

County of Albany

112 State Street
Albany, NY 12207



Meeting Agenda

Monday, December 7, 2020

7:00 PM

Held Remotely

County Legislature

Call to Order**Roll Call****Proclamations****PREVIOUS BUSINESS**

- 448.** AUTHORIZING AN AGREEMENT WITH THE ADVANCE ALBANY COUNTY ALLIANCE AND AMENDING THE 2020 ALBANY COUNTY BUDGET

Sponsors: A. Joyce, Feeney, Ward, Peter, Willingham, Cleary, Bruschi, Reidy, Smith, Efekoro, O'Brien, Reinhardt, Ricard, R. Joyce, Clay, Lekakis and Miller

- 449.** AUTHORIZING AN AGREEMENT WITH THE ADVANCE ALBANY COUNTY ALLIANCE FOR THE PURPOSES OF PROVIDING SERVICES TO ASSIST THE ECONOMIC RECOVERY OF ALBANY COUNTY AND AMENDING THE 2020 ALBANY COUNTY BUDGET

Sponsors: A. Joyce, Feeney, Willingham, Peter, Perlee, Smith, O'Brien, Reinhardt, Lekakis, Ricard, R. Joyce, Clay, Miller and Cleary

- 450.** AMENDING THE 2020 ALBANY COUNTY BUDGET TO PROVIDE FUNDING FOR THE COMMISSIONS ON REDISTRICTING

Sponsors: A. Joyce, Feeney, Clay, Willingham, Cunningham, Smith, O'Brien, Reinhardt, Lekakis, Ricard, R. Joyce and Miller

CURRENT BUSINESS:

- 452.** AMENDING RESOLUTION NO. 13 FOR 2019 REGARDING THE PILOT RESTAURANT CONGREGATE DINING PROGRAM

Sponsors: Elder Care Committee

- 453.** AUTHORIZING AN AGREEMENT WITH LIFE PATH REGARDING HOME DELIVERED MEALS FOR SENIORS

Sponsors: Elder Care Committee

454. AUTHORIZING AN AGREEMENT WITH PETER YOUNG INDUSTRIES REGARDING HOME DELIVERED MEALS FOR SENIORS

Sponsors: Elder Care Committee

455. AUTHORIZING AN AGREEMENT WITH SENIOR PROJECTS OF RAVENA REGARDING HOME DELIVERED MEALS FOR SENIORS

Sponsors: Elder Care Committee

456. AUTHORIZING AN AGREEMENT WITH LIFE PATH REGARDING CONGREGATE MEAL SERVICES FOR SENIORS

Sponsors: Elder Care Committee

457. AUTHORIZING AN AGREEMENT WITH COLONIE SENIOR SERVICE CENTERS REGARDING CONGREGATE MEAL SERVICES FOR SENIORS

Sponsors: Elder Care Committee

458. AUTHORIZING AN AGREEMENT WITH SENIOR PROJECTS OF RAVENA REGARDING CONGREGATE MEAL SERVICES FOR SENIORS

Sponsors: Elder Care Committee

459. AUTHORIZING AN AGREEMENT WITH THOMPSON REUTERS REGARDING WESTLAW LEGAL RESEARCH SERVICES SOFTWARE

Sponsors: Law Committee

460. AUTHORIZING AN INFORMATION SHARING ACCESS AGREEMENT WITH THE UNITED STATES DEPARTMENT OF HOMELAND SECURITY AND THE FEDERAL EMERGENCY MANAGEMENT AGENCY FOR NATIONAL FLOOD INSURANCE PROGRAM DATA

Sponsors: Public Safety Committee

461. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES REGARDING THE BUILDING RESILIENT INFRASTRUCTURE AND COMMUNITIES GRANT

Sponsors: Public Safety Committee

- 462.** AUTHORIZING AN AGREEMENT WITH CENTRAL SQUARE TECHNOLOGIES TO UPGRADE THE CPES AND NETWORK COMPONENTS OF THE E-911 SYSTEM

Sponsors: Public Safety Committee

- 463.** AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE STOP-DWI FOUNDATION, INC. REGARDING THE STOP-DWI STATEWIDE CRACKDOWN HIGH VISIBILITY ENFORCEMENT GRANT

Sponsors: Public Safety Committee

- 464.** AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES REGARDING THE 2020/21 LIVESCAN EQUIPMENT GRANT

Sponsors: Public Safety Committee

- 465.** AUTHORIZING AGREEMENTS WITH PARTICIPATING MUNICIPALITIES REGARDING EMERGENCY MEDICAL TECHNICIAN SERVICES

Sponsors: Public Safety Committee

- 466.** AUTHORIZING AGREEMENTS WITH PARTICIPATING MUNICIPALITIES REGARDING ADVANCED LIFE SUPPORT SERVICES

Sponsors: Public Safety Committee

- 467.** AUTHORIZING AN AGREEMENT WITH TRINITY SERVICES GROUP, INC. REGARDING FOOD SERVICE AT THE ALBANY COUNTY CORRECTIONS & REHABILITATIVE SERVICES CENTER

Sponsors: Public Safety Committee

- 468.** ADOPTING A GENERAL FUND BALANCE POLICY FOR ALBANY COUNTY

Sponsors: Audit and Finance Committee

- 469.** AMENDING THE 2020 ALBANY COUNTY BUDGET: BONDED INDEBTEDNESS RESERVE

Sponsors: Audit and Finance Committee

- 470.** BOND RESOLUTION OF THE COUNTY OF ALBANY, NEW YORK, ADOPTED DECEMBER 7, 2020, AUTHORIZING VARIOUS CAPITAL IMPROVEMENTS FOR THE DEPARTMENT OF PUBLIC WORKS, STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$12,721,000, APPROPRIATING SAID AMOUNT THEREFOR, AND AUTHORIZING THE ISSUANCE OF \$12,721,000 OF SERIAL BONDS OF SAID COUNTY TO FINANCE SAID APPROPRIATION.

Sponsors: Audit and Finance Committee

- 471.** AMENDING THE 2020 DEPARTMENT OF RESIDENTIAL HEALTH CARE FACILITIES BUDGET: ADMINISTRATIVE ADJUSTMENTS

Sponsors: Audit and Finance Committee

- 472.** AUTHORIZING AN AGREEMENT WITH THE UNITED STATES DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS REGARDING THE COMPREHENSIVE OPIOID, STIMULANT, AND SUBSTANCE ABUSE PROGRAM

Sponsors: Audit and Finance Committee

- 473.** AUTHORIZING THE CANCELLATION AND CHARGE BACK OF AN UNENFORCEABLE DELINQUENT REAL PROPERTY TAX LIEN ON 166 THIRD STREET (TAX MAP NO. 65.65-2-44) IN THE CITY OF ALBANY

Sponsors: Audit and Finance Committee

- 474.** AUTHORIZING A CORRECTION TO THE TAX ROLL FOR THE TOWN OF BETHLEHEM

Sponsors: Audit and Finance Committee

- 475.** RESCINDING THE AUTHORIZATION TO CONVEY REAL PROPERTY PURSUANT TO RESOLUTION NO. 250 FOR 2019 AND AUTHORIZING THE CONVEYANCE OF 507 BRADFORD STREET (TAX MAP NO. 64.36-1-10.2) AND 509 BRADFORD STREET (TAX MAP NO. 64.36-1-11) LOCATED IN THE CITY OF ALBANY

Sponsors: Audit and Finance Committee

- 476.** RESCINDING THE AUTHORIZATION TO CONVEY REAL PROPERTY PURSUANT TO RESOLUTION NO. 439 FOR 2020 AND AUTHORIZING THE CONVEYANCE OF 542 FIRST STREET (TAX MAP NO. 65.46-4-52) LOCATED IN THE CITY OF ALBANY

Sponsors: Audit and Finance Committee

- 477.** AMENDING THE 2020 DEPARTMENT OF MENTAL HEALTH BUDGET: ADMINISTRATIVE ADJUSTMENTS

Sponsors: Audit and Finance Committee

- 478.** BOND RESOLUTION OF THE COUNTY OF ALBANY, NEW YORK, ADOPTED DECEMBER 7, 2020, AUTHORIZING THE UNDERTAKING OF A CAPITAL PROJECT FOR THE ALBANY COUNTY SHERIFF'S OFFICE PUBLIC SAFETY BUILDING, STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$2,200,000, APPROPRIATING SAID AMOUNT THEREFOR, AND AUTHORIZING THE ISSUANCE OF \$2,200,000 OF SERIAL BONDS OF SAID COUNTY TO FINANCE SAID APPROPRIATION

Sponsors: Audit and Finance Committee

- 479.** CONFIRMING THE APPOINTMENT OF THE DIRECTOR OF THE ALBANY COUNTY REAL PROPERTY TAX SERVICE AGENCY

Sponsors: Personnel Committee

- 480.** CONFIRMING THE APPOINTMENT OF A MEMBER TO THE ALBANY COUNTY AIRPORT AUTHORITY

Sponsors: Personnel Committee

481. APPOINTING A MEMBER TO THE ALBANY COUNTY ETHICS COMMISSION

Sponsors: Personnel Committee

482. AUTHORIZING AN AGREEMENT WITH APALACHEE, LLC REGARDING THE PURCHASE OF ROAD SALT FOR THE CONTROL OF SNOW AND ICE ON STATE AND COUNTY ROADS

Sponsors: Public Works Committee

483. AUTHORIZING AN AGREEMENT WITH POLYDYNE, INC. TO SUPPLY THE WATER PURIFICATION DISTRICT WITH LIQUID POLYMER

Sponsors: Public Works Committee

484. AUTHORIZING AN AGREEMENT WITH COUNTY WASTE & RECYCLING SERVICES, INC. REGARDING RUBBISH REMOVAL AT VARIOUS COUNTY FACILITIES

Sponsors: Public Works Committee

485. AUTHORIZING AN AGREEMENT WITH NEW YORK STATE INDUSTRIES FOR THE DISABLED REGARDING CUSTODIAL SERVICES AT THE FAMILY COURT BUILDING

Sponsors: Public Works Committee

486. AUTHORIZING AN AGREEMENT WITH NEW YORK STATE INDUSTRIES FOR THE DISABLED REGARDING CUSTODIAL SERVICES AT THE JUDICIAL CENTER BUILDING

Sponsors: Public Works Committee

487. AUTHORIZING AN AGREEMENT WITH C.T. MALE ASSOCIATES REGARDING PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR VARIOUS ALBANY COUNTY PROJECTS

Sponsors: Public Works Committee

- 488.** AUTHORIZING A UTILITY EASEMENT TO NIAGARA MOHAWK POWER CORPORATION REGARDING THE INSTALLATION OF ELECTRIC VEHICLE CHARGING STATIONS AT 304 MADISON AVE. IN THE CITY OF ALBANY

Sponsors: Public Works Committee

- 489.** AUTHORIZING AND DIRECTING THE BOARD OF ELECTIONS TO CERTIFY ITS EXPENSES REGARDING THE 2019 ELECTION CYCLE

Sponsors: Audit and Finance Committee

- 490.** ADOPTION OF THE ALBANY COUNTY BUDGET FOR FISCAL YEAR 2021

Sponsors: Audit and Finance Committee

- 491.** APPROPRIATION OF AMOUNTS CONTAINED IN THE 2021 ALBANY COUNTY BUDGET

Sponsors: Audit and Finance Committee

- 492.** AUTHORIZING AN AGREEMENT WITH PSYCHIATRIC GROUP OF ALBANY REGARDING PSYCHIATRIC SERVICES

Sponsors: Health Committee

Adjournment

RESOLUTION NO. 448

AUTHORIZING AN AGREEMENT WITH THE ADVANCE ALBANY COUNTY ALLIANCE AND AMENDING THE 2020 ALBANY COUNTY BUDGET

Introduced: 11/9/20

By Messrs. A. Joyce, Feeney, Ward, Peter, Ms. Willingham, Messrs. Cleary, Bruschi, Reidy, Smith, Efekoro, O'Brien, Reinhardt, Ricard, R. Joyce, Clay, Ms. Lekakis, Messrs. Miller, Domalewicz and Burgdorf:

WHEREAS, By Resolution No. 395 for 2020, the Legislature authorized the submission of a Certificate of Incorporation for the Advance Albany County Alliance, a Local Development Corporation, for the purpose of leading economic development efforts in Albany County, and

WHEREAS, The need for this coordinated approach is particularly important as Albany County and the region recover from the devastating economic impacts of the COVID-19 global health pandemic, and

WHEREAS, The Director of the Department of Economic Development, Conservation and Planning has requested that the County of Albany provide initial funding for the Advance Albany County Alliance in the amount of \$500,000, so that the Alliance may rapidly deploy its efforts, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the Advance Albany County Alliance in the amount of \$500,000 to help it align the many resources focused on economic development in Albany County, and, be it further

RESOLVED, That the 2020 Albany County Budget is amended as follows:

Decrease Appropriation Account A1990.4 by \$500,000 by Decreasing Line Item A1990 4 4999 Misc. Contractual Expense by \$500,000

Increase Appropriation Account A8020.4 by \$500,000 by Increasing Line Item A8020 4 4046 Fees for Services by \$500,000

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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.

Referred to Economic Development and Audit and Finance Committees – 11/9/20

Favorable Recommendation Economic Development – 11/18/20

Favorable Recommendation Audit and Finance Committee – 11/19/20

RESOLUTION NO. 449

AUTHORIZING AN AGREEMENT WITH THE ADVANCE ALBANY COUNTY ALLIANCE FOR THE PURPOSES OF PROVIDING SERVICES TO ASSIST THE ECONOMIC RECOVERY OF ALBANY COUNTY AND AMENDING THE 2020 ALBANY COUNTY BUDGET

Introduced: 11/9/20

By Messrs. A. Joyce, Feeney, Ms. Willingham, Messrs. Peter, Perlee, Smith, O'Brien, Reinhardt, Ms. Lekakis, Messrs. Ricard, R. Joyce, Clay, Miller, Domalewicz, Ms. McLaughlin and Mr. Cleary:

WHEREAS, No greater threat to the businesses in Albany County was felt than the onset of the COVID-19 global health pandemic and resulting restrictions causing businesses to shut their doors temporarily, and in some cases permanently, and

WHEREAS, The economic recovery needed in Albany County depends on, in no small part, the stabilization and recovery of small businesses, and

WHEREAS, Although the health crisis and resulting economic depression has negatively impacted county finances, assistance to small businesses during this time is critical to the economic recovery of Albany County, and

WHEREAS, To provide direct assistance to small businesses, the County of Albany will best be served by the provision of assistance by an outside entity capable of handling the implementation of the following goals:

Small Business Grants: up to \$2,500 for small businesses (defined as for-profit businesses with a physical location within Albany County which are not chains) employing fifty (50) or fewer employees per location.

Eligible businesses must generate sales tax.

Grants may be used for the following reasons:

1. Back rent, so long as it does not exceed two (2) months.
2. The purchase of up to two (2) weeks of perishable goods.
3. Expenses related to retrofitting the businesses for COVID-19 (i.e., personal protective equipment, contactless purchasing, online ordering services, non-permanent physical modifications for customer interaction or creating safe spaces for employees to work); and

WHEREAS, The Director of the Department of Economic Development, Conservation and Planning has opined that the Advance Albany County Alliance is a perfect venue for the distribution of these grants, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the Advance Albany County Alliance in the amount of \$300,000 to administer the issuance of small business grants as set forth herein, and, be it further

RESOLVED, That the 2020 Albany County Budget is amended as follows:

Decrease Appropriation Account A1010.4 by \$8,000 by decreasing Line Item A1010 4 4046 Fees for Services by \$8,000

Decrease Appropriation Account A1010.4 by \$67,000 by decreasing Line Item A1010 4 4049 Special Programs by \$67,000

Decrease Appropriation Account A1010.4 by \$225,000 by decreasing Line Item A1010 4 4511 Albany County Depart/Com Dev Prg by \$225,000

Increase Appropriation Account A8020.4 by \$300,000 by Increasing Line Item A8020 4 4046 Fees for Services by \$300,000

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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.

Referred to Economic Development and Audit and Finance Committees – 11/9/20

Favorable Recommendation Economic Development – 11/18/20

Favorable Recommendation Audit and Finance Committee – 11/19/20

RESOLUTION NO. 450

AMENDING THE 2020 ALBANY COUNTY BUDGET TO PROVIDE FUNDING FOR THE COMMISSIONS ON REDISTRICTING

Introduced: 11/9/20

By Messrs. A. Joyce, Feeney, Clay, Mss. Willingham, Cunningham, Messrs. Smith, O'Brien, Reinhardt, Ms. Lekakis, Messrs. Ricard, R. Joyce, Miller, Ms. McLaughlin, Messrs. Peter, Efekoro and Reidy:

WHEREAS, Pursuant to Local Law 8 for 2019, the Legislature shall appropriate funding for all aspects of the activities of the Redistricting Commission and MMD Subcommittee, and

WHEREAS, These funds shall provide for all expenses of the work of the Commission and MMD Subcommittee, including compensation of consultants, members and staff, as well as funding for any duties that the County Legislature shall deem necessary, now, therefore be it

RESOLVED, That the 2020 Albany County Budget is amended as follows:

Decrease Appropriation Account A1990.4 by \$400,000 by decreasing Line Item A1990 4 4999 Misc. Contractual Expense by \$400,000

Increase Appropriation Account A1025 4 4007 by \$400,000 by Creating and Increasing Line Item A1025 4 4007 Redistricting Commission Exp. by \$400,000

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.

Referred to Audit and Finance Committee – 11/9/20

Favorable Recommendation Audit and Finance Committee – 11/19/20



DANIEL P. MCCOY
COUNTY EXECUTIVE

DEBORAH C. RIITANO
COMMISSIONER

COUNTY OF ALBANY
DEPARTMENT FOR AGING
162 WASHINGTON AVENUE
ALBANY, NEW YORK 12210
ADMINISTRATION: (518) 447-7198
GENERAL INFORMATION: (518) 447-7177
FAX: (518) 447-7188
WWW.ALBANYCOUNTY.COM

May 26, 2020

Honorable Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Room 710
Albany, NY 12207

Dear Chairman Joyce:

The Albany County Department for Aging is requesting Legislative authorization to amend Contract Resolution No. 13 with the Erie County Department of Senior Services regarding the piloting of the Restaurant Congregate Dining Program to extend the contract term from 8/31/2020 to 12/31/2020.

In September of 2018, the Erie County Department of Senior Services and the Albany County Department for Aging were awarded a Federal Innovations in Nutrition grant from the Administration on Community Living (ACL) for the purposes of implementing the Senior Restaurant Dining Pilot Program. This was a two year program with a total award amount of \$500,000, in which Albany County received \$250,000. The initial term of this agreement was 9/1/2018 – 8/31/2020 and has been extended to 12/31/2020.

Thank you in advance for your consideration of this request and please feel free to contact our office with any questions.

Respectfully Submitted,

Deborah C. Riitano
Commissioner

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-1676, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Authorization to amend contract with Erie County Department of Social Services to extend term of pilot Restaurant Congregate Dining Program

Date: 5/21/2020
Submitted By: Patrick Dillon
Department: Aging
Title: Contract Administrator
Phone: 518 447 7733
Department Rep.
Attending Meeting: Deborah C. Riitano, Commissioner

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
☐ 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):

Erie County Department of Social Services
95 Franklin Street, Room 1328
Buffalo, New York 14202

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$250,000.00

Scope of Services: The Albany County Department for Aging is requesting Legislative authorization to amend Contract Resolution No. 13 with the Erie County Department of Senior Services regarding the piloting of the Restaurant Congregate Dining Program to extend the contract term from 8/31/2020 to 12/31/2020.

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: A6772 04310

Revenue Amount: \$250,000.00

Appropriation Account and Line: A6772 44046

Appropriation Amount: \$250,000.00

Source of Funding - (Percentages)

Federal: 75%

State: Click or tap here to enter text.

County: 25%

Local: Click or tap here to enter text.

Term

Term: (Start and end date) 9/1/2018 - 12/31/2020

Length of Contract: 28 months

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: 13

Date of Adoption: 2/11/2019

Justification: (state briefly why legislative action is requested)

In September of 2018, the Erie County Department of Senior Services and the Albany County Department for Aging were awarded a Federal Innovations in Nutrition grant from the Administration on Community Living (ACL) for the purposes of implementing the Senior Restaurant Dining Pilot Program. This was a two year program with a total award amount of \$500,000, in which Albany County received \$250,000. The initial term of this agreement was 9/1/2018 - 8/31/2020 and has been extended to 12/31/2020.

RESOLUTION NO. 13

AUTHORIZING AN AGREEMENT WITH THE ERIE COUNTY DEPARTMENT OF SENIOR SERVICES REGARDING A PILOT RESTAURANT CONGREGATE DINING PROGRAM

Introduced: 2/11/19

By Elder Care Committee:

WHEREAS, The Commissioner of the Department for Aging has requested authorization to enter into an agreement with the Erie County Department of Senior Services to utilize a federal Innovations in Nutrition grant awarded to both departments for the purpose of establishing a pilot Restaurant Congregate Dining Program for which Albany County will receive a total amount of \$250,000 for a two-year term commencing September 1, 2018 and ending August 31, 2020, and

WHEREAS, Albany County will receive \$125,000 each year of the two-year term with a local match of 25%, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the Erie County Department of Senior Services in the amount of \$250,000 for a term commencing September 1, 2018 and ending August 31, 2020 to utilize a federal Innovations in Nutrition grant awarded to both departments for the purpose of establishing a pilot Restaurant Congregate Dining Program, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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.

Adopted by unanimous vote - 2/11/19

1. DATE ISSUED MM/DD/YYYY 09/17/2018
 2. CFDA NO. 93.048
 3. ASSISTANCE TYPE Cooperative Agreement

Department of Health and Human Services
 Administration For Community Living
 AOA Innovations in Nutrition Programs and Services
 Switzer Building 330 C Street, SW
 Washington, DC 20201-0003

1a. SUPERSEDES AWARD NOTICE dated
 except that any additions or restrictions previously imposed remain
 in effect unless specifically rescinded

4. GRANT NO.
 90INNU0009-01-00
 Formerly

5. ACTION TYPE
 New

6. PROJECT PERIOD MM/DD/YYYY
 From 09/01/2018

Through MM/DD/YYYY
 08/31/2020

7. BUDGET PERIOD MM/DD/YYYY
 From 09/01/2018

Through MM/DD/YYYY
 08/31/2019

8. TITLE OF PROJECT (OR PROGRAM)

Senior Restaurant Dining Pilot Program

9a. GRANTEE NAME AND ADDRESS

ERIE, COUNTY OF
 Alternate Name: Erie County d/b/a Department of Senior
 Services
 95 Franklin St Rm 1344
 Buffalo, NY 14202-3925

9b. GRANTEE PROJECT DIRECTOR

Mr. Daniel Szewc
 95 FRANKLIN ST RM 1603
 BUFFALO, NY 14202-3925
 Phone: 7168586070

10a. GRANTEE AUTHORIZING OFFICIAL

Mr. Ryan Joseph Gadzo
 95 Franklin St
 Program Development/Evaluation
 Buffalo, NY 14202-3968
 Phone: 1(716) 858-7096

10b. FEDERAL PROJECT OFFICER

Mr. Phantane Sprowls
 330 C Street SW RM 1138A
 Administration for Community Living
 Washington, DC 20201-1401
 Phone: 202-795-7443

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)

I Financial Assistance from the Federal Awarding Agency Only

II Total project costs including grant funds and all other financial participation

II

a. Salaries and Wages	10,000.00
b. Fringe Benefits	0.00
c. Total Personnel Costs	10,000.00
d. Equipment	0.00
e. Supplies	5,000.00
f. Travel	2,500.00
g. Construction	0.00
h. Other	9,700.00
i. Contractual	306,133.00
j. TOTAL DIRECT COSTS →	333,333.00
k. INDIRECT COSTS	0.00
l. TOTAL APPROVED BUDGET	333,333.00
m. Federal Share	250,000.00
n. Non-Federal Share	83,333.00

12. AWARD COMPUTATION

a. Amount of Federal Financial Assistance (from Item 11m)	250,000.00
b. Less Unobligated Balance From Prior Budget Periods	0.00
c. Less Cumulative Prior Award(s) This Budget Period	0.00
d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	250,000.00
13. Total Federal Funds Awarded to Date for Project Period	250,000.00

14. RECOMMENDED FUTURE SUPPORT

(Subject to the availability of funds and satisfactory progress of the project):

YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a. 2	250,000.00	d. 5	
b. 3		e. 6	
c. 4		f. 7	

15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING

ALTERNATIVES:

- a. DEDUCTION
 b. ADDITIONAL COSTS
 c. MATCHING
 d. OTHER RESEARCH (Add / Deduct Option)
 e. OTHER (See REMARKS)

b

16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:

- a. The grant program legislation
 b. The grant program regulations.
 c. This award notice including terms and conditions, if any, noted below under REMARKS.
 d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.

In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.

REMARKS (Other Terms and Conditions Attached -

☐ Yes

☒ No

This action is issued as a new award for the period identified in box 7., and federal amount on line 12d.

GRANTS MANAGEMENT OFFICIAL: William Kim, Senior Grants Management Specialist

17. OBJ CLASS 41.45	18a. VENDOR CODE 1166002558A1	18b. EIN 166002558	19. DUNS 071479059	20. CONG. DIST. 26
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	AMT ACTION FIN ASST	APPROPRIATION
21. a. 8-2994320	b. 90INNU000901	c. AOA	d. \$250,000.00	e. 75-18-0142
22. a.	b.	c.	d.	e.
23. a.	b.	c.	d.	e.

1. DATE ISSUED MM/DD/YYYY 08/20/2020		1a. SUPERSEDES AWARD NOTICE dated 03/08/2020 except that any additions or restrictions previously imposed remain in effect unless specifically rescinded	
2. CFDA NO. 93.048 - Special Programs for the Aging Title IV and Title II Discretionary Projects			
3. ASSISTANCE TYPE Cooperative Agreement			
4. GRANT NO. 90INNU0009-02-03 Formerly		5. TYPE OF AWARD Demonstration	
4a. FAIN 90INNU0009		5a. ACTION TYPE Post Award Amendment	
6. PROJECT PERIOD MM/DD/YYYY From 09/01/2018		Through 12/31/2020	
7. BUDGET PERIOD MM/DD/YYYY From 09/01/2019		Through 12/31/2020	
8. TITLE OF PROJECT (OR PROGRAM) Senior Restaurant Dining Pilot Program			

**Department of Health and Human Services
Administration For Community Living
AOA Innovations in Nutrition Programs and Services**

330 C Street, SW
Washington, DC 20201

NOTICE OF AWARD
AUTHORIZATION (Legislation/Regulations)
42 USC 3001 et seq.

9a. GRANTEE NAME AND ADDRESS ERIE, COUNTY OF 95 Franklin St Rm 1344 Buffalo, NY 14202-3925		9b. GRANTEE PROJECT DIRECTOR Mr. Daniel Szwec 95 FRANKLIN ST RM 1603 BUFFALO, NY 14202-3925 Phone: 7168586070	
10a. GRANTEE AUTHORIZING OFFICIAL Mr. Ryan Joseph Gadzo 95 Franklin St Program Development/Evaluation Buffalo, NY 14202-3968		10b. FEDERAL PROJECT OFFICER Sr. Monique Bolton 330 C St SW Unit SW Washington, DC 20201-0001 Phone: 202-690-5433	

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)				12. AWARD COMPUTATION																			
I Financial Assistance from the Federal Awarding Agency Only				a. Amount of Federal Financial Assistance (from item 11m) 250,000.00																			
II Total project costs including grant funds and all other financial participation II				b. Less Unobligated Balance From Prior Budget Periods 0.00																			
a. Salaries and WageS 10,000.00				c. Less Cumulative Prior Award(s) This Budget Period 250,000.00																			
b. Fringe Benefits 0.00				d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION 0.00																			
c. Total Personnel Costs 10,000.00				13. Total Federal Funds Awarded to Date for Project Period 500,000.00																			
d. Equipment 0.00				14. RECOMMENDED FUTURE SUPPORT																			
e. Supplies 2,500.00				(Subject to the availability of funds and satisfactory progress of the project):																			
f. Travel 2,500.00				<table border="1"> <tr> <td>YEAR</td> <td>TOTAL DIRECT COSTS</td> <td>YEAR</td> <td>TOTAL DIRECT COSTS</td> </tr> <tr> <td>a. 3</td> <td></td> <td>d. 6</td> <td></td> </tr> <tr> <td>b. 4</td> <td></td> <td>e. 7</td> <td></td> </tr> <tr> <td>c. 5</td> <td></td> <td>f. 8</td> <td></td> </tr> </table>				YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS	a. 3		d. 6		b. 4		e. 7		c. 5		f. 8	
YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS																				
a. 3		d. 6																					
b. 4		e. 7																					
c. 5		f. 8																					
g. Construction 0.00				15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:																			
h. Other 0.00				<table border="1"> <tr> <td> a. DEDUCTION b. ADDITIONAL COSTS c. MATCHING d. OTHER RESEARCH (Add / Deduct Option) e. OTHER (See REMARKS) </td> <td align="center">b</td> </tr> </table>				a. DEDUCTION b. ADDITIONAL COSTS c. MATCHING d. OTHER RESEARCH (Add / Deduct Option) e. OTHER (See REMARKS)	b														
a. DEDUCTION b. ADDITIONAL COSTS c. MATCHING d. OTHER RESEARCH (Add / Deduct Option) e. OTHER (See REMARKS)	b																						
i. Contractual 318,333.00				16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDDING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:																			
j. TOTAL DIRECT COSTS → 333,333.00				a. The grant program legislation b. The grant program regulations. c. This award notice including terms and conditions, if any, noted below under REMARKS. d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.																			
k. INDIRECT COSTS 0.00				In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.																			
I. TOTAL APPROVED BUDGET 333,333.00																							
m. Federal Share 250,000.00																							
n. Non-Federal Share 83,333.00																							

REMARKS (Other Terms and Conditions Attached - ☐ Yes ☒ No)

This amendment provides approval of a no-cost extension of the 02 year budget period for 4 months, through 12/31/2020 in accordance with the request submitted via GrantSolutions on August 20, 2020. The project period end date has been adjusted accordingly. In extending the final budget period, the grantee agrees to submit all required reports in accordance with the Terms and Conditions of Award and applicable regulations and policy. All of the Terms and Conditions from the prior Notice of Award remain in effect.

GRANTS MANAGEMENT OFFICIAL:

Sherlonda L. Blue, Grants Management Specialist
Switzer Building
330 C Street, SW
Washington, DC 20201-0003
Phone: 202-795-7310

17.OBJ CLASS 41.45	18a. VENDOR CODE 1166002558A1	18b. EIN 166002558	19. DUNS 071479059	20. CONG. DIST. 26
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	AMT ACTION FIN ASST	APPROPRIATION
21. a. 9-2994320	b. 90INNU000902	c. AOA	d. \$0.00	e. 75-19-0142
22. a.	b.	c.	d.	e.
23. a.	b.	c.	d.	e.

RESOLUTION NO. 452

AMENDING RESOLUTION NO. 13 FOR 2019 REGARDING THE PILOT RESTAURANT CONGREGATE DINING PROGRAM

Introduced: 12/7/20

By Elder Care Committee:

WHEREAS, By Resolution No. 13 for 2019, this Honorable Body authorized an agreement with the Erie County Department of Senior Services regarding the establishment of a pilot Restaurant Congregate Dining Program in the amount of \$250,000 for the term commencing September 1, 2018 and ending August 31, 2020, and

WHEREAS, The Commissioner of the Albany County Department for Aging has requested an amendment to the aforementioned agreement to indicate an ending date of December 31, 2020 rather than August 31, 2020, now, therefore be it

RESOLVED, By the Albany County Legislature that Resolution No. 13 for 2019 regarding the pilot Restaurant Congregate Dining Program is hereby amended to reflect an ending date of December 31, 2020 rather than August 31, 2020, and, be it further

RESOLVED, That the County Attorney is authorized to approve said amendment 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.



DANIEL P. MCCOY
COUNTY EXECUTIVE

DEBORAH C. RIITANO
COMMISSIONER

COUNTY OF ALBANY
DEPARTMENT FOR AGING
162 WASHINGTON AVENUE
ALBANY, NEW YORK 12210
ADMINISTRATION: (518) 447-7198
GENERAL INFORMATION: (518) 447-7177
FAX: (518) 447-7188
WWW.ALBANYCOUNTY.COM

October 15, 2020

Honorable Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Room 710
Albany, NY 12207

The Department for Aging (DFA) requests legislative approval to enter into a new contract with Life Path (Senior Services of the Albany), to provide Home Delivered Meals to older adults who reside within Albany County and meet specific criteria as required by Albany County, NYSOFA, and the Albany County Central Assessment Unit. Life Path shall provide Home Delivered Meals to older adults within the following zones;

Zone 2: Cohoes, Green Island, Watervliet, Menands and Maplewood

Zone 4: City of Albany, excluding Arbor Hill

Zone 5: Hill Towns and North Bethlehem

Approximate number of meals serviced in these locations for 2021: **75,196**

A Request for Proposal No. 2020-091 issued on August 13, 2020 requesting providers submit a proposal regarding Home Delivered Meals. There was a response to the RFP from five (5) providers. Three (3) proposals are existing Home Delivered Meal providers. The five (5) were evaluated and rated by the department scoring committee using the following criteria:

- Full demonstrated comprehension of the Scope of Services; including but not limited to; Knowledge of food safety/sanitation regulations and nutrition standards; Current Dietary Guidelines including knowledge and compliance with USDA nutrition standards.
- Prior experience and/or equivalent training with quantity food production and service projects
- Professional qualifications, staffing, equipment, and demonstrated capabilities.
- Total proposed price.

After reviewing the proposals and rating scores the Home Delivered Meal proposals were awarded as follows;

1. Life Path (SSA); Awarded - \$636,490.75
2. Peter Young Industries; Awarded - \$420,711.65
3. Senior Projects of Ravena; Awarded - \$165,439.00
4. Jewish Family Services of NENY; Awarded - \$81,900.00
5. Colonie Senior Services; Awarded - \$0

Total Awarded to Providers - \$1,304,541.40

The meal delivery shall include regular client monitoring, along with informing the community about the Home Delivered Meal program through education handouts and presentations. Life Path shall be responsible for ensuring meals meet nutritional requirements established by the Food and Nutrition Board of the National Academy of Sciences National Research Council.

- Contract Award Amount - \$636,490.75
- Contract Term – 1/1/2021 – 12/31/2021
- Funding Source – 8.74%-Federal, 75.16%-State, 16.09%-County
- Budget Amendment – No
- Revenue Account – Aging -AA6772, 04778, 03783

Respectfully Submitted,

Deborah C. Riitano
Commissioner

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-2041, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Contract authorization with Life Path (Senior Services of Albany) to provide Home Delivered Meals to older adults in Albany County.

Date:	10/15/2020
Submitted By:	Patrick Dillon
Department:	Aging
Title:	Contract Administrator
Phone:	518 447 7733
Department Rep.	
Attending Meeting:	Deborah C. Riitano, Commissioner

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
☐ 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):

Life Path (Senior Services of Albany)
28 Colvin Avenue
Albany, New York 12206

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$636,490.75
Scope of Services: Life Path shall provide Home Delivered Meals to qualified older adults that reside in Albany County within their contracted delivery zones.

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: A46772, 04778, 03783

Revenue Amount: \$55,645.04, \$478,417.00, \$102,428.71

Appropriation Account and Line: A96772, 44453

Appropriation Amount: \$636,490.75

Source of Funding - (Percentages)

Federal: 8.74%

State: 75.16%

County: 16.09%

Local: Click or tap here to enter text.

Term

Term: (Start and end date) 1/1/2021 - 12/31/2021

Length of Contract: 12 months

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: 455

Date of Adoption: 11/12/2019

Justification: (state briefly why legislative action is requested)

Click or tap here to enter text.

The Department for Aging (DFA) requests legislative approval to enter into a new contract with Life Path (Senior Services of the Albany), to provide Home Delivered Meals to older adults who reside within Albany County and meet specific criteria as required by Albany County, NYSOFA, and the Albany County Central Assessment Unit. Life Path shall provide 75196 Home Delivered Meals to older adults within the following zones; Cohoes, Green Island, Watervliet, Menands and Maplewood. City of Albany, excluding Arbor Hill and Hill Towns and North Bethlehem.

A Request for Proposal No. 2020-091 issued on August 13, 2020 requesting providers submit a proposal regarding Home Delivered Meals. There was a response to the RFP from five (5) providers. Three (3) proposals are existing Home Delivered Meal providers. The five (5) were evaluated and rated by the department scoring committee using the following criteria:

- Full demonstrated comprehension of the Scope of Services; including but not limited to; Knowledge of food safety/sanitation regulations and nutrition standards; Current Dietary Guidelines including knowledge and compliance with USDA nutrition standards.

- Prior experience and/or equivalent training with quantity food production and service projects
- Professional qualifications, staffing, equipment, and demonstrated capabilities.
- Total proposed price.

The meal delivery shall include regular client monitoring, along with informing the community about the Home Delivered Meal program through education handouts and presentations. Life Path shall be responsible for ensuring meals meet nutritional requirements established by the Food and Nutrition Board of the National Academy of Sciences National Research Council.

RESOLUTION NO. 455

AUTHORIZING AN AGREEMENT WITH LIFE PATH REGARDING HOME DELIVERED MEALS FOR SENIORS

Introduced: 11/12/19

By Elder Care Committee:

WHEREAS, The Commissioner of the Albany County Department for Aging has requested authorization to enter into an agreement with Life Path regarding the provision of home delivered meals for seniors in the amount of \$694,865 for the term commencing January 1, 2020 and ending December 31, 2020, and

WHEREAS, The Commissioner indicated that Life Path will deliver meals that meet nutritional requirements in addition to providing regular client monitoring and informing the community about the home delivered meal program through the presentation and distribution of educational materials, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Life Path, Albany, NY 12206 regarding the provision of home delivered meals for seniors in an amount not to exceed \$694,865 for the term commencing January 1, 2020 and ending December 31, 2020, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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.

Adopted by unanimous vote – 11/12/19

NOTIFICATION OF GRANT AWARD - WELLNESS IN NUTRITION

Name and Address of Area Agency:

Albany County Department for Aging
162 Washington Avenue, 6th Floor
Albany, NY 12210-2304

Name and Address of Sponsoring Agency/Payee:

Albany County

Program Year - Beginning: 4/1/2020 Ending: 3/31/2021

Fiscal Year from which funds are awarded: 2020

This award is New

Section I - Cost CategoriesAmount

Personnel	\$0.00
Fringe Benefits	0.00
Equipment	0.00
Travel	0.00
Maint. & Operations	0.00
Other Expenses	0.00
Subcontracts	546,881.00
Food	0.00
Approved Costs	\$546,881.00
Less:	
Anticipated Income	23,500.00
NSIP	44,964.00
Net Cost	\$478,417.00

Section II - Grantee Budget - State Funding:

State Share (see remark 1)	\$478,417.00
Other Resources Cash	0.00
Other Resources In-Kind	0.00
Net Cost	\$478,417.00

Section III - State Funds Ceiling:

A. WIN Base Allocation	\$492,410.00
B. WIN Supplemental Award	0.00
State Funds Ceiling (see remark 1)	\$492,410.00

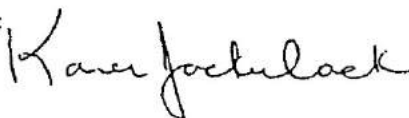
Remarks: In addition to the conditions contained in the Four Year Plan, Annual Implementation Plan and Application for Funding, the conditions checked below apply to this award:

- (XX) 1. State reimbursement is limited to the lower of the "State Share" in Section II or the "State Funds Ceiling" in Section III of this award notice.
- (XX) 2. Receipt of State funds (either through advance or reimbursement) does not constitute earning of these funds. The State share of the project cost is earned only when allowable costs have been incurred and paid.
- (XX) 3. The State share of administrative expenditures will not exceed 5% of the State dollars expended under this award.
- (XX) 4. A separate audit trail is to be maintained for these funds and copies of all receipts and other pertinent documentation are to be maintained by the recipient for subsequent audit.
- (XX) 5. The final claim must be submitted to the State Office for the Aging no later than 90 days after the close of the program period.
- () 6. Other:

Name and Title of Authorizing Official:

Karen Jackuback
Deputy Director

Signature:



Date:

July 8, 2020

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

DEPARTMENT FOR AGING



RFP # 2020-091

DELIVERED MEALS PROGRAM

**ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
KAREN A. STORM, PURCHASING AGENT
112 STATE STREET, ROOM 1000
ALBANY, NY 12207**

SECTION 4: SCOPE OF SERVICES

4.1 Nutritional Content Requirements:

- a) The Proposer shall abide by all pertinent provisions of law, including but not limited to the Federal Older Americans Act, Article 15 of the New York State Executive Law, the Federal Social Security Act. The Proposer shall abide by all other rules regulations or requirements imposed or issued by the New York State Office for Aging, including those requirements set forth in the Standard Clauses for ACDFA, (Attachment "A"), and Standard Assurances (Attachment "A"). The Proposer shall demonstrate knowledge of the Nutrition Program Standards 19-PI-26, Title III-C2 funding for the

home delivered meal (HDM) program and current U.S. Department of Health and Human Services, USDA regulations (Attachment "B").

- b) The Proposer shall plan, prepare and serve all meals according to the Nutrition Program Standards through the issuance of New York State Office for Aging Program Instructions (PIs) and Technical Assistance Memorandums (TAMs), and adhere to the daily Dietary Reference Intake (DRI)/Recommended Daily Allowance (RDA) and the current Dietary Guidelines for Americans. Compliance with all nutritional guidelines shall be routinely monitored by the regulatory agencies.
- c) The Proposer:
Agrees to provide nutritious and balanced meals to all clients according to the approved menu. Note: No special medical, therapeutic and/or modified consistency diets are offered through the ACDFA meal program.

4.2 Targeting:

The Proposer shall make targeted outreach with attention to; low income, low-income minority individuals including Native American, and older adults residing in rural areas, older adults with greatest economic need, older adults with limited English proficiency, older individuals who are frail or with severe disabilities older adults with Alzheimer's Disease, or related disorders with neurological and organic brain dysfunction and the caretakers of such individuals to insure that the most critical needs of the targeted population are met. The Proposer shall target and prioritize services to older adult clients in compliance with NYSOFA targeting program instruction 12-PI-08, 13-TAM-01, (Attachment "C").

4.3 Menu Policy, Meals Preparation and Service:

- a) The Proposer shall have on its staff a qualified individual responsible for the overall site operation, who shall be expected to work closely with the ACDFA Registered Dietitian (RD).
- b) The Proposer will follow the ACDFA Menu Development policy (Attachment "D"). All cycle menus shall be submitted for nutritional analysis and approval at least six (6) weeks in advance of implementation. The ACDFA RD will work collaboratively with the Proposer(s) during the menu review and approval process. Proposers shall keep copies of the approved sample menus on file for one year from the implementation date.
- c) Special Holiday Meals shall be required as part of the Menu Policy and menus shall be submitted for approval by the ACDFA RD prior to serving.
- d) The ACDFA Registered Dietitian assumes all menu items are prepared from scratch vs. prepackaged. If menu items are pre-prepared, processed, cured and/or canned, nutrition labels for those items shall be noted as such and submitted with the menu for analysis. If during a menu cycle or at any time during food purchasing a distributor changes a product the Proposer shall submit the nutritional facts and ingredient label to ACDFA RD for review and approval.
- e) All menu items with more than one ingredient shall have a quantity standardized recipe. Proposers will be required to use the standardized recipes available through the ACDFA Share Point Recipe Program. (Attachment "E").
- f) Due to availability and fluctuating costs of food items on a pre-set menu, the Proposer shall sometimes require an occasional substitution. Changes in the approved menu shall be

considered only with prior approval from the ACDFA Registered Dietitian and kept to an absolute minimum.

- g) Failure to comply with the Menu Policy shall be considered a violation of contract requirements. Non-compliant meals shall be denied and as such reimbursement for said meals shall not be considered.
- h) The Proposer shall develop a procedure for dating all Hot, Cold and Frozen HDMS with the actual date the meal was prepared in a 12 font or greater, (Attachment "F").
- i) The Proposer shall be responsible to provide each client with at least (2) two shelf stable meals for use during emergency situations. Proposer shall provide the pre-approved shelf stable meals from the pre-approved shelf stable meal vendor. Deviations without prior written authorization (Attachment "G").

4.4 Kitchen Facilities:

- a) The Proposer shall prepare within an approved kitchen and/or provide complete meals, portioned for use by all home delivered meal recipients as required by the County.
- b) The Proposer shall meet requirements for food handling, preparation and service and comply with the New York State Sanitary Code, subpart 14-1. In addition, facilities used for meal preparation and the delivery of meals shall meet all fire and safety regulations as denoted and described in Nutrition Program Standards, (Attachment "B").
- c) The Proposer shall be contractually required to maintain operations at proposed sites until written permission to discontinue service is obtained from the ACDFA or the term of the Agreement ends.

4.5 Staff, Supervision and Training:

- a) The operation of the nutrition program should be overseen by a qualified and responsible supervisory designee, who shall have a thorough knowledge of: supervising and directing the work of others; an ability to plan; a good knowledge of Albany County roadways and topography regarding the local weather expectations throughout the year; food service delivery, particularly as they relate to meal delivery service for elderly persons; a knowledge of community agencies; facilities and services that may be utilized to help the elderly.
- b) The Proposer shall be responsible for:
 - i. Implementing staff and volunteer orientation.
 - ii. Coordinating "Staff and Volunteer Training" (Attachment "H")
 - iii. Ensuring compliance with all ACDFA rules and regulations.
 - iv. Contacting the Albany County Home Delivered Meal Assessment Unit, (hereinafter called the "Unit") to report any changes or issues as they relate to the HDM client.
- c) Proposer shall furnish the employees and/or volunteers needed for full implementation and operation of the program.
- d) In order to control the operation of the nutrition program the Proposer shall have personnel policies and procedures and job descriptions for all staff and volunteers.
- e) All staff and volunteers shall be warm and welcoming and treat clients with dignity and respect. Staff and volunteers shall be neat, clean and properly dressed.
- f) All staff shall be aware of the physical and social needs of the older adults. The Proposer will be required to provide training and follow the ACDFA protocol (Attachment "H" and "I") especially for emergency situations. Staff and volunteers who note any adverse

changes in the client(s) condition or circumstances are required to report to ACDFA or Unit.

- g) All persons providing services under this Agreement shall be of stable personality and high moral character. All employees and volunteers providing services under this agreement shall at all times be courteous and helpful to each client under their care as well as caregivers or aides of these older adults. The Proposer shall adequately screen all agents or employees involved in the delivery of services under this Agreement to avoid or minimize risks to older adults participating in the program. The Proposer shall ensure that all such agents and employees are competent, conscientious and law-abiding and that each employee sign a Confidentiality and Disclosure form, (Attachment "J")

4.6 Food Service Practice Compliance:

- a) The Proposer shall comply with the New York State Sanitary Code, subpart 14-1 and local health and sanitation regulations. The older population is a high-risk population and are at greater risk for foodborne illness. The Proposer shall ensure proper handling of potentially hazardous foods at each stage of food handling, preparation and delivery. Time-temperature testing shall be conducted using an approved food grade thermometer. Time-temperatures will be monitored and recorded according to ACDFA policy and procedure. The Proposer shall ensure that all time and temperature regulations are followed, (Attachment "K").
- b) Handling of potentially hazardous foods required by regulations include:
 - Reaching internal temperature of cooked foods according to regulations and maintain holding temperatures of hot foods at minimum temperature of 140 degrees Fahrenheit.
 - Keeping cold foods at or below 45 degrees Fahrenheit, (see page 14; NYSOFA 19-PI-26).
 - Maintain frozen foods at or below 0 degrees Fahrenheit.
- c) Potentially hazardous foods will be held at the respective temperatures during transportation and holding prior to service. Hot foods shall not be held longer than two (2) hours after the completion of cooking
- d) The Proposer shall have a policy and procedure for HDM including monitoring of transport vehicles for regular maintenance and cleanliness, appropriate equipment for storage of hot, cold and/or frozen foods as applicable and as specified in New York State and Albany County Department of Health Codes. Hot foods shall be packed separately from cold and frozen food items. The Proposer shall have a written contingency plan of resolution in the event the above standards are not met. The Proposer will notify the ADCFA within a reasonable time frame to report any issues with non-compliance with time and temperatures including corrective action.
- e) Completed "Time and Temperature Logs" and "End of Route Time and Temperature Logs" must be submitted to ACDFA monthly as directed in the policy and procedures. (Attachment "K" and "L").

4.7 Albany County Home Delivered Meal Assessment Unit:

- a) The Proposer shall demonstrate the ability to initiate service to new HDM clients within three (3) business days of being notified by the Unit through the Statewide Client Data System. When new HDM client service is initiated the Proposer shall ensure that all scheduled meals

are delivered. The Unit will provide HDM meal program orientation to the client as provided by the ACDFA, (Attachment "M") including the "Guidelines and Handling Instructions for HDM, (Attachment "F").

- b) Proposer shall receive updates regarding the individualized instructional changes from the Unit through the Statewide Client Data System; as warranted. The Unit shall advise the Proposer with all specific client instructions that shall clearly indicate:
 - The number of meals that a client shall receive each day of the week.
 - The type of meal or meal combinations to be delivered to each client.
 - Any client specific instructions for meal delivery, client monitoring, meal-set up and or meal storage.
 - Changes to client centered HDM instructions shall be incorporated into the meal delivery service within 3 business days of Proposer notification.
- c) All substantive changes in the condition of a client should be communicated to the Unit immediately. The Unit shall handle centralized intake/assessment & case management and document in the Statewide Client Data System. The Proposer shall respond to questions about specific deliveries, meal cancellations and undelivered meals. Reports should be made to the Unit via the Statewide Client Data System. Emergency response situations shall be handled by the entity first becoming aware of the emergency. For example, the person delivering the meal would call 911 in an emergency. If there is an emergency situation, the Proposer shall contact the Unit by telephone for immediate communication. The Unit shall conduct appropriate follow-up. Non-Emergency information identified at time of meal delivery shall be forwarded to the Unit, (Attachment "I"). It is expected that the Proposer, the Unit and ACDFA shall work together collaboratively.
- d) A standard of reasonable care is expected of the Proposers in all aspects of the notification process. This determination shall include an evaluation of all the pertinent circumstances concerning the change in client condition. In the event that there are substantive changes in the condition of a client, the ACDFA and Unit shall determine whether notification was submitted in a timely manner.
- e) The following steps shall be taken by the Unit to initiate assessments, provisions of meals and sharing report information:
 - All individuals interested in receiving Albany County Home Delivered Meals, and community organizations making referrals shall contact the Unit intake line at (518) 447-7177.
 - The Unit shall conduct an initial eligibility screen and follow up to complete an Assessment.
 - All meal authorization/change of service notices shall originate from the Unit and be sent to the Proposer through the Statewide Client Data System.
 - The Unit is required to follow the informed client consent process, which will allow client info sharing with Proposer. With client consent, the Proposer can see the Assessment information within the Statewide Client Data System.
 - Additional meal requests (provision of more meals per week than stipulated in the care plan) are authorized solely by the Unit. The Unit shall issue a revised authorization to the Proposer, through the Statewide Client Data System.
 - The ACDFA Registered Dietitian (RD) can authorize a change with a client's meal service after a formal nutrition assessment. The RD will notify the Unit of a suggested meal delivery change.

- The Unit and Proposer shall report on a daily basis, permanent cancellations resulting from hospitalization, nursing home placement, moving from the area, etc. through the Statewide Client Data System.
 - The Proposers shall handle basic client issues such as not answering the door to receive the meal. The Unit shall be available during normal business to consult on any given particular client issue, (Attachment "N").
- f) The Proposer shall provide emergency meal delivery for new clients that have been determined by the Unit to be in need of emergency meals. The emergency meals shall be initiated either the day the referral was received, or the following day, depending upon the time of day the referral was sent. Circumstance for delayed emergency delivery would include after business hours. The Proposer shall be notified through the Statewide Client Data System as soon as the referral has been confirmed by the Unit. The Unit shall then contact the Proposer by phone to confirm the emergency meal delivery request has been received and is being implemented. The Proposer shall provide the ACDFA Guidelines and Handling Instructions for HDM with the start-up emergency meals (Attachment "F").

4.8 HDM Delivery, Drivers, Vehicles:

- a) It is the responsibility of the Proposer to provide delivery vehicles for the home delivered meal service. The Proposer shall be responsible for all cost of the vehicles including the cost of fuel, and are properly licensed, insured and maintained. Vehicles shall be properly identified with decals or signs. All drivers shall hold a current clean New York State driver's license.
- b) The Proposer's paid and volunteer delivery staff shall be trained upon beginning their position and annually using the ACDFA Meal Delivery Training Program (Attachment "I"). The Proposer should use the training materials provided by the ACDFA. Each employee and/or volunteer should sign the last sheet of the training program that states that he or she shall adhere to the guidelines. The Proposer shall keep a copy of the signature sheet on file with personnel records.
- c) The Proposer shall insure that fully trained supervisory staff shall instruct and train the delivery drivers.
- d) The Proposer shall supervise and monitor the delivery of meals to clients.
- e) All paid and volunteer delivery staff shall wear appropriate attire; maintaining a neat & clean appearance.
- f) The Proposer shall provide drivers on each route cell phones or 2-Way radios to be used in the event of an emergency. Proposer shall have the base station manned during delivery times with written defined responses to driver situations.
- g) Delivery vehicles shall be equipped with locked boxes and opaque envelopes to accept client confidential contributions. Monetary contributions shall be secured during the delivery route. Drivers will be responsible to return the lock box to the designated staff. Drivers/deliverers shall not solicit nor accept monetary tips or other gifts from the client or family members. Any money given to the delivery staff should be considered program income and handled according to the Program Instructions, (Attachment "O").
- h) Meal delivery routes are scheduled according to cluster client locations. The delivery times should not exceed the two-hour time frame of meal pack time. Every effort will be taken to schedule client meal delivery within the same time frame each day. Depending on the meal census and delivery routes, adjustments will need to be made to ensure delivery times are

within the two-hour time frame. When a holiday falls on a regular delivery day, the Proposer shall deliver meals the previous business day. Weekend meals are delivered as follows, Saturday frozen entrée delivered on Thursday, and Sunday frozen entrée delivered on Friday. The Proposer will have a procedure to track new client meals and/or hold/cancellations of meals.

