
State: Click or tap here to enter text.
County: 100%
Local: Click or tap here to enter text.

Term
Term: (Start and end date) 1/1/2020 - 12/31/2020
Length of Contract: 1 year

Impact on Pending Litigation
Yes ☐ No ☐
If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:
Resolution/Law Number: Resolution 570 for 2018
Date of Adoption: 12/3/2018

Justification: (state briefly why legislative action is requested)

The Department of General Services respectfully requests the approval of a bond resolution authorizing $1,000,000 for the Facility Improvement Project.

As part of a continuing program to maintain existing facilities, this project consists of interiors painting, carpeting, HVAC modifications, departmental relocation costs, design fees, construction fit-up costs (retrofit/office build-out), moving expenses and the installation of energy management systems at various facilities. Also included are expenses for the Times Union Center and Spruce Street Garages.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.
Albany County
Department of Economic Development, Conservation and Planning
112 State Street, Room 720
Albany, NY 12207-2021
Telephone: (518) 447-5670 Fax: (518) 447-5662
http://www.albanycounty.com

MEMORANDUM

TO: Joseph McElroy, Acting Commissioner, Department of General Services
CC: George Penn, Acting Deputy Commissioner, Department of General Services
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 9, 2013
RE: Children's Advocacy Center, Health/Mental Health, DSS, Probation HVAC modification and install energy management systems and interior updates 2013-2014
SUBJECT: SEQR compliance

I have reviewed the documentation provided describing the referenced project as it relates to State Environmental Quality Review (SEQR). As I understand it, the proposed project includes modifications to the HVAC systems, installation of energy management systems, painting and replacement of carpeting at the Children's Advocacy Center, Health and Mental Health, Probation, Hall of Records, and DSS buildings.

As described above, the proposed building improvement project meets the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5 (c) subdivision (1)(2). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time.

Should you have any questions or require additional information, please feel free to call me (447-5670) at your convenience.
October 16, 2019

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Re: Albany County Office Building Renovation Project

Dear Chairman Joyce:

The Department of General Services respectfully requests the approval of a bond resolution authorizing $750,000 for the Albany County Office Building Renovation Project.

The project provides for the renovation of the Harold L. Joyce Albany County Office Building. The project includes a new roof, HVAC and electrical systems, ADA compliance, elevator modernization and various interior and exterior upgrades. This project began in the fall of 2002 and has been ongoing.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.

If you should have any questions on this matter, please do not hesitate to contact me.

Sincerely,

David M. Latina
Commissioner
Department of General Services

DML:pl
Enclosures

cc: Honorable Dennis Feeney, Majority Leader
Honorable Frank Mariello, Minority Leader
Kevin Cannizzaro, Esq., Majority Counsel
Arnis Zilgme, Esq., Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Bond Resolution in the amount of $750,000 for the Albany County Office Building Renovation Project

Date: October 10, 2019
Submitted By: David M. Latina
Department: DGS
Title: Commissioner
Phone: 7027
Department Rep.:
Attending Meeting: David M. Latina

Purpose of Request:
☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant
    Choose an item.
    Submission Date Deadline Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
    Click or tap here to enter text.

Additional Parties (Names(addresses)):
    Click or tap here to enter text.

Amount/Raise Schedule/Fee:
    Click or tap here to enter text.

Scope of Services:
    Click or tap here to enter text.

Bond Res. No.:
    Click or tap here to enter text.

Date of Adoption:
    Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service:
    Yes ☐ No ☑

If Mandated Cite Authority:
    Click or tap here to enter text.

Is there a Fiscal Impact:
    Yes ☐ No ☑

Anticipated in Current Budget:
    Yes ☐ No ☑

County Budget Accounts:
Justification: (state briefly why legislative action is requested)

The Department of General Services respectfully requests the approval of a bond resolution authorizing in the amount of $750,000 for the Albany County Office Building Renovation Project.

The project provides for the renovation of the Harold L. Joyce Albany County Office Building. The project includes a new roof, HVAC and electrical systems, ADA compliance, elevator modernization and various interior and exterior upgrades. This project began in the fall of 2002 and has been ongoing.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.
MEMORANDUM

TO: Joseph McElroy, Acting Commissioner, Department of General Services
CC: George Penn, Acting Deputy Commissioner, Department of General Services
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 7, 2013
RE: County Office Building Renovation Project
SUBJECT: SEQR compliance for Capital Projects

I have reviewed the documentation you provided describing the referenced project as it relates to State Environmental Quality Review (SEQR). As I understand it, the project includes renovations at the County Office Building located at 112 State Street. Specific components includes installation of a new roof, upgrades to the HVAC and electrical systems, elevator modernizations, remedial work to satisfy ADA compliance, and interior and exterior upgrades. The project is expected to be completed in 2016.

As described above, the proposed renovation project meets the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5(c) subdivisions (1), (2), and (25). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time.

Should you have any questions or require additional information, please feel free to call me at your convenience.
October 16, 2019

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Re: County-Wide Facilities Evaluation Project

Dear Chairman Joyce:

The Department of General Services respectfully requests the approval of a bond resolution authorizing $50,000 for the County-wide Facilities Evaluation Project.

Many of the County’s facilities are aged and would benefit from structural and engineering evaluation. This project will include evaluation and engineering to allow the County to make the best use of its resources.

If you should have any questions on this matter, please do not hesitate to contact me.

Sincerely,

David M. Latina
Commissioner
Department of General Services

DML:pl
Enclosures

cc: Honorable Dennis Feeney, Majority Leader
    Honorable Frank Mauritello, Minority Leader
    Kevin Cannizzaro, Esq., Majority Counsel
    Arnis Zilgma, Esq., Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Bond Resolution in the amount of $350,000 for the County-wide Facilities Evaluation Project

Date: October 10, 2019
Submitted By: David M. Latina
Department: DGS
Title: Commissioner
Phone: 7027
Department Rep.:
Attending Meeting: David M. Latina

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant
    Choose an item.
    Submission Date Deadline Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address): Click or tap here to enter text.

Additional Parties (Names-addresses): Click or tap here to enter text.

Amount/Raise Schedule/Fee: Click or tap here to enter text.
Scope of Services: Click or tap here to enter text.

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes ☐ No ☒
If Mandated Cite Authority: Click or tap here to enter text.
Is there a Fiscal Impact: Yes ☐ No ☒
Anticipated in Current Budget: Yes ☐ No ☐

County Budget Accounts:
Justification: (state briefly why legislative action is requested)
The Department of General Services respectfully requests the approval of a bond resolution authorizing $350,000 for the County-wide Facilities Evaluation Project.

Many of the County's facilities are aged and would benefit from structural and engineering evaluation. This project will include evaluation and engineering to allow the County to make the best use of its resources.

This Project has been included in the 2020 Capital Plan and a SEQR has been completed.
MEMORANDUM

TO: David Latina - Commissioner, Department of General Services
CC: Sean Thelan – Management and Budget
    Robert Belber, Times Union Center General Manager
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 15, 2018
RE: Times Union Center Building Equipment Replacement, Energy System Upgrades and General Repairs
SUBJECT: SEQR compliance for Capital Projects

I have reviewed the documentation provided describing the various components of the referenced project as it relates to State Environmental Quality Review (SEQR). A number of upgrades and improvements to the Times Union Center are proposed as follows:

- **Equipment Replacement** – Replace old staging, spotlights, and forklifts. Also add a step to assist patrons from GA floor and turnstiles for accurate counts of patrons entering.

- **Replacement of Chiller, BMS Control, Concourse Heat/Fan Coil Replacement** – Replace comfort chiller including motors, pumps, valves and suction diffusers and install additional BMS controls to automate more systems for energy conservation.

- **Lighting Upgrades** - replace existing with energy efficient bulbs.

- **Arena Floor, Kitchen Floor, Quad Stairs Refinishing and Atrium Door Patching Project at the TU Center** - Replace deteriorated flooring in the main arena and kitchen, refinish quad stairs, and patch atrium door.

As described above, the proposed building improvement projects meet the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5 (c) subdivisions (1) and (2) and (25). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time. Should you have any questions or require additional information, please feel free to call me (447-5670) at your convenience.
October 16, 2019

Hon. Andrew Joyce, Chairman  
Albany County Legislature  
112 State St., Rm. 710  
Albany, NY 12207

Re: Energy Systems Upgrade Project

Dear Chairman Joyce:

The Department of General Services respectfully requests the approval of a bond resolution authorizing $525,000 for the Energy Systems Upgrade Project.

The purpose of this project is to upgrade the energy systems throughout the various County properties. Some of our energy systems have outlived or are nearing the end of their useful life and the repair costs are increasing. The completed changes will make our many structures more efficient and lower overall operating costs. This project could also include renewable systems, where feasible, along with other cost saving measures in County properties.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.

If you should have any questions on this matter, please do not hesitate to contact me.

Sincerely,

David M. Latina  
Commissioner  
Department of General Services

DML:pl
Enclosures

cc: Honorable Dennis Feeney, Majority Leader  
Honorable Frank Mauriello, Minority Leader  
Kevin Cannizzaro, Esq., Majority Counsel  
Arnis Zilgme, Esq., Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Bond Resolution in the amount of $525,000 for the Energy Systems Upgrade Project

Date: October 10, 2019
Submitted By: David M. Latina
Department: DGS
Title: Commissioner
Phone: 7027
Department Rep.
Attending Meeting: David M. Latina

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant
  Choose an item.
  Submission Date Deadline Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
  Click or tap here to enter text.

Additional Parties (Names/addresses):
  Click or tap here to enter text.

Amount/Raise Schedule/Fee: Click or tap here to enter text.
Scope of Services: Click or tap here to enter text.

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes ☐ No ☒
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes ☐ No ☒
Anticipated in Current Budget: Yes ☐ No ☐
County Budget Accounts:
Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.
Appropriation Account and Line: Click or tap here to enter text.
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)
Federal: Click or tap here to enter text.
State: Click or tap here to enter text.
County: 100%
Local: Click or tap here to enter text.

Term
Term: (Start and end date) 1/1/2020
Length of Contract: 1 year

Impact on Pending Litigation
Yes ☐ No ☐
If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:
Resolution/Law Number: Resolution 570 for 2018
Date of Adoption: 12/3/2018

Justification: (state briefly why legislative action is requested)

The Department of General Services respectfully requests the approval of a bond resolution authorizing $525,000 for the Energy Systems Upgrade Project.

The purpose of this project is to upgrade the energy systems throughout the various County properties. Some of our energy systems have outlived or are nearing the end of their useful life and the repair costs are increasing. The completed changes will make our many structures more efficient and lower overall operating costs. This project could also include renewable systems, where feasible, along with other cost saving measures in County properties.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.
TO: David Latina, Commissioner, Department of General Services
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 13, 2017
RE: Facility Improvements
SUBJECT: SEQR compliance for Capital Projects

I have reviewed the documentation you provided describing the referenced project as it relates to State Environmental Quality Review (SEQR). As I understand it, the project includes upgrades to the energy systems throughout the various County properties. The upgrades, which will make many structures more efficient and incur lower overall operating costs, may also include solar systems, where feasible, along with other cost saving measures.

As described above, the proposed project meets the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5(c) subdivisions (1), (2), and (25). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time. However, if it is determined that a solar array or other energy system will be installed outside of a building or the building footprint, SEQR should be revisited at that time.

Should you have any questions or require additional information, please feel free to call me at your convenience.
October 16, 2019

Hon. Andrew Joyce, Chairman  
Albany County Legislature  
112 State St., Rm. 710  
Albany, NY 12207

Re: Office Modernization and Relocation Project

Dear Chairman Joyce:

The Department of General Services respectfully requests the approval of a bond resolution authorizing $2,500,000 for the Office Modernization and Relocation Project.

The project will address the long term renovation of various County owned properties that require updating. Improvements include various upgrades such as mechanical, HVAC, chillers, electrical, roofs (when necessary), painting and carpeting, moving costs, and energy management systems. Initial expenses will be primarily structural and engineering evaluations.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.

If you should have any questions on this matter, please do not hesitate to contact me.

Sincerely,

[Signature]

David M. Latina  
Commissioner  
Department of General Services

DML:pl  
Enclosures

cc: Honorable Dennis Feeney, Majority Leader  
Honorable Frank Mauelilo, Minority Leader  
Kevin Cannizzaro, Esq., Majority Counsel  
Arnis Zilgns, Esq., Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Bond Resolution in the amount of $2,500,000 for the Office Modernization and Relocation Project

Date: October 10, 2019
Submitted By: David M. Latina
Department: DGS
Title: Commissioner
Phone: 7027
Department Rep.
Attending Meeting: David M. Latina

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant
Choose an item.
Submission Date Deadline Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
Click or tap here to enter text.

Additional Parties (Names addresses):
Click or tap here to enter text.

Amount/Raise Schedule/Fee:
Scope of Services:
Click or tap here to enter text.
Click or tap here to enter text.

Bond Res. No.:
Date of Adoption:
Click or tap here to enter text.
Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes ☐ No ☒
If Mandated Cite Authority:
Click or tap here to enter text.

Is there a Fiscal Impact: Yes ☐ No ☒
Anticipated in Current Budget: Yes ☐ No ☐

County Budget Accounts:
Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: Click or tap here to enter text.
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)
Federal: Click or tap here to enter text.
State: Click or tap here to enter text.
County: 100%
Local: Click or tap here to enter text.

Term
Term: (Start and end date) 1/1/2020 - 12/31/2020
Length of Contract: 1 year

Impact on Pending Litigation
Yes ☐ No ☐
If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:
Resolution/Law Number: Resolution 570 for 2018
Date of Adoption: 12/3/2018

Justification: (state briefly why legislative action is requested)
The Department of General Services respectfully requests the approval of a bond resolution authorizing $2,500,000 for the Office Modernization and Relocation Project.

The project will address the long term renovation of various County owned properties that require updating. Improvements include various upgrades such as mechanical, HVAC, chillers, electrical, roofs (when necessary), painting and carpeting, moving costs, and energy management systems. Initial expenses will be primarily structural and engineering evaluations.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.
MEMORANDUM

TO: David Latina, Commissioner, Department of General Services
CC: Sean Thelan, Commissioner Management and Budget
FROM: Laura DeGastano, Sr. Natural Resource Planner
DATE: October 15, 2018
RE: Office Modernization and Relocation
SUBJECT: SEQR compliance for Capital Projects

I have reviewed the documentation you provided describing the referenced project as it relates to State Environmental Quality Review (SEQR). This project will address the long-term renovation of various County owned properties, including but not limited to, DMV, BOE, and Shaker Place, to accommodate the relocation of various departments. Improvements will include structural and engineering evaluations, various mechanical upgrades including HVAC, chillers, and electrical, as well as roofs (where necessary), painting, carpeting, moving costs, and energy management systems.

As described above, the proposed renovation project meets the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5(c) subdivisions (1), (2), (18) and (25). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time.

Should you have any questions or require additional information, please feel free to call me at your convenience.
October 16, 2019

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Re: Building Renovations at 175 Green Street, and 240, 250 and 260 South Pearl Street Project

Dear Chairman Joyce:

The Department of General Services respectfully requests the approval of a bond resolution authorizing $500,000 for the Building Renovations at 175 Green Street, and 240, 250 and 260 South Pearl Street Project.

As part of our continuing program to maintain existing facilities this project addresses the building renovations at our structures located at 175 Green Street, and 240, 250 and 260 South Pearl Street. Improvements will primarily focus on HVAC, mechanicals, generators and energy management systems, construction fitup costs (retrofit/office build-out), design fees, office moving and relocation fees, painting, carpeting, the parking lot (paving and striping), and fencing. We anticipate this project to be completed in three to four years.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.

If you should have any questions on this matter, please do not hesitate to contact me.

Sincerely,

David M. Latina
Commissioner
Department of General Services

DML:pl
Enclosures

cc: Honorable Dennis Feeney, Majority Leader
    Honorable Frank Mauriello, Minority Leader
    Kevin Cannizzaro, Esq., Majority Counsel
    Arnis Ziligme, Esq., Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Bond Resolution in the amount of $500,000 for the Building Renovations at 175 Green Street, and 240, 250 and 260 South Pearl Street Project

Date: October 10, 2019
Submitted By: David M. Latina
Department: DGS
Title: Commissioner
Phone: 7027
Department Rep.
Attending Meeting: David M. Latina

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant
  Choose an item.
  Submission Date Deadline Click or tap to enter a date.

☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed)
  Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
  Click or tap here to enter text.

Additional Parties (Names/addresses):
  Click or tap here to enter text.

Amount/Raise Schedule/Fee:
  Click or tap here to enter text.
Scope of Services:
  Click or tap here to enter text.

Bond Res. No.:
  Click or tap here to enter text.
Date of Adoption:
  Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service:
  Yes ☐ No ☐
If Mandated Cite Authority:
  Click or tap here to enter text.

Is there a Fiscal Impact:
  Yes ☐ No ☐
Anticipated in Current Budget:
  Yes ☐ No ☐
County Budget Accounts:
Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.
Appropriation Account and Line: Click or tap here to enter text.
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)
Federal: Click or tap here to enter text.
State: Click or tap here to enter text.
County: 100%
Local: Click or tap here to enter text.

Term
Term: (Start and end date) 1/1/2020 - 12/31/2020
Length of Contract: 1 year

Impact on Pending Litigation
Yes □ No □
If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:
Resolution/Law Number: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)
The Department of General Services respectfully requests the approval of a bond resolution authorizing $500,000 for the Building Renovations at 175 Green Street, and 240, 250 and 260 South Pearl Street Project.

As part of our continuing program to maintain existing facilities this project addresses the building renovations at our structures located at 175 Green Street, and 240, 250 and 260 South Pearl Street. Improvements will primarily focus on HVAC, mechanicals, generators and energy management systems, construction fit-up costs (retro-fit/office build-out), design fees, office moving and relocation fees, painting, carpeting, and fencing.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.
MEMORANDUM

TO: David Latina, Commissioner - Department of General Services

CC: Laura DeGaetano, Sr. Natural Resource Planner

FROM: Laura DeGaetano, Sr. Natural Resource Planner

DATE: October 11, 2019

RE: Facility Improvements

SUBJECT: SEQR compliance for Capital Projects

I have reviewed the documentation you provided describing the referenced project as it relates to State Environmental Quality Review (SEQR). As I understand it, the project includes maintenance of existing facilities including building renovations at 175 Green Street, and 240, 250 and 260 South Pearl Street. Improvements will primarily focus on HVAC, mechanicals, generators and energy management systems, construction fit-up costs (retro-fit/office build-out), design fees, office moving and relocation fees, painting, carpeting, parking lot maintenance (paving and striping), and fencing.

As described above, the proposed project meets the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5(c) subdivisions (1), (2), and (31). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time.

Should you have any questions or require additional information, please feel free to call me at your convenience.
October 16, 2019

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Re: Parking Facility Repairs and Maintenance Project

Dear Chairman Joyce:

The Department of General Services respectfully requests the approval of a bond resolution authorizing $1,500,000 for the Parking Facility Repairs and Maintenance Project.

The purpose of this project is to address the ongoing needed parking facility repairs and preservation/upkeep to County owned garages and facilities. The project has a projected completion date of 2022.

This Project has been included in the 2020 Capital Plan and a SEQR has been completed.

If you should have any questions on this matter, please do not hesitate to contact me.

Sincerely,

David M. Latina
Commissioner
Department of General Services

DML:pl
Enclosures

cc: Honorable Dennis Feeney, Majority Leader
    Honorable Frank Mauriello, Minority Leader
    Kevin Cannizzaro, Esq., Majority Counsel
    Arnis Zilgme, Esq., Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Bond Resolution in the amount of $1,500,000 for the Parking Facility Repairs and Maintenance Project

Date: October 10, 2019
Submitted By: David M. Latina
Department: DGS
Title: Commissioner
Phone: 7027
Department Rep.:
Attending Meeting: David M. Latina

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant

Choose an item.
Submission Date Deadline Click or tap to enter a date.

☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed)

Contract Terms/Conditions:

Party (Name/address):

Click or tap here to enter text.

Additional Parties (Names(addresses)):

Click or tap here to enter text.

Amount/Raise Schedule/Fee:

Click or tap here to enter text.

Scope of Services:

Click or tap here to enter text.

Bond Res. No.:

Date of Adoption:

Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service:

Yes ☐ No ☒

If Mandated Cite Authority:

Click or tap here to enter text.

Is there a Fiscal Impact:

Yes ☐ No ☒

Anticipated in Current Budget:

Yes ☐ No ☒

County Budget Accounts:
File #: TMP-1231, Version: 1

Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: Click or tap here to enter text.
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)
Federal: Click or tap here to enter text.
State: Click or tap here to enter text.
County: 100%
Local: Click or tap here to enter text.

Term
Term: (Start and end date) 1/1/2020 - 12/31/2020
Length of Contract: 1 year

Impact on Pending Litigation
Yes ☐ No ☐
If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:
Resolution/Law Number: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)
The Department of General Services respectfully requests the approval of a bond resolution authorizing $1,500,000 for the Parking Facility Repairs and Maintenance Project.

The purpose of this project is to address the ongoing needed parking facility repairs and preservation/upkeep to County owned garages and facilities. The project has a projected completion date of 2022.

This Project has been included in the 2020 Capital Plan and a SEQR has been completed.
MEMORANDUM

TO: David Latina, Commissioner - Department of General Services

CC:

FROM: Laura DeGaetano, Sr. Natural Resource Planner

DATE: October 11, 2019

RE: Parking Facility Repairs and Maintenance Project

SUBJECT: SEQR compliance

I have reviewed the documentation you provided describing the referenced project as it relates to State Environmental Quality Review (SEQR). As I understand it, the project includes repairs and maintenance to County owned garages and facilities.

As described above, the proposed project meets the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5(c) subdivisions (1), (2). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required.

Should you have any questions or require additional information, please feel free to call me at your convenience.
October 16, 2019

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Re: 2020 Vehicle and Truck Replacement Project

Dear Chairman Joyce:

The Department of General Services respectfully requests the approval of a bond resolution authorizing $250,000 for the 2020 Vehicle and Truck Replacement Project.

This project would replace fleet pool vehicles on accordance with our Department Vehicle Replacement Plan. This plan would replace 11+/~ vehicles for the continued updating of the County fleet.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.

If you should have any questions on this matter, please do not hesitate to contact me.

Sincerely,

[Signature]

David M. Latina
Commissioner
Department of General Services

DML:pl
Enclosures

cc: Honorable Dennis Feeney, Majority Leader
    Honorable Frank Maurielo, Minority Leader
    Kevin Cannizzaro, Esq., Majority Counsel
    Amis Zilgna, Esq., Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Bond Resolution in the amount of $250,000 for the Vehicle and Truck Replacement Project

Date: October 10, 2019
Submitted By: David M. Latina
Department: DGS
Title: Commissioner
Phone: 7027
Department Rep. 
Attending Meeting: David M. Latina

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant

Choose an item.
Submission Date Deadline Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
Click or tap here to enter text.

Additional Parties (Names/addresses):
Click or tap here to enter text.

Amount/Raise Schedule/Fee:
Scope of Services:
Click or tap here to enter text.
Click or tap here to enter text.

Bond Res. No.:
Date of Adoption:
Click or tap here to enter text.
Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service:
Yes ☐ No ☒

If Mandated Cite Authority:
Click or tap here to enter text.

Is there a Fiscal Impact:
Yes ☐ No ☒

Anticipated in Current Budget:
Yes ☐ No ☒

County Budget Accounts:
Revenue Account and Line:  
Revenue Amount:  

Appropriation Account and Line:  
Appropriation Amount:  

Source of Funding - (Percentages)
Federal:  
State:  
County: 100%  
Local:  

Term
Term: (Start and end date) 1/1/2020 - 12/31/2020  
Length of Contract: 1 year  

Impact on Pending Litigation
Yes ☐ No ☐  
If yes, explain:  

Previous requests for Identical or Similar Action:
Resolution/Law Number: Resolution No. 504 for 2017  
Date of Adoption: 12/4/2017  

Justification:  (state briefly why legislative action is requested)
The Department of General Services respectfully requests the approval of a bond resolution authorizing $250,000 for the 2020 Vehicle and Truck Replacement Project.

This project would replace fleet pool vehicles on accordance with our Department Vehicle Replacement Plan. This plan would replace 11+/- vehicles for the continued updating of the County fleet.

This project has been included in the 2020 Capital Plan and a SEQR has been completed.
MEMORANDUM

TO: John McPhillips, Jr., Commissioner of Management and Budget
CC: Edward Lynch, Commissioner of General Services
     Richard Lyons, Executive Director, Albany County Sewer District
FROM: Mark Fitzsimmons, Director
DATE: June 21, 2012
RE: 2012 DGS and Sewer District Vehicle Replacement
SUBJECT: SEQR compliance for Capital Plan

I have reviewed the documentation for the referenced project as it relates to State Environmental Quality Review (SEQR). According to that information, Department of General Services is proposing to purchase 14 motor pool replacement vehicles, and the County Sewer District is proposing to purchase one 4X4 for District operations.

As described above, this project meets the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5(c)(25). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance beyond this determination is required.

It should be noted that SEQR compliance for replacement of seven heavy-duty trucks and related equipment in accordance with the DPW Vehicle and Equipment Replacement Plan was completed separately, as reflected in a March 1, 2012, memorandum to DPW Commissioner Darrell Duncan.

Should you have any questions or require additional information, please feel free to call me at your convenience.
October 3, 2019

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

The Department of Public Works (DPW) is requesting the Legislature’s approval of a bond resolution which would authorize $175,000.00 for a bond to finance the Design and Construction Inspection cost of CR402 over 8 Mile Creek in the Town of Westerlo Culvert Replacement Project.