- i) During the daily contact with the client the HDM delivery staff and volunteers shall be properly trained to detect observe and report changes in the older adult's condition, or environment as required under emergency reporting protocols and procedures.
- j) If a client is not home, the driver/deliverer will attach a door hanger to notify the client they were there to deliver the meal. Then the driver/deliverer is to follow protocol. When a client is not home to receive a meal, the driver/deliverer shall indicate "Not Home" on the route sheet. (Attachment "H", Attachment "I").
- k) The Proposer shall train delivery staff and volunteers to contact their immediate supervisor if any unusual circumstances (i.e. client is not answering the door, an accumulation of uneaten meals, and/or apparent deterioration in the clients' physical, mental or environmental conditions) or contact 911 if the delivery person deems that the client is in need of emergency services. (Attachment "N").
- l) The Proposer and Unit shall communicate regularly through the Statewide Client Data System, any temporary, and/or permanent HDM changes resulting from hospitalization, nursing home placement, moving from the area, extended vacation with family, client death, etc.
- m) The Proposer and their staff may not discontinue client meals for any reason, without approval from the Unit.

4.9 Inclement Weather/Disruption of Services:

- a) The Proposer must have written procedures concerning the provision of food/and or meals in weather related or other emergencies or disasters.
- b) The Proposer shall make the decision regarding delivery during emergency or inclement weather conditions. Dangerous road conditions should be considered and treated as any other emergency situation impacting on the delivery of meals. The County reserves the right to cancel service as dictated by the applicable circumstances.
- c) If the Proposer cannot provide meals on a given day due to weather or other emergencies they shall be required to notify the ACDFA immediately upon the decision being made via email and phone call. The Proposer shall also be responsible for notifying affected clients of the disruption of service.
- d) Proposer shall provide each client with at least (2) two shelf stable meals for use during these emergency instances. (Attachment "G").

4.10 Monthly Menus and Nutritional Education:

- a) Monthly menus shall be provided to all clients through direct distribution by the 25th day of the month before the monthly menu begins.
- b) Each month provider shall receive Nutrition Information from ACDFA. The Proposer shall also complete the Nutrition Education Report and submit monthly to ACDFA (Attachment "P").

4.11 Contributions:

In providing services pursuant to this Agreement, the Proposer shall not charge any fee or require any contribution for participation in any activities or programs it provides to elderly residents of Albany County, the Proposer shall:

- a) Adhere to the guidelines set forth in 18-PI-17, (Attachment "O").
 - The contribution policy shall be explained to all individuals inquiring about the program or service. No client will be denied services for an inability or unwillingness to make a contribution. The Proposer shall not charge any fee or require any contribution for programs covered by funding from ACDFFA. Protect the privacy of each older adult regarding contributions;
 - Establish a procedure to safeguard and account for all contributions. Said procedure shall be approved in advance by the Department for Aging;
 - Use all contributions to expand services of the program. The Proposer shall clearly illustrate how the contributions were used for expansion; and
 - Not deny services to or discriminate against any older adult in the delivery of service because the older adult did not contribute;
 - Contributions shall be reflected monthly on each voucher in the following manner:

$$\text{voucher amount (i.e., no. of units} \times \text{rate)} \text{ less contributions received} = \text{net amount due.}$$
- b) ACDFFA will determine the "Suggested Meal Contribution". Proposer agrees to comply with policies and procedures related to contributions made by or on behalf of individuals, including procedures to safeguard and account for all contributions as outlined in the above-referenced NYSOFA Program Instruction. Individuals with self-declared incomes at or above 185 percent of the federal poverty line shall be encouraged to contribute at levels based on the actual meal cost.

4.12 Monitoring:

- a) All program facilities utilized by the Proposer in the delivery of services pursuant to this Agreement are to be open to authorized personnel from the federal government, New York State and Albany County Department for Aging, for the purposes of observation and monitoring contract and program, fiscal operations. The Proposer shall be monitored to ensure they are performing in accordance with requirements of federal, state, and local laws, regulations and guidance documents (including ACL and NYSOFA Program Instructions, Technical Assistance Memoranda, and Information Memoranda) and this Plan. Additionally, the Proposer shall be monitored to ensure they perform and make expenditures only for authorized items of expense contained in approved budgets. A written report of all inspections will be kept at the Albany County Department for Aging with a copy provided to the Proposer. Any defects or faults found are to be corrected within the designated timeframe or within 24 hours in the case of a health and safety risk. Failure to comply and take the necessary corrective action shall be grounds for immediate termination of the contract.
- b) ACDFFA staff will utilize established program, fiscal and contract monitoring tools to review compliance with federal, state and local laws, regulations and guidance documents.
- c) The Proposer shall make all financial, program, and other related records available to Federal, State, and/or County personnel conducting monitoring visits to program offices and kitchens.
- d) Technical assistance and programmatic information concerning the Home Delivered Meals Program shall be shared by ACDFFA as it is received from the New York State Office for

Aging. These communications may also comprise special surveys of need, performance reviews and promotion of related programs, advice on special nutrition-related health risks concerning the elderly and warnings concerned with food-borne illnesses.

- e) Unannounced monitoring visits by ACDFA staff shall occur on an ongoing basis throughout the contract period to assure compliance.
- f) The Proposer shall furnish a copy of their policies with regards to equal opportunity and non-discrimination for employment.

RECORDS AND RECORDING DATA

4.13 Program Reporting and Claim Forms shall be submitted monthly to the Department's Fiscal Director by the 10th day of the following month. Monthly forms and reports consist of the following:

- a) Client Registration Data (for those who consent) and actual units of service must be entered into the Statewide Client Data System each month. For those individuals who do not consent (this should be minimal) an anonymous aggregate unit number must be entered into Statewide Client Data System and align with the itemized breakdown of units of service.
- b) Claim forms shall include an itemized breakdown of units of service and cost per unit. All contributions collected during the month for the service shall be reported on the Home Delivered Meal Claim Form (Attachment "Q") and be subtracted from the gross amount of the claim. Vouchers will be paid on the net (services x units = gross less contributions = net) amount. A claim will not be processed for payment if the units entered into the Statewide Client Data System do not match the units billed.

4.14 Program Surveys and Performance Targets

- a) In order to assess client satisfaction, the client shall receive the HDM Survey (Attachment "R") at the end of the service or at a minimum annually. Returned surveys shall be tabulated on the Outcome Goals and Performance Target Reporting, (Attachment "S") and sent in with the monthly claim form.

4.15 Complete and proper accounting records shall be maintained by the Proposer which shall clearly identify the costs of the work performed under this Agreement. Upon County request, such records shall be subject to periodic and final audit by the County. Any attempt to delay the County's audit of program records shall constitute a breach of contract, and shall entitle the County to the remedies set forth in Article 3 of Schedule A, as well as all other remedies for breach of contract and/or fiduciary duty available in law or equity.

4.16 All program records shall be accessible to the County, the New York State Office of Aging, and the New York State Comptroller for a period of six (6) years following the date of final payment by the County to the Proposer for the performance of the work contemplated herein. The Proposer shall make all financial, program, and other related records available to Federal, State, and/or County personnel conducting monitoring visits to program offices and/or other facilities upon request.

- 4.17 The Proposer will provide an accounting of total costs of U.S. origin foods purchased and eligible for USDA reimbursement by the Federal government. USDA funds provided to the Home Delivered Meals Program shall be based on the prevailing rate at the time of payment to the Proposer and only for those meals meeting regulatory requirements. USDA reimbursement funds are only available towards foods grown and processed within the USA, (Attachment "T).
- 4.18 The Proposer shall maintain copies of their annual Department of Health permit and fire inspections for review by ACDFA staff. Copies must be made available to ACDFA upon request.

VOTER REGISTRATION

- 4.19 The Proposer shall offer voter registration forms to persons upon an initial application for services, and with each renewal, recertification, or change of address for relating to such services (Attachment "U).
- a) The Proposer shall assist applicants the same way the applicant would be provided assistance in completing any agency forms.
 - b) The Proposer will forward any forms received to the appropriate Board of Elections within ten (10) days of acceptance of a form.

DISASTER EMERGENCY

- 4.20 While providing the services described in the Agreement, the Contractor and its employees, agents, etc., shall follow all Covid-19 and Social Distancing requirements of the County; the State of New York, including, but not limited to, the Governor's executive orders and the federal government (including, but not limited to, the CDC guidelines), and the Contractor shall be subject to the provisions of the County's Local Emergency Order re Covid-19 and all supplements/renewals to said order.

SECTION 5: TERM OF CONTRACT:

- 5.1 The contract period shall be JANUARY 1ST, 2021 TO DECEMBER 31ST, 2021.
- 5.2 The successful Proposer shall execute a contract with the County of Albany in substantial conformance with this RFP as prepared and approved by the County Attorney.

SECTION 6: COST PROPOSAL:

- 6.1 Submit a cost proposal for the services described above in Section 4, Scope of Services, and on the Cost Proposal Form included herein.
- 6.2 Detail the fee structure for the Proposal. Provide hourly rates and reimbursable costs if not included in the lump sum.
- 6.3 Provide any other relevant information that will assist the County in evaluating your Proposal.

RESOLUTION NO. 453

AUTHORIZING AN AGREEMENT WITH LIFE PATH REGARDING HOME DELIVERED MEALS FOR SENIORS

Introduced: 12/7/20

By Elder Care Committee:

WHEREAS, The Commissioner of the Albany County Department for Aging has requested authorization to enter into an agreement with Life Path regarding home delivered meals for seniors in the amount of \$636,491 for the term commencing January 1, 2021 and ending December 31, 2021, and

WHEREAS, The Commissioner indicated that Life Path will deliver meals that meet nutritional requirements in addition to providing regular client monitoring and informing the community about the home delivered meal program through the presentation and distribution of educational materials, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Life Path, Albany, NY 12206 regarding home delivered meals for seniors in an amount not to exceed \$636,491 for the term commencing January 1, 2021 and ending December 31, 2021, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR AGING
162 WASHINGTON AVENUE
ALBANY, NEW YORK 12210
ADMINISTRATION: (518) 447-7198
GENERAL INFORMATION: (518) 447-7177
FAX: (518) 447-7188
WWW.ALBANYCOUNTY.COM

DEBORAH C. RIITANO
COMMISSIONER

October 15, 2020

Honorable Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Room 710
Albany, NY 12207

Dear Chairman Joyce:

The Department for Aging (DFA) requests legislative approval to enter into a new contract with Peter Young Industries, to provide Home Delivered Meals to seniors who reside within Albany County and meet specific criteria as required by Albany County, NYSOFA, and the Albany County Central Assessment Unit. Peter Young Industries will provide Home Delivered Meals to seniors within the following zones;

Zone 1: Colonie, Arbor Hill, and Guilderland

Approximate number of meals serviced in these locations for 2021: **48,585**

A Request for Proposal No. 2020-091 issued on August 13, 2020 requesting providers submit a proposal regarding Home Delivered Meals. There was a response to the RFP from five (5) providers. Three (3) proposals are existing Home Delivered Meal providers. The five (5) were evaluated and rated by the department scoring committee using the following criteria:

- Full demonstrated comprehension of the Scope of Services; including but not limited to; Knowledge of food safety/sanitation regulations and nutrition standards; Current Dietary Guidelines including knowledge and compliance with USDA nutrition standards.
- Prior experience and/or equivalent training with quantity food production and service projects
- Professional qualifications, staffing, equipment, and demonstrated capabilities.
- Total proposed price.

After reviewing the proposals and rating scores the Home Delivered Meal proposals were awarded as follows;

1. Life Path (SSA); Awarded - \$636,490.75
2. Peter Young Industries; Awarded - \$420,711.65
3. Senior Projects of Ravana; Awarded - \$165,439.00
4. Jewish Family Services of NENY; Awarded - \$81,900.00
5. Colonie Senior Services; Awarded - \$0

Total Awarded to Providers - \$1,304,541.40

The meal delivery shall include regular client monitoring, along with informing the community about the Home Delivered Meal program through education handouts and presentations. Peter Young Industries shall be responsible for ensuring meals meet nutritional requirements established by the Food and Nutrition Board of the National Academy of Sciences National Research Council.

Contract Award Amount - \$420,711.65

Contract Term – 1/1/2021 – 12/31/2021

Funding Source – 90%-Federal, 10%-County

Budget Amendment – No

Revenue Account – Aging -AA6772, 04775, 04778

Respectfully Submitted,

Deborah C. Riitano
Commissioner

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-2042, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Contract authorization with Peter Young Industries to provide Home Delivered meals to older adults in Albany County

Date:	10/15/2020
Submitted By:	Patrick Dillon
Department:	Aging
Title:	Contract Administrator
Phone:	518 447 7733
Department Rep.	
Attending Meeting:	Deborah C. Riitano, Commissioner

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
- ☐ 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):

Peter Young Industries
575 Broadway
Menands, New York 12207

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$420,711.65
Scope of Services: Peter Young Industries shall provide Home Delivered Meals to qualified older adults that reside in Albany County within their contracted delivery zone.

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: A46772, 04775, 04778

Revenue Amount: \$342,700.00, \$35,952.90, \$42,058.75

Appropriation Account and Line: A96772, 44453

Appropriation Amount: \$420,711.65

Source of Funding - (Percentages)

Federal: 90

State: Click or tap here to enter text.

County: 10

Local: Click or tap here to enter text.

Term

Term: (Start and end date) 1/1/2021 - 12/31/2021

Length of Contract: 12 months

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: 457

Date of Adoption: 11/12/2019

Justification: (state briefly why legislative action is requested)

Click or tap here to enter text.

The Department for Aging (DFA) requests legislative approval to enter into a new contract with Peter Young Industries, to provide Home Delivered Meals to seniors who reside within Albany County and meet specific criteria as required by Albany County, NYSOFA, and the Albany County Central Assessment Unit. Peter Young Industries will provide 48585 Home Delivered Meals to older adults within the following geographic zones; Colonie, Arbor Hill, and Guilderland.

A Request for Proposal No. 2020-091 issued on August 13, 2020 requesting providers submit a proposal regarding Home Delivered Meals. There was a response to the RFP from five (5) providers. Three (3) proposals are existing Home Delivered Meal providers. The five (5) were evaluated and rated by the department scoring committee using the following criteria:

- Full demonstrated comprehension of the Scope of Services; including but not limited to; Knowledge of food safety/sanitation regulations and nutrition standards; Current Dietary Guidelines including knowledge and compliance with USDA nutrition standards.
- Prior experience and/or equivalent training with quantity food production and service projects

- Professional qualifications, staffing, equipment, and demonstrated capabilities.
- Total proposed price.

The meal delivery shall include regular client monitoring, along with informing the community about the Home Delivered Meal program through education handouts and presentations. Peter Young Industries shall be responsible for ensuring meals meet nutritional requirements established by the Food and Nutrition Board of the National Academy of Sciences National Research Council.

RESOLUTION NO. 457

**AUTHORIZING AN AGREEMENT WITH PETER YOUNG INDUSTRIES
REGARDING HOME DELIVERED MEALS FOR SENIORS**

Introduced: 11/12/19

By Elder Care Committee:

WHEREAS, The Commissioner of the Albany County Department for Aging has requested authorization to enter into an agreement with Peter Young Industries regarding the provision of home delivered meals for seniors in the amount of \$292,877 for the term commencing January 1, 2020 and ending December 31, 2020, and

WHEREAS, The Commissioner indicated that Peter Young Industries will deliver meals that meet nutritional requirements in addition to providing regular client monitoring and informing the community about the home delivered meal program through the presentation and distribution of educational materials, now, therefore be it

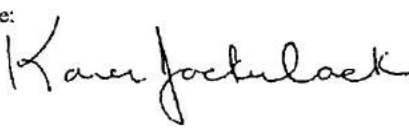
RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Peter Young Industries, Menands, NY 12207 regarding the provision of home delivered meals for seniors in an amount not to exceed \$292,877 for the term commencing January 1, 2020 and ending December 31, 2020, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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.

Adopted by unanimous vote – 11/12/19

NOTIFICATION OF GRANT AWARD UNDER TITLE III-C-2 OF THE OLDER AMERICANS ACT

Name and Address of Area Agency: Albany County Department for Aging 162 Washington Avenue, 6th Floor Albany, NY 12210-2304		Name and Address of Sponsoring Agency/Payee: Albany County																																																					
Program Year - Beginning: 1/1/2020 Ending: 12/31/2020																																																							
Fiscal Year from which funds are awarded: 2020		Federal CFDA No. - 93.045																																																					
This award is New																																																							
Section I - Cost Categories <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: right;">Amount</th> </tr> </thead> <tbody> <tr><td>Personnel</td><td style="text-align: right;">\$20,000.00</td></tr> <tr><td>Fringe Benefits</td><td style="text-align: right;">0.00</td></tr> <tr><td>Equipment</td><td style="text-align: right;">0.00</td></tr> <tr><td>Travel</td><td style="text-align: right;">0.00</td></tr> <tr><td>Maint. & Operations</td><td style="text-align: right;">0.00</td></tr> <tr><td>Other Expenses</td><td style="text-align: right;">0.00</td></tr> <tr><td>Subcontracts</td><td style="text-align: right;">215,448.00</td></tr> <tr><td>Food</td><td style="text-align: right;">0.00</td></tr> <tr><td>Approved Costs</td><td style="text-align: right;">\$235,448.00</td></tr> <tr><td>Less:</td><td></td></tr> <tr><td>Anticipated Income</td><td style="text-align: right;">1,500.00</td></tr> <tr><td>NSIP</td><td style="text-align: right;">18,130.00</td></tr> <tr><td>Net Cost</td><td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$215,818.00</td></tr> </tbody> </table>			Amount	Personnel	\$20,000.00	Fringe Benefits	0.00	Equipment	0.00	Travel	0.00	Maint. & Operations	0.00	Other Expenses	0.00	Subcontracts	215,448.00	Food	0.00	Approved Costs	\$235,448.00	Less:		Anticipated Income	1,500.00	NSIP	18,130.00	Net Cost	\$215,818.00	Section II - Grantee Budget - Federal and Matching Funds: <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 80%;">1. Federal Share (see remark 1)</td> <td style="width: 20%; text-align: right;">\$191,236.00</td> </tr> <tr> <td>2. Combined Matching Share</td> <td></td> </tr> <tr> <td> A. In-Kind</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td> B. Cash</td> <td style="text-align: right;">24,582.00</td> </tr> <tr> <td> C. Volunteer Match</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>3. Net Cost</td> <td style="text-align: right; border-top: 1px solid black;">\$215,818.00</td> </tr> </tbody> </table> Section III - Federal Funds Ceiling: <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 80%;">A. Carryover</td> <td style="width: 20%; text-align: right;">\$0.00</td> </tr> <tr> <td>B. Base Allocation</td> <td style="text-align: right;">193,960.00</td> </tr> <tr> <td>C. III-B Transfer</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>D. III-C-1 Transfer</td> <td style="text-align: right;">92,446.00</td> </tr> <tr> <td>E. Supplement</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Federal Funds Ceiling (see remark 1)</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$286,406.00</td> </tr> </tbody> </table>		1. Federal Share (see remark 1)	\$191,236.00	2. Combined Matching Share		A. In-Kind	\$0.00	B. Cash	24,582.00	C. Volunteer Match	\$0.00	3. Net Cost	\$215,818.00	A. Carryover	\$0.00	B. Base Allocation	193,960.00	C. III-B Transfer	0.00	D. III-C-1 Transfer	92,446.00	E. Supplement	0.00	Federal Funds Ceiling (see remark 1)	\$286,406.00
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Remarks: In addition to the conditions contained in the Four Year Plan, Annual Implementation Plan and Application for Funding, the conditions checked below apply to this award:																																																							
(XX) 1. Federal reimbursement is limited to the <u>higher</u> of the "Federal Share" in Section II or the "Federal Funds Ceiling" in Section III of this award notice.																																																							
(XX) 2. Receipt of federal funds (either through advance or reimbursement) does not constitute earning of these funds. The federal share of the project cost is earned only when allowable costs have been incurred and paid; and the non-federal share of the costs has been contributed.																																																							
(XX) 3. The federal share will not exceed 75% of the cost of Area Agency Administrative Activities and the federal share will not exceed 90% of the cost of Home Delivered Nutrition Services.																																																							
(XX) 4. Federal funds carried over from the prior year are estimated. Actual carryover depends on prior year closeout and will be confirmed upon closeout.																																																							
(XX) 5. In accordance with Federal Policy, the funds herein awarded cannot be used to pay the cost for congregate meals.																																																							
() 6. Other.																																																							
() 7. This award authorizes the payment of advances only. The award is conditional upon the approval of the Annual Implementation Plan and application referenced above, and the initial advance must be repaid if such plan and application do not receive final approval after appropriate modifications, if any.																																																							
Name and Title of Authorizing Official: Karen Jackuback Deputy Director		Signature: 																																																					
		Date: July 8, 2020																																																					

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

DEPARTMENT FOR AGING



RFP # 2020-091

DELIVERED MEALS PROGRAM

**ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
KAREN A. STORM, PURCHASING AGENT
112 STATE STREET, ROOM 1000
ALBANY, NY 12207**

SECTION 4: SCOPE OF SERVICES

4.1 Nutritional Content Requirements:

- a) The Proposer shall abide by all pertinent provisions of law, including but not limited to the Federal Older Americans Act, Article 15 of the New York State Executive Law, the Federal Social Security Act. The Proposer shall abide by all other rules regulations or requirements imposed or issued by the New York State Office for Aging, including those requirements set forth in the Standard Clauses for ACDFA, (Attachment "A"), and Standard Assurances (Attachment "A"). The Proposer shall demonstrate knowledge of the Nutrition Program Standards 19-PI-26, Title III-C2 funding for the

home delivered meal (HDM) program and current U.S. Department of Health and Human Services, USDA regulations (Attachment "B").

- b) The Proposer shall plan, prepare and serve all meals according to the Nutrition Program Standards through the issuance of New York State Office for Aging Program Instructions (PIs) and Technical Assistance Memorandums (TAMs), and adhere to the daily Dietary Reference Intake (DRI)/Recommended Daily Allowance (RDA) and the current Dietary Guidelines for Americans. Compliance with all nutritional guidelines shall be routinely monitored by the regulatory agencies.
- c) The Proposer:
Agrees to provide nutritious and balanced meals to all clients according to the approved menu. Note: No special medical, therapeutic and/or modified consistency diets are offered through the ACDFA meal program.

4.2 Targeting:

The Proposer shall make targeted outreach with attention to; low income, low-income minority individuals including Native American, and older adults residing in rural areas, older adults with greatest economic need, older adults with limited English proficiency, older individuals who are frail or with severe disabilities older adults with Alzheimer's Disease, or related disorders with neurological and organic brain dysfunction and the caretakers of such individuals to insure that the most critical needs of the targeted population are met. The Proposer shall target and prioritize services to older adult clients in compliance with NYSOFA targeting program instruction 12-PI-08, 13-TAM-01, (Attachment "C").

4.3 Menu Policy, Meals Preparation and Service:

- a) The Proposer shall have on its staff a qualified individual responsible for the overall site operation, who shall be expected to work closely with the ACDFA Registered Dietitian (RD).
- b) The Proposer will follow the ACDFA Menu Development policy (Attachment "D"). All cycle menus shall be submitted for nutritional analysis and approval at least six (6) weeks in advance of implementation. The ACDFA RD will work collaboratively with the Proposer(s) during the menu review and approval process. Proposers shall keep copies of the approved sample menus on file for one year from the implementation date.
- c) Special Holiday Meals shall be required as part of the Menu Policy and menus shall be submitted for approval by the ACDFA RD prior to serving.
- d) The ACDFA Registered Dietitian assumes all menu items are prepared from scratch vs. prepackaged. If menu items are pre-prepared, processed, cured and/or canned, nutrition labels for those items shall be noted as such and submitted with the menu for analysis. If during a menu cycle or at any time during food purchasing a distributor changes a product the Proposer shall submit the nutritional facts and ingredient label to ACDFA RD for review and approval.
- e) All menu items with more than one ingredient shall have a quantity standardized recipe. Proposers will be required to use the standardized recipes available through the ACDFA Share Point Recipe Program. (Attachment "E").
- f) Due to availability and fluctuating costs of food items on a pre-set menu, the Proposer shall sometimes require an occasional substitution. Changes in the approved menu shall be

considered only with prior approval from the ACDFA Registered Dietitian and kept to an absolute minimum.

- g) Failure to comply with the Menu Policy shall be considered a violation of contract requirements. Non-compliant meals shall be denied and as such reimbursement for said meals shall not be considered.
- h) The Proposer shall develop a procedure for dating all Hot, Cold and Frozen HDMS with the actual date the meal was prepared in a 12 font or greater, (Attachment "F").
- i) The Proposer shall be responsible to provide each client with at least (2) two shelf stable meals for use during emergency situations. Proposer shall provide the pre-approved shelf stable meals from the pre-approved shelf stable meal vendor. Deviations without prior written authorization (Attachment "G").

4.4 Kitchen Facilities:

- a) The Proposer shall prepare within an approved kitchen and/or provide complete meals, portioned for use by all home delivered meal recipients as required by the County.
- b) The Proposer shall meet requirements for food handling, preparation and service and comply with the New York State Sanitary Code, subpart 14-1. In addition, facilities used for meal preparation and the delivery of meals shall meet all fire and safety regulations as denoted and described in Nutrition Program Standards, (Attachment "B").
- c) The Proposer shall be contractually required to maintain operations at proposed sites until written permission to discontinue service is obtained from the ACDFA or the term of the Agreement ends.

4.5 Staff, Supervision and Training:

- a) The operation of the nutrition program should be overseen by a qualified and responsible supervisory designee, who shall have a thorough knowledge of: supervising and directing the work of others; an ability to plan; a good knowledge of Albany County roadways and topography regarding the local weather expectations throughout the year; food service delivery, particularly as they relate to meal delivery service for elderly persons; a knowledge of community agencies; facilities and services that may be utilized to help the elderly.
- b) The Proposer shall be responsible for:
 - i. Implementing staff and volunteer orientation.
 - ii. Coordinating "Staff and Volunteer Training" (Attachment "H")
 - iii. Ensuring compliance with all ACDFA rules and regulations.
 - iv. Contacting the Albany County Home Delivered Meal Assessment Unit, (hereinafter called the "Unit") to report any changes or issues as they relate to the HDM client.
- c) Proposer shall furnish the employees and/or volunteers needed for full implementation and operation of the program.
- d) In order to control the operation of the nutrition program the Proposer shall have personnel policies and procedures and job descriptions for all staff and volunteers.
- e) All staff and volunteers shall be warm and welcoming and treat clients with dignity and respect. Staff and volunteers shall be neat, clean and properly dressed.
- f) All staff shall be aware of the physical and social needs of the older adults. The Proposer will be required to provide training and follow the ACDFA protocol (Attachment "H" and "I") especially for emergency situations. Staff and volunteers who note any adverse

changes in the client(s) condition or circumstances are required to report to ACDFA or Unit.

- g) All persons providing services under this Agreement shall be of stable personality and high moral character. All employees and volunteers providing services under this agreement shall at all times be courteous and helpful to each client under their care as well as caregivers or aides of these older adults. The Proposer shall adequately screen all agents or employees involved in the delivery of services under this Agreement to avoid or minimize risks to older adults participating in the program. The Proposer shall ensure that all such agents and employees are competent, conscientious and law-abiding and that each employee sign a Confidentiality and Disclosure form, (Attachment "J")

4.6 Food Service Practice Compliance:

- a) The Proposer shall comply with the New York State Sanitary Code, subpart 14-1 and local health and sanitation regulations. The older population is a high-risk population and are at greater risk for foodborne illness. The Proposer shall ensure proper handling of potentially hazardous foods at each stage of food handling, preparation and delivery. Time-temperature testing shall be conducted using an approved food grade thermometer. Time-temperatures will be monitored and recorded according to ACDFA policy and procedure. The Proposer shall ensure that all time and temperature regulations are followed, (Attachment "K").
- b) Handling of potentially hazardous foods required by regulations include:
 - Reaching internal temperature of cooked foods according to regulations and maintain holding temperatures of hot foods at minimum temperature of 140 degrees Fahrenheit.
 - Keeping cold foods at or below 45 degrees Fahrenheit, (see page 14; NYSOFA 19-PI-26).
 - Maintain frozen foods at or below 0 degrees Fahrenheit.
- c) Potentially hazardous foods will be held at the respective temperatures during transportation and holding prior to service. Hot foods shall not be held longer than two (2) hours after the completion of cooking
- d) The Proposer shall have a policy and procedure for HDM including monitoring of transport vehicles for regular maintenance and cleanliness, appropriate equipment for storage of hot, cold and/or frozen foods as applicable and as specified in New York State and Albany County Department of Health Codes. Hot foods shall be packed separately from cold and frozen food items. The Proposer shall have a written contingency plan of resolution in the event the above standards are not met. The Proposer will notify the ADCFA within a reasonable time frame to report any issues with non-compliance with time and temperatures including corrective action.
- e) Completed "Time and Temperature Logs" and "End of Route Time and Temperature Logs" must be submitted to ACDFA monthly as directed in the policy and procedures. (Attachment "K" and "L").

4.7 Albany County Home Delivered Meal Assessment Unit:

- a) The Proposer shall demonstrate the ability to initiate service to new HDM clients within three (3) business days of being notified by the Unit through the Statewide Client Data System. When new HDM client service is initiated the Proposer shall ensure that all scheduled meals

are delivered. The Unit will provide HDM meal program orientation to the client as provided by the ACDFA, (Attachment "M") including the "Guidelines and Handling Instructions for HDM, (Attachment "F").

- b) Proposer shall receive updates regarding the individualized instructional changes from the Unit through the Statewide Client Data System; as warranted. The Unit shall advise the Proposer with all specific client instructions that shall clearly indicate:
 - The number of meals that a client shall receive each day of the week.
 - The type of meal or meal combinations to be delivered to each client.
 - Any client specific instructions for meal delivery, client monitoring, meal-set up and or meal storage.
 - Changes to client centered HDM instructions shall be incorporated into the meal delivery service within 3 business days of Proposer notification.
- c) All substantive changes in the condition of a client should be communicated to the Unit immediately. The Unit shall handle centralized intake/assessment & case management and document in the Statewide Client Data System. The Proposer shall respond to questions about specific deliveries, meal cancellations and undelivered meals. Reports should be made to the Unit via the Statewide Client Data System. Emergency response situations shall be handled by the entity first becoming aware of the emergency. For example, the person delivering the meal would call 911 in an emergency. If there is an emergency situation, the Proposer shall contact the Unit by telephone for immediate communication. The Unit shall conduct appropriate follow-up. Non-Emergency information identified at time of meal delivery shall be forwarded to the Unit, (Attachment "I"). It is expected that the Proposer, the Unit and ACDFA shall work together collaboratively.
- d) A standard of reasonable care is expected of the Proposers in all aspects of the notification process. This determination shall include an evaluation of all the pertinent circumstances concerning the change in client condition. In the event that there are substantive changes in the condition of a client, the ACDFA and Unit shall determine whether notification was submitted in a timely manner.
- e) The following steps shall be taken by the Unit to initiate assessments, provisions of meals and sharing report information:
 - All individuals interested in receiving Albany County Home Delivered Meals, and community organizations making referrals shall contact the Unit intake line at (518) 447-7177.
 - The Unit shall conduct an initial eligibility screen and follow up to complete an Assessment.
 - All meal authorization/change of service notices shall originate from the Unit and be sent to the Proposer through the Statewide Client Data System.
 - The Unit is required to follow the informed client consent process, which will allow client info sharing with Proposer. With client consent, the Proposer can see the Assessment information within the Statewide Client Data System.
 - Additional meal requests (provision of more meals per week than stipulated in the care plan) are authorized solely by the Unit. The Unit shall issue a revised authorization to the Proposer, through the Statewide Client Data System.
 - The ACDFA Registered Dietitian (RD) can authorize a change with a client's meal service after a formal nutrition assessment. The RD will notify the Unit of a suggested meal delivery change.

- The Unit and Proposer shall report on a daily basis, permanent cancellations resulting from hospitalization, nursing home placement, moving from the area, etc. through the Statewide Client Data System.
 - The Proposers shall handle basic client issues such as not answering the door to receive the meal. The Unit shall be available during normal business to consult on any given particular client issue, (Attachment "N").
- f) The Proposer shall provide emergency meal delivery for new clients that have been determined by the Unit to be in need of emergency meals. The emergency meals shall be initiated either the day the referral was received, or the following day, depending upon the time of day the referral was sent. Circumstance for delayed emergency delivery would include after business hours. The Proposer shall be notified through the Statewide Client Data System as soon as the referral has been confirmed by the Unit. The Unit shall then contact the Proposer by phone to confirm the emergency meal delivery request has been received and is being implemented. The Proposer shall provide the ACDFA Guidelines and Handling Instructions for HDM with the start-up emergency meals (Attachment "F").

4.8 HDM Delivery, Drivers, Vehicles:

- a) It is the responsibility of the Proposer to provide delivery vehicles for the home delivered meal service. The Proposer shall be responsible for all cost of the vehicles including the cost of fuel, and are properly licensed, insured and maintained. Vehicles shall be properly identified with decals or signs. All drivers shall hold a current clean New York State driver's license.
- b) The Proposer's paid and volunteer delivery staff shall be trained upon beginning their position and annually using the ACDFA Meal Delivery Training Program (Attachment "I"). The Proposer should use the training materials provided by the ACDFA. Each employee and/or volunteer should sign the last sheet of the training program that states that he or she shall adhere to the guidelines. The Proposer shall keep a copy of the signature sheet on file with personnel records.
- c) The Proposer shall insure that fully trained supervisory staff shall instruct and train the delivery drivers.
- d) The Proposer shall supervise and monitor the delivery of meals to clients.
- e) All paid and volunteer delivery staff shall wear appropriate attire; maintaining a neat & clean appearance.
- f) The Proposer shall provide drivers on each route cell phones or 2-Way radios to be used in the event of an emergency. Proposer shall have the base station manned during delivery times with written defined responses to driver situations.
- g) Delivery vehicles shall be equipped with locked boxes and opaque envelopes to accept client confidential contributions. Monetary contributions shall be secured during the delivery route. Drivers will be responsible to return the lock box to the designated staff. Drivers/deliverers shall not solicit nor accept monetary tips or other gifts from the client or family members. Any money given to the delivery staff should be considered program income and handled according to the Program Instructions, (Attachment "O").
- h) Meal delivery routes are scheduled according to cluster client locations. The delivery times should not exceed the two-hour time frame of meal pack time. Every effort will be taken to schedule client meal delivery within the same time frame each day. Depending on the meal census and delivery routes, adjustments will need to be made to ensure delivery times are

within the two-hour time frame. When a holiday falls on a regular delivery day, the Proposer shall deliver meals the previous business day. Weekend meals are delivered as follows, Saturday frozen entrée delivered on Thursday, and Sunday frozen entrée delivered on Friday. The Proposer will have a procedure to track new client meals and/or hold/cancellations of meals.

- i) During the daily contact with the client the HDM delivery staff and volunteers shall be properly trained to detect observe and report changes in the older adult's condition, or environment as required under emergency reporting protocols and procedures.
- j) If a client is not home, the driver/deliverer will attach a door hanger to notify the client they were there to deliver the meal. Then the driver/deliverer is to follow protocol. When a client is not home to receive a meal, the driver/deliverer shall indicate "Not Home" on the route sheet. (Attachment "H", Attachment "I").
- k) The Proposer shall train delivery staff and volunteers to contact their immediate supervisor if any unusual circumstances (i.e. client is not answering the door, an accumulation of uneaten meals, and/or apparent deterioration in the clients' physical, mental or environmental conditions) or contact 911 if the delivery person deems that the client is in need of emergency services. (Attachment "N").
- l) The Proposer and Unit shall communicate regularly through the Statewide Client Data System, any temporary, and/or permanent HDM changes resulting from hospitalization, nursing home placement, moving from the area, extended vacation with family, client death, etc.
- m) The Proposer and their staff may not discontinue client meals for any reason, without approval from the Unit.

4.9 Inclement Weather/Disruption of Services:

- a) The Proposer must have written procedures concerning the provision of food/and or meals in weather related or other emergencies or disasters.
- b) The Proposer shall make the decision regarding delivery during emergency or inclement weather conditions. Dangerous road conditions should be considered and treated as any other emergency situation impacting on the delivery of meals. The County reserves the right to cancel service as dictated by the applicable circumstances.
- c) If the Proposer cannot provide meals on a given day due to weather or other emergencies they shall be required to notify the ACDFA immediately upon the decision being made via email and phone call. The Proposer shall also be responsible for notifying affected clients of the disruption of service.
- d) Proposer shall provide each client with at least (2) two shelf stable meals for use during these emergency instances. (Attachment "G").

4.10 Monthly Menus and Nutritional Education:

- a) Monthly menus shall be provided to all clients through direct distribution by the 25th day of the month before the monthly menu begins.
- b) Each month provider shall receive Nutrition Information from ACDFA. The Proposer shall also complete the Nutrition Education Report and submit monthly to ACDFA (Attachment "P").

4.11 Contributions:

In providing services pursuant to this Agreement, the Proposer shall not charge any fee or require any contribution for participation in any activities or programs it provides to elderly residents of Albany County, the Proposer shall:

- a) Adhere to the guidelines set forth in 18-PI-17, (Attachment "O").
 - The contribution policy shall be explained to all individuals inquiring about the program or service. No client will be denied services for an inability or unwillingness to make a contribution. The Proposer shall not charge any fee or require any contribution for programs covered by funding from AC DFA. Protect the privacy of each older adult regarding contributions;
 - Establish a procedure to safeguard and account for all contributions. Said procedure shall be approved in advance by the Department for Aging;
 - Use all contributions to expand services of the program. The Proposer shall clearly illustrate how the contributions were used for expansion; and
 - Not deny services to or discriminate against any older adult in the delivery of service because the older adult did not contribute;
 - Contributions shall be reflected monthly on each voucher in the following manner:

$$\text{voucher amount (i.e., no. of units} \times \text{rate)} \text{ less contributions received} = \text{net amount due.}$$
- b) AC DFA will determine the "Suggested Meal Contribution". Proposer agrees to comply with policies and procedures related to contributions made by or on behalf of individuals, including procedures to safeguard and account for all contributions as outlined in the above-referenced NY SOFA Program Instruction. Individuals with self-declared incomes at or above 185 percent of the federal poverty line shall be encouraged to contribute at levels based on the actual meal cost.

4.12 Monitoring:

- a) All program facilities utilized by the Proposer in the delivery of services pursuant to this Agreement are to be open to authorized personnel from the federal government, New York State and Albany County Department for Aging, for the purposes of observation and monitoring contract and program, fiscal operations. The Proposer shall be monitored to ensure they are performing in accordance with requirements of federal, state, and local laws, regulations and guidance documents (including ACL and NY SOFA Program Instructions, Technical Assistance Memoranda, and Information Memoranda) and this Plan. Additionally, the Proposer shall be monitored to ensure they perform and make expenditures only for authorized items of expense contained in approved budgets. A written report of all inspections will be kept at the Albany County Department for Aging with a copy provided to the Proposer. Any defects or faults found are to be corrected within the designated timeframe or within 24 hours in the case of a health and safety risk. Failure to comply and take the necessary corrective action shall be grounds for immediate termination of the contract.
- b) AC DFA staff will utilize established program, fiscal and contract monitoring tools to review compliance with federal, state and local laws, regulations and guidance documents.
- c) The Proposer shall make all financial, program, and other related records available to Federal, State, and/or County personnel conducting monitoring visits to program offices and kitchens.
- d) Technical assistance and programmatic information concerning the Home Delivered Meals Program shall be shared by AC DFA as it is received from the New York State Office for

Aging. These communications may also comprise special surveys of need, performance reviews and promotion of related programs, advice on special nutrition-related health risks concerning the elderly and warnings concerned with food-borne illnesses.

- e) Unannounced monitoring visits by ACDFA staff shall occur on an ongoing basis throughout the contract period to assure compliance.
- f) The Proposer shall furnish a copy of their policies with regards to equal opportunity and non-discrimination for employment.

RECORDS AND RECORDING DATA

4.13 Program Reporting and Claim Forms shall be submitted monthly to the Department's Fiscal Director by the 10th day of the following month. Monthly forms and reports consist of the following:

- a) Client Registration Data (for those who consent) and actual units of service must be entered into the Statewide Client Data System each month. For those individuals who do not consent (this should be minimal) an anonymous aggregate unit number must be entered into Statewide Client Data System and align with the itemized breakdown of units of service.
- b) Claim forms shall include an itemized breakdown of units of service and cost per unit. All contributions collected during the month for the service shall be reported on the Home Delivered Meal Claim Form (Attachment "Q") and be subtracted from the gross amount of the claim. Vouchers will be paid on the net (services x units = gross less contributions = net) amount. A claim will not be processed for payment if the units entered into the Statewide Client Data System do not match the units billed.

4.14 Program Surveys and Performance Targets

- a) In order to assess client satisfaction, the client shall receive the HDM Survey (Attachment "R") at the end of the service or at a minimum annually. Returned surveys shall be tabulated on the Outcome Goals and Performance Target Reporting, (Attachment "S") and sent in with the monthly claim form.

4.15 Complete and proper accounting records shall be maintained by the Proposer which shall clearly identify the costs of the work performed under this Agreement. Upon County request, such records shall be subject to periodic and final audit by the County. Any attempt to delay the County's audit of program records shall constitute a breach of contract, and shall entitle the County to the remedies set forth in Article 3 of Schedule A, as well as all other remedies for breach of contract and/or fiduciary duty available in law or equity.

4.16 All program records shall be accessible to the County, the New York State Office of Aging, and the New York State Comptroller for a period of six (6) years following the date of final payment by the County to the Proposer for the performance of the work contemplated herein. The Proposer shall make all financial, program, and other related records available to Federal, State, and/or County personnel conducting monitoring visits to program offices and/or other facilities upon request.

- 4.17 The Proposer will provide an accounting of total costs of U.S. origin foods purchased and eligible for USDA reimbursement by the Federal government. USDA funds provided to the Home Delivered Meals Program shall be based on the prevailing rate at the time of payment to the Proposer and only for those meals meeting regulatory requirements. USDA reimbursement funds are only available towards foods grown and processed within the USA, (Attachment "T).
- 4.18 The Proposer shall maintain copies of their annual Department of Health permit and fire inspections for review by ACDFA staff. Copies must be made available to ACDFA upon request.

VOTER REGISTRATION

- 4.19 The Proposer shall offer voter registration forms to persons upon an initial application for services, and with each renewal, recertification, or change of address for relating to such services (Attachment "U).
- a) The Proposer shall assist applicants the same way the applicant would be provided assistance in completing any agency forms.
 - b) The Proposer will forward any forms received to the appropriate Board of Elections within ten (10) days of acceptance of a form.

DISASTER EMERGENCY

- 4.20 While providing the services described in the Agreement, the Contractor and its employees, agents, etc., shall follow all Covid-19 and Social Distancing requirements of the County; the State of New York, including, but not limited to, the Governor's executive orders and the federal government (including, but not limited to, the CDC guidelines), and the Contractor shall be subject to the provisions of the County's Local Emergency Order re Covid-19 and all supplements/renewals to said order.

SECTION 5: TERM OF CONTRACT:

- 5.1 The contract period shall be JANUARY 1ST, 2021 TO DECEMBER 31ST, 2021.
- 5.2 The successful Proposer shall execute a contract with the County of Albany in substantial conformance with this RFP as prepared and approved by the County Attorney.

SECTION 6: COST PROPOSAL:

- 6.1 Submit a cost proposal for the services described above in Section 4, Scope of Services, and on the Cost Proposal Form included herein.
- 6.2 Detail the fee structure for the Proposal. Provide hourly rates and reimbursable costs if not included in the lump sum.
- 6.3 Provide any other relevant information that will assist the County in evaluating your Proposal.

RESOLUTION NO. 454

**AUTHORIZING AN AGREEMENT WITH PETER YOUNG INDUSTRIES
REGARDING HOME DELIVERED MEALS FOR SENIORS**

Introduced: 12/7/20

By Elder Care Committee:

WHEREAS, The Commissioner of the Albany County Department for Aging has requested authorization to enter into an agreement with Peter Young Industries regarding home delivered meals for seniors in the amount of \$420,712 for the term commencing January 1, 2021 and ending December 31, 2021, and

WHEREAS, The Commissioner indicated that Peter Young Industries will deliver meals that meet nutritional requirements in addition to providing regular client monitoring and informing the community about the home delivered meal program through the presentation and distribution of educational materials, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Peter Young Industries, Menands, NY 12204 regarding home delivered meals for seniors in an amount not to exceed \$420,712 for the term commencing January 1, 2021 and ending December 31, 2021, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR AGING
162 WASHINGTON AVENUE
ALBANY, NEW YORK 12210
ADMINISTRATION: (518) 447-7198
GENERAL INFORMATION: (518) 447-7177
FAX: (518) 447-7188
WWW.ALBANYCOUNTY.COM

DEBORAH C. RIITANO
COMMISSIONER

October 15, 2020

Honorable Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Room 710
Albany, NY 12207

Dear Chairman Joyce:

The Department for Aging (DFA) requests legislative approval to enter into a new contract with Senior Projects of Ravena (Ravena), to provide Home Delivered Meals to older adults who reside within Albany County and meet specific criteria as required by Albany County, NYSOFA, and the Albany County Central Assessment Unit. Ravena will provide Home Delivered Meals to older adults within the following zones;

Zone 3: Ravena, Coeymans, and South Bethlehem

Approximate number of meals serviced in these locations for 2021: **20,314**

A Request for Proposal No. 2020-091 issued on August 13, 2020 requesting providers submit a proposal regarding Home Delivered Meals. There was a response to the RFP from five (5) providers. Three (3) proposals are existing Home Delivered Meal providers. The five (5) were evaluated and rated by the department scoring committee using the following criteria:

- Full demonstrated comprehension of the Scope of Services; including but not limited to; Knowledge of food safety/sanitation regulations and nutrition standards; Current Dietary Guidelines including knowledge and compliance with USDA nutrition standards.
- Prior experience and/or equivalent training with quantity food production and service projects
- Professional qualifications, staffing, equipment, and demonstrated capabilities.
- Total proposed price.

After reviewing the proposals and rating scores the Home Delivered Meal proposals were awarded as follows;

1. Life Path (SSA); Awarded - \$636,490.75
2. Peter Young Industries; Awarded - \$420,711.65
3. Senior Projects of Ravena; Awarded - \$165,439.00
4. Jewish Family Services of NENY; Awarded - \$81,900.00
5. Colonie Senior Services; Awarded - \$0

Total Awarded to Providers - \$1,304,541.40

The meal delivery shall include regular client monitoring, along with informing the community about the Home Delivered Meal program through education handouts and presentations. Ravena shall be responsible for ensuring meals meet nutritional requirements established by the Food and Nutrition Board of the National Academy of Sciences National Research Council.

Contract Award Amount - \$165,439.00

Contract Term – 1/1/2021 – 12/31/2021

Funding Source – 40.65%-Federal, 45.95%-State, 13.40%-County

Budget Amendment – No

Revenue Account – Aging -AA6772, 03782, 04775, 04778

Respectfully Submitted,

Deborah C. Riitano
Commissioner

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-2043, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Contract authorization with Senior Projects of Ravena to provide Home Delivered Meals to older adults in Albany County.

Date: 10/15/2020
Submitted By: Patrick Dillon
Department: Aging
Title: Contract Administrator
Phone: 518 447 7733
Department Rep.
Attending Meeting: Deborah C. Riitano, Commissioner

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
- ☐ 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):

Senior Projects of Ravena
9 Bruno Boulevard
Ravena, New York

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$165,439.00
Scope of Services: Senior Projects of Ravena shall provide Home Delivered Meals to qualified older adults that reside in Albany County within their contracted delivery zone.

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: A46772, 03782, 04775, 04778

Revenue Amount: \$76,017.31, \$52,220.69, \$15,032.36, \$22,168.64

Appropriation Account and Line: A96772, 04453

Appropriation Amount: \$165,439.00

Source of Funding - (Percentages)

Federal: 40.65%

State: 45.95%

County: 13.40%

Local: Click or tap here to enter text.

Term

Term: (Start and end date) 1/1/2021 - 12/31/2021

Length of Contract: 12 months

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: 456

Date of Adoption: 11/12/2019

Justification: (state briefly why legislative action is requested)

Click or tap here to enter text.

The Department for Aging (DFA) requests legislative approval to enter into a new contract with Senior Projects of Ravena (Ravena), to provide Home Delivered Meals to older adults who reside within Albany County and meet specific criteria as required by Albany County, NYSOFA, and the Albany County Central Assessment Unit. Ravena will provide 20314 Home Delivered Meals to older adults within the following zones; Ravena, Coeymans, and South Bethlehem.

A Request for Proposal No. 2020-091 issued on August 13, 2020 requesting providers submit a proposal regarding Home Delivered Meals. There was a response to the RFP from five (5) providers. Three (3) proposals are existing Home Delivered Meal providers. The five (5) were evaluated and rated by the department scoring committee using the following criteria:

- Full demonstrated comprehension of the Scope of Services; including but not limited to; Knowledge of food safety/sanitation regulations and nutrition standards; Current Dietary Guidelines including knowledge and compliance with USDA nutrition standards.
- Prior experience and/or equivalent training with quantity food production and service projects
- Professional qualifications, staffing, equipment, and demonstrated capabilities.

- Total proposed price.

The meal delivery shall include regular client monitoring, along with informing the community about the Home Delivered Meal program through education handouts and presentations. Ravena shall be responsible for ensuring meals meet nutritional requirements established by the Food and Nutrition Board of the National Academy of Sciences National Research Council.

RESOLUTION NO. 456

**AUTHORIZING AN AGREEMENT WITH SENIOR PROJECTS OF RAVENA
REGARDING HOME DELIVERED MEALS FOR SENIORS**

Introduced: 11/12/19

By Elder Care Committee:

WHEREAS, The Commissioner of the Albany County Department for Aging has requested authorization to enter into an agreement with Senior Projects of Ravena regarding the provision of home delivered meals for seniors in the amount of \$119,225 for the term commencing January 1, 2020 and ending December 31, 2020, and

WHEREAS, The Commissioner indicated that Senior Projects of Ravena will deliver meals that meet nutritional requirements in addition to providing regular client monitoring and informing the community about the home delivered meal program through the presentation and distribution of educational materials, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Senior Projects of Ravena, Ravena, NY 12143 regarding the provision of home delivered meals for seniors in an amount not to exceed \$119,225 for the term commencing January 1, 2020 and ending December 31, 2020, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

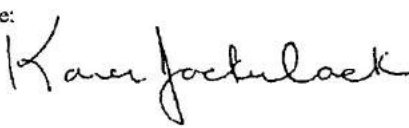
RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote – 11/12/19

NOTIFICATION OF GRANT AWARD
COMMUNITY SERVICES FOR THE ELDERLY PROGRAM

Name and Address of Area Agency: Albany County Department for Aging 162 Washington Avenue, 6th Floor Albany, NY 12210-2304	Name and Address of Sponsoring Agency/Payee: Albany County																																																						
Program Year - Beginning: 4/1/2020 Ending: 3/31/2021																																																							
Fiscal Year from which funds are awarded: 2020	This award is New																																																						
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(XX) 3. The funds herein awarded are to be expended in accordance with Section 214 of the New York State Elder Law and the applicable State Regulations.																																																							
() 4. Other:																																																							
Name and Title of Authorizing Official: Karen Jackuback Deputy Director	Signature: 	Date: July 8, 2020																																																					

NOTIFICATION OF GRANT AWARD UNDER TITLE III-C-2 OF THE OLDER AMERICANS ACT

Name and Address of Area Agency: Albany County Department for Aging 162 Washington Avenue, 6th Floor Albany, NY 12210-2304		Name and Address of Sponsoring Agency/Payee: Albany County																																																					
Program Year - Beginning: 1/1/2020 Ending: 12/31/2020																																																							
Fiscal Year from which funds are awarded: 2020		Federal CFDA No. - 93.045																																																					
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(XX) 3. The federal share will not exceed 75% of the cost of Area Agency Administrative Activities and the federal share will not exceed 90% of the cost of Home Delivered Nutrition Services.																																																							
(XX) 4. Federal funds carried over from the prior year are estimated. Actual carryover depends on prior year closeout and will be confirmed upon closeout.																																																							
(XX) 5. In accordance with Federal Policy, the funds herein awarded cannot be used to pay the cost for congregate meals.																																																							
() 6. Other.																																																							
() 7. This award authorizes the payment of advances only. The award is conditional upon the approval of the Annual Implementation Plan and application referenced above, and the initial advance must be repaid if such plan and application do not receive final approval after appropriate modifications, if any.																																																							
Name and Title of Authorizing Official: Karen Jackuback Deputy Director		Signature: 																																																					
		Date: July 8, 2020																																																					

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

DEPARTMENT FOR AGING



RFP # 2020-091

DELIVERED MEALS PROGRAM

**ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
KAREN A. STORM, PURCHASING AGENT
112 STATE STREET, ROOM 1000
ALBANY, NY 12207**

SECTION 4: SCOPE OF SERVICES

4.1 Nutritional Content Requirements:

- a) The Proposer shall abide by all pertinent provisions of law, including but not limited to the Federal Older Americans Act, Article 15 of the New York State Executive Law, the Federal Social Security Act. The Proposer shall abide by all other rules regulations or requirements imposed or issued by the New York State Office for Aging, including those requirements set forth in the Standard Clauses for ACDFA, (Attachment "A"), and Standard Assurances (Attachment "A"). The Proposer shall demonstrate knowledge of the Nutrition Program Standards 19-PI-26, Title III-C2 funding for the

home delivered meal (HDM) program and current U.S. Department of Health and Human Services, USDA regulations (Attachment "B").