We used information from the Albany County Capital Plan to compile the attached spreadsheet. This spreadsheet contains the funding requirement for the above referenced Culvert Replacement Project for which funding is needed in 2020. It includes 100% County funding for this project.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessment (attached) for the above project.

Please feel free to contact my office if additional information is needed.

Sincerely,

Lisa M. Ramundo
Commissioner

cc: Dennis Feeney, Majority Leader
     Frank Mauriello, Minority Leader
     Kevin Cannizzaro, Majority Counsel
     Arnis Zilgme, Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
2020 Bond Request of $175,000.00 for CR402 Culvert Replacement Project

Date: October 9, 2019
Submitted By: Lisa M. Ramundo
Department: Public Works
Title: Commissioner
Phone: 518-765-2055
Department Rep.: Lisa M. Ramundo
Attending Meeting: Lisa M. Ramundo

Purpose of Request:
☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant

Choose an item.
Submission Date Deadline: Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed)

Contract Terms/Conditions:

Party (Name/address):
Click or tap here to enter text.

Additional Parties (Names/addresses):
Click or tap here to enter text.

Amount/Raise Schedule/Fee:
Click or tap here to enter text.
Scope of Services:
Click or tap here to enter text.

Bond Res. No.:
Click or tap here to enter text.
Date of Adoption:
Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes ☐ No ☒
If Mandated Cite Authority:
Click or tap here to enter text.

Is there a Fiscal Impact: Yes ☐ No ☐
Anticipated in Current Budget: Yes ☐ No ☐

County Budget Accounts:
Justification: (state briefly why legislative action is requested)
The Department of Public Works (DPW) is requesting the Legislature’s approval of a bond resolution which would authorize $175,000.00 for a bond to finance the Design and Construction Inspection cost of CR402 over 8 Mile Creek in the Town of Westerlo Culvert Replacement Project.

This project replaces a 30’ x 28’ deteriorated concrete box culvert. The culvert originally constructed in 1960. The NYSDOT condition rating of the structure is 4.545 which is considered deficient.

We used information from the Albany County Capital Plan to compile the attached spreadsheet. This spreadsheet contains the funding requirement for the above referenced Culvert Replacement Project for which funding is needed in 2020. It includes 100% County funding for this project.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessment (attached) for the above project.

Please feel free to contact my office if additional information is needed.
MEMORANDUM

TO: Lisa Ramundo, Commissioner of Public Works
CC: William Anslow, Engineering
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: September 23, 2019
RE: CR 402 Town of Westerlo
SUBJECT: SEQR compliance for DPW Projects 2020

I have reviewed the documentation provided for the referenced project as it relates to State Environmental Quality Review (SEQR). This project replaces a 30 foot by 28 foot deteriorated concrete box culvert along CR 402 over 8 Mile Creek in the Town of Westerlo.

As described above, this project meets the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5(c)(2). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time. It is important to note however, that notwithstanding the SEQR Type II status established above, the proposed culvert replacement may incur some degree of stream bed and stream bank disturbance. Albany County DPW will apply for additional permits as needed.

Should you have any questions or require additional information, please feel free to call me at your convenience.
<table>
<thead>
<tr>
<th>Highway and Bridge Projects</th>
<th>Contract Date</th>
<th>Completion Date</th>
<th>Fund Source</th>
<th>Cost of Project Phase</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>CR402/8 Mile Creek culvert replacement</td>
<td>June, 2020</td>
<td>December, 2020</td>
<td>Bond</td>
<td>$175,000.00</td>
<td>$175,000.00</td>
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<tr>
<td>BIN 3369600</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
October 3, 2019

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

The Department of Public Works (DPW) is requesting the Legislature’s approval of a bond resolution which would authorize $200,000.00 for a bond to finance the Design and Construction Inspection cost of CR412 near Slade Hill Road in the Town of Westerlo Culvert Replacement Project.

We used information from the Albany County Capital Plan to compile the attached spreadsheet. This spreadsheet contains the funding requirement for the above referenced Culvert Replacement Project for which funding is needed in 2020. It includes 100% County funding for this project.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessment (attached) for the above project.

Please feel free to contact my office if additional information is needed.

Sincerely,

Lisa M. Ramundo
Commissioner

cc: Dennis Feeney, Majority Leader
    Frank Mauriello, Minority Leader
    Kevin Cannizzaro, Majority Counsel
    Arnis Zilgme, Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):  
2020 Bond Request of $200,000.00 for CR412 Culvert Replacement Project

Date: October 9, 2019  
Submitted By: Lisa M. Ramundo  
Department: Public Works  
Title: Commissioner  
Phone: 518-765-2055  
Department Rep.:  
Attending Meeting: Lisa M. Ramundo

Purpose of Request:

☐ Adopting of Local Law  
☐ Amendment of Prior Legislation  
☐ Approval/Adoption of Plan/Procedure  
☒ Bond Approval  
☐ Budget Amendment  
☐ Contract Authorization  
☐ Countywide Services  
☐ Environmental Impact/SEQR  
☐ Home Rule Request  
☐ Property Conveyance  
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

☐ Contractual  
☐ Equipment  
☐ Fringe  
☐ Personnel  
☐ Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant
Choose an item.
Submission Date Deadline Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
Click or tap here to enter text.

Additional Parties (Names/addresses):
Click or tap here to enter text.

Amount/Raise Schedule/fee:
Scope of Services:
Click or tap here to enter text.
Click or tap here to enter text.

Bond Res. No.:
Date of Adoption:
Click or tap here to enter text.
Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service:
Yes ☐ No ☒
If Mandated Cite Authority:
Click or tap here to enter text.

Is there a Fiscal Impact:
Yes ☐ No ☐
Anticipated in Current Budget:
Yes ☐ No ☐

County Budget Accounts:
Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: Click or tap here to enter text.
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)
Federal: Click or tap here to enter text.
State: Click or tap here to enter text.
County: 100%
Local: Click or tap here to enter text.

Term
Term: (Start and end date) 6/1/2020-12/31/2020
Length of Contract: Click or tap here to enter text.

Impact on Pending Litigation
Yes ☐ No ☒ Click or tap here to enter text.
If yes, explain:

Previous requests for Identical or Similar Action:
Resolution/Law Number: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)
The Department of Public Works (DPW) is requesting the Legislature’s approval of a bond resolution which would authorize $200,000.00 for a bond to finance the Design and Construction Inspection cost of CR412 near Slade Hill Road in the Town of Westerlo Culvert Replacement Project.

This project will replace two (2) six foot diameter culvert pipes along CR412 with low profile box culverts. These culverts are prone to flooding and in need of replacement. Work includes paving and new bridge rail.

We used information from the Albany County Capital Plan to compile the attached spreadsheet. This spreadsheet contains the funding requirement for the above referenced Culvert Replacement Project for which funding is needed in 2020. It includes 100% County funding for this project.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessment (attached) for the above project.

Please feel free to contact my office if additional information is needed.
MEMORANDUM

TO: Lisa Ramundo, Commissioner of Public Works

CC: William Anslow, Engineering

FROM: Laura DeGaetano, Sr. Natural Resource Planner

DATE: September 23, 2019

RE: Culvert Replacement CR 412 near Slade Hill Rd.

SUBJECT: SEQR compliance for DPW Projects 2020

I have reviewed the documentation provided for the referenced project as it relates to State Environmental Quality Review (SEQR). This project replaces 2 six foot diameter culvert pipes along CR 412 on Hannacrocs Creek near Slade Hill Rd. in the Town of Westerlo with low profile box culverts. These culverts are prone to flooding and in need of replacement.

As described above, this project meets the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5(c)(2). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time. It is important to note however, that notwithstanding the SEQR Type II status established above, the proposed culvert replacement may incur some degree of stream bed and stream bank disturbance. Albany County DPW will apply for additional permits as needed.

Should you have any questions or require additional information, please feel free to call me at your convenience.
<table>
<thead>
<tr>
<th>Highway and Bridge Projects</th>
<th>Cost of Project Phase</th>
<th>Fund Source</th>
<th>Contract Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR412 Culvert Replacement Project</td>
<td>$200,000.00</td>
<td>Bond</td>
<td>June, 2020</td>
<td>December, 2020</td>
</tr>
<tr>
<td>Total</td>
<td>$200,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
October 3, 2019

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

The Department of Public Works (DPW) is requesting the Legislature’s approval of a bond resolution which would authorize $270,000.00 for a bond to finance the Design and Construction Inspection costs for CR412 over the Hannacrois Creek in the Town of Westerlo Culvert Replacement Project.

We used information from the Albany County Capital Plan to compile the attached spreadsheet. This spreadsheet contains the funding requirement for the above referenced Culvert Replacement Project for which funding is needed in 2020. It includes 100% County funding for this project.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessment (attached) for the above project.

Please feel free to contact my office if additional information is needed.

Sincerely,

Lisa M. Ramundo
Commissioner

cc: Dennis Feeney, Majority Leader
    Frank Mauriello, Minority Leader
    Kevin Cannizzaro, Majority Counsel
    Arnis Zilgme, Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
2020 Bond Request of $270,000.00 for CR412 over Hannacrois Creek Culvert Replacement Project

Date: October 9, 2019
Submitted By: Lisa M. Ramundo
Department: Public Works
Title: Commissioner
Phone: 518-765-2055
Department Rep.
Attending Meeting: Lisa M. Ramundo

Purpose of Request:

- [ ] Adopting of Local Law
- [ ] Amendment of Prior Legislation
- [ ] Approval/Adoption of Plan/Procedure
- [x] Bond Approval
- [ ] Budget Amendment
- [ ] Contract Authorization
- [ ] Countywide Services
- [ ] Environmental Impact/SEQR
- [ ] Home Rule Request
- [ ] Property Conveyance
- [ ] Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
- [ ] Contractual
- [ ] Equipment
- [ ] Fringe
- [ ] Personnel
- [ ] Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant

Choose an item.
Submission Date Deadline Click or tap to enter a date.

☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
Click or tap here to enter text.

Additional Parties (Names/addresses):
Click or tap here to enter text.

Amount/Raise Schedule/fee:
Scope of Services:
Click or tap here to enter text.
Click or tap here to enter text.

Bond Res. No.:
Date of Adoption:
Click or tap here to enter text.
Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service:
Yes ☐ No ☑

If Mandated Cite Authority:
Click or tap here to enter text.

Is there a Fiscal Impact:
Yes ☐ No ☐

Anticipated in Current Budget:
Yes ☐ No ☐

County Budget Accounts:
File #: TMP-1198, Version: 1

Revenue Account and Line:
Revenue Amount:
Click or tap here to enter text.
Click or tap here to enter text.

Appropriation Account and Line:
Appropriation Amount:
Click or tap here to enter text.
Click or tap here to enter text.

Source of Funding - (Percentages)
Federal:
State:
County:
Local:
Click or tap here to enter text.
Click or tap here to enter text.
100%
Click or tap here to enter text.

Term
Term: (Start and end date) 6/1/2020-12/31/2020
Length of Contract:
Click or tap here to enter text.

Impact on Pending Litigation Yes □ No □
If yes, explain:
Click or tap here to enter text.

Previous requests for Identical or Similar Action:
Resolution/Law Number:
Date of Adoption:
Click or tap here to enter text.
Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)
The Department of Public Works (DPW) is requesting the Legislature’s approval of a bond resolution which would authorize $270,000.00 for a bond to finance the Design and Construction Inspection costs for CR412 over the Hannacrois Creek in the Town of Westerlo Culvert Replacement Project.

This project will replace two sets of deteriorated culverts. The first is a 50 foot long, 4 foot diameter corrugated metal pipe culvert with a parallel 2 foot diameter concrete pipe culvert located just below the Berne Town line. The second are two 62 foot long 5 foot diameter reinforced concrete pipe culverts with extensions located near Slade Hill Road. Both culverts will be replaced with Precast Concrete Box Culverts. Minor approach paving and new railing will be required.

We used information from the Albany County Capital Plan to compile the attached spreadsheet. This spreadsheet contains the funding requirement for the above referenced Culvert Replacement Project for which funding is needed in 2020. It includes 100% County funding for this project.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessment (attached) for the above project.

Please feel free to contact my office if additional information is needed.
I have reviewed the documentation provided for the referenced project as it relates to State Environmental Quality Review (SEQR). This project replaces two sets of deteriorated culverts along CR 412 over the Hannacrois Creek in the Town of Westerlo. The first is a 50 foot long, 4 foot diameter corrugated metal pipe culvert with a parallel 2 foot diameter concrete pipe culvert located just below the Berne Town line. The second are two 62 foot long 6 foot diameter reinforced concrete pipe culverts with corrugated metal extensions located near Slade Hill Road. Both culverts will be replaced with Pre-cast concrete Box Culverts.

As described above, this project meets the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5(c)(2). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time. It is important to note however, that notwithstanding the SEQR Type II status established above, the proposed culvert replacement may incur some degree of stream bed and stream bank disturbance. Albany County DPW will apply for additional permits as needed.

Should you have any questions or require additional information, please feel free to call me at your convenience.
<table>
<thead>
<tr>
<th>Highway and Bridge Projects</th>
<th>Cost of Project Phase</th>
<th>Fund Source</th>
<th>Contract Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement of 2 culverts on CR412 over Hannacrois Ck.</td>
<td>$270,000.00</td>
<td>Bond</td>
<td>June, 2020</td>
<td>December, 2020</td>
</tr>
<tr>
<td>BIN-7032650</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$270,000.00</td>
<td></td>
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</tr>
</tbody>
</table>
October 3, 2019

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

The Department of Public Works (DPW) is requesting the Legislature’s approval of a bond resolution which would authorize $157,000.00 for a bond to finance the Design and Construction Inspection costs of Gifford Hollow Road in the Town of Berne Culvert Replacement Project.

We used information from the Albany County Capital Plan to compile the attached spreadsheet. This spreadsheet contains the funding requirement for the above referenced Culvert Replacement Project for which funding is needed in 2020. It includes 100% County funding for this project.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessment (attached) for the above project.

Please feel free to contact my office if additional information is needed.

Sincerely,

Lisa M. Ramundo
Commissioner

cc: Dennis Feeney, Majority Leader
    Frank Mauriello, Minority Leader
    Kevin Cannizzaro, Majority Counsel
    Arnis Zilgme, Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services): 2020 Bond Request of $157,000.00 for Gifford Hollow Road Culvert Project

Date: October 9, 2019
Submitted By: Lisa M. Ramundo
Department: Public Works
Title: Commissioner
Phone: 518-765-2055
Department Rep.: Lisa M. Ramundo
Attending Meeting: Lisa M. Ramundo

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant
   Choose an item.
   Submission Date Deadline Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address): Click or tap here to enter text.

Additional Parties (Names/addresses): Click or tap here to enter text.

Amount/Raise Schedule/Fee: Click or tap here to enter text.
Scope of Services: Click or tap here to enter text.

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes ☐ No ☑
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes ☐ No ☐
Anticipated in Current Budget: Yes ☐ No ☐

County Budget Accounts:
Revenue Account and Line:  
Revenue Amount:  

Appropriation Account and Line:  
Appropriation Amount:  

**Source of Funding - (Percentages)**  
Federal:  
State:  
County:  
Local:  

**Term**  
Term: (Start and end date)  
Length of Contract:  

**Impact on Pending Litigation**  
If yes, explain:  

**Previous requests for Identical or Similar Action:**  
Resolution/Law Number:  
Date of Adoption:  

**Justification:** (state briefly why legislative action is requested)
The Department of Public Works (DPW) is requesting the Legislature’s approval of a bond resolution which would authorize $157,000.00 for a bond to finance the Design and Construction Inspection costs of Gifford Hollow Road in the Town of Berne Culvert Replacement Project.

Gifford Hollow Rd. over Tributary to the Switzkill Bridge Rehabilitation Project (BIN 3300960) will replace a 27’ x 18’ concrete box culvert. The box culvert was built in 1932 and its NYS DOT rating is approaching the minimum acceptable level. The project also includes minor approach paving on each side of the structure along with new bridge rail. The bridge is beyond its useful life.

We used information from the Albany County Capital Plan to compile the attached spreadsheet. This spreadsheet contains the funding requirement for the above referenced Culvert Replacement Project for which funding is needed in 2020. It includes 100% County funding for this project.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessment (attached) for the above project.

Please feel free to contact my office if additional information is needed.
MEMORANDUM

TO:        Lisa Ramundo, Commissioner of Public Works
CC:        William Anslow, Engineering
FROM:      Laura DeGaetano, Sr. Natural Resource Planner
DATE:      September 23, 2019
RE:        Culvert Replacement Gifford Hollow Rd, Town of Berne
SUBJECT:   SEQR compliance for DPW Projects 2020

I have reviewed the documentation provided for the referenced project as it relates to State Environmental Quality Review (SEQR). This project replaces the existing 27 foot by 18 foot concrete box culvert with a new concrete box culvert. The project is located on Gifford Hollow Rd in the Town of Berne on a tributary to the Switzkill.

As described above, this project meets the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5(c)(2). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time. It is important to note however, that notwithstanding the SEQR Type II status established above, the proposed culvert replacement may incur some degree of stream bed and stream bank disturbance. Albany County DPW will apply for additional permits as needed.

Should you have any questions or require additional information, please feel free to call me at your convenience.
<table>
<thead>
<tr>
<th>Highway and Bridge Projects</th>
<th>Cost of Project Phase</th>
<th>Fund Source</th>
<th>Contract Date</th>
<th>Completion Date</th>
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<tr>
<td>Gifford Hollow Rd. Culvert Replacement</td>
<td>$157,000.00</td>
<td>Bond</td>
<td>June, 2020</td>
<td>December, 2020</td>
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<td>BIN-3300960</td>
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<tr>
<td>Total</td>
<td>$157,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
October 7, 2019

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

The Department of Public Works (DPW) is requesting the Legislature’s approval of a bond resolution which would authorize $1,700,000.00 for a bond to finance Construction for the Replacement of Albany County Rail Trail Bridge over New Scotland Rd. (NYS Route 85) in the Town of Bethlehem.

We used information from the Albany County Capital Plan to compile the attached spreadsheet. This spreadsheet contains the funding requirement for the above referenced Bridge Replacement Project for which funding is needed in 2020. It includes 100% County funding for this project.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessment (attached) for the above project.

Please feel free to contact my office if additional information is needed.

Sincerely,

Lisa M. Ramundo
Commissioner

cc: Dennis Feeney, Majority Leader
    Frank Mauriello, Minority Leader
    Kevin Cannizzaro, Majority Counsel
    Arnis Zilgme, Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
2020 Bond Request of $1,700,000.00 for Rail Trail Bridge over New Scotland Rd.

Date: October 9, 2019
Submitted By: Lisa M. Ramundo
Department: Public Works
Title: Commissioner
Phone: 518-765-2055
Department Rep.:
Attending Meeting: Lisa M. Ramundo

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant

Choose an item.
Submission Date Deadline Click or tap to enter a date.

☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address): Click or tap here to enter text.

Additional Parties (Names.addresses): Click or tap here to enter text.

Amount/Raise Schedule/Fee: Click or tap here to enter text.
Scope of Services: Click or tap here to enter text.

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes ☐ No ☑
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes ☐ No ☐
Anticipated in Current Budget: Yes ☐ No ☐

County Budget Accounts:
Justification: (state briefly why legislative action is requested)
The Department of Public Works (DPW) is requesting the Legislature’s approval of a bond resolution which would authorize $1,700,000.00 for a bond to finance Construction for the Replacement of Albany County Rail Trail Bridge over New Scotland Rd. (NYS Route 85) in the Town of Bethlehem.

This project will replace the existing Helderberg Hudson Rail Trail Bridge (BIN 7032650) with a pedestrian structure (2 girder 12’ wide). Also included will be resurfacing of the existing abutments, sidewalk rehabilitation to meet ADA Standards and landscaping. The existing girder and floorbeam structure was built in approximately 1912. The bridge is not currently posted as it is used for pedestrian traffic only, however advanced section loss in many of the steel columns combined with severe impact distortion to two columns makes this bridge a candidate for replacement. The bridge also has substandard vertical clearance of 12'-2”, 14’ is the required minimum.

We used information from the Albany County Capital Plan to compile the attached spreadsheet. This spreadsheet contains the funding requirement for the above referenced Bridge Replacement Project for which funding is needed in 2020. It includes 100% County funding for this project.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessment (attached) for the above project.

Please feel free to contact my office if additional information is needed.
<table>
<thead>
<tr>
<th>Highway and Bridge Projects</th>
<th>Cost of Project Phase</th>
<th>Fund Source</th>
<th>Contract Date</th>
<th>Completion Date</th>
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<td>June, 2020</td>
<td>November, 2020</td>
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<td>BIN-7032650</td>
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</tr>
<tr>
<td>Total</td>
<td>$1,700,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Lisa Ramundo, Commissioner DPW
CC: William Anslow
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 4, 2019
RE: SEQR Compliance
SUBJECT: Design and Construction for replacement of Albany County Rail Trail bridge over New Scotland Rd. (NYS Route 85) - updated

The existing structure carrying the Albany County Rail Trail is an old railroad bridge (BIN 7032650), constructed in 1912. The bridge has experienced numerous impacts, causing damage and providing an insufficient vertical clearance over New Scotland Road (NYS Route 85). Additionally, the column supports are in an advanced state of deterioration.

This project includes demolition of the existing railroad bridge and design and construction of a replacement pedestrian bridge carrying the Albany County Rail Trail over New Scotland Road (NYS Route 85) in the Town of Bethlehem in Albany County. The proposed bridge replacement project includes a demolition plan for removal of the existing structure, design of a replacement 2-girder 12-ft wide pedestrian bridge, resurfacing or replacing the existing abutments, sidewalk rehabilitation to ADA standards, and landscaping.

As described above, replacement of the bridge was determined to be a Type I Action under SEQRA 617.4 (b)(9). Accordingly, Part I of the Full Environmental Assessment Form was completed and the county took steps to establish lead agency, coordinate a review with involved agencies, and conduct a series of public outreach meetings to get feedback on design alternatives. Following the choice of the preferred design alternative, Part II and III of the Environmental Assessment Form will be completed and a determination of significance will be prepared for adoption by the County Legislature.

Should you have any questions or require additional information, please feel free to call me at your convenience.
October 3, 2019

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

The Department of Public Works (DPW) is requesting the Legislature’s approval of a bond resolution which would authorize $300,000.00 for a bond to finance the Design and Construction Inspection cost of CR403 over Wolf Fly Creek and CR405 over Basic Creek Bridge replacement/rehabilitation of two bridges in the Town of Westerlo.

We used information from the Albany County Capital Plan to compile the attached spreadsheet. This spreadsheet contains the funding requirement for the above referenced Replacement/Rehabilitation Project for which funding is needed in 2020. It includes 100% County funding for this project.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessment (attached) for the above project.

Please feel free to contact my office if additional information is needed.

Sincerely,

Lisa M. Ramundo
Commissioner

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Kevin Cannizzaro, Majority Counsel
Arnis Zilgme, Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
2020 Bond Request of $300,000.00 for CR403 and CR405 Replacement/Rehabilitation of Bridges

Date: October 9, 2019
Submitted By: Lisa M. Ramundo
Department: Public Works
Title: Commissioner
Phone: 518-765-2055
Department Rep.: Lisa M. Ramundo
Attending Meeting:

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant
    Choose an item.
    Submission Date Deadline Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address): Click or tap here to enter text.

Additional Parties (Names(addresses)): Click or tap here to enter text.

Amount/Raise Schedule/Fee: Click or tap here to enter text.
Scope of Services: Click or tap here to enter text.

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes ☐ No ☒
If Mandated Cite Authority: Click or tap here to enter text.
Is there a Fiscal Impact: Yes ☐ No ☐
Anticipated in Current Budget: Yes ☐ No ☐

County Budget Accounts:
File #: TMP-1199, Version: 1

Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: Click or tap here to enter text.
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)
Federal: Click or tap here to enter text.
State: Click or tap here to enter text.
County: 100%
Local: Click or tap here to enter text.

Term
Term: (Start and end date) 6/1/2020-12/31/2020
Length of Contract: Click or tap here to enter text.

Impact on Pending Litigation
Yes ☐ No ☒
If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:
Resolution/Law Number: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)
The Department of Public Works (DPW) is requesting the Legislature’s approval of a bond resolution which would authorize $300,000.00 for a bond to finance the Design and Construction Inspection cost of CR403 over Wolf Fly Creek and CR405 over Basic Creek Bridge replacement/rehabilitation of two bridges in the Town of Westerlo.

Superstructure replacement of CR403 over Wolf Fly Creek (BIN 3301570) and CR405 over Basic Creek (BIN 3301590) are need due to a below 5 rating which is considered deficient by NYSDOT Standards. The project includes new poured concrete decks, bridge rail and minor approach work.

We used information from the Albany County Capital Plan to compile the attached spreadsheet. This spreadsheet contains the funding requirement for the above referenced Replacement/Rehabilitation Project for which funding is needed in 2020. It includes 100% County funding for this project.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessment (attached) for the above project.

Please feel free to contact my office if additional information is needed.
MEMORANDUM

TO: Lisa Ramundo, Commissioner of Public Works
CC: William Anslow, Highway Engineering
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: September 24, 2019
RE: CR 403 over Wolf Fly Creek, CR 405 over Basic Creek Bridge Replacement
SUBJECT: SEQR compliance for 2020 DPW Projects

I have reviewed the documentation provided for the referenced project as it relates to State Environmental Quality Review (SEQR). This project includes replacement/rehabilitation of two bridges in the Town of Westerlo. Work includes replacement of deteriorating superstructures, bridge rail, and minor approach work:

County Route 403 over Wolf Fly Creek – BIN3301570

County Rounde 405 over Basic Creed – BIN3301590

As described above, the design and construction activities associated with this project meet the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5(c)(2). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time.