- b) The Proposer shall plan, prepare and serve all meals according to the Nutrition Program Standards through the issuance of New York State Office for Aging Program Instructions (PIs) and Technical Assistance Memorandums (TAMs), and adhere to the daily Dietary Reference Intake (DRI)/Recommended Daily Allowance (RDA) and the current Dietary Guidelines for Americans. Compliance with all nutritional guidelines shall be routinely monitored by the regulatory agencies.
- c) The Proposer:
Agrees to provide nutritious and balanced meals to all clients according to the approved menu. Note: No special medical, therapeutic and/or modified consistency diets are offered through the ACDFA meal program.

4.2 Targeting:

The Proposer shall make targeted outreach with attention to; low income, low-income minority individuals including Native American, and older adults residing in rural areas, older adults with greatest economic need, older adults with limited English proficiency, older individuals who are frail or with severe disabilities older adults with Alzheimer's Disease, or related disorders with neurological and organic brain dysfunction and the caretakers of such individuals to insure that the most critical needs of the targeted population are met. The Proposer shall target and prioritize services to older adult clients in compliance with NYSOFA targeting program instruction 12-PI-08, 13-TAM-01, (Attachment "C").

4.3 Menu Policy, Meals Preparation and Service:

- a) The Proposer shall have on its staff a qualified individual responsible for the overall site operation, who shall be expected to work closely with the ACDFA Registered Dietitian (RD).
- b) The Proposer will follow the ACDFA Menu Development policy (Attachment "D"). All cycle menus shall be submitted for nutritional analysis and approval at least six (6) weeks in advance of implementation. The ACDFA RD will work collaboratively with the Proposer(s) during the menu review and approval process. Proposers shall keep copies of the approved sample menus on file for one year from the implementation date.
- c) Special Holiday Meals shall be required as part of the Menu Policy and menus shall be submitted for approval by the ACDFA RD prior to serving.
- d) The ACDFA Registered Dietitian assumes all menu items are prepared from scratch vs. prepackaged. If menu items are pre-prepared, processed, cured and/or canned, nutrition labels for those items shall be noted as such and submitted with the menu for analysis. If during a menu cycle or at any time during food purchasing a distributor changes a product the Proposer shall submit the nutritional facts and ingredient label to ACDFA RD for review and approval.
- e) All menu items with more than one ingredient shall have a quantity standardized recipe. Proposers will be required to use the standardized recipes available through the ACDFA Share Point Recipe Program. (Attachment "E").
- f) Due to availability and fluctuating costs of food items on a pre-set menu, the Proposer shall sometimes require an occasional substitution. Changes in the approved menu shall be

considered only with prior approval from the ACDFA Registered Dietitian and kept to an absolute minimum.

- g) Failure to comply with the Menu Policy shall be considered a violation of contract requirements. Non-compliant meals shall be denied and as such reimbursement for said meals shall not be considered.
- h) The Proposer shall develop a procedure for dating all Hot, Cold and Frozen HDMS with the actual date the meal was prepared in a 12 font or greater, (Attachment "F").
- i) The Proposer shall be responsible to provide each client with at least (2) two shelf stable meals for use during emergency situations. Proposer shall provide the pre-approved shelf stable meals from the pre-approved shelf stable meal vendor. Deviations without prior written authorization (Attachment "G").

4.4 Kitchen Facilities:

- a) The Proposer shall prepare within an approved kitchen and/or provide complete meals, portioned for use by all home delivered meal recipients as required by the County.
- b) The Proposer shall meet requirements for food handling, preparation and service and comply with the New York State Sanitary Code, subpart 14-1. In addition, facilities used for meal preparation and the delivery of meals shall meet all fire and safety regulations as denoted and described in Nutrition Program Standards, (Attachment "B").
- c) The Proposer shall be contractually required to maintain operations at proposed sites until written permission to discontinue service is obtained from the ACDFA or the term of the Agreement ends.

4.5 Staff, Supervision and Training:

- a) The operation of the nutrition program should be overseen by a qualified and responsible supervisory designee, who shall have a thorough knowledge of: supervising and directing the work of others; an ability to plan; a good knowledge of Albany County roadways and topography regarding the local weather expectations throughout the year; food service delivery, particularly as they relate to meal delivery service for elderly persons; a knowledge of community agencies; facilities and services that may be utilized to help the elderly.
- b) The Proposer shall be responsible for:
 - i. Implementing staff and volunteer orientation.
 - ii. Coordinating "Staff and Volunteer Training" (Attachment "H")
 - iii. Ensuring compliance with all ACDFA rules and regulations.
 - iv. Contacting the Albany County Home Delivered Meal Assessment Unit, (hereinafter called the "Unit") to report any changes or issues as they relate to the HDM client.
- c) Proposer shall furnish the employees and/or volunteers needed for full implementation and operation of the program.
- d) In order to control the operation of the nutrition program the Proposer shall have personnel policies and procedures and job descriptions for all staff and volunteers.
- e) All staff and volunteers shall be warm and welcoming and treat clients with dignity and respect. Staff and volunteers shall be neat, clean and properly dressed.
- f) All staff shall be aware of the physical and social needs of the older adults. The Proposer will be required to provide training and follow the ACDFA protocol (Attachment "H" and "I") especially for emergency situations. Staff and volunteers who note any adverse

changes in the client(s) condition or circumstances are required to report to ACDFA or Unit.

- g) All persons providing services under this Agreement shall be of stable personality and high moral character. All employees and volunteers providing services under this agreement shall at all times be courteous and helpful to each client under their care as well as caregivers or aides of these older adults. The Proposer shall adequately screen all agents or employees involved in the delivery of services under this Agreement to avoid or minimize risks to older adults participating in the program. The Proposer shall ensure that all such agents and employees are competent, conscientious and law-abiding and that each employee sign a Confidentiality and Disclosure form, (Attachment "J")

4.6 Food Service Practice Compliance:

- a) The Proposer shall comply with the New York State Sanitary Code, subpart 14-1 and local health and sanitation regulations. The older population is a high-risk population and are at greater risk for foodborne illness. The Proposer shall ensure proper handling of potentially hazardous foods at each stage of food handling, preparation and delivery. Time-temperature testing shall be conducted using an approved food grade thermometer. Time-temperatures will be monitored and recorded according to ACDFA policy and procedure. The Proposer shall ensure that all time and temperature regulations are followed, (Attachment "K").
- b) Handling of potentially hazardous foods required by regulations include:
 - Reaching internal temperature of cooked foods according to regulations and maintain holding temperatures of hot foods at minimum temperature of 140 degrees Fahrenheit.
 - Keeping cold foods at or below 45 degrees Fahrenheit, (see page 14; NYSOFA 19-PI-26).
 - Maintain frozen foods at or below 0 degrees Fahrenheit.
- c) Potentially hazardous foods will be held at the respective temperatures during transportation and holding prior to service. Hot foods shall not be held longer than two (2) hours after the completion of cooking
- d) The Proposer shall have a policy and procedure for HDM including monitoring of transport vehicles for regular maintenance and cleanliness, appropriate equipment for storage of hot, cold and/or frozen foods as applicable and as specified in New York State and Albany County Department of Health Codes. Hot foods shall be packed separately from cold and frozen food items. The Proposer shall have a written contingency plan of resolution in the event the above standards are not met. The Proposer will notify the ADCFA within a reasonable time frame to report any issues with non-compliance with time and temperatures including corrective action.
- e) Completed "Time and Temperature Logs" and "End of Route Time and Temperature Logs" must be submitted to ACDFA monthly as directed in the policy and procedures. (Attachment "K" and "L").

4.7 Albany County Home Delivered Meal Assessment Unit:

- a) The Proposer shall demonstrate the ability to initiate service to new HDM clients within three (3) business days of being notified by the Unit through the Statewide Client Data System. When new HDM client service is initiated the Proposer shall ensure that all scheduled meals

are delivered. The Unit will provide HDM meal program orientation to the client as provided by the ACDFA, (Attachment "M") including the "Guidelines and Handling Instructions for HDM, (Attachment "F").

- b) Proposer shall receive updates regarding the individualized instructional changes from the Unit through the Statewide Client Data System; as warranted. The Unit shall advise the Proposer with all specific client instructions that shall clearly indicate:
 - The number of meals that a client shall receive each day of the week.
 - The type of meal or meal combinations to be delivered to each client.
 - Any client specific instructions for meal delivery, client monitoring, meal-set up and or meal storage.
 - Changes to client centered HDM instructions shall be incorporated into the meal delivery service within 3 business days of Proposer notification.
- c) All substantive changes in the condition of a client should be communicated to the Unit immediately. The Unit shall handle centralized intake/assessment & case management and document in the Statewide Client Data System. The Proposer shall respond to questions about specific deliveries, meal cancellations and undelivered meals. Reports should be made to the Unit via the Statewide Client Data System. Emergency response situations shall be handled by the entity first becoming aware of the emergency. For example, the person delivering the meal would call 911 in an emergency. If there is an emergency situation, the Proposer shall contact the Unit by telephone for immediate communication. The Unit shall conduct appropriate follow-up. Non-Emergency information identified at time of meal delivery shall be forwarded to the Unit, (Attachment "I"). It is expected that the Proposer, the Unit and ACDFA shall work together collaboratively.
- d) A standard of reasonable care is expected of the Proposers in all aspects of the notification process. This determination shall include an evaluation of all the pertinent circumstances concerning the change in client condition. In the event that there are substantive changes in the condition of a client, the ACDFA and Unit shall determine whether notification was submitted in a timely manner.
- e) The following steps shall be taken by the Unit to initiate assessments, provisions of meals and sharing report information:
 - All individuals interested in receiving Albany County Home Delivered Meals, and community organizations making referrals shall contact the Unit intake line at (518) 447-7177.
 - The Unit shall conduct an initial eligibility screen and follow up to complete an Assessment.
 - All meal authorization/change of service notices shall originate from the Unit and be sent to the Proposer through the Statewide Client Data System.
 - The Unit is required to follow the informed client consent process, which will allow client info sharing with Proposer. With client consent, the Proposer can see the Assessment information within the Statewide Client Data System.
 - Additional meal requests (provision of more meals per week than stipulated in the care plan) are authorized solely by the Unit. The Unit shall issue a revised authorization to the Proposer, through the Statewide Client Data System.
 - The ACDFA Registered Dietitian (RD) can authorize a change with a client's meal service after a formal nutrition assessment. The RD will notify the Unit of a suggested meal delivery change.

- The Unit and Proposer shall report on a daily basis, permanent cancellations resulting from hospitalization, nursing home placement, moving from the area, etc. through the Statewide Client Data System.
 - The Proposers shall handle basic client issues such as not answering the door to receive the meal. The Unit shall be available during normal business to consult on any given particular client issue, (Attachment "N").
- f) The Proposer shall provide emergency meal delivery for new clients that have been determined by the Unit to be in need of emergency meals. The emergency meals shall be initiated either the day the referral was received, or the following day, depending upon the time of day the referral was sent. Circumstance for delayed emergency delivery would include after business hours. The Proposer shall be notified through the Statewide Client Data System as soon as the referral has been confirmed by the Unit. The Unit shall then contact the Proposer by phone to confirm the emergency meal delivery request has been received and is being implemented. The Proposer shall provide the ACDFA Guidelines and Handling Instructions for HDM with the start-up emergency meals (Attachment "F").

4.8 HDM Delivery, Drivers, Vehicles:

- a) It is the responsibility of the Proposer to provide delivery vehicles for the home delivered meal service. The Proposer shall be responsible for all cost of the vehicles including the cost of fuel, and are properly licensed, insured and maintained. Vehicles shall be properly identified with decals or signs. All drivers shall hold a current clean New York State driver's license.
- b) The Proposer's paid and volunteer delivery staff shall be trained upon beginning their position and annually using the ACDFA Meal Delivery Training Program (Attachment "I"). The Proposer should use the training materials provided by the ACDFA. Each employee and/or volunteer should sign the last sheet of the training program that states that he or she shall adhere to the guidelines. The Proposer shall keep a copy of the signature sheet on file with personnel records.
- c) The Proposer shall insure that fully trained supervisory staff shall instruct and train the delivery drivers.
- d) The Proposer shall supervise and monitor the delivery of meals to clients.
- e) All paid and volunteer delivery staff shall wear appropriate attire; maintaining a neat & clean appearance.
- f) The Proposer shall provide drivers on each route cell phones or 2-Way radios to be used in the event of an emergency. Proposer shall have the base station manned during delivery times with written defined responses to driver situations.
- g) Delivery vehicles shall be equipped with locked boxes and opaque envelopes to accept client confidential contributions. Monetary contributions shall be secured during the delivery route. Drivers will be responsible to return the lock box to the designated staff. Drivers/deliverers shall not solicit nor accept monetary tips or other gifts from the client or family members. Any money given to the delivery staff should be considered program income and handled according to the Program Instructions, (Attachment "O").
- h) Meal delivery routes are scheduled according to cluster client locations. The delivery times should not exceed the two-hour time frame of meal pack time. Every effort will be taken to schedule client meal delivery within the same time frame each day. Depending on the meal census and delivery routes, adjustments will need to be made to ensure delivery times are

within the two-hour time frame. When a holiday falls on a regular delivery day, the Proposer shall deliver meals the previous business day. Weekend meals are delivered as follows, Saturday frozen entrée delivered on Thursday, and Sunday frozen entrée delivered on Friday. The Proposer will have a procedure to track new client meals and/or hold/cancellations of meals.

- i) During the daily contact with the client the HDM delivery staff and volunteers shall be properly trained to detect observe and report changes in the older adult's condition, or environment as required under emergency reporting protocols and procedures.
- j) If a client is not home, the driver/deliverer will attach a door hanger to notify the client they were there to deliver the meal. Then the driver/deliverer is to follow protocol. When a client is not home to receive a meal, the driver/deliverer shall indicate "Not Home" on the route sheet. (Attachment "H", Attachment "I").
- k) The Proposer shall train delivery staff and volunteers to contact their immediate supervisor if any unusual circumstances (i.e. client is not answering the door, an accumulation of uneaten meals, and/or apparent deterioration in the clients' physical, mental or environmental conditions) or contact 911 if the delivery person deems that the client is in need of emergency services. (Attachment "N").
- l) The Proposer and Unit shall communicate regularly through the Statewide Client Data System, any temporary, and/or permanent HDM changes resulting from hospitalization, nursing home placement, moving from the area, extended vacation with family, client death, etc.
- m) The Proposer and their staff may not discontinue client meals for any reason, without approval from the Unit.

4.9 Inclement Weather/Disruption of Services:

- a) The Proposer must have written procedures concerning the provision of food/and or meals in weather related or other emergencies or disasters.
- b) The Proposer shall make the decision regarding delivery during emergency or inclement weather conditions. Dangerous road conditions should be considered and treated as any other emergency situation impacting on the delivery of meals. The County reserves the right to cancel service as dictated by the applicable circumstances.
- c) If the Proposer cannot provide meals on a given day due to weather or other emergencies they shall be required to notify the ACDFA immediately upon the decision being made via email and phone call. The Proposer shall also be responsible for notifying affected clients of the disruption of service.
- d) Proposer shall provide each client with at least (2) two shelf stable meals for use during these emergency instances. (Attachment "G").

4.10 Monthly Menus and Nutritional Education:

- a) Monthly menus shall be provided to all clients through direct distribution by the 25th day of the month before the monthly menu begins.
- b) Each month provider shall receive Nutrition Information from ACDFA. The Proposer shall also complete the Nutrition Education Report and submit monthly to ACDFA (Attachment "P").

4.11 Contributions:

In providing services pursuant to this Agreement, the Proposer shall not charge any fee or require any contribution for participation in any activities or programs it provides to elderly residents of Albany County, the Proposer shall:

- a) Adhere to the guidelines set forth in 18-PI-17, (Attachment "O").
 - The contribution policy shall be explained to all individuals inquiring about the program or service. No client will be denied services for an inability or unwillingness to make a contribution. The Proposer shall not charge any fee or require any contribution for programs covered by funding from ACDFFA. Protect the privacy of each older adult regarding contributions;
 - Establish a procedure to safeguard and account for all contributions. Said procedure shall be approved in advance by the Department for Aging;
 - Use all contributions to expand services of the program. The Proposer shall clearly illustrate how the contributions were used for expansion; and
 - Not deny services to or discriminate against any older adult in the delivery of service because the older adult did not contribute;
 - Contributions shall be reflected monthly on each voucher in the following manner:

$$\text{voucher amount (i.e., no. of units} \times \text{rate)} \text{ less contributions received} = \text{net amount due.}$$
- b) ACDFFA will determine the "Suggested Meal Contribution". Proposer agrees to comply with policies and procedures related to contributions made by or on behalf of individuals, including procedures to safeguard and account for all contributions as outlined in the above-referenced NYSOFA Program Instruction. Individuals with self-declared incomes at or above 185 percent of the federal poverty line shall be encouraged to contribute at levels based on the actual meal cost.

4.12 Monitoring:

- a) All program facilities utilized by the Proposer in the delivery of services pursuant to this Agreement are to be open to authorized personnel from the federal government, New York State and Albany County Department for Aging, for the purposes of observation and monitoring contract and program, fiscal operations. The Proposer shall be monitored to ensure they are performing in accordance with requirements of federal, state, and local laws, regulations and guidance documents (including ACL and NYSOFA Program Instructions, Technical Assistance Memoranda, and Information Memoranda) and this Plan. Additionally, the Proposer shall be monitored to ensure they perform and make expenditures only for authorized items of expense contained in approved budgets. A written report of all inspections will be kept at the Albany County Department for Aging with a copy provided to the Proposer. Any defects or faults found are to be corrected within the designated timeframe or within 24 hours in the case of a health and safety risk. Failure to comply and take the necessary corrective action shall be grounds for immediate termination of the contract.
- b) ACDFFA staff will utilize established program, fiscal and contract monitoring tools to review compliance with federal, state and local laws, regulations and guidance documents.
- c) The Proposer shall make all financial, program, and other related records available to Federal, State, and/or County personnel conducting monitoring visits to program offices and kitchens.
- d) Technical assistance and programmatic information concerning the Home Delivered Meals Program shall be shared by ACDFFA as it is received from the New York State Office for

Aging. These communications may also comprise special surveys of need, performance reviews and promotion of related programs, advice on special nutrition-related health risks concerning the elderly and warnings concerned with food-borne illnesses.

- e) Unannounced monitoring visits by ACDFA staff shall occur on an ongoing basis throughout the contract period to assure compliance.
- f) The Proposer shall furnish a copy of their policies with regards to equal opportunity and non-discrimination for employment.

RECORDS AND RECORDING DATA

4.13 Program Reporting and Claim Forms shall be submitted monthly to the Department's Fiscal Director by the 10th day of the following month. Monthly forms and reports consist of the following:

- a) Client Registration Data (for those who consent) and actual units of service must be entered into the Statewide Client Data System each month. For those individuals who do not consent (this should be minimal) an anonymous aggregate unit number must be entered into Statewide Client Data System and align with the itemized breakdown of units of service.
- b) Claim forms shall include an itemized breakdown of units of service and cost per unit. All contributions collected during the month for the service shall be reported on the Home Delivered Meal Claim Form (Attachment "Q") and be subtracted from the gross amount of the claim. Vouchers will be paid on the net (services x units = gross less contributions = net) amount. A claim will not be processed for payment if the units entered into the Statewide Client Data System do not match the units billed.

4.14 Program Surveys and Performance Targets

- a) In order to assess client satisfaction, the client shall receive the HDM Survey (Attachment "R") at the end of the service or at a minimum annually. Returned surveys shall be tabulated on the Outcome Goals and Performance Target Reporting, (Attachment "S") and sent in with the monthly claim form.

4.15 Complete and proper accounting records shall be maintained by the Proposer which shall clearly identify the costs of the work performed under this Agreement. Upon County request, such records shall be subject to periodic and final audit by the County. Any attempt to delay the County's audit of program records shall constitute a breach of contract, and shall entitle the County to the remedies set forth in Article 3 of Schedule A, as well as all other remedies for breach of contract and/or fiduciary duty available in law or equity.

4.16 All program records shall be accessible to the County, the New York State Office of Aging, and the New York State Comptroller for a period of six (6) years following the date of final payment by the County to the Proposer for the performance of the work contemplated herein. The Proposer shall make all financial, program, and other related records available to Federal, State, and/or County personnel conducting monitoring visits to program offices and/or other facilities upon request.

- 4.17 The Proposer will provide an accounting of total costs of U.S. origin foods purchased and eligible for USDA reimbursement by the Federal government. USDA funds provided to the Home Delivered Meals Program shall be based on the prevailing rate at the time of payment to the Proposer and only for those meals meeting regulatory requirements. USDA reimbursement funds are only available towards foods grown and processed within the USA, (Attachment "T).
- 4.18 The Proposer shall maintain copies of their annual Department of Health permit and fire inspections for review by ACDFA staff. Copies must be made available to ACDFA upon request.

VOTER REGISTRATION

- 4.19 The Proposer shall offer voter registration forms to persons upon an initial application for services, and with each renewal, recertification, or change of address for relating to such services (Attachment "U).
- a) The Proposer shall assist applicants the same way the applicant would be provided assistance in completing any agency forms.
 - b) The Proposer will forward any forms received to the appropriate Board of Elections within ten (10) days of acceptance of a form.

DISASTER EMERGENCY

- 4.20 While providing the services described in the Agreement, the Contractor and its employees, agents, etc., shall follow all Covid-19 and Social Distancing requirements of the County; the State of New York, including, but not limited to, the Governor's executive orders and the federal government (including, but not limited to, the CDC guidelines), and the Contractor shall be subject to the provisions of the County's Local Emergency Order re Covid-19 and all supplements/renewals to said order.

SECTION 5: TERM OF CONTRACT:

- 5.1 The contract period shall be JANUARY 1ST, 2021 TO DECEMBER 31ST, 2021.
- 5.2 The successful Proposer shall execute a contract with the County of Albany in substantial conformance with this RFP as prepared and approved by the County Attorney.

SECTION 6: COST PROPOSAL:

- 6.1 Submit a cost proposal for the services described above in Section 4, Scope of Services, and on the Cost Proposal Form included herein.
- 6.2 Detail the fee structure for the Proposal. Provide hourly rates and reimbursable costs if not included in the lump sum.
- 6.3 Provide any other relevant information that will assist the County in evaluating your Proposal.

RESOLUTION NO. 455

**AUTHORIZING AN AGREEMENT WITH SENIOR PROJECTS OF RAVENA
REGARDING HOME DELIVERED MEALS FOR SENIORS**

Introduced: 12/7/20

By Elder Care Committee:

WHEREAS, The Commissioner of the Albany County Department for Aging has requested authorization to enter into an agreement with Senior Projects of Ravena regarding home delivered meals for seniors in the amount of \$165,439 for the term commencing January 1, 2021 and ending December 31, 2021, and

WHEREAS, The Commissioner indicated that Senior Projects of Ravena will deliver meals that meet nutritional requirements in addition to providing regular client monitoring and informing the community about the home delivered meal program through the presentation and distribution of educational materials, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Senior Projects of Ravena, Ravena, NY 12143 regarding home delivered meals for seniors in an amount not to exceed \$165,439 for the term commencing January 1, 2021 and ending December 31, 2021, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR AGING
162 WASHINGTON AVENUE
ALBANY, NEW YORK 12210
ADMINISTRATION: (518) 447-7198
GENERAL INFORMATION: (518) 447-7177
FAX: (518) 447-7188
WWW.ALBANYCOUNTY.COM

DEBORAH C. RIITANO
COMMISSIONER

October 16, 2020

Honorable Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Room 710
Albany, NY 12207

Dear Chairman Joyce:

The Department for Aging (DFA) requests legislative approval to enter into a renewal contract with Life Path (Senior Services of Albany), to provide Congregate Meal Services to older adults in Albany County and meet specific criteria as required by Albany County and NYSOFA. Life Path shall provide Congregate Meal Services to older adults at the following seven (7) locations, Westview Apartments, South Mall Towers, Cohoes Senior Center, Senior Center of Watervliet, Helderberg Senior Center, Ohav Shalom Apartments, and Livingston School Apartments. The Contractor shall serve 30,550 meals at their seven (7) congregate locations.

A Request for Proposal No. 2020-100 issued on August 20, 2020 requesting providers submit a proposal regarding Congregate Meals. There was a response to the RFP from six (6) providers. Five (5) proposals are existing Congregate Meal providers. The six (6) were evaluated and rated by the department scoring committee using the following criteria:

- Full demonstrated comprehension of the Scope of Services; including but not limited to; Knowledge of food safety/sanitation regulations and nutrition standards; Current Dietary Guidelines including knowledge and compliance with USDA nutrition standards.
- Prior experience and/or equivalent training with quantity food production and service projects
- Professional qualifications, staffing, equipment, and demonstrated capabilities.
- Total proposed price.

After reviewing the proposals and rating scores the Congregate Meal proposals were awarded as follows;

1. Albany Jewish Community Center; Awarded - \$36,975.00
2. Allie B's Cozy Kitchen; Awarded - \$10,800.00
3. Colonie Senior Service Centers; Awarded - \$181,500.00
4. Green Island Senior Citizens; Awarded - \$45,347.50
5. Life Path (Senior Services of Albany); Awarded - \$267,300.00

6. Senior Projects of Ravena; Awarded - \$246,960.00

Total Awarded to Providers - \$788,882.50

Senior Services of the Albany Area shall provide education presentations to program participants at the congregate meal site not less than six (6) times during the contract year. Life Path shall be responsible for ensuring meals meet nutritional requirements established by the Food and Nutrition Board of the National Academy of Sciences National Research Council.

Contract Award Amount – \$267,300.00

Contract Term – 1/1/2021 – 12/31/2021

Funding Source – 20% - Federal, 80% - County

Budget Amendment – No

Revenue Account – Aging – AA6772, 04774, 04778

Respectfully Submitted,

Deborah C. Riitano
Commissioner

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-2044, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Contract authorization with Life Path (Senior Services of Albany) to provide Congregate Meals to older adults in Albany County.

Date: 10/16/2020
Submitted By: Patrick Dillon
Department: Aging
Title: Contract Administrator
Phone: 518 447 7733
Department Rep.
Attending Meeting: Deborah C. Riitano, Commissioner

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
- ☐ 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):

Life Path (Senior Services of Albany)
28 Colvin Avenue
Albany, New York 12206

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$267,300.00

Scope of Services: Life Path (SSA) shall provide Congregate Meals to older adults in Albany County at the following established congregate meal sites; Westview, South Mall Towers, Cohoes Senior Center, Senior Center of Watervliet, Helderberg Senior Center, Ohav Shalom Apartments, Livingston School Apartments.

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: A46772, 04774, 04778
Revenue Amount: \$31,983.82, \$22,607.00, \$212,709.18

Appropriation Account and Line: A96772, 44046
Appropriation Amount: \$267,300.00

Source of Funding - (Percentages)

Federal: 20%
State: Click or tap here to enter text.
County: 80%
Local: Click or tap here to enter text.

Term

Term: (Start and end date) 1/1/2021 - 12/31/2021
Length of Contract: 12 months

Impact on Pending Litigation

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

Previous requests for Identical or Similar Action:

Resolution/Law Number: 452
Date of Adoption: 11/12/2019

Justification: (state briefly why legislative action is requested)

Click or tap here to enter text.

The Department for Aging (DFA) requests legislative approval to enter into a renewal contract with Life Path (Senior Services of Albany), to provide Congregate Meal Services to older adults in Albany County and meet specific criteria as required by Albany County and NYSOFA. Life Path shall provide Congregate Meal Services to older adults at the following seven (7) locations, Westview Apartments, South Mall Towers, Cohoes Senior Center, Senior Center of Watervliet, Helderberg Senior Center, Ohav Shalom Apartments, and Livingston School Apartments. The Contractor shall serve 30,550 meals at their seven (7) congregate locations.

A Request for Proposal No. 2020-100 issued on August 20, 2020 requesting providers submit a proposal regarding Congregate Meals. There was a response to the RFP from six (6) providers. Five (5) proposals are existing Congregate Meal providers. The six (6) were evaluated and rated by the department scoring committee using the following criteria:

- Full demonstrated comprehension of the Scope of Services; including but not limited to; Knowledge of food

safety/sanitation regulations and nutrition standards; Current Dietary Guidelines including knowledge and compliance with USDA nutrition standards.

- Prior experience and/or equivalent training with quantity food production and service projects
- Professional qualifications, staffing, equipment, and demonstrated capabilities.
- Total proposed price.

Senior Services of the Albany Area shall provide education presentations to program participants at the congregate meal site not less than six (6) times during the contract year. Life Path shall be responsible for ensuring meals meet nutritional requirements established by the Food and Nutrition Board of the National Academy of Sciences National Research Council.

RESOLUTION NO. 452

AUTHORIZING AN AGREEMENT WITH LIFE PATH REGARDING THE PROVISION OF CONGREGATE MEAL SERVICES FOR SENIORS

Introduced: 11/12/19

By Elder Care Committee:

WHEREAS, The Commissioner of the Albany County Department for Aging has requested authorization to enter into an agreement with Life Path regarding the provision of congregate meal services for seniors in the amount of \$294,900 for the term commencing January 1, 2020 and ending December 31, 2020, and

WHEREAS, The Commissioner indicated that Life Path will serve meals that meet nutritional requirements in addition to providing nutrition education presentations and handouts to program participants, now, therefore be it

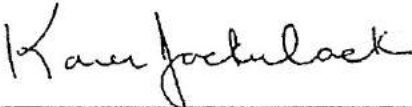
RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Life Path, Albany, NY 12206 regarding the provision of congregate meal services for seniors in an amount not to exceed \$294,900 for the term commencing January 1, 2020 and ending December 31, 2020, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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.

Adopted by unanimous vote – 11/12/19

NOTIFICATION OF GRANT AWARD UNDER TITLE III-C-1 OF THE OLDER AMERICANS ACT

Name and Address of Area Agency: Albany County Department for Aging 162 Washington Avenue, 6th Floor Albany, NY 12210-2304	Name and Address of Sponsoring Agency/Payee: Albany County																																																				
Program Year - Beginning: 1/1/2020 Ending: 12/31/2020																																																					
Fiscal Year from which funds are awarded: 2020	Federal CFDA No. - 93.045																																																				
This award is New																																																					
<u>Section I - Cost Categories</u> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;"><u>Amount</u></th> </tr> </thead> <tbody> <tr><td>Personnel</td><td style="text-align: right;">\$20,000.00</td></tr> <tr><td>Fringe Benefits</td><td style="text-align: right;">0.00</td></tr> <tr><td>Equipment</td><td style="text-align: right;">0.00</td></tr> <tr><td>Travel</td><td style="text-align: right;">0.00</td></tr> <tr><td>Maint. & Operations</td><td style="text-align: right;">0.00</td></tr> <tr><td>Other Expenses</td><td style="text-align: right;">0.00</td></tr> <tr><td>Subcontracts</td><td style="text-align: right;">495,364.00</td></tr> <tr><td>Food</td><td style="text-align: right;">0.00</td></tr> <tr><td>Approved Costs</td><td style="text-align: right;">\$515,364.00</td></tr> <tr><td>Less:</td><td></td></tr> <tr><td>Anticipated Income</td><td style="text-align: right;">51,187.00</td></tr> <tr><td>NSIP</td><td style="text-align: right;">33,965.00</td></tr> <tr><td>Net Cost</td><td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$430,212.00</td></tr> </tbody> </table>		<u>Amount</u>	Personnel	\$20,000.00	Fringe Benefits	0.00	Equipment	0.00	Travel	0.00	Maint. & Operations	0.00	Other Expenses	0.00	Subcontracts	495,364.00	Food	0.00	Approved Costs	\$515,364.00	Less:		Anticipated Income	51,187.00	NSIP	33,965.00	Net Cost	\$430,212.00	<u>Section II - Grantee Budget - Federal and Matching Funds:</u> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td>1. Federal Share (see remark 1)</td><td style="text-align: right;">\$375,127.00</td></tr> <tr><td>2. Combined Matching Share</td><td></td></tr> <tr><td> A. In-Kind</td><td style="text-align: right;">0.00</td></tr> <tr><td> B. Cash</td><td style="text-align: right;">55,085</td></tr> <tr><td> C. Volunteer Match</td><td style="text-align: right;">0.00</td></tr> <tr><td>3. Net Cost</td><td style="text-align: right; border-top: 1px solid black;">\$430,212.00</td></tr> </tbody> </table> <u>Section III - Federal Funds Ceiling:</u> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td>A. Carryover</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>B. Base Allocation</td><td style="text-align: right;">369,785.00</td></tr> <tr><td>C. III-B Transfer</td><td style="text-align: right;">-92,446.00</td></tr> <tr><td>D. III-C-2 Transfer</td><td style="text-align: right;">-92,446.00</td></tr> <tr><td>E. Supplement</td><td style="text-align: right;">0.00</td></tr> <tr><td>Federal Funds Ceiling (see remark 1)</td><td style="text-align: right; border-top: 1px solid black;">\$184,893.00</td></tr> </tbody> </table>	1. Federal Share (see remark 1)	\$375,127.00	2. Combined Matching Share		A. In-Kind	0.00	B. Cash	55,085	C. Volunteer Match	0.00	3. Net Cost	\$430,212.00	A. Carryover	\$0.00	B. Base Allocation	369,785.00	C. III-B Transfer	-92,446.00	D. III-C-2 Transfer	-92,446.00	E. Supplement	0.00	Federal Funds Ceiling (see remark 1)	\$184,893.00
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Equipment	0.00																																																				
Travel	0.00																																																				
Maint. & Operations	0.00																																																				
Other Expenses	0.00																																																				
Subcontracts	495,364.00																																																				
Food	0.00																																																				
Approved Costs	\$515,364.00																																																				
Less:																																																					
Anticipated Income	51,187.00																																																				
NSIP	33,965.00																																																				
Net Cost	\$430,212.00																																																				
1. Federal Share (see remark 1)	\$375,127.00																																																				
2. Combined Matching Share																																																					
A. In-Kind	0.00																																																				
B. Cash	55,085																																																				
C. Volunteer Match	0.00																																																				
3. Net Cost	\$430,212.00																																																				
A. Carryover	\$0.00																																																				
B. Base Allocation	369,785.00																																																				
C. III-B Transfer	-92,446.00																																																				
D. III-C-2 Transfer	-92,446.00																																																				
E. Supplement	0.00																																																				
Federal Funds Ceiling (see remark 1)	\$184,893.00																																																				
Remarks: In addition to the conditions contained in the Four Year Plan, Annual Implementation Plan and Application for Funding, the conditions checked below apply to this award: (XX) 1. Federal reimbursement is limited to the <u>lower</u> of the "Federal Share" in Section II or the "Federal Funds Ceiling" in Section III of this award notice. (XX) 2. Receipt of federal funds (either through advance or reimbursement) does not constitute earning of these funds. The federal share of the project cost is earned only when allowable costs have been incurred and paid; and the non-federal share of the costs has been contributed. (XX) 3. The federal share will not exceed 75% of the cost of Area Agency Administrative Activities and the federal share will not exceed 90% of the cost of Congregate Nutrition Services. (XX) 4. Federal funds carried over from the prior year are estimated. Actual carryover depends on prior year closeout and will be confirmed upon closeout. (XX) 5. In accordance with Federal Policy, the funds herein awarded cannot be used to pay the cost for home delivered meals. () 6. Other:																																																					
Name and Title of Authorizing Official: Karen Jackuback Deputy Director	Signature: 	Date: July 8, 2020																																																			

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

DEPARTMENT FOR AGING



RFP # 2020-100

CONGREGATE MEAL PROGRAM FOR SENIOR RESIDENTS OF ALBANY COUNTY

**ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
KAREN A. STORM, PURCHASING AGENT
112 STATE STREET, ROOM 1000
ALBANY, NY 12207**

SECTION 4: SCOPE OF SERVICES

4.1 Nutritional Content Requirements:

- a) The Proposer shall abide by all pertinent provisions of law, including but not limited to the Federal Older Americans Act, Article 15 of the New York State Executive Law, the Federal Social Security Act. The Proposer shall abide by all other rules regulations or requirements imposed or issued by the New York State Office for Aging, including those requirements set forth in the Standard Clauses for ACDFA, (Attachment "A"), and Standard Assurances (Attachment "A"). The Proposer shall demonstrate knowledge of the Nutrition Program Standards 19-PI-26, Title III-C1 funding for the Congregate Meal program and current U.S. Department of Health and Human Services, USDA regulations (Attachment "B").
- b) The Proposer shall develop formal written procedures and guidelines for all aspects of their congregate meal service delivery, such procedures and guidelines will be distributed to staff at all sites and updated to reflect changes in program requirements as may occur over the term of the Agreement. Copies of all procedures and guidelines developed will be provided to the ACDFA.
- c) The Proposer shall plan, prepare and serve all meals according to the Nutrition Program Standards through the issuance of New York State Office for Aging Program Instructions (PIs) and Technical Assistance Memorandums (TAMs), and adhere to the daily Dietary Reference Intake (DRI)/Recommended Daily Allowance (RDA) and the current Dietary Guidelines for Americans. Compliance with all nutritional guidelines shall be routinely monitored by the regulatory agencies.
- d) The Proposer:
 - Agrees to provide nutritious and balanced meals to all clients according to the approved menu. Note: No special medical, therapeutic and/or modified consistency diets are offered through the ACDFA meal program.
 - Agrees to produce attractive, palatable and satisfying meals with consideration given to participant and volunteer comments and ACDFA Dietitian evaluations.
- e) The Proposer shall prepare and provide meals that meet a minimum of one-third (1/3) for one meal and two-thirds (2/3) for two meals of the required daily DRI/RDA. Older adults have specific nutritional needs and should include nutritious, flavorful, and culturally appropriate meals. The Proposer shall submit menus and prepare meals that use a variety of nutrient-dense foods and beverages while choosing foods that limit the intake of saturated fats, have no trans-fats and have little added sugars and salt. Meals shall be planned to keep total fat intake between 20-35 percent of calories, with most fats coming from sources of polyunsaturated and mono-unsaturated fatty acids. Less than 10 percent of calories shall be from saturated fat. Meals shall be prepared with little salt and with a goal of 500-800 mg of sodium per meal. It shall be necessary to utilize some low or lower sodium ingredients to achieve this requirement.

Food and beverages in this regular meal shall be prepared with little to no added sugars and emphasis shall be given to fiber- rich fruits, whole grains, vegetables and fat free or low-fat dairy products (see page 25 of NYSOFA 19-PI-26).

- f) Meal components, as listed below shall be included, as part of the meal served:
1. Three (3) ounces edible protein, i.e. chicken, beef, pork, fish, cheese, etc.
Casseroles shall be eight (8) ounce portions of which three (3) shall be protein.
 2. Two (2) servings of vegetable and/or fruit, which shall include:
 - One half (½) cup cooked or raw vegetables.
 - One half (½) cup fruit or four (4) ounces of 100% juice.
 - One (1) cup large berries, melon or salad greens.
 3. Two (2) serving of grain, with at least one (1) ounce whole grain, all others shall be enriched grain.
 4. One to Two (1-2) teaspoon oil/fortified margarine spread or butter.
 5. Eight (8) ounces of fat free or low fat, or 1 serving of dairy and/or vitamin D fortified 100% fruit juice, see page 24 of NYSOFA 19-PI-26.
 6. One-half (½) cup of dessert.
- g) The Proposer shall procure all food and supplies as required in the preparation of meals in accordance with the standardized recipes and menus as approved by the ACDFA Registered Dietitian.

*Please Note: Omission of any components of the approved menu constitutes a violation of the Menu Policy. Meal reimbursement shall be denied if any part of the meal is omitted. Substitutions require prior approval by the ACDFA Registered Dietitian at least 2 days in advance of the meal service. Substitutions should be a comparable food item of the same food group.

4.2 Targeting:

The Proposer shall make targeted outreach with attention to; low income, low-income minority individuals including Native American, and older adults residing in rural areas, older adults with greatest economic need, older adults with limited English proficiency, older individuals who are frail or with severe disabilities older adults with Alzheimer's Disease, or related disorders with neurological and organic brain dysfunction and the caretakers of such individuals to insure that the most critical needs of the targeted population are met. The Proposer shall target and prioritize services to older adult clients in compliance with NYSOFA targeting program instruction 12-PI-08, 13-TAM-01, (Attachment "C").

4.3 Menu Policy, Meals Preparation and Service:

- a) The Proposer shall have on its staff a qualified individual responsible for the overall site operation, who shall be expected to work closely with the ACDFA Registered Dietitian (RD).
- b) The Proposer will follow the ACDFA Menu Development policy (Attachment "D"). All cycle menus shall be submitted for nutritional analysis and approval at least six (6) weeks in advance of implementation. The ACDFA RD will work collaboratively with the Proposer(s)

during the menu review and approval process. Proposers shall keep copies of the approved sample menus on file for one year from the implementation date.

- c) Special Holiday Meals shall be required as part of the Menu Policy and menus shall be submitted for approval by the ACDFA RD prior to serving.
- d) The ACDFA Registered Dietitian assumes all menu items are prepared from scratch vs. prepackaged. If menu items are pre-prepared, processed, cured and/or canned, nutrition labels for those items shall be noted as such and submitted with the menu for analysis. If during a menu cycle or at any time during food purchasing a distributor changes a product the Proposer shall submit the nutritional facts and ingredient label to ACDFA RD for review and approval.
- e) All menu items with more than one ingredient shall have a quantity standardized recipe. Proposers will be required to use the standardized recipes available through the ACDFA Share Point Recipe Program. (Attachment "E").
- f) Due to availability and fluctuating costs of food items on a pre-set menu, the Proposer shall sometimes require an occasional substitution. Changes in the approved menu shall be considered only with prior approval from the ACDFA Registered Dietitian and kept to an absolute minimum.
- g) Failure to comply with the Menu Policy shall be considered a violation of contract requirements. Non-compliant meals shall be denied and as such reimbursement for said meals shall not be considered.

4.4 Kitchen Facilities:

- a) The Proposer shall have NYSOFA approval for the operation of any contracted or directly operated nutrition site, satellite site, central kitchen or facility which prepares, packages or serves meals using NYSOFA administered funding. Operation permits are kept on file at the ACDFA for NYSOFA review.
- b) The Proposer shall prepare within an approved kitchen and/or provide complete meals, portioned for use at all congregate meal sites as required by the County.
- c) The Proposer shall meet requirements for food handling, preparation and service and comply with the New York State Sanitary Code, subpart 14-1. In addition, facilities used for meal preparation and the delivery of meals shall meet all fire and safety regulations as denoted and described in Nutrition Program Standards, (Attachment "B"). The Proposer shall maintain copies of their annual Department of Health permit and fire inspections for review by ACDFA staff. Copies must be made available to ACDFA upon request.
- d) The Proposer shall have written site agreements between the Proposer and all sites serving meals. The site agreement must address as denoted and described in Nutrition Program Standards (Attachment "B"). The Proposer shall be contractually required to maintain

operations at approved sites until written permission to discontinue service is obtained from the ACDFA or the terms of the Agreement ends.

4.5 Staff, Supervision and Training:

- a) The operation of the nutrition program should be overseen by a qualified and responsible supervisory designee, who shall have a thorough knowledge of: supervising and directing the work of others; an ability to plan.
- b) The Proposer shall be responsible for:
 - Implementing staff and volunteer orientation.
 - Coordinating "Staff and Volunteer Training" (Attachment "H")
 - Ensuring compliance with all ACDFA rules and regulations.
 - Contacting the Albany County Home Delivered Meal Assessment Unit, (hereinafter called the "Unit") to report any changes or issues as they relate to the HDM client.
- c) Proposer shall furnish the employees and/or volunteers needed for full implementation and operation of the program.
- d) In order to control the operation of the nutrition program the Proposer shall have personnel policies and procedures and job descriptions for all staff and volunteers.
- e) All staff and volunteers shall be warm and welcoming and treat clients with dignity and respect. Staff and volunteers shall be neat, clean and properly dressed.
- f) All staff shall be aware of the physical and social needs of the older adults. The Proposer will be required to provide training and follow the ACDFA protocol (Attachment "H") especially for emergency situations. Staff and volunteers who note any adverse changes in the client(s) condition or circumstances are required to report to ACDFA or Unit.
- g) The Proposer must have a written policy and procedures for all staff and volunteers which protects the confidentiality and limit the access to the client's information, (Attachment "J") Confidentiality is to be guaranteed for all clients receiving services funded by the US Department of Health and Human Services-Administration on Community Living (ACL), NYSOFA and Albany County. No information may be disclosed that identifies the person or his or her legal representatives unless disclosure is agreed to through written signed informed consent and confidentiality forms, or is required by court order, or by program monitoring by authorized staff from New York State Office for Aging or ACDFA. This includes obtaining the informed consent of an individual for the purpose of disclosing personal information to service providers for refer or any other purpose. In addition, other laws governing consent to capture, share, and disclose client information may apply generally to all individuals or to specific population groups, (Attachment "I").

4.6 Food Service Practice Compliance:

- a) The Proposer shall comply with the New York State Sanitary Code, subpart 14-1 and local health and sanitation regulations. The older population is a high-risk population and are at greater risk for foodborne illness. The Proposer shall ensure proper handling of potentially

hazardous foods at each stage of food handling, preparation and delivery. Time-temperature testing shall be conducted using an approved food grade thermometer. Time-temperatures will be monitored and recorded according to ACDFA policy and procedure. The Proposer shall ensure that all time and temperature regulations are followed, (Attachment "K").

- b) Handling of potentially hazardous foods required by regulations include:
 - Reaching internal temperature of cooked foods according to regulations and maintain holding temperatures of hot foods at minimum temperature of 140 degrees Fahrenheit.
 - Keeping cold foods at or below 45 degrees Fahrenheit, (see page 14; NYSOFA 19-PI-26).
 - Maintain frozen foods at or below 0 degrees Fahrenheit.
- c) Potentially hazardous foods will be held at the respective temperatures during transportation and holding prior to service. Hot foods shall not be held longer than two (2) hours after the completion of cooking.
- d) The Proposer shall have a policy and procedure for food delivered to satellite sites. This will include monitoring of transport vehicles for regular maintenance and cleanliness, appropriate and functioning equipment for transport of hot, cold and/or frozen foods. Hot foods shall be packed separately from cold and frozen food items. The Proposer shall have a written contingency plan of resolution in the event the above standards are not met. The Proposer will notify the ADCFA within a reasonable time frame to report any issues with non-compliance with time and temperatures including corrective action. Time and Temperature Logs must be monitored and submitted to ACDFA as directed in the policy and procedure. (Attachment "K").

4.7 Congregate Dining Site Environment:

- a) Ensure that each congregate site be neat, clean, project a pleasant atmosphere and have adequate lighting, ventilation and temperature control.
- b) The dining site shall be accessible and open at least one (1) hour before and after the meal to permit all participants to eat a leisurely meal, enjoy social contact and to take advantage of other services at the site. The Proposer shall monitor and enforce the time of meal service within a specific time frame the dining site is open to the maximum extent possible, sites should be open at least five (5) days a week to have a greater impact on the nutritional status of the participants.
- c) The Proposer will, to the maximum extent possible, provide for supportive, educational and/or recreational services and activities at the congregate meal site (sites).
- d) A copy of the signed approved menu by the ACDFA Registered Dietitian must be prominently displayed in the food preparation area of the kitchen at all times and used for reference.
- e) All Congregate Sites shall have a monthly menu posted and copies available for participants to take.

- f) Congregate meal providers have the option to allow participants to take leftover food home. Providers who do not allow food to be taken from their congregate sites must have a procedure in place to communicate this to participants. Those Proposers who allow participants to take leftovers home must follow the ACDFA policy and procedure. (Attachment "M")
- g) Closures other than federal, state and county holidays must be communicated to ACDFA as follows:
 - Notification of pre-determined date(s) of closing and reason is noted on the approved cycle menu.
 - In the case of inclement weather, emergencies or unforeseen situations the Proposer shall notify ACDFA of the situation immediately.

4.8 Client Eligibility, Registration and Sign-in Sheets:

- a) Eligible participants shall be 60 and older and/or the spouse of an eligible client regardless of spouse's age.
- b) Congregate meals may be made available to handicapped or disabled persons under 60 years of age who reside in a senior housing facility where congregate meals are served.
- c) Volunteers who perform essential functions related to the congregate meal program.
- d) The Proposer shall ensure all potential participants complete an ACDFA Client Registration Form (Attachment "F") and applicable "Informed Consent" forms (Attachment "I") and the "Nutritional Risk Screening Form" (Attachment "F"). These forms should be reviewed annually and updated if changes are identified. Forms should be updated more than annually if there is a change in program/services or client status. For those participants who consent to their information being captured, the completed Congregate Registration Form data will be entered into the Statewide Client Data System and the "Informed Consent to Capture form(s)" shall be scanned and uploaded into the Statewide Client Data System.
- e) Participants shall be referred to other supportive services when applicable (e.g., NY Connects, SNAP, HEAP, Transportation, etc.).
- f) The Proposer shall have a system for accepting meal reservations including the ability to forecast meals to control program costs. ACDFA shall only reimburse the provider for those meals accompanied by the signature of an eligible participant on the sign in sheet.
- g) The Proposer shall have a procedure in place that ensures that eligible participants are given priority for meals over all guests and staff under sixty.
- h) Daily sign-in sheets shall be maintained by each congregate meal site.
- i) All registered participants and volunteers 60+ years are required to sign-in for a

meal to be reimbursed. If the registered participant is unable to sign in personally, the meal site manager or designee is required to have a process to monitor, and verify each participant who receives meal and is unable to sign.

- j) Under age 60 guests shall be identified separately from eligible program participants. The Proposer shall have a system to track the monetary contributions of under age 60 guests/participants.

4.9 Contributions:

In providing services pursuant to this Agreement, the Proposer shall not charge any fee or require any contribution for participation in any activities or programs it provides to elderly residents of Albany County, the Proposer shall:

- a) Adhere to the guidelines set forth in 18-PI-17, (Attachment "N").
 - The contribution policy shall be explained to all individuals inquiring about the program or service. No client will be denied services for an inability or unwillingness to make a contribution. The Proposer shall not charge any fee or require any contribution for programs covered by funding from ACDFA. Protect the privacy of each older adult regarding contributions;
 - Establish a procedure to safeguard and account for all contributions. Said procedure shall be approved in advance by the Department for Aging;
 - Use all contributions to expand services of the program. The Proposer shall clearly illustrate how the contributions were used for expansion;
 - Not deny services to or discriminate against any older adult in the delivery of service because the older adult did not contribute;
 - Contributions shall be reflected monthly on each voucher in the following manner: voucher amount (i.e., no. of units x rate) less contributions received = net amount due.
- b) ACDFA will determine the "Suggested Meal Contribution". Proposer agrees to comply with policies and procedures related to contributions made by or on behalf of individuals, including procedures to safeguard and account for all contributions as outlined in the above-referenced NYSOFA Program Instruction. Individuals with self-declared incomes at or above 185 percent of the federal poverty line shall be encouraged to contribute at levels based on the actual meal cost.
 - SNAP benefits shall be accepted for congregate meal contributions upon certification by the Department of Social Services. However, clients that have SNAP benefits shall be encouraged to use these resources to obtain proper nutrition for their other daily meals.
 - ACDFA provides the Congregate Meal Site suggested contribution signs that shall be prominently located at sites where the congregate meal takes place and includes the suggested meal contribution rate.
 - A contribution lock box with opaque envelopes available shall be visible at the congregate site near or next to the ACDFA Congregate Sign displaying information about the contribution policy.
 - Contributions shall be deposited into a locked box by the participant using the opaque envelopes to protect the confidentiality of participant's donation.

- Contributions shall be jointly counted daily by a staff member and either a volunteer or a service program supervisor. The Proposer shall report all contributions monthly. All contributions shall be used to expand services of the program.
- All contributions received each day shall be entered into a ledger and each person counting the contributions shall certify the amount received each day.

4.10 Monitoring:

- a) All program facilities utilized by the Proposer in the delivery of services pursuant to this Agreement are to be open to authorized personnel from the federal government, New York State and Albany County Department for Aging, for the purposes of observation and monitoring contract and program, fiscal operations. The Proposer shall be monitored to ensure they are performing in accordance with requirements of federal, state, and local laws, regulations and guidance documents (including ACL and NYSOFA Program Instructions, Technical Assistance Memoranda, and Information Memoranda) and this Plan. Additionally, the Proposer shall be monitored to ensure they perform and make expenditures only for authorized items of expense contained in approved budgets. A written report of all inspections will be kept at the Albany County Department for Aging with a copy provided to the Proposer. Any defects or faults found are to be corrected within the designated timeframe or within 24 hours in the case of a health and safety risk. Failure to comply and take the necessary corrective action shall be grounds for immediate termination of the contract.
- b) ACDFA staff will utilize established program, fiscal and contract monitoring tools to review compliance with federal, state and local laws, regulations and guidance documents.
- c) The Proposer shall make all financial, program, and other related records available to Federal, State, and/or County personnel conducting monitoring visits to program offices and kitchens.
- d) Technical assistance and programmatic information concerning the Home Delivered Meals Program shall be shared by ACDFA as it is received from the New York State Office for Aging. These communications may also comprise special surveys of need, performance reviews and promotion of related programs, advice on special nutrition-related health risks concerning the elderly and warnings concerned with food-borne illnesses.
- e) Unannounced monitoring visits by ACDFA staff shall occur on an ongoing basis throughout the contract period to assure compliance.
- f) The Proposer shall furnish a copy of their policies with regards to equal opportunity and non-discrimination for employment.