Should you have any questions or require additional information, please feel free to call me at your convenience.
<table>
<thead>
<tr>
<th>Highway and Bridge Projects</th>
<th>Cost of Project Phase</th>
<th>Fund Source</th>
<th>Completion Date</th>
<th>Contract Date</th>
<th>Cost</th>
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<td>Bond</td>
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<td>June, 2020</td>
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<td>BIN 3301570 and BIN 3301590</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>$300,000.00</td>
</tr>
</tbody>
</table>
October 7, 2019

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

The Department of Public Works (DPW) is requesting the Legislature’s approval of a bond resolution which would authorize $180,000.00 for a bond to finance Design and Construction Inspection of CR352 over Fox Creek Bridge Replacement in the Town of Rensselaerville.

We used information from the Albany County Capital Plan to compile the attached spreadsheet. This spreadsheet contains the funding requirement for the above referenced Bridge Replacement Project for which funding is needed in 2020. It includes 100% County funding for this project.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessment (attached) for the above project.

Please feel free to contact my office if additional information is needed.

Sincerely,

Lisa M. Ramundo
Commissioner

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Kevin Cannizzaro, Majority Counsel
Arnis Zilgme, Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
2020 Bond Request of $180,000.00 for CR352 over Fox Creek Bridge Replacement

Date: October 9, 2019
Submitted By: Lisa M. Ramundo
Department: Public Works
Title: Commissioner
Phone: 518-765-2055
Department Rep.: Lisa M. Ramundo
Attending Meeting: Lisa M. Ramundo

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant

Choose an item.
Submission Date Deadline

☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed)

Contract Terms/Conditions:

Party (Name/address):
Click or tap here to enter text.

Additional Parties (Names/addresses):
Click or tap here to enter text.

Amount/Raise Schedule/Fee:
Click or tap here to enter text.

Scope of Services:
Click or tap here to enter text.

Bond Res. No.:
Click or tap here to enter text.

Date of Adoption:
Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service:
Yes ☐ No ☒

If Mandated Cite Authority:
Click or tap here to enter text.

Is there a Fiscal Impact:
Yes ☐ No ☐

Anticipated in Current Budget:
Yes ☐ No ☐

County Budget Accounts:
File #: TMP-1196, Version: 1

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<td>Appropriation Account and Line:</td>
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<td>Appropriation Amount:</td>
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**Source of Funding - (Percentages)**

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<tr>
<th>Federal:</th>
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<td>State:</td>
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<tr>
<td>County:</td>
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<tr>
<td>Local:</td>
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**Term**

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<tr>
<th>Term: (Start and end date)</th>
<th>6/1/2020-12/31/2020</th>
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<tr>
<td>Length of Contract:</td>
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</table>

**Impact on Pending Litigation**

<table>
<thead>
<tr>
<th>Yes ☐ No ☒</th>
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<tbody>
<tr>
<td>Click or tap here to enter text.</td>
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</table>

**Previous requests for Identical or Similar Action:**

<table>
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<tr>
<th>Resolution/Law Number:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Date of Adoption:</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

**Justification:** (state briefly why legislative action is requested)

The Department of Public Works (DPW) is requesting the Legislature’s approval of a bond resolution which would authorize $180,000.00 for a bond to finance Design and Construction Inspection of CR352 over Fox Creek Bridge Replacement in the Town of Rensselaerville.

This project will replace the existing 40’ long A588 steel bridge over Fox Creek. Minor approach work and new railing will be included in the project.

We used information from the Albany County Capital Plan to compile the attached spreadsheet. This spreadsheet contains the funding requirement for the above referenced Bridge Replacement Project for which funding is needed in 2020. It includes 100% County funding for this project.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessment (attached) for the above project.

Please feel free to contact my office if additional information is needed.
<table>
<thead>
<tr>
<th>Highway and Bridge Projects</th>
<th>Cost of Project Phase</th>
<th>Fund Source</th>
<th>Completion Date</th>
<th>Contract Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR352 over Fox Creek</td>
<td>$180,000.00</td>
<td>Bond</td>
<td>December, 2020</td>
<td>June 2020</td>
</tr>
</tbody>
</table>

**Total**

$180,000.00
MEMORANDUM

TO: Lisa Ramundo, Commissioner of Public Works
CC: William Anslow, Highway Engineering
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 4, 2019
RE: County Route 352 (Fox Creek Rd.) Bridge Replacement
SUBJECT: SEQR compliance for 2020 DPW Project

I have reviewed the documentation provided for the referenced project as it relates to State Environmental Quality Review (SEQR). This project includes replacement of the CR 352 bridge over Fox Creek in the Town of Rensselaerville.

As described above, the design and construction activities associated with this project meet the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5(c)(2). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time.

Should you have any questions or require additional information, please feel free to call me at your convenience.
October 7, 2019

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

The Department of Public Works (DPW) is requesting the Legislature’s approval of a bond resolution which would authorize $433,000.00 for a bond to finance Design and Construction Inspection for the Watervliet Shaker Rd. Realignment Project in the Town of Colonie.

We used information from the Albany County Capital Plan to compile the attached spreadsheet. This spreadsheet contains the funding requirement for the above referenced Realignment Project for which funding is needed in 2020. It includes 100% County funding for this project.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessment (attached) for the above project.

Please feel free to contact my office if additional information is needed.

Sincerely,

Lisa M. Ramundo
Commissioner

cc: Dennis Feeney, Majority Leader
    Frank Mauro, Minority Leader
    Kevin Cannizzaro, Majority Counsel
    Arnis Zilgme, Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
2020 Bond Request of $433,000.00 for the Watervliet Shaker Rd. Realignment Project

Date: October 9, 2019
Submitted By: Lisa M. Ramundo
Department: Public Works
Title: Commissioner
Phone: 518-765-2055
Department Rep.: Lisa M. Ramundo
Attending Meeting: Lisa M. Ramundo

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
File #: TMP-1194, Version: 1

☐ Revenue

Increase Account/Line No.: Click or tap here to enter text.
Source of Funds: Click or tap here to enter text.
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant
Choose an item.
Submission Date Deadline Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address): Click or tap here to enter text.
Additional Parties (Names/addresses): Click or tap here to enter text.

Amount/Raise Schedule/Fee: Click or tap here to enter text.
Scope of Services: Click or tap here to enter text.

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes ☐ No ☑
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes ☐ No ☐
Anticipated in Current Budget: Yes ☐ No ☐

County Budget Accounts:
File #: TMP-1194, Version: 1

Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: Click or tap here to enter text.
Appropriation Amount: Click or tap here to enter text.

**Source of Funding - (Percentages)**

| Federal:       | Click or tap here to enter text. |
| State:         | Click or tap here to enter text. |
| County:        | 100%                              |
| Local:         | Click or tap here to enter text. |

**Term**
Term: (Start and end date) 6/1/2020-6/30/2021
Length of Contract: Click or tap here to enter text.

**Impact on Pending Litigation**
Yes □ No ☒
If yes, explain: Click or tap here to enter text.

**Previous requests for Identical or Similar Action:**
Resolution/Law Number: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

**Justification:** (state briefly why legislative action is requested)
The Department of Public Works (DPW) is requesting the Legislature’s approval of a bond resolution which would authorize $433,000.00 for a bond to finance Design and Construction Inspection for the Watervliet Shaker Rd. Realignment Project in the Town of Colonie.

This project is Phase 3 of the Watervliet-Shaker Road Realignment Project. The section of Watervliet-Shaker Road (WSR) included in this project extends from New Karner Rd. to Sand Creek Rd. The project includes reconstruction widening of approximately 0.75 miles of CR157 which could include the addition of a center or two additional lanes (depending on traffic study outcome), a new traffic signal at the intersection of New Karner Rd. and WSR, drainage improvements and new pavement.

We used information from the Albany County Capital Plan to compile the attached spreadsheet. This spreadsheet contains the funding requirement for the above referenced Realignment Project for which funding is needed in 2020. It includes 100% County funding for this project.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessment (attached) for the above project.

Please feel free to contact my office if additional information is needed.
<table>
<thead>
<tr>
<th>Highway and Bridge Projects</th>
<th>Cost of Project Phase</th>
<th>Fund Source</th>
<th>Contract Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Watervliet Shaker Rd. Realignment Project</td>
<td>$433,000.00</td>
<td>Bond</td>
<td>June, 2020</td>
<td>June, 2021</td>
</tr>
<tr>
<td>BIN-3300960</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$433,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Lisa Ramundo, Commissioner DPW
CC: William Anslow
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 7, 2019
RE: SEQR Compliance
SUBJECT: Watervliet-Shaker Road Realignment - New Karner Rd. to Sand Creek Rd.

I have reviewed the documentation provided for the above referenced project as it relates to State Environmental Quality Review (SEQR). This project is Phase 3 of the Watervliet-Shaker Road (WSR) Realignment Project which includes design and construction of WSR between New Karner Rd. and Sand Creek Rd. The project includes reconstruction and widening of approximately 0.75 miles of WSR which could include the addition of a center turn lane or two additional lanes, a new traffic signal at the intersection of New Karner Rd. and WSR, drainage improvements and new pavement.

As described above, the planning, design, and engineering phase of the project has been determined to be a Type II action under SEQR (c)(24)(27). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance beyond this determination is required at this time.

The construction phase of the project has been determined to be a Type I Action under SEQRA 617.4 (b)(9). A such, the county must take steps to establish lead agency status, coordinate a review with involved agencies, prepare a determination of significance, and comply with all necessary notifications consistent with review as a Type I action. DPW will include the necessary SEQR review in the scope of planning phase.

Should you have any questions or require additional information, please feel free to call me at your convenience.
October 7, 2019

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

The Department of Public Works (DPW) is requesting the Legislature’s approval of a bond resolution which would authorize $950,000.00 for a bond to finance the departments Highway Pavement Recycling Projects (CR12, CR109 and CR405).

We used information from the Albany County Capital Plan to compile the attached spreadsheet. This spreadsheet contains the funding requirement for the above referenced Highway Pavement Recycling Projects for which funding is needed in 2020. It includes 100% County funding for this project.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessment (attached) for the above project.

Please feel free to contact my office if additional information is needed.

Sincerely,

Lisa M. Ramundo
Commissioner

cc: Dennis Feeney, Majority Leader
    Frank Mauriello, Minority Leader
    Kevin Cannizzaro, Majority Counsel
    Arnis Zilgme, Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
2020 Bond Request of $950,000.00 for Highway Pavement Recycling Projects

Date: October 9, 2019
Submitted By: Lisa M. Ramundo
Department: Public Works
Title: Commissioner
Phone: 518-765-2055
Department Rep.
Attending Meeting: Lisa M. Ramundo

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant

Choose an item.
Submission Date Deadline: Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap to enter text.

Contract Terms/Conditions:

Party (Name/address):
Click or tap here to enter text.

Additional Parties (Names/address):
Click or tap here to enter text.

Amount/Raise Schedule/Fee:
Scope of Services:

Click or tap here to enter text.
Click or tap here to enter text.

Bond Res. No.:
Date of Adoption:

Click or tap here to enter text.
Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service:
Yes ☐ No ☒

If Mandated Cite Authority:
Click or tap here to enter text.

Is there a Fiscal Impact:
Yes ☐ No ☐

Anticipated in Current Budget:
Yes ☐ No ☐

County Budget Accounts:
Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: Click or tap here to enter text.
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)
Federal: Click or tap here to enter text.
State: Click or tap here to enter text.
County: 100%
Local: Click or tap here to enter text.

Term
Term: (Start and end date) 6/1/2020-9/30/2020
Length of Contract: Click or tap here to enter text.

Impact on Pending Litigation
Yes □ No ☒
If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:
Resolution/Law Number: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)
The Department of Public Works (DPW) is requesting the Legislature’s approval of a bond resolution which would authorize $950,000.00 for a bond to finance the departments Highway Pavement Recycling Projects (CR12, CR109 and CR405).

Rahabilitation of 6.8 miles of County roadways by recycling the top four inches of asphalt. Top Course Asphalt will be placed over recycled pavement under a separate contract. This pavement process is a very cost effective method of rehabilitating certain low traffic volume, rural County roadways.

We used information from the Albany County Capital Plan to compile the attached spreadsheet. This spreadsheet contains the funding requirement for the above referenced Highway Pavement Recycling Projects for which funding is needed in 2020. It includes 100% County funding for this project.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessment (attached) for the above project.

Please feel free to contact my office if additional information is needed.
<table>
<thead>
<tr>
<th>Highway and Bridge Projects</th>
<th>Cost of Project Phase</th>
<th>Fund Source</th>
<th>Contract Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highway Pavement Recycling Project</td>
<td>$950,000.00</td>
<td>Bond</td>
<td>20-Jun</td>
<td>20-Sep</td>
</tr>
<tr>
<td>Total</td>
<td>$950,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Lisa Ramundo, Commissioner of Public Works
CC: William Anslow, Highway Engineering
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 7, 2019
RE: 2020 DPW Highway Projects
SUBJECT: SEQR compliance for Albany County Highway Pavement Recycling Projects

I have reviewed the documentation provided for the referenced projects as it relates to State Environmental Quality Review (SEQR). According to that information, DPW is proposing placement of recycled asphalt pavement on County highways, as follows:

- CR 12 – from CR 10 to CR 10 (2.4 miles)
- CR 109 – from CR 301 to NY 32 (3.4 miles)
- CR 405 – from NY 32 to Greene Co. line (1.0 miles)

This project, which will be accomplished using the cold-in-place pavement recycling process, will involve a total of 6.8 miles of County highway. All highway rehabilitation work is to be conducted on existing paved surfaces with 6"+ of subbase to remain intact.

As described above, this project meets the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5(c)(5). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance beyond this determination is required at this time.

Should you have any questions or require additional information, please feel free to call me at your convenience.
October 3, 2019

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

The Department of Public Works (DPW) is requesting the Legislature’s approval of a bond resolution which would authorize $1,255,000.00 for a bond to finance the departments Vehicle and Truck Replacement Project.

We used information from the Albany County Capital Plan to compile the attached spreadsheet. This spreadsheet contains the funding requirement for the above referenced Vehicle and Equipment Replacement for which funding is needed in 2020. It includes 100% County funding for this project.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessment (attached) for the above project.

Please feel free to contact my office if additional information is needed.

Sincerely,

Lisa M. Ramundo
Commissioner

cc: Dennis Feeney, Majority Leader
     Frank Mauriello, Minority Leader
     Kevin Cannizzaro, Majority Counsel
     Arnis Zilgme, Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
2020 Bond Resolution of $1,255,000.00 for the Vehicle and Truck Replacement Project

Date: October 9, 2019
Submitted By: Lisa M. Ramundo
Department: Public Works
Title: Commissioner
Phone: 518-765-2055
Department Rep.
Attending Meeting: Lisa M. Ramundo

Purpose of Request:
☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☒ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant

Choose an item.
Submission Date Deadline Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address): Click or tap here to enter text.

Additional Parties (Names/addresses): Click or tap here to enter text.

Amount/Raise Schedule/Fee: Click or tap here to enter text.
Scope of Services: Click or tap here to enter text.

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes ☐ No ☒
If Mandated Cite Authority: Click or tap here to enter text.
Is there a Fiscal Impact: Yes ☐ No ☐
Anticipated in Current Budget: Yes ☐ No ☐

County Budget Accounts:
Justification: (state briefly why legislative action is requested)
The Department of Public Works (DPW) is requesting the Legislature’s approval of a bond resolution which would authorize $1,255,000.00 for a bond to finance the department’s Vehicle and Truck Replacement Project.

This project would replace heavy-duty trucks and equipment and light-duty pickup trucks and cars in accordance with our Department Vehicle and Equipment Replacement Plan.

We used information from the Albany County Capital Plan to compile the attached spreadsheet. This spreadsheet contains the funding requirement for the above referenced Vehicle and Equipment Replacement for which funding is needed in 2020. It includes 100% County funding for this project.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessment (attached) for the above project.

Please feel free to contact my office if additional information is needed.
MEMORANDUM

TO: Lisa Ramundo, Commissioner of Public Works
CC: William Anslow, Engineering
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: September 23, 2019
RE: Vehicle/Equipment Replacement
SUBJECT: SEQR compliance for 2020 projects

I have reviewed the documentation provided for the referenced project as it relates to State Environmental Quality Review (SEQR). According to that information, Public Works is proposing to replace heavy duty trucks and equipment in accordance with the DPW vehicle and replacement plan.

As described above, this project meets the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5(c)(31). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance beyond this determination is required at this time.

Should you have any questions or require additional information, please feel free to call me at your convenience.
<table>
<thead>
<tr>
<th>Highway and Bridge Projects</th>
<th>Cost of Project Phase</th>
<th>Fund Source</th>
<th>Contract Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle and Truck Replacement</td>
<td>$1,255,000.00</td>
<td>Bond</td>
<td>Mar-20</td>
<td>Dec-20</td>
</tr>
<tr>
<td>Total</td>
<td>$1,255,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Honorable Andrew Joyce, Chairman  
Albany County Legislature  
112 State Street, Rm 710  
Albany, NY 12207

Re: Applications for Refund of Real Property Taxes

Dear Chairman Joyce:

David Brown, Director of Operations, Habitat for Humanity Capital District, submitted six applications for refund of real property taxes. Habitat for Humanity received HOME grant funds through NYS Home & Community Renewal, which includes the Affordable Housing Corporation, and Albany Community Development Agency. HOME funds are federal dollars, used for the construction and rehabilitation of affordable housing for buyers earning less than 80% of the area median income.

The following six properties were constructed or rehabilitated using HOME funds
- 274 Orange Street
- 276 Orange Street
- 278 Orange Street
- 130 Lark Street
- 132 Lark Street
- 134 Lark Street

Real Property Tax Law, Section 421-e, allows for an affordable housing exemption. The exemption is unique in that it does not require the property owner to file an exemption on or before the taxable status date. The exemption is applicable to the assessment roll that immediately follows the completion of the construction or the rehabilitation. Enclosed are certificates of occupancy for all six properties. The properties all received a certificate of occupancy in 2017; therefore, the exemption was applicable to the 2018 assessment roll.
The assessor did not receive notice of the completion of the housing projects; consequently, the assessor did not enter the affordable housing exemption in the parcel dataset. The error is a correctable unlawful entry. The exemption allows for a full exemption in year one and decreases annually over a fifteen year period, the property is fully taxable in year sixteen.

I have included supporting documentation for your review. I recommend the following refunds.

- 274 Orange Street - $1,587.61
- 276 Orange Street - $1,587.61
- 278 Orange Street - $1,587.61
- 130 Lark Street - $1,731.94
- 132 Lark Street - $1,731.94
- 134 Lark Street - $1,731.94

Sincerely,

Maggie A. Alix

CC: Dennis Feeny, Majority Leader  
Frank Mauriello, Minority Leader  
Kevin Cannizzaro, Majority Counsel  
Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services): Authorization for Refund of Real Property Taxes - City of Albany

Date: October 9, 2019
Submitted By: Maggie A. Alix
Department: Real Property Tax Service Agency
Title: Director
Phone: 518-487-5291
Department Rep.
Attending Meeting: Maggie A. Alix

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☐ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☒ Other: (state if not listed) Authorization for refund of real property taxes - City of Albany

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant

Choose an item.
Submission Date Deadline Click or tap to enter a date.

☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed)

Contract Terms/Conditions:

Party (Name/address):
Click or tap here to enter text.

Additional Parties (Names/addresses):
Click or tap here to enter text.

Amount/Raise Schedule/Fee:
Scope of Services:
Click or tap here to enter text.
Click or tap here to enter text.

Bond Res. No.:
Date of Adoption:
Click or tap here to enter text.
Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service:
Yes ☐ No ✗

If Mandated Cite Authority:
Click or tap here to enter text.

Is there a Fiscal Impact:
Yes ✗ No ☐

Anticipated in Current Budget:
Yes ☐ No ✗
County Budget Accounts:
Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.
Appropriation Account and Line: Click or tap here to enter text.
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)
Federal: Click or tap here to enter text.
State: Click or tap here to enter text.
County: Click or tap here to enter text.
Local: Click or tap here to enter text.

Term
Term: (Start and end date) Click or tap here to enter text.
Length of Contract: Click or tap here to enter text.

Impact on Pending Litigation
Yes ☐ No ☒
If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:
Resolution/Law Number: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)
David Brown, Director of Operations, Habitat for Humanity Capital District, submitted six applications for refund of real property taxes. Habitat for Humanity received HOME grant funds through NYS Home & Community Renewal, which includes the Affordable Housing Corporation, and Albany Community Development Agency. HOME funds are federal dollars, used for the construction and rehabilitation of affordable housing for buyers earning less than 80% of the area median income.

The following six properties were constructed or rehabilitated using HOME funds
- 274 Orange Street
- 276 Orange Street
- 278 Orange Street
- 130 Lark Street
- 132 Lark Street
- 134 Lark Street

Real Property Tax Law, Section 421-e, allows for an affordable housing exemption. The exemption is unique in that it does not require the property owner to file an exemption on or before the taxable status date. The exemption is applicable to the assessment roll that immediately follows the completion of the construction or the rehabilitation. Enclosed are certificates of occupancy for all six properties. The properties all received a certificate of occupancy in 2017; therefore, the exemption was applicable to the 2018 assessment roll.

The assessor did not receive notice of the completion of the housing projects; consequently, the assessor did not enter the affordable housing exemption in the parcel dataset. The error is a correctable unlawful entry. The exemption allows for a full exemption in year one and decreases annually over a fifteen year period, the property is fully taxable in year sixteen.
I have included supporting documentation for your review. I recommend the following refunds:

- 274 Orange Street - $1,587.61
- 276 Orange Street - $1,587.61
- 278 Orange Street - $2,595.85
- 130 Lark Street - $1,861.12
- 132 Lark Street - $1,828.06
- 134 Lark Street - $1,731.94
# Application for Refund or Credit of Real Property Taxes

**Part 1 – General information:** To be completed in duplicate by the applicant.

<table>
<thead>
<tr>
<th>Names of owners</th>
<th>Location of property (street address)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kee Reh and Bo Meh</td>
<td>274 Orange Street</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing address of owners (number and street or PO box)</th>
<th>City/town or village</th>
</tr>
</thead>
<tbody>
<tr>
<td>274 Orange Street</td>
<td>Albany</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City, village, or post office</th>
<th>State</th>
<th>ZIP code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany</td>
<td>NY</td>
<td>12110</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Daytime contact number</th>
<th>Evening contact number</th>
<th>Tax map number of section/block/lot: Property Identification (see tax bill or assessment roll)</th>
</tr>
</thead>
<tbody>
<tr>
<td>518-894-9300</td>
<td></td>
<td>65.73-2-45</td>
</tr>
</tbody>
</table>

**Account number (as appears on tax bill):** 08999  
**Amount of taxes paid or payable:** 1,587.61  
**Date of payment:** 01-30-2019

**Reasons for requesting a refund or credit:** Affordable Housing Exemption – 15 year abatement program

I hereby request a refund or credit of real property taxes levied by [City of Albany] for the year(s) 2019.

**Signature of applicant:** Bo Meh  
**Date:** 7-1-2019

**Part 2 – To be completed by the County Director or Village Assessor. Attach a written report including documentation and recommendation. Specify the type of error and paragraph of subdivision 2, 3, or 7 of Section 550 under which the error falls. If a Directed reinstatement, see instructions.**

<table>
<thead>
<tr>
<th>Date application received</th>
<th>Date warrant annulled</th>
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</thead>
<tbody>
<tr>
<td>7/19/19</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Last day for collection of taxes without interest</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/3/19</td>
<td>Approve application*</td>
</tr>
</tbody>
</table>

**Signature of official:**  
**Date:** 10/9/19

* If this application is approved, and the same error appears on a current assessment roll, send a copy of this form, including all attachments, to the assessor and board of assessment review. They must treat this application as a petition for the correction of that current roll (Form RP-553).

**Part 3 – For use by the tax levying body or official designated by resolution:**

Application approved (Mark an X in the applicable box):

- Clerical error
- Error in essential fact
- Unlawful Entry ❌
- Directed reinstatement

<table>
<thead>
<tr>
<th>Amount of taxes paid</th>
<th>Amount of taxes due</th>
<th>Amount of refund or credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,587.61</td>
<td>0</td>
<td>1,587.61</td>
</tr>
</tbody>
</table>

**Application denied (reason):**

<table>
<thead>
<tr>
<th>Signature of chief executive officer or official designated by resolution</th>
<th>Date</th>
</tr>
</thead>
</table>
**CITY OF ALBANY - 2019 PROPERTY TAXES**

**MAKE CHECKS PAYABLE TO:**
City of Albany

**TO PAY IN PERSON:**
City Hall Room 110
24 Eagle Street
Albany, NY 12207
(518) 434-5035

**PROPERTY INFORMATION:**

<table>
<thead>
<tr>
<th>ACCOUNT #:</th>
<th>08969</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIMENSION:</td>
<td>26.42 X 90</td>
</tr>
<tr>
<td>ROLL:</td>
<td>1</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>274 Orange St</td>
</tr>
<tr>
<td>SCHOOL:</td>
<td>010100</td>
</tr>
<tr>
<td>FULL MARKET VALUE:</td>
<td>110,000</td>
</tr>
<tr>
<td>UNIFORM % OF VALUE:</td>
<td>100.00%</td>
</tr>
<tr>
<td>TOTAL ASSESSMENT:</td>
<td>110,000</td>
</tr>
<tr>
<td>TAXABLE VALUE:</td>
<td>110,000</td>
</tr>
</tbody>
</table>

**PROPERTY TAXPAYERS BILL OF RIGHT**

If you feel the assessment on your property is too high, you have the right to file a grievance to lower it for future tax bills. For information, please contact your assessor for the booklet "How to File a Complaint on Your Assessment" and to inquire about exemptions. Any reduction in assessment will NOT be reflected on this bill. The filing date for this assessment has passed.