RECORDS AND RECORDING DATA

4.11 Program Reporting and Claim Forms:

shall be submitted monthly to the Department's Fiscal Director by the 10th day of the following month. Monthly forms and reports consist of the following:

- a) Client Registration Data (for those who consent) and actual units of service must be entered into the Statewide Client Data System each month. For those individuals who do not consent (this should be minimal) an anonymous aggregate unit number must be entered into Statewide Client Data System and align with the itemized breakdown of units of service.
- b) Claim forms shall include an itemized breakdown of units of service and cost per unit. All contributions collected during the month for the service shall be reported on the Congregate Meal Claim Form (Attachment "P") and be subtracted from the gross amount of the claim. Vouchers will be paid on the net (services x units = gross less contributions = net) amount. A claim will not be processed for payment if the units entered into the Statewide Client Data System do not match the units billed.

4.12 Program Surveys and Performance Targets:

- a) The provider shall give each congregate meal participant an opportunity to comment on the meals. The participant aka "client" shall receive the Client Satisfaction Survey, (Attachment "Q") at the end of the service or at a minimum annually. Returned surveys shall be reviewed and tabulated on the Outcomes and Performance Target Reporting Form, (Attachment "R") and sent in with the monthly claim form.
- b) In order to assess the success and impact of Nutrition Education offered to congregate participants each client shall receive the Nutrition Education Survey (Attachment "L") at a minimum annually. These surveys should be submitted along with the Nutrition Education Report (Attachment "O") and sent in with monthly claim form.

4.13 Complete and proper accounting records shall be maintained by the Proposer which shall clearly identify the costs of the work performed under this Agreement. Upon County request, such records shall be subject to periodic and final audit by the County. Any attempt to delay the County's audit of program records shall constitute a breach of contract, and shall entitle the County to the remedies set forth in Article 3 of Schedule A, as well as all other remedies for breach of contract and/or fiduciary duty available in law or equity.

4.14 All program records shall be accessible to the County, the New York State Office of Aging, and the New York State Comptroller for a period of six (6) years following the date of final payment by the County to the Proposer for the performance of the work contemplated herein. The Proposer shall make all financial, program, and other related records available to Federal, State, and/or County personnel conducting monitoring visits to program offices and/or other facilities upon request.

4.15 The Proposer will provide an accounting of total costs of U.S. origin foods purchased and eligible for USDA reimbursement by the Federal government. USDA funds provided to the Home Delivered Meals Program shall be based on the prevailing rate at the time of payment to the Proposer and only for those meals meeting regulatory requirements. USDA reimbursement funds are only available towards foods grown and processed within the USA, (Attachment "S").

4.16 The Proposer shall maintain copies of their annual Department of Health permit and fire inspections for review by ACDFA staff. Copies must be made available to ACDFA upon request.

4.17 Other Program and Services:

- a) Each month, Proposers shall receive copies of the ACDFA Nutritional & Health Tidbits Nutrition Education developed by the ACDFA RD. The Proposer shall distribute the monthly education handout to each participant. The Proposer shall report to ACDFA the number of participants, and date the newsletters that were delivered, on the Nutritional and Health Education Report
- b) The Proposer is required to present a minimum of six (6) pre-approved "Nutrition and Health Education Presentations" per year at each congregate site. The Proposer shall report to ACDFA the number of participants, the presentation topic, the presenter and date of the presentation on the Nutritional and Health Education Report. The Proposer is required to solicit feedback annually from congregate participants regarding the nutrition and health education utilizing the ACDFA "Nutrition and Health Presentation Survey". (Attachment "L").
- c) The Proposer shall participate in the Senior Nutrition Farmer's Market Program. This is a seasonal program and guidance is provided by ACDFA.

VOTER REGISTRATION

4.18 The Proposer shall offer voter registration forms to persons upon an initial application for services, and with each renewal, recertification, or change of address for relating to such services (Attachment "T").

- a) The Proposer shall assist applicants the same way the applicant would be provided assistance in completing any agency forms.
- b) The Proposer will forward any forms received to the appropriate Board of Elections within ten (10) days of acceptance of a form.

DISASTER EMERGENCY

4.19 The successful proposer shall follow required guidelines set by the State and/or Federal Government and the County of Albany due to a declaration of disaster emergency. While providing the services described in the Agreement, the Proposer and its employees, agents, etc., shall follow all Covid-19 and Social Distancing requirements of the County; the State of

RESOLUTION NO. 456

**AUTHORIZING AN AGREEMENT WITH LIFE PATH REGARDING
CONGREGATE MEAL SERVICES FOR SENIORS**

Introduced: 12/7/20

By Elder Care Committee:

WHEREAS, The Commissioner of the Albany County Department for Aging has requested authorization to enter into an agreement with Life Path regarding congregate meal services for seniors in the amount of \$267,300 for the term commencing January 1, 2021 and ending December 31, 2021, and

WHEREAS, The Commissioner indicated that Life Path will serve meals that meet nutritional requirements to eligible seniors at multiple congregate locations, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Life Path, Albany, NY 12206 regarding congregate meal services for seniors in an amount not to exceed \$267,300 for the term commencing January 1, 2021 and ending December 31, 2021, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR AGING
162 WASHINGTON AVENUE
ALBANY, NEW YORK 12210
ADMINISTRATION: (518) 447-7198
GENERAL INFORMATION: (518) 447-7177
FAX: (518) 447-7188
WWW.ALBANYCOUNTY.COM

DEBORAH C. RIITANO
COMMISSIONER

October 16, 2020

Honorable Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Room 710
Albany, NY 12207

Dear Chairman Joyce:

The Department for Aging (DFA) requests legislative approval to enter into a new contract with Colonie Senior Service Centers, to provide Congregate Meal Services to older adults in Albany County and meet specific criteria as required by Albany County and NYSOFA. Colonie Senior Service Centers shall provide Congregate Meal Services to older adults at the following five (5) locations, Beltrone Living Center, Bishop Broderick, Sheehy Manor, Guilderland Congregate Dining Site, and King Thiel Senior Community. The Contractor shall serve 16,500 meals at their five (5) congregate sites.

A Request for Proposal No. 2020-100 issued on August 20, 2020 requesting providers submit a proposal regarding Congregate Meals. There was a response to the RFP from six (6) providers. Five (5) proposals are existing Congregate Meal providers. The six (6) were evaluated and rated by the department scoring committee using the following criteria:

- Full demonstrated comprehension of the Scope of Services; including but not limited to; Knowledge of food safety/sanitation regulations and nutrition standards; Current Dietary Guidelines including knowledge and compliance with USDA nutrition standards.
- Prior experience and/or equivalent training with quantity food production and service projects
- Professional qualifications, staffing, equipment, and demonstrated capabilities.
- Total proposed price.

After reviewing the proposals and rating scores the Congregate Meal proposals were awarded as follows;

1. Albany Jewish Community Center; Awarded - \$36,975.00
2. Allie B's Cozy Kitchen; Awarded - \$10,800.00
3. Colonie Senior Service Centers; Awarded - \$181,500.00
4. Green Island Senior Citizens; Awarded - \$45,347.50
5. Life Path (Senior Services of Albany); Awarded - \$267,300.00

6. Senior Projects of Ravena; Awarded - \$246,960.00

Total Awarded to Providers - \$788,882.50

Colonie Senior Service Centers shall provide nutrition education presentations to program participants at the congregate meal site not less than six (6) times during the contract year. Colonie Senior Service Centers shall be responsible for ensuring meals meet nutritional requirements established by the Food and Nutrition Board of the National Academy of Sciences National Research Council.

Contract Award Amount – \$181,500.00

Contract Term – 1/1/2021 – 12/31/2021

Funding Source – 90% - Federal, 10% - County

Budget Amendment – No

Revenue Account – Aging -AA6772, 04774, 04778

Respectfully Submitted,

Deborah C. Riitano
Commissioner

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-2045, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Contract authorization with Colonie Senior Service Centers to provide Congregate Meals to older adults in Albany County.

Date: 10/16/2020
Submitted By: Patrick Dillon
Department: Aging
Title: Contract Administrator
Phone: 518 447 7733
Department Rep.
Attending Meeting: Deborah C. Riitano, Commissioner

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
- ☐ 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):

Colonie Senior Service Centers
6 Winners Circle
Colonie, New York 12205

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$181,500.00

Scope of Services: Colonie Senior Service Centers shall provide Congregate Meals to older adults in Albany County at the following established congregate meal sites; Beltrone Living Center, Bishop Broderick Apartments, Sheehy Manor, Guilderland Senior Center, and King Thiel Senior Community.

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: A46772, 04774, 04778
Revenue Amount: \$151,514.55, \$12,210.00, \$17,775.45

Appropriation Account and Line: A96772, 44046
Appropriation Amount: \$181,500.00

Source of Funding - (Percentages)

Federal: 90%
State: Click or tap here to enter text.
County: 10%
Local: Click or tap here to enter text.

Term

Term: (Start and end date) 1/1/2021 - 12/31/2021
Length of Contract: 12 months

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: 453
Date of Adoption: 11/12/2019

Justification: (state briefly why legislative action is requested)
Click or tap here to enter text.

The Department for Aging (DFA) requests legislative approval to enter into a new contract with Colonie Senior Service Centers, to provide Congregate Meal Services to older adults in Albany County and meet specific criteria as required by Albany County and NYSOFA. Colonie Senior Service Centers shall provide Congregate Meal Services to older adults at the following five (5) locations, Beltrone Living Center, Bishop Broderick, Sheehy Manor, Guilderland Congregate Dining Site, and King Thiel Senior Community. The Contractor shall serve 16,500 meals at their five (5) congregate sites.

A Request for Proposal No. 2020-100 issued on August 20, 2020 requesting providers submit a proposal regarding Congregate Meals. There was a response to the RFP from six (6) providers. Five (5) proposals are existing Congregate Meal providers. The six (6) were evaluated and rated by the department scoring committee using the following criteria:

- Full demonstrated comprehension of the Scope of Services; including but not limited to; Knowledge of food safety/sanitation regulations and nutrition standards; Current Dietary Guidelines including knowledge and compliance with USDA nutrition standards.

- Prior experience and/or equivalent training with quantity food production and service projects
- Professional qualifications, staffing, equipment, and demonstrated capabilities.
- Total proposed price.

Colonie Senior Service Centers shall provide nutrition education presentations to program participants at the congregate meal site not less than six (6) times during the contract year. Colonie Senior Service Centers shall be responsible for ensuring meals meet nutritional requirements established by the Food and Nutrition Board of the National Academy of Sciences National Research Council.

RESOLUTION NO. 453

AUTHORIZING AN AGREEMENT WITH COLONIE SENIOR SERVICE CENTERS REGARDING THE PROVISION OF CONGREGATE MEAL SERVICES FOR SENIORS

Introduced: 11/12/19

By Elder Care Committee:

WHEREAS, The Commissioner of the Albany County Department for Aging has requested authorization to enter into an agreement with Colonie Senior Service Centers regarding the provision of congregate meal services for seniors in the amount of \$165,000 for the term commencing January 1, 2020 and ending December 31, 2020, and

WHEREAS, The Commissioner indicated that Colonie Senior Service Centers will serve meals that meet nutritional requirements in addition to providing nutrition education presentations and handouts to program participants, now, therefore be it

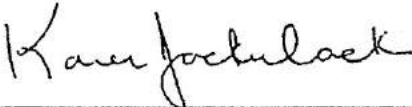
RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Colonie Senior Service Centers, Colonie, NY 12205 regarding the provision of congregate meal services for seniors in an amount not to exceed \$165,000 for the term commencing January 1, 2020 and ending December 31, 2020, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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.

Adopted by unanimous vote – 11/12/19

NOTIFICATION OF GRANT AWARD UNDER TITLE III-C-1 OF THE OLDER AMERICANS ACT

Name and Address of Area Agency: Albany County Department for Aging 162 Washington Avenue, 6th Floor Albany, NY 12210-2304	Name and Address of Sponsoring Agency/Payee: Albany County																																																				
Program Year - Beginning: 1/1/2020 Ending: 12/31/2020																																																					
Fiscal Year from which funds are awarded: 2020	Federal CFDA No. - 93.045																																																				
This award is New																																																					
<u>Section I - Cost Categories</u> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr><td>Personnel</td><td style="text-align: right;">\$20,000.00</td></tr> <tr><td>Fringe Benefits</td><td style="text-align: right;">0.00</td></tr> <tr><td>Equipment</td><td style="text-align: right;">0.00</td></tr> <tr><td>Travel</td><td style="text-align: right;">0.00</td></tr> <tr><td>Maint. & Operations</td><td style="text-align: right;">0.00</td></tr> <tr><td>Other Expenses</td><td style="text-align: right;">0.00</td></tr> <tr><td>Subcontracts</td><td style="text-align: right;">495,364.00</td></tr> <tr><td>Food</td><td style="text-align: right;">0.00</td></tr> <tr><td>Approved Costs</td><td style="text-align: right;">\$515,364.00</td></tr> <tr><td>Less:</td><td></td></tr> <tr><td>Anticipated Income</td><td style="text-align: right;">51,187.00</td></tr> <tr><td>NSIP</td><td style="text-align: right;">33,965.00</td></tr> <tr><td>Net Cost</td><td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$430,212.00</td></tr> </tbody> </table>		<u>Amount</u>	Personnel	\$20,000.00	Fringe Benefits	0.00	Equipment	0.00	Travel	0.00	Maint. & Operations	0.00	Other Expenses	0.00	Subcontracts	495,364.00	Food	0.00	Approved Costs	\$515,364.00	Less:		Anticipated Income	51,187.00	NSIP	33,965.00	Net Cost	\$430,212.00	<u>Section II - Grantee Budget - Federal and Matching Funds:</u> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td>1. Federal Share (see remark 1)</td><td style="text-align: right;">\$375,127.00</td></tr> <tr><td>2. Combined Matching Share</td><td></td></tr> <tr><td> A. In-Kind</td><td style="text-align: right;">0.00</td></tr> <tr><td> B. Cash</td><td style="text-align: right;">55,085</td></tr> <tr><td> C. Volunteer Match</td><td style="text-align: right;">0.00</td></tr> <tr><td>3. Net Cost</td><td style="text-align: right; border-top: 1px solid black;">\$430,212.00</td></tr> </tbody> </table> <u>Section III - Federal Funds Ceiling:</u> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td>A. Carryover</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>B. Base Allocation</td><td style="text-align: right;">369,785.00</td></tr> <tr><td>C. III-B Transfer</td><td style="text-align: right;">-92,446.00</td></tr> <tr><td>D. III-C-2 Transfer</td><td style="text-align: right;">-92,446.00</td></tr> <tr><td>E. Supplement</td><td style="text-align: right;">0.00</td></tr> <tr><td>Federal Funds Ceiling (see remark 1)</td><td style="text-align: right; border-top: 1px solid black;">\$184,893.00</td></tr> </tbody> </table>	1. Federal Share (see remark 1)	\$375,127.00	2. Combined Matching Share		A. In-Kind	0.00	B. Cash	55,085	C. Volunteer Match	0.00	3. Net Cost	\$430,212.00	A. Carryover	\$0.00	B. Base Allocation	369,785.00	C. III-B Transfer	-92,446.00	D. III-C-2 Transfer	-92,446.00	E. Supplement	0.00	Federal Funds Ceiling (see remark 1)	\$184,893.00
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Remarks: In addition to the conditions contained in the Four Year Plan, Annual Implementation Plan and Application for Funding, the conditions checked below apply to this award: (XX) 1. Federal reimbursement is limited to the <u>lower</u> of the "Federal Share" in Section II or the "Federal Funds Ceiling" in Section III of this award notice. (XX) 2. Receipt of federal funds (either through advance or reimbursement) does not constitute earning of these funds. The federal share of the project cost is earned only when allowable costs have been incurred and paid; and the non-federal share of the costs has been contributed. (XX) 3. The federal share will not exceed 75% of the cost of Area Agency Administrative Activities and the federal share will not exceed 90% of the cost of Congregate Nutrition Services. (XX) 4. Federal funds carried over from the prior year are estimated. Actual carryover depends on prior year closeout and will be confirmed upon closeout. (XX) 5. In accordance with Federal Policy, the funds herein awarded cannot be used to pay the cost for home delivered meals. () 6. Other:																																																					
Name and Title of Authorizing Official: Karen Jackuback Deputy Director	Signature: 	Date: July 8, 2020																																																			

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

DEPARTMENT FOR AGING



RFP # 2020-100

CONGREGATE MEAL PROGRAM FOR SENIOR RESIDENTS OF ALBANY COUNTY

**ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
KAREN A. STORM, PURCHASING AGENT
112 STATE STREET, ROOM 1000
ALBANY, NY 12207**

SECTION 4: SCOPE OF SERVICES

4.1 Nutritional Content Requirements:

- a) The Proposer shall abide by all pertinent provisions of law, including but not limited to the Federal Older Americans Act, Article 15 of the New York State Executive Law, the Federal Social Security Act. The Proposer shall abide by all other rules regulations or requirements imposed or issued by the New York State Office for Aging, including those requirements set forth in the Standard Clauses for ACDFA, (Attachment "A"), and Standard Assurances (Attachment "A"). The Proposer shall demonstrate knowledge of the Nutrition Program Standards 19-PI-26, Title III-C1 funding for the Congregate Meal program and current U.S. Department of Health and Human Services, USDA regulations (Attachment "B").
- b) The Proposer shall develop formal written procedures and guidelines for all aspects of their congregate meal service delivery, such procedures and guidelines will be distributed to staff at all sites and updated to reflect changes in program requirements as may occur over the term of the Agreement. Copies of all procedures and guidelines developed will be provided to the ACDFA.
- c) The Proposer shall plan, prepare and serve all meals according to the Nutrition Program Standards through the issuance of New York State Office for Aging Program Instructions (PIs) and Technical Assistance Memorandums (TAMs), and adhere to the daily Dietary Reference Intake (DRI)/Recommended Daily Allowance (RDA) and the current Dietary Guidelines for Americans. Compliance with all nutritional guidelines shall be routinely monitored by the regulatory agencies.
- d) The Proposer:
 - Agrees to provide nutritious and balanced meals to all clients according to the approved menu. Note: No special medical, therapeutic and/or modified consistency diets are offered through the ACDFA meal program.
 - Agrees to produce attractive, palatable and satisfying meals with consideration given to participant and volunteer comments and ACDFA Dietitian evaluations.
- e) The Proposer shall prepare and provide meals that meet a minimum of one-third (1/3) for one meal and two-thirds (2/3) for two meals of the required daily DRI/RDA. Older adults have specific nutritional needs and should include nutritious, flavorful, and culturally appropriate meals. The Proposer shall submit menus and prepare meals that use a variety of nutrient-dense foods and beverages while choosing foods that limit the intake of saturated fats, have no trans-fats and have little added sugars and salt. Meals shall be planned to keep total fat intake between 20-35 percent of calories, with most fats coming from sources of polyunsaturated and mono-unsaturated fatty acids. Less than 10 percent of calories shall be from saturated fat. Meals shall be prepared with little salt and with a goal of 500-800 mg of sodium per meal. It shall be necessary to utilize some low or lower sodium ingredients to achieve this requirement.

Food and beverages in this regular meal shall be prepared with little to no added sugars and emphasis shall be given to fiber- rich fruits, whole grains, vegetables and fat free or low-fat dairy products (see page 25 of NYSOFA 19-PI-26).

- f) Meal components, as listed below shall be included, as part of the meal served:
1. Three (3) ounces edible protein, i.e. chicken, beef, pork, fish, cheese, etc.
Casseroles shall be eight (8) ounce portions of which three (3) shall be protein.
 2. Two (2) servings of vegetable and/or fruit, which shall include:
 - One half (½) cup cooked or raw vegetables.
 - One half (½) cup fruit or four (4) ounces of 100% juice.
 - One (1) cup large berries, melon or salad greens.
 3. Two (2) serving of grain, with at least one (1) ounce whole grain, all others shall be enriched grain.
 4. One to Two (1-2) teaspoon oil/fortified margarine spread or butter.
 5. Eight (8) ounces of fat free or low fat, or 1 serving of dairy and/or vitamin D fortified 100% fruit juice, see page 24 of NYSOFA 19-PI-26.
 6. One-half (½) cup of dessert.
- g) The Proposer shall procure all food and supplies as required in the preparation of meals in accordance with the standardized recipes and menus as approved by the ACDFA Registered Dietitian.

*Please Note: Omission of any components of the approved menu constitutes a violation of the Menu Policy. Meal reimbursement shall be denied if any part of the meal is omitted. Substitutions require prior approval by the ACDFA Registered Dietitian at least 2 days in advance of the meal service. Substitutions should be a comparable food item of the same food group.

4.2 Targeting:

The Proposer shall make targeted outreach with attention to; low income, low-income minority individuals including Native American, and older adults residing in rural areas, older adults with greatest economic need, older adults with limited English proficiency, older individuals who are frail or with severe disabilities older adults with Alzheimer's Disease, or related disorders with neurological and organic brain dysfunction and the caretakers of such individuals to insure that the most critical needs of the targeted population are met. The Proposer shall target and prioritize services to older adult clients in compliance with NYSOFA targeting program instruction 12-PI-08, 13-TAM-01, (Attachment "C").

4.3 Menu Policy, Meals Preparation and Service:

- a) The Proposer shall have on its staff a qualified individual responsible for the overall site operation, who shall be expected to work closely with the ACDFA Registered Dietitian (RD).
- b) The Proposer will follow the ACDFA Menu Development policy (Attachment "D"). All cycle menus shall be submitted for nutritional analysis and approval at least six (6) weeks in advance of implementation. The ACDFA RD will work collaboratively with the Proposer(s)

during the menu review and approval process. Proposers shall keep copies of the approved sample menus on file for one year from the implementation date.

- c) Special Holiday Meals shall be required as part of the Menu Policy and menus shall be submitted for approval by the ACDFA RD prior to serving.
- d) The ACDFA Registered Dietitian assumes all menu items are prepared from scratch vs. prepackaged. If menu items are pre-prepared, processed, cured and/or canned, nutrition labels for those items shall be noted as such and submitted with the menu for analysis. If during a menu cycle or at any time during food purchasing a distributor changes a product the Proposer shall submit the nutritional facts and ingredient label to ACDFA RD for review and approval.
- e) All menu items with more than one ingredient shall have a quantity standardized recipe. Proposers will be required to use the standardized recipes available through the ACDFA Share Point Recipe Program. (Attachment "E").
- f) Due to availability and fluctuating costs of food items on a pre-set menu, the Proposer shall sometimes require an occasional substitution. Changes in the approved menu shall be considered only with prior approval from the ACDFA Registered Dietitian and kept to an absolute minimum.
- g) Failure to comply with the Menu Policy shall be considered a violation of contract requirements. Non-compliant meals shall be denied and as such reimbursement for said meals shall not be considered.

4.4 Kitchen Facilities:

- a) The Proposer shall have NYSOFA approval for the operation of any contracted or directly operated nutrition site, satellite site, central kitchen or facility which prepares, packages or serves meals using NYSOFA administered funding. Operation permits are kept on file at the ACDFA for NYSOFA review.
- b) The Proposer shall prepare within an approved kitchen and/or provide complete meals, portioned for use at all congregate meal sites as required by the County.
- c) The Proposer shall meet requirements for food handling, preparation and service and comply with the New York State Sanitary Code, subpart 14-1. In addition, facilities used for meal preparation and the delivery of meals shall meet all fire and safety regulations as denoted and described in Nutrition Program Standards, (Attachment "B"). The Proposer shall maintain copies of their annual Department of Health permit and fire inspections for review by ACDFA staff. Copies must be made available to ACDFA upon request.
- d) The Proposer shall have written site agreements between the Proposer and all sites serving meals. The site agreement must address as denoted and described in Nutrition Program Standards (Attachment "B"). The Proposer shall be contractually required to maintain

operations at approved sites until written permission to discontinue service is obtained from the ACDFA or the terms of the Agreement ends.

4.5 Staff, Supervision and Training:

- a) The operation of the nutrition program should be overseen by a qualified and responsible supervisory designee, who shall have a thorough knowledge of: supervising and directing the work of others; an ability to plan.
- b) The Proposer shall be responsible for:
 - Implementing staff and volunteer orientation.
 - Coordinating "Staff and Volunteer Training" (Attachment "H")
 - Ensuring compliance with all ACDFA rules and regulations.
 - Contacting the Albany County Home Delivered Meal Assessment Unit, (hereinafter called the "Unit") to report any changes or issues as they relate to the HDM client.
- c) Proposer shall furnish the employees and/or volunteers needed for full implementation and operation of the program.
- d) In order to control the operation of the nutrition program the Proposer shall have personnel policies and procedures and job descriptions for all staff and volunteers.
- e) All staff and volunteers shall be warm and welcoming and treat clients with dignity and respect. Staff and volunteers shall be neat, clean and properly dressed.
- f) All staff shall be aware of the physical and social needs of the older adults. The Proposer will be required to provide training and follow the ACDFA protocol (Attachment "H") especially for emergency situations. Staff and volunteers who note any adverse changes in the client(s) condition or circumstances are required to report to ACDFA or Unit.
- g) The Proposer must have a written policy and procedures for all staff and volunteers which protects the confidentiality and limit the access to the client's information, (Attachment "J") Confidentiality is to be guaranteed for all clients receiving services funded by the US Department of Health and Human Services-Administration on Community Living (ACL), NYSOFA and Albany County. No information may be disclosed that identifies the person or his or her legal representatives unless disclosure is agreed to through written signed informed consent and confidentiality forms, or is required by court order, or by program monitoring by authorized staff from New York State Office for Aging or ACDFA. This includes obtaining the informed consent of an individual for the purpose of disclosing personal information to service providers for refer or any other purpose. In addition, other laws governing consent to capture, share, and disclose client information may apply generally to all individuals or to specific population groups, (Attachment "I").

4.6 Food Service Practice Compliance:

- a) The Proposer shall comply with the New York State Sanitary Code, subpart 14-1 and local health and sanitation regulations. The older population is a high-risk population and are at greater risk for foodborne illness. The Proposer shall ensure proper handling of potentially

hazardous foods at each stage of food handling, preparation and delivery. Time-temperature testing shall be conducted using an approved food grade thermometer. Time-temperatures will be monitored and recorded according to ACDFA policy and procedure. The Proposer shall ensure that all time and temperature regulations are followed, (Attachment "K").

- b) Handling of potentially hazardous foods required by regulations include:
 - Reaching internal temperature of cooked foods according to regulations and maintain holding temperatures of hot foods at minimum temperature of 140 degrees Fahrenheit.
 - Keeping cold foods at or below 45 degrees Fahrenheit, (see page 14; NYSOFA 19-PI-26).
 - Maintain frozen foods at or below 0 degrees Fahrenheit.
- c) Potentially hazardous foods will be held at the respective temperatures during transportation and holding prior to service. Hot foods shall not be held longer than two (2) hours after the completion of cooking.
- d) The Proposer shall have a policy and procedure for food delivered to satellite sites. This will include monitoring of transport vehicles for regular maintenance and cleanliness, appropriate and functioning equipment for transport of hot, cold and/or frozen foods. Hot foods shall be packed separately from cold and frozen food items. The Proposer shall have a written contingency plan of resolution in the event the above standards are not met. The Proposer will notify the ADCFA within a reasonable time frame to report any issues with non-compliance with time and temperatures including corrective action. Time and Temperature Logs must be monitored and submitted to ACDFA as directed in the policy and procedure. (Attachment "K").

4.7 Congregate Dining Site Environment:

- a) Ensure that each congregate site be neat, clean, project a pleasant atmosphere and have adequate lighting, ventilation and temperature control.
- b) The dining site shall be accessible and open at least one (1) hour before and after the meal to permit all participants to eat a leisurely meal, enjoy social contact and to take advantage of other services at the site. The Proposer shall monitor and enforce the time of meal service within a specific time frame the dining site is open to the maximum extent possible, sites should be open at least five (5) days a week to have a greater impact on the nutritional status of the participants.
- c) The Proposer will, to the maximum extent possible, provide for supportive, educational and/or recreational services and activities at the congregate meal site (sites).
- d) A copy of the signed approved menu by the ACDFA Registered Dietitian must be prominently displayed in the food preparation area of the kitchen at all times and used for reference.
- e) All Congregate Sites shall have a monthly menu posted and copies available for participants to take.

- f) Congregate meal providers have the option to allow participants to take leftover food home. Providers who do not allow food to be taken from their congregate sites must have a procedure in place to communicate this to participants. Those Proposers who allow participants to take leftovers home must follow the ACDFA policy and procedure. (Attachment "M")
- g) Closures other than federal, state and county holidays must be communicated to ACDFA as follows:
 - Notification of pre-determined date(s) of closing and reason is noted on the approved cycle menu.
 - In the case of inclement weather, emergencies or unforeseen situations the Proposer shall notify ACDFA of the situation immediately.

4.8 Client Eligibility, Registration and Sign-in Sheets:

- a) Eligible participants shall be 60 and older and/or the spouse of an eligible client regardless of spouse's age.
- b) Congregate meals may be made available to handicapped or disabled persons under 60 years of age who reside in a senior housing facility where congregate meals are served.
- c) Volunteers who perform essential functions related to the congregate meal program.
- d) The Proposer shall ensure all potential participants complete an ACDFA Client Registration Form (Attachment "F") and applicable "Informed Consent" forms (Attachment "I") and the "Nutritional Risk Screening Form" (Attachment "F"). These forms should be reviewed annually and updated if changes are identified. Forms should be updated more than annually if there is a change in program/services or client status. For those participants who consent to their information being captured, the completed Congregate Registration Form data will be entered into the Statewide Client Data System and the "Informed Consent to Capture form(s)" shall be scanned and uploaded into the Statewide Client Data System.
- e) Participants shall be referred to other supportive services when applicable (e.g., NY Connects, SNAP, HEAP, Transportation, etc.).
- f) The Proposer shall have a system for accepting meal reservations including the ability to forecast meals to control program costs. ACDFA shall only reimburse the provider for those meals accompanied by the signature of an eligible participant on the sign in sheet.
- g) The Proposer shall have a procedure in place that ensures that eligible participants are given priority for meals over all guests and staff under sixty.
- h) Daily sign-in sheets shall be maintained by each congregate meal site.
- i) All registered participants and volunteers 60+ years are required to sign-in for a

meal to be reimbursed. If the registered participant is unable to sign in personally, the meal site manager or designee is required to have a process to monitor, and verify each participant who receives meal and is unable to sign.

- j) Under age 60 guests shall be identified separately from eligible program participants. The Proposer shall have a system to track the monetary contributions of under age 60 guests/participants.

4.9 Contributions:

In providing services pursuant to this Agreement, the Proposer shall not charge any fee or require any contribution for participation in any activities or programs it provides to elderly residents of Albany County, the Proposer shall:

- a) Adhere to the guidelines set forth in 18-PI-17, (Attachment "N").
 - The contribution policy shall be explained to all individuals inquiring about the program or service. No client will be denied services for an inability or unwillingness to make a contribution. The Proposer shall not charge any fee or require any contribution for programs covered by funding from ACDFA. Protect the privacy of each older adult regarding contributions;
 - Establish a procedure to safeguard and account for all contributions. Said procedure shall be approved in advance by the Department for Aging;
 - Use all contributions to expand services of the program. The Proposer shall clearly illustrate how the contributions were used for expansion;
 - Not deny services to or discriminate against any older adult in the delivery of service because the older adult did not contribute;
 - Contributions shall be reflected monthly on each voucher in the following manner: voucher amount (i.e., no. of units x rate) less contributions received = net amount due.
- b) ACDFA will determine the "Suggested Meal Contribution". Proposer agrees to comply with policies and procedures related to contributions made by or on behalf of individuals, including procedures to safeguard and account for all contributions as outlined in the above-referenced NYSOFA Program Instruction. Individuals with self-declared incomes at or above 185 percent of the federal poverty line shall be encouraged to contribute at levels based on the actual meal cost.
 - SNAP benefits shall be accepted for congregate meal contributions upon certification by the Department of Social Services. However, clients that have SNAP benefits shall be encouraged to use these resources to obtain proper nutrition for their other daily meals.
 - ACDFA provides the Congregate Meal Site suggested contribution signs that shall be prominently located at sites where the congregate meal takes place and includes the suggested meal contribution rate.
 - A contribution lock box with opaque envelopes available shall be visible at the congregate site near or next to the ACDFA Congregate Sign displaying information about the contribution policy.
 - Contributions shall be deposited into a locked box by the participant using the opaque envelopes to protect the confidentiality of participant's donation.

- Contributions shall be jointly counted daily by a staff member and either a volunteer or a service program supervisor. The Proposer shall report all contributions monthly. All contributions shall be used to expand services of the program.
- All contributions received each day shall be entered into a ledger and each person counting the contributions shall certify the amount received each day.

4.10 Monitoring:

- a) All program facilities utilized by the Proposer in the delivery of services pursuant to this Agreement are to be open to authorized personnel from the federal government, New York State and Albany County Department for Aging, for the purposes of observation and monitoring contract and program, fiscal operations. The Proposer shall be monitored to ensure they are performing in accordance with requirements of federal, state, and local laws, regulations and guidance documents (including ACL and NYSOFA Program Instructions, Technical Assistance Memoranda, and Information Memoranda) and this Plan. Additionally, the Proposer shall be monitored to ensure they perform and make expenditures only for authorized items of expense contained in approved budgets. A written report of all inspections will be kept at the Albany County Department for Aging with a copy provided to the Proposer. Any defects or faults found are to be corrected within the designated timeframe or within 24 hours in the case of a health and safety risk. Failure to comply and take the necessary corrective action shall be grounds for immediate termination of the contract.
- b) ACDFA staff will utilize established program, fiscal and contract monitoring tools to review compliance with federal, state and local laws, regulations and guidance documents.
- c) The Proposer shall make all financial, program, and other related records available to Federal, State, and/or County personnel conducting monitoring visits to program offices and kitchens.
- d) Technical assistance and programmatic information concerning the Home Delivered Meals Program shall be shared by ACDFA as it is received from the New York State Office for Aging. These communications may also comprise special surveys of need, performance reviews and promotion of related programs, advice on special nutrition-related health risks concerning the elderly and warnings concerned with food-borne illnesses.
- e) Unannounced monitoring visits by ACDFA staff shall occur on an ongoing basis throughout the contract period to assure compliance.
- f) The Proposer shall furnish a copy of their policies with regards to equal opportunity and non-discrimination for employment.

RECORDS AND RECORDING DATA

4.11 Program Reporting and Claim Forms:

shall be submitted monthly to the Department's Fiscal Director by the 10th day of the following month. Monthly forms and reports consist of the following:

- a) Client Registration Data (for those who consent) and actual units of service must be entered into the Statewide Client Data System each month. For those individuals who do not consent (this should be minimal) an anonymous aggregate unit number must be entered into Statewide Client Data System and align with the itemized breakdown of units of service.
- b) Claim forms shall include an itemized breakdown of units of service and cost per unit. All contributions collected during the month for the service shall be reported on the Congregate Meal Claim Form (Attachment "P") and be subtracted from the gross amount of the claim. Vouchers will be paid on the net (services x units = gross less contributions = net) amount. A claim will not be processed for payment if the units entered into the Statewide Client Data System do not match the units billed.

4.12 Program Surveys and Performance Targets:

- a) The provider shall give each congregate meal participant an opportunity to comment on the meals. The participant aka "client" shall receive the Client Satisfaction Survey, (Attachment "Q") at the end of the service or at a minimum annually. Returned surveys shall be reviewed and tabulated on the Outcomes and Performance Target Reporting Form, (Attachment "R") and sent in with the monthly claim form.
- b) In order to assess the success and impact of Nutrition Education offered to congregate participants each client shall receive the Nutrition Education Survey (Attachment "L") at a minimum annually. These surveys should be submitted along with the Nutrition Education Report (Attachment "O") and sent in with monthly claim form.

4.13 Complete and proper accounting records shall be maintained by the Proposer which shall clearly identify the costs of the work performed under this Agreement. Upon County request, such records shall be subject to periodic and final audit by the County. Any attempt to delay the County's audit of program records shall constitute a breach of contract, and shall entitle the County to the remedies set forth in Article 3 of Schedule A, as well as all other remedies for breach of contract and/or fiduciary duty available in law or equity.

4.14 All program records shall be accessible to the County, the New York State Office of Aging, and the New York State Comptroller for a period of six (6) years following the date of final payment by the County to the Proposer for the performance of the work contemplated herein. The Proposer shall make all financial, program, and other related records available to Federal, State, and/or County personnel conducting monitoring visits to program offices and/or other facilities upon request.

4.15 The Proposer will provide an accounting of total costs of U.S. origin foods purchased and eligible for USDA reimbursement by the Federal government. USDA funds provided to the Home Delivered Meals Program shall be based on the prevailing rate at the time of payment to the Proposer and only for those meals meeting regulatory requirements. USDA reimbursement funds are only available towards foods grown and processed within the USA, (Attachment "S").

4.16 The Proposer shall maintain copies of their annual Department of Health permit and fire inspections for review by ACDFA staff. Copies must be made available to ACDFA upon request.

4.17 Other Program and Services:

- a) Each month, Proposers shall receive copies of the ACDFA Nutritional & Health Tidbits Nutrition Education developed by the ACDFA RD. The Proposer shall distribute the monthly education handout to each participant. The Proposer shall report to ACDFA the number of participants, and date the newsletters that were delivered, on the Nutritional and Health Education Report
- b) The Proposer is required to present a minimum of six (6) pre-approved "Nutrition and Health Education Presentations" per year at each congregate site. The Proposer shall report to ACDFA the number of participants, the presentation topic, the presenter and date of the presentation on the Nutritional and Health Education Report. The Proposer is required to solicit feedback annually from congregate participants regarding the nutrition and health education utilizing the ACDFA "Nutrition and Health Presentation Survey". (Attachment "L").
- c) The Proposer shall participate in the Senior Nutrition Farmer's Market Program. This is a seasonal program and guidance is provided by ACDFA.

VOTER REGISTRATION

4.18 The Proposer shall offer voter registration forms to persons upon an initial application for services, and with each renewal, recertification, or change of address for relating to such services (Attachment "T").

- a) The Proposer shall assist applicants the same way the applicant would be provided assistance in completing any agency forms.
- b) The Proposer will forward any forms received to the appropriate Board of Elections within ten (10) days of acceptance of a form.

DISASTER EMERGENCY

4.19 The successful proposer shall follow required guidelines set by the State and/or Federal Government and the County of Albany due to a declaration of disaster emergency. While providing the services described in the Agreement, the Proposer and its employees, agents, etc., shall follow all Covid-19 and Social Distancing requirements of the County; the State of

RESOLUTION NO. 457

AUTHORIZING AN AGREEMENT WITH COLONIE SENIOR SERVICE CENTERS REGARDING CONGREGATE MEAL SERVICES FOR SENIORS

Introduced: 12/7/20

By Elder Care Committee:

WHEREAS, The Commissioner of the Albany County Department for Aging has requested authorization to enter into an agreement with Colonie Senior Service Centers regarding congregate meal services for seniors in the amount of \$181,500 for the term commencing January 1, 2021 and ending December 31, 2021, and

WHEREAS, The Commissioner indicated that Colonie Senior Service Centers will serve meals that meet nutritional requirements to eligible seniors at multiple congregate locations, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Colonie Senior Service Centers, Colonie, NY 12205 regarding congregate meal services for seniors in an amount not to exceed \$181,500 for the term commencing January 1, 2021 and ending December 31, 2021, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR AGING
162 WASHINGTON AVENUE
ALBANY, NEW YORK 12210
ADMINISTRATION: (518) 447-7198
GENERAL INFORMATION: (518) 447-7177
FAX: (518) 447-7188
WWW.ALBANYCOUNTY.COM

DEBORAH C. RIITANO
COMMISSIONER

October 16, 2020

Honorable Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Room 710
Albany, NY 12207

Dear Chairman Joyce:

The Department for Aging (DFA) requests legislative approval to enter into a new contract with Senior Projects of Ravena, to provide Congregate Meal Services to older adults in Albany County and meet specific criteria as required by Albany County and NYSOFA. Senior Projects of Ravena will provide Congregate Meal Services to older adults at the following three (3) locations, Senior Projects of Ravena, Townsend Park, and Parkview Apartments. The Contractor shall serve 24,000 meals at their three (3) congregate locations.

A Request for Proposal No. 2020-100 issued on August 20, 2020 requesting providers submit a proposal regarding Congregate Meals. There was a response to the RFP from six (6) providers. Five (5) proposals are existing Congregate Meal providers. The six (6) were evaluated and rated by the department scoring committee using the following criteria:

- Full demonstrated comprehension of the Scope of Services; including but not limited to; Knowledge of food safety/sanitation regulations and nutrition standards; Current Dietary Guidelines including knowledge and compliance with USDA nutrition standards.
- Prior experience and/or equivalent training with quantity food production and service projects
- Professional qualifications, staffing, equipment, and demonstrated capabilities.
- Total proposed price.

After reviewing the proposals and rating scores the Congregate Meal proposals were awarded as follows;

1. Albany Jewish Community Center; Awarded - \$36,975.00
2. Allie B's Cozy Kitchen; Awarded - \$10,800.00
3. Colonie Senior Service Centers; Awarded - \$181,500.00
4. Green Island Senior Citizens; Awarded - \$45,347.50
5. Life Path (Senior Services of Albany); Awarded - \$267,300.00

6. Senior Projects of Ravena; Awarded - \$246,960.00

Total Awarded to Providers - \$788,882.50

Senior Projects of Ravena shall provide nutrition education presentations to program participants at the congregate meal site not less than six (6) times during the contract year. Senior Projects of Ravena shall be responsible for ensuring meals meet nutritional requirements established by the Food and Nutrition Board of the National Academy of Sciences National Research Council.

Contract Award Amount – \$246,960.00

Contract Term – 1/1/2021 – 12/31/2021

Funding Source – 90% - Federal, 10% - County

Budget Amendment – No

Revenue Account – Aging – AA6772, 04774, 04778

Respectfully Submitted,

Deborah C. Riitano
Commissioner

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-2046, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Contract authorization with Senior Projects of Ravena to provide Congregate Meals to older adults in Albany County.

Date: 10/16/2020
Submitted By: Patrick Dillon
Department: Aging
Title: Contract Administrator
Phone: 518 447 7733
Department Rep.
Attending Meeting: Deborah C. Riitano, Commissioner

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
- ☐ 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):

Senior Projects of Ravena
9 Bruno Boulevard
Ravena, New York 12143

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$246,960.00

Scope of Services: Senior Projects of Ravena shall provide Congregate Meals to older adults in Albany County at the following established congregate meal sites; Senior Projects of Ravena Senior Center, Townsend Park Apartments, and Parkview Apartments, and Civill Apartments.

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: A46772, 04774, 04778
Revenue Amount: \$205,134.00, \$17,760.00, \$24,066.00

Appropriation Account and Line: A96772, 44046
Appropriation Amount: \$246,960.00

Source of Funding - (Percentages)

Federal: 90%
State: Click or tap here to enter text.
County: 10%
Local: Click or tap here to enter text.

Term

Term: (Start and end date) 1/1/2021 - 12/31/2021
Length of Contract: 12 months

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: 454
Date of Adoption: 11/12/2019

Justification: (state briefly why legislative action is requested)
Click or tap here to enter text.

The Department for Aging (DFA) requests legislative approval to enter into a renewal contract with Senior Projects of Ravena, to provide Congregate Meal Services to seniors who reside within Albany County and meet specific criteria as required by Albany County and NYSOFA. Senior Projects of Ravena will provide Congregate Meal Services to seniors at the following three (3) locations, Senior Projects of Ravena, Townsend Park, and Parkview Apartments. The Contractor shall serve 24,000 meals at their three (3) congregate locations.

A Request for Proposal No. 2020-100 issued on August 20, 2020 requesting providers submit a proposal regarding Congregate Meals. There was a response to the RFP from six (6) providers. Five (5) proposals are existing Congregate Meal providers. The six (6) were evaluated and rated by the department scoring committee using the following criteria:

- Full demonstrated comprehension of the Scope of Services; including but not limited to; Knowledge of food safety/sanitation regulations and nutrition standards; Current Dietary Guidelines including knowledge and compliance with USDA nutrition standards.

- Prior experience and/or equivalent training with quantity food production and service projects
- Professional qualifications, staffing, equipment, and demonstrated capabilities.
- Total proposed price.

Senior Projects of Ravena shall provide nutrition education presentations to program participants at the congregate meal site not less than six (6) times during the contract year. Senior Projects of Ravena shall be responsible for ensuring meals meet nutritional requirements established by the Food and Nutrition Board of the National Academy of Sciences National Research Council.

RESOLUTION NO. 454

AUTHORIZING AN AGREEMENT WITH SENIOR PROJECTS OF RAVENA REGARDING THE PROVISION OF CONGREGATE MEAL SERVICES FOR SENIORS

Introduced: 11/12/19

By Elder Care Committee:

WHEREAS, The Commissioner of the Albany County Department for Aging has requested authorization to enter into an agreement with Senior Projects of Ravena regarding the provision of congregate meal services for seniors in the amount of \$222,912 for the term commencing January 1, 2020 and ending December 31, 2020, and

WHEREAS, The Commissioner indicated that Senior Projects of Ravena will serve meals that meet nutritional requirements in addition to providing nutrition education presentations and handouts to program participants, now, therefore be it

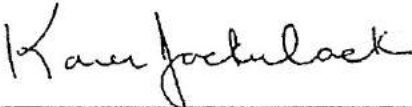
RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Senior Projects of Ravena, Ravena, NY 12143 regarding the provision of congregate meal services for seniors in an amount not to exceed \$222,912 for the term commencing January 1, 2020 and ending December 31, 2020, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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.

Adopted by unanimous vote – 11/12/19

NOTIFICATION OF GRANT AWARD UNDER TITLE III-C-1 OF THE OLDER AMERICANS ACT

Name and Address of Area Agency: Albany County Department for Aging 162 Washington Avenue, 6th Floor Albany, NY 12210-2304	Name and Address of Sponsoring Agency/Payee: Albany County																																																				
Program Year - Beginning: 1/1/2020 Ending: 12/31/2020																																																					
Fiscal Year from which funds are awarded: 2020	Federal CFDA No. - 93.045																																																				
This award is New																																																					
<u>Section I - Cost Categories</u> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr><td>Personnel</td><td style="text-align: right;">\$20,000.00</td></tr> <tr><td>Fringe Benefits</td><td style="text-align: right;">0.00</td></tr> <tr><td>Equipment</td><td style="text-align: right;">0.00</td></tr> <tr><td>Travel</td><td style="text-align: right;">0.00</td></tr> <tr><td>Maint. & Operations</td><td style="text-align: right;">0.00</td></tr> <tr><td>Other Expenses</td><td style="text-align: right;">0.00</td></tr> <tr><td>Subcontracts</td><td style="text-align: right;">495,364.00</td></tr> <tr><td>Food</td><td style="text-align: right;">0.00</td></tr> <tr><td>Approved Costs</td><td style="text-align: right;">\$515,364.00</td></tr> <tr><td>Less:</td><td></td></tr> <tr><td>Anticipated Income</td><td style="text-align: right;">51,187.00</td></tr> <tr><td>NSIP</td><td style="text-align: right;">33,965.00</td></tr> <tr><td>Net Cost</td><td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$430,212.00</td></tr> </tbody> </table>		<u>Amount</u>	Personnel	\$20,000.00	Fringe Benefits	0.00	Equipment	0.00	Travel	0.00	Maint. & Operations	0.00	Other Expenses	0.00	Subcontracts	495,364.00	Food	0.00	Approved Costs	\$515,364.00	Less:		Anticipated Income	51,187.00	NSIP	33,965.00	Net Cost	\$430,212.00	<u>Section II - Grantee Budget - Federal and Matching Funds:</u> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td>1. Federal Share (see remark 1)</td><td style="text-align: right;">\$375,127.00</td></tr> <tr><td>2. Combined Matching Share</td><td></td></tr> <tr><td> A. In-Kind</td><td style="text-align: right;">0.00</td></tr> <tr><td> B. Cash</td><td style="text-align: right;">55,085</td></tr> <tr><td> C. Volunteer Match</td><td style="text-align: right;">0.00</td></tr> <tr><td>3. Net Cost</td><td style="text-align: right; border-top: 1px solid black;">\$430,212.00</td></tr> </tbody> </table> <u>Section III - Federal Funds Ceiling:</u> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td>A. Carryover</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>B. Base Allocation</td><td style="text-align: right;">369,785.00</td></tr> <tr><td>C. III-B Transfer</td><td style="text-align: right;">-92,446.00</td></tr> <tr><td>D. III-C-2 Transfer</td><td style="text-align: right;">-92,446.00</td></tr> <tr><td>E. Supplement</td><td style="text-align: right;">0.00</td></tr> <tr><td>Federal Funds Ceiling (see remark 1)</td><td style="text-align: right; border-top: 1px solid black;">\$184,893.00</td></tr> </tbody> </table>	1. Federal Share (see remark 1)	\$375,127.00	2. Combined Matching Share		A. In-Kind	0.00	B. Cash	55,085	C. Volunteer Match	0.00	3. Net Cost	\$430,212.00	A. Carryover	\$0.00	B. Base Allocation	369,785.00	C. III-B Transfer	-92,446.00	D. III-C-2 Transfer	-92,446.00	E. Supplement	0.00	Federal Funds Ceiling (see remark 1)	\$184,893.00
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Remarks: In addition to the conditions contained in the Four Year Plan, Annual Implementation Plan and Application for Funding, the conditions checked below apply to this award: (XX) 1. Federal reimbursement is limited to the <u>lower</u> of the "Federal Share" in Section II or the "Federal Funds Ceiling" in Section III of this award notice. (XX) 2. Receipt of federal funds (either through advance or reimbursement) does not constitute earning of these funds. The federal share of the project cost is earned only when allowable costs have been incurred and paid; and the non-federal share of the costs has been contributed. (XX) 3. The federal share will not exceed 75% of the cost of Area Agency Administrative Activities and the federal share will not exceed 90% of the cost of Congregate Nutrition Services. (XX) 4. Federal funds carried over from the prior year are estimated. Actual carryover depends on prior year closeout and will be confirmed upon closeout. (XX) 5. In accordance with Federal Policy, the funds herein awarded cannot be used to pay the cost for home delivered meals. () 6. Other:																																																					
Name and Title of Authorizing Official: Karen Jackuback Deputy Director	Signature: 	Date: July 8, 2020																																																			

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

DEPARTMENT FOR AGING



RFP # 2020-100

CONGREGATE MEAL PROGRAM FOR SENIOR RESIDENTS OF ALBANY COUNTY

**ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
KAREN A. STORM, PURCHASING AGENT
112 STATE STREET, ROOM 1000
ALBANY, NY 12207**

SECTION 4: SCOPE OF SERVICES

4.1 Nutritional Content Requirements:

- a) The Proposer shall abide by all pertinent provisions of law, including but not limited to the Federal Older Americans Act, Article 15 of the New York State Executive Law, the Federal Social Security Act. The Proposer shall abide by all other rules regulations or requirements imposed or issued by the New York State Office for Aging, including those requirements set forth in the Standard Clauses for ACDFA, (Attachment "A"), and Standard Assurances (Attachment "A"). The Proposer shall demonstrate knowledge of the Nutrition Program Standards 19-PI-26, Title III-C1 funding for the Congregate Meal program and current U.S. Department of Health and Human Services, USDA regulations (Attachment "B").
- b) The Proposer shall develop formal written procedures and guidelines for all aspects of their congregate meal service delivery, such procedures and guidelines will be distributed to staff at all sites and updated to reflect changes in program requirements as may occur over the term of the Agreement. Copies of all procedures and guidelines developed will be provided to the ACDFA.
- c) The Proposer shall plan, prepare and serve all meals according to the Nutrition Program Standards through the issuance of New York State Office for Aging Program Instructions (PIs) and Technical Assistance Memorandums (TAMs), and adhere to the daily Dietary Reference Intake (DRI)/Recommended Daily Allowance (RDA) and the current Dietary Guidelines for Americans. Compliance with all nutritional guidelines shall be routinely monitored by the regulatory agencies.
- d) The Proposer:
 - Agrees to provide nutritious and balanced meals to all clients according to the approved menu. Note: No special medical, therapeutic and/or modified consistency diets are offered through the ACDFA meal program.
 - Agrees to produce attractive, palatable and satisfying meals with consideration given to participant and volunteer comments and ACDFA Dietitian evaluations.
- e) The Proposer shall prepare and provide meals that meet a minimum of one-third (1/3) for one meal and two-thirds (2/3) for two meals of the required daily DRI/RDA. Older adults have specific nutritional needs and should include nutritious, flavorful, and culturally appropriate meals. The Proposer shall submit menus and prepare meals that use a variety of nutrient-dense foods and beverages while choosing foods that limit the intake of saturated fats, have no trans-fats and have little added sugars and salt. Meals shall be planned to keep total fat intake between 20-35 percent of calories, with most fats coming from sources of polyunsaturated and mono-unsaturated fatty acids. Less than 10 percent of calories shall be from saturated fat. Meals shall be prepared with little salt and with a goal of 500-800 mg of sodium per meal. It shall be necessary to utilize some low or lower sodium ingredients to achieve this requirement.