**LEVY DESCRIPTION**

<table>
<thead>
<tr>
<th>LEVY DESCRIPTION</th>
<th>TOTAL TAX LEVY</th>
<th>% CHANGE FROM PRIOR YEAR LEVY</th>
<th>TAXABLE VALUE OR UNITS</th>
<th>RATE</th>
<th>TAX AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Tax</td>
<td>17,417,764</td>
<td>-1.6%</td>
<td>110,000</td>
<td>3.574759</td>
<td>393.22</td>
</tr>
<tr>
<td>City Tax</td>
<td>58,550,000</td>
<td>0.0%</td>
<td>110,000</td>
<td>10.658100</td>
<td>1,194.39</td>
</tr>
</tbody>
</table>

**TOTAL BASE TAXES DUE:** $1,587.61

**Date Paid**

1/30/2019

**Amount Paid**

$1,587.61

**Pay By 6/30/2019**

**Tax Amount:** $1,587.61

**Interest:** $0.00

**Total Due:** $1,587.61

**TOTAL DUE:** $0.00
# Application for Refund or Credit of Real Property Taxes

## Part 1 - General Information

- **Names of owners:** We Reh and Htoo Say
- **Mailing address of owners (number and street or PO box):** 276 Orange Street
- **Location of property (street address):** 276 Orange Street
- **City, village, or post office:** Albany
- **State:** NY
- **ZIP code:** 12110
- **City, town, or village:** Albany
- **State:** NY
- **ZIP code:** 12110
- **Daytime contact number:** 518-815-0901
- **Evening contact number:** 65.73-2-44
- **Account number (as appears on tax bill):** 08970
- **Amount of taxes paid or payable:** 1,587.01
- **Date of payment:** 01-30-2019

### Reasons for requesting a refund or credit:
- Affordable Housing Exemption – 15 year abatement program

I hereby request a refund or credit of real property taxes levied by City School District of Albany for the year(s) 2018-2019.

**Signature of applicant:** [Signature]

**Date:** 7-1-2019

## Part 2 - To be completed by the County Director or Village Assessor

- **Date application received:** 7-1-19
- **Date warrant annexed:** 10-9-19
- **Last day for collection of taxes without interest:** 1-31-19
- **Recommendation:**
  - Approve application [X]
  - Deny application [ ]

**Signature of official:** [Signature]

**Date:** 10-9-19

*If this application is approved, and the same error appears on a current assessment roll, send a copy of this form, including all attachments, to the assessor and board of assessment review. They must treat this application as a petition for the correction of that current roll (Form RP-553).*

## Part 3 - For use by the tax levying body or official designated by resolution

**Application approved (Mark an X in the applicable box):**
- Clerical error [ ]
- Error in essential fact [ ]
- Unlawful Entry [X]
- Directed reinstatement [ ]

- **Amount of taxes paid:** 1,587.01
- **Amount of taxes due:** 0
- **Amount of refund or credit:** 1,587.01

**Application denied (reason):**

[Blank line for reason]

**Signature of chief executive officer or official designated by resolution:** [Signature]

**Date:** [ ]
City of Albany

CITY OF ALBANY - 2019 PROPERTY TAXES

FISCAL YEAR: 1/1/2019 to 12/31/2019
WARRANT: 12/31/2018
ESTIMATED COUNTY STATE AID: $90,121,595

<table>
<thead>
<tr>
<th>BANK</th>
<th>BILL</th>
<th>TAX MAP NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>206492</td>
<td>65 73-2-44</td>
</tr>
</tbody>
</table>

MAKE CHECKS PAYABLE TO:
CITY OF ALBANY

TO PAY IN PERSON:
City Hall Room 110
24 Eagle Street
Albany, NY 12207
(518) 434-5035

PROPERTY INFORMATION:
ACCOUNT #: 08970
DIMENSION: 24 X 90
ROLL: 1
LOCATION: 276 Orange St
SCHOOL: 010100

PROPERTY OWNER:
Reh We
Say Htoo
276 Orange St
Albany, NY 12110

PROPERTY TAX PAYERS BILL OF RIGHT
If you feel the assessment on your property is too high, you have the right to file a grievance to lower it for future tax bills. For information, please contact your assessor for the booklet "How to File a Complaint on Your Assessment" and to inquire about exemptions. Any reduction in assessment will NOT be reflected on this bill. The filing date for this assessment has passed.

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<th>RATE</th>
<th>TAX AMOUNT</th>
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<td>17,417,764</td>
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<td>3.574759</td>
<td>393.22</td>
</tr>
<tr>
<td>City Tax</td>
<td>58,550,000</td>
<td>0.0%</td>
<td>110,000</td>
<td>10.858100</td>
<td>1,194.39</td>
</tr>
</tbody>
</table>

TOTAL BASE TAXES DUE: $1,587.61

Date Paid: 1/30/2019; Amount Paid: $1,587.61

Tax Amount: $1,587.61; Interest: $0.00; Total Due: $1,587.61

Pay By: 6/30/2019

TOTAL DUE: $0.00
Application for Refund or Credit of Real Property Taxes

Part 1 – General information: To be completed in duplicate by the applicant.

Names of owners
Bo Marh

Mailing address of owner (number and street or PO box)
278 Orange Street

Location of property (street address)
278 Orange Street

City, village, or post office
Albany

State
NY

ZIP code
12110

City, town, or village
Albany

State
NY

ZIP code
12110

Daytime contact number
518-646-9215

Evening contact number

Tax map number of section/block/lot: Property identification (see tax bill or assessment roll)
65,73-2-43

Account number (as appears on tax bill)
2018-0185567

Amount of taxes paid or payable
1,587.61

Date of payment
01-30-2019

Reasons for requesting a refund or credit:
Affordable Housing Exemption – 15 year abatement program

I hereby request a refund or credit of real property taxes levied by City School District of Albany for the year(s) 2018-2019.

Signature of applicant
Date
7-1-2019

Part 2 – To be completed by the County Director or Village Assessor. Attach a written report including documentation and recommendation. Specify the type of error and paragraph of subdivision 2, 3, or 7 of Section 550 under which the error falls. If a Directed reinstatement, see instructions.

Date application received
7-19-19

Date warrant annexed

Last day for collection of taxes without interest
1-31-19

Recommendation
Approve application

Deny application

Signature of official

Date
10-9-19

* If this application is approved, and the same error appears on a current assessment roll, send a copy of this form, including all attachments, to the assessor and board of assessment review. They must treat this application as a petition for the correction of that current roll (Form RP-553).

Part 3 – For use by the tax levying body or official designated by resolution

Application approved (Mark an X in the applicable box):
Clerical error
Error in essential fact
Unlawful Entry
Directed reinstatement

Amount of taxes paid
1,587.61

Amount of taxes due
-0-

Amount of refund or credit
1,587.61

Application denied (reason):

Signature of chief executive officer or official designated by resolution

Date
CITY OF ALBANY - 2019 PROPERTY TAXES

FISCAL YEAR: 1/1/2019 to 12/31/2019
WARRANT: 12/31/2018

ESTIMATED COUNTY STATE AID: $90,121,595

<table>
<thead>
<tr>
<th>BANK</th>
<th>BILL</th>
<th>TAX MAP NUMBER</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>206493</td>
<td>65.73-2-43</td>
</tr>
</tbody>
</table>

MAKE CHECKS PAYABLE TO: CITY OF ALBANY
TO PAY IN PERSON: City Hall Room 110
24 Eagle Street
Albany, NY 12207
(518) 434-5035

PROPERTY INFORMATION:
ACCOUNT #: 08971
DIMENSION: 26.42 X 90
ROLL: 1
LOCATION: 278 Orange St
SCHOOL: 010100
FULL MARKET VALUE: 110,000
UNIFORM % OF VALUE: 100.00%
TOTAL ASSESSMENT: 110,000
TAXABLE VALUE: 110,000

PROPERTY OWNER:
Meh Bo
278 Orange St
Albany, NY 12110

PROPERTY TAXPAYERS BILL OF RIGHT
If you feel the assessment on your property is too high, you have the right to file a grievance to lower it for future tax bills. For information, please contact your assessor for the booklet "How to File a Complaint on Your Assessment" and to inquire about exemptions. Any reduction in assessment will NOT be reflected on this bill. The filing date for this assessment has passed.

<table>
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<tr>
<th>LEVY DESCRIPTION</th>
<th>TOTAL TAX LEVY</th>
<th>% CHANGE FROM PRIOR YEAR LEVY</th>
<th>TAXABLE VALUE OR UNITS</th>
<th>RATE</th>
<th>TAX AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
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<td>-1.6%</td>
<td>110,000</td>
<td>3.574759</td>
<td>-393.22</td>
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<td>City Tax</td>
<td>58,550,000</td>
<td>0.0%</td>
<td>110,000</td>
<td>10.858100</td>
<td>-1,194.39</td>
</tr>
<tr>
<td>Delinquent Water</td>
<td>0</td>
<td></td>
<td>0</td>
<td>131.56</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL BASE TAXES DUE: $1,719.17

Date Paid | Amount Paid
1/30/2019 | $1,719.17

Pay By 6/30/2019

Tax Amount | Interest | Total Due
$1,719.17 | $0.00    | $1,719.17

TOTAL DUE: $0.00

$1,719.17 - total
$131.56 - water
1,587.61 = tax
Application for Refund or Credit of Real Property Taxes

Part 1 – General information: To be completed in duplicate by the applicant.

Names of owners: Shann F Stallworth

Mailing address of owners (number and street or PO box): 130 Lark St

Location of property (street address): 130 Lark St

City, village, or post office: Albany

State: NY

ZIP code: 12210

Daytime contact number: 518-628-5548

Evening contact number: SAME

Tax account number (as appears on tax bill): 07709

Amount of taxes paid or payable: 1,731.94

Date of payment: 8/16/19

Reasons for requesting a refund or credit: Should have had affordable housing exception 421e since property was purchased in December, 2017.

I hereby request a refund or credit of real property taxes levied by Albany for the year(s) 2019.

Signature of applicant: __________________________ Date: 8/16/19

Part 2 – To be completed by the County Director or Village Assessor. Attach a written report including documentation and recommendation. Specify the type of error and paragraph of subdivision 2, 3, or 7 of Section 550 under which the error falls.

Date application received: 8/16/19

Date warrant annexed: __________________________

Last day for collection of taxes without interest: 9/13/19

Recommendation: Approve application

Signature of official: __________________________ Date: 10/9/19

* If this application is approved, and the same error appears on a current assessment roll, send a copy of this form, including all attachments, to the assessor and board of assessment review. They must treat this application as a petition for the correction of that current roll (Form RP-553).

Part 3 – For use by the tax levying body or official designated by resolution (insert number or date, if applicable)

Application approved (Mark an X in the applicable box):

Clerical error [ ] Error in essential fact [ ] Unlawful Entry [X]

Amount of taxes paid: 1,731.94

Amount of taxes due: -0-

Amount of refund or credit: 1,731.94

Application denied (reason):

__________________________________________

Signature of chief executive officer or official designated by resolution

Date: __________________________
**CITY OF ALBANY - 2019 PROPERTY TAXES**

**FISCAL YEAR:** 1/1/2019 to 12/31/2019  
**WARRANT:** 12/31/2018  
**ESTIMATED COUNTY STATE AID:** $90,121,595

<table>
<thead>
<tr>
<th>BANK</th>
<th>BILL</th>
<th>TAX MAP NUMBER</th>
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</thead>
<tbody>
<tr>
<td>200851</td>
<td>0572-4-48</td>
<td></td>
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</tbody>
</table>

**MAKE CHECKS PAYABLE TO:**  
CITY OF ALBANY  
City Hall Room 110  
24 Eagle Street  
Albany, NY 12207  
(518) 434-5035

**PROPERTY INFORMATION:**

- **ACCOUNT #:** 07709  
- **DIMENSION:** 21.22 X 66  
- **ROLL:** 1  
- **LOCATION:** 130 Lark St  
- **SCHOOL:** 010100

- **FULL MARKET VALUE:** 120,000  
- **UNIFORM % OF VALUE:** 100.00%  
- **TOTAL ASSESSMENT:** 120,000  
- **TAXABLE VALUE:** 120,000

**PROPERTY TAXPAYERS BILL OF RIGHT**

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<table>
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<tr>
<th>LEVY DESCRIPTION</th>
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<th>% CHANGE FROM PRIOR YEAR LEVY</th>
<th>TAXABLE VALUE OR UNITS</th>
<th>RATE</th>
<th>TAX AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Tax</td>
<td>17,417,764</td>
<td>-1.6%</td>
<td>120,000</td>
<td>3.574759</td>
<td>428.97</td>
</tr>
<tr>
<td>City Tax</td>
<td>58,550,000</td>
<td>0.0%</td>
<td>120,000</td>
<td>10.658100</td>
<td>1,302.97</td>
</tr>
<tr>
<td>Delinquent Water</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>128.18</td>
<td>128.18</td>
</tr>
</tbody>
</table>

**TOTAL BASE TAXES DUE:** $1,861.12

**Date Paid**  
**Amount Paid**  
1/30/2019  
$1,861.12

**Pay By 7/31/2019**  
**Tax Amount** $1,861.12  
**Interest** $0.00  
**Total Due** $1,861.12

**TOTAL DUE:** $0.00

\[\$1,861.12 \text{ total} - \$129.18 \text{ water} = \$1,731.94 \text{ tax}\]
Part 1 – General Information: To be completed in duplicate by the applicant.

Names of owner:

Christina Reyes

Mailing address of owner (number, street or PO box)
132 Park St

City, village, or post office:
Albany

State:
NY

Zip code:
12206

Location of property (street address)
132 Park St

Albany, NY 12206

Dayline witness number:
(518) 434-5897

Existing contact number:
(518) 434-2237

Tax roll number of parcel:
65-72-4-4-B7

Account number (as appears on tax bill)
07108

Amount of taxes paid or payable
$828.06

Date of payment:
1/30/19

Reason for requesting a refund or credit:
Should have had affordable housing exemption. 421e shoe property was purchased in November, 2017

I hereby request a refund or credit of real property taxes levied by Albany for the year(s) 2019

Signature of applicant:

Date:
8/8/19

Part 2 – To be completed by the County Director or Village Assessor. Attach a written report including documentation and recommendation. Specify the type of error and paragraph of subdivision 2, 3, or 7 of Section 550 under which the error falls.

Date application received:
8/16/19

Date warrant amended:

Last day for collection of taxes without interest:
1/13/19

Recommendation:
Approve application

Signature of official:

Date:
10/9/19

* If this application is approved, and the same error appears on a current assessment roll, send a copy of this form, including all attachments, to the assessor, and board of assessment review. They must treat this application as a petition for the correction of that current roll (Form RP-553).

Part 3 – For use by the tax levying body or official designated by resolution

Application approved (Mark an 'X' in the applicable box):

Clerical error []

Error in essential fact []

Unlawful Entry [X]

Amount of taxes paid
1,731.94

Amount of taxes due
0

Amount of refund or credit
1,731.94

Application denied (reason):

Signature of chief executive officer or official designated by resolution:

Date:
CITY OF ALBANY - 2019 PROPERTY TAXES

FISCAL YEAR: 1/1/2019 to 12/31/2019
WARRANT: 12/31/2016
ESTIMATED COUNTY STATE AID: $90,121,595

<table>
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<tr>
<th>BANK</th>
<th>BILL 200953</th>
<th>TAX MAP NUMBER 65.72-4-47</th>
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</table>

MAKE CHECKS PAYABLE TO: CITY OF ALBANY

TO PAY IN PERSON: City Hall Room 110
24 Eagle Street
Albany, NY 12207
(518) 434-5035

PROPERTY INFORMATION:

ACCOUNT #: 07708
DIMENSION: 19.25 X 64
ROLL: 1
LOCATION: 132 Lark St
SCHOOL: 010100

FULL MARKET VALUE: 120,000
UNIFORM % OF VALUE: 100.00%
TOTAL ASSESSMENT: 120,000
TAXABLE VALUE: 120,000

PROPERTY TAX PAYERS BILL OF RIGHT

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PROPERTY OWNER:
Reyes Christina
132 Lark St
Albany, NY 12210

LEVY DESCRIPTION | TOTAL TAX LEVY | % CHANGE FROM PRIOR YEAR LEVY | TAXABLE VALUE OR UNITS | RATE | TAX AMOUNT |
-----------------|----------------|-----------------------------|------------------------|------|------------|
County Tax       | 17,417,764     | -1.6%                       | 120,000                | 3.574759 | 428.97     |
City Tax         | 58,550,000     | 0.0%                        | 120,000                | 10.858100 | 1,302.97   |
Delinquent Water | 0              |                              | 0                      | 99.12   | 99.12      |

TOTAL BASE TAXES DUE: $1,828.06

Date Paid | Amount Paid |
----------|-------------|
1/30/2019 | $1,828.06   |

Pay By 8/31/2019

<table>
<thead>
<tr>
<th>Tax Amount</th>
<th>Interest</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,828.06</td>
<td>$0.00</td>
<td>$1,828.06</td>
</tr>
</tbody>
</table>

TOTAL DUE: $0.00

$1,828.06 - total
$96.12 - water
$1,731.94 - tax
Part 1 – General information: To be completed in duplicate by the applicant.

Names of persons
Mary Kittle

Mailing address of others (number and street or P.O. box)
134 Lark St

Location of property (street address)
134 Lark St

City, village, or post office
Albany

State
NY

ZIP code
12210

Daytime contact number
518-220-6347

Existing contact number
518-220-6347

Tax map number of section/block: Property Identification (see tax bill or assessment roll)
65.72-4-46

Account number (tax appears on tax bill)
07767

Amount of taxes paid or payable
1,731.94

Date of payment
1/30/2019

Reasons for requesting a refund or credit:
Should have had affordable housing exemption 421e since property was purchased in November 2017.

I hereby request a refund or credit of real property taxes levied by
Albany

for the year(s) 2019

(County, city, village, etc.)

Signature of applicant
Mary Kittle

Date
8/5/19

Part 2 – To be completed by the County Director or Village Assessor. Attach a written report including documentation and recommendation. Specify the type of error and paragraph of subdivision 2, 3, or 7 of Section 550 under which the error falls.

Date application received
8/16/19

Date warrant annexed

Last day for collection of taxes without interest
11/30/19

Recommendation
Approve application

Deny application

Signature of official

Date
10/19/19

* if this application is approved, and the same error appears on a current assessment roll, send a copy of this form, including all attachments, to the assessor and board of assessment review. They must treat this application as a petition for the correction of that current roll (Form RP-553).

Part 3 – For use by the tax levying body or official designated by resolution

Application approved (Mark an X in the applicable box):

Clerical error

Error in essential fact

Unlawful Entry X

Amount of taxes paid
1,731.94

Amount of taxes due
0

Amount of refund or credit
1,731.94

Application denied (reason):

Signature of chief executive officer or official designated by resolution

Date
PROPERTY TAX PAYERS BILL OF RIGHT

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<td>0.0%</td>
<td>120,000</td>
<td>10.858100</td>
<td>1,302.97</td>
</tr>
<tr>
<td><strong>TOTAL BASE TAXES DUE:</strong></td>
<td><strong>$1,731.94</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date Paid | Amount Paid
1/30/2019   | $1,731.94

Tax Amount | Interest | Total Due
$1,731.94 | $0.00    | $1,731.94

Pay By 7/31/2019

**TOTAL DUE:** $9.00
TO: Habitat for Humanity of the Capital Region

DATE: September 7, 2017

SUBJECT: Activity Completion Confirmation

SHARS ID: 20133183

REGION: Albany

The copies of HUD Form #2506-0171 (Homeowner Rehab/Homebuyer Activity Set-up Report) that were submitted to this office have been entered on the Integrated Disbursement & Information System (IDIS). The following activity number(s) were completed in IDIS:

<table>
<thead>
<tr>
<th>Activity #</th>
<th>Address</th>
<th>Amount</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>32595</td>
<td>274 Orange Street, Albany</td>
<td>$62,000.00</td>
<td>09/07/2017</td>
</tr>
<tr>
<td>32594</td>
<td>276 Orange Street, Albany</td>
<td>$62,000.00</td>
<td>09/07/2017</td>
</tr>
<tr>
<td>31985</td>
<td>278 Orange Street, Albany</td>
<td>$62,000.00</td>
<td>09/07/2017</td>
</tr>
</tbody>
</table>

Please verify the above addresses and amounts, and notify this office immediately of any discrepancies. Fax corrections to (518) 474-5247 or email to: HOMEIDIS@nyshcr.org for assistance, call (518) 474-2057.

cc: DHCR Regional Office
TO: Habitat for Humanity Capital District

DATE: January 23, 2018

SUBJECT: Activity Completion Confirmation

SHARS ID: 20133183

REGION: Albany

The copies of HUD Form # that were submitted to this office have been entered on the Integrated Disbursement & Information System (IDIS). The following activity number(s) were completed in IDIS:

<table>
<thead>
<tr>
<th>Activity #</th>
<th>Address</th>
<th>Amount</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>33153</td>
<td>130 Lark Street, Albany</td>
<td>$62,000.00</td>
<td>01/23/2018</td>
</tr>
</tbody>
</table>

Please verify the above addresses and amounts, and notify this office immediately of any discrepancies. Fax corrections to (518) 474-5247 or email to: HOMEIDIS@nyshcr.org for assistance, call (518) 474-2057

cc: DHCR Regional Office
TO: Habitat for Humanity Capital District

DATE: January 8, 2018

SUBJECT: Activity Completion Confirmation

SHARS ID: 20133183

REGION: Albany

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<table>
<thead>
<tr>
<th>Activity #</th>
<th>Address</th>
<th>Amount</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>33155</td>
<td>134 Lark Street, Albany</td>
<td>$62,000.00</td>
<td>01/08/2018</td>
</tr>
<tr>
<td>33154</td>
<td>132 Lark Street, Albany</td>
<td>$62,000.00</td>
<td>01/08/2018</td>
</tr>
</tbody>
</table>

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cc: DHCR Regional Office
City of Albany
Department of Buildings and Regulatory Compliance

Habitat for Humanity Capital District
325 Washington Ave. Extension
Albany, NY 12205

Certificate of Occupancy

Address: 274 Orange Street

Permit 60865
Parcel 08955

This is to Certify that the building located at 274 Orange Street in the City of Albany, NY has been inspected and found to be in compliance with the plans on file and with permit application for Construction of Single Family Dwelling.

The following occupancy is permitted at this location:

<table>
<thead>
<tr>
<th>Area</th>
<th>Use</th>
<th>Uniform Code Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cellar/Basement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Floor</td>
<td>Single Family Dwelling</td>
<td></td>
</tr>
<tr>
<td>Second Floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Floors</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No change in the nature of this parcel, building or use is allowed without a permit and the issuance of a new Certificate of Occupancy.

Issuance Recommended By:

Adam Clark
Building Inspector

Valerie Scott - Department Supervisor

Issue Date: Monday, May 22, 2017
City of Albany
Department of Buildings and Regulatory Compliance

Habitat for Humanity Capital District
325 Washington Ave. Extension
Albany, NY 12205

Certificate of Occupancy

Address: 276 Orange Street  
Permit: 60864
Parcel: 08956

This is to Certify that the building located at 276 Orange Street in the City of Albany, NY has been inspected and found to be in compliance with the plans on file and with permit application for Construction of Single Family Dwelling.

The following occupancy is permitted at this location:

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<td></td>
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Issuance Recommended By:

Adam Clark  
Building Inspector

Valerie Scott - Department Supervisor

Issue Date: Monday, May 22, 2017
Habitat for Humanity Capital District  
325 Washington Ave. Extension  
Albany, NY 12205

City of Albany  
Department of Buildings and Regulatory Compliance

Certificate of Occupancy

Address: 278 Orange Street  
Permit 60866  
Parcel 08957

This is to Certify that the building located at 278 Orange Street in the City of Albany, NY has been inspected and found to be in compliance with the plans on file and with permit application for Construction of Single Family Dwelling.

The following occupancy is permitted at this location:

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<td></td>
</tr>
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No change in the nature of this parcel, building or use is allowed without a permit and the issuance of a new Certificate of Occupancy.

Zoning District at time of Issuance: R2B

Issuance Recommended By:  
Adam Clark  
Building Inspector

Valerie Scott - Department Supervisor

Issue Date: Monday, May 22, 2017
Certificate of Occupancy

Address: 130 Lark St

Permit 65152
Parcel 07709

This is to Certify that the building located at 130 Lark St in the City of Albany, NY has been inspected and found to be in compliance with the plans on file and with permit application for NEW CONSTRUCT 1 FAMILY 4 BEDROOM.

The following occupancy is permitted at this location:

<table>
<thead>
<tr>
<th>Area</th>
<th>Use</th>
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</tr>
</thead>
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<td></td>
</tr>
<tr>
<td>Other Floors</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No change in the nature of this parcel, building or use is allowed without a permit and the issuance of a new Certificate of Occupancy.

Zoning District at time of Issuance RT

Issuance Recommended By:

Adam Clark
Building Inspector

David Lussier - Deputy Director

Issue Date: Friday, September 22, 2017
Certificate of Occupancy

Address: 132 Lark St

Permit 65154
Parcel 02708

This is to Certify that the building located at 132 Lark St in the City of Albany, NY has been inspected and found to be in compliance with the plans on file and with permit application for NEW CONSTRUCT 1 FAMILY 4 BEDROOM.

The following occupancy is permitted at this location:

<table>
<thead>
<tr>
<th>Area</th>
<th>Use</th>
<th>Uniform Code Classification</th>
</tr>
</thead>
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<td>Cellar/Basement</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other Floors</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No change in the nature of this parcel, building or use is allowed without a permit and the issuance of a new Certificate of Occupancy.

Zoning District at time of Issuance: RT

Issuance Recommended By:

Adam Clark
Building Inspector

David Lussier - Deputy Director

Issue Date: Friday, September 22, 2017
City of Albany
Department of Buildings and Regulatory Compliance

Habitat for Humanity Capital District
325 Washington Ave. Extension
Albany, NY 12205

Certificate of Occupancy

Address: 134 Lark St

Permit 65153
Parcel 02707

This is to Certify that the building located at 134 Lark St in the City of Albany, NY has been inspected and found to be in compliance with the plans on file and with permit application for NEW CONSTRUCT. I FAMILY 4 BEDROOM.

The following occupancy is permitted at this location:

<table>
<thead>
<tr>
<th>Area</th>
<th>Use</th>
<th>Uniform Code Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cellar/Basement</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other Floors</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No change in the nature of this parcel, building or use is allowed without a permit and the issuance of a new Certificate of Occupancy.

Zoning District at time of issuance: RT

Issuance Recommended By:

Adam Clark
Building Inspector

David Lussier
Deputy Director

Issue Date: Friday, September 22, 2017
August 1, 2017

Trey Kingston
City Hall - Office of the Corporation Counsel
24 Eagle Street, Room 106
Albany, NY 12207

Dear Trey,

This letter certifies that Habitat for Humanity Capital District is a registered (501)(c)(3) non-profit organization existing for the purpose of constructing new homes and rehabilitating existing homes for sale to qualified, low-income, first-time homebuyers. Habitat for Humanity Capital District receives HOME grants funds through NYS Homes & Community Renewal, which includes the Affordable Housing Corporation, and Albany Community Development Agency. HOME funds are federal dollars that are used for the construction and rehabilitation of affordable housing for buyers earning less than 80% of the area median income.

Habitat for Humanity Capital District intends to complete construction or rehabilitation on the following homes in 2017-2018 and will apply for a tax abatement on behalf of our qualified, low-income homebuyers:

- 100 Lark Street, Albany, NY 12210
- 102 Lark Street, Albany, NY 12210
- 130 Lark Street, Albany, NY 12210
- 132 Lark Street, Albany, NY 12210
- 134 Lark Street, Albany, NY 12210
- 230 Orange Street, Albany, NY 12210
- 232 Orange Street, Albany, NY 12210
- 234 Orange Street, Albany, NY 12210
- 236 Orange Street, Albany, NY 12210
- 59 Delaware Street, Albany, NY 12202
- 61 Delaware Street, Albany, NY 12202
- 70 Delaware Street, Albany, NY 12202
- 72 Delaware Street, Albany, NY 12202

Please contact me if you have any questions about our organization, our affordable homeownership development program or these addresses.

Sincerely,

Christine Schudde
Executive Director

Habitat HQ | 207 Sheridan Ave., Albany, NY 12210  tel (518) 462-2993  habitatcd.org
Habitat ReStore | 70 & 80 Fuller Rd., Albany, NY 12205  tel (518) 275-6638  habitatcd.org/restore
Homeownership with Habitat

Program description
Habitat builds new homes and rehabilitates vacant homes for first-time homebuyers to purchase. We work with our homebuyers to secure an affordable mortgage from one of our local banking partners. The typical housing payment for a single-family Habitat home is between $600 and $800 a month. For two-family homes, the monthly housing payment is typically between $800 and $1,000. We provide pre-purchase counseling and support services for our homebuyers to make sure they will be successful in their new home.

House design and location
Habitat typically builds single-family townhomes with an open kitchen/dining/living floor plan on the first floor and 3 - 4 bedrooms upstairs. Most homes have 1.5 bathrooms. All newly-built homes meet current Energy Star standards for energy efficiency. If your application is approved, you will have the opportunity to purchase a home that is appropriate for the size and composition of your household. Habitat does not build custom homes.

We build within focus neighborhoods to help strengthen and stabilize communities. Our current focus neighborhoods are Sheridan Hollow and the South End in Albany and North Central Troy and South Troy.

We do not offer home repairs for owner- or renter-occupied homes, nor do we provide grants for housing or home repairs. Habitat does not own or manage any rental properties.

Typical Habitat homes
Qualification criteria

In need of better housing
- Be a first-time homebuyer
- Earn 50%-80% of the Area Median Income (AMI) (see below)
- Be currently living in overcrowded, substandard, public or unaffordable housing; and/or unable to qualify for a conventional mortgage

Able to pay an affordable mortgage
- Proof of steady income
- Have satisfactory credit history (minimum ~ 600+ score or higher), with no accounts in collection, no late payments in recent history, no charge-offs, no unsatisfied public records, & no bankruptcies in the last 4 years.
- Establish a monthly savings account
- Provide 1% cash down payment (typically $800-1,300)

Living or working in our service area
- Be a legal permanent resident or citizen of the U.S. & have lived or worked in Albany, Rensselaer or southern Saratoga County for at least the past year.

Willing to partner with Habitat
- Complete 250 hours of "sweat equity"
- Complete required financial education and homebuyer preparation courses
- Complete all required partnership milestones by assigned deadlines

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Minimum Annual Income</th>
<th>Maximum Annual Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$20,000</td>
<td>$48,400</td>
</tr>
<tr>
<td>2</td>
<td>$22,000</td>
<td>$55,000</td>
</tr>
<tr>
<td>3</td>
<td>$25,000</td>
<td>$62,200</td>
</tr>
<tr>
<td>4</td>
<td>$28,000</td>
<td>$69,100</td>
</tr>
<tr>
<td>5</td>
<td>$31,000</td>
<td>$74,650</td>
</tr>
<tr>
<td>6</td>
<td>$33,000</td>
<td>$76,100</td>
</tr>
<tr>
<td>7</td>
<td>$35,000</td>
<td>$80,200</td>
</tr>
<tr>
<td>8</td>
<td>$38,000</td>
<td>$91,250</td>
</tr>
</tbody>
</table>

Please note: Your approval is based on your unique circumstance, which means that Habitat and our banking partner will review your household size, annual income, credit history and other debts that you have (credit card, car payments, student loan) to determine whether you qualify to purchase this Habitat home. The income chart above does not alone indicate whether you will qualify.

Habitat for Humanity follows a nondiscriminatory policy of family selection. We are pledged to the letter and spirit of the U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.

Updated March 2019
June 8th, 2017

Mr. Paul Hurley
CRA Loan Officer
NMLS # 407622
M & T Bank, Mortgage Division
313 Ushers Road
Balston Lake, New York 12019

Dear Mr. Hurley,

RE: Affordable Housing Exemption

Please be advised that the following list of properties would be eligible for the Affordable Housing exemption.

232 Orange Street
236 Orange Street
274 Orange Street
276 Orange Street
278 Orange Street
134 Lark Street
309 Clinton Avenue

This exemption is a 15 year abatement program and the exemption amounts are listed below.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>EXEMPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100 %</td>
</tr>
<tr>
<td>2</td>
<td>93 1/3 %</td>
</tr>
<tr>
<td>3</td>
<td>86 2/3 %</td>
</tr>
<tr>
<td>4</td>
<td>80 %</td>
</tr>
<tr>
<td>5</td>
<td>74 1/3 %</td>
</tr>
<tr>
<td>YEAR</td>
<td>EXEMPTION</td>
</tr>
<tr>
<td>------</td>
<td>----------------</td>
</tr>
<tr>
<td>6</td>
<td>66 2/3 %</td>
</tr>
<tr>
<td>7</td>
<td>60 %</td>
</tr>
<tr>
<td>8</td>
<td>53 1/3 %</td>
</tr>
<tr>
<td>9</td>
<td>46 2/3 %</td>
</tr>
<tr>
<td>10</td>
<td>40 %</td>
</tr>
<tr>
<td>11</td>
<td>33 1/3 %</td>
</tr>
<tr>
<td>12</td>
<td>26 2/3 %</td>
</tr>
<tr>
<td>13</td>
<td>20 %</td>
</tr>
<tr>
<td>14</td>
<td>13 1/3 %</td>
</tr>
<tr>
<td>15</td>
<td>6 2/3 %</td>
</tr>
<tr>
<td>16</td>
<td>FULLY TAXABLE</td>
</tr>
</tbody>
</table>

If you have any questions please feel free to contact me at 434-5155.

Sincerely,

Keith McDonald
Commissioner
August 1, 2017

Trey Kingston
City Hall - Office of the Corporation Counsel
24 Eagle Street, Room 106
Albany, NY 12207

Dear Trey,

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Sincerely,

Christine Schudde
Executive Director

Habitat HQ | 207 Sheridan Ave., Albany, NY 12210 tel (518) 462-2993 habitatcd.org
Habitat ReStore | 70 & 80 Fuller Rd., Albany, NY 12205 tel (518) 275-6638 habitatcd.org/restore
October 15, 2019

Honorable Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Dear Chairman Joyce:

In 2016 Albany County was awarded a NYS Community Development Block Grant for the development of a microenterprise fund program. The grant program provided assistance to start-up businesses that create entrepreneurial opportunities or jobs in Albany County. In order to conclude the grant the New York State Office of Homes and Community Renewal requires that a hearing be held to solicit comments on the effectiveness of the program’s administration. The hearing must be held by a quorum of the Legislative Body of the Applicant

If you should have any questions, please do not hesitate to contact me.

Sincerely

Daniel P. McCoy
Albany County Executive

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Kevin Cannizzaro, Majority Counsel
Arnis Zilgme, Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Microenterprise Grant Public Hearing Request

Date: 10/16/2019
Submitted By: Lucas Rogers
Department: County Executive
Title: Policy Analyst
Phone: 518-447-7040
Department Rep. Attend Meeting: Matt Cannon

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☒ Approval/Adoption of Plan/Procedure
☐ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☒ Other: (state if not listed) Public Hearing Request

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant

Choose an item.
Submission Date Deadline Click or tap to enter a date.

☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
Click or tap here to enter text.

Additional Parties (Names-addresses):
Click or tap here to enter text.

Amount/Raise Schedule/Fee:
Scope of Services:

Click or tap here to enter text.
Click or tap here to enter text.

Bond Res. No.:
Date of Adoption:

Click or tap here to enter text.
Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes ☑ No ☐
If Mandated Cite Authority:
NYSHCR

Is there a Fiscal Impact:
Yes ☑ No ☐
Anticipated in Current Budget:
Yes ☑ No ☐

County Budget Accounts:
Revenue Account and Line:  
Revenue Amount:  
Appropriation Account and Line:  
Appropriation Amount:  
Source of Funding - (Percentages)  
Federal:  
State:  
County:  
Local:  
Term  
Term: (Start and end date)  
Length of Contract:  
Impact on Pending Litigation  
Yes ☐ No ☒  
If yes, explain:  
Previous requests for Identical or Similar Action:  
Resolution/Law Number: Resolution No. 125 for 2015  
Date of Adoption: 3/9/15

**Justification:** (state briefly why legislative action is requested)
In 2016 Albany County was awarded a NYS Community Development Block Grant for the development of a microenterprise fund program. The grant program provided assistance to start-up businesses that create entrepreneurial opportunities or jobs in Albany County. In order to conclude the grant the New York State Office of Homes and Community Renewal requires that a hearing be held to solicit comments on the effectiveness of the program’s administration. The hearing must be held by a quorum of the Legislative Body of the Applicant.
RESOLUTION NO. 57

AUTHORIZING THE ACCEPTANCE OF GRANT FUNDING AND AN AGREEMENT REGARDING THE CREATION OF AN ALBANY COUNTY MICROENTERPRISE FUND PROGRAM

Introduced: 2/9/16
By Audit and Finance Committee:

WHEREAS, By Resolution No. 284 for 2015, this Honorable Body authorized the submission of a grant application regarding the creation of an Albany County microenterprise fund, and

WHEREAS, Albany County has been awarded a NYS Community Development Block Grant for $200,000 for the development of a microenterprise fund program, and

WHEREAS, The NYS Office of Homes and Community Renewal has agreed to work with Albany County regarding the creation and implementation of the County Microenterprise Grant Program, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the NYS Office of Homes and Community Renewal regarding the administration of the NYS Community Development Block Grant in an amount not to exceed $200,000, for the purpose of creating an Albany County Microenterprise Fund Program, and, be it further

RESOLVED, That the 2016 Albany County Budget is amended to incorporate said funding as follows:

Increase Revenue Account A3228 Community Development Block Grant by $200,000

Increase Appropriation Account A8020.4 by $200,000 by increasing Line Item A8020 4 4046 Fees for Services by $200,000

and, be it further

RESOLVED, That the County Attorney is authorized to approve said grant as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.
RESOLUTION NO. 125

PUBLIC HEARING TO ENCOURAGE AND SEEK PUBLIC INPUT ON A COMMUNITY DEVELOPMENT BLOCK GRANT FOR USES THROUGHOUT THE COUNTY OF ALBANY

Introduced: 3/9/15
By Mr. Morse:

WHEREAS, The New York State Community Development Block Grant Program funds provide small communities and counties in New York State with a great opportunity to undertake activities that focus on community development needs such as creating or expanding job opportunities, providing safe affordable housing, and/or addressing local public infrastructure and public facilities issues, and

WHEREAS, The Albany County Legislature has always sought public input regarding issues that have an impact on the residents and businesses of Albany County and since the opinion of the people of the County is pertinent regarding this issue, this Honorable Body has determined that a public hearing would be appropriate, now, therefore be it

RESOLVED, By the Albany County Legislature that a public hearing pertaining to the potential application and uses of the Community Development Block Grant funding from the NYS Office of Homes and Community Renewal for program year 2015, be held by the County Legislature in the Legislative Chambers, Albany County Courthouse, Albany, New York at 7:15 p.m. on Tuesday, March 24, 2015, and the Clerk of the County Legislature is directed to cause notice of such hearing to be published containing the necessary information in accordance with the applicable provisions of law.

TUT (803924)
New York State
COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM

2019 Consolidated Funding Application for
Public Infrastructure,
Public Facilities,
Microenterprise &
Community Planning
## Contents

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I. INTRODUCTION

In accordance with New York State’s 2016-2020 Consolidated Plan and its 2019 Annual Action Plan as proposed, the Office of Community Renewal (OCR) invites eligible applicants to submit an application for Community Development Block Grant (NYS CDBG) funding. NYS CDBG funds provide small communities and counties in New York State with a great opportunity to undertake activities that focus on community development needs, such as creating or expanding job opportunities, providing safe affordable housing, and addressing local public infrastructure and public facilities issues. OCR encourages communities to propose activities that are creative and innovative in addressing their needs.

The 2019 Application Guidance provides information necessary to document the eligibility of the activity, compliance with the Primary and National Objectives, the need for the activity, and its overall impact on the community. It contains information to assist applicants in compiling a complete, relevant and competitive application. Therefore, it is important for prospective applicants to read it carefully and to become familiar with all applicable guidelines and requirements. The Federal regulations set forth at 24 CFR Part 570 and specifically, Subpart I of 24 CFR 570 are the governing regulations of the NYS CDBG Program for non-entitlement communities.

II. PROGRAM OBJECTIVES

A. OBJECTIVES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

As set forth in the Federal Housing and Community Development Act, the Primary Objective of the CDBG program "is the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income (LMI)."

B. OBJECTIVES OF THE NEW YORK STATE CDBG PROGRAM

Financial assistance will be provided for the development of projects that meet the NYS CDBG Program Objectives and that provide decent, safe affordable housing, access to clean drinking water, proper disposal of household wastewater, access to local public facilities, and economic opportunities for persons from LMI households by supporting development projects that are designed to create or retain employment opportunities or foster Microenterprise activities and provide opportunities through planning efforts to address community development needs.

In support of New York’s community development goals, the NYS CDBG Program will:

1. Encourage investment in communities by assisting local governments in devising and implementing economic development strategies to revitalize viable communities and provide economic opportunities that principally benefit LMI persons;

2. Revitalize the vibrancy of New York’s communities and enhance the quality of life through improvements to public infrastructure and public facilities;

3. Develop and implement strategies that facilitate the coordination of NYS CDBG funding with other Federal, State, and local community development resources;

4. Support a mix of rehabilitation and conversion activities to preserve and increase affordable housing for both renters and homeowners.

III. PROGRAM OUTLINE

A. FUNDING AVAILABILITY

Approximately $47 million of NYS CDBG funds may be available for Program Year 2019. Available funds may be allocated in the following manner: Community Development Funding (50%); Economic Development Assistance (44%); Imminent Threat (3%); Technical Assistance & Capacity Building (1%); and Program Administration (2%).

OCR PY2019 NYS CDBG APPLICATION - 2- 5/2019
Applicants seeking funding for Public Infrastructure, Public Facilities, Microenterprise Assistance, and Community Planning activities should apply for assistance through the New York State Consolidated Funding Application available through http://regionalcouncils.ny.gov/ from May 1, 2019 to July 26, 2019.

Applicants seeking assistance for housing activities including housing rehabilitation, homeownership, and private water/wastewater activities, must apply for funding under the competitive housing application process which may be announced at a later date.

Economic Development and Small Business Assistance funds may be available throughout the 2019 Program Year for projects that may meet the New York State priorities for economic development. Imminent Threat funding may also be made available throughout the 2019 Program Year for CDBG eligible activities that address situations affecting the public health, welfare, and/or safety, which require immediate resolution, typically in a Federal or State declared disaster area. For more information on additional Economic Development funds or Imminent Threat funding, contact the Office of Community Renewal at (518) 474-2057.

This application guide provides the requirements that must be met for applicants to request NYS CDBG funding under community development assistance for Public Infrastructure and Public Facility activities and Economic Development Assistance. New York State must ensure that at least 70% of the NYS CDBG annual allocation be used to fund activities where at least 51% of the beneficiaries are low- and moderate-income.

Each activity proposed must satisfy the requirements of the National Objective selected and evidence of compliance must be submitted with the application as an exhibit, as requested in the Additional Requirements Section A, National Objective Compliance. If satisfactory evidence of compliance with a National Objective is not provided, the proposed activity will be considered ineligible and will not be considered for funding.

<table>
<thead>
<tr>
<th>PROJECT TYPE</th>
<th>NATIONAL OBJECTIVE CODES AND BENEFICIARIES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LMH</td>
</tr>
<tr>
<td>Lateral Connection Assistance</td>
<td>Persons</td>
</tr>
<tr>
<td>Public Infrastructure and Facility</td>
<td>Persons</td>
</tr>
<tr>
<td>Microenterprise</td>
<td>Business/Persons</td>
</tr>
</tbody>
</table>

LMH - Low/Moderate Housing Direct Benefit: activities that are carried out for the purpose of providing or improving permanent residential structures, which will be occupied by low/mod income households. 24 CFR 570.208(a)(3)

LMA - Low/Moderate Area Benefit: the service area identified for activities is primarily low/mod income. 24 CFR 570.208(a)(1)

LMC - Low/Moderate Limited Clientele Benefit: activities that benefit a limited clientele as identified in 24 CFR 570.208(a)(2)

LMCMC - Low/Moderate Limited Clientele, Microenterprise: 24 CFR 570.208(a)(2)(ii) Microenterprise activities that are carried out under 24 CFR 570.201(a) and the owner(s)/developer(s) are low/mod income.

LMJ - Low/Moderate Job Creation or Retention Benefit: activities designed to create or retain permanent jobs, at least 51% of which will involve the employment of low/mod persons. 24 CFR 570.208(a)(4)

URG - Urgent Need: activities that are carried out for the purpose of addressing an immediate threat to health, safety or welfare of the beneficiary and is of recent origin. 24 CFR 570.485(d).

SBA - Slum/Blight Area Benefit: activities that address prevention or elimination of slums or blight in a designated area. 24 CFR 570.208(b)(3)

SBS - Slum/Blight Spot Benefit: site-specific activities that address conditions of blight or physical decay. 24 CFR 570.208(b)(2)

Note: Planning activities must demonstrate National Objective Compliance upon implementation

B. FUNDING LIMITS

Public Infrastructure
- Counties, Towns, Cities or Villages
  *With NYS Co-Funding Initiative
  Maximum
  $750,000
  $1,000,000
  $900,000
  $1,250,000

Public Facilities
- Counties, Towns, Cities or Villages
  Maximum
  $300,000

Microenterprise
- Counties, Towns, Cities or Villages
  Maximum
  $200,000

Planning
- Counties, Towns, Cities or Villages
  Maximum
  $50,000

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- Exceptions to these limits may be made in cases where it is found that a project or projects may have a significant impact that may realize a potential for regional or statewide economic impact.

- For Public Infrastructure, Public Facility and Microenterprise projects, applicants should only apply for the amount of funding that can be fully expended and the type of activities that can be completed within the specified project completion period of twenty-four (24) months. All proposed accomplishments must be completed and reported within the project completion period.

For Planning projects, applicants should only apply for the amount of funding that can be fully expended and the type of activities that can be completed within the specified project completion period of fourteen (14) months.

**Program Income**

Each Applicant must certify to the Office of Community Renewal (OCR) the amount of program income from New York State administered CDBG grants on hand at the time of application. All applicants must fill out, sign and attach the CDBG Program Income Report to the Consolidated Funding Application. The report form can be found here: https://hcr.ny.gov/community-development-block-grant.

*Co-Funding*

For certain “co-funded” Public Infrastructure projects, single applicants may apply for an amount of funding not to exceed $1,000,000 ($1,250,000 for joint applicants). “Co-funded” projects are those projects that include other State and/or Federal sources including, but not limited to, USDA Rural Development and/or NYS Environmental Facilities Corporation (EFC). In order to qualify for this higher funding threshold, the Applicant must clearly demonstrate that other co-funded sources are firmly committed and in place at the time of application. Qualifying documentation includes:

- USDA - Preliminary Funding Estimate (PFE)
- NYS EFC - Project listed on Intended Use Plan (IUP) AND financing application has been submitted
- Other Sources – Contact NYS OCR

All qualifying documentation must be submitted as an attachment to the funding application and is subject to review and approval by the OCR.

**Pre-Development Costs**

OCR may consider certain eligible pre-award costs for water, sewer, or storm water projects only, which may include pre-development costs necessary to complete the environmental review process required for all CDBG projects under the National Environmental Policy Act (NEPA). These expenses may include, but are not limited to:

- Engineering or design work needed to obtain approval from state or Federal agencies
- Administrative costs incurred consulting with state and Federal agencies
- Permitting activities needed to complete the Environmental Review Record (ERR) and/or Request for Release of Funds (RROF). This includes addressing State Environmental Quality Review Act (SEQRA) process requirements as applicable

Pre-development costs incurred up to 12 months prior to grant award may be included as part of the project budget. Eligible costs must still meet all CDBG rules and regulations including Federal procurement and civil rights requirements, and must be in compliance with 2CFR 200. Please contact OCR prior to considering incorporating pre-award costs into the project budget to ensure that those costs are eligible.

**Other Guidance**

Applicants should not proceed with a project that cannot be completed within the specified timeframe or with the assumption that an extension of the project deadline will be considered. Grant recipients who are unable to satisfy the term of their grant agreement may be unable to secure further OCR funding until such time as the prior grants have been completed or the funds recaptured. Inability to meet the required timeframe may be viewed as an issue of project readiness and/or inadequate local capacity to carry out grant activities in a timely manner and may require significant additional actions on the part of the municipality to ensure that any potential future grants will be completed within the term of the grant agreement.

Applicants may submit multiple applications up to the maximum per activity. The total amount requested by the Applicant between the two categories of Public Infrastructure and Public Facilities cannot exceed the individual caps listed above for OCR PY2019 NYS CDBG APPLICATION.
- counties, cities, towns and villages, with the exception of single projects that qualify under the higher threshold as described above. Applicants may request up to the maximums listed for Microenterprise regardless of any applications submitted for other categories of assistance. Applicants may also request up to the maximum listed for Planning regardless of any other applications submitted for any other categories of assistance. However, as noted above, demonstrated capacity to carry out each grant activity in a timely manner is a factor in the application review process, so funding requests should be determined with this in consideration.

C. ELIGIBLE APPLICANTS

Eligible applicants are non-entitlement units of general local government (County, Town, City, or Village), excluding metropolitan cities, urban counties, and Indian Tribes that are designated Entitlement Communities. Non-entitlement areas are defined as cities, towns, and villages with populations of less than 50,000 except those designated principal cities of Metropolitan Statistical Areas, and counties with populations of less than 200,000. A list of eligible communities is available at https://hcr.ny.gov/community-development-block-grant.

Counties may apply on behalf of units of general local government located within their jurisdiction when the unit of general local government has authorized the County to apply. The unit of general local government will be considered the Applicant for determining grant limits, and its statistics will be used for purposes of the selection factors. A cooperation agreement between the County and the local government, an authorizing resolution issued by the local government, and an explanation as to why the arrangement is needed must be included as an attachment to the application.