Food and beverages in this regular meal shall be prepared with little to no added sugars and emphasis shall be given to fiber- rich fruits, whole grains, vegetables and fat free or low-fat dairy products (see page 25 of NYSOFA 19-PI-26).

- f) Meal components, as listed below shall be included, as part of the meal served:
1. Three (3) ounces edible protein, i.e. chicken, beef, pork, fish, cheese, etc.
Casseroles shall be eight (8) ounce portions of which three (3) shall be protein.
 2. Two (2) servings of vegetable and/or fruit, which shall include:
 - One half (½) cup cooked or raw vegetables.
 - One half (½) cup fruit or four (4) ounces of 100% juice.
 - One (1) cup large berries, melon or salad greens.
 3. Two (2) serving of grain, with at least one (1) ounce whole grain, all others shall be enriched grain.
 4. One to Two (1-2) teaspoon oil/fortified margarine spread or butter.
 5. Eight (8) ounces of fat free or low fat, or 1 serving of dairy and/or vitamin D fortified 100% fruit juice, see page 24 of NYSOFA 19-PI-26.
 6. One-half (½) cup of dessert.
- g) The Proposer shall procure all food and supplies as required in the preparation of meals in accordance with the standardized recipes and menus as approved by the ACDFA Registered Dietitian.

*Please Note: Omission of any components of the approved menu constitutes a violation of the Menu Policy. Meal reimbursement shall be denied if any part of the meal is omitted. Substitutions require prior approval by the ACDFA Registered Dietitian at least 2 days in advance of the meal service. Substitutions should be a comparable food item of the same food group.

4.2 Targeting:

The Proposer shall make targeted outreach with attention to; low income, low-income minority individuals including Native American, and older adults residing in rural areas, older adults with greatest economic need, older adults with limited English proficiency, older individuals who are frail or with severe disabilities older adults with Alzheimer's Disease, or related disorders with neurological and organic brain dysfunction and the caretakers of such individuals to insure that the most critical needs of the targeted population are met. The Proposer shall target and prioritize services to older adult clients in compliance with NYSOFA targeting program instruction 12-PI-08, 13-TAM-01, (Attachment "C").

4.3 Menu Policy, Meals Preparation and Service:

- a) The Proposer shall have on its staff a qualified individual responsible for the overall site operation, who shall be expected to work closely with the ACDFA Registered Dietitian (RD).
- b) The Proposer will follow the ACDFA Menu Development policy (Attachment "D"). All cycle menus shall be submitted for nutritional analysis and approval at least six (6) weeks in advance of implementation. The ACDFA RD will work collaboratively with the Proposer(s)

during the menu review and approval process. Proposers shall keep copies of the approved sample menus on file for one year from the implementation date.

- c) Special Holiday Meals shall be required as part of the Menu Policy and menus shall be submitted for approval by the ACDFA RD prior to serving.
- d) The ACDFA Registered Dietitian assumes all menu items are prepared from scratch vs. prepackaged. If menu items are pre-prepared, processed, cured and/or canned, nutrition labels for those items shall be noted as such and submitted with the menu for analysis. If during a menu cycle or at any time during food purchasing a distributor changes a product the Proposer shall submit the nutritional facts and ingredient label to ACDFA RD for review and approval.
- e) All menu items with more than one ingredient shall have a quantity standardized recipe. Proposers will be required to use the standardized recipes available through the ACDFA Share Point Recipe Program. (Attachment "E").
- f) Due to availability and fluctuating costs of food items on a pre-set menu, the Proposer shall sometimes require an occasional substitution. Changes in the approved menu shall be considered only with prior approval from the ACDFA Registered Dietitian and kept to an absolute minimum.
- g) Failure to comply with the Menu Policy shall be considered a violation of contract requirements. Non-compliant meals shall be denied and as such reimbursement for said meals shall not be considered.

4.4 Kitchen Facilities:

- a) The Proposer shall have NYSOFA approval for the operation of any contracted or directly operated nutrition site, satellite site, central kitchen or facility which prepares, packages or serves meals using NYSOFA administered funding. Operation permits are kept on file at the ACDFA for NYSOFA review.
- b) The Proposer shall prepare within an approved kitchen and/or provide complete meals, portioned for use at all congregate meal sites as required by the County.
- c) The Proposer shall meet requirements for food handling, preparation and service and comply with the New York State Sanitary Code, subpart 14-1. In addition, facilities used for meal preparation and the delivery of meals shall meet all fire and safety regulations as denoted and described in Nutrition Program Standards, (Attachment "B"). The Proposer shall maintain copies of their annual Department of Health permit and fire inspections for review by ACDFA staff. Copies must be made available to ACDFA upon request.
- d) The Proposer shall have written site agreements between the Proposer and all sites serving meals. The site agreement must address as denoted and described in Nutrition Program Standards (Attachment "B"). The Proposer shall be contractually required to maintain

operations at approved sites until written permission to discontinue service is obtained from the ACDFA or the terms of the Agreement ends.

4.5 Staff, Supervision and Training:

- a) The operation of the nutrition program should be overseen by a qualified and responsible supervisory designee, who shall have a thorough knowledge of: supervising and directing the work of others; an ability to plan.
- b) The Proposer shall be responsible for:
 - Implementing staff and volunteer orientation.
 - Coordinating "Staff and Volunteer Training" (Attachment "H")
 - Ensuring compliance with all ACDFA rules and regulations.
 - Contacting the Albany County Home Delivered Meal Assessment Unit, (hereinafter called the "Unit") to report any changes or issues as they relate to the HDM client.
- c) Proposer shall furnish the employees and/or volunteers needed for full implementation and operation of the program.
- d) In order to control the operation of the nutrition program the Proposer shall have personnel policies and procedures and job descriptions for all staff and volunteers.
- e) All staff and volunteers shall be warm and welcoming and treat clients with dignity and respect. Staff and volunteers shall be neat, clean and properly dressed.
- f) All staff shall be aware of the physical and social needs of the older adults. The Proposer will be required to provide training and follow the ACDFA protocol (Attachment "H") especially for emergency situations. Staff and volunteers who note any adverse changes in the client(s) condition or circumstances are required to report to ACDFA or Unit.
- g) The Proposer must have a written policy and procedures for all staff and volunteers which protects the confidentiality and limit the access to the client's information, (Attachment "J") Confidentiality is to be guaranteed for all clients receiving services funded by the US Department of Health and Human Services-Administration on Community Living (ACL), NYSOFA and Albany County. No information may be disclosed that identifies the person or his or her legal representatives unless disclosure is agreed to through written signed informed consent and confidentiality forms, or is required by court order, or by program monitoring by authorized staff from New York State Office for Aging or ACDFA. This includes obtaining the informed consent of an individual for the purpose of disclosing personal information to service providers for refer or any other purpose. In addition, other laws governing consent to capture, share, and disclose client information may apply generally to all individuals or to specific population groups, (Attachment "I").

4.6 Food Service Practice Compliance:

- a) The Proposer shall comply with the New York State Sanitary Code, subpart 14-1 and local health and sanitation regulations. The older population is a high-risk population and are at greater risk for foodborne illness. The Proposer shall ensure proper handling of potentially

hazardous foods at each stage of food handling, preparation and delivery. Time-temperature testing shall be conducted using an approved food grade thermometer. Time-temperatures will be monitored and recorded according to ACDFA policy and procedure. The Proposer shall ensure that all time and temperature regulations are followed, (Attachment "K").

- b) Handling of potentially hazardous foods required by regulations include:
 - Reaching internal temperature of cooked foods according to regulations and maintain holding temperatures of hot foods at minimum temperature of 140 degrees Fahrenheit.
 - Keeping cold foods at or below 45 degrees Fahrenheit, (see page 14; NYSOFA 19-PI-26).
 - Maintain frozen foods at or below 0 degrees Fahrenheit.
- c) Potentially hazardous foods will be held at the respective temperatures during transportation and holding prior to service. Hot foods shall not be held longer than two (2) hours after the completion of cooking.
- d) The Proposer shall have a policy and procedure for food delivered to satellite sites. This will include monitoring of transport vehicles for regular maintenance and cleanliness, appropriate and functioning equipment for transport of hot, cold and/or frozen foods. Hot foods shall be packed separately from cold and frozen food items. The Proposer shall have a written contingency plan of resolution in the event the above standards are not met. The Proposer will notify the ADCFA within a reasonable time frame to report any issues with non-compliance with time and temperatures including corrective action. Time and Temperature Logs must be monitored and submitted to ACDFA as directed in the policy and procedure. (Attachment "K").

4.7 Congregate Dining Site Environment:

- a) Ensure that each congregate site be neat, clean, project a pleasant atmosphere and have adequate lighting, ventilation and temperature control.
- b) The dining site shall be accessible and open at least one (1) hour before and after the meal to permit all participants to eat a leisurely meal, enjoy social contact and to take advantage of other services at the site. The Proposer shall monitor and enforce the time of meal service within a specific time frame the dining site is open to the maximum extent possible, sites should be open at least five (5) days a week to have a greater impact on the nutritional status of the participants.
- c) The Proposer will, to the maximum extent possible, provide for supportive, educational and/or recreational services and activities at the congregate meal site (sites).
- d) A copy of the signed approved menu by the ACDFA Registered Dietitian must be prominently displayed in the food preparation area of the kitchen at all times and used for reference.
- e) All Congregate Sites shall have a monthly menu posted and copies available for participants to take.

- f) Congregate meal providers have the option to allow participants to take leftover food home. Providers who do not allow food to be taken from their congregate sites must have a procedure in place to communicate this to participants. Those Proposers who allow participants to take leftovers home must follow the ACDFA policy and procedure. (Attachment "M")
- g) Closures other than federal, state and county holidays must be communicated to ACDFA as follows:
 - Notification of pre-determined date(s) of closing and reason is noted on the approved cycle menu.
 - In the case of inclement weather, emergencies or unforeseen situations the Proposer shall notify ACDFA of the situation immediately.

4.8 Client Eligibility, Registration and Sign-in Sheets:

- a) Eligible participants shall be 60 and older and/or the spouse of an eligible client regardless of spouse's age.
- b) Congregate meals may be made available to handicapped or disabled persons under 60 years of age who reside in a senior housing facility where congregate meals are served.
- c) Volunteers who perform essential functions related to the congregate meal program.
- d) The Proposer shall ensure all potential participants complete an ACDFA Client Registration Form (Attachment "F") and applicable "Informed Consent" forms (Attachment "I") and the "Nutritional Risk Screening Form" (Attachment "F"). These forms should be reviewed annually and updated if changes are identified. Forms should be updated more than annually if there is a change in program/services or client status. For those participants who consent to their information being captured, the completed Congregate Registration Form data will be entered into the Statewide Client Data System and the "Informed Consent to Capture form(s)" shall be scanned and uploaded into the Statewide Client Data System.
- e) Participants shall be referred to other supportive services when applicable (e.g., NY Connects, SNAP, HEAP, Transportation, etc.).
- f) The Proposer shall have a system for accepting meal reservations including the ability to forecast meals to control program costs. ACDFA shall only reimburse the provider for those meals accompanied by the signature of an eligible participant on the sign in sheet.
- g) The Proposer shall have a procedure in place that ensures that eligible participants are given priority for meals over all guests and staff under sixty.
- h) Daily sign-in sheets shall be maintained by each congregate meal site.
- i) All registered participants and volunteers 60+ years are required to sign-in for a

meal to be reimbursed. If the registered participant is unable to sign in personally, the meal site manager or designee is required to have a process to monitor, and verify each participant who receives meal and is unable to sign.

- j) Under age 60 guests shall be identified separately from eligible program participants. The Proposer shall have a system to track the monetary contributions of under age 60 guests/participants.

4.9 Contributions:

In providing services pursuant to this Agreement, the Proposer shall not charge any fee or require any contribution for participation in any activities or programs it provides to elderly residents of Albany County, the Proposer shall:

- a) Adhere to the guidelines set forth in 18-PI-17, (Attachment "N").
 - The contribution policy shall be explained to all individuals inquiring about the program or service. No client will be denied services for an inability or unwillingness to make a contribution. The Proposer shall not charge any fee or require any contribution for programs covered by funding from ACDFA. Protect the privacy of each older adult regarding contributions;
 - Establish a procedure to safeguard and account for all contributions. Said procedure shall be approved in advance by the Department for Aging;
 - Use all contributions to expand services of the program. The Proposer shall clearly illustrate how the contributions were used for expansion;
 - Not deny services to or discriminate against any older adult in the delivery of service because the older adult did not contribute;
 - Contributions shall be reflected monthly on each voucher in the following manner: voucher amount (i.e., no. of units x rate) less contributions received = net amount due.
- b) ACDFA will determine the "Suggested Meal Contribution". Proposer agrees to comply with policies and procedures related to contributions made by or on behalf of individuals, including procedures to safeguard and account for all contributions as outlined in the above-referenced NYSOFA Program Instruction. Individuals with self-declared incomes at or above 185 percent of the federal poverty line shall be encouraged to contribute at levels based on the actual meal cost.
 - SNAP benefits shall be accepted for congregate meal contributions upon certification by the Department of Social Services. However, clients that have SNAP benefits shall be encouraged to use these resources to obtain proper nutrition for their other daily meals.
 - ACDFA provides the Congregate Meal Site suggested contribution signs that shall be prominently located at sites where the congregate meal takes place and includes the suggested meal contribution rate.
 - A contribution lock box with opaque envelopes available shall be visible at the congregate site near or next to the ACDFA Congregate Sign displaying information about the contribution policy.
 - Contributions shall be deposited into a locked box by the participant using the opaque envelopes to protect the confidentiality of participant's donation.

- Contributions shall be jointly counted daily by a staff member and either a volunteer or a service program supervisor. The Proposer shall report all contributions monthly. All contributions shall be used to expand services of the program.
- All contributions received each day shall be entered into a ledger and each person counting the contributions shall certify the amount received each day.

4.10 Monitoring:

- a) All program facilities utilized by the Proposer in the delivery of services pursuant to this Agreement are to be open to authorized personnel from the federal government, New York State and Albany County Department for Aging, for the purposes of observation and monitoring contract and program, fiscal operations. The Proposer shall be monitored to ensure they are performing in accordance with requirements of federal, state, and local laws, regulations and guidance documents (including ACL and NYSOFA Program Instructions, Technical Assistance Memoranda, and Information Memoranda) and this Plan. Additionally, the Proposer shall be monitored to ensure they perform and make expenditures only for authorized items of expense contained in approved budgets. A written report of all inspections will be kept at the Albany County Department for Aging with a copy provided to the Proposer. Any defects or faults found are to be corrected within the designated timeframe or within 24 hours in the case of a health and safety risk. Failure to comply and take the necessary corrective action shall be grounds for immediate termination of the contract.
- b) ACDFA staff will utilize established program, fiscal and contract monitoring tools to review compliance with federal, state and local laws, regulations and guidance documents.
- c) The Proposer shall make all financial, program, and other related records available to Federal, State, and/or County personnel conducting monitoring visits to program offices and kitchens.
- d) Technical assistance and programmatic information concerning the Home Delivered Meals Program shall be shared by ACDFA as it is received from the New York State Office for Aging. These communications may also comprise special surveys of need, performance reviews and promotion of related programs, advice on special nutrition-related health risks concerning the elderly and warnings concerned with food-borne illnesses.
- e) Unannounced monitoring visits by ACDFA staff shall occur on an ongoing basis throughout the contract period to assure compliance.
- f) The Proposer shall furnish a copy of their policies with regards to equal opportunity and non-discrimination for employment.

RECORDS AND RECORDING DATA

4.11 Program Reporting and Claim Forms:

shall be submitted monthly to the Department's Fiscal Director by the 10th day of the following month. Monthly forms and reports consist of the following:

- a) Client Registration Data (for those who consent) and actual units of service must be entered into the Statewide Client Data System each month. For those individuals who do not consent (this should be minimal) an anonymous aggregate unit number must be entered into Statewide Client Data System and align with the itemized breakdown of units of service.
- b) Claim forms shall include an itemized breakdown of units of service and cost per unit. All contributions collected during the month for the service shall be reported on the Congregate Meal Claim Form (Attachment "P") and be subtracted from the gross amount of the claim. Vouchers will be paid on the net (services x units = gross less contributions = net) amount. A claim will not be processed for payment if the units entered into the Statewide Client Data System do not match the units billed.

4.12 Program Surveys and Performance Targets:

- a) The provider shall give each congregate meal participant an opportunity to comment on the meals. The participant aka "client" shall receive the Client Satisfaction Survey, (Attachment "Q") at the end of the service or at a minimum annually. Returned surveys shall be reviewed and tabulated on the Outcomes and Performance Target Reporting Form, (Attachment "R") and sent in with the monthly claim form.
- b) In order to assess the success and impact of Nutrition Education offered to congregate participants each client shall receive the Nutrition Education Survey (Attachment "L") at a minimum annually. These surveys should be submitted along with the Nutrition Education Report (Attachment "O") and sent in with monthly claim form.

4.13 Complete and proper accounting records shall be maintained by the Proposer which shall clearly identify the costs of the work performed under this Agreement. Upon County request, such records shall be subject to periodic and final audit by the County. Any attempt to delay the County's audit of program records shall constitute a breach of contract, and shall entitle the County to the remedies set forth in Article 3 of Schedule A, as well as all other remedies for breach of contract and/or fiduciary duty available in law or equity.

4.14 All program records shall be accessible to the County, the New York State Office of Aging, and the New York State Comptroller for a period of six (6) years following the date of final payment by the County to the Proposer for the performance of the work contemplated herein. The Proposer shall make all financial, program, and other related records available to Federal, State, and/or County personnel conducting monitoring visits to program offices and/or other facilities upon request.

4.15 The Proposer will provide an accounting of total costs of U.S. origin foods purchased and eligible for USDA reimbursement by the Federal government. USDA funds provided to the Home Delivered Meals Program shall be based on the prevailing rate at the time of payment to the Proposer and only for those meals meeting regulatory requirements. USDA reimbursement funds are only available towards foods grown and processed within the USA, (Attachment "S").

4.16 The Proposer shall maintain copies of their annual Department of Health permit and fire inspections for review by ACDFA staff. Copies must be made available to ACDFA upon request.

4.17 Other Program and Services:

- a) Each month, Proposers shall receive copies of the ACDFA Nutritional & Health Tidbits Nutrition Education developed by the ACDFA RD. The Proposer shall distribute the monthly education handout to each participant. The Proposer shall report to ACDFA the number of participants, and date the newsletters that were delivered, on the Nutritional and Health Education Report
- b) The Proposer is required to present a minimum of six (6) pre-approved "Nutrition and Health Education Presentations" per year at each congregate site. The Proposer shall report to ACDFA the number of participants, the presentation topic, the presenter and date of the presentation on the Nutritional and Health Education Report. The Proposer is required to solicit feedback annually from congregate participants regarding the nutrition and health education utilizing the ACDFA "Nutrition and Health Presentation Survey". (Attachment "L").
- c) The Proposer shall participate in the Senior Nutrition Farmer's Market Program. This is a seasonal program and guidance is provided by ACDFA.

VOTER REGISTRATION

4.18 The Proposer shall offer voter registration forms to persons upon an initial application for services, and with each renewal, recertification, or change of address for relating to such services (Attachment "T").

- a) The Proposer shall assist applicants the same way the applicant would be provided assistance in completing any agency forms.
- b) The Proposer will forward any forms received to the appropriate Board of Elections within ten (10) days of acceptance of a form.

DISASTER EMERGENCY

4.19 The successful proposer shall follow required guidelines set by the State and/or Federal Government and the County of Albany due to a declaration of disaster emergency. While providing the services described in the Agreement, the Proposer and its employees, agents, etc., shall follow all Covid-19 and Social Distancing requirements of the County; the State of

RESOLUTION NO. 458

**AUTHORIZING AN AGREEMENT WITH SENIOR PROJECTS OF RAVENA
REGARDING CONGREGATE MEAL SERVICES FOR SENIORS**

Introduced: 12/7/20

By Elder Care Committee:

WHEREAS, The Commissioner of the Albany County Department for Aging has requested authorization to enter into an agreement with Senior Projects of Ravena regarding congregate meal services for seniors in the amount of \$246,960 for the term commencing January 1, 2021 and ending December 31, 2021, and

WHEREAS, The Commissioner indicated that Senior Projects of Ravena will serve meals that meet nutritional requirements to eligible seniors at multiple congregate locations, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Senior Projects of Ravena, Ravena, NY 12143 regarding congregate meal services for seniors in an amount not to exceed \$246,960 for the term commencing January 1, 2021 and ending December 31, 2021, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
OFFICE OF THE COUNTY ATTORNEY
COUNTY OFFICE BUILDING
112 STATE STREET, ROOM 600
ALBANY, NEW YORK 12207-2021
(518) 447-7110 - FAX (518) 447-5564
WWW.ALBANYCOUNTY.COM

DANIEL C. LYNCH
COUNTY ATTORNEY

EUGENIA KOUTELIS CONDON
DEPUTY COUNTY ATTORNEY

MEMORANDUM

TO: Hon. Andrew Joyce
Chairman, County Legislature

FROM: Eugenia Koutelis Condon *EKC*
County Attorney

DATE: October 15, 2020

RE: Request for Legislative Action
Agreement with Thompson Reuters
For Westlaw Legal Research Services Software
Contract Period: December 1, 2020 to November 30, 2021,
with two, one year options to renew.

Attached is a completed request for Legislative Action for a renewal of the Westlaw Legal Research Services Software Package utilized by the attorneys and legal staff in the County. Please note, this contract has traditionally been authorized by the Contract Administration Board, however, this year, as a cost saving measure, the District Attorney's Office requested to be added to the contract managed by the Law Department, thus increasing their legal research capabilities across the board for their attorneys and bringing the contract under the authority of the County Legislature.

As indicated, this agreement provides for a license to conduct legal research for every attorney in County government as determined by the Department head. In addition, paralegals and other non-attorney staff have authorized access to Westlaw and non-legal department heads who have requested access to certain journals also have access.

This Agreement is broken into three components for assignment of licenses and billing. The District Attorney assigns its own licenses and receives its own monthly billing. The Public Defender assigns its own licenses and receives its own monthly invoice. Finally, the Law Department assigns licenses for all Assistant County Attorneys, the Alternate Public Defenders, the Director of Employee Relations, the Department of Immigration Attorneys, Sheriff's Counsel, Counsel to the County Executive and Legislative Counsel. Invoices are paid by the Law Department with chargebacks to the Departments.

Of note, as a cost saving measure, the County legal departments are moving toward reducing their reliance on its paper book subscriptions going forward and will be relying on full software packages that have the most current information available. This not only saves money but is green. There are certain desk top books we still need for in person court operations, but we will no longer be purchasing the large book subscriptions. After discussion with the County Legislature, we determined that the Law Department and Legislature were able to cancel their major book subscriptions going forward with a savings of approximately \$14,000 per year, per department.

If you have any questions, please advise me. Thank you for your attention to this matter.

EKC:e

Enclosures

Cc: Rebekah N. Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel
Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader



Legislation Text

File #: TMP-2040, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Contract Authorization for Thompson Reuters' Westlaw Legal Research Services

Date: 10/15/2020
Submitted By: Eugenia Condon
Department: Department of Law
Title: County Attorney
Phone: 518-447-7114
Department Rep.
Attending Meeting: Click or tap here to enter text.

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

☐ 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 :

Thompson Reuters

610 Opperman Dr, PO Box 64833, Eagan,MN 55123

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: 118,800

Scope of Services: Provides licenses for all attorneys in County government to conduct legal research. This includes the Law Department, District Attorney, Public Defender, and others.

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:

Law: A91420.44040 (Books, Transcripts, Subscription); Public Defender:

A91170.44046 (Fees for Service); District Attorney: A91165.44040 (Books, Transcripts, Subscriptions)

Appropriation Amount:

A91420.44040 - \$38,610; A91170.44046 - \$30,294; A91165.44040 -

\$49,896

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)

12/1/2020-11/30/2021

Length of Contract:

12 months

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:

See attachment. This agreement provides for a license to conduct legal research for every attorney in County government as determined by the Department head. This contract has traditionally been authorized by the Contract Administration Board, however, this year, as a cost saving measure, the District Attorney's Office requested to be added to the contract managed by the Law Department, thus increasing their legal research capabilities across the board for their attorneys and bringing the contract under the authority of the County Legislature.

WEST ORDER FORM-ProFlex
for WestlawPRO, Software
and Practice Solutions Subscribers
 610 Opperman Drive, P.O. Box 64833
 St. Paul, MN 55164-1803
 Tel: 651/687-8000



THOMSON REUTERS™

Check West account status below as applicable:		Rep Name & Number Burton, Linda (U0003027)	
New ☐ (NACI Form attached)		Existing with Increase Credit Limit ☐ (NACI Form attached)	
Existing with no changes ☐		Existing with changes ☐ (Permanent name change must attach a Customer Name Change Form)	
Acct #	1000681530	Quote #	
Name/Subscriber	ALBANY COUNTY ATTORNEY		PO #
Order Confirmation Contact Name			Date
E-Mail			
Password Contact Name (for password delivery)			
E-Mail			
Time and Billing Contact Name			
E-Mail			
MSA Jurisdiction	Contract #	Option #	
Permanent Address Change ☐ One-Time Ship To ☐ Additional Ship To ☐ Additional Bill To ☐			
Name Attn:			
Address Suite/Floor			
City State County Zip			

*** REQUIRED ***

IF NEEDED

ProFlex Products

Full Svc #	ProFlex, WestlawPRO, Software and Practice Solutions Products	Quantity *	Monthly Banded Rate	Other	Total Monthly Charges
40757482	ProFlex				\$9,900.00

Notes:

* Fill in the maximum number of Passwords, Users, Seats, FTEs, Students, Terminals, CD/Conc. Patron Users, Active Legal Holds, and Quantity of Additional Storage.

Total Monthly Charges \$ 9,900.00

Monthly Charges begin on the date West Publishing Corporation ("West, "we" or "our") processes your order and will be prorated for the number of days remaining in that calendar month, if any. Your Monthly Charges will continue for the following 12 complete calendar months ("Minimum Term"). Subscriber ("You" or "I") is also responsible for all Excluded Charges. Excluded Charges are charges for accessing Westlaw data or a Practice Solutions service that is not included in your subscription. Excluded Charges may change after at least 30 days written or online notice.

If you previously subscribed under a Special Offer Amendment/Exhibit the effective date of this Order Form is the first day of the month following the date we process your order.

If you elect to terminate any of your ProFlex Products and/or locations, the Total Monthly Charges will not be adjusted.

Initial below for a longer Minimum Term.

_____ **24 month Minimum Term.** Monthly Charges for the second 12 months will be _____% over the first 12 months.

_____ **36 month Minimum Term.** Monthly Charges for the second 12 months will be 3.00 % over the first 12 months; Monthly Charges for the third 12 months will be 3.00 % over the second 12 months.

Post Minimum Term for Government Subscribers. At the end of the Minimum Term, your Monthly Charges will increase by 7%. Thereafter, the Monthly Charges will increase 7% every 12 months unless we notify you of a different rate at least 90 days before the annual increase. You are also responsible for all Excluded Charges. Excluded Charges may change after at least 30 days written or online notice. Either of us may cancel the Post-Minimum Term subscription by sending at least 60 days written notice. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan, MN 55123-1803

Automatic Renewal Term for Non-Government Subscribers Only. Your subscription will automatically renew at the end of the Minimum Term. Each Automatic Renewal Term will be 12 months in length ("Automatic Renewal Term") and include a 7% price increase unless we notify you of a different rate at least 90 days before each Automatic Renewal Term begins. You are also responsible for all Excluded Charges. Excluded Charges may change after at least 30 days written or online notice. Either of us may cancel in writing at least 60 days before an Automatic Renewal Term starts. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan MN 55123-1803. If you elect to terminate any of your ProFlex Products and/or locations, the Total Monthly Charges will not be adjusted.

The ProFlex Addendum/Attachment includes a list of your ProFlex Products, billing allocation method, and applicable locations you elected. Additional attachments include the list of your personnel to whom passwords are to be issued and other data applicable to your order. For concurrent Patron Access subscribers at multiple locations, the concurrent access will be limited by the quantity of Patron Access users by location, as identified on the ProFlex Addendum/Attachment.

Banded Products Subscriptions

You certify that you have a total of _____ attorneys (partners, shareholders, associates, contract or staff attorneys, of counsel, and the like), corporate users, personnel or full-time-equivalent students. Our pricing for banded products is made in reliance upon your certification. If we learn that the actual number is greater or increases at any time during the term, we reserve the right to increase your charges as applicable.

Internal Corporate Use Only

BND

Technical Contact for Westlaw Patron Access

Technical Contact Name (please print): _____

Telephone: _____

E-Mail Address: _____

Current Account #: _____

Patron Access: IP Address: _____

One IP Address per terminal. Additional pages may be attached if needed.

IP Address Range _____

* Orders submitted without IP Address information may delay set up and access

For Internal Office Use Only

OF Instructions: Max Concu = # of terms/Eml to WTC/Blk Ancil/1 term = 5 atty = 1 pw/Tech cont = 59

ProFlex Renewals

Sub Matl #	ProFlex, WestlawPRO, Software and Practice Solutions Products	Current Monthly Charges*

* I am aware that the Renewal Term Monthly Charges will be based on the Monthly Charges in effect the month before the Renewal Term starts. This amount may be different from the Current Monthly Charges shown above.

Renewal Term Monthly Charges begin at the end of your Minimum Term or current Renewal Term. You are also responsible for all Excluded Charges. Excluded Charges are charges for accessing Westlaw data or Practice Solutions services that are not included in your subscription. Excluded Charges may change after at least 30 days written or online notice.

If you elect to terminate any of your ProFlex Products and/or locations, the Total Monthly Charges will not be adjusted.

Initial below to select the Renewal Term.

_____ 12 month Renewal Term. Monthly Charges for the first 12 months will be _____% over the Monthly Charges in effect at the end of the current Minimum or Renewal Term.

_____ 24 month Renewal Term. Monthly Charges for the first 12 months will be _____% over the Monthly Charges in effect at the end of the current Minimum or Renewal Term. Monthly Charges for the second 12 months will be _____% over the first 12 months.

_____ 36 month Renewal Term. Monthly Charges for the first 12 months will be _____% over the Monthly Charges in effect at the end of the current Minimum or Renewal Term. Monthly Charges for the second 12 months will be _____% over the first 12 months; Monthly Charges for the third 12 months will be _____% over the second 12 months.

Post Renewal Term for Government Subscribers. At the end of the Renewal Term, your Monthly Charges will increase by 7%. Thereafter, the Monthly Charges will increase 7% every 12 months unless we notify you of a different rate at least 90 days before the annual increase. You are also responsible for all Excluded Charges. Excluded Charges may change after at least 30 days written or online notice. Either of us may cancel the Post-Renewal Term subscription by sending at least 60 days written notice. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan, MN 55123-1803.

Automatic Renewal Term for Non-Government Subscribers Only. Your subscription will automatically renew at the end of the Minimum Term. Each Automatic Renewal Term will be 12 months in length ("Automatic Renewal Term") and include a 7% price increase unless we notify you of a different rate at least 90 days before each Automatic Renewal Term begins. You are also responsible for all Excluded Charges. Excluded Charges may change after at least 30 days written or online notice. Either of us may cancel in writing at least 60 days before an Automatic Renewal Term starts. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan MN 55123-1803. If you elect to terminate any of your ProFlex Products and/or locations, the Total Monthly Charges will not be adjusted.

Online/CD-ROM Products to be Lapsed

Full Svc #	Online/CD-ROM Products	Account #/Location

	Westlaw Roaming	
--	------------------------	--

If you access Westlaw regulated data, you receive roaming access by default. Roaming access permits users located outside your designated IP address range to access Westlaw regulated data. We may block roaming access at our option. You may choose to block roaming access by initialing below.

_____ Initial to block roaming access

	Miscellaneous	
--	----------------------	--

1. Charges, Payments & Taxes. You agree to pay all charges in full within 30 days of the date of invoice. You are responsible for any applicable sales, use, value added tax (VAT), etc. unless you are tax exempt. If you are a non-government subscriber and fail to pay your invoiced charges, you are responsible for collection costs including attorneys' fees.

2. Settling a Disputed Balance. Payments marked "paid in full", or with any other restrictive language, will not operate as an accord and satisfaction without our prior written approval. We reserve our right to collect any remaining amount due to us on your account. Partial payments intended to settle an outstanding balance in full must be sent to: Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan, MN 55123-1803, along with a written explanation of the disagreement or dispute. This address is different from the address you use to make account payments.

3. Credit Verification. If you are applying for credit as an individual, we may request a consumer credit report to determine your creditworthiness. If we obtain a consumer credit report, you may request the name, address and telephone number of the agency that supplied the credit report. If you are applying for credit on behalf of a business, we may request a current business financial statement from you to consider your request.

4. Excluded Charges. If you access Westlaw data or Practice Solutions services that are not included in your subscription you will be charged our then current rate. Excluded Charges will be invoiced and due with your next payment. For your reference, the current Excluded Charges schedules are located at <http://static.legalsolutions.thomsonreuters.com/static/agreement/schedule-a-westlaw.pdf> and <http://legalsolutions.com/schedule-a-concourse-case-notebook-hosted>. Excluded Charges may change after at least 30 days written or online notice.

5. Auto Charge Credit Card/Electronic Funds Transfer Election Payment Terms. You may authorize us to automatically charge a credit card or debit and electronic fund transfer to pay charges due. Contact Customer Service at 1-800-328-4880 for authorization procedures. If you are authorizing, as part of this order, or have already authorized us to bill a credit card or debit card or make electronic fund transfer for West subscriptions on an ongoing basis, no further action is needed.

6. Returns and Refunds. You may return a print or CD-ROM product to us within 45 days of the original shipment date if you are not completely satisfied. Assured Print Pricing, Library Savings Plan, West Complete, Library Maintenance Agreements, cPack, WestPack, Westlaw, CLEAR, Monitor Suite, ProView eBook, Software, West LegalEdcenter, Practice Solutions, TREWS, Peer Monitor and Data Privacy Advisor charges are not refundable. Please see <http://static.legalsolutions.thomsonreuters.com/static/returns-refunds.pdf> or contact Customer Service at 1-800-328-4880 for additional details regarding our policies on returns and refunds.

7. Transportation Charges. Print and CD-ROM Products are shipped F.O.B. origin. Transportation charges will be added for expedited shipments made at your request and for international product delivery. Expedited shipments and international product shipments will be charged at our then current carrier rate.

8. Applicable Law. If you are a state or local governmental entity, your state's law will apply and any claim may be brought in the state or federal courts located in your state. If you are a non-governmental entity, this Order Form will be interpreted under Minnesota state law and any claim by one of us may be brought in the state or federal courts in Minnesota. If you are a United States Federal Government subscriber, United States federal law will apply and any claim may be brought in any federal court.

9. Thomson Reuters General Terms and Conditions, apply to all products ordered, except print and is located at legalsolutions.com/ThomsonReuters-General-Terms-Conditions.pdf. In the event of a conflict between the Thomson Reuters General Terms and Conditions and this Order Form, the terms of this Order Form control. This Order Form is subject to our approval.

10. Product Specific Terms. The following products have specific terms which are incorporated by reference and made part of this Order Form if they apply to your order. They can be found at legalsolutions.com/ThomsonReuters-General-Terms-Conditions-PST.pdf. If the product is not part of your order, the product specific terms do not apply. If there is a conflict between product specific terms and the Order Form, the product specific terms control.

- Campus Research
- CD-ROM
- Contract Express
- Hosted Practice Solutions
- ProView eBooks
- Time and Billing
- West km software
- West LegalEdcenter
- Westlaw
- Westlaw Doc & Form Builder
- Westlaw Paralegal
- Westlaw Patron Access
- Westlaw Public Records

ACKNOWLEDGMENT

I warrant that I am authorized to accept these terms and conditions on behalf of Subscriber.

Printed Name _____

Title _____

Date _____

Signature X _____

For Credit Card Transactions only:

Visa _____ Master Card _____ Am Ex _____

Card # _____ Expir. Date _____ Total Amt. to Charge for this Order _____

Subscription charges for this order will be billed to your West account unless automatic credit card or electronic funds transfers have been separately authorized.

West/CLEAR PROFLEX Attachment



THOMSON REUTERS

Locations

Account #	Name	Address	City, State Zip	Allocation
1000681530***	ALBANY COUNTY ATTORNEY COUNTY OFFICE BLDG	112 STATE ST RM 600	ALBANY, New York 12207	32.5000
1000559066	ALBANY COUNTY PUBLIC DEFENDER	60 S PEARL ST STE 4	ALBANY, NY 12207	25.5000
1000681524	ALBANY COUNTY DISTRICT ATTORNEY ALBANY COUNTY JUDICIAL CTR	6 LODGE ST RM 401	ALBANY, NY 12207	42.0000

*** denotes primary location

West PROFLEX Products and Components

Service Number	Product Name	Quantity	User Type
42074924	Drafting Assistant	5	Per Seat
41988413	Gov - West LegalEdCenter	90	Attorney
41933475	Gvt - Litigation	90	Attorney
42077755	Gvt - Analytical	90	Attorney
42510228	Gvt - National Core	90	Attorney

Total Monthly Charge: \$9,900.00

Lapsed Online/CD by Location

Account #	Service Number	Product Name
1000681530	40757482	WL WEST PROFLEX BANDED
1000681524	40988734	Government Select Level 1 States 9-11 points (WestlawNext™)
1003912741	40988638	WN Custom Pro

Billing Method

Decentralized Billing by Customer Defined Allocation

Each participating account location with the subscriber firm/organization will receive a monthly invoice and usage report. Each location identified per the West PROFLEX Addendum will be invoiced based on a percentage allocation of the monthly rate assigned per the allocation indicated below.

Condon, Eugenia

From: Racette, Keri (Government) <Keri.Racette@thomsonreuters.com>
Sent: Thursday, September 10, 2020 1:08 PM
To: Condon, Eugenia; Orth, Heather; Simpson, Bethany
Cc: Guillotte, Yvonne (Government)
Subject: RE: Albany County Westlaw Agreement

Hi Eugenia,

Yes, happy to provide that information. Each department will receive their own bills as you do today. The breakdown as per the allocation on the top of page 4 in the agreement is:

- Albany County Attorney: \$3,217.50/mo.
- Albany County PD: \$2,524.50/mo.
- Albany County DA: \$4,158.00/mo.

Thank you!

Keri

From: Condon, Eugenia <Eugenia.Condon@albanycountyny.gov>
Sent: Thursday, September 10, 2020 1:02 PM
To: Racette, Keri (Government) <Keri.Racette@thomsonreuters.com>; Orth, Heather <Heather.Orth@albanycountyny.gov>; Simpson, Bethany <Bethany.Simpson@albanycountyny.gov>
Cc: Guillotte, Yvonne (Government) <Yvonne.Guillotte@thomsonreuters.com>
Subject: RE: Albany County Westlaw Agreement

Thank you. Could I please ask for a break down per department so we know what each unit would be billed? Currently the PD and County Attorney receive their own monthly bills. The DA would be looking for their own bills as well. I think Heather is looking for her cost.

From: Racette, Keri (Government) <Keri.Racette@thomsonreuters.com>
Sent: Thursday, September 10, 2020 12:57 PM
To: Condon, Eugenia <Eugenia.Condon@albanycountyny.gov>; Orth, Heather <Heather.Orth@albanycountyny.gov>; Simpson, Bethany <Bethany.Simpson@albanycountyny.gov>
Cc: Guillotte, Yvonne (Government) <Yvonne.Guillotte@thomsonreuters.com>
Subject: Albany County Westlaw Agreement

Good afternoon Eugenia, Heather and Bethany,

Thank you for your patience as we worked through the details of the county-wide contract with all offices.

Attached please find a new agreement - a couple of important notes:

- This agreement incorporates the DA into the existing County Attorney/PD agreement. The DA's two current accounts are combined into one in this agreement.
- This agreement accounts for 5 additional DA users not included under the current contract, for a total of 40 DA attorney users (and 90 county-wide attorney users total).
- This agreement offers the DA access to all of the terrific upgraded content in the county agreement including the Westlaw Edge platform and much more robust content offerings including National Core (50 state + federal primary law), full Analytical (secondary sources) and litigation materials, along with access to our CLE service,

West Legal Ed Center! We are certain that the users in the DA's office will be thrilled with the tremendous enhancement in content!

Please let us know if you have any questions. Thank you!

Best,
Keri

Keri (Vanderwarker) Racette, Esq.

Account Manager, State and Local Government (Upstate NY)

Thomson Reuters

the answer company

(518) 478-3392

keri.racette@thomsonreuters.com

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<https://www.thomsonreuters.com/en/resources/disclosures.html>

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RESOLUTION NO. 459

**AUTHORIZING AN AGREEMENT WITH THOMPSON REUTERS
REGARDING WESTLAW LEGAL RESEARCH SERVICES SOFTWARE**

Introduced: 12/7/20

By Law Committee:

WHEREAS, The Albany County Attorney has requested authorization to enter into an agreement with Thompson Reuters regarding Westlaw legal research services software in the amount of \$118,800 for the term commencing December 1, 2020 and ending November 30, 2021 with two one-year options to renew, and

WHEREAS, The County Attorney indicated that this agreement provides for a license to conduct legal research for attorneys, paralegals, non-legal department heads, and other non-attorney staff in County government who have been granted authorized access, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Thompson Reuters, Eagan, MN 55123 regarding Westlaw legal research services software in the amount of \$118,800 for the term commencing December 1, 2020 and ending November 30, 2021 with two one-year options to renew, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
OFFICE OF THE EXECUTIVE
112 STATE STREET, ROOM 1200
ALBANY, NEW YORK 12207-2021
(518) 447-7040 - FAX (518) 447-5589
WWW.ALBANYCOUNTY.COM

DANIEL C. LYNCH, ESQ.
DEPUTY COUNTY EXECUTIVE

October 28, 2020

Honorable Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Dear Chairman Joyce:

The Office of the Albany County Executive respectfully requests authorization to enter into an information sharing access agreement with the U.S. Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA) for National Flood Insurance Program (NFIP) data.

This agreement will proactively give the County access to data which can be used to better inform subsequent updates to the County's Multi-Jurisdictional Hazard Mitigation Plan, specifically the risk assessment and action development portions of the Hazard Mitigation Plan. The data may also be used for: 1) research, analysis, and feasibility studies; 2) hazard mitigation and floodplain management activities; 3) repetitive loss identification; and 4) outreach and education. In the past, NYS DHSES and DEC have been able to provide counties with this data, however they are no longer able to due to DHS/FEMA policy changes.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Daniel P. McCoy
Albany County Executive

cc: Hon. Dennis A. Feeney, Majority Leader
Hon. Frank A. Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-2059, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Contract Authorization for Information Sharing Access Agreement with DHS/FEMA for National Flood Insurance Program data

Date: 10/23/20
Submitted By: Patrick Alderson
Department: County Executive
Title: Policy Analyst
Phone: 518-447-3033
Department Rep.
Attending Meeting: Patrick Alderson

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
☐ 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) Data Sharing Agreement

Contract Terms/Conditions:

Party (Name/address):

Department of Homeland Security (DHS)

Additional Parties (Names/addresses):

Federal Emergency Management Agency (FEMA); Federal Insurance and Mitigation Administration (FIMA)

Amount/Raise Schedule/Fee: 0

Scope of Services: The contract is for an information sharing access agreement with the Department of Homeland Security (and by extension FEMA and FIMA) to share National Flood Insurance Program (NFIP) policy and claim information with Albany County for: 1) research, analysis, and feasibility studies; 2) hazard mitigation and floodplain management activities; 3) repetitive loss identification; and 4) outreach and education.

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: N/A

Revenue Amount: N/A

Appropriation Account and Line: N/A

Appropriation Amount: N/A

Source of Funding - (Percentages)

Federal: N/A

State: N/A

County: N/A

Local: N/A

Term

Term: (Start and end date) 1/1/21-12/31/23

Length of Contract: 3 years

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)

This agreement will proactively give the County access to data which can be used to better inform subsequent updates to the County's Multi-Jurisdictional Hazard Mitigation Plan. NFIP data will inform the risk assessment and action development portions of the Hazard Mitigation Plan. In the past, NYS DHSES and DEC have been able to provide counties with this data, however they are no longer able to due to DHS/FEMA policy changes.

INFORMATION SHARING ACCESS AGREEMENT (ISAA)

BETWEEN

**THE DEPARTMENT OF HOMELAND SECURITY/ FEDERAL EMERGENCY
MANAGEMENT AGENCY (DHS/FEMA) FEDERAL INSURANCE AND
MITIGATION ADMINISTRATION (FIMA)**

AND

THE COUNTY OF ALBANY

1. INTRODUCTION AND PURPOSE. The U.S. Department of Homeland Security/Federal Emergency Management Agency, Federal Insurance and Mitigation Administration (DHS/FEMA/FIMA) and The County of Albany (County) voluntarily enter into this Information Sharing Access Agreement (ISAA). The purpose of the ISAA is to enable FEMA to share personally identifiable information (PII) that is protected by the Privacy Act of 1974 (Privacy Act), as amended, 5 U.S.C. § 552a, with the County to review National Flood Insurance Program (NFIP) policy and/or claims information for: research, analysis, and feasibility studies; hazard mitigation and floodplain management activities; repetitive loss identification; and outreach and education.

2. AUTHORITIES. This ISAA is authorized by:

- a. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Pub. L. No. 93-288 (1974) (42 U.S.C. 5121 et seq.) (Stafford Act) *for declared disasters only*;
- b. Homeland Security Act of 2002, Pub. L. No. 107-296 (2002) (6 U.S.C. 101 et seq.) *for declared disasters only*;
- c. National Flood Insurance Act of 1968, Pub. L. No. 90-448, Title XIII (1968) (42 U.S.C. 4001 et seq.) (NFIA);
- d. Privacy Act of 1974 (5 U.S.C. 552a) (Privacy Act);
- e. Authority notification - DHS/FEMA 003 –NFIP Files System of Records, 79 FR 28747 (May 19, 2014) (NFIP Files SORN).

3. BACKGROUND

- a. FEMA collects, maintains, uses, and disseminates, personally identifiable information (PII) from NFIP policyholders. NFIP policyholder PII is protected by the Privacy Act and shared pursuant to the NFIP Files SORN.

- b. As authorized by the routine use provision of the Privacy Act, 5 U.S.C. § 552a(b)(3), FEMA may disclose policyholder PII to federal, state, local, and tribal government agencies to enable them to receive only the NFIP policy and claims information necessary to satisfy a specific routine use as valid and eligible under the NFIP Files SORN.
- c. This ISAA encompasses NFIP Files SORN Routine Uses (I), (L), (M), (N), (O), (R), and (T) only.
- d. This ISAA encompasses NFIP Files SORN Routine Use (G) for floodplain management enforcement *only*. Any other routine use (G) that involves investigating or prosecuting a violation or enforcing or implementing a law, rule, regulation, or order requires a separate ISAA that must be reviewed and cleared by the FEMA Privacy Office.
- e. The County certifies that it will review NFIP policy and claims information for properties within its jurisdiction L, M, O, R & T.

4. DEFINITIONS.

As used in this Agreement, the following terms will have the following meanings:

- a. **COMPUTER MATCHING:** Any computerized comparison of two or more automated systems of records, or a system of records with non-federal records, for the purpose of establishing or verifying eligibility or compliance as it relates to cash or in-kind assistance or payments under federal benefit programs. *See* 5 U.S.C. § 552a(a)(8). Pursuant to 5 U.S.C. § 552a(o), any record contained in a system of records may only be disclosed to a recipient agency or non-federal agency for use in a computer matching program pursuant to a Computer Matching Agreement (CMA) between the source agency and the recipient agency or non-federal agency.
- b. **NIST CYBERSECURITY FRAMEWORK:** National Institutes of Standards and Technology (NIST) “Framework for Improving Critical Infrastructure Cybersecurity,” which sets out a repeatable process of, “Identify, Protect, Detect, Respond and Recover,” to guide organizational cybersecurity activities and consideration of cybersecurity risk in organizational risk management processes.
- c. **PERSONALLY IDENTIFIABLE INFORMATION (PII):** Any information that permits the identity of an individual to be directly or indirectly inferred, including other information that is linked or linkable to an individual. For example, when linked or linkable to an individual, such information includes an address, name, social security number, date and place of birth, mother’s maiden name, account number, license number, vehicle identifier number, license plate number, device identifier or serial number, internet protocol address, biometric identifier (e.g., photograph, fingerprint, iris scan, voice print), educational information, financial information, medical information, criminal or employment information, and

information created specifically to identify or authenticate an individual (e.g., a random generated number). PII constitutes “Controlled Unclassified Information.”

- d. **PRIVACY INCIDENT.** The loss of control, compromise, unauthorized disclosure, unauthorized acquisition, or any similar occurrence where (1) a person other than the authorized user accesses or potentially accesses PII or (2) an authorized user accesses or potentially accesses PII for an unauthorized purpose. The term encompasses both suspected and confirmed incidents involving PII, whether intentional or inadvertent, which raises a reasonable risk of harm.
- e. **SYSTEM SECURITY PLAN.** Formal document that provides an overview of the security requirements for the information system and describes the security controls in place or planned for meeting those requirements. For instance, technical controls typically include Access Control (IA), Audit and Accountability (AU), Identification and Authentication (IA), and System and Communications (SC).

5. RESPONSIBILITIES.

- a. FEMA’s responsibilities under this ISAA are as follows:
 - i. Share with the County the NFIP policyholder data found in Appendix A of this agreement.
 - ii. Transmit the NFIP policyholder data and related information listed in Appendix A to the County in password protected format via encrypted email.
 - iii. Ensure that NFIP policyholder data is accurate, complete, and up-to-date as reasonably necessary.
 - iv. FEMA shall not take any adverse action or limit any of its Federal benefits as a result of this sharing of information.
- b. The County’s responsibilities under this ISAA are as follows:
 - i. Use and maintain the NFIP policyholder PII under this ISAA only to review NFIP policy and claims information for properties within its jurisdiction L, M, O, R & T. The NFIP policyholder PII provided by FEMA under this ISAA may not be used for any other purpose.
 - ii. Instruct all individuals with access to NFIP policyholder PII regarding the confidential nature of the information, the safeguard requirements of this Agreement, and the criminal penalties and civil remedies specified in

federal and state laws against unauthorized disclosure of NFIP policyholder PII covered by this Agreement.

- iii. Employ appropriate administrative, technical, and/or physical safeguards to secure any and all NFIP policyholder PII shared under the provisions of this ISAA, whether in physical or electronic form, and store PII only in places and in a manner, that are safe from access by unauthorized persons or for unauthorized use.
- iv. Limit access to NFIP policyholder PII provided by FEMA under this ISAA only to the authorized County personnel to review NFIP policy and claims information for properties within its jurisdiction L, M, O, R & T on behalf of County. This includes all entities and individuals listed in paragraphs 6 and 7.
- v. The County will not further disclose NFIP policyholder PII provided by FEMA to outside third parties without the express consent of FEMA or the NFIP policyholder(s) to whom the PII pertains including, as applicable, requests by third parties under state open access and freedom of information laws.
- vi. The County shall ensure no computer matching will occur for the purpose of establishing or verifying eligibility or compliance as it relates to cash or in-kind assistance or payments under federal benefit programs unless a separate CMA is in place.
- vii. The County will, in a timely manner, take appropriate action with regard to any request made by FEMA for access, additions, changes, deletions, or corrections of PII. In addition, the County will, in a timely manner, notify FEMA of any data errors that it discovers.
- viii. The County will destroy information provided by FEMA when no longer needed by County to meet unmet needs, acquiring property, preventing duplication of benefits, or other business need as identified within this agreement.
- ix. Pursuant to Routine Use N, provide FEMA with names, addresses of policyholders within their jurisdictions, and a brief general description of their plan for acquiring and relocating their flood prone properties for the purpose of ensuring that communities engage in floodplain management, improved real property acquisitions, and relocation projects that are consistent with the NFIP.

6. CONSENT TO THIRD PARTY ACCESS TO NFIP POLICYHOLDER PII:

At this time, the County has not indicated an intent to share NFIP policyholder PII with third party contractors.

7. POINTS OF CONTACT.

- a. The FEMA points of contact are as follows:

Monique Crewes
Acting Chief, Insurance Analytics and Policy, FIMA
202-655-8573
Monique.Crewes@fema.dhs.gov

Scott McAfee
GIS Analyst, FIMA
202-236-3255
Scott.Mcafee@fema.dhs.gov

Marianne Luhrs
Regional Flood Insurance Liaison
347-515-4874
Marianne.luhrs@fema.dhs.gov

- b. The County points of contact are as follows:

Lucas Rogers
Senior Policy Analyst
518-447-7040
Lucas.Rogers@albanycountyny.gov

Patrick Alderson
Policy Analyst
518-447-7040
Patrick.Alderson@albanycountyny.gov

- 8. SEVERABILITY.** Nothing in this ISAA is intended to conflict with current law, regulation, or FEMA directives. If a term of this ISAA is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this ISAA shall remain in full force and effect.

- 9. NO PRIVATE RIGHT.** This ISAA is an internal agreement between FEMA and the County. It does not create nor confer any right or benefit that is substantive or procedural, enforceable by any third party against the Parties, the United States, or other officers, employees, agents, or associated personnel thereof. Nothing in this ISAA is intended to restrict the authority of either party to act as provided by law,

statute, or regulation, or to restrict any party from administering or enforcing any laws within its authority or jurisdiction. Accordingly, the terms of this Agreement do not constitute or imply the grant, by the United States of America, of any other consent, accord, satisfaction, advice, or waiver of its rights, power or authority.