When a joint effort is required to solve a common water or sewer problem faced by two or more eligible local governments, a joint application may be submitted. Local governments, however, must not only share a common problem that crosses their municipal boundaries but must also be able to demonstrate that a joint effort is required to solve the problem. A cooperation agreement between the local governments must be included as an attachment to the application. Joint applications submitted only for administrative convenience are not eligible and will not be considered for funding. Note that each Applicant individually must adhere to citizen participation requirements. Each participating municipality must hold a public hearing prior to application. Consultation with OCR is strongly encouraged.

D. ELIGIBILITY RESTRICTIONS

Prior Recipients of NYS CDBG Program funds are subject to an evaluation of capacity and performance and must resolve all outstanding audit, monitoring and/or non-compliance issues which involve a violation of Federal, State or local law or CDBG program requirements prior to the submission of an application for funding. An Applicant may be ineligible for a grant when its performance evidences significant lack of capacity to carry out the proposed project or program as required and according to the applicable laws, regulations, policies and procedures governing the NYS CDBG Program.

E. TYPES OF APPLICATIONS

NYS CDBG Applicants must address and resolve a specific community or economic development need within one of the following areas: (1) Public Infrastructure (2) Public Facilities, (3) Microenterprise, and (4) Planning.

Applications may consist of more than one activity if one of the activities is incidental to, or in support of, the primary activity. For a project consisting of more than one activity, the activity that directly addresses the primary need must represent the majority of the funds requested. For example, an application for a public water or sewer activity can include an activity that provides lateral connection assistance that clearly supports the public water or sewer activity and represents a relatively small percentage of the funds in comparison to the primary public water or sewer activity. The lateral connection activity must clearly be in support of the public water or sewer project as well as demonstrate compliance with a National Objective and the NYS Smart Growth Public Infrastructure Act (Chapter 433 of the Laws of 2010). NYS CDBG funds should not be requested for more than one activity in a single application if the additional activities are not incidental to, or in support of, a principal activity. Note that ancillary activities, such as homeowner service lateral replacement, may not exceed 10% of the grant amount without formal approval from OCR.

F. FUNDING CATEGORIES

1. PUBLIC INFRASTRUCTURE

The NYS CDBG Public Infrastructure program consists of two funding activities: drinking water/clean water/storm water and public works. Eligible projects for NYS CDBG Public Infrastructure may include the repair or replacement of existing systems, construction of new systems, or expansion of existing systems into areas previously unserved that are in compliance with the NYS Smart Growth Public Infrastructure Act (Chapter 433 of the Laws of 2010) and principally benefit low- and moderate-income persons. Under the Public Infrastructure category, the benefit to low-
and moderate-income persons is most commonly achieved through an area benefit. For more information regarding National Objective Compliance, refer to the Application Guidance located on the HCR website: https://hcr.ny.gov/community-development-block-grant.

The drinking water/clean water/storm water activity includes, but is not limited to, public or private water source development, storage, and distribution; sanitary sewage collection and treatment; flood control and storm water drainage; and municipal utilities. The aforementioned types of projects may also include ancillary public works components such as sidewalks, streets, parking, open space, and publicly-owned utilities. Note that ancillary activities, such as homeowner service lateral replacement, may not exceed 10% of the grant amount without formal approval from OCR.

The Public Works activity consists of, but is not limited to, standalone public works components such as streets, parking, open space, and publicly-owned utilities. Public works activities should be creatively designed to leverage the availability of other Consolidated Funding Application (CFA) funding sources to the greatest extent possible.

Funding for standalone residential water and sewer lateral connections is not available as part of the CFA. These types of applications may be available separately as part of HCR’s Housing Funding Category, which may be announced later this year. For information on HCR’s non-CFA funding opportunities see the HCR website at: https://hcr.ny.gov/community-development-block-grant.

OCR may consider certain eligible pre-award costs for water, sewer, or storm water projects only, which may include pre-development costs necessary to complete the environmental review process required for all CDBG projects under the National Environmental Policy Act (NEPA). These expenses may include, but are not limited to:

- Engineering or design work needed to obtain approval from state or Federal agencies
- Administrative costs incurred consulting with state and Federal agencies
- Permitting activities needed to complete the Environmental Review Record (ERR) and/or Request for Release of Funds (RROF). This includes addressing State Environmental Quality Review Act (SEQRA) process requirements as applicable

Pre-development costs incurred up to 12 months prior to grant award may be included as part of the project budget. Eligible costs must still meet all CDBG rules and regulations including procurement and civil rights requirements, and must be in compliance with 24CFR85.39. Applicants are strongly urged to contact OCR prior to considering incorporating pre-award costs into the project budget to ensure that those costs are eligible.

2. PUBLIC FACILITIES

The NYS CDBG Public Facility program activities include, but are not limited to, structures to house or serve special-needs populations; senior services; health-care centers; child care centers; removal of architectural barriers for the disabled (installing lifts, automatic doors, ramps, etc.); sidewalks; and multi-purpose buildings housing several qualifying activities where benefits are provided principally to low-and moderate-income persons. Removal of architectural barriers is not eligible in new construction. Under the Public Facilities category, the benefit to low- and moderate-income persons is achieved most commonly through a presumed benefit, which is applicable for seniors, the severely disabled or abused children. National Objective compliance for Public Facilities can also be met through the Low/Mod Area (LMA) benefit. For more information regarding National Objective Compliance, refer to the Application Guidance located on the HCR website: https://hcr.ny.gov/community-development-block-grant.

NYS CDBG funds can be used for construction or renovation of facilities but cannot be used to cover the day-to-day operational costs of an assisted facility, nor can funds be used for buildings that are primarily for the general conduct of government business (e.g. town halls), with the exception of handicapped accessibility improvements to comply with the Americans with Disabilities Act (ADA). Any Public Facility funded with NYS CDBG funds must be maintained in the same capacity as funded for a period of five (5) years after the project is formally closed out by OCR. OCR reserves the right to monitor the use of such facilities during the five (5) year period to substantiate compliance.

3. MICROENTERPRISE PROGRAM

Funding provides resources to eligible communities to establish a local program to support and promote entrepreneurship as a vehicle for economic development by providing grants in conjunction with capacity building and entrepreneurial assistance. A Microenterprise is defined as a commercial enterprise that has five (5) or fewer employees, one (1) or more of which is the principal and owns the enterprise at the time of application. The size of a Microenterprise includes part-time and full-time employees (head count, not full-time equivalents).
• Maximum award amount of $200,000 per community for assistance to multiple Microenterprises.

• A minimum of 50% of the CDBG award must be awarded to start-up businesses. A start up business is defined as an enterprise that has been in operation for fewer than six (6) months at the time of application for assistance.

• Individual grant amount per business: $5,000 (minimum) to $35,000 (maximum).

• Each Microenterprise must either be owned by a low- to moderate-income person or the project must result in the creation of at least one (1) full-time equivalent position to benefit a low- to moderate-income person.

• NYS CDBG funds can only fund up to 90% of a total project cost.

• At least 51% of all jobs created must be held by or made available to low- and moderate-income persons.

• Minimum of 10% owner equity contribution to the project is required. (Equity investment must be in the form of cash.)

• Certified completion of an approved entrepreneurial assistance or small business training program is required. Cost of training may be a CDBG eligible expense; attendee may be reimbursed after completing the training.

• NYS CDBG funds may be provided to the business by the Recipient in the form of a grant only.

Refer to the NYS CDBG Microenterprise Program Guidelines for additional guidance which can be found at https://hcn.ny.gov/community-development-block-grant.

PLANNING

The NYS CDBG Planning program may consist of one of two activities: Community Needs Assessments and Preliminary Engineering Reports. Any Planning proposal must address an activity which, if implemented, meets at least one of two national objectives under the CDBG program. That is, it must be shown that either 1) at least 51% of the persons who would benefit from implementation of the plan are low- and moderate-income persons, or 2) the plan addresses a slum or blighted area in the community.

The Community Needs Assessment activity must be used by eligible applicants to identify the assets of a community and determine potential concerns that it faces. The needs assessment analysis may focus on one or more of the following: 1) Public Infrastructure, 2) Housing, 3) Public Facilities and/or 4) Economic Development. Comprehensive Plans, Strategic Plans, and Master Plans are not eligible for funding under this round of the CFA.

Eligible planning activities for Public Infrastructure include assisting eligible applicants to develop preliminary engineering reports for a municipality’s drinking water, clean water and/or storm water needs. The goal of this Infrastructure Planning grant is to help initiate a planning process that will result in follow-up implementation plans to address these identified critical infrastructure needs.

Eligible planning activities for Housing include, but are not limited to, comprehensive Housing Needs Assessments, housing market analyses and other housing demand studies.

Eligible planning activities for Public Facilities include, but are not limited to, energy conservation plans, asset management plans, and building studies.

Market studies and feasibility studies may be eligible planning activities for determining economic development needs if performed on behalf of the grant recipient to determine the market for some type of facility or business. Market studies and feasibility studies performed on behalf of a particular business are not eligible Planning activities. For example, studying the need for a new hotel downtown would be eligible for Planning assistance but conducting a study of a specific proposed hotel project would not be eligible for Planning assistance.

If used to develop a Preliminary Engineering Report, the activity must be used by eligible applicants to develop preliminary engineering reports for a municipality’s drinking water, clean water and/or storm water needs. The goal of this Infrastructure planning grant is to assist eligible applicants to initiate a planning process that will result in follow-up implementation plans to address these critical infrastructure needs.

Successful applicants must propose a Community Needs Assessment or Preliminary Engineering Report activity designed to assist the municipality in seeking future funding opportunities from NYS CDBG or other State and Federal agencies that will result in a benefit to low- and moderate-income persons. Requests for assistance that are not designed to assist the municipality in implementing a specific future project may not be considered.

• NYS CDBG can fund up to 95% of the total Planning cost, not to exceed the maximum grant amount.

• NYS CDBG Planning funds may be used as match for other CFA funded Planning activities when other funding agencies permit the use of CDBG funds as match.
- At least 5% of the total project cost must be provided as a cash match through other non-CDBG funding sources. In-kind services, force account and volunteer services cannot be considered as match.

Applicants may determine that an application addressing the needs of a target area is the best approach for addressing the needs of its community. In determining this approach, applicants must define the target area as a recognizable neighborhood, including natural boundaries, such as a railroad tracks, city limits, busy streets, etc. Boundaries should not be gerrymandered for LMI purposes. If streets are proposed, houses on both sides of the street should be surveyed and included in the target area. Target area lines may be drawn down back alleys or property lines to include all needed households.

G. APPLICATION EVALUATION CRITERIA

The review process for the NYS CDBG Program is designed to ensure that the limited NYS CDBG funds available are awarded to communities that meet all of the Federal CDBG requirements, demonstrate a significant need for the proposed activity, demonstrate that the project is financially feasible, and show a significant positive impact to the community.

PUBLIC INFRASTRUCTURE AND FACILITIES FACTOR RATING

Applications within the Public Infrastructure and Facilities funding categories are rated and scored against the factors below. Applications are evaluated and ranked against applications within the same category. Applications with the highest scores are considered the most competitive and have a greater chance of being awarded.

<table>
<thead>
<tr>
<th>Project Assessment Points</th>
<th>55 Points</th>
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<tbody>
<tr>
<td>Additional Project Assessment Points</td>
<td>25 Points</td>
</tr>
<tr>
<td>Regional Economic Development Council Points</td>
<td>20 Points</td>
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<tr>
<td><strong>Total = 100 Points (maximum)</strong></td>
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Project Assessment – 55 Points

Applications within the funding categories will be assessed based on the extent to which they meet the category-specific assessment criteria identified below. The most points may be awarded to projects that have demonstrated exceptional compliance with the assessment criteria identified for each category. An applications project assessment score on an application will be determined by averaging the assessment criteria points.

Public Infrastructure:

**Need – 15 Points**
The degree to which the Applicant has demonstrated:
- serious public health, welfare or safety conditions, as attested by third party documentation (e.g. consent orders, engineering reports, test results);
- that NYS CDBG funds are necessary to undertake the project and the community is unable to secure sufficient funding or assistance through other methods or resources, including other public funding.

**Impact – 15 Points**
The degree to which the Applicant has demonstrated:
- that the proposed project is affordable, viable, and sustainable over the long-term, is of appropriate capacity for the demand, and addresses the identified need;
- the impact of NYS CDBG funds on the reduction of the debt burden, connection fees, and annual water/sewer fees on LMI households;
- that the proposed project supports a “Smart Growth” development strategy in accordance with the New York State Smart Growth Public Infrastructure Act (Chapter 433 of the Laws of 2010).

**Financial Capacity – 25 Points**
The degree to which the Applicant has demonstrated:
- that the project cost is financially feasible and includes the cost associated with regulatory compliance;
- that leveraged funds are available and committed, including CDBG program income generated from previously funded HUD and NYS CDBG projects, and there are no gaps in funding;
- that the costs of program delivery and administration are reasonable and based on the work to be performed, as detailed in the application;
- a financial and administrative plan for future maintenance and operations.
Public Facilities:

Need – 15 Points
The degree to which the Applicant has demonstrated:
• a need and market for the project and the services to be provided;
• that NYS CDBG funds are necessary to undertake the project and the community is unable to secure sufficient funding or assistance through other methods or resources, including other public resources.

Impact – 15 Points
The degree to which the Applicant has demonstrated that:
• the proposed project has long-term affordability, viability and sustainability, is appropriate in terms of capacity, and addresses the identified need;
• the project design includes components accommodating mobility, visual, and auditory handicaps where relevant.

Financial Capacity – 25 Points
The degree to which the Applicant has demonstrated:
• that the project cost is financially feasible and includes the costs associated with regulatory compliance;
• that leveraged funds are available and committed including CDBG program income generated from previously funded HUD and NYS CDBG projects;
• that the costs of program delivery and administration are reasonable and based on the actual work to be performed as described in the application;
• a financial and administrative plan for future maintenance and operations.

Additional Project Assessment Criteria
In addition to evaluating applications in accordance with the project assessment criteria listed above for each of the funding categories, applicants will be evaluated on the following criteria:

Administrative Capacity – 25 Points
The degree to which the Applicant has demonstrated:
• a clear understanding of the program requirements and measures to ensure compliance with program requirements, including applicable Federal and State regulations, such as environmental, lead-based paint, labor standards, historic preservation, and procurement;
• that no impediments exist, or the degree to which all potential impediments, such as regulatory compliance, community support, site control (i.e. easements, acquisition etc.), and permits and clearances, have been addressed;
• project readiness and the ability to implement the program upon award;
• the ability to complete the proposed project/program within the 24-month term of the grant agreement.

Prior Performance –
The Applicant's prior CDBG performance is considered at the time of application which may include, but is not limited to:
• the successful completion of prior projects as proposed and per the grant agreement;
• the number of project extensions requested and the reasons for extensions;
• monitoring findings and concerns and the timeframe in which they were resolved;
• status of current grants (expenditure rate, suspension of funds, adherence to program schedules);
• the ability to resolve grant administration issues in a timely manner and to address the issues for all grants and Program Years;
• first time applicants and first time awardees are not negatively impacted by this.

Smart Growth Legislation (Chapter 433 of the Laws of 2010) –
Please note that the Housing Trust Fund Corporation is subject to the State Smart Growth Public Infrastructure Act (Chapter 433 of the Laws of 2010) and must, to the extent applicable, make funding decisions consistent with the provisions of the Act.

Total Vision and REDC Strategies – 20 Points
Applications will also be reviewed and scored by the Regional Economic Development Councils. Up to 20 points will be provided to projects that most closely align with the Regional Council's Strategic Plan. These strategic plans are available from https://regionalcouncils.ny.gov/.
**Microenterprise Factor Rating**

Applications within the funding category of Microenterprise are rated and scored using the criteria below. Applications are evaluated and ranked against all applications within the Economic Development Program.

<table>
<thead>
<tr>
<th>Public Benefit/Impact</th>
<th>20 Points</th>
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<tbody>
<tr>
<td>Implementation</td>
<td>22 Points</td>
</tr>
<tr>
<td>Leveraged Resources</td>
<td>20 Points</td>
</tr>
<tr>
<td>Performance Measures</td>
<td>18 Points</td>
</tr>
<tr>
<td>Total Vision and REDC Strategies</td>
<td>20 Points</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100 Points</strong> (maximum)</td>
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</table>

**Public Benefit/Impact – 20 Points**
- The demonstrated need for the project.
- The overall employment and economic impact of the project.
- The extent to which the project will create permanent, full-time equivalent jobs for persons from low-to moderate-income families and/or assist low- and moderate-income business owners.
- Local support for the project.

**Implementation – 22 Points**
- The degree of project readiness and ability to implement upon award.
- The degree to which the project is financially and technically feasible within the 24-month term of the grant agreement.
- The administrative capacity of the Applicant, and the degree to which the Applicant has demonstrated a clear understanding of, and ability to meet the program requirements.

**Leveraged Resources – 20 Points**
- The extent to which the project coincides with previous state or program investments.
- The availability and commitment of non-CDBG leverage.
- The CDBG-funded portion of the project.

**Performance Measures – 18 Points**
- The quality of the program design proposed.
- The quality of the entrepreneurial training program proposed.
- The project’s alignment with green principles and sustainable development practices.

**Total Vision and REDC Strategies – 20 Points**

Applications will also be reviewed and scored by the Regional Economic Development Councils. Up to 20 points will be provided to projects that most closely align with the Regional Council’s Strategic Plan. These strategic plans are available from [https://regionalcouncils.ny.gov/](https://regionalcouncils.ny.gov/).

**Planning Factor Rating**

Applications within the Planning and Engineering funding categories are rated and scored against the factors below. Applications are evaluated and ranked against other Planning applications. Applications with the highest scores are considered the most competitive and have a greater chance of being awarded.

<table>
<thead>
<tr>
<th>Demonstrated Need</th>
<th>30 Points</th>
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<tbody>
<tr>
<td>Public Benefit/Impact</td>
<td>30 Points</td>
</tr>
<tr>
<td>Implementation</td>
<td>10 Points</td>
</tr>
<tr>
<td>Leveraged Resources</td>
<td>10 Points</td>
</tr>
<tr>
<td>Total Vision and REDC Strategies</td>
<td>20 Points</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100 Points</strong> (maximum)</td>
</tr>
</tbody>
</table>

**Demonstrated Need – 30 Points**
- Demonstration of need for the Plan and for funding assistance.
- Evidence that key stakeholders share the opinion that the subject of the Plan is critical to addressing identified needs and challenges.

**Public Benefit/Impact – 30 points**
- The proposed process for identifying development challenges and needs.
- The approach to which an Applicant proposes to address community needs criteria (Public Infrastructure, Public Facility and Economic Development).
- Public support and participation.
Implementation – 10 points
- Readiness to proceed upon award.
- NYS CDBG performance history, if any.
- Capacity to complete the Planning process in a timely and effective manner.
- Extent to which the needs identified are potential NYS CDBG eligible activities.
- How well the proposed Planning activity follows or reinforces local or regional plans.

Leveraged Resources – 10 Points
- Creative leveraging and coordination with other CFA activities.
- Reasonableness of activity costs and evidence of match requirement.

Total Vision and REDC Strategies – 20 points
Applications will be reviewed and scored by the Regional Economic Development Councils. Up to 20 points will be provided to projects that most closely align with the Regional Council’s Strategic Plan. These strategic plans are available from www.regionalcouncils.ny.gov.

Significant Statewide Programs
Proposed projects that are part of the following initiatives will be looked upon favorably:

Downtown Revitalization Initiative and Strategic Community Investment
Priority consideration will be given to proposals which demonstrate they will advance downtown revitalization and strategic place making through transformative housing, economic development, transportation and community projects that will attract and retain residents, visitors and businesses - creating dynamic neighborhoods where tomorrow’s workforce will want to live, work, and raise a family. Projects should reflect the general principles of smart growth and sustainable development.

Improving Access to Child Care
Despite record investments in child care, many New Yorkers still struggle to access high quality child care. This issue forces families to choose between quality child care and employment or places families in the position to use unlicensed child care providers. Applicants should provide any information about their project that works to improve access to child care.

Environmental Justice
Environmental justice means the fair treatment and meaningful involvement of all people regardless of race, color, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. As we transition to a greener economy, it is imperative that no subset of the population be marginalized or left behind. Applicants should provide any information about how their project actively works to address these issues.

NYS CFA Submission Information
Applicants seeking assistance for Public Infrastructure, Public Facilities, Microenterprise or Planning Assistance Activities must submit applications through the NYS Consolidated Funding Application (NYS CFA). Directions for applying for assistance for these funds are available at www.regionalcouncils.ny.gov. The on-line application system will be available beginning May 1, 2019 and will close at 4:00 p.m. on July 26, 2019.

The above-stated application deadline is firm as to date and hour. In the interest of fairness to all competing Applicants, applications received after the specified date and time will be deemed ineligible and will not be considered for funding. Applicants should make early submission of their application(s) to avoid risks of ineligibility resulting from unanticipated delays or other delivery-related problems. Applicants are strongly advised to thoroughly read the application questions and review any guidance provided for a question in the “Application Tips” link next to the corresponding question in the CFA, as well as review the requirements of the NYS CDBG program and observe all of the application requirements. All parts of the application and required forms and attachments must be provided in full for the application to be successfully evaluated. Required information that is not provided in the application will have a negative impact on the evaluation of the application.

H. Technical Assistance
Prior to the application deadline, OCR will provide technical assistance regarding the application, proposed projects, and program regulations to Applicants upon request. Potential Applicants with questions regarding the application and/or the NYS CDBG Program should call (518) 474-2057 or send an email to HCR_CFA@nyshcr.org for assistance.
I. CORRECTIONS TO DEFICIENT APPLICATIONS

Under no circumstances will unsolicited information from an applicant or its representative regarding the application be accepted after the application deadline has passed. Applicants may be advised of technical deficiencies in applications and may be permitted to correct those deficiencies. A technical deficiency is an error or oversight which, if corrected, would not alter, in a positive or negative fashion, the review and/or rating of the application. Examples of curable technical deficiencies could be the failure to submit an application form or failure to submit an application containing an original signature. Applicants will be notified in writing of any curable technical deficiencies in an application. Applicants will have 10 business days from the date of OCR’s correspondence to reply and correct the deficiency. If the deficiency is not corrected within this timeframe, Applicants are at risk of their application being deemed incomplete. If necessary, applicants may be requested to submit additional information for clarification of material contained in the application.

J. PROCUURING FOR PROFESSIONAL SERVICES

1. Consultants

Applicants may elect to contract with a Consultant for the preparation of an application and/or for the administration of a NYS CDBG funded project. Before selecting a Consultant, engineer, architect or other professional to assist in the preparation of an application, please consider the following:

a. “Loss-Leader” Arrangements – Loss-leader arrangements, in which Consultants offer to prepare a grant application or make preliminary engineering designs and estimates at reduced rates or at no cost in return for receiving a contract for program delivery and/or administration if the application is funded, are prohibited by Federal regulations. Applicants may find this approach attractive because costs they bear prior to the award of NYS CDBG funding, such as application preparation or preliminary engineering studies are not reimbursable from the NYS CDBG grant. However, loss-leader arrangements violate Federal regulations, which require “maximum open and free competition.”

b. Selection of Engineers or Administrative Consultants Prior to Grant Award – Some applicants may wish to procure the services of a Consultant or engineer to assist with grant application preparation, preliminary engineering, and administration/program delivery, using one procurement process to obtain all the services. This approach is permitted by HUD regulations, as long as Federal procurement procedures are complied with as found at 24 CFR Part 85.

For NYS CDBG funded professional services, the selection of a Consultant must be conducted in a manner so as to provide maximum open and free competition. The provisions of 2CFR 200 and local laws govern the procurement of professional services. The selection of Consultants must be completed according to the Federal procurement regulations if NYS CDBG funds will be used for payment of the professional services. Professional services that are not procured in compliance with the Federal procurement regulations are ineligible CDBG expenditures and will not be reimbursed for payment. For non-CDBG funded professional services, such as services for the preparation of the application, applicants must follow their local procurement policies. Use of NYS CDBG funds for the preparation of the 2019 application is not an eligible use of program funds. Regardless of the funding source used to pay for professional services, written agreements must be executed between the parties detailing all responsibilities, standards and fees. For additional information on procuring professional services, reference Chapter 1 and 4 of the OCR Grant Administration Manual, which is available on the OCR website, https://hcr.ny.gov/community-development-block-grant.

Applicants that elect to use a professional service contractor for both grant application preparation and administration of the program are encouraged to consider issuing one Request for Proposals (RFP) for these services, even though the services may be funded by different funding sources. Issuing one RFP for both of these services typically helps to reduce the amount of start-up time needed after award. Applicants choosing to issue one RFP for these services must comply with the Federal procurement requirements if any portion of the services will be funded with NYS CDBG funds. Communities should also be aware when soliciting for professional services, while permissible under State law, Federal requirements restrict the use of a Request for Qualifications (RFQ) process to hiring for engineering or architectural services only. Other procurement for professional services would generally be expected to be done through an RFP process.

2. Subrecipients

Applicants may decide to use a Subrecipient to carry out the NYS CDBG funded activity, including the administration and/or program delivery tasks required to administer programs such as housing. There are typically two kinds of Subrecipients:
Governmental non-profits, which are public agencies, commissions, or authorities that are created by the Recipient (such as a housing authority or water supply district). They also may have been created by a consortium of municipalities, such as a County or multi-County sewer authority;

Private non-profits, which are incorporated under the non-profit statutes of state law and frequently have IRS 501(c)(3) status, providing specific services in areas such as job training, day care, housing, community development, homeless shelters, mental health centers, industrial development, etc.