10. FUNDING. This ISAA is not an obligation or commitment of funds, nor a basis for transfer of funds. Each party shall bear its own costs in relation to this ISAA. Expenditures by each party will be subject to its budgetary processes and to availability of funds pursuant to applicable laws, regulations, and policies. The parties expressly acknowledge that this in no way implies that Congress will appropriate funds for such expenditures.

11. ISSUE RESOLUTION. FEMA and the County understand that during the course of this ISAA, they may have to resolve issues such as: scope, interpretation of provisions, unanticipated technical matters, and other proposed modifications. Both parties agree to appoint their respective points of contact to work in good faith towards resolution of such issues.

12. USE OF CONTRACTOR WITH ACCESS TO NFIP POLICYHOLDER PII.

When the County utilizes a contractor in connection with its performance of its obligations under the ISAA and the County provides such contractor with access to NFIP policyholder PII, the County shall provide FEMA with prompt notice of the identity of such contractor and the extent of the role that such contractor will play in connection with the purpose of this ISAA. Moreover, all such contractors given access to any NFIP policyholder PII must agree to: (a) abide by the conditions set forth herein, including, without limitation, its provisions relating to compliance with minimum standards for the protection of NFIP policyholder PII and Notice of Security and/or Privacy Incident; (b) restrict use of NFIP policyholder PII only to the performance of services to County in connection with County performance of its obligations under the ISAA, and (c) certify in writing, upon completion of the performance of services by a contractor, that the contractor has immediately un-installed, removed, and/or destroyed all copies of NFIP policyholder PII within 30 days of the contractor's performance of services to the County.

13. RETURN OR DESTRUCTION OF NFIP POLICYHOLDER PII. If at any time during the term of the ISAA any part of NFIP policyholder PII, in any form, that the County obtains from FEMA ceases to be required by the County for the performance of the purpose under the ISAA, or upon termination of the ISAA, whichever occurs first, County shall, within fourteen (14) days thereafter, promptly notify FEMA and securely return the NFIP policyholder PII to FEMA, or, at FEMA's written request destroy, un-install and/or remove all copies of such NFIP policyholder PII in the County's possession or control, and certify to FEMA that such tasks have been completed.

14. ENTIRE AGREEMENT. This ISAA constitutes the entire agreement between the parties with regard to information sharing.

- 15. MODIFICATION.** This ISAA may be modified upon the mutual written consent of the parties.
- 16. COUNTERPARTS.** This ISAA, when executed in any number of counterparts and by different parties on separate counterparts, each of which counterparts when so executed and delivered shall be deemed to be an original, and all of which counterparts taken together shall constitute but one and the same Agreement.
- 17. EFFECTIVE DATE, DURATION AND TERMINATION.** This ISAA will become effective upon the signature of both parties and will remain in effect for three years. However, FEMA will only provide the information identified in Appendix A for the disaster period of assistance. Either party may terminate this agreement upon written notice to the other party.
- 18. NOTICE OF PRIVACY INCIDENT.** If the County, or its contractors, suspect, discover or are notified of a suspected or confirmed privacy incident relating to NFIP policyholder PII, the County shall immediately, but in no event later than twenty-four (24) hours from suspicion, discovery or notification of the suspected or confirmed privacy incident, notify the FEMA Privacy Officer at (202) 212-5100 or FEMA-Privacy@fema.dhs.gov.
- 19. PRIVACY INCIDENT HANDLING.** In the event of a privacy incident emanating from this ISAA, FEMA will investigate the incident pursuant to DHS standard procedures and will consult County to diagnose, mitigate and manage the privacy incident. The County will be responsible for carrying out all necessary measures to remedy the effects of the privacy incident.
- 20. REPORTING.** This ISAA covers several routine uses outlined in Paragraph 3 (d) and (e). Each time a record is requested under this ISAA, County will indicate the specific purpose and use of the record and the specific routine use under which the record is being requested. FEMA will keep a record of the date, nature, and purpose of each disclosure of a record under this ISAA. The Parties will coordinate to prepare a report/audit summarizing compliance with the privacy, redress, and security requirements set forth in this Agreement.
- 21. INDEMNIFICATION.** The County shall bear all costs, losses and damages to the extent resulting from County breach of the ISAA. County agrees to release, defend, indemnify, and hold harmless FEMA for claims, losses, penalties and damages and reasonable attorneys' fees and costs to the extent arising out of County's, or its contractor's, negligence, unauthorized use or disclosure of NFIP policyholder PII and/or County's, or its contractor's, breach of its obligations under the ISAA. County shall inform all of its principals, officers, employees, agents and contractors assigned to handling NFIP policyholder PII under the ISAA of the obligations contained in the ISAA.

22. PENALTIES. The County understands that if it or one of its employee/agents willfully discloses any such PII to a third party not authorized to receive it, FEMA will revoke the County's access to NFIP policyholder PII.

APPROVED BY:

FEDERAL EMERGENCY MANAGEMENT AGENCY

Jeffrey Jackson
FID Deputy Assistant Administrator
DHS/FEMA/Resilience/FIMA

Date

THE COUNTY OF ALBANY

Daniel P. McCoy
County Executive
The County of Albany
or
Daniel C. Lynch
Deputy County Executive
The County of Albany

Date

Appendix A – NFIP Data Description

The following lists the NFIP policyholder PII data elements that may be shared by FEMA with the County. The County will only receive the PII data, or data when combined with other data could lead to PII, necessary to meet the routine use:

- Property Address
- Date of Loss
- Building Characteristics
- Coverages (building, contents)
- Premium and fees
- Claims amount paid (building, contents, ICC)
- Non-PII data elements as necessary, requested, and available

NFIP System of Records Notices (SORNs) Routine Uses

A	To the Department of Justice (DOJ), including Offices of the U.S. Attorneys, or other federal agency conducting litigation or in proceedings before any court, adjudicative, or administrative body, when it is relevant or necessary to the litigation and one of the following is a party to the litigation or has an interest in such litigation: 1. DHS or any component thereof; 2. Any employee or former employee of DHS in his/her official capacity; 3. Any employee or former employee of DHS in his/her individual capacity when DOJ or DHS has agreed to represent the employee; or 4. The U.S. or any agency thereof.
B	To a congressional office from the record of an individual in response to an inquiry from that congressional office made at the request of the individual to whom the record pertains.
C	To the National Archives and Records Administration (NARA) or General Services Administration pursuant to records management inspections being conducted under the authority of 44 U.S.C. 2904 and 2906.
D	To an agency or organization for the purpose of performing audit or oversight operations as authorized by law, but only such information as is necessary and relevant to such audit or oversight function.
E	To appropriate agencies, entities, and persons when: 1. DHS suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; 2. DHS has determined that as a result of the suspected or confirmed compromise, there is a risk of identity theft or fraud, harm to economic or

	property interests, harm to an individual, or harm to the security or integrity of this system or other systems or programs (whether maintained by DHS or another agency or entity) that rely upon the compromised information; and 3. The disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with DHS's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.
F	To contractors and their agents, grantees, experts, consultants, and others performing or working on a contract, service, grant, cooperative agreement, or assignment for DHS, when necessary to accomplish an agency function related to this system of records. Any individuals provided information under this routine use are subject to the same Privacy Act requirements and limitations on disclosure as are applicable to DHS officers and employees.
G	To an appropriate federal, state, tribal, local, international, or foreign law enforcement agency or other appropriate authority charged with investigating or prosecuting a violation or enforcing or implementing a law, rule, regulation, or order, when a record, either on its face or in conjunction with other information, indicates a violation or potential violation of law, which includes criminal, civil, or regulatory violations and such disclosure is proper and consistent with the official duties of the person making the disclosure.
H	To Write Your Own insurance companies as authorized under 44 CFR 62.23 to administer flood insurance in partnership with FEMA.
I	To federal, state, local, and tribal government agencies, insurance companies, and established voluntary organizations in order to determine eligibility for benefits, verify non-duplication of benefits following a flooding event or another disaster, and provide needs unmet by NFIP claims payouts within their jurisdictions and service areas.
J	To state government agencies in order to provide GFIP certificates for carrying out the purposes of the NFIP within its jurisdiction.
K	To property loss reporting bureaus, state insurance departments, and insurance companies to investigate fraud or potential fraud in connection with claims, subject to the approval of the DHS Office of the Inspector General.
L	To state, local, and tribal government agencies to ascertain the degree of financial burdens they expect to assume in the event of a flooding disaster within its jurisdiction.
M	To state, local, and tribal government agencies to further NFIP outreach and education activities within their jurisdiction.
N	To state, local, and tribal government agencies that provide names, addresses of policyholders within their jurisdictions, and a brief general description of their plan for acquiring and relocating their flood prone properties for the purpose of ensuring that communities engage in floodplain management, improved real property acquisitions, and relocation projects that are consistent with the NFIP. This is contingent upon the Federal Insurance Mitigation Administration determining that the use furthers the flood plain management and hazard mitigation goals of the agency.

O	To the Army Corps of Engineers and federal, state, local, and tribal government agencies to review NFIP policy and claims information for properties within its jurisdiction in order to assist in hazard mitigation and floodplain management activities, and in monitoring compliance with the floodplain management measures adopted by the community.
P	To lending institutions and mortgage servicing companies for purposes of assisting with lender compliance.
Q	To current owners of properties for the purpose of providing the dates and dollar amounts of past loss payments made to the said property.
R	To federal, state, local, and tribal government agencies to conduct research, analysis, and feasibility studies of policies and claims within its jurisdiction.
S	To financial institutions for purposes of providing referral or cooperative reimbursement payments to insurance agents to share marketing and advertising costs between NFIP and entities participating in the NFIP.
T	To community officials and representatives to provide repetitive loss records of properties within that community.
U	To OMB in for purposes related to the review of private relief legislation in accordance with OMB Circular No. A-19.
V	To private reinsurers, private capital firms, and financial institutions for the purposes of preparing NFIP assumption of risk proposals.
W	To the news media and the public, with the approval of the Chief Privacy Officer in consultation with counsel, when there exists a legitimate public interest in the disclosure of the information, when disclosure is necessary to demonstrate the accountability of DHS's officers, employees, or individuals covered by the system, except to the extent the Chief Privacy Officer determines that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

<https://www.gpo.gov/fdsys/pkg/FR-2014-05-19/html/2014-11386.htm>

RESOLUTION NO. 460

**AUTHORIZING AN INFORMATION SHARING ACCESS AGREEMENT
WITH THE UNITED STATES DEPARTMENT OF HOMELAND SECURITY
AND THE FEDERAL EMERGENCY MANAGEMENT AGENCY FOR
NATIONAL FLOOD INSURANCE PROGRAM DATA**

Introduced: 12/7/20

By Public Safety Committee:

WHEREAS, The County Executive has requested authorization to enter into an information sharing access agreement with the United States Department of Homeland Security and the Federal Emergency Management Agency for National Flood Insurance Program data, and

WHEREAS, This agreement will give the County access to data which can be used to better inform subsequent updates to its Multi-Jurisdictional Hazard Mitigation Plan, specifically the risk assessment and action development portions of the Hazard Mitigation Plan, now, therefore be it

RESOLVED, By the Albany County Legislature, that the County Executive is authorized to enter into an information sharing access agreement with the United States Department of Homeland Security and the Federal Emergency Management Agency for National Flood Insurance Program data and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of the resolution the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
OFFICE OF THE EXECUTIVE
112 STATE STREET, ROOM 1200
ALBANY, NEW YORK 12207-2021
(518) 447-7040 - FAX (518) 447-5589
WWW.ALBANYCOUNTY.COM

DANIEL C. LYNCH, ESQ.
DEPUTY COUNTY EXECUTIVE

October 28, 2020

Honorable Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Dear Chairman Joyce:

The Office of the Albany County Executive respectfully request authorization to apply for the Building Resilient Infrastructure and Communities grant. Applications are being submitted for two projects: 1) culvert replacement at Sunset Hill Road (CR 405) over Eight Mile Creek; and 2) updating the County's Multi-Jurisdictional Multi-Hazard Mitigation Plan.

The Building Resilient Infrastructure and Communities (BRIC) program replaces the Pre-Disaster Mitigation (PDM) program and prioritizes comprehensive, long-term risk reduction strategies that improve public infrastructure, mitigate risk to one or more Community Lifelines, incorporate nature based solutions, and support adoption and enforcement of improved/modernized building codes.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Daniel P. McCoy
Albany County Executive

cc: Hon. Dennis A. Feeney, Majority Leader
Hon. Frank A. Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-2060, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Request to apply for DHS/FEMA FY20 Building Resilient Infrastructure and Communities (BRIC) grant

Date: 10/23/20
Submitted By: Patrick Alderson
Department: County Executive
Title: Policy Analyst
Phone: 518-447-3033
Department Rep.
Attending Meeting: Patrick Alderson

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
☐ 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

New

Submission Date Deadline 12/2/2020

- ☐ 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):

NYS Division of Homeland Security and Emergency Services (DHSES)

Additional Parties (Names/addresses):

Department of Homeland Security (DHS); Federal Emergency Management Agency (FEMA)

Amount/Raise Schedule/Fee: \$970,000

Scope of Services: The application is for two projects: 1) culvert replacement at Sunset Hill Road (CR 405) over Eight Mile Creek; and 2) updating the County's Multi-Jurisdictional Multi-Hazard Mitigation Plan.

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:

75

State:

Click or tap here to enter text.

County:

25

Local:

Click or tap here to enter text.

Term

Term: (Start and end date)

08/1/21-07/31/24

Length of Contract:

36 months

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 Office of the County Executive requests approval to apply for DHS/FEMA's Building Resilient Infrastructure and Communities grant. The County submitted letters of intent (due 9/30/20) for: 1) culvert replacement at Sunset Hill Road (CR 405) over Eight Mile Creek; and 2) updating the County's Multi-Jurisdictional Multi-Hazard Mitigation Plan. Both projects have been deemed eligible for the BRIC grant by the NYS Division of Homeland Security and Emergency Management (DHSES).

**NYS Division of Homeland Security and Emergency Services
FY 2020 Building Resilient Infrastructure and Communities (BRIC) and
Flood Mitigation Assistance (FMA)
Letter of Intent (LOI) for Planning Grants**

Please use this LOI for the following categories under FEMA's Building Resilient Infrastructure and Communities (BRIC) and Flood Mitigation Assistance (FMA) programs. Please check the box for the program under which you are submitting this LOI. DHSES may reject incomplete LOI submissions.

- ☐ Building Resilient Infrastructure and Communities (BRIC)
- Capability and Capacity Building (C&CB): includes Hazard Mitigation Planning and Planning Activities
- ☐ Flood Mitigation Assistance (FMA)
- Project Scoping (previously Advance Assistance)
 - Flood Hazard Mitigation Planning

DHSES encourages subapplicants to submit LOIs for the update of HMPs that will expire before July 2023. The state will not support funding for plans that evaluate risk to a single community in a county, or to a County's assets without including those of all participating jurisdictions.

LOIs are due 9/30/20 @ 5:00 pm. Submit completed LOI to HazardMitigation@dhses.ny.gov

Authorized Point of Contact:

Name: Patrick Alderson

Organization: Albany County Executive's Office

Address: 112 State Street, Room 1200
Albany, NY 12207

Phone & Fax: 518-447-3033

Email: patrick.alderson@albanycountyny.gov

Name of Current/Lapsed FEMA Approved Hazards Mitigation Plan:

Albany County Multi-Jurisdictional Multi-Hazard Mitigation Plan Date of Approval: 10/03/2018

Planning Proposal Information:

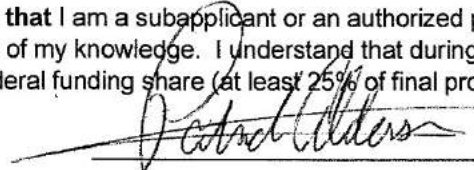
Estimated Cost: \$100,000 Estimated Timeline for Completion: 2023, subject to completion of Resiliency Plan

For Hazard Mitigation Planning (including Flood Hazard Mitigation Planning) and Planning-related activities, on a separate sheet of paper, please identify:

- a) Communities to be covered by the new/updated plan;
- b) Combined population of all communities to be covered by the plan;
- c) Any communities that will be new participants;
- d) Any communities that will not be participants, and why.

For other C&CB activities and Project Scoping, on a separate sheet of paper, please provide a detailed description of the problem or the risk to be addressed and a detailed description of the proposed activity.

I certify that I am a subapplicant or an authorized point of contact, and that the information provided is accurate to the best of my knowledge. I understand that during the application development phase I will have to certify that the non-Federal funding share (at least 25% of final project cost) will be available if an award is received.

Signed:  Date: 9/30/2020

Name (print): Patrick Alderson Title: Policy Analyst



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
OFFICE OF THE EXECUTIVE
112 STATE STREET, ROOM 1200
ALBANY, NEW YORK 12207-2021
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WWW.ALBANYCOUNTY.COM

DANIEL C. LYNCH, ESQ.
DEPUTY COUNTY EXECUTIVE

MEMORANDUM

To: NYS DHSES
From: County of Albany
Date: 9/30/2020
RE: FY2020 BRIC Letter of Intent

Project Summary – Hazard Mitigation Plan Update

Objective: Albany County's Multi-Jurisdictional Multi-Hazard Mitigation Plan expires in 2023. The County is applying for the BRIC grant to update its Hazard Mitigation Plan (HMP) and identify actionable mitigation projects based on the update. The update will incorporate the County's Resiliency Plan and will be guided by the FEMA Community Lifeline framework.

Since the most recent approval of the County's HMP in 2018, FEMA has launched the Community Lifelines framework. Updating Albany County's plan through the lens of this framework will allow the County to draw explicit connections between Community Lifelines and hazard mitigation. Additionally Albany County is beginning the development of a Countywide Resiliency Plan, which will ultimately allow the County to identify specific resiliency projects and plan for their implementation. The Resiliency Plan should be completed by late 2021/early 2022, at which point the update to the HMP would commence.

Using the information identified during the planning and development of a Resiliency Plan, Albany County will update its Hazard Mitigation Plan to align with the Resiliency Plan and incorporate the Community Lifelines framework to guide the update of its HMP. Updating the Hazard Mitigation Plan following this process allows the County to streamline how its plan is updated and ensures a comprehensive approach – thereby building resilience to both the direct and cascading impacts of the most likely disruptive events. The County plans to retain a planning and engineering consultant to assist with the update to its HMP.

All jurisdictions in Albany County will participate and be covered by the new/updated Hazard Mitigation Plan. This covers a population of roughly 308,000 (ACS, 2018).

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**NYS Division of Homeland Security and Emergency Services
FY 2020 Building Resilient Infrastructure and Communities (BRIC) and
Flood Mitigation Assistance (FMA)
Letter of Intent (LOI) for Project Grants**

Please use this LOI for the following categories under FEMA's Building Resilient Infrastructure and Communities (BRIC) and Flood Mitigation Assistance (FMA) programs. Please check the box for the program under which you are submitting this LOI. DHSES may reject incomplete LOI submissions.

- ☒ Building Resilient Infrastructure and Communities (BRIC)
- Mitigation Projects
- ☐ Flood Mitigation Assistance (FMA)
- Community Flood Mitigation Projects
- Individual Flood Mitigation Projects

LOIs due 9/30/20 @ 5:00 pm. Submit one LOI for each project to HazardMitigation@dhses.ny.gov

Authorized Point of Contact:

Name: Lucas Rogers
Organization: County of Albany
Address: 112 State Street, Albany NY 12207
Phone & Fax: 518-447-5566
Email: Lucas.Rogers@albanycountyny.gov

Name of Current/Lapsed FEMA Approved Hazards Mitigation Plan*:

*A FEMA-approved Hazard Mitigation Plan must be in place by January 29, 2021 to be eligible for BRIC and/or FMA funding.

Albany County Multi-jurisdictional Multi-Hazard Date of Approval: 12/11/18
Mitigation Plan

Project Information:

Project title: Sunset Hill Road (CR 405) Culvert Replacement
Estimated Cost: \$870,000 Estimated Timeline for Completion: September 2022

On a separate sheet, provide a detailed description of the problem or the risk to be addressed, including:

- The cause of the problem;
- How long the problem has existed;
- The types of damages that occur (including dates and the approximate costs); and,
- Any studies that have been performed.

On the same sheet(s), describe in detail the proposed mitigation measure and how it will mitigate the problem.

For acquisition and elevation projects, please submit a list of property addresses.

I certify that I am a subapplicant or the authorized point of contact, and that the information provided is accurate to the best of my knowledge. I understand that during the application development phase I will have to certify that the non-Federal funding share (up to 25% of final project cost) will be available if an award is received.

Signed: [Signature] Date: 9/30/2020
Name (print): Lucas Rogers Title: Senior Policy Analyst



DANIEL P. MCCOY
COUNTY EXECUTIVE

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DANIEL C. LYNCH, ESQ.
DEPUTY COUNTY EXECUTIVE

To: NYS DHSES

From: County of Albany

Date: 9/30/2020

Subject: FY2020 Building Resilient Infrastructure and Communities (BRIC) Letter of Intent for Project Grants

- A. The cause of the problem is that the existing pipes are not large enough to handle heavy rain events
- B. The problem has existed for at least twenty years. Attempts to rectify have been made over the years but the flood risk has not been fully remedied.
- C. The types of damage that occurs vary depending on the storm event. Sometimes the shoulders get washed out. Other times, particularly during tropical storm events like Hurricane Irene and Lee, the road was partially washed out.
- D. The area has been surveyed, but no study has been performed.

Proposed mitigation measure: Proposed project is CR 405 (Sunset Hill Rd.) over eight mile creek culvert replacement. Project would replace 3 5' diameter x 60' long corrugated metal pipes with a single span precast concrete box culvert. Design and construction inspection costs estimate is \$155,000.00. Construction cost estimate is \$715,000.00.



Homeland Security and Emergency Services

**FY 2020 Federal Emergency Management Agency (FEMA)
Hazard Mitigation Assistance (HMA) Funding Opportunities**

Building Resilient Infrastructure and Communities (BRIC) & Flood Mitigation Assistance (FMA)

September 30, 2020

Key Dates and Deadlines

Date of Announcement:	September 16, 2020
LOIs due to DHSES:	September 30, 2020 - 5:00pm
Notifications to Proceed:	October 7, 2020
Subapplications due to DHSES:	December 2, 2020 - 5:00pm
Applications due to FEMA:	January 29, 2021

Eligible Applicants

Applicant:

NYS Division of Homeland Security and Emergency Services (DHSES)

Eligible Subapplicants:

- State Agencies
- Local Governments
- Indian Tribal Governments (may also apply directly to FEMA as Applicants)

Eligible subapplicants must apply directly to DHSES.

Individuals, businesses, and non-profit organizations are not eligible to apply; however, an eligible subapplicant may apply on behalf of individuals, businesses, and non-profit organizations.

Subapplicants *must* have a FEMA-approved Local Hazard Mitigation Plan by the application deadline (January 29, 2021) and at the time of obligation of grant funds (estimated September 2021).

Building Resilient Infrastructure and Communities (BRIC)

BRIC replaces the Pre-Disaster Mitigation (PDM) program and prioritizes comprehensive, long-term risk reduction strategies that improve public infrastructure, mitigate risk to one or more Community Lifelines, incorporate nature-based solutions, and support adoption and enforcement of improved/modernized building codes.

Total Available Nationwide Funding: \$500M

1) **Capability and Capacity Building (C&CB)**

Total federal funding available: \$33,600,000

New York State maximum allocation: \$600,000 (federal share)

2) **Mitigation Projects**

Total federal funding available (nationally competitive): \$446,400,000

Maximum project cost: \$50,000,000 (federal share)

Subapplication limit for Applicants: Unlimited



BRIC Capability and Capacity Building | Eligible Activities

New York State maximum allocation: \$600,000 (federal share)

C&CB activities are those which enhance the knowledge, skills and expertise of the current workforce to expand or improve the administration of mitigation assistance.

Eligible activities include:

- Building codes activities
- Partnerships
- Project scoping
- Hazard Mitigation Planning
- Planning-related activities

NYS will make available up to \$600,000 for C&CB activities, \$300,000 of which may be used for mitigation planning and planning-related activities.

BRIC

Mitigation Projects | Eligible Activities

Total federal funding available (nationally competitive): \$446,400,000
Maximum project/subapplication cost: \$50,000,000 (federal share)

Cost-effective projects designed to increase resilience and public safety, reduce injuries and loss of life, and reduce damage to property, critical services, facilities, and infrastructure.

Eligible Activities include:

- Property Acquisition
 - Structure Elevation
 - Structural Retrofitting; Dry Floodproofing
 - Localized flood reduction measures
 - Floodplain restoration
 - Green infrastructure improvements
 - Roadway elevation, culvert enlargements
 - Soil Stabilization
- Storm water drainage system expansion/upgrade
 - Retention or detention basins
 - Streambank stabilization to protect infrastructure
 - Placing overhead electrical systems underground
 - Generators for Critical Facilities

BRIC

Mitigation Projects | Eligibility Criteria

All mitigation projects must:

- Be technically feasible
- Be proven cost-effective using FEMA's Benefit-Cost Analysis (BCA) v6.0 software;
- Include a BCA containing all back-up documentation;
- Solve a problem independently, or constitute a functional portion of a long-term solution for which there is assurance that the project as a whole will be completed;
- Address a problem that has been repetitive or that poses a risk to public health and safety and improved property if left unresolved;
- Contribute to a long-term solution to the problem it is intended to address; and
- Account for long-term changes to the areas and entities it protects and has manageable future maintenance and modification requirements.

BRIC

Evaluation Criteria

DHSES will review all subapplications for programmatic eligibility and completeness. All subapplications that pass the programmatic review will be ranked based on a review that is aligned with FEMA's Evaluation Criteria and submitted to FEMA.

FEMA will also review all subapplications to ensure programmatic eligibility. Subapplications submitted to the national competition that pass the programmatic review will be scored with technical and qualitative evaluation criteria as described on page 19 of the BRIC NOFO.

Flood Mitigation Assistance (FMA)

The FMA program is specifically designed to reduce or eliminate the risk of repetitive flood damage to buildings and structures insured under the National Flood Insurance Program (NFIP).

Total Available Nationwide Funding for FMA: \$160,000,000



Flood Mitigation Assistance (FMA)

1) Project Scoping (previously Advance Assistance)

New York State federal funding limit: \$600,000 for all subapplications combined.

Activities to develop community flood mitigation projects and/or individual flood mitigation projects that will subsequently reduce flood claims against the NFIP.

2) Community Flood Mitigation Projects Project LOI

Total federal funding available (nationally competitive): \$70M

Maximum project/subapplication cost: \$30M

Projects that address community flood risk for the purpose of reducing NFIP flood claim payments.

Examples include, but are not limited to:

- Localized flood control
- Floodwater storage and diversion
- Floodplain and stream restoration
- Stormwater management
- Wetland restoration/creation

Flood Mitigation Assistance (FMA)

3) Flood Hazard Mitigation Planning

Funding limit: \$100,000 for all subapplications combined

(\$50,000 cap for state subapplications and \$25,000 cap for local subapplications)

Planning subapplications to enhance or update the flood hazard component of State, Local, Territory, and Tribal Hazard Mitigation Plans and plan updates.

4) Individual Flood Mitigation Projects

Projects that mitigate the risk of flooding to individual NFIP-insured structures.



Cost Share

All projects require a cost share.

The non-federal cost share may consist of cash, donated or third-part in-kind services, materials, or any combination thereof.

- The cost share for BRIC is 75% federal and 25% non-federal.
Small, impoverished communities are eligible for an increase in cost share up to 90 percent federal and 10 percent non-federal.
- The cost share for FMA is generally 75% federal and 25% non-federal.
FEMA may increase the cost share to 100% federal for severe repetitive loss (SRL) properties and 90% federal for repetitive loss (RL) properties.

Allowable Costs

Pre-Award Costs

Subapplicants who are awarded BRIC or FMA funding are eligible for reimbursement of pre-award costs directly related to developing the subapplication.

Subapplicants must have incurred these costs prior to subapplication submission, and must identify these costs as an individual line item in the cost estimate.

Management Costs

Subapplicants who are awarded BRIC or FMA funding are eligible for reimbursement of up to 5% of the total project award for management costs.

Subapplicants must add management cost activities to the Scope of Work section and identify a line item in the Cost Estimate section of the FEMA GO application.

Subapplication Submittal – FEMA GO

Eligible subapplicants will be notified by DHSES to proceed to subapplication development by October 7, 2020.

All subapplications must be submitted through FEMA's new grants management system, FEMA Grants Outcome (FEMA GO).

To register for FEMA GO, visit:

<https://go.fema.gov/>



Questions & Contact

Hazard Mitigation Programs

NYS Division of Homeland Security & Emergency Services

1220 Washington Avenue, Bldg. 7A, 3rd Floor

Albany, NY 12242

518-292-2304 (Main Line)

www.dhses.ny.gov/recovery

HazardMitigation@dhses.ny.gov

RESOLUTION NO. 461

**AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE
NEW YORK STATE DIVISION OF HOMELAND SECURITY AND
EMERGENCY SERVICES REGARDING THE BUILDING RESILIENT
INFRASTRUCTURE AND COMMUNITIES GRANT**

Introduced: 12/7/20

By Public Safety Committee:

WHEREAS, The County Executive has requested authorization to submit a grant application for two projects for the amount of \$970,000 to the New York State Division of Homeland Security and Emergency Services regarding the Building Resilient Infrastructure and Communities grant, and

WHEREAS, The County Executive has indicated that such funding, which requires a 25% County match, would be used to fund a culvert replacement at Sunset Hill Road (CR 405) over Eight Mile Creek and to update the County's Multi-Jurisdictional Multi-Hazard Mitigation Plan, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to submit a grant application for two projects for the amount of \$970,000 to the New York State Division of Homeland Security and Emergency Services regarding the Building Resilient Infrastructure and Communities grant, and, be it further

RESOLVED, That the County Attorney is authorized to approve said grant application 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.



ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

CRAIG D. APPLE, SR.
SHERIFF

WILLIAM M. RICE
UNDERSHERIFF

SHAWN P. NOONAN
CHIEF DEPUTY

LEON A. BORMANN
CHIEF DEPUTY

October 13, 2020

Honorable Andrew Joyce
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

Andrew
Dear Mr. Joyce:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is required in order to allow for purchases totaling more than \$100,000.00.

Albany County has entered into a grant contract with the State of New York, Division of Homeland Security and Emergency Services for the 2017 Statewide Interoperable Communications Grant, as authorized by RLA's 17-493, 18-159 and 19-336.

The aforesaid contract resulted in a request to the State of New York, Division of Homeland Security and Emergency Services for a sole source vendor purchase of \$257,710.88. The vendor is Central Square technologies (formerly Tritech Software Systems) Lake Marie, FL 32746.

The funds for this purchase are from grant funds awarded to the Albany County Sheriff's Office are \$257,710.88 with no match. These grant funds will be utilized to upgrade the CPEs and network components of our 911 system which will enhance/maintain the capabilities of our 911 dispatch system.

The grant performance period is January 1, 2018 to December 31, 2021.

This grant application was authorized under Resolution 17-493 and the grant contract was authorized under RLA 18-159.

Should there be any questions, do not hesitate to call.

Sincerely,

Craig D. Apple Sr.
Craig D. Apple Sr.
Sheriff

Att.

Cc: Hon. Daniel P. McCoy, County Executive
Hon. William Clay, Public Safety Chairman
Hon. Wanda Willingham, Audit & Finance Committee
Brandon Russell, Esq., Majority Counsel
Arnis Zilgme, Esq., Minority Counsel
Christian Barnes, Minority Conference

REQUEST FOR LEGISLATIVE ACTION

DATE : OCTOBER 14, 2020

DEPARTMENT: ALBANY COUNTY SHERIFF'S OFFICE

CONTACT PERSON: SHERIFF CRAIG D APPLE SR
TELEPHONE: 518-447-5440
DEPT. REPRESENTATIVE ATTENDING: SHERIFF CRAIG D APPLE SR
COMMITTEE MEETING: PUBLIC SAFETY

PURPOSE OF REQUEST:

ADOPTION OF LOCAL LAW _____
AMENDMENT OF PRIOR LEGISLATION _____
APPROVAL/ADOPTION OF PLAN/PROCEDURE _____
BOND APPROVAL _____
BUDGET AMENDMENT (SEE BELOW) _____
CONTRACT AUTHORIZATION (SEE BELOW) X
ENVIRONMENTAL IMPACT _____
HOME RULE REQUEST _____
PROPERTY CONVEYANCE _____
OTHER: (STATE BRIEFLY IF NOT LISTED ABOVE) _____
THE SHERIFF'S OFFICE IS LOOKING TO PURCHASE EQUIPMENT TOTALING MORE THAN \$100,000
AS PART OF OUR 2017 STATEWIDE INTEROPERABLE COMMUNICATIONS GRANT

CONCERNING BUDGET AMENDMENTS

STATE, THE FOLLOWING

INCREASE ACCOUNT/LINE NO. _____
SOURCE OF FUNDS: _____
TITLE CHANGE: _____

CONCERNING CONTRACT AUTHORIZATION,

STATE THE FOLLOWING:

TYPE OF CONTRACT

CHANGE ORDER/CONTRACT AMENDMENT _____
PURCHASE (EQUIPMENT/ SUPPLIES) X
LEASE (EQUIPMENT/SUPPLIES) _____
REQUIREMENTS _____
PROFESSIONAL SERVICES _____
EDUCATIONAL/TRAINING _____
GRANT: NEW _____
RENEWAL _____
SUBMISSION DEADLINE DATE _____
SETTLEMENT OF A CLAIM _____
RELEASE OF LIABILITY _____
OTHER: (STATE BRIEFLY) _____

FOR COUNSEL USE ONLY

DATE: _____
RECEIVED: _____
RECEIVED BY: _____
METHOD: HAND _____
COURIER _____
MAIL _____

CONCERNING CONTRACT AUTHORIZATION (CONT'D)

STATE THE FOLLOWING:

CONTRACT TERMS/CONDITIONS:

PARTY (NAME/ADDRESS):

CENTRAL SQUARE TECHNOLOGIES

1000 BUSINESS CENTER DRIVE

LAKE MARY, FL 32746

AMOUNT/RATE SCHEDULE/FEE:

\$257,710.88

TERM:

ONE TIME PURCHASE

SCOPE OF SERVICES:

PURCHASE OF EQUIPMENT TO BE USED TO UPGRADE

OUR CPE'S AND NETWORK COMPONENTS OF OUR E-911 SYSTEM

CONTRACT FUNDING:

ANTICIPATED IN CURRENT BUDGET: YES X NO

FUNDING SOURCE: HOMELAND SECURITY GRANT

COUNTY BUDGET ACCOUNTS:

REVENUE:

A33110.03306.SIG17

APPROPRIATION:

BOND(RES. NO. & DATE OF ADOPTION)

CONCERNING ALL REQUESTS:

MANDATED PROGRAM/SERVICE:

YES NO X

IF MANDATED CITE: AUTHORITY

ANTICIPATED IN CURRENT ADOPTED BUDGET:

YES NO X

IF YES, INDICATE REVENUE APPROPRIATION ACCOUNTS:

FISCAL IMPACT - FUNDING:

(DOLLARS OR PERCENTAGES)

FEDERAL

STATE

COUNTY

100%

TERM/LENGTH OF FUNDING

PREVIOUS REQUESTS FOR IDENTICAL OR SIMILAR ACTION:

RESOLUTION/LAW NUMBER:

20-223

DATE OF ADOPTION:

7/13/2020

JUSTIFICATION: (STATE BRIEFLY WHY LEGISLATIVE ACTION IS REQUESTED)

LEGISLATIVE APPROVAL IS NEEDED FOR PURCHASES OF \$100,000 OR MORE.

GRNAT FUNDS ARE BEING USED FOR THIS PURCHASE AND WILL BE FULLY REIMBURSED.

VENDOR IS A SOLE SOURCE PROVIDER.

BACK-UP MATERIAL SUBMITTED (I.E. APPLICATION/APPROVAL NOTICES FROM FUNDING SOURCE,
BID TABULATION SHEET, CIVIL SERVICE APPROVAL NOTICE, PROGRAM ANNOUNCEMENT, CONTRACTS
AND/OR ANY MATERIALS WHICH EXPLAIN OR SUPPORT THE REQUEST FOR LEGISLATIVE ACTION.)

SUBMITTED BY:

CRAIG D APPLE SR

TITLE:

SHERIFF

Jail ☐

X Law Enforcement

Albany County Sheriff's Department
Request for Supplies and Equipment

Request Number 24-2020Date 10/13/20

Requisition Number _____

Date _____

Purchase Order Number _____

Date _____

I respectfully request the following equipment / Grants Unit

Quantity required	Description	Vendor
1	Central Square system upgrade	Central Square
		See attached quote and sole source
		Justification and approval from DHSES
	SEE ATTACHED QUOTE	
	SICG-2017 grant	
	Deliver to:	
	Douglas Miller	
	Albany County Sheriff's Office	
	16 Eagle St	
	Albany, NY 12207	
	(518)487-5022	
	doug.miller@albanycountyny.gov	

Date Filed 10/13/20Authorized Signature Douglas Miller 



Quote prepared by:
Mark Baranowski
mark.baranowski@centralsquare.com

Quote #: Q-02051
Quote expires on: October 19, 2020

Quote prepared for:
John Rizzo
NY Capital Project Albany, NY
449 New Salem Road
Voorheesville, NY 12186

Thank you for your interest in CentralSquare. CentralSquare provides software that powers over 8,000 communities. More about our products can be found at www.centralsquare.com

WHAT SERVICES ARE INCLUDED?

DESCRIPTION	TOTAL
Public Safety Project Management Services - Fixed Fee	540.00 USD
Mission Critical Partners Services	48,543.73 USD
Services include contract start-up fees, project management, technical services, consulting, development, training, and installation	
Services Total:	49,083.73 USD

WHAT HARDWARE IS INCLUDED?

PRODUCT NAME	QUANTITY	UNIT PRICE	TOTAL
Custom Third Party Hardware	1	208,627.15 USD	208,627.15 USD
Hardware Total:			208,627.15 USD

MORE INFORMATION AT CENTRAL SQUARE.COM



Quote prepared by:

Mark Baranowski

mark.baranowski@centralsquare.com

Quote Total:

257,710.88 USD

This Quote is not intended to constitute a binding agreement. The terms herein shall only be effective once incorporated into a definitive written agreement with CentralSquare Technologies (including its subsidiaries) containing other customary commercial terms and signed by authorized representatives of both parties.

BILLING INFORMATION

Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of \$21.37656 will be shown as a Unit Price of \$21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Quote Form.

PURCHASE ORDER INFORMATION

Is a Purchase Order (PO) required for the purchase or payment of the products on this Quote Form? (Customer to complete)

Yes ☐ No ☐

Customer's purchase order terms will be governed by the parties' existing mutually executed agreement, or in the absence of such, are void and will have no legal effect.

PO Number _____

Initials _____

MORE INFORMATION AT CENTRAL SQUARE.COM

Quote Name Albany County Nutanix Solution (10-Cores)
 Quote# 013813
 Version 1
 Customer Account Name Trittech Software Systems, a CentralSquare Company

Qty	Manufacturer Part #	Vendor Name	Long Description
Albany County Nutanix Solution (10-Cores)			
(1) Nutanix NX-1465-G7 4-node* appliance with 3-Year Production Support			
*each node includes (2) 2.2GHz 10-Core CPUs, 384GB RAM (12 x 32GB), (2) 6TB Hard Disk Drives, (1) 1.92TB Solid State Drives, (1) 10GbE Network Adapter, and 3-Year AOS Pro Entitlement			
1	NX-1465-G7-4210-CM		NX-1465-G7 1 NODE WITH INTEL PERP NX-1465-G7 1 NODE WITH INTEL
48	C-MEM-32GB-2933-A-CM		32GB MEMORY MODULE 2933MHZ MEM DDR4 RDIMM
8	C-HDD-6TB-A5-A-CM		6TB 3.5IN HDD DRV
4	C-SSD-1.92TB A5BCM		1.92TB 3.5IN SSD DRV
4	C-NIC-10GSFP2-A-CM		C-NIC-10GSFP2-A-CM CTLR
4	S-HW-PRD		24/7 PRODUCTION LEVEL HW SUP SVCS FOR HCI APPL
1	SW-AOS-PRO-PRD-3YR		SW-AOS-PRO-PRD-3YR LICs
36	SUPPORT-TERM		SUP TERM IN MONTHS SVCS
80	L-CORES-PRO-PRD-3YR		L-CORES-PRO-PRD-3YR LICs
7	L-FLASH-TIBPRO-PRD-3YR		AOS PRO ENTITLEMENT & PROD 24/7LICs SUP BNDL FOR 1 TIB FLASH 3YR
(2) Nexus 9300 with 48p 10/25G SFP+ and 6p 100G QSFP28 with 3-Year 24x7x4 SMARTnet Support (Only 24 ports of the 48 ports are			
2	N9K-C93180YC-EX-24		Nexus 9300-EX w/24p 1/10/25G & 6p 40/100G
2	NXOS-9.3.3		Nexus 9500, 9300, 3000 Base NX-OS Software Rel 9.3.3
2	N3K-C3064-ACC-KIT		Nexus 3K/9K Fixed Accessory Kit
4	NXA-PAC-500W-PE		Nexus NEBs AC 500W PSU - Port Side Exhaust
4	CAB-N5K6A-NA		Power Cord 200/240V 6A North America
8	NXA-FAN-30CFM-F		Nexus Fan, 30CFM, port side exhaust airflow
2	QSFP-100G-CU1M		100GBASE-CR4 Passive Copper Cable, 1m
2	CON-SSSNP-N9KOC943		SOLN SUPP 24X7X4 Nexus 9300 w/ 24p 10/25G 6p 100G, upgr
8	SFP-H10GB-CU3M=	Ingram Micro	10GBASE-CU SFP+ Cable 3 Meter

Following are the eGroup Professional Services fees estimated with this project. A separate detailed Statement of Work (SOW) may follow this quote. A signed SOW is required before these services may be scheduled for delivery.

1	EGPS_SiteSurvey	Site Survey (Per Site)
1	EGPS_PM	Project Management (Per Site)
2	EGPS_Travel	Travel Expense (Per Week)
1	EGPS_Nutanix	Install and Configure Nutanix (Per Nutanix Cluster)
1	EGPS_Nexus	Install and Configure Cisco Nexus Switches (Up to 2 Switches)
1	EGPS_vSphereNTX	Install and Configure VMware vSphere (Per Nutanix Cluster)



**Homeland Security
and Emergency Services**

ANDREW M. CUOMO
Governor

PATRICK A. MURPHY
Commissioner

October 13, 2020

Douglas C. Miller
Grants Manager
Albany County Sheriff's Office
County Court House
Albany, NY 12207

Dear Mr. Miller:

The Albany County Sheriff's Office's request to use \$257,710.88 of FY17 SICG Formula (Contract #C198785) grant funds to enter into a non-competitive procurement contract with Central Square Technologies, LLC. for costs associated with upgrades to the County's 911 dispatch system is approved. This approval is based on the information provided in your sole source justification letter and attached supporting documentation.

This approval applies to this request only. Any renewals, amendments, extensions or revisions to this procurement contract will require an updated review and approval from DHSES. Should you need to make any additional non-competitive procurements you must receive prior written approval from the Division of Homeland Security and Emergency Services. Please be aware that you are required to enter into a formal agreement with the vendor for this procurement. Copies of the agreement, signed by all parties, must be maintained on file and made available upon request to our office for contract compliance review and audit purposes.

If you have any questions, please contact me or your Program Representative, Beverly Riley at (518) 242-5093.

Sincerely,

Douglas Fassbender

Digitally signed by Douglas Fassbender
Date: 2020.10.13 10:58:58 -0400

Douglas Fassbender
Contracts Manager

Houck, Christine (DHSES)

From: Fassbender, Doug (DHSES)
Sent: Tuesday, October 13, 2020 11:00 AM
To: Houck, Christine (DHSES)
Cc: Pesce, Tony (DHSES)
Subject: RE: Albany County Sheriff's Office Single Source Approval - FY17 SICG Formula - Central Square Technologies - 911 Dispatch System Upgrades - \$275,710.88
Attachments: Albany County Sheriff's Office Single Source Approval - FY17 SICG Formula - Central Square Technologies - 911 Dispatch System Upgrades - \$275710.88.pdf

Christine,

Signed approval letter.

....Doug

Douglas Fassbender
Contracts Manager

NYS Division of Homeland Security & Emergency Services
Grants Program Administration
1220 Washington Avenue, State Campus Building 7a
Albany, New York 12242
(518) 242-5106 doug.fassbender@dhSES.ny.gov
www.dhSES.ny.gov

From: Pesce, Tony (DHSES) <Tony.Pesce@dhSES.ny.gov>
Sent: Tuesday, October 13, 2020 10:48 AM
To: Fassbender, Doug (DHSES) <Doug.Fassbender@dhSES.ny.gov>
Subject: Albany County Sheriff's Office Single Source Approval - FY17 SICG Formula - Central Square Technologies - 911 Dispatch System Upgrades - \$275,710.88

Doug,
Attached is a single source request from Albany County Sheriff, and the approval letter for your signature.

Tony Pesce
Public Safety Grants Representative 2

NYS Division of Homeland Security & Emergency Services
1220 Washington Ave, Building 7A – 6th Floor
Albany, NY 12242
518-242-5113
WWW.DHSES.NY.GOV



CentralSquare Technologies, LLC
1000 Business Center Drive
Lake Mary, FL 32746

October 8, 2020

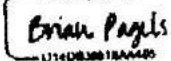
John Rizzo
New York Capital Project Albany
449 New Salem Road
Voorheesville, NY 12186

To Whom It May Concern:

This letter is in response to New York Capital Project Albany's request for a sole source letter from our company. This letter is to confirm that CentralSquare is the sole source of implementing CentralSquare software on hardware purchased through CentralSquare Technologies, LLC. CentralSquare 911 software and services must be purchased directly by institutions from CentralSquare at the address listed above. Any work performed on the system by parties other than CentralSquare or its assigns, or approved in writing by CentralSquare prior to such work being performed, will void the warranty for the system. There are no agents or dealers authorized to resell these products. CentralSquare 911 software and services are sold only as a direct transaction between CentralSquare and end Clients.

Sincerely,

DocuSigned by:


U114D8L38018AA4405

Brian Pagels
Senior Vice President of Sales, Public Safety & Justice
CentralSquare Technologies

RESOLUTION NO. 493

**AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE
NEW YORK STATE DIVISION OF HOMELAND SECURITY AND
EMERGENCY SERVICES REGARDING THE 2017/2018 STATEWIDE
INTEROPERABILITY COMMUNICATIONS GRANT**

Introduced: 12/4/17

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has requested authorization to apply for a grant with the NYS Division of Homeland Security and Emergency Services (NYS DHSES) regarding the 2017/2018 Statewide Interoperable Communications Grant – Formula Based Funding, and

WHEREAS, The Sheriff has indicated that no County share or in-kind match is required and the NYS DHSES funding, if awarded, will be used to offset costs associated with the 911 interoperable communications system, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to submit a grant application with the NYS DHSES regarding the 2017/2018 Statewide Interoperable Communications Grant-Formula Based Funding, and, be it further

RESOLVED, That the County Attorney is authorized to approve said application 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.

Adopted by unanimous vote. 12/4/17

RESOLUTION NO. 159

**AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE
DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY SERVICES
REGARDING THE 2017/2018 STATEWIDE INTEROPERABILITY
COMMUNICATIONS GRANT AND AMENDING THE 2018 SHERIFF'S
OFFICE BUDGET**

Introduced: 4/9/18

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has been notified by the NYS Division of Homeland Security and Emergency Services that \$1,272,530 is available for the 2017/2018 Statewide Interoperability Communications Grant – Formula Based Funding, and

WHEREAS, The Sheriff has indicated that no County share or in-kind match is required and the State Homeland Security funding will be used to offset costs associated with the 911 interoperable communications system, and

WHEREAS, The Sheriff requested authorization to enter into a two year agreement with the NYS Division of Homeland Security and Emergency Services regarding the 2017/2018 Statewide Interoperability Communications Grant in the amount of \$1,272,530 for the period January 1, 2018 to December 31, 2019, and

WHEREAS, The Sheriff has also requested a budget amendment to accept the aforementioned funding from the NYS Division of Homeland Security and Emergency Services, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into a two year agreement with the NYS Office of Homeland Security and Emergency Services regarding the 2017/2018 Statewide Interoperability Communications Grant in an amount not to exceed \$1,272,530 for the period January 1, 2018 to December 31, 2019, and, be it further

RESOLVED, By the Albany County Legislature that the 2018 Sheriff's Office Budget is amended as follows:

Increase Revenue Account A3306 Homeland Security by \$1,272,530

Increase Appropriation Account A3110.2 by \$1,272,530 by increasing Line Item A3110 2 2100 Communication Equipment by \$1,272,530

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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.

Adopted by unanimous vote. 4/9/18

RESOLUTION NO. 223

AUTHORIZING AN AGREEMENT WITH MUNICIPAL EMERGENCY SERVICES TO SUPPORT LOCAL EMERGENCY RESPONSE TEAMS THAT PROVIDE TECHNICAL RESCUE AND URBAN SEARCH AND RESCUE SERVICES

Introduced: 7/13/20

By Public Safety Committee:

WHEREAS, Pursuant to Resolution No. 506 for 2019, this Honorable Body authorized an agreement with the New York State Division of Homeland Security and Emergency Services regarding grant funding for the 2018 Technical Rescue and Urban Search and Rescue Program in the amount of \$149,973 with no County match, for a term commencing October 1, 2019 and ending August 31, 2021, and

WHEREAS, The Sheriff has requested authorization to enter into an agreement with Municipal Emergency Services using these grant funds to enhance and maintain the capabilities of local emergency response teams that provide Technical Rescue and Urban Search and Rescue services, in an amount not to exceed \$122,382 for a term commencing October 1, 2019 and ending August 31, 2021, and

WHEREAS, The Sheriff's Office, through the County Purchasing Agent, issued a request for bids regarding the use of the grant funding and two bids were received, and

WHEREAS, The Sheriff's Office reviewed said bids and recommended awarding the contract to Municipal Emergency Services as the lowest responsible bidder, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Municipal Emergency Services, Poughkeepsie, NY 12603 to use grant funds to enhance and maintain the capabilities of local emergency response teams that provide Technical Rescue and Urban Search and Rescue services, in an amount not to exceed \$122,382 for a term commencing October 1, 2019 and ending August 31, 2021, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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.

*Adopted by unanimous vote - 7/13/20
Mr. A. Joyce abstained.*

RESOLUTION NO. 462

AUTHORIZING AN AGREEMENT WITH CENTRAL SQUARE TECHNOLOGIES TO UPGRADE THE CPES AND NETWORK COMPONENTS OF THE E-911 SYSTEM

Introduced: 12/7/20

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has requested authorization to enter into an agreement with Central Square Technologies to upgrade the CPEs and network components of the E-911 system in an amount not to exceed \$257,711 for the term commencing January 1, 2021 and ending December 31, 2021, and

WHEREAS, The funds, from the 2017 Statewide Interoperable Communications grant, will be used to enhance and maintain the capabilities of the E-911 dispatch system, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Central Square Technologies, Lake Marie, FL 32746 to upgrade the CPEs and network components of the E-911 system in an amount not to exceed \$257,711 for the term commencing January 1, 2021 and ending December 31, 2021, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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.



ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM



MICHAEL S. MONTELEONE
 EXECUTIVE UNDERSHERIFF

CRAIG D. APPLE, SR.
 SHERIFF

WILLIAM M. RICE
 UNDERSHERIFF

SHAWN P. NOONAN
 CHIEF DEPUTY

LEON A. BORMANN
 CHIEF DEPUTY

October 9, 2020

Honorable Andrew Joyce
 Legislative Clerk's Office
 112 State Street, Room 710
 Albany, New York 12207

Andrew
 Dear Mr. Joyce:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is required in order to allow Albany County to enter into a contract with the New York State STOP-DWI Foundation, Inc., as a recipient of a 2021 STOP-DWI Statewide Crackdown High Visibility Enforcement grant

The grant award is for \$25,000.00. These funds will be divided among twelve Albany County Law Enforcement agencies. The funds are strictly to be used for eight (8) High Visibility Crackdown Enforcement Periods previously determined by the New York State STOP-DWI Association and the New York State Governor's Traffic Safety Committee.

Should there be any questions, do not hesitate to call.

Sincerely,

Craig D. Apple Sr.
 Craig D. Apple Sr.
 Sheriff

Att.

Cc: Hon. Daniel P. McCoy, County Executive
 Hon. William Clay, Public Safety Chairman
 Hon. Wanda Willingham, Audit & Finance Committee
 Brandon Russell, Esq., Majority Counsel
 Arnis Zilgme, Esq., Minority Counsel
 Christian Barnes, Minority Conference

REQUEST FOR LEGISLATIVE ACTION

FOR COUNSEL USE ONLY

DATE: _____

RECEIVED: _____

RECEIVED BY: _____

METHOD: HAND _____

COURIER _____

MAIL _____

DATE: OCTOBER 6, 2020

DEPARTMENT: ALBANY COUNTY SHERIFF'S DEPT

CONTACT PERSON: CRAIG D APPLE SR

TELEPHONE: 518-447-5440

DEPT. REPRESENTATIVE ATTENDING

COMMITTEE MEETING: CRAIG D APPLE SR

PURPOSE OF REQUEST:

ADOPTION OF LOCAL LAW _____

AMENDMENT OF PRIOR LEGISLATION _____

APPROVAL/ADOPTION OF PLAN/PROCEDURE _____

BOND APPROVAL _____

BUDGET AMENDMENT(SEE BELOW) _____

CONTRACT AUTHORIZATION (SEE BELOW) X

ENVIRONMENTAL IMPACT _____

HOME RULE REQUEST _____

PROPERTY CONVEYANCE _____

OTHER:(STATE BRIEFLY IF NOT LISTED ABOVE) _____

AUTHORIZING AN AGREEMENT WITH THE NYS STOP-DWI FOUNDATION TO ACCEPT FUNDING

IN THE AMOUNT OF \$25,000 AS PART OF OUR DWI CRACKDOWN ENFORCEMENT EFFORTS.

THIS FUNDING IS SHARED WITH OTHER POLICE AGENCIES IN ALBANY COUNTY.

CONCERNING BUDGET AMENDMENTS

STATE THE FOLLOWING

INCREASE ACCOUNT/LINE NO. _____

SOURCE OF FUNDS: _____

TITLE CHANGE: _____

CONCERNING CONTRACT AUTHORIZATION,

STATE THE FOLLOWING:

TYPE OF CONTRACT

CHANGE ORDER/CONTRACT AMENDMENT _____

PURCHASE (EQUIPMENT/ SUPPLIES) _____

LEASE (EQUIPMENT/SUPPLIES) _____

REQUIREMENTS _____

PROFESSIONAL SERVICES _____

EDUCATIONAL/TRAINING _____

GRANT: NEW X

RENEWAL _____

SUBMISSION DEADLINE DATE _____

SETTLEMENT OF A CLAIM _____

RELEASE OF LIABILITY _____

OTHER: (STATE BRIEFLY) _____

CONCERNING CONTRACT AUTHORIZATION (CONT'D)**STATE THE FOLLOWING:****CONTRACT TERMS/CONDITIONS:** **PARTY (NAME/ADDRESS):****REGINALD CROWLEY - CHAIRPERSON****NYS STOP DWI FOUNDATION****414 FAIRVIEW AVE.****HORNELL, NY 14843****AMOUNT/RATE SCHEDULE/FEE:****\$ 25,000.00****TERM: 10/01/2020 - 9/30/2021****SCOPE OF SERVICES: STOP DWI CRACKDOWN HIGH VISIBILITY
ENFORCEMENT****CONTRACT FUNDING:****2021 BUDGET****ANTICIPATED IN CURRENT BUDGET: YES****X NO****FUNDING SOURCE: NYS STOP DWI FOUNDATION****COUNTY BUDGET ACCOUNTS:****REVENUE: A33189.03327****APPROPRIATION: A93189.4046****BOND(RES. NO. & DATE OF ADOPTION)****CONCERNING ALL REQUESTS:****MANDATED PROGRAM/SERVICE:****YES NO X****IF MANDATED CITE: AUTHORITY****ANTICIPATED IN CURRENT ADOPTED BUDGET:****YES X NO****IF YES, INDICATE REVENUE APPROPRIATION ACCOUNTS:****A93189.4046****FISCAL IMPACT - FUNDING:****(DOLLARS OR PERCENTAGES)****FEDERAL 0%****STATE 100%****COUNTY 0%****TERM/LENGTH OF FUNDING****PREVIOUS REQUESTS FOR IDENTICAL OR SIMILAR ACTION:****RESOLUTION/LAW NUMBER:****DATE OF ADOPTION:****JUSTIFICATION: (STATE BRIEFLY WHY LEGISLATIVE ACTION IS REQUESTED)****TO ACCEPT FUNDING (\$ 25,000) FROM THE NYS STOP- DWI FOUNDATION FOR 2020/2021****STOP DWI CRACKDOWN ENFORCEMENT EFFORTS.****MONIES WILL BE USED TO REIMBURSE PARTICIPATING ALBANY COUNTY LAW****ENFORCEMENT AGENCIES FOR DWI SATURATION PATROLS.****BACK-UP MATERIAL SUBMITTED (I.E. APPLICATION/APPROVAL NOTICES FROM FUNDING SOURCE,
BID TABULATION SHEET, CIVIL SERVICE APPROVAL NOTICE, PROGRAM ANNOUNCEMENT, CONTRACTS
AND/OR ANY MATERIALS WHICH EXPLAIN OR SUPPORT THE REQUEST FOR LEGISLATIVE ACTION.)****SUBMITTED BY:****CRAIG D APPLE SR****TITLE:****SHERIFF**

STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

STATE AGENCY (Name & Address): New York State Governor's Traffic Safety Committee 6 Empire State Plaza, Room 410B Albany, NY 12228	BUSINESS UNIT/DEPT. ID: DMV01/3700393 CONTRACT NUMBER: C002527 CONTRACT TYPE: ☐ Multi-Year Agreement ☐ Simplified Renewal Agreement ☒ Fixed Term Agreement
CONTRACTOR SFS PAYEE NAME: NEW YORK STATE STOP-DWI FOUNDATION INC	TRANSACTION TYPE: ☒ New ☐ Renewal ☐ Amendment
CONTRACTOR DOS INCORPORATED NAME: NEW YORK STATE STOP-DWI FOUNDATION, INC.	PROJECT NAME: Crackdown Enforcement and DRE Callout
CONTRACTOR IDENTIFICATION NUMBERS: NYS Vendor ID Number: 1000001916 Federal Tax ID Number: 141829790 DUNS Number (if applicable): 963009258	AGENCY IDENTIFIER: HS1-2021-NYS STOP-DWI Found.-00115-(088) CFDA NUMBER (Federally Funded Grants Only): 20.616
CONTRACTOR PRIMARY MAILING ADDRESS: 401 STATE STREET HUDSON, NY 12534 CONTRACTOR PAYMENT ADDRESS: ☐ Check if same as primary mailing address 399 BROADWAY FORT EDWARD, NY 12828 CONTRACT MAILING ADDRESS: ☒ Check if same as primary mailing address 401 STATE STREET HUDSON, NY 12534	CONTRACTOR STATUS: ☐ For Profit ☐ Municipality, Code: ☐ Tribal Nation ☐ Individual ☒ Not-for-Profit Charities Registration Number: 070297 Exemption Status/Code: ☐ Sectarian Entity

October 2, 2020

Craig Apple, Albany County STOP-DWI
Via email

Please accept this letter as official notification of a Crackdown Enforcement award in the amount of \$25,000 for use in your county. Initial each line below, sign the bottom and scan back a copy of this letter. This will serve as your acceptance of these funds. Failure to return this form will result in non-reimbursement. Let me know if you have any questions.

- ☒ The funds listed above will be utilized for Enforcement Overtime during the following crackdown dates only (unless permission has been granted for alternate dates).

HALLOWEEN:	October 30 - November 1, 2020
THANKSGIVING:	November 25 - November 29, 2020
HOLIDAY SEASON (NATIONAL):	December 17 - January 1, 2021
SUPER BOWL:	February 5 - February 8, 2021
ST. PATRICK'S DAY:	March 16 - March 21, 2021
(and/or any parade day in your community- with prior approval)	
MEMORIAL DAY:	May 28 - June 1, 2021
JULY 4TH:	July 2 - July 5, 2021
LABOR DAY (NATIONAL):	August 20 - September 6, 2021

- ☒ All enforcement details (sobriety checkpoints and/or roving patrols) will be multi-agency details.
- ☒ If circumstances result in only one agency participating in any crackdown, an email will be sent to Pam Aini, Grant Administrator, describing the reasoning for only one agency participating.
- ☒ All Crackdown efforts will be 'high visibility' and advertised in your county.
- ☒ All PS-1's and activity sheets will be submitted to Pam Aini, Grant Administrator within 45 days of each Crackdown with the exception of the Labor Day Crackdown and that paperwork must be submitted by September 30th due to grant end date. Paperwork submitted after 45 days (or 9/30 for Labor Day) shall not be considered for reimbursement.

My signature here shall serve as acceptance of the grant detailed above and my initials above serve as acknowledgement of the items I am responsible for.

Alisa Imance - Administrator

Craig Apple,
Albany County STOP-DWI Coordinator

10/5/2020

Reginald Crowley

Reginald Crowley, Chairperson
STOP-DWI Foundation, Inc.

RESOLUTION NO. 463

AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE STOP-DWI FOUNDATION, INC. REGARDING THE STOP-DWI STATEWIDE CRACKDOWN HIGH VISIBILITY ENFORCEMENT GRANT

Introduced: 12/7/20

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has requested authorization to enter into an agreement with the New York State STOP-DWI Foundation, Inc. regarding the 2021 STOP-DWI Statewide Crackdown High Visibility Enforcement Grant in the amount of \$25,000 for a term commencing October 1, 2020 and ending September 30, 2021, and

WHEREAS, The Sheriff indicated that the funding will be distributed to twelve Albany County law enforcement agencies for holiday hours worked on eight crackdown dates for STOP-DWI enforcement as part of a joint effort to reduce serious injury and death from traffic related crashes due to impaired and intoxicated drivers, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the New York State STOP-DWI Foundation, Inc., Hornell, NY 14843 regarding the 2021 STOP-DWI Statewide Crackdown High Visibility Enforcement Grant in an amount not to exceed \$25,000 for a term commencing October 1, 2020 and ending September 30, 2021, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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.



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

SHAWN P. NOONAN
CHIEF DEPUTY

ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

CRAIG D. APPLE, SR.
SHERIFF



WILLIAM M. RICE
UNDERSHERIFF

LEON A. BORMANN
CHIEF DEPUTY

October 27, 2020

Honorable Andrew Joyce
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

Andrew
Dear Mr. Joyce:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is required in order to allow Albany County to apply for a grant with the State of New York, Division of Criminal Justice Services, for the 2020/21 Livescan Equipment Grant.

The grant award for the Albany County Sheriff's Office is anticipated to be \$34,327.50, with a match of \$8,583.01. These grant funds will be utilized to upgrade the six Livescan fingerprint systems for the Sheriff's Office.

This project is valid for 12 months starting no sooner than 12/01/20.

Should there be any questions, please do not hesitate to call.

Sincerely,
Craig D. Apple, Sr.
Craig D. Apple, Sr.
Sheriff

Cc: Hon. Daniel P. McCoy, County Executive
Hon. William Clay, Public Safety Chairman
Hon. Wanda Willingham, Audit & Finance Committee
Brandon Russell, Esq., Majority Counsel
Arnis Zilgme, Esq., Minority Counsel
Christian Barnes, Minority Conference

REQUEST FOR LEGISLATIVE ACTION

FOR COUNSEL USE ONLY

DATE: _____
RECEIVED: _____
RECEIVED BY: _____
METHOD: HAND _____
COURIER _____
MAIL _____

DATE : OCTOBER 28, 2020

DEPARTMENT: ALBANY COUNTY SHERIFF'S DEPT

CONTACT PERSON: CRAIG D APPLE SR
TELEPHONE: 487-5440

DEPT. REPRESENTATIVE ATTENDING
COMMITTEE MEETING:

SHERIFF CRAIG D APPLE SR

PURPOSE OF REQUEST:

ADOPTION OF LOCAL LAW _____
AMENDMENT OF PRIOR LEGISLATION _____
APPROVAL/ADOPTION OF PLAN/PROCEDURE _____
BOND APPROVAL _____
BUDGET AMENDMENT(SEE BELOW) _____
CONTRACT AUTHORIZATION (SEE BELOW) _____
ENVIRONMENTAL IMPACT _____
HOME RULE REQUEST _____
PROPERTY CONVEYANCE _____
OTHER:(STATE BRIEFLY IF NOT LISTED ABOVE) X

TO APPLY FOR THE 2020/2021 LIVESCAN EQUIPMENT GRANT BEING OFFERED BY THE STATE OF
NEW YORK, DIVISION OF CRIMINAL JUSTICE SERVICES.

CONCERNING BUDGET AMENDMENTS

STATE, THE FOLLOWING

INCREASE ACCOUNT/LINE NO. _____
SOURCE OF FUNDS: _____
TITLE CHANGE: _____

CONCERNING CONTRACT AUTHORIZATION,

STATE THE FOLLOWING:

TYPE OF CONTRACT

CHANGE ORDER/CONTRACT AMENDMENT _____
PURCHASE (EQUIPMENT/ SUPPLIES) _____
LEASE (EQUIPMENT/SUPPLIES) _____
REQUIREMENTS _____
PROFESSIONAL SERVICES _____
EDUCATIONAL/TRAINING _____
GRANT: NEW X
RENEWAL _____
SUBMISSION DEADLINE DATE 10/28/2020

SETTLEMENT OF A CLAIM _____

RELEASE OF LIABILITY _____

OTHER: (STATE BRIEFLY) _____

CONCERNING CONTRACT AUTHORIZATION (CONT'D)

STATE THE FOLLOWING:

CONTRACT TERMS/CONDITIONS:

PARTY (NAME/ADDRESS):

STATE OF NEW YORK

DIVISION OF CRIMINAL JUSTICE SERVICES

ALBANY, NY 12210

AMOUNT/RATE SCHEDULE/FEE:

\$25,744.49 WITH A \$8,583.01 CASH MATCH = \$34,327.50 TOTAL

TERM:

12 MONTHS STARTING NO SOONER THAN 12/1/2020

SCOPE OF SERVICES:

THESE FUNDS WILL BE USED TO UPGRADE THE SIX LIVESCAN FINGERPRINT
SYSTEMS USED BY THE SHERIFF'S OFFICE

CONTRACT FUNDING:

ANTICIPATED IN CURRENT BUDGET:

YES

NO

X

FUNDING SOURCE:

NYS, DCJS

COUNTY BUDGET ACCOUNTS:

REVENUE:

APPROPRIATION:

BOND(RES. NO. & DATE OF ADOPTION)

CONCERNING ALL REQUESTS:

MANDATED PROGRAM/SERVICE:

YES

NO

X

IF MANDATED CITE: AUTHORITY

ANTICIPATED IN CURRENT ADOPTED BUDGET:

YES

NO

X

IF YES, INDICATE REVENUE APPROPRIATION ACCOUNTS:

FISCAL IMPACT - FUNDING:

(DOLLARS OR PERCENTAGES)

FEDERAL

100%

STATE

COUNTY

TERM/LENGTH OF FUNDING

12 MONTHS

PREVIOUS REQUESTS FOR IDENTICAL OR SIMILAR ACTION:

RESOLUTION/LAW NUMBER:

DATE OF ADOPTION:

JUSTIFICATION:

(STATE BRIEFLY WHY LEGISLATIVE ACTION IS REQUESTED)

THIS GRANT WILL HELP WITH UPGRADES TO OUR LIVESCAN EQUIPMENT

BACK-UP MATERIAL SUBMITTED

(I.E. APPLICATION/APPROVAL NOTICES FROM FUNDING SOURCE,

BID TABULATION SHEET, CIVIL SERVICE APPROVAL NOTICE, PROGRAM ANNOUNCEMENT, CONTRACTS

AND/OR ANY MATERIALS WHICH EXPLAIN OR SUPPORT THE REQUEST FOR LEGISLATIVE ACTION.)

SUBMITTED BY:

CRAIG D APPLE SR

TITLE:

SHERIFF



**Division of Criminal
Justice Services**

REQUEST FOR PROPOSALS (RFP)
SFY 2020-21 LIVESCAN Equipment Program – Issued September 2020

KEY DATES AND NOTICES:

Release Date of RFP:	Wednesday, September 23, 2020
Submission Deadline:	Wednesday, October 28, 2020 by Noon
Estimated Total Program Funding:	\$2.8 million
Deadline for Final Submission of Questions Regarding this RFP:	Friday, October 2, 2020
Response to Questions Regarding this RFP Posted:	On or about October 9, 2020
Notification of Award(s):	On or about November 18, 2020
Anticipated Contract Start Date:	December 1, 2020

1. Proposals must be received by the submission deadline on-line via the DCJS Grants Management System (GMS). **Applicants who are not registered to access GMS will need to obtain user access to respond to this Solicitation.** See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints.*
2. Questions regarding this RFP must be emailed to dcjsfunding@dcjs.ny.gov, with Livescan as the subject. Responses to the questions will be posted on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/index.htm> on or about date indicated above. If the applicant has any general questions such as, "Did DCJS receive my e-mail?" please call (518) 457-9787. Please note that DCJS cannot answer substantive questions concerning this solicitation in any manner other than the e-mail method.
3. Applicants will be advised of award decisions via a letter of notification, which will be emailed to the address provided by the applicant in GMS. Applicants not receiving an award will receive notification emailed to the address provided by the applicant in GMS. A debriefing is available to any entity that submitted an application in response to this solicitation who is not successful in receiving an award. (See Section: Notification of Awards.)
4. There is a 25% cash match requirement for this program.
5. Unless otherwise modified by DCJS, the contract period for this grant opportunity will be 12 months, starting no earlier than December 1, 2020.

Project # LS20-1089-E00 Livescan Equipment Program 2020 Project Status: Application Received
Participant: Albany County

Home
Search
Open

General	Participants	Budget	Work Plan	Questions	Acceptance	Contract Checklist
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Please enter budget information. If you are requesting an advance, please enter the amount requested and the justification, then save the screen before proceeding. You may edit the Advance if necessary at a later time. Enter budget information by participant. If you will only be operating with one budget, please enter the budget for the Grantee agency. For consortia, you may enter budgets by individual implementing agency. When you have completed your budget, please go on to the Workplan tab.

Go to
Attachment
Progress
Site Review
Equipment

Budget Summary

Participant	Grant Funds	Matching Funds	Total
Albany County	\$0.00	\$0.00	\$0.00
Albany County Sheriffs Office	\$25,744.49	\$8,583.01	\$34,327.50
Total	75.00%	25.00%	\$34,327.50

Reports

Application
Deficiency
Draft
Contract

Advance Request Amount (If not requesting an advance, please skip) \$ 0.00

Advance Request Justification (200 character limit)

Help
Logout

Budget Summary by Participant
Albany County

Login ID:
dmiller12

Version
4.1.6

Albany County Sheriffs Office

Version 1 - Edit (Click here to add more lines to budget categories)

#	Equipment	Number	Unit Cost	Total Cost	Grant Funds	Matching Funds	Deficient
1	Upgrade and reconfigure 5 existing Livescan system...	5	\$2,284.80	\$11,424.00	\$8,567.87	\$2,856.13	no
2	Replace one Livescan System	1	\$22,903.50	\$22,903.50	\$17,176.62	\$5,726.88	no
Total				\$34,327.50	\$25,744.49	\$8,583.01	

Version 1 Total	Total Cost	Grant Funds	Matching Funds
	\$34,327.50	\$25,744.49	\$8,583.01

RESOLUTION NO. 464

**AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE
NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES
REGARDING THE 2020/21 LIVESCAN EQUIPMENT GRANT**

Introduced: 12/7/20

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has requested authorization to submit a grant application in the amount of \$25,744 to the New York State Division of Criminal Justice Services regarding the 2020/21 Livescan Equipment grant, and

WHEREAS, The Sheriff has indicated that such funding, which requires a 25% County match, would be used to upgrade six Livescan fingerprint systems at the Sheriff's Office, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to submit a grant application in the amount of \$25,744 to the New York State Division of Criminal Justice Services regarding the 2020/21 Livescan Equipment grant, and, be it further

RESOLVED, That the County Attorney is authorized to approve said grant application 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.



ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM



MICHAEL S. MONTELEONE
 EXECUTIVE UNDERSHERIFF

CRAIG D. APPLE, SR.
 SHERIFF

WILLIAM M. RICE
 UNDERSHERIFF

SHAWN P. NOONAN
 CHIEF DEPUTY

LEON A. BORMANN
 CHIEF DEPUTY

October 29, 2020

Honorable Andrew Joyce
 Chairman, Albany County Legislature
 Legislative Clerk's Office
 112 State Street, Room 710
 Albany, New York 12207

Andrew
 Dear Mr. Joyce:

The attached correspondence is forwarded for presentation to the members of the Albany County Legislature.

I respectfully request a resolution authorizing an agreement between the County of Albany and participating municipalities for Emergency Medical Technician Services in the amount of \$1,089,616.86.

Delmar/Bethlehem Volunteer Ambulance Service	\$620,525.44
Town of New Scotland	234,545.71
Rensselaerville, Berne, Westerlo	234,545.71

Should there be any questions on this matter, please do not hesitate to call.

Sincerely,

Craig D. Apple, Sr.
 Craig D. Apple, Sr.
 Sheriff

Att.

Cc: Hon. Daniel P. McCoy, County Executive
 Hon. William Clay, Public Safety Chairman
 Hon. Wanda Willingham, Audit & Finance Committee
 Brandon Russell, Esq., Majority Counsel
 Arnis Zilgme, Esq., Minority Counsel
 Christian Barnes, Minority Conference

EmT

REQUEST FOR LEGISLATIVE ACTION

FOR COUNSEL USE ONLY

DATE: _____
RECEIVED: _____
RECEIVED BY: _____
METHOD: HAND _____
COURIER _____
MAIL _____

DATE: OCTOBER 28, 2020

DEPARTMENT: ALBANY COUNTY SHERIFF'S OFFICE

CONTACT PERSON: CRAIG D APPLE SR

TELEPHONE: 487-5440

DEPT. REPRESENTATIVE ATTENDING

COMMITTEE MEETING: SHERIFF CRAIG D APPLE SR

PURPOSE OF REQUEST:

ADOPTION OF LOCAL LAW
AMENDMENT OF PRIOR LEGISLATION
APPROVAL/ADOPTION OF PLAN/PROCEDURE
BOND APPROVAL
BUDGET AMENDMENT(SEE BELOW)
CONTRACT AUTHORIZATION (SEE BELOW)
ENVIRONMENTAL IMPACT
HOME RULE REQUEST
PROPERTY CONVEYANCE
OTHER:(STATE BRIEFLY IF NOT LISTED ABOVE)

X

CONCERNING BUDGET AMENDMENTS

STATE, THE FOLLOWING

INCREASE ACCOUNT/LINE NO. _____

SOURCE OF FUNDS: _____

TITLE CHANGE: _____

CONCERNING CONTRACT AUTHORIZATION,

STATE THE FOLLOWING:

TYPE OF CONTRACT

CHANGE ORDER/CONTRACT AMENDMENT _____

PURCHASE (EQUIPMENT/ SUPPLIES) _____

LEASE (EQUIPMENT/SUPPLIES) _____

REQUIREMENTS _____

PROFESSIONAL SERVICES _____

EDUCATIONAL/TRAINING _____

GRANT: NEW _____

RENEWAL _____

SUBMISSION DEADLINE DATE _____

X

SETTLEMENT OF A CLAIM _____

RELEASE OF LIABILITY _____

OTHER: (STATE BRIEFLY) _____

CONCERNING CONTRACT AUTHORIZATION (CONT'D)

STATE THE FOLLOWING:

CONTRACT TERMS/CONDITIONS:

PARTY (NAME/ADDRESS):

AMOUNT/RATE SCHEDULE/FEE:

TERM: JANUARY 1, 2021 THRU DECEMBER 31, 2021

SCOPE OF SERVICES: WE WILL PROVIDE EMERGENCY MEDICAL
TECHNICIANS-DEFIBRILLATION SERVICES THROUGH OUR EMT PROGRAM

CONTRACT FUNDING:

ANTICIPATED IN CURRENT BUDGET: YES X NO

FUNDING SOURCE: PARTICIPATING MUNICIPALITIES

COUNTY BUDGET ACCOUNTS:

REVENUE: A23110.02265

APPROPRIATION: VARIOUS

BOND(RES. NO. & DATE OF ADOPTION)

CONCERNING ALL REQUESTS:

MANDATED PROGRAM/SERVICE: YES NO X

IF MANDATED CITE: AUTHORITY

ANTICIPATED IN CURRENT ADOPTED BUDGET: YES X NO

IF YES, INDICATE REVENUE APPROPRIATION ACCOUNTS:

A23110.02265

FISCAL IMPACT - FUNDING: (DOLLARS OR PERCENTAGES)

FEDERAL

STATE

COUNTY 100%

TERM/LENGTH OF FUNDING 1/1/21 THRU 12/31/21

PREVIOUS REQUESTS FOR IDENTICAL OR SIMILAR ACTION:

RESOLUTION/LAW NUMBER: RES 2020-033

DATE OF ADOPTION: 2/10/2020

JUSTIFICATION: (STATE BRIEFLY WHY LEGISLATIVE ACTION IS REQUESTED)

AUTHORIZE AGREEMENTS BETWEEN THE COUNTY AND THE PARTICIPATING ENTITIES

FOR EMERGENCY MEDICAL TECHNICIANS - DEFIBRILLATION TOTALLING \$ 1,089,616.86

SEE ATTACHMENT

BACK-UP MATERIAL SUBMITTED (I.E. APPLICATION/APPROVAL NOTICES FROM FUNDING SOURCE,
BID TABULATION SHEET, CIVIL SERVICE APPROVAL NOTICE, PROGRAM ANNOUNCEMENT, CONTRACTS
AND/OR ANY MATERIALS WHICH EXPLAIN OR SUPPORT THE REQUEST FOR LEGISLATIVE ACTION.)

SEE ATTACHED SPREADSHEET FOR SPECIFIC AMOUNTS FOR EACH MUNICIPALITY

SUBMITTED BY: CRAIG D APPLE SR

TITLE: SHERIFF

EMT 2021 Proposed

ACCOUNT TITLE	ACCOUNT NUMBER	TOTAL	# OF HOURS
EMT FULL TIME	A93110.1.3145.001	28,887.00	1872
EMT FULL TIME	A93110.1.3145.002	28,887.00	1872
EMT FULL TIME	A93110.1.3145.003	28,887.00	1872
EMT FULL TIME	A93110.1.3145.004	28,887.00	1872
EMT FULL TIME	A93110.1.3145.005	28,887.00	1872
EMT FULL TIME	A93110.1.3145.006	28,887.00	1872
EMT FULL TIME	A93110.1.3145.007	28,887.00	1872
EMT FULL TIME	A93110.1.3145.008	28,887.00	1872
EMT FULL TIME	A93110.1.3145.009	28,887.00	1872
EMT FULL TIME	A93110.1.3145.010	28,887.00	1872
EMT FULL TIME	A93110.1.3145.011	28,887.00	1872
EMT FULL TIME	A93110.1.3145.012	28,887.00	1872
EMT FULL TIME	A93110.1.3145.013	28,887.00	1872
EMT FULL TIME	A93110.1.3145.014	28,887.00	1872
EMT FULL TIME	A93110.1.3145.015	28,887.00	1872
EMT FULL TIME	A93110.1.3145.016	28,887.00	1872
EMT FULL TIME	A93110.1.3145.017		0
EMT FULL TIME	A93110.1.3145.018		0
EMT FULL TIME	A93110.1.3145.019		0
EMT PART TIME	A93110.1.9944.000	137,657.16	10708
OVERTIME	A93110.19900	53,584.52	
FRINGE BENEFITS - FULL TIME		360,627.11	
FRINGE BENEFITS - OVERTIME		8,431.88	
FRINGE BENEFITS - PART TIME		25,024.19	
SECRETARY & FRINGE - (30%)	A93110.1.6402.001	-	
ADMINISTRATION COSTS	OVERHEAD SHEET	-	
TOTAL SALARY		1,047,516.86	
OFFICE SUPPLIES	A93110.4.4020	500.00	
UNIFORMS	A93110.4.4201	15,000.00	
CONFERENCES, TRAINING, ETC	A93110.4.4039	1,500.00	
POSTAGE	A93110.4.4035	600.00	
TELEPHONE(PAGER&OVERHEAD)	A93110.4.4036	1,000.00	
		18,600.00	
Total		1,066,116.86	

		HOURS	
T/O NEW SCOTLAND	234,545.71	8,760	22%
HILLTOWNS	234,545.71	8,760	22%
DELMAR BETHLEHEM VOLUNTEER AMBULANCE	620,525.44	23,140	56%
	1,089,616.86		

		HILLTOWN BREAKDOWN	ACTUAL PAY PER D.W.
RENSSELAERVILLE	1843 (23.0%)	53,945.51	60,000.00
BERNE	2794 (35.0%)	82,091.00	76,036.51
WESTERLO	3361 (42.0%)	98,509.20	98,509.20
7998		234,545.71	234,545.71

UPDATED BY JC 5/13/20

6MT

RESOLUTION NO. 33

AUTHORIZING AGREEMENTS WITH PARTICIPATING MUNICIPALITIES REGARDING EMERGENCY MEDICAL TECHNICIAN SERVICES

Introduced: 2/10/20

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has requested authorization to enter into agreements with the Towns of Berne, New Scotland, Rensselaerville, Westerlo and the Delmar/Bethlehem Volunteer Ambulance Service to provide Emergency Medical Technician-Defibrillation (EMT-D) through the County's Emergency Medical Services Program, and

WHEREAS, The Sheriff has evaluated the proposed services to be rendered for the period January 1, 2020 to December 31, 2020 and has determined that the amounts due from each town shall be as follows:

Town of Berne	\$ 82,075.99
Town of New Scotland	\$ 234,502.84
Town of Rensselaerville	\$ 53,935.65
Town of Westerlo	\$ 98,491.19
Delmar/Bethlehem Volunteer Ambulance Service	\$ 620,416.33

now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into agreements with the aforementioned towns and the Delmar/Bethlehem Volunteer Ambulance Service to provide EMT-D through the County's Emergency Medical Services Program for the period from January 1, 2020 to December 31, 2020 in the amounts listed above, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreements 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 Municipal and County Officials.

Adopted by unanimous vote - 2/10/20

RESOLUTION NO. 465

AUTHORIZING AGREEMENTS WITH PARTICIPATING MUNICIPALITIES REGARDING EMERGENCY MEDICAL TECHNICIAN SERVICES

Introduced: 12/7/20

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has requested authorization to enter into agreements with the Towns of Berne, New Scotland, Rensselaerville, Westerlo and the Delmar/Bethlehem Volunteer Ambulance Service to provide Emergency Medical Technician-Defibrillation (EMT-D) through the County's Emergency Medical Services Program, and

WHEREAS, The Sheriff has evaluated the proposed services to be rendered for the period January 1, 2021 to December 31, 2021 and has determined that the amounts due from each town shall be as follows:

Town of Berne	\$ 76,036.51
Town of New Scotland	\$ 234,545.71
Town of Rensselaerville	\$ 60,000.00
Town of Westerlo	\$ 98,509.20
Delmar/Bethlehem Volunteer Ambulance Service	\$ 620,525.44

now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into agreements with the aforementioned towns and the Delmar/Bethlehem Volunteer Ambulance Service to provide EMT-D through the County's Emergency Medical Services Program for the term commencing January 1, 2021 and ending December 31, 2021 in the amounts listed above, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreements 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 Municipal and County Officials.



ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM



MICHAEL S. MONTELEONE
 EXECUTIVE UNDERSHERIFF

CRAIG D. APPLE, SR.
 SHERIFF

WILLIAM M. RICE
 UNDERSHERIFF

SHAWN P. NOONAN
 CHIEF DEPUTY

LEON A. BORMANN
 CHIEF DEPUTY

October 29, 2020

Honorable Andrew Joyce
 Chairman, Albany County Legislature
 Legislative Clerk's Office
 112 State Street, Room 710
 Albany, New York 12207

AUDREW
 Dear Mr. Joyce:

The attached correspondence is forwarded for presentation to the members of the Albany County Legislature.

I respectfully request a resolution authorizing an agreement between the County of Albany and participating municipalities for advanced life support services in the amount of \$2,087,987.10.

Town of Bethlehem	\$1,217,884.74
Town of Berne	100,271.82
Town of Coeymans	268,471.47
Town of New Scotland	313,349.42
Town of Rensselaerville	66,847.87
Town of Westerlo	121,161.78

Should there be any questions on this matter, please do not hesitate to call.

Sincerely,

 Craig D. Apple, Sr.
 Sheriff

Att.

Cc: Hon. Daniel P. McCoy, County Executive
 Hon. William Clay, Public Safety Chairman
 Hon. Wanda Willingham, Audit & Finance Committee
 Brandon Russell, Esq., Majority Counsel
 Arnis Zilgme, Esq., Minority Counsel
 Christian Barnes, Minority Counsel

Ems

REQUEST FOR LEGISLATIVE ACTION

FOR COUNSEL USE ONLY	
DATE:	_____
RECEIVED:	_____
RECEIVED BY:	_____
METHOD:	<u>HAND</u> _____
	<u>COURIER</u> _____
	<u>MAIL</u> _____

DATE : OCTOBER 28, 2020**DEPARTMENT:** ALBANY COUNTY SHERIFF'S DEPTCONTACT PERSON: CRAIG D APPLE SRTELEPHONE: 487-5440

DEPT. REPRESENTATIVE ATTENDING

COMMITTEE MEETING:

SHERIFF CRAIG D APPLE SR**PURPOSE OF REQUEST:**

ADOPTION OF LOCAL LAW _____

AMENDMENT OF PRIOR LEGISLATION _____

APPROVAL/ADOPTION OF PLAN/PROCEDURE _____

BOND APPROVAL _____

BUDGET AMENDMENT(SEE BELOW) _____

CONTRACT AUTHORIZATION (SEE BELOW) X

ENVIRONMENTAL IMPACT _____

HOME RULE REQUEST _____

PROPERTY CONVEYANCE _____

OTHER:(STATE BRIEFLY IF NOT LISTED ABOVE) _____

CONCERNING BUDGET AMENDMENTS**STATE, THE FOLLOWING**

INCREASE ACCOUNT/LINE NO. _____

SOURCE OF FUNDS: _____

TITLE CHANGE: _____

CONCERNING CONTRACT AUTHORIZATION,**STATE THE FOLLOWING:****TYPE OF CONTRACT**

CHANGE ORDER/CONTRACT AMENDMENT _____

PURCHASE (EQUIPMENT/ SUPPLIES) _____

LEASE (EQUIPMENT/SUPPLIES) _____

REQUIREMENTS _____

PROFESSIONAL SERVICES X

EDUCATIONAL/TRAINING _____

GRANT: NEW _____

RENEWAL _____

SUBMISSION DEADLINE DATE _____

SETTLEMENT OF A CLAIM _____

RELEASE OF LIABILITY _____

OTHER: (STATE BRIEFLY) _____

CONCERNING CONTRACT AUTHORIZATION (CONT'D)

STATE THE FOLLOWING:

CONTRACT TERMS/CONDITIONS: _____ PARTY (NAME/ADDRESS): _____

PARTICIPATING MUNICIPALITIES

AMOUNT/RATE SCHEDULE/FEE:

TERM: 1/1/2021 -12/31/2021

SCOPE OF SERVICES: ADVANCED LIFE SUPPORT (PARAMEDIC SERVICES)

CONTRACT FUNDING:

ANTICIPATED IN CURRENT BUDGET: YES X NO _____

FUNDING SOURCE: PARTICIPATING MUNICIPALITIES

COUNTY BUDGET ACCOUNTS:

REVENUE: A23110.02265

APPROPRIATION: VARIOUS

BOND(RES. NO. & DATE OF ADOPTION) _____

CONCERNING ALL REQUESTS:

MANDATED PROGRAM/SERVICE: YES _____ NO X

IF MANDATED CITE: AUTHORITY _____

ANTICIPATED IN CURRENT ADOPTED BUDGET: YES _____ X NO _____

IF YES, INDICATE REVENUE APPROPRIATION ACCOUNTS: _____

A23110.02265

FISCAL IMPACT - FUNDING: _____ (DOLLARS OR PERCENTAGES)

FEDERAL _____

STATE _____

COUNTY 100%

TERM/LENGTH OF FUNDING 1/1/21 THRU 12/31/21

PREVIOUS REQUESTS FOR IDENTICAL OR SIMILAR ACTION:

RESOLUTION/LAW NUMBER: RES 2020-034

DATE OF ADOPTION: 2/10/2020

JUSTIFICATION: (STATE BRIEFLY WHY LEGISLATIVE ACTION IS REQUESTED)

AUTHORIZE AGREEMENTS BETWEEN THE COUNTY AND THE PARTICIPATING MUNICIPALITIES
FOR ADVANCED LIFE SUPPORT SERVICES TOTALLING \$2,087,987.10 FOR 2021

BACK-UP MATERIAL SUBMITTED _____ (I.E. APPLICATION/APPROVAL NOTICES FROM FUNDING SOURCE,
BID TABULATION SHEET, CIVIL SERVICE APPROVAL NOTICE, PROGRAM ANNOUNCEMENT, CONTRACTS
AND/OR ANY MATERIALS WHICH EXPLAIN OR SUPPORT THE REQUEST FOR LEGISLATIVE ACTION.)

SEE ATTACHED SPREADSHEET FOR SPECIFIC AMOUNTS FOR EACH MUNICIPALITY

SUBMITTED BY: CRAIG D APPLE SR

TITLE: SHERIFF

EMS 2021 Proposed
0.91%

ACCOUNT TITLE	ACCOUNT NUMBER	CONTROL POSITION	58.3% BETHLEHEM	15.0% NEW SCOTLAND	4.8% BERNE	3.2% RENSSELAERVILLE	5.8% WESTERLO	12.9% COEYMANS	100.0% TOTAL
PARAMEDIC SUPERVISOR	A3110.13141.002	370024	38,058.24	9,792.00	3,133.44	2,088.96	3,788.24	8,421.12	65,280.00
PARAMEDIC 2 FULL TIME	A3110.13144.001	370026	32,066.17	8,250.30	2,640.10	1,760.06	3,190.12	7,095.26	55,002.00
PARAMEDIC 2 FULL TIME	A3110.13144.002	370027	32,066.17	8,250.30	2,640.10	1,760.06	3,190.12	7,095.26	55,002.00
PARAMEDIC 2 FULL TIME	A3110.13144.003	370188	32,066.17	8,250.30	2,640.10	1,760.06	3,190.12	7,095.26	55,002.00
PARAMEDIC 2 FULL TIME	A3110.13144.004	370189	32,066.17	8,250.30	2,640.10	1,760.06	3,190.12	7,095.26	55,002.00
PARAMEDIC 2 FULL TIME	A3110.13144.005	370195	32,066.17	8,250.30	2,640.10	1,760.06	3,190.12	7,095.26	55,002.00
PARAMEDIC 2 FULL TIME	A3110.13144.006	379230	32,066.17	8,250.30	2,640.10	1,760.06	3,190.12	7,095.26	55,002.00
PARAMEDIC FULL TIME	A3110.13144.007	379242	25,537.73	6,570.60	2,102.59	1,401.73	2,540.63	5,650.72	43,804.00
PARAMEDIC FULL TIME	A3110.13144.008	379243	25,537.73	6,570.60	2,102.59	1,401.73	2,540.63	5,650.72	43,804.00
PARAMEDIC FULL TIME	A3110.13144.009	379244	25,537.73	6,570.60	2,102.59	1,401.73	2,540.63	5,650.72	43,804.00
PARAMEDIC FULL TIME	A3110.13144.010	379245	25,537.73	6,570.60	2,102.59	1,401.73	2,540.63	5,650.72	43,804.00
PARAMEDIC FULL TIME	A3110.13144.011	379246	25,537.73	6,570.60	2,102.59	1,401.73	2,540.63	5,650.72	43,804.00
PARAMEDIC FULL TIME	A3110.13144.012	379247	25,537.73	6,570.60	2,102.59	1,401.73	2,540.63	5,650.72	43,804.00
PARAMEDIC FULL TIME	A3110.13144.013	379248	25,537.73	6,570.60	2,102.59	1,401.73	2,540.63	5,650.72	43,804.00
PARAMEDIC FULL TIME	A3110.13144.014	379249	25,537.73	6,570.60	2,102.59	1,401.73	2,540.63	5,650.72	43,804.00
PARAMEDIC FULL TIME	A3110.13144.015	379250	25,537.73	6,570.60	2,102.59	1,401.73	2,540.63	5,650.72	43,804.00
PARAMEDIC FULL TIME	A3110.13144.016	379251	25,537.73	6,570.60	2,102.59	1,401.73	2,540.63	5,650.72	43,804.00
PARAMEDIC FULL TIME	A3110.13144.017	379252	-	-	-	-	-	-	-
PARAMEDIC FULL TIME	A3110.13144.018	379253	-	-	-	-	-	-	-
PARAMEDIC FULL TIME	A3110.13144.019	379254	-	-	-	-	-	-	-
PARAMEDIC FULL TIME	A3110.13144.020	379255	-	-	-	-	-	-	-
PARAMEDIC FULL TIME	A3110.13144.021	379256	-	-	-	-	-	-	-
PARAMEDIC FULL TIME	A3110.13144.022	379257	-	-	-	-	-	-	-
PARAMEDICS PART TIME	A3110.1.9943	379997	197,427.12	50,796.00	16,254.72	10,936.48	19,841.12	43,684.56	338,840.00
MEDICAL DIRECTOR	A3110.1.1916.001	370010	2,266.88	583.25	186.64	124.43	225.52	501.59	3,888.31
OVERTIME	A3110.19900	-	87,450.00	22,500.00	7,200.00	4,800.00	8,700.00	19,350.00	150,000.00
FRINGE BENEFITS	OVERHEAD SHEET	-	320,269.77	82,402.17	26,368.69	17,579.13	31,862.17	70,865.87	549,347.81
COORDINATOR & FRINGE (80%)	OVERHEAD SHEET	-	-	-	-	-	-	-	-
SECRETARY & FRINGE (70%)	OVERHEAD SHEET	-	-	-	-	-	-	-	-
ADMINISTRATION COSTS	OVERHEAD SHEET	-	4,603.98	1,184.55	379.06	252.70	458.03	1,018.71	7,897.01
TOTAL SALARY			1,097,850.28	282,465.77	90,309.08	60,259.36	109,220.10	242,920.61	1,883,105.12
RESPONSE VEHICLE	A3110.2.2400	-	23,320.00	6,000.00	1,920.00	1,280.00	2,320.00	5,160.00	40,000.00

5ms

RESOLUTION NO. 34

**AUTHORIZING AGREEMENTS WITH PARTICIPATING MUNICIPALITIES
REGARDING ADVANCED LIFE SUPPORT SERVICES**

Introduced: 2/10/20

By Public Safety Committee and Ms. Plotsky:

WHEREAS, The Albany County Sheriff has requested authorization to enter into agreements with the Towns of Berne, Bethlehem, Coeymans, New Scotland, Rensselaerville and Westerlo regarding the towns' participation in the County's Emergency Medical Services Program in order to provide Advanced Life Support services in the southern and western areas of Albany County, and

WHEREAS, The Sheriff has evaluated the proposed services to be rendered for a period beginning January 1, 2020 through December 31, 2020 and has determined that the amounts due from each town shall be as follows:

Town of Berne	\$99,322.56
Town of Bethlehem	\$1,206,355.64
Town of Coeymans	\$266,929.56
Town of New Scotland	\$310,383.12
Town of Rensselaerville	\$66,215.09
Town of Westerlo	\$120,014.77

now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into agreements with the above-listed towns for the period beginning January 1, 2020 through December 31, 2020 in the amounts listed above, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreements 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 Municipal and County Officials.

Adopted by unanimous vote - 2/10/20

RESOLUTION NO. 466

AUTHORIZING AGREEMENTS WITH PARTICIPATING MUNICIPALITIES REGARDING ADVANCED LIFE SUPPORT SERVICES

Introduced: 12/7/20

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has requested authorization to enter into agreements with the Towns of Berne, Bethlehem, Coeymans, New Scotland, Rensselaerville and Westerlo regarding the towns' participation in the County's Emergency Medical Services Program in order to provide Advanced Life Support services in the southern and western areas of Albany County, and

WHEREAS, The Sheriff has evaluated the proposed services to be rendered for a period beginning January 1, 2021 through December 31, 2021 and has determined that the amounts due from each town shall be as follows:

Town of Berne	\$100,271.82
Town of Bethlehem	\$1,217,884.74
Town of Coeymans	\$268,471.47
Town of New Scotland	\$313,349.42
Town of Rensselaerville	\$66,847.87
Town of Westerlo	\$121,161.78

now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into agreements with the above-listed towns for the term commencing January 1, 2021 and ending December 31, 2021 in the amounts listed above, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreements 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 Municipal and County Officials.



ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400

WWW.ALBANYCOUNTYSHERIFF.COM



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

CRAIG D. APPLE, SR.
SHERIFF

KERRY B. THOMPSON
CHIEF DEPUTY

WILLIAM M. RICE
UNDERSHERIFF

LEON A. BORMANN
CHIEF DEPUTY

October 7, 2020

Honorable Andrew L. Joyce
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

Re: Amendment / Management and Operation of
Facility Food Service and Commissary

Andrew
Dear Mr. Joyce:

Enclosed please find the Albany County Sheriff's Office Request for Legislative Action relative to the above captioned.

Briefly, this request is to amend an existing contract between Trinity Services Group, Inc. and Albany County. Trinity Services Group, Inc. provide Management and Operation of the Food Service and Commissary Departments at the Albany County Corrections & Rehabilitative Services Center. If approved, this extension represents the first of (5) one year renewal options as outlined in the current agreement.

In this agreement Trinity Services Group, Inc. will receive a 2.8% increase in meal prices. This contract is necessary to meet current expenditures at the facility and will be funded by the adopted 2021 operating budget. Albany County Corrections & Rehabilitative Services Center will continue to reimburse Albany County Director of Finance for operating expenses relating to the Inmate Commissary in the amount of \$128,000.

Therefore, please present the enclosed at the next scheduled Legislative Meeting for consideration and action. Thank you and if you have any comments or questions, please do not hesitate to contact me.

Sincerely,
Craig D. Apple Sr.
Craig D. Apple Sr.
Sheriff

Cc. Hon. Daniel P. McCoy, County Executive
Hon. William Clay, Public Safety Chairman
Hon. Wanda Willingham, Audit & Finance Committee
Brandon Russell Esq., Majority Counsel
Arnis Zilgme, Esq., Minority Counsel

FOR COUNSEL USE
ONLY

Date Received: _____
Received By: _____
Method: Hand: _____
Courier: _____
Mail: _____

REQUEST FOR LEGISLATIVE ACTION

DATE: October 7, 2020
DEPARTMENT: Albany County Sheriff's Office / Correctional Facility
Contact Person: Sheriff Craig D. Apple Sr.
Telephone: 487-5440
Dept. Representative Attending
Committee Meeting: Sheriff Craig D. Apple Sr.

PURPOSE OF REQUEST:

Adoption of Local Law _____
Amendment of Prior Legislation _____
Approval/Adoption of Plan/Procedure _____
Bond Approval _____
Budget Amendment (See below) _____
Contract Authorization (See below) X
Environmental Impact _____
Home Rule Request _____
Property Conveyance _____
Other: (State briefly if not listed above) _____

CONCERNING BUDGET AMENDMENTS

STATE THE FOLLOWING:

Increase Account/Line No: _____
Source of Funds: _____
Title Change: _____

CONCERNING CONTRACT AUTHORIZATION,

STATE THE FOLLOWING:

TYPE OF CONTRACT

Change Order/Contract Amendment _____
Purchase (Equipment / Supplies) _____
Lease (Equipment / Supplies) _____
Requirements _____
Professional Services X
Educational / Training _____
Grant: _____
 New _____
 Renewal _____
 Submission Deadline Date _____

Settlement of a Claim _____
Release of Liability _____
Other: (State briefly) _____

CONCERNING CONTRACT AUTHORIZATION (Cont'd)

STATE THE FOLLOWING:

Contract Terms/Conditions:

LEGIS-01 (2/96)

Party (Name/Address):

Trinity Services Group, Inc.

477 Commerce Blvd.

Oldsmar, Florida 34677

Amount/Rate Schedule/Fee:

NTE 941,626

Term: 01/01/2021-12/31/2021

Scope of Services: Management and Operation of the Food Service and Commissary Units at the Correctional Facility

Contract Funding:

Anticipated in Current Budget: Yes X No _____

Funding Source: _____

County Budget Accounts:

Revenue: A23150.02263

Appropriation: A93150.44253

Bond (Res. No. & Date of Adoption) _____

CONCERNING ALL REQUESTS:

Mandated Program / Service: Yes X No _____

If Mandated Cite: Authority NYCRR 7009, NYCRR 7016.1, NYS Correction Law

Anticipated in Current Adopted Budget: Yes X No _____

If yes, indicate Revenue/Appropriation Accounts: A23150.02263 / A93150.44253

Fiscal Impact - Funding: (Dollars or Percentages)

Federal _____

State _____

County 100%

Term/Length of Funding _____

Previous Requests For Identical or Similar Action:

Resolution/Law Number: 445 409

Date of Adoption: 11/8/10 10/13/15

Justification: (State briefly why legislative action is requested)

Management and Operation of Food Service and Commissary Units at the Correctional Facility.

Back-up Material Submitted (i.e., application/approval notices from funding source, bid tabulation sheet, civil service approval notice, program announcement, contracts and/or any materials which explain or support the request for legislative action.)

Submitted By: Craig D. Apple Sr.

Title: Sheriff

LEGIS-01 (2/96)

TRINITY SERVICES
GROUP, INC.



Albany County Correctional Facility
Attn: Mike Lyons
Superintendent
840 Albany Shaker Rd
Albany, NY 12207

June 4, 2020

RE: Food Service Agreement for Inmate Meals

Dear Superintendent Lyons:

It continues to be an honor and a privilege to provide inmate food services at the Albany County Correctional Facility. As you are aware, the base term of our Agreement expires December 31, 2020, but allows for the parties to extend the term thereafter for up to five (5) one-year renewal periods. Please allow this letter to serve as Trinity's intent to renew the Agreement for another year through December 31, 2021 with a meal price adjustment of 2.8%. Please also note that the pricing scale has been extended on the lower end, to account for the continuing declining inmate population due to the NY Jail Reform and COVID 19 crises. I have attached an updated Price Per Meal Scale with the new pricing. These prices will be effective as of the Agreement renewal date, January 1, 2021.

If this meets with your approval, please sign and return the enclosed confirmation copy of this letter. Of course, please let me know if you have any questions regarding this request.

Trinity Services sincerely appreciates the opportunity to serve the Albany County Correctional Facility. Thank you for your business. We will always strive to exceed our client's expectations and I urge you to call me if you ever have any questions or concerns regarding the food services we provide.

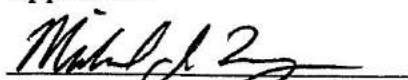
Very truly yours,

John Kester

John Kester
District Manager
757-775-7524

John.Kester@trinityservicesgroup.com

Approved:


Superintendent, Mike Lyons

Date:



TRINITY SERVICES
GROUP, INC.

Albany County Sheriff's Office

Meal Price Scale

Effective January 1, 2021

Number of Inmate		Number of Inmate		Number of Inmate	
/	Cost Per Meal to	/	Cost Per Meal to	/	Cost Per Meal to
Staff Meals Served	Albany County	Staff Meals Served	Albany County	Staff Meals Served	Albany County
Per Day		Per Day		Per Day	
750-799	\$1.978	1600-1649	\$1.316	2450-2499	\$1.084
800-849	\$1.901	1650-1699	\$1.294	2500-2549	\$1.075
850-899	\$1.832	1700-1749	\$1.274	2550-2599	\$1.066
900-949	\$1.771	1750-1799	\$1.255	2600-2649	\$1.059
950-999	\$1.717	1800-1849	\$1.239	2650-2699	\$1.056
1000-1049	\$1.667	1850-1899	\$1.221	2700-2749	\$1.050
1050-1099	\$1.623	1900-1949	\$1.207	2750-2799	\$1.042
1100-1149	\$1.583	1950-1999	\$1.192	2800-2849	\$1.036
1150-1199	\$1.546	2000-2049	\$1.178	2850-2899	\$1.030
1200-1249	\$1.512	2050-2099	\$1.166	2900-2949	\$1.024
1250-1299	\$1.481	2100-2149	\$1.153	2950-2999	\$1.017
1300-1349	\$1.453	2150-2199	\$1.142	3000-3049	\$1.012
1350-1399	\$1.427	2200-2249	\$1.131	3050-3099	\$1.006
1400-1449	\$1.402	2250-2299	\$1.119	3100-3149	\$1.001
1450-1499	\$1.379	2300-2349	\$1.110	3150-3199	\$1.000
1500-1549	\$1.358	2350-2399	\$1.101	3200-3249	\$0.996
1550-1599	\$1.337	2400-2449	\$1.092		

RESOLUTION NO. 445

AUTHORIZING AN AGREEMENT WITH ARAMARK CORRECTIONAL SERVICES REGARDING FOOD SERVICE AT THE ALBANY COUNTY CORRECTIONAL FACILITY

Introduced: 11/8/10

By Messrs. Ethier, Aylward, Ms. Benedict, Messrs. Beston, Carman, Ms. Chapman, Messrs. Clay, Clenahan, Clouse, Commisso, Ms. Connolly, Messrs. Cotrofeld, Dawson, Gordon, Higgins, Hoblock, Horstmyer, Houghtaling, Infante, Joyce, Mss. Lockart, Maffia-Tobler, Messrs. Mayo, McCoy, Ms. McKnight, Messrs. Mendick, Morse, Nichols, Rahm, Reilly, Scavo, Steck, Timmins, Tunny, Ward, Ms. Willingham and Mr. Zeilman:

WHEREAS, As a result of an audit by the NYS Comptroller, the Sheriff's Department requested the County Purchasing Division to seek proposals regarding the food service at the Correctional Facility to address the Comptroller's finding that the Correctional Facility has been paying too much to feed the inmates, and

WHEREAS, After the completion of the RFP process, the Sheriff has requested authorization to enter into a three-year agreement with Aramark Correctional Services to operate food and commissary services at the Correctional Facility, and

WHEREAS, Aramark has agreed to provide all food and materials to operate the food service and commissary at the Correctional Facility for the next three years resulting in a significant savings to the County, and

WHEREAS, The agreement requires the food service workers at the Correctional facility to be County employees, represented by their designated union, which also includes any new food service worker employees hired due to attrition, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Aramark Correctional Services to operate food and commissary services at the Correctional Facility at the following fees: \$945,000 for 2011; \$973,350 for 2012; and \$1,002,550 for 2013 for the term January 1, 2011 to December 31, 2013, in accordance with the submitted proposal and the abovementioned conditions, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, said agreement shall clearly indicate that the current and future food service workers shall be County employees, represented by their designated union, and, be it further

RESOLVED, That the Clerk of the Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Without Recommendation – Public Safety Committee. 10/27/10

Resolution was amended by Mr. Domalewicz as follows:

In 1st Resolved Clause: Delete \$973,350 for 2012 and \$1,002,550 for 2013 and indicate term of 1/1/11 to 12/31/11.