A Subrecipient is an organization that is directly provided NYS CDBG funds for its use in carrying out previously agreed upon eligible activities. In order to be considered a Subrecipient, NYS CDBG funds must flow through the organization. This means that a Recipient must draw funds from OCR and then grant those funds to the Subrecipient who will then pay vendors directly.

Federal procurement standards do not apply to the selection of a Subrecipient. The Recipient and the Subrecipient must enter into a written agreement. The agreement must remain in effect during the period that the Subrecipient has control over NYS CDBG funds, including program income. For additional information on Subrecipients, reference Chapter 1 of the OCR Grant Administration Manual, which is available on the HCR website, https://hcr.ny.gov/community-development-block-grant.

K. AWARD CRITERIA DETAILS

Eligible Area, City, County Population Limits or Population Target Types:
Projects must be located in non-entitlement areas such as cities, towns and villages throughout New York State, with populations of less than 50,000 and counties with populations of less than 200,000 (excluding metropolitan cities, urban counties, and Indian Tribes that are designated Entitlement communities) and must primarily benefit the population of the non-entitlement area.

Limitations:
The maximum awards are not intended to serve as a target figure for requests for assistance. The amount of CDBG assistance should be based on identified need, and CDBG funds should not be used to reduce the amount of non-Federal financial support for the project. Projects that commence prior to award are not reimbursable with NYS CDBG funds.

Long Range Goals:
Applications will be reviewed in the context of the long-range goals established by New York State for the NYS CDBG program over the five-year period as outlined in the HUD-approved 2016-2020 Consolidated Plan. For the NYS CDBG Economic Development program, the goal is to assist 150 businesses with creating 5,000 jobs. For the NYS CDBG Public Infrastructure program, the goal is the completion of 100 Public Infrastructure projects serving 50,000 people. For the NYS CDBG Public Facilities program, the goal is the completion of 25 Public Facilities projects serving 500 people.

Project Term Completion Dates:
Recipients of CDBG Public Infrastructure, Public Facility, or Economic Development funding enter into a two-year (24 month) grant agreement in which all funds must be expended and all accomplishments met. Any funds remaining at the end of the two-year period are subject to de-obligation. Recipients are also obligated to report accomplishments and beneficiary information on an annual basis. This information must demonstrate the progress of the project and compliance with the national objective proposed in the application.

Recipients of CDBG Planning assistance enter into a 14-month grant agreement in which all funds must be expended and a final plan submitted to OCR. Any funds remaining at the end of the 14-month period are subject to de-obligation. Recipients are also obligated to report accomplishments and beneficiary information on an annual basis. This information must demonstrate the progress of the project and compliance with the national objective proposed in the application.

Matching Fund Requirements / Deadlines:
For the Microenterprise Program, up to 80% of the total project cost can be funded with CDBG funds. The remaining 10% of the project cost will be required to be provided from owner equity. For Public Infrastructure and Public Facility projects, a match is not required; however, bringing leveraged funds to a project may make it more competitive. Planning requires a minimum 5% cash match in non-CDBG sources. In-kind services, force account labor, and volunteer services cannot be used as demonstration of match.
Additional Resources:
For more information, eligible Applicants should contact New York State Homes and Community Renewal, 38-40 State St, Albany, New York 12207, call (518) 474-2057, email HCR_CFA@nshcr.org or visit: https://hcr.ny.gov/community-development-block-grant.

Civil Rights Compliance

1. Affirmatively Furthering Fair Housing

All applicants are required to report whether within the past ten (10) years the it has been the subject of any housing discrimination proceeding before a federal, state and/or local adjudicatory body. The applicant shall:
   a. Provide the final disposition or indicate that the proceeding is pending.
   b. Applicants should also provide a brief description of the complaint and procedural history for cases that are pending or final administrative and/or court orders.

Submit as one single upload, do not upload multiple documents.

For ALL Recipients that are awarded NYS CDBG funding assistance based on full applications that are submitted through the 2019 CFA, the Recipient will have a continuing obligation through the contract period to disclose within thirty (30) days to HCR’s Fair and Equitable Housing Office if the municipality becomes the subject of any fair housing proceeding before a Federal, state and/or local adjudicatory body, or if it receives a final disposition in a proceeding involving fair housing law claims.

Affirmatively Furthering Fair Housing Checklist

Recipients of Federal funds have a duty to Affirmatively Further Fair Housing (AFFH) pursuant to the Fair Housing Act. New York State will monitor the efforts of local government grantees to satisfy and certify their own duty to AFFH. In general, activities that AFFH should promote non-discrimination and ensure fair and equal access to housing opportunities for all. The Grant Administration Manual, Chapter 5 Section VII (E), provides additional information regarding fair housing obligations. To ensure compliance with the AFFH requirements the Recipient is required to:
   a. Display fair housing posters and distribute fair housing materials prepared by New York State, the municipality, US Department of Housing and Urban Development (HUD), or fair housing organizations to community residents, landlords, real estate professionals and lenders;
   b. Pass a fair housing resolution that demonstrates a "good faith effort" in complying with fair housing requirements. The fair housing resolution adopted by the Recipient must also be publicized and promoted within the community; and
   c. Designate a Fair Housing Officer who is familiar with the fair housing regulation, have him or her trained on their duties and responsibilities as a Fair Housing Officer, and, through means reasonably calculated to reach the community, publicize the existence of the Fair Housing Officer as the primary point of contact for all fair housing related issues.

The Recipient shall provide to HCR’s Office of Community Renewal within forty-five (45) days of the award of funds, the AFFH Checklist activities it will undertake. Additionally, the Recipient shall carry out the AFFH actions within one (1) year of the award of funds and provide to HCR’s Office of Community Renewal proof of the activities undertaken as a record of the municipality’s activities to satisfy its AFFH requirements.

In addition to the abovementioned required activities, the Recipient’s AFFH Checklist should identify which of the below activities will also be undertaken. The below checklist does not include every fair housing activity that a municipality could, or should undertake. It is however a good starting point of increasing community awareness, ensuring that clear procedures exist for addressing fair housing complaints, expanding the types of housing choice within the municipality, and generally providing all people with the opportunity to live in a community of their choice without discrimination.

If a Recipient intends to complete an action not included in the AFFH Checklist to satisfy one of the categories from the AFFH Checklist, it must apply to the Fair and Equitable Housing Office (FEHO) for permission to do so. Questions related to fair housing obligations and/or the AFFH Checklist must be addressed to HCR's Fair and Equitable Housing Office at (518) 473-3089 or FEHO@nyschr.org.

Recipients must be prepared to begin reporting on efforts to Affirmatively Further Fair Housing on an annual basis. Reporting will occur on an annual basis through the OCR Annual Performance Report that is due in January of every year.
I. **Encourage community input on fair housing matters**

1. Hold an annual public meeting on fair housing. Provide to HCR an agenda, meeting notes, and reports concerning the steps that will be taken to address fair housing issues raised at these meetings. Include a list of attendees/sign-in sheet, location and date.

II. **Ensure public policy Affirmatively Furthers Fair Housing**

1. Sponsor or work with a community development/planning organization, rural/neighborhood preservation, or fair housing organization to conduct a survey to assess the community's housing needs, including barriers to fair housing choice.

2. Survey special housing needs of minorities and women to determine possible effects of discrimination.

III. **Promote fair housing education**

1. Elected officials, municipality staff in charge of planning, zoning, building, housing, community and economic development, and their third-party Consultants attend a fair housing training program.

2. Expert provides a fair housing education and training program for real estate professionals, including developers, sales and rental agents, lenders, and property managers.

3. Conduct a meeting with financial institutions that serve the community to discuss the importance of providing financial assistance for housing in all geographic areas and to all residents in the community.

Please note that the actions listed above represent the commitment of the Office of Community Renewal (OCR) to Affirmatively Further Fair Housing (AFFH), and supplement, but do not replace the responsibility of each grantee to AFFH as described in the CDBG Grant Administration Manual.

2. **Section 3**

Section 3 of the Housing and Urban Development Act of 1968 (Section 3) ensures that HUD-funded jobs, training, and contracts are provided to local low-income residents, particularly those that reside in public housing, and businesses that substantially employ them.

In the 2019 CFA funding round, for all proposed projects that would result in CDBG assistance in excess of $200,000, applicants must submit a Section 3 Compliance Plan. The Section 3 compliance plan describes the manner in which recipients of CDBG financial assistance will, to the greatest extent possible, provide job training, employment, and contract opportunities for low or very low-income residents in connection with projects and activities in their neighborhoods. A sample Section 3 Compliance Plan is available at: https://hcr.ny.gov/system/files/documents/2019/11/section3townshipvillagecitycounty.pdf

The submission of a Section 3 Compliance Plan is not required where an Applicant has a previously approved plan on file with NYS HCR.
VI. APPENDICES
A. PROGRAM REQUIREMENTS

1. ELIGIBLE ACTIVITIES

In selecting eligible activities, communities should be aware that although an activity may be legally eligible under the Federal statute and HUD regulations, it may not be competitive under OCR’s evaluation criteria. An activity being considered for a State CDBG application should be compared against the evaluation criteria for that category before a decision is made to prepare an application. Below is an edited list of eligible activities identified at Section 105(a) of the Housing and Community Development Act of 1974, as amended and 24 CFR 570.482, as amended.

Additional information on eligible activities can be found at: https://www.hudexchange.info/resource/2179/guide-national-objectives-eligible-activities-state-cdbg-programs/.

a. Acquisition of real property;
b. Disposition of any real property acquired with CDBG funds or its retention for public purposes;
c. Acquisition, construction, reconstruction, or installation of public works, facilities and site or other improvements;
d. Clearance, demolition, removal, reconstruction, and rehabilitation of buildings and improvements;
e. Public services, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, energy conservation, welfare or recreation needs;
f. Code enforcement in deteriorated or deteriorating areas;
g. Removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons;
h. Payments to housing owners for losses of rental income;
i. Assistance to institutions of higher education;
j. Payment of the non-Federal share required in connection with a Federal grant-in-aid program;
k. Relocation payments and displacement assistance;
l. Activities necessary to develop a comprehensive community development plan;
m. Payment of reasonable administrative costs;
n. Assistance including loans (both interim and long-term) and grants for activities which are carried out by public or private nonprofit entities;
o. Assistance to neighborhood-based nonprofit organizations, local development corporations, nonprofit organizations serving the development needs of the communities in non-entitlement areas to carry out a neighborhood revitalization or community economic development or energy conservation project;
p. Activities necessary to the development of energy use strategies;
q. Assistance to private, for-profit entities, when the assistance is appropriate to carry out an economic development project;
r. Provision of technical assistance to public or nonprofit entities;
s. Housing services;
t. Assistance to public and private organizations, agencies, and other entities (including nonprofit and for-profit entities) to facilitate economic development;
u. Activities necessary to make essential repairs and to pay operating expenses necessary to maintain the habitability of housing units acquired through tax foreclosure proceedings;
v. Provision of direct assistance to facilitate and expand homeownership;
w. Lead-based paint hazard evaluation and reduction; and
x. Special assessments.

2. INELIGIBLE ACTIVITIES

1. Buildings, or portions thereof, used for the general conduct of government cannot be assisted with CDBG funds. This definition does not include such facilities as neighborhood service centers or special purpose buildings that may house services provided by government at decentralized locations. However, the removal of architectural barriers within public buildings to make them more accessible to elderly and handicapped persons is an eligible activity.

2. General government expenses, except for those costs directly attributable to administration of a local CDBG program and documented as such.

3. The general rule is that the purchase of equipment with CDBG funds is ineligible. An exception is that compensation for the use of construction equipment through leasing, depreciation, or use allowances pursuant to OMB circulars A-87 or A-122, as applicable, for an otherwise eligible activity is an eligible use of CDBG funds.
(a) The general rule is that any expense associated with repairing, operating or maintaining public facilities, improvements and services is ineligible. Specific exceptions are operating and maintenance expenses associated with public service activities, interim assistance, and office space for program staff employed in carrying out the CDBG program.

(b) The general rule is that CDBG funds cannot be used for income payments for housing or any other purpose. Examples of ineligible income payments include: payments for income maintenance; housing allowances, down payments and mortgage subsidies. One time payments made on behalf of persons or families to meet emergency needs such as housing or essential utilities is not an income payment and is eligible.

3. PRIMARY OBJECTIVE

The Primary Objective of the Community Development Block Grant Program is to benefit LMI persons. At least 70% of New York State’s CDBG allocation must be allocated to activities, which meet the Primary Objective of benefiting LMI persons. For an activity to qualify as benefiting LMI persons, at least 51% of the persons benefiting from the activity must be LMI persons.

Census data and local surveys are the two sources of data for documenting benefit to LMI persons. It is noted that Census data cannot be rounded up. If the Census data shows that the percent of LMI persons is less than 51% (e.g. 50.6%), this figure cannot be rounded to 51%. In such a case, an Applicant may find it necessary to conduct an income survey. Refer to Appendix D for guidance on survey techniques.

Applicants need to determine how the National Objective requirement will be satisfied during the planning, implementing and documenting of CDBG projects. Each project must meet the Primary and National Objectives. When meeting the benefit to LMI persons National Objective, applicants must ensure that moderate-income persons (60% of median income) are not benefitted to the exclusion of low-income persons (50% of median income).

4. NATIONAL OBJECTIVES

Each CDBG funded activity must meet one of three National Objectives:

1. Benefit LMI persons;
2. Aid in the prevention or elimination of slums or blight; or
3. Meet community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

5. MEETING THE NATIONAL OBJECTIVES

Additional information on National Objective Compliance can be found at https://www.hudexchange.info/resource/2179/guide-national-objectives-eligible-activities-state-cdbg-programs/

Benefit to LMI persons

For the purposes of meeting this National Objective, CDBG activities are divided into three main categories: Area Benefit, Limited Clientele, Direct Benefit including housing and job creation or retention. Each activity proposed must fall under one of the above categories in order to be considered for funding. Activities in these categories qualify under the LMI benefit National Objective in one of three ways: Area Benefit, Limited Clientele or Direct Benefit. The Applicant must determine under which category their project meets the requirement to serve at least 51% LMI persons. The following information will assist with that determination.

Area Benefit

Activities that meet the Area Benefit are designed to serve needs in a geographic area that has a mix of income levels (i.e., a project which will benefit all the residents of the project area, regardless of income). Area benefit includes activities that do not have income eligibility requirements, but instead serve an entire geographic area. An activity proposed for an area wide project must also be clearly designed to meet identified needs of families in the area. Under HUD regulations, an activity that serves an area that is not primarily residential in character cannot qualify as an Area Benefit activity.

Applicants that propose to use CDBG funds for Area Benefit activities must provide data to demonstrate that at least 51% of the persons who would benefit from CDBG assistance are LMI. Area benefit to LMI persons can be documented by the use of Census data or an income survey. For areas where Census data is not available, the Applicant must conduct a survey to prove LMI benefit. For activities in a target area where Census data is available, the Census Tract or Block Groups must match the area’s boundaries in order to be valid. Otherwise, a survey must...
be conducted (e.g. using Census Tract data to substantiate compliance for water line replacement when everyone in the Census Tract would not be a beneficiary of the water line replacement). Reference Appendix D for guidance on survey methodology.

**Direct Benefit**
Activities that are a Direct Benefit are designed to exclusively serve LMI persons. This method is used to determine the LMI benefit for activities that assist a specific known person or household. Activities that qualify under this benefit include residential rehabilitation or job creation activities. For example, a Direct Benefit activity occurs when the community has income eligibility requirements that limit the benefits of the CDBG activity to only LMI families.

Documenting LMI benefit for Direct Benefit projects is relatively clear-cut since potential Recipients of CDBG assistance are screened for Income eligibility with the use of the most current HUD income limits for the County in which the project is located. Reference Appendix D for the 2019 HUD Income Limits or visit: www.huduser.org/datasets/il.html.

**Limited Clientele**
Activities that meet the Limited Clientele benefit are activities that provide benefits to a specific group of persons rather than everyone in an area. The activity may benefit particular persons without regard to the area in which they reside, or it may be an activity that provides benefit on an area basis but only to a specific group of persons who reside in the area. In either case, at least 51% of the beneficiaries of the activity must be LMI persons. To qualify under this category, the activity must meet one of the following tests:

- Exclusively benefit a clientele who is generally presumed by HUD to be principally LMI persons. Abused children, elderly persons, battered spouses, homeless persons, adults meeting the Bureau of Census definition of "severely disabled adults", illiterate adults, persons living with AIDS, and migrant farm workers are presumed by HUD to be principally LMI. Activities that serve this group will be assumed to meet 51% LMI benefit unless the Applicant has surveyed the group to determine the actual benefit exceeds the assumed benefit of 51%; or

- Require information on family size and income so that it is evident that at least 51% of the clientele are persons whose family income does not exceed the LMI limit; or

- Be of such nature and location that it may be concluded that the activity's clientele will primarily be LMI persons; or

- Be an activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meeting the Bureau of the Census' Current Population Reports definition of severely disabled, provide it is restricted, to the extent practicable, to the removal of such barriers by assisting:
  - The reconstruction of a public facility or improvement, or portion thereof, that does not qualify under the LMI area benefit criteria; or
  - The rehabilitation of a privately-owned nonresidential building or improvement that does not qualify under the LMI Income Area Benefit criteria or the LMI Jobs criteria; or
  - The rehabilitation of the common areas of a residential structure that contains more than one dwelling unit and that does not qualify under the LMI housing criteria.

- Be a Microenterprise assistance activity carried out in accordance with the provisions of HCDA Section 105(a)(22) or 24 CFR 570.482(c) with respect to those owners of Microenterprises and persons developing Microenterprises assisted under the activity during each program year who are LMI persons.

- Be an activity designed to provide job training and placement and/or other employment support services, including, but not limited to, peer support programs, counseling, child care, transportation, and other similar services, in which the percentage of LMI persons assisted is less than 51% which qualifies under the Limited Clientele national objective in the following limited circumstance:
  - In such cases where such training or provision of supportive services assist businesses, and the only use of CDBG assistance is to provide job training and/or supportive services, and the proportion of the total cost of the services borne by CDBG funds is no greater than the proportion of the total number of persons benefiting from the services who are LMI.
Applicants that propose to use CDBG funds for Limited Clientele benefit activities must provide documentation demonstrating that the activity proposed meets one of the tests qualifying the activity as meeting the Limited Clientele criteria. Depending on the activity being proposed, the Applicant should provide documentation showing that the activity is designed to be used exclusively by a segment of the population presumed by HUD to be LMI persons; describing how the nature and the location of the activity establishes that it will be used predominately by LMI persons; showing the size and annual income of the family of each person receiving the benefit; showing that barriers to mobility or accessibility have been removed and how the barrier removal was restricted to the extent feasible to one of the particular cases authorized under this subcategory; or showing that the activity qualifies under special conditions regarding job services where less than 51% of the persons benefiting are LMI persons.

To document that at least 51% of the persons who would benefit from CDBG assistance have low or moderate incomes, applicants must use current income data. Reference Appendix D for guidance on survey methodology.

6. PREVENTION AND ELIMINATION OF SLUM AND BLIGHT
Activities meeting the slum and blight National Objective may involve the rehabilitation or removal of slums and blight in the physical, economic and/or social environments. Activities may address any serious conditions identified in the areas of residential, infrastructure, commercial or industrial facilities. The overall program proposed should resolve all need indicated. CDBG activities directed toward the National Objective of preventing or eliminating slums or blight are divided into two main categories: area basis and spot basis.

Area Basis
Activities meeting one or more of the following criteria, in the absence of substantial evidence to the contrary, will be considered to aid in the prevention or elimination of slums or blight:

- The area delineated by the Applicant must meet the definition of a slum, blighted, deteriorated or deteriorating area under State or local law. Applicants must use the strictest definition to determine eligibility. The New York State General Municipal Law Article 18-C, S-970-c defines "Blighted area" as an area within a municipality in which one or more of the following conditions exist: (i) a predominance of buildings and structures which are deteriorated or unfit or unsafe for use or occupancy; or (ii) a predominance of economically unproductive lands, buildings or structures, the redevelopment of which is needed to prevent further deterioration which would jeopardize the economic well-being of the people.

- Throughout the area there are a substantial number of deteriorated or deteriorating buildings or the public improvements are in a general state of deterioration.

- The assisted activity addresses one or more of the conditions which contributed to the deterioration of the area. Rehabilitation of residential buildings carried out in an area meeting the above requirements will be considered to address the area’s deterioration only where each such building rehabilitated is considered substandard before rehabilitation, and all deficiencies making a building substandard have been eliminated if less critical work on the building is also undertaken.

Applicants claiming the prevention and elimination of the slum and blight National Objective on an area basis must be able to document that, at the time of application, a majority of the buildings in the area are deteriorated or dilapidated and the area itself is blighted.

Spot Basis
The elimination of specific conditions of blight or deterioration on a spot basis is designed to comply with the statutory objective for CDBG funds to be used for the prevention of blight, on the premise that such action(s) serves to prevent the spread to adjacent properties or areas. To comply with this National Objective, an activity must be designated to eliminate specific conditions of blight or physical decay not located in a designated slum or blighted area and the activity must be limited to one of the following: acquisition, clearance, relocation, historic preservation, and/or rehabilitation of buildings, but only to the extent necessary to eliminate specific conditions detrimental to public health and safety. To be considered to be detrimental to public health and safety, a condition must pose a threat to the public in general.

Applicants claiming the prevention and elimination of the slum and blight National Objective on a spot basis must be able to document the specific conditions of blight or physical decay for the eligible activity, demonstrate the public health or safety threat to the public and show that the area in which the property is located is outside a slum or blighted area.

An activity that fails to meet one or more of the applicable tests for meeting a National Objective does not comply with CDBG rules.
7. CITIZEN PARTICIPATION

The Federal Housing and Community Development Act "encourages citizen participation, with particular emphasis on participation by persons of LMI," both in the preparation of CDBG applications and throughout the implementation of local CDBG projects. Specifically, the Act requires public hearings "to obtain the view of citizens on community development and housing needs" and on "proposed activities." Congress has mandated that the hearings "be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodation for the handicapped". Therefore, public hearings should be held at a time and place convenient to the general public, with accommodations for persons with disabilities. For hearings where a significant number of non-English speaking persons can reasonably be expected to participate, the notice must also be in the appropriate language(s) and provision must be made for interpreters at the public hearing. Notice of public hearings should also be directed to persons of LMI or those persons who will benefit from or be affected by CDBG activities and/or groups representing LMI persons.

Prior to submitting an application, applicants must meet the citizen participation requirements at 24 CFR 570.486 and New York State's Citizen Participation Plan, as amended which require applicants to follow a citizen participation plan providing for a minimum of one public hearing (one in each jurisdiction of a joint application) prior to the submission of an application for funding, public availability of the application for inspection at the municipal office(s), and one public hearing, if awarded, to be held during the administration of the grant to solicit comments on the effectiveness of the program's administration. Applicants must comply with the following citizen participation requirements:

- Provide for and encourage citizen participation, particularly by LMI persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;

- Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the proposed and actual use of CDBG funds;

- Furnish citizens with information, including, but not limited to:
  - The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated Program Income);
  - A listing of the activities to be undertaken with CDBG funds;
  - The estimated amount of CDBG funds proposed for activities that benefit LMI National Objective;
  - The proposed CDBG activities likely to result in displacement and the municipality's anti-displacement and relocation plan required under 24CFR 570.488;
  - The amount of funds awarded;
  - The types of activities funded; and
  - Progress towards program goals and objectives;

- Provide technical assistance to group's representative of persons of LMI that request assistance in developing proposals in accordance with the procedures developed by the State. However, such assistance need not include providing funds to such groups;

- Hold a minimum of two public hearings, one at the time of application and one during the grant administration process, for the purpose of obtaining citizens' views and responding to proposals and questions. The first public hearing must be held by a quorum of the Legislative Body of the Applicant prior to the preparation and submittal of an application and the second during the administration of an awarded grant to provide input on the effectiveness of the administration of the grant. The public hearing should provide citizens with reasonable advance notice of, and an opportunity to comment on, proposed activities in an application to the State and grant administration activities; and

- Public notice must be provided before public hearings are held. Notice of each public hearing must be published at least once in a newspaper of general circulation in the community at least seven (7) days prior to the hearing. Note that the date of publication is day "zero". The hearing notice must be conspicuously posted in one or more public locations at least seventy-two (72) hours prior to the actual hearing. This may also be accomplished by posting to the municipal website. At a minimum, public notices should contain the time and place of the hearing, offer accommodations for persons with disabilities and include an invitation to submit written comments and where to direct such comments. Additionally, public hearings held at specific times in the process require specific information in the public notice. Public notices posted at the time of application should contain information about the amount of CDBG funds available and the types of activities eligible for CDBG funding and information about the proposed activities and the amount of funds being requested. A template for the first public hearing notice can be found at https://hcr.ny.gov/community-development-block-grant.
- Public notices for public hearings held during grant administration should contain information on the amount of CDBG funds awarded, the type(s) of activity(ies) funded, and the progress towards beneficiary goals and program objectives.

- Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the State and, for grants already made, activities, which are proposed to be added, deleted or substantially changed from the application submitted to the State.

In all cases, the local government must conduct the required public hearings, even if the local government is considering applying on behalf of a Subrecipient, such as a local housing authority, human resource development council, or a county water and sewer district. The hearing may not be conducted by a department or arm of the local government. Having the local government conduct the hearings, rather than delegating the task to a potential recipient of the CDBG funds, provides the most objective forum for considering alternative community needs (and potentially competing proposals for CDBG projects) and encourages a frank discussion regarding any proposed community development projects. All hearings must be conducted in accordance with the New York State Open Meetings Law.

8. ENVIRONMENTAL REVIEW

Environmental review procedures contained in 24 CFR Part 58 applies to this program. In addition, 24 CFR 58.22 provides guidance on limitation on activities pending clearance and 24 CFR 50.17 provides guidance on decision points for projects subject to environmental procedures. Under Part 58, Recipients assume all of the responsibilities for environmental review, decision making and action pursuant to the National Environmental Policy Act of 1969 and the State Environmental Quality Review Act (SEQRA) and other provisions of law specified by the Secretary in 24 CFR part 58 that would apply to the Secretary were he or she to undertake such projects as Federal projects.

9. RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION

Applicants proposing activities that may involve displacement, permanent relocation or demolition or conversion of residential units occupied by low-income persons are responsible for complying with the regulations under the Uniform Relocation Act and Section 104(d) of the Housing and Community Development Act of 1974, as amended. The Act requires displacement of persons which may occur as a result of activities assisted with CDBG funds be minimized. HUD regulations require that if any CDBG activity could result in displacement, applicants must adopt a plan for minimizing displacement of persons and mitigating any adverse effects of displacement on LMI persons.

Recipients of CDBG funds must provide reasonable benefits and relocation assistance to any person involuntarily and permanently displaced as a result of the use of CDBG funds to acquire or substantially rehabilitate property, including businesses. For projects that may entail the displacement of persons, the Applicant must replace all occupied and vacant, habitable LMI dwelling units demolished or converted to use other than as LMI housing as a direct result of activities assisted with CDBG funds. In addition, HUD requires that Recipients provide reasonable benefits to persons displaced as a result of use of CDBG funds in cases which are not governed by the Uniform Relocation Act.

10. LABOR STANDARDS

Applicants must comply with all applicable Federal and state labor standards as required by the Davis-Bacon Act and Article 8 of the New York State Labor Law. It is the Applicant's sole responsibility to fully understand and comply with the requirements of the labor laws that impact the activity being proposed prior to submitting an application. The impact of Federal and/or state labor laws on the proposed activity must be reflected in the application for funding, particularly the cost of the project. Additional information may be obtained from http://www.dol.gov/whd/govcontracts/dbra.htm.

11. LEAD-BASED PAINT REQUIREMENTS

The Residential Lead-Based Paint Hazard Reduction Act of 1992 amended the Lead-Based Paint Poisoning Act of 1971, which established the Federal lead-based paint requirements. In 1999, HUD issued a lead-based paint regulation, 24 CFR Part 35, in response to the regulations effective September 15, 2000. The lead-based paint regulation defines new work practices that must be followed when dealing with lead-based paint in older structures and expands requirements to protect occupants and workers from lead-based paint hazards until lead hazard reduction work is completed.

Applicants must comply with the lead-based paint requirements implemented at 24 CFR part 35, if proposing activities involving residential properties or facilities, operated by the owner and commonly used by children under seven years of age, such as a child care center, purchased or rehabilitated in whole or part with CDBG funds excluding:

- housing constructed on or after 1978;
- housing for the elderly or persons with disabilities, unless a child under 6 resides or is expected to reside in the housing;
- dwellings without bedrooms, i.e., efficiencies and military barracks;
- foreclosure sales;
- short-term leases of 100 days;
- renewal of leases where all information has been disclosed previously and where lessor has acquired no new information ("renewal" is defined under the regulations to "include both re-negotiation of existing lease terms and/or ratification of a new lease"); or
- housing which has been inspected and found to be free of lead-based paint by a certified inspector.

Applicants are required to identify lead-based paint compliance in their application and outline their local plan for addressing lead-based paint hazards. Additional information can be found in Chapter 5 of the CDBG Grant Administration Manual at: https://hcr.ny.gov/community-development-block-grant.

12. UNDERWRITING STANDARDS

For Microenterprise activities, for each business to be assisted or for a Microenterprise program as a whole, the Applicant must underwrite the project according to HUD's underwriting standards. Therefore, the Applicant will be required to describe how the proposed activities meet the following underwriting guidelines for evaluating project costs and financial requirements:
1. That project costs are reasonable;
2. That all sources of project financing are committed;
3. That to the extent practicable, CDBG funds will not be substituted for non-Federal financial support;
4. That the project is financially feasible;
5. That to the extent practicable, the return on the owner's equity investment will not be unreasonably high; and
6. That to the extent practicable, CDBG funds will be disbursed on a pro rata basis with the other financing.
B. GRANT ADMINISTRATION AND PROGRAM DELIVERY COSTS

Applicants are not required to request NYS CDBG program delivery and administration funds. However, if desired, program delivery and administration funds must be requested at the time of application and must be included within the maximum requested amount. Program delivery and administration funds are available on a reimbursement basis and will therefore be reviewed for eligibility prior to disbursement of funds. Disbursement requests for program delivery and administration costs are not eligible for reimbursement until the approval of a Request for Release of Funds by HCR. Additionally, applicants are encouraged to identify alternate sources of funds for administrative and program delivery expenses. Additional funding commitments for administrative expenses and project delivery strengthen an application.

Microenterprise
Applicants may request up to 15% of the CDBG award in program delivery, administration, and training combined. Of the 15%, administration must not exceed more than 5% of the total CDBG award.

Public Facilities and Public Infrastructure
Applicants may request up to 18% of the CDBG award in program delivery, administration, and engineering costs combined. Of the 18%, administration must not exceed more than 5% of the total CDBG award.

- **Grant Administration Costs:** Generally, these are costs associated with salaries, wages, and related costs of the grant recipient’s staff, the staff of local public agencies, or other staff engaged in program administration for the awarded grant. General operating expenses are ineligible for reimbursement from the grant funds. Examples of eligible administrative costs include:
  - Providing local officials and citizens with information about the program;
  - Preparing program budgets and schedules and amendments thereto;
  - Developing systems for assuring compliance with program requirements;
  - Costs associated with the Environmental Review Process for the overall program, including the release of funds;
  - Preparing Requests for Proposals with Consultants for grant administration or other consulting work, such as architectural or engineering services;
  - Developing interagency agreements and agreements with sub recipients and contractors to carry out program activities;
  - Monitoring program activities for progress and compliance with program requirements;
  - Preparing reports and other documents for submission to the State regarding the grant;
  - Coordinating the resolution of audit and monitoring findings;
  - Evaluating program results against State objectives; and
  - Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described above;
  - Costs incurred for official business travel in carrying out the program and administrative services performed under a third-party contract;
  - Purchase of capital equipment, such as file cabinets, for grant administration;
  - Training on CDBG grant administration requirements;
  - For more information concerning eligible administrative costs, applicants should read 24 CFR Subpart C 570.206.

- **Program Delivery Costs:** These are those costs that can be directly attributed to activities for delivery of specific proposed activities. These include in-house staff or third party costs.

Public Infrastructure, such as Public Water and Public Sewer and Public Facility projects such as Senior Centers and Daycare Facilities can include the following activities:
  - Marketing grant activities;
  - Services verifying client eligibility;
  - Providing education or counseling to beneficiaries;
  - Preparation of site specific environmental review and environmental assessment such as well testing or Phase 1 archaeology;
  - Legal expenses related to construction such as temporary or permanent easements and filing fees;
  - Any required building or regulatory permit or fees associated with regulatory compliance;
  - Labor standards compliance work including completion of required on-site employee interviews, verifying and reviewing certified payrolls;
  - Development of construction specifications, bid preparation, and contracting;
  - Professional service fees including engineering and architectural fees required to deliver the program;
  - Client/contractor troubleshooting;
  - Any other professional services required to deliver the program.
Microenterprise activities may include:
- Marketing grant activities;
- Services verifying client eligibility;
- Providing education or counseling to beneficiaries;
- Preparation of site specific environmental review and environmental assessment such as well testing or Phase 1 archaeology;
- Preparation of loan closing documents, all costs associated with perfecting security, repayment processing, loan disbursement;
- Professional service fees including engineering and architectural fees required to deliver the program and review of project documentation, etc;
- Legal expenses related to construction such as temporary or permanent easements and filing fees;
- Any required building or regulatory permit or fees associated with regulatory compliance;
- Client/contractor troubleshooting;
- Any other professional services required to deliver the program.
C. LMI National Objective Compliance Requirements

1. DATA COLLECTION

As part of the application process, applicants will need to provide income data to demonstrate the need and/or market for each activity proposed and to provide evidence that each activity will meet a National Objective. For activities meeting the National Objective of assisting LMI persons and/or households, two types of data can be used to demonstrate compliance – Census data or income survey data. In addition to collecting income data, applicants must use other methods for documenting need.

2. CENSUS DATA

The most recent Census data can be used to determine and provide evidence of compliance with the LMI Area Benefit National Objective. If it is believed that the data does not accurately reflect the current economic condition of the area, the Applicant may conduct an income survey. Income surveys may be conducted if:

- The proposed activity is located in a Census Tract or Block Group that has less than 51% LMI persons based on the most recent available Census data and the Applicant has reason to believe that the Census information is not accurate and the area is primarily LMI;
  - The activity is located in a Census Tract or Block Group that has at least 51% LMI persons, based on the most recent available Census data, but does not serve the entire Census Tract, or Block Group, or it serves portions of several Census Tracts or Block Groups;
  - The service area (area benefiting from the activity) of the proposed activity is not contiguous with any Census designated area for which data is provided.

3. INCOME SURVEYS

Applicants may need to conduct an income survey to document compliance with the LMI Area and Direct Benefit National Compliance requirements. Applicants using a third-party to conduct an income survey must obtain all of the survey documents (instrument, summary, surveys) and retain this information in their project files.

- LMI Direct Benefit National Objective
  For projects meeting a Direct Benefit National Objective such as housing rehabilitation, homeownership, job creation and retention, and wastewater and drinking water laterals where eligibility is directly based on the individual household income, with the use of income survey data, applicants must demonstrate that there is a LMI market and a need for the direct benefit activity being proposed.

- LMI Area Benefit National Objective
  For Area Benefit activities, income survey data may be used to demonstrate that 51% of the area is LMI and to aid in demonstrating the LMI need for the proposed activity.

Defining the Service Area

Applicants must first determine the service area for their project to determine the total number of residential units (occupied, vacant and seasonal) in the project area. Activities that benefit an entire community are considered to have an area wide benefit and the service area is the entire community excluding social service residences such as those operated by the New York State Office of Mental Retardation and Developmental Disabilities, group quarters, prisons, dormitories, etc. Activities that benefit a smaller or targeted group only benefit a designated area of a community. If you are trying to determine the LMI status of households in a neighborhood that is benefitting from a NYS CDBG funded activity, that neighborhood is the service area. Instead of a neighborhood, the service area may be a town, it may be as large as a county, or it may be defined some other way.

Non-Random Income Survey

A non-random income survey is conducted when an Applicant wants to survey the entire service area of an activity. This type of income survey is typically used in areas with a relatively small population and the intent is to gather information from 100% of the households in the service area.
**Response Rates**

After defining the size of the service area, the Applicant must determine the number of responses needed to estimate the overall characteristics of the service area accurately. Using the tables below, applicants can determine the number of households that must respond to the income survey.

<table>
<thead>
<tr>
<th># OF HOUSEHOLDS IN THE SERVICE AREA</th>
<th>REQUIRED RESPONSE RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 50</td>
<td>95%</td>
</tr>
<tr>
<td>51-100</td>
<td>90%</td>
</tr>
<tr>
<td>101-200</td>
<td>80%</td>
</tr>
<tr>
<td>201-300</td>
<td>70%</td>
</tr>
<tr>
<td>301-400</td>
<td>60%</td>
</tr>
<tr>
<td>401-600</td>
<td>55%</td>
</tr>
<tr>
<td>601-800</td>
<td>50%</td>
</tr>
<tr>
<td>800-1000</td>
<td>45%</td>
</tr>
<tr>
<td>1,000 or more</td>
<td>40%</td>
</tr>
</tbody>
</table>

The following formula should be used to determine the survey response rate:

\[
\frac{\text{Total Number of Surveys Returned}}{\text{Total Number Surveyed}} = \text{Response Rate}
\]

If the initial response rate is lower than the required response rate, applicants must either repeat follow-up actions or survey additional persons. Applicants that do not meet the minimum response rate will be at risk of a determination of non-compliance of the LMI National Objective. Applicants must include as an attachment to their application, the survey methodology and a tabulation of the survey results. OCR reserves the right to review, re-tabulate and ultimately reject any questionable survey methodology, instruments and data. Applicants should be prepared to defend the validity of their survey methodology, instruments and data when the LMI Area Benefit is demonstrated to be no more than 55%.

Applicants can achieve more accurate estimates if they do not write off a household as unreachable too quickly. When conducting a door-to-door income survey, applicants should make two or more passes through the area (at different times) in order to catch a family at home. Only after at least two tries or an outright refusal should a sampled household be replaced. No matter what you do, however, some households just will not be home during the time of interviewing, some probably will refuse to be interviewed, some will terminate the interview before you finish, and some will complete the interview, but fail to provide an answer to the key question on household income. In order to be considered an adequate response, the interview must be completed, and you must obtain complete and accurate information on the respondent's household income.

Applicants must ensure that the entire service area is surveyed. When tabulating the results of the survey, applicants may identify surveys that were not completed accurately or vital information is missing. In such cases, the survey must be rejected and included as non-LMI in the tabulation.

**Vacant and Seasonal Housing**

All vacant and seasonal housing units must be included in the total number of households and persons benefiting. However, for the purpose of conducting an income survey and meeting the required response rate, these units are deducted from the group to be surveyed. The Applicant must clearly demonstrate on a map, the exact location of all vacant and seasonal housing.

4. **DESIGNING THE INCOME SURVEY QUESTIONNAIRE**

It is important that all of the individuals surveyed are asked the same exact questions in the same format and the responses are recorded correctly. To ensure this, a written questionnaire is needed. Each question should be clear, written in simple language, and convey only one meaning. Applicants should include questions designed to elicit information that will substantiate compliance with the National Objectives as well as questions that are considered important to the activity.

Applicants should be aware that experience has shown that overly detailed surveys may adversely affect the response rate. Income survey questions should be designed to provide, at a minimum, data regarding family size, household income, housing tenure, head of household status and racial and ethnic composition. The survey should request the respondent to provide their annual household income or the most recent HUD Income Limits should be listed in ranges that will allow the Applicant to determine whether the respondent is at or below 30%, 50%, or 80% of area median income or above.
Types of Survey Questions
When designing the income survey questionnaire, applicants should select the best format that will solicit the information needed. There are two question formats that applicants can use in an income survey: open-ended and closed-ended. An example of an open-ended question is: “What do you think is this community’s most important need?” The respondent is allowed to answer in any way he/she chooses. Usually, several blank lines are provided for an answer.

A closed-ended question is one that forces the respondent to make a choice: “Do you like the new community center?” Answer yes or no. “Is your income below $5,000; between $5,000 and $10,000; or above $10,000?” Typically, closed-ended questions have a box to check for the appropriate answer.

Income survey questions should be brief and simple and should not be loaded or biased. The interviewer should not imply that the neighborhood would benefit or receive Federal funding if respondents say that they are of LMI. The questions must be designed to determine truthfully and accurately whether respondents have LMI. It is permissible to note that the reason for the income survey is to gather essential information to support an application for funding under the State or to undertake a CDBG funded activity in the area.

Applicants should also bear in mind that questions about income are personal. Many people are suspicious or reluctant to answer questions about incomes -- especially if they do not understand the reason for the question. One way to handle this problem is to ask questions about income at the end of a somewhat lengthy questionnaire on other community development matters. In this instance, a local agency can use this questionnaire to gather some information on what the neighborhood sees as important needs or to gather feedback on some policy or project. At the end of such a questionnaire, it usually is possible to ask questions on income more discreetly. If this option is chosen, however, the interviewer should be cautioned that an excessively lengthy questionnaire might cause respondents to lose interest before the survey is completed. The ideal length would probably be less than ten minutes, although certainly you could develop a longer questionnaire if it were necessary.

Of course, it is also possible to ask only the critical questions on income. You should know best how people in your community will respond to such questions. With a proper introduction that identifies the need for the information, you can generate an adequate level of response through a questionnaire with just two questions on income level.

Appendix D contains the 2019 HUD Income Limits (Limits) for use in determining eligible income. Income limits can also be found at https://www.huduser.gov/portal/datasets/fi.html. The Limits are arranged by Metropolitan Statistical Area and County. They show the area median income and the income limits at 30%, 50% and 80% by household size. Applicants use the income limits in the income survey instrument and/or in calculating the results of the income survey. Household size and income are needed to determine if a household meets the LMI requirements.

Racial/Ethnic Composition Data
HUD requires racial and ethnic composition data on all beneficiaries of the State CDBG Program for input into their Integrated Disbursement Information System. OCR also provides this data to HUD in its Annual Performance Report to HUD. Even though racial and ethnic data is not required as part of this application, OCR will request this information from Recipients in the Semi-Annual Performance Report.

Applicants may choose to collect the racial/ethnic composition data from potential program participants during the income survey or application intake (direct benefit activities) stages. The following chart represents the racial and ethnic categories designated by HUD and how they should be reported.
5. INCOME SURVEY MATERIALS

<table>
<thead>
<tr>
<th>Racial/Ethnic Composition</th>
<th>Racial Group</th>
<th>*Hispanic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total # Of</td>
<td>Total # Of</td>
</tr>
<tr>
<td>White</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black/African American</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian/Alaskan Native</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native Hawaiian/Other Pacific Islander</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian/Alaskan Native and White</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian And White</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black/African American And White</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian/Alaskan Native &amp; Black/African American</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Multi-Racial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Income survey materials should include detailed concise information that will aid in the successful collection of the information solicited. At a minimum, the following information should be provided to the residents:

- A brief description of why the income survey is being conducted (without stating the preferred response) and an explanation of why demographic data is being requested. This may be presented in a written or verbal format depending on the survey method.

- A statement assuring that the information is confidential. OCR strongly advises applicants to inform candidates of the survey that the information collected is confidential and is not subject to the Freedom of Information Act (FOIA).

- The name and telephone number of a person to be contacted if the respondent has any questions.

- Instructions for completing the questionnaire, such as what types of income are counted toward household income and the difference between household size and number of dependents.

At a minimum, the household size, income and demographics, the respondent's signature, date, and address should be collected.

6. CONFIDENTIALITY

Applicants must ensure that the income survey process used to substantiate compliance with the LMI National Objectives includes a way to identify specific households who responded to the questionnaire, yet ensures the respondent's confidentiality. Each income survey should include a statement ensuring respondent confidentiality and the process the Applicant will undertake to ensure confidentiality.

To preserve confidentiality, the income survey materials should be in two parts or consist of two separate pages. The section with the respondent's name and address must be separated from the income and demographic data after receipt. All documents related to the income survey should be stored in a locked cabinet or other secure area, which has limited access. The Applicant must impress upon those working with the income survey data the importance of confidentiality.

Questions concerning household income and other personal questions are sensitive topics and applicants need to take this under consideration when developing their questionnaire and determining their income survey method. If a respondent's address is requested on the questionnaire, many persons may not answer the questions relating to income truthfully, answer the questions at all, or not complete the questionnaire in its entirety. To promote a high response rate and solicit accurate information, the questionnaire should not include identifying information, such as the person's name or address. The following are examples of acceptable methods for preserving anonymity of income survey respondents:

a. Applicants may hand deliver the questionnaire to the respondent or conduct the income survey orally. At the time of delivery or upon completion of the interview, the surveyor would mark off the respondent's address from an address list. If the hand delivered questionnaire is to be returned by mail or collected by the Applicant at a later date, the collector can check off the respondent's address on the address list at the time of collection.
b. If the questionnaire is to be mailed and returned by mail, the identifying information (respondent's address) can be on the return envelope. Upon receipt of the completed questionnaire, the Applicant can check off the respondent's address on the address list. The envelope and questionnaire can then be separated, and the envelope destroyed.

c. Questionnaires may be coded which entails a simple method of placing a number on the questionnaires or return envelopes. Each number is assigned an address from an address list. When the questionnaire is received, a list of the codes is maintained.

d. Questionnaires may consist of two parts or two separate pages. The section with the respondent's name and address can be separated from the income and demographic data after receipt. Where a door-to-door income survey is being conducted, the interviewer can instruct the respondent to separate the two parts of the questionnaire after completion, and place the part with the income information in one envelope and the other part in another envelope.

Excluding the two-part questionnaire method, applicants can review the address list to determine which addresses did not respond to the questionnaire and require follow-up contact.

SURVEYS OF HOUSING CONDITIONS SHOULD BE CONDUCTED SEPARATELY TO ENSURE RESPONDENT CONFIDENTIALITY
D. HUD Income Limits

HUD income limits are available at: https://www.huduser.gov/portal/datasets/l.html.
### E. Definitions of Annual Household Income (24 CFR Part 5)

<table>
<thead>
<tr>
<th>General Category</th>
<th>Statement from 24 CFR 5.609 paragraph (c) (April 1, 2004)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Income of Children</td>
<td>Income from employment of children (including foster children) under the age of 18 years.</td>
</tr>
<tr>
<td>2. Foster Care Payments</td>
<td>Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).</td>
</tr>
<tr>
<td>3. Inheritance and Insurance Income</td>
<td>Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and workers' compensation), capital gains and settlement for personal or property losses (except as provided in number 5 of Income Inclusions).</td>
</tr>
<tr>
<td>4. Medical Expense Reimbursements</td>
<td>Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.</td>
</tr>
<tr>
<td>5. Income of Live-In Aides</td>
<td>Income of a live-in aide (as defined in 24 CFR 5.403).</td>
</tr>
<tr>
<td>6. Disabled Persons</td>
<td>Certain increases in income of a disabled member of qualified families residing in HOME-assisted housing or receiving HOME tenant-based rental assistance (24 CFR 5.671(a)).</td>
</tr>
<tr>
<td>7. Student Financial Aid</td>
<td>The full amount of student financial assistance paid directly to the student or to the educational institution.</td>
</tr>
<tr>
<td>8. Armed Forces Hostile Fire Pay</td>
<td>The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.</td>
</tr>
</tbody>
</table>
| 9. Self-Sufficiency Program Income                    | a. Amounts received under training programs funded by HUD.  
                          b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS).  
                          c. Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program.  
                          d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed $200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time.  
                          e. Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program. |
| 10. Gifts                                             | Temporary, nonrecurring, or sporadic income (including gifts). |
| 11. Reparations                                       | Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era. |
| 12. Income from Full-time Students                    | Earnings in excess of $480 for each full-time student 18 years old or older (excluding the head of household or spouse). |
| 13. Adoption Assistance Payments                      | Adoption assistance payments in excess of $480 per adopted child. |
| 14. Social Security & SSI Income                      | Deferred periodic amounts from SSI and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts. |
| 15. Property Tax Refunds                              | Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit. |
| 16. Home Care Assistance                              | Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home. |
| 17. Other Federal Exclusions                          | Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions of 24 CFR 5.609(c) apply, including:  
                          ▶ The value of the allotment made under the Food Stamp Act of 1977; |
Payments received under the Domestic Volunteer Service Act of 1973 (employment through VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions);
Payments received under the Alaskan Native Claims Settlement Act;
Income derived from the disposition of funds to the Grand River Band of Ottawa Indians;
Income derived from certain sub marginal land of the United States that is held in trust for certain Indian tribes;
Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program;
Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721);
The first $2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court and the interests of individual Indians in trust or restricted lands, including the first $2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands;
Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs;
Payments received from programs funded under Title V of the Older Americans Act of 1985 (Green Thumb, Senior Aides, Older American Community Service Employment Program);
Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.);
Earned income tax credit refund payments received on or after January 1, 1991, including advanced earned income credit payments;
The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990;
Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, Veterans employment programs, state job training programs and career intern programs, AmeriCorps);
Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation;
Allowances, earnings, and payments to AmeriCorps participants under the National and Community Service Act of 1990;
Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran;
Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the Applicant under the Victims of Crime Act; and
Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998.
F. Applicable Laws and Regulations

There are numerous Federal, state and local regulations that govern or impact the State CDBG Program. It is the responsibility of the Applicant to ensure compliance with all applicable Federal, state and local regulations and statutes. The following is a listing that is not all inclusive, of Federal regulations that apply to the State CDBG Program:

- Efforts to Affirmatively Further Fair Housing;
- Davis-Bacon Fair Labor Standards Act (40 USC 278a);
- Contract Work Hours and Safety Standards Act, as amended (40 USC 327-333);
- Copeland Anti-Kickback (18 USC 874)
- Title VI of the Civil Rights Act of 1964 (42 USC 200(d));
- Title VIII of the Civil Rights Act of 1968 (42 USC 3601);
- Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 792 and 3601);
- Section 3 of the Housing and Urban Development Act of 1968, as amended (12 USC 1701 (u));
- Section 109 of the Housing and Urban Development Act of 1974, as amended (42 USC 5309);
- Age Discrimination Act of 1975, as amended (42 USC 6101);
- Architectural Barriers Act of 1968, as amended (42 USC 4151);
- Americans with Disabilities Act of 1991;
- Equal Employment Opportunity (Executive Order 11249, September 24, 1965);
- Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259);
- The Hatch Act (5 USC 1501 et seq.);
- The National Environmental Policy Act of 1969;
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and amendments of 1987;
- Title IV of the Lead-Based Poisoning Prevention Act (42 USC 4831);
- HUD Reform Act of 1989;
- 24 CFR Parts 35, 58, 85, and 570;
- Housing & Community Development Act of 1974, as amended;
- 2CFR 200, Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments; Section 104(d) of the Housing and Urban Development Act of 1974, as amended (Anti-Displacement);