On roll call vote on the amendment the following voted in favor: Messrs. Aylward, Bullock, Mss. Chapman, Connolly, Messrs. Domalewicz, Mayo, Nichols and Scavo – 8.

Those opposed: Ms. Benedict, Messrs. Beston, Carman, Clay, Clenahan, Clouse, Commisso, Cotrofeld, Dawson, Ethier, Gordon, Higgins, Hoblock, Horstmyer, Houghtaling, Joyce, Mss. Lockart, Maffia-Tobler, Mr. McCoy, Ms. McKnight, Messrs. Mendick, Morse, Rahm, Reilly, Steck, Timmins, Tunny, Ward, Ms. Willingham and Mr. Zeilman – 30.

Amendment was defeated.

Resolution adopted by voice vote. 11/8/10

RESOLUTION NO. 409

**AUTHORIZING AN AGREEMENT WITH TRINITY SERVICES GROUP, INC.
REGARDING FOOD SERVICE AT THE ALBANY COUNTY
CORRECTIONAL FACILITY**

Introduced: 10/13/15

By Public Safety Committee:

WHEREAS, After the completion of the RFP process, the Sheriff has requested authorization to enter into a five-year agreement with Trinity Services Group, Inc. in the amount of \$904,491 per year for the period January 1, 2016 to December 31, 2020 regarding food and commissary services at the Correctional Facility, and

WHEREAS, Trinity Services Group, Inc. has agreed to provide all food and materials to operate the food service and commissary at the Correctional Facility for the next five years resulting in a significant savings to the County, and

WHEREAS, The agreement requires the food service workers at the Correctional facility to be County employees, represented by their designated union, which also includes any new food service worker employees hired due to attrition, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into a five-year agreement with Trinity Services Group, Inc. with five one year renewals in the amount of \$904,491 per year for the period January 1, 2016 to December 31, 2020 regarding food and commissary services at the Correctional Facility, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, said agreement shall clearly indicate that the current and future food service workers shall be County employees, represented by their designated union, and, be it further

RESOLVED, That the Clerk of the Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote. 10/13/15

RESOLUTION NO. 467

**AUTHORIZING AN AGREEMENT WITH TRINITY SERVICES GROUP, INC.
REGARDING FOOD SERVICE AT THE ALBANY COUNTY CORRECTIONS
& REHABILITATIVE SERVICES CENTER**

Introduced: 12/7/20

By Public Safety Committee:

WHEREAS, By Resolution No. 409 for 2015, this Honorable Body authorized a five-year agreement with Trinity Services Group, Inc. in the amount of \$904,491 per year for a term commencing January 1, 2016 and ending December 31, 2020, with five one year renewals, regarding food and commissary services at the Albany County Corrections & Rehabilitative Services Center, and

WHEREAS, The Albany County Sheriff has requested authorization to enter into the first of five one-year options to renew at an amount not to exceed \$941,626 per year for a term commencing January 1, 2021 and ending December 31, 2021, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into the first of five one-year agreements with Trinity Services Group, Inc. in an amount not to exceed \$941,626 per year for a term commencing January 1, 2021 and ending December 31, 2021 regarding food and commissary services at the Correctional Facility, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

DANIEL P. MCCOY
COUNTY EXECUTIVE



SHAWN A. THELEN
COMMISSIONER

COUNTY OF ALBANY
DEPARTMENT OF MANAGEMENT AND BUDGET
112 STATE STREET, SUITE 900
ALBANY, NEW YORK 12207
OFFICE: (518) 447-5525
FAX: (518) 447-5589
www.albanycounty.com

M. DAVID REILLY
DEPUTY COMMISSIONER

September 8, 2020

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

Dear Chairman Joyce:

Enclosed is a Request for Legislative Action from the Department of Management and Budget seeking approval/adoption of a Fund Balance Policy. Statement No. 54 from the Governmental Accounting Standards Board (GASB), titled "Fund Balance Reporting and Governmental Fund Type definitions" is intended to provide clear fund balance classifications to enhance the usefulness and accountability of fund balance information.

The Policy attached to this request is based upon the Governmental Accounting Standards Board statement No. 54 as well as other Fund Balance policies from across NY State. These policies are not required by the NY State Comptroller, but are highly recommended. This policy helps to establish parameters by which Albany County can define and account for our fiscal resources.

If you have any additional questions, please contact me at your convenience. I will be at the Committee meetings where this is discussed as well.

Sincerely,

M. David Reilly
Deputy Commissioner

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-1905, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Request to approve a Fund Balance Policy

Date: 09/08/2020
Submitted By: David Reilly
Department: Management & Budget
Title: Deputy Commissioner
Phone: 447-5525
Department Rep.
Attending Meeting: David Reilly

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

☐ 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:

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

If yes, explain: Yes ☐ No ☒
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)

This policy helps to establish parameters by which Albany County can define and account for our fiscal resources, specifically our Fund Balance. It follows the standards laid out by the Governmental Accounting Standards Board and the New York State Comptroller has supported local governments adopting such policies.

Purpose

Albany County proposes to enact the following policy in an effort to ensure financial stability through the maintenance of a reserve fund that guides the use of resources for financial security.

County reserve funds must be properly established and maintained in order to facilitate an open and transparent use of public funds. The primary objective is to maintain a prudent level of financial resources to provide necessary services while minimizing the need to raise taxes and fees due to unanticipated one-time expenditures or temporary revenue shortfalls. Proper management of a healthy fund balance will also ensure that the County is able to maintain the highest possible credit ratings, further improving the County's fiscal situation in both the near and long term.

Background

Statement No. 54 from the Governmental Accounting Standards Board (GASB), titled "Fund Balance Reporting and Governmental Fund Type Definitions" is intended to provide clear fund balance classifications to enhance the usefulness and accountability of fund balance information.

Minimum Fund Balance for the General Fund

- This policy shall apply to the County's General Fund only.
- The Department of Management and Budget will provide guidance to any changes to fund balance.
- The County shall strive to maintain unexpended surplus funds of not less than 10% and not more than **15%** of the adopted appropriations in the general fund, excluding interfund transfers, **with a target of 12.5%**.
- These funds will generally come from excess revenues over expenditures.
- It is the intent of the County to limit the use of these fund balances to address unanticipated, non-recurring needs, or unanticipated future obligations. Fund balances should not normally be applied to recurring annual operating expenditures.
- There shall not be a drawdown of more than 10% of the fund balance in any given year outside of a declared State of Emergency **or a 20% or greater reduction to any major revenue stream.**
- In the event that unassigned fund balance exceeds the 12.5% target of adopted budget appropriations, the Department of Management and Budget will **present to the Legislature options for utilizing the excess, including** the funding of accrued liabilities, covering one-time expenditures, or the start-up of expenditures for new programs.
- In the event the unassigned fund balance is below the 10% **minimum** the Department of Management and Budget will work towards increasing the amount at the earliest appropriate time.

The County will spend the most restricted dollars before less restricted where such spending is appropriate and the legal restriction does not limit the use of such restricted amounts for the purpose in question in the following order:

- Non-spendable (if funds become spendable)
- Restricted
- Committed

- Assigned
- Unassigned

Definitions

- *Nonspendable* – consists of assets that are inherently nonspendable in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loans receivable, financial assets held for resale, and principal of endowments.
- *Restricted* – consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation.
- *Committed* – consists of amounts that are subject to a purpose constraint imposed by a formal action of the government's highest level of decision-making authority before the end of the fiscal year, and that require the same level of formal action to remove the constraint.
- *Assigned* – consists of amounts that are subject to a purpose constraint that represents an intended use established by the government's highest level of decision-making authority, or by their designated body or official. The purpose of the assignment must be narrower than the purpose of the general fund, and in funds other than the general fund, assigned fund balance represents the residual amount of fund balance.
- *Unassigned* – represents the residual classification for the government's general fund, and could report a surplus or deficit. In funds other than the general fund, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

RESOLUTION NO. 468

ADOPTING A GENERAL FUND BALANCE POLICY FOR ALBANY COUNTY

Introduced: 12/7/20

By Audit and Finance Committee and Messrs. Peter and Burgdorf:

WHEREAS, The Governmental Accounting Standards Board (GASB) and the New York State Comptroller recommend that municipal corporations establish general fund balance policies in order to provide clear fund balance classifications and establish parameters by which to account for fiscal resources, and

WHEREAS, The Commissioner of the Albany County Department of Management and Budget has requested that this Honorable Body adopt a general fund balance policy, now, therefore be it

RESOLVED, By the Albany County Legislature that the General Fund Balance Policy, annexed hereto, is hereby adopted, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of the resolution the appropriate County Officials.

ALBANY COUNTY GENERAL FUND BALANCE POLICY

Purpose

Albany County proposes to enact the following policy in an effort to ensure financial stability through the maintenance of a reserve fund that guides the use of resources for financial security.

County reserve funds must be properly established and maintained in order to facilitate an open and transparent use of public funds. The primary objective is to maintain a prudent level of financial resources to provide necessary services while minimizing the need to raise taxes and fees due to unanticipated one-time expenditures or temporary revenue shortfalls. Proper management of a healthy fund balance will also ensure that the County is able to maintain the highest possible credit ratings, further improving the County's fiscal situation in both the near and long term.

Background

Statement No. 54 from the Governmental Accounting Standards Board (GASB), titled "Fund Balance Reporting and Governmental Fund Type Definitions" is intended to provide clear fund balance classifications to enhance the usefulness and accountability of fund balance information.

Minimum Fund Balance for the General Fund

- This policy shall apply to the County's General Fund only.
- The Department of Management and Budget will provide guidance to any changes to fund balance.
- The County shall strive to maintain unexpended surplus funds of not less than 10% and not more than 15% of the adopted appropriations in the general fund, excluding interfund transfers, with a target of 12.5%.
- These funds will generally come from excess revenues over expenditures.
- It is the intent of the County to limit the use of these fund balances to address unanticipated, non-recurring needs, or unanticipated future obligations. Fund balances should not normally be applied to recurring annual operating expenditures.
- There shall not be a drawdown of more than 10% of the fund balance in any given year outside of a declared State of Emergency or a 20% or greater reduction to any major revenue stream.
- In the event that unassigned fund balance exceeds the 12.5% target of adopted budget appropriations, the Department of Management and Budget will present to the Legislature options for utilizing the excess, including the funding of accrued liabilities, covering one-time expenditures, or the start-up of expenditures for new programs.

- In the event the unassigned fund balance is below the 10% minimum the Department of Management and Budget will work towards increasing the amount at the earliest appropriate time.

The County will spend the most restricted dollars before less restricted where such spending is appropriate and the legal restriction does not limit the use of such restricted amounts for the purpose in question in the following order:

- Non-spendable (if funds become spendable)
- Restricted
- Committed
- Assigned
- Unassigned

Definitions

- *Nonspendable* – consists of assets that are inherently nonspendable in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loans receivable, financial assets held for resale, and principal of endowments.
- *Restricted* – consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation.
- *Committed* – consists of amounts that are subject to a purpose constraint imposed by a formal action of the government's highest level of decision-making authority before the end of the fiscal year, and that require the same level of formal action to remove the constraint.
- *Assigned* – consists of amounts that are subject to a purpose constraint that represents an intended use established by the government's highest level of decision-making authority, or by their designated body or official. The purpose of the assignment must be narrower than the purpose of the general fund, and in funds other than the general fund, assigned fund balance represents the residual amount of fund balance.
- *Unassigned* – represents the residual classification for the government's general fund, and could report a surplus or deficit. In funds other than the general fund, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.



COUNTY OF ALBANY OFFICE OF THE COMPTROLLER
112 STATE STREET, ROOM 1030, ALBANY, NEW YORK 12207-2021
(518) 447-7130 | susan.rizzo@albanycountyny.gov

SUSAN A. RIZZO
COUNTY COMPTROLLER

November 16, 2020

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State Street – Suite 710
Albany, New York 12207

RE: RLA – Debt Reserve Transfer

Dear Hon. Andrew Joyce,

The Department of Audit and Control is requesting authorization to transfer \$7 million from the County's Bonded Indebtedness Reserve fund to its Capital Reserve fund. This request is pursuant to New York State General Municipal Law Section 6-h which reads as follows:

"The governing board of a municipal corporation may, subject to a permissive referendum, authorize the transfer of all or a portion of a bonded indebtedness reserve fund to a capital reserve fund."

The requested \$7 million transfer are amounts attributable to unexpended bond proceeds whose corresponding debt has been exhausted. These unexpended bond proceeds were borrowed for capital projects that were originally authorized and issued in the years of 2006 – 2010.

The requested transfer to the Capital Reserve will be used in lieu of borrowing for completed & active County projects. The specific capital project fund codes and their corresponding immediate funding needs are:

1. HHRA Resolution #515/2015 DPW for \$ 975,804
2. HHSB Resolution #571/2018 DPW for \$3,255,715
3. HHT5 Resolution #459/2006 DPW for \$2,492,000
4. HHT6 Resolution #519/2019 DPW for \$ 276,481

Should you have any questions, please contact me at (518) 447-7130.

Sincerely,

A handwritten signature in blue ink, appearing to read "Susan A. Rizzo", with a large, stylized loop at the end.

Susan A. Rizzo
County Comptroller

cc: Patrick Collins, Counsel to the Chair
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel

REQUEST FOR LEGISLATIVE ACTION

Contract Authorization for Bond Counsel Services:

Date: 11/16/2020
Submitted By: Susan A. Rizzo
Department: Department of Audit and Control
Title: County Comptroller
Phone: (518) 447-7130
Department Rep.
Attending Meeting: Susan A. Rizzo

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) Approval of Debt Reserve Transfer

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

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

Increase Account/Line No.:

Source of Funds:

Title Change:

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):

Additional Parties (Names/addresses):

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:

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)

Length of Contract:

Impact on Pending Litigation

Yes ☐ No ☒

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 County Comptroller is requesting authorization from the Legislature to transfer \$7 million from the County's Debt Reserve to Capital Reserve. These funds correspond to bonds that have already been repaid. The funds will be used in lieu of borrowing additional funds for the County's ongoing capital projects.

RESOLUTION NO. 469

**AMENDING THE 2020 ALBANY COUNTY BUDGET: BONDED
INDEBTEDNESS RESERVE**

Introduced: 12/7/20

By Audit and Finance Committee and Mr. Burgdorf:

WHEREAS, New York State General Municipal Law Section 6-H authorizes for transfer of all or a portion of a bonded indebtedness reserve fund to a capital reserve fund for use regarding capital financing, and

WHEREAS, The Albany County Comptroller has identified \$7,000,000 of unexpended bond proceeds related to capital projects authorized between 2006 and 2010 whose corresponding debt has been exhausted, and

WHEREAS, The Comptroller has indicated said funding will be used in lieu of borrowing for completed and active county projects, as follows:

Resolution No. 459 for 2006 (Project Code HHT5) in the amount of \$2,492,000

Resolution No. 515 for 2015 (Project Code HHRA) in the amount of \$975,804

Resolution No. 571 for 2018 (Project Code HHSB) in the amount of \$3,255,715

Resolution No. 519 for 2019 (Project Code HHT6) in the amount of \$276,481

and,

WHEREAS, The Comptroller has requested authorization to amend the 2020 Albany County Budget by transferring \$7,000,000 from the Bonded Indebtedness Reserve fund to the Capital Reserve fund, now, therefore be it

RESOLVED, By the Albany County Legislature that the 2020 Albany County Budget is amended as follows for use as stated above:

Increase Revenue Account V59710 0 5031 Debt Service Revenue Transfer by
\$7,000,000

Increase Appropriation Account V99901 9 9901 Transfers to Other Funds by
\$7,000,000

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.



DANIEL P. MCCOY
COUNTY EXECUTIVE

DANIEL C. LYNCH
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF PUBLIC WORKS
449 NEW SALEM ROAD
VOORHEESVILLE, NEW YORK 12186-4826
(518) 765-2055 - FAX (518) 447-7047
www.albanycountyny.gov

LISA M. RAMUNDO
COMMISSIONER

SCOTT D. DUNCAN
DEPUTY COMMISSIONER

October 27, 2020

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

Dear Chairman Joyce:

The Department of Public Works is requesting the Legislature's approval of a bond resolution which would authorize \$10,151,000.00 in bonds to finance twelve (12) highway and bridge construction projects, \$350,000.00 for DPW Fuel Remediation Project, \$950,000.00 for the Highway Pavement Recycling and \$1,270,000.00 in bonds to finance the purchase of new Vehicles & Trucks in 2021. The total bond request would be \$12,721,000.00.

We used information from the Albany County Capital Plan to compile the attached funding spreadsheet. This spreadsheet contains the funding requirements for all of the highway and bridge construction projects for which funding is needed in 2021. It includes 100% County funding for all of the projects.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessments for the above projects. We have enclosed the assessments.

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
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-2063, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

2021 Bond Request for Various Public Works Projects

Date: October 28, 2020
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

☐ 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:

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) Click or tap here to enter text.
Length of Contract: Click or tap here to enter text.

Impact on Pending Litigation

If yes, explain: Yes ☐ No ☒
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 is requesting the Legislature's approval of a bond resolution which would authorize \$10,151,000.00 in bonds to finance twelve (12) highway and bridge construction projects, \$350,000.00 for DPW Fuel Remediation Project, \$950,000.00 for the Highway Pavement Recycling and \$1,270,000.00 in bonds to finance the purchase of new Vehicles & Trucks in 2021. The total bond request would be \$12,721,000.00.

We used information from the Albany County Capital Plan to compile the attached funding spreadsheet. This spreadsheet contains the funding requirements for all of the highway and bridge construction projects for which funding is needed in 2021. It includes 100% County funding for all of the projects.

The Senior Natural Resource Planner of the County Department of Economic Development, Conservation & Planning completed the State Environmental Quality Review (SEQR) assessments for the above projects. We have enclosed the assessments.

2021 Bond Resolution				
Highway and Bridge Project	Cost of Project Phase	Fund Source	Contract Date	Completion Date
Highway Pavement Recycling	\$950,000.00	Bond	May-21	Sep-21
New Karner Rd. (NY 155) from US 20 to NY 5 (Design)	\$460,000.00	Bond	May-21	23-Mar
Vehicle and Truck Replacement	\$1,270,000.00	Bond	May-21	21-Dec
CR 55 (Crebel Rd.) over Vlomankill Culvert Replacement (Design & CI)(BIN 3363610)	\$201,000.00	Bond	May-21	22-Mar
CR 404/CR402 (BIN 3369600) over Eight Mile Creek box culvert replacement (construction)	\$1,250,000.00	Bond	May-21	22-Mar
CR 412 Culvert Replacement (construction)	\$1,200,000.00	Bond	May-21	22-Mar
Gifford Hollow Rd. (BIN 3300960) over Trib. to Switzkill (construction)	\$535,000.00	Bond	May-21	22-Oct
Knox Cave Rd Rehabilitation (construction)	\$1,900,000.00	Bond	May-21	21-Oct
CR 311 and CR 303 Beaver Dam Rd. (construction)	\$850,000.00	Bond	May-21	21-Oct
CR 357/Ten Mile Creek (BIN 3301460) Superstructure Replacement (Design & CI)	\$150,000.00	Bond	May-21	22-Mar
HHRT Bridge over SR 85 (BIN 7032650) (construction)	\$2,300,000.00	Bond	May-21	21-Oct
CR 256/Trib. To Black Creek Culvert Replacement (Design & CI)	\$150,000.00	Bond	May-21	22-Mar
CR 352/Fox Creek Bridge Repl. (Construction)	\$1,000,000.00	Bond	May-21	22-Oct
CR 405/8 Mile Creek Culvert Replacement (Design & CI)	\$155,000.00	Bond	May-21	22-Mar
DPW Fuel Remediation Project	\$350,000.00	Bond	May-21	22-Dec
Total	\$12,721,000.00			

DFUND - Public Works

264

CR 157, SR 155 Watervliet-Shaker Road (New Karner Road to Sand Creek Road) [Airport Area FGEIS]								
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 and 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. This last phase will complete the Albany-Shaker Rd/WSR Airport Improvement Project started in 2001.								
New Project:		Existing Projects:			1		Amended Projects:	
Project Financing (in millions of dollars)								
Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)		0.433		4.758				5.191
State Reimbursement								-
Federal Reimbursement								-
Total County Cost	-	0.433	-	4.758		-	-	5.191
Management & Budget Recommendation:								

CR 9 (Bradt Hollow Road) Over Fox Creek Bridge Replacement Project

Replacement of a 156 ft. long x 32ft. wide, 3 span pre stressed concrete box beam bridge over Fox Creek in the Town of Berne. The bridge was built in 1985, and its NYS DOT rating is currently at the minimum acceptable level. The NYS DOT rating is expected to decrease despite continued maintenance and repairs. The bridge is currently been reduced in lane width due to deteriorated fascia beams.

New Project:		Existing Projects: 1			Amended Projects:			
Project Financing (in millions of dollars)								
Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)	2.342							2.342
State Reimbursement								-
Federal Reimbursement	(1.872)							(1.872)
Total County Cost	0.470	-	-	-	-	-	-	0.470
Management & Budget Recommendation:								

HHRT Phase I Paving Project								
Pave approximately five miles of 10' wide trail using 2" binder course asphalt and 2" top course asphalt. Subbase to be provided and installed by Albany County forces. Also included is installation of three rail wooden fencing, pedestrian fencing and misc. signage. County forces to provide shoulder backup and turf establishment.								
New Project:		Existing Projects: 1			Amended Projects:			
Project Financing (in millions of dollars)								
Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)	1.500							1.500
State Reimbursement	(1.003)							(1.003)
Federal Reimbursement								-
Total County Cost	0.497	-	-	-	-	-	-	0.497
Management & Budget Recommendation:								

Highway Pavement Recycling Projects								
Rehabilitation of several lane miles of County roadways by recycling pavement, re-establishing sub-base and repaving entire road. This pavement process is a very cost effective method of rehabilitating certain low traffic volume, rural County roadways.								
New Project:			Existing Projects:			Amended Projects:		1
Project amended in 2021-2025 to add additional year and increase total cost.								
Project Financing (in millions of dollars)								
Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)	3.200	0.950	0.950	0.950	0.950	0.950	0.950	8.900
State Reimbursement								-
Federal Reimbursement								-
Total County Cost	3.200	0.950	0.950	0.950	0.950	0.950	0.950	8.900
Management & Budget Recommendation:								

DFUND - Public Works

CR 11 Highway Rehabilitation Project

Rehabilitation of approximately 3/4 miles of CR11 between CR412 and NY85 in the Town of Berne. Work includes rehabilitation of roadway by recycling existing asphalt pavement and repaving with base binder and top course asphalt. Also includes modifications to intersection at NY85, replacement of deteriorated concrete box culvert and upgrades to poorly functioning drainage system. Spot full depth replacement will be required at various locations along roadway. Pavement striping will also be included.

New Project:	Existing Projects:	Amended Projects: 1
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Project amended in 2021-2025 to reflect new completion date.

Project Financing (in millions of dollars)

Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)	1.250							1.250
State Reimbursement								-
Federal Reimbursement								-
Total County Cost	1.250	-	-	-	-	-	-	1.250

Management & Budget Recommendation:

Large Culvert Replacement Project

Replacement of four culverts, CR412 over Hannacrois Creek, Town of Westerlo, CR404 over Wolf Fly Creek, Town of Westerlo, CR 358 over Fox Creek, Town of Rensselaerville and CR106 over tributary to Hannacrois Creek, Town of Coeymans. All four culverts are in poor shape and in need of replacement. All locations will require minor approach work and new bridge rail.

New Project:	Existing Projects:	Amended Projects: 1
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Amended 2021-2025 Plan - to reflect new completion date.

Project Financing (in millions of dollars)

Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)	2.415							2.415
State Reimbursement								-
Federal Reimbursement								-
Total County Cost	2.415	-	-	-	-	-	-	2.415

Management & Budget Recommendation:

CR55 (Creble Rd.) over Vlomankill Culvert Project

CR55 (Creble Rd.) over Vlomankill Culvert Relining Project (BIN 3363610) - Slip line in place, 3 deteriorated corrugated metal pipes built in 1976 145' long x 35' wide. The culverts have deteriorated to the point that rehabilitation or replacement is necessary. The cost to rehabilitate will be 3-4 times less expensive than replacement.

New Project:	Existing Projects: 1	Amended Projects:
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Amended 2021-2025 Plan - to change project start date.

Project Financing (in millions of dollars)

Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)			0.201	0.750				0.951
State Reimbursement								-
Federal Reimbursement								-
Total County Cost	-	-	0.201	0.750	-	-	-	0.951

Management & Budget Recommendation:

DFUND - Public Works

CR253 (Bozenkill Rd.) over CSX Tracks

CR253 (Bozenkill Rd.) over Rail Road Tracks (BIN 3301240) Bridge Rehabilitation Project. Rehabilitation of a pre-stressed concrete box beam superstructure and deck. Bridge was built in 1981 and is 95' long x 25' wide. Located in the Town of Knox. The bridge has a NYS DOT condition rating of 3.882 and is currently below NYS DOT acceptable standards.

New Project:

Existing Projects:

Amended Projects: 1

Amended 2021-2025 Plan - to reflect new completion date.

Project Financing (in millions of dollars)

Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)	1.339							1.339
State Reimbursement								-
Federal Reimbursement								-
Total County Cost	1.339	-	-	-	-	-	-	1.339

Management & Budget Recommendation:

CR 404 / CR402 over Eight Mile Creek (BIN3369600) Box Culvert Replacement Project

These projects were previously listed separately in the capital plan. They were combined into one project in an effort to save on construction costs. Replacement of two deteriorated Culverts: CR404 between CR10 and Basic Lane and CR402 over 8 Mile Ck (BIN 3369300) in the Town of Westerlo. Minor approach work and new rail will be included in the project.

New Project:

Existing Projects:

Amended Projects: 1

Amended 2021-2025 Plan - 2 projects combined into one project in an effort to save on design and construction inspection

Project Financing (in millions of dollars)

Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)			1.250					1.250
State Reimbursement								-
Federal Reimbursement								-
Total County Cost	-	-	1.250	-	-	-	-	1.250

Management & Budget Recommendation:

CR 412 Culvert Replacement Project

This project was previously programmed as two separate projects in the capital plan. They were combined in an effort to save on construction costs. Two Culvert replacement projects on CR412 in the Town of Westerlo were combined into one project. Site 1 is located Just South of the Berne/Westerlo Line and Site 2 is located 0.25miles North of Slade Hill Rd. The existing corrugated metal pipes and reinforced concrete pipe culverts will be replaced with precast concrete box culverts.

New Project:

Existing Projects:

Amended Projects: 1

Project Financing (in millions of dollars)

Amended 2021-2025 Plan - 3 projects to combine culvert projects on CR412

Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)		0.200	1.200					1.400
State Reimbursement								-
Federal Reimbursement								-
Total County Cost	-	0.200	1.200	-	-	-	-	1.400

Management & Budget Recommendation:

DFUND - Public Works

Gifford Hollow Rd. over Tributary to the Switzkill

Gifford Hollow Rd. over Tributary to the Switzkill Bridge Rehabilitation Project (BIN 3300960). Replacement of a 27' x 18' concrete box culvert located in the Town of Berne. 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.

New Project:		Existing Projects: 1			Amended Projects:			
Project Financing (in millions of dollars)								
Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)		0.157	0.535					0.692
State Reimbursement								-
Federal Reimbursement								-
Total County Cost	-	0.157	0.535	-	-	-	-	0.692
Management & Budget Recommendation:								

Management & Budget Recommendation:

Knox Cave Rd. Rehabilitation Project

Amended to include addition of intersection work at Barber's corners and updated construction cost. Revised completion date. Knox Cave Road Rehabilitation Project - CR254-NY157A includes replacing/rehabbing one large culvert. Mill out top and binder course asphalt approximately 4: depth. Recycle in-place base 3" course, sub-base 2"-3" and inject liquid asphalt, grade and compact. Place 2 1/2" binder course and 1 1/2" top course.

New Project:		Existing Projects:			Amended Projects:				1
Project amended in 2021-2025 plan to include additional work and update cost.									
Project Financing (in millions of dollars)									
Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total	
County Debt (Bonds & BANS)	0.492		1.900					2.392	
State Reimbursement								-	
Federal Reimbursement								-	
Total County Cost	0.492	-	1.900	-	-	-	-	2.392	

Management & Budget Recommendation:

Krumkill Rd. Truss over Normanskill Bridge

Krumkill Rd. Truss over Normanskill Bridge Rehabilitation Project - BIN 3301270 Rehabilitation of a 137' x 29' steel truss structure. The bridge was built in 1939 and has undergone a few repairs over the past years. The bridge will be stripped and repainted along with minor repairs to the truss as part of this project. The bridge is located in the Town of New Scotland.

New Project:		Existing Projects:			Amended Projects:			1
Project amended in 2021-2025 plan to update cost. Amended again to push out start date.								
Project Financing (in millions of dollars)								
Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)				1.200				1.200
State Reimbursement								-
Federal Reimbursement								-
Total County Cost	-	-	-	1.200	-	-	-	1.200

Management & Budget Recommendation:

Lawson Lake Facility Improvements

This project includes planning, studies, survey, mapping permitting design and construction required to update the infrastructure at Lawson Lake County Park. The project is a follow up to the Lawson Lake County Park Feasibility Study dated September 2016. Provide potable running water and sanitary waste removal systems to park users. No change in funding.

New Project:		Existing Projects:			Amended Projects:			
Project Financing (in millions of dollars)								
Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)	0.160	0.700						0.860
State Reimbursement								-
Federal Reimbursement								-
Total County Cost	0.160	0.700	-	-	-	-	-	0.860

Management & Budget Recommendation:

Old Ravena Rd. over Coeymans Creek/CR 405 over Basic Creek

These projects were previously separate in the capital plan. They were combined in an effort to save on construction costs. Old Ravena Road over Coeymans Creek (BIN 3301030) and CR 405 over Basic Creek (BIN 3301590) Bridge Rehabilitation Project. Repair/replace existing deteriorated pre-stressed concrete beam structures with galvanized rolled steel beams.

New Project:**Existing Projects:****Amended Projects:**

1

Amended 2021-2025 Plan - to combine two bridge replacement projects. Revised project begin and end date.

Amended again to push out start date.

Project Financing (in millions of dollars)

Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)				1.300				1.300
State Reimbursement								-
Federal Reimbursement								-
Total County Cost	-	-	-	1.300	-	-	-	1.300

Management & Budget Recommendation:

Various Bridge Deck Replacement Projects

Various Bridge Deck Replacement/Rehabilitation Projects of four (4) Bridges. CR202(BIN 3301168), CR405 (BIN 3301590), CR357 (BIN3301460), CR353 (BIN 3301470) Work includes replacement of deteriorating concrete superstructures, armor joints and bridge rail.

New Project:**Existing Projects:**

1

Amended Projects:

Project Financing (in millions of dollars)

Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)	2.224							2.224
State Reimbursement								-
Federal Reimbursement								-
Total County Cost	2.224	-	-	-	-	-	-	2.224

Management & Budget Recommendation:

CR311 and CR 303 (Beaver Dam Road) Rehabilitation Project

This project will rehabilitate 1.7 miles along CR311 from CR303 to NY157 and 2.0 miles along CR303 from CR303 to NY157A in the Towns of New Scotland and Berne. Full Depth Reclamation of 3.7 miles of existing asphalt followed by placing 3" base, 2 1/2" binder and 1 1/2" of top course asphalt over recycled roadway.

New Project:**Existing Projects:****Amended Projects:**

1

Project Amended in 2021-2025 plan to reflect updated costs and end date change.

Project Financing (in millions of dollars)

Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)	1.750		0.850					2.600
State Reimbursement								-
Federal Reimbursement								-
Total County Cost	1.750	-	0.850	-	-	-	-	2.600

Management & Budget Recommendation:

357 over Ten Mile Creek Superstructure Replacement

Superstructure replacement of CR357 over Ten Mile Creek (BIN 3301460). The existing 42' x 33' pre-stressed concrete box beam superstructure with a concrete deck was constructed in 1987. The superstructure is in need of replacement.

New Project:**Existing Projects:**

1

Amended Projects:

Project Financing (in millions of dollars)

Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)			0.150	0.700				0.850
State Reimbursement								-
Federal Reimbursement								-
Total County Cost	-	-	0.150	0.700	-	-	-	0.850

Management & Budget Recommendation:

DFUND - Public Works

CR403 over Wolf Fly Creek and CR 405 over Basic Creek Superstructure Replacement

This superstructure replacement project was previously paired in the capital plan with the CR405 superstructure replacement project. The project includes replacing the 33' long x 32' Wide pre-stressed concrete I-beam superstructure on CR403 over Wolf Fly Creek (BIN 3301570).

New Project:		Existing Projects:			Amended Projects:				1
Amended 2021-2025 Plan - to separate from other project and adjust cost.									
Project Financing (in millions of dollars)									
Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total	
County Debt (Bonds & BANS)			0.150	0.900				1.050	
State Reimbursement								-	
Federal Reimbursement								-	
Total County Cost	-	-	0.150	0.900	-	-	-	1.050	
Management & Budget Recommendation:									

HHRT Bridge over State RTE 85

Replacement of the existing HHRT Bridge (BIN 7032650) over New Scotland Road (State RTE 85) with a pedestrian structure. The existing girder and floorbeam structure was built approximately in 1912. It is located in the Town of Bethlehem. The bridge is not currently posted as it is used for pedestrian traffic only, however advanced section loss in the 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.

New Project:		Existing Projects:				Amended Projects:			1
Project Amended 2021-2025 Plan to update construction cost and completion date.									
Project Financing (in millions of dollars)									
Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total	
County Debt (Bonds & BANS)		0.150	2.300					2.450	
State Reimbursement								-	
Federal Reimbursement								-	
Total County Cost	-	0.150	2.300	-	-	-	-	2.450	
Management & Budget Recommendation:									

DPW Facilities Improvement Project

Replacement of mechanical equipment, garage doors, entry doors, carwash updates, plumbing updates, roofing, windows, internet services, and flooring in various DPW subdivisions.

New Project:		Existing Projects:			1			Amended Projects:		
Project Financing (in millions of dollars)										
Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total		
County Debt (Bonds & BANS)	0.350							0.350		
State Reimbursement								-		
Federal Reimbursement								-		
Total County Cost	0.350	-	-	-	-	-	-	0.350		
Management & Budget Recommendation:										

CR 108 over Tributary to Feuri Spruyt Culvert Replacement Project

This project replaces two parallel 55 foot long, 4 foot diameter corrugated metal culvert pipes with a single pre-cast concrete box culvert. The project is located in the Town of Coeymans. Minor approach work and new railing are included in the project.

New Project:		Existing Projects:			Amended Projects:			1
Project amended in 2021-2025 plan to update project and cost.								
Project Financing (in millions of dollars)								
Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)					0.100	0.350		0.450
State Reimbursement								-
Federal Reimbursement								-
Total County Cost	-	-	-	-	0.100	0.350	-	0.450
Management & Budget Recommendation:								

DFUND - Public Works

271

CR 201 over Black Creek Bridge Replacement								
This project will replace the 28 foot long concrete superstructure bridge over Black Creek in Guilderland. Minor approach work and new railing will be included in the project.								
New Project:		Existing Projects:			Amended Projects: 1			
Project amended in 2021-2025 plan to move start date out.								
Project Financing (in millions of dollars)								
Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)					0.175	0.900		1.075
State Reimbursement								-
Federal Reimbursement								-
Total County Cost	-	-	-	-	0.175	0.900	-	1.075
Management & Budget Recommendation:								

Culvert Replacement on CR256 over Tributary to Black Creek								
This project proposes to remove the existing 30 foot long, 5.33 x 7.67 foot wide corrugated metal pipe connected to a 20 foot long 5.25 x 8 foot concrete box culvert and replace it with a pre-cast concrete box culvert. The project is in the Town of Knox. It includes minor approach paving and railing.								
Project Amended in 2021-2025 plan to adjust project cost.								
New Project:			Existing Projects:			Amended Projects: 1		
Project Financing (in millions of dollars)								
Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)			0.150	0.450				0.600
State Reimbursement								-
Federal Reimbursement								-
Total County Cost	-	-	0.150	0.450	-	-	-	0.600
Management & Budget Recommendation:								

CR352 over Fox Creek Bridge Replacement Project								
This project will replace the existing 40' long A588 steel bridge over Fox Creek in the Town of Rensselaerville. Minor approach work and new railing will be included in the project.								
New Project:		Existing Projects:			1		Amended Projects:	
Project Financing (in millions of dollars)								
Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)		0.180	1.000					1.180
State Reimbursement								-
Federal Reimbursement								-
Total County Cost	-	0.180	1.000	-	-	-	-	1.180
Management & Budget Recommendation:								

CR405 over 8 Mile Creek Culvert Replacement								
This project replaces the existing triple, 60 foot long, 4 foot diameter corrugated metal pipe culverts with a single pre-cast concrete box culvert. The project is in the Town of Westerlo. Minor approach work and new railing will be included.								
New Project:			Existing Projects: 1		Amended Projects:			
Project Financing (in millions of dollars)								
Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)			0.155	0.715				0.870
State Reimbursement								-
Federal Reimbursement								-
Total County Cost	-	-	0.155	0.715	-	-	-	0.870
Management & Budget Recommendation:								

DFUND - Public Works

DPW Fuel Remediation Project								
Project involves the remediation of a fuel leak at the Voorheesville DPW facility.								
New Project:		1	Existing Project:		Amended Project:			
Project Financing (in millions of dollars)								
Year	Pre-2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)			0.350					0.350
State Reimbursement								-
Federal Reimbursement								-
Total County Cost	-	-	0.350	-	-	-	-	0.350
Management & Budget Recommendation:								

Public Works Capital Plan Summary: All Projects								
New Projects:	1							
Existing Projects:	13							
Amended Projects:	17							
Project Financing (in millions of dollars)								
Year	Pre 2020	2020	2021	2022	2023	2024	2025	Total
County Debt (Bonds & BANS)	22.421	4.340	12.871	13.173	7.721	3.645	2.255	66.426
State Reimbursement	(1.003)	-	-	-	-	-	-	(1.003)
Federal Reimbursement	(1.872)	-	(0.368)	-	(4.049)	-	-	(6.289)
Total County Cost	19.546	4.340	12.503	13.173	3.672	3.645	2.255	59.134



DANIEL P. McCOY
COUNTY EXECUTIVE

DANIEL C. LYNCH
DEPUTY COUNTY EXECUTIVE

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LISA M. RAMUNDO, PE
COMMISSIONER

SCOTT D. DUNCAN
DEPUTY COMMISSIONER

MEMORANDUM

TO: Laura DeGaetano, Sr. Natural Resource Planner

FROM: William Anslow, Civil Engineer

DATE: October 1, 2020

RE: SEQR Determinations for DPW Highway Projects

Albany County DPW is requesting SEQR Determinations for the following projects proposed for 2021:

- 1) Hauling and Placing of Asphalt Concrete on Various County Roads
- 2) Highway Pavement Recycling Project on Various County Roads
- 3) CR157 (New Karner Rd.) Highway Improvement Project
- 4) DPW's Replacement of Vehicle/Equipment
- 5) CR55 (Creble Road) over Vloman Kill (Culvert Relining Project)
- 6) CR256 (Ketcham Road) over Tributary to Black Creek (Culvert Replacement)
- 7) CR357 (Fox Creek Road) over Ten Mile Creek (Superstructure Replacement)
- 8) CR405 (Sunset Hill Road) over Eight Mile Creek (Culvert Replacement)

These projects are located in Berne, Bethlehem, Colonie, Guilderland, Knox, New Scotland, Rensselaerville and Westerlo.

1) Hauling and Placing (CHIPS): milling of existing top course asphalt (2") and placement of new top course asphalt (2") on the following roads:

- CR6 (Ravine Rd.) from NY85 to CR1 (Towns of Berne & Rensselaerville) $\approx$ 5.8 miles
- CR9 (Bradt Hollow Rd./Canaday Hill Rd.) from NY443 to Dutch Settlement Rd. (Town of Berne) $\approx$ 3.8 miles
- CR12 (Rapp Rd.) from CR10 to CR10 (Towns of Berne & Rensselaerville) $\approx$ 2.4 miles
- CR154 (Osborne Rd.) from CR152 to NY9 (Town of Colonie) $\approx$ 500 ft.
- CR204 (Krumkill Rd./Russell Rd.) from Schoolhouse Rd. to City of Albany Line (Town of Bethlehem) $\approx$ 1.3 miles
- CR256 (Ketcham Rd.) from NY157 to NY157 (town of Knox) $\approx$ 1.7 miles
- CR259 (Beebe Rd.) from CR255 to CR252 (Town of Knox) $\approx$ 3.3 miles
- CR307 (Picard Rd.) from NY85A to NY156 (Town of New Scotland) $\approx$ 2.3 miles
- CR404 (Bear Swamp Rd.) from NY32 to CR402 (Town of Westerlo) $\approx$ 4.4 miles

TOTAL $\approx$ 25 MILES COST ESTIMATE \$2,940,000.00

2) Highway Pavement Recycling Project (Bond): Placement of recycled pavement is proposed for the following roads:

- CR12 (Rapp Rd.) from CR10 to CR10 (Towns of Berne & Rensselaerville) $\approx$ 2.4 miles
- CR9 (Bradt Hollow Rd./Canaday Hill Rd.) from NY443 to Dutch Settlement Rd. (Town of Berne) $\approx$ 3.8 miles
- CR256 (Ketcham Rd.) from NY157 to NY157 (Town of Knox) $\approx$ 1.7 miles

TOTAL MILEAGE IS $\approx$ 7.9 MILES ESTIMATED COST IS \$950,000.00

These projects will be accomplished using the cold-in-place pavement recycling method.

In the cold-in-place process, the existing roadway surface will be milled to a depth of 4"±. Loose stone is then added to the road as necessary. During the milling process, the milled pavement, along with the added stone, will be screened in a closed on-site unit to remove excess fines and/or deleterious material. The recycled pavement is then blended with liquid asphalt and transferred into a paver and placed back down on the roadway as a new base layer. This layer is then compacted with a roller to restore and strengthen the base, prolonging the life of the pavement without the cost and area of disturbance of full depth replacement.

The roads are paved with 2" of top course asphalt as part of the Hauling and Placing Asphalt Project.

The projects do not require a GP-0-10-001 permit. All activity occurs on existing pavement with 6"± of subbase to remain intact. This activity will not disturb more than an acre of land, and will not add any additional impervious area. All disturbed areas will be at a distance greater than a quarter mile between any disturbed activities (i.e. any excavation of failed shoulder material or isolated full depth areas throughout the property).

3) CR157 New Karner Rd. Highway Improvement Project (Bond) (Federal Aid):

This project involves pavement rehabilitation, safety improvements, signal timing updates and addition of complete street components along New Karner Road from US20 to Watervliet Shaker Road.

Design and Construction Inspection Cost Estimate \$460,000.00
Construction Cost Estimate is \$5,061,000.00

4) DPW's Replacement of Vehicles/Equipment (Bond):

Public Works is proposing to replace heavy duty trucks and equipment in accordance with the DPW Vehicle Replacement Plan.

Total Cost for the Replacement is Estimated at \$1,270,000.00

5) CR55 over Vloman Kill (Culvert Relining Project) (Bond):

This project proposes to reline 3 (three) deteriorated corrugated metal pipes built in 1976. The pipes are 145' long x 35' wide. The culverts have deteriorated to the point that rehabilitation is necessary. The cost to rehabilitate will be 3-4 times less expensive than full replacement.

Design & Construction Inspection Costs Estimate is \$201,000.00
Construction Cost Estimate is \$750,000.00

6) CR357 over Ten Mile Creek (Superstructure Replacement) (Bond):

This project proposes to replace a deteriorated prestressed concrete beam superstructure with new galvanized steel beams and a concrete deck. Minor work will be done to the abutments. Some approach work will be required. New bridge rail will also be installed.

Design & Construction Inspection Costs Estimate is \$150,000.00
Construction Cost Estimate is \$700,000.00

7) CR256 over Tributary to Black Creek (Culvert Replacement) (Bond):

This project proposes to remove the existing 30' long, 5.33' x 7.67' wide corrugated metal pipe connected to a 20' long, 5.25' x 8' concrete box culvert and replace with a pre-cast concrete box culvert. Minor approach work, paving and new railing are also included.

Design & Construction Inspection Costs Estimate is \$150,000.00
Construction Cost Estimate is \$450,000.00

8) CR405 over Eight Mile Creek (Culvert Replacement) (Bond):

This project proposes replacing the existing triple 60' long, 5' diameter corrugated metal pipes with a single pre-cast concrete box culvert. Minor approach work, paving and new railing are also included.

Design & Construction Inspection Costs Estimate is \$155,000.00

Construction Cost Estimate is \$715,000.00

Please contact me if you need any additional information. Thank you.

Albany County
 Department of Economic Development, Conservation and Planning
 112 State Street, Room 1310
 Albany, NY 12207
 Telephone: (518) 447-5670
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MEMORANDUM

TO: Lisa Ramundo, Commissioner of Public Works
CC: William Anslow, Highway Engineering
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 2, 2021
RE: 2021 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 7.9 miles of County highways, as follows:

- CR12 (Rapp Rd.) from CR10 to CR10 (Towns of Berne & Rensselaerville) ≈ 2.4 miles
- CR9 (Bradt Hollow Rd./Canaday Hill Rd.) from NY443 to Dutch Settlement Rd. (Town of Berne) ≈ 3.8 miles
- CR256 (Ketcham Rd.) from NY157 to NY157 (Town of Knox) ≈ 1.7 miles

A cold-in-place pavement recycling method will be used for this project where the existing roadway surface will be milled to a depth of 4"±, mixed with stone and screened in a closed on-site unit to remove excess fines and/or deleterious material. The recycled pavement is then blended with liquid asphalt and placed back down on the roadway as a new base layer. The layer is compacted with a roller to restore and strengthen the base, prolonging the life of the pavement without the cost and area of disturbance of full depth replacement. Roads are paved with 2" of top course asphalt. The projects do not require a GP-0-10-001 permit. All activity occurs on existing pavement with 6"± of subbase to remain intact and will not add any additional impervious area.

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.

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MEMORANDUM

TO: Lisa Ramundo, Commissioner of Public Works
CC: William Anslow, Engineering
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 14, 2020
RE: CR157 (New Karner Rd.) Highway Improvement Project
SUBJECT: SEQR compliance for DPW Projects 2021

I have reviewed the documentation provided for the referenced project and consulted with Albany County Department of Public Works as it relates to State Environmental Quality Review (SEQR). This highway improvement project includes repaving, refurbishing of water quality practices, drainage work and installation of sidewalks in certain portions of County Route 157.

As described above, this project meets the criteria established for SEQR Type I actions pursuant to 6 NYCRR 617.4(c)(10). The project is partially contiguous to the Albany Pine Bush Preserve, which is listed on the Register of National Natural Landmarks and is expected to include "physical alteration", as defined in section 617.2, of more than 2.5 acres. Accordingly, all forms and procedures consistent with review of a Type I action under SEQRA must be completed prior to commencement of this project. It is recommended that this review is undertaken as early as possible in the planning process so as not to delay the project.

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

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MEMORANDUM

TO: Lisa Rramundo, Commissioner of Public Works
CC: William Anslow, Engineering
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 2, 2020
RE: Vehicle/Equipment Replacement
SUBJECT: SEQR compliance for 2021 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.

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MEMORANDUM

TO: Lisa Ramundo, Commissioner of Public Works
CC: William Anslow, Engineering
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 2, 2020
RE: Culvert Rehabilitation CR 55
SUBJECT: SEQR compliance for DPW Projects 2021

I have reviewed the documentation provided for the referenced project as it relates to State Environmental Quality Review (SEQR). This project proposes to reline 3 (three) deteriorated corrugated metal pipes on the Vroman Kill built in 1976. The pipes are 145' long x 35' wide. The culverts have deteriorated to the point that rehabilitation is necessary. The cost to rehabilitate will be 3-4 times less expensive than full 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 rehabilitation 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.

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MEMORANDUM

TO: Lisa Ramundo, Commissioner of Public Works
CC: William Anslow, Engineering
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 31, 2018
RE: Culvert Replacement CR 404
SUBJECT: SEQR compliance for DPW Project 2019

I have reviewed the documentation provided for the referenced project as it relates to State Environmental Quality Review (SEQR). This project will replace an existing concrete box culvert approximately 30.5' x 12.5' located in the Town of Westerlo with a new wider concrete box culvert, including minor approach work on both sides and new bridge rail.

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.

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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.

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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 - Hannacrois Creek
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 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.

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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.

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MEMORANDUM

TO: Lisa Ramundo, Commissioner of Public Works
CC: William Anslow, Engineering
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 31, 2018
RE: 2019 DPW Projects
SUBJECT: SEQR compliance for CR252 (Knox Cave Rd.) Highway Rehabilitation Project

I have reviewed the project information provided by William Anslow for the referenced project as it relates to State Environmental Quality Review (SEQR). This Highway Rehabilitation Project will improve 2.4 miles of the existing roadway on CR252 between CR254 and NY157A located in the Town of Knox. Top course and binder course asphalt will be milled out to a depth of approximately 4 inches. Then the existing base course asphalt $\approx$ (3") and (2-3") of subbase will be ground and injected with liquid asphalt. Stone will be added as needed then the recycled material will be graded and compacted. Finally 2 1/2" of binder course asphalt and 1 1/2" of top course asphalt will be placed and the roadway will be striped. This project also includes the rehabilitation of an existing large culvert.

As described above, this project meets the criteria established for SEQR unlisted actions. Accordingly, a short environmental assessment form (see attached) has been completed. 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.

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MEMORANDUM

TO: Lisa Ramundo, Commissioner of Public Works
CC: William Anslow, Engineering
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 31, 2018
RE: 2019 DPW Projects
SUBJECT: SEQR compliance for CR311 and CR303 Highway Rehabilitation Project

I have reviewed the project information provided by William Anslow for the referenced project as it relates to State Environmental Quality Review (SEQR). This project will rehabilitate 1.5 miles of CR311 from CR303 to NY157 and 2.0 miles of CR303 from CR303 to NY157A located in the Towns of Berne and New Scotland. The existing asphalt will be full depth recycled (FDR) to a depth of 6-8", the existing subbase will be graded and compacted. Stone will be added as needed prior to grading. Base (3"), binder (2 1/2") and top course asphalt (1 1/2") will be placed over recycled roadway. Minor drainage improvements will be completed. The roadway will also be striped.

As described above, this project meets the criteria established for SEQR unlisted actions. Accordingly, a short environmental assessment form (see attached) has been completed. 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.

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MEMORANDUM

TO: Lisa Ramundo, Commissioner of Public Works
CC: William Anslow, Highway Engineering
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 2, 2020
RE: County Route 357 Superstructure Replacement
SUBJECT: SEQR compliance for 2021 DPW Project

I have reviewed the documentation provided for the referenced project as it relates to State Environmental Quality Review (SEQR). This project proposes to replace a deteriorated prestressed concrete beam superstructure over Ten Mile Creek with new galvanized steel beams and a concrete deck. Minor work will be done to the abutments. Some approach work will be required. New bridge rail will also be installed.

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.

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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.

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MEMORANDUM

TO: Lisa Ramundo, Commissioner of Public Works
CC: William Anslow, Engineering
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 2, 2020
RE: Culvert Replacement on CR 256 (Ketcham Rd.)
SUBJECT: SEQR compliance for DPW Projects 2021

I have reviewed the documentation provided for the referenced project as it relates to State Environmental Quality Review (SEQR). This project proposes to remove the existing 30' long, 5.33'x 7.67' wide corrugated metal pipe connected to a 20' long, 5.25'x 8' concrete box culvert on a tributary to Black Creek and replace with a pre-cast concrete box culvert. Minor approach work, paving and new railing are also included:

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.

Albany County
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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.

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MEMORANDUM

TO: Lisa Ramundo, Commissioner of Public Works
CC: William Anslow, Engineering
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: October 2, 2020
RE: Culvert Replacement on CR 405
SUBJECT: SEQR compliance for DPW Projects 2021

I have reviewed the documentation provided for the referenced project as it relates to State Environmental Quality Review (SEQR). This project proposes replacing the existing triple 60' long, 5' diameter corrugated metal pipes on Eight Mile Creek with a single pre-cast concrete box culvert. Minor approach work, paving and new railing are also included.

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.

Albany County
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MEMORANDUM

TO: Darrell Duncan, Commissioner of Public Works
CC: William Anslow, Engineering
FROM: Laura DeGaetano, Sr. Natural Resource Planner
DATE: September 15, 2014
RE: 2015 DPW Projects
SUBJECT: SEQR compliance for DPW Facilities Assessment

I have reviewed the documentation provided by William Anslow for the referenced project as it relates to State Environmental Quality Review (SEQR). According to that information, DPW is proposing hire a consultant to perform an inspection on all county-owned DPW facilities and provide a written report on each that includes recommendations and cost estimates for repairs and replacements.

As described above, this project meets the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5(c)(18). 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.

RESOLUTION NO. 571

BOND RESOLUTION OF THE COUNTY OF ALBANY, NEW YORK, AUTHORIZING VARIOUS CAPITAL IMPROVEMENTS FOR THE DEPARTMENT OF PUBLIC WORKS, STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$9,107,000, APPROPRIATING SAID AMOUNT THEREFOR, AND AUTHORIZING THE ISSUANCE OF \$9,107,000 OF SERIAL BONDS OF SAID COUNTY TO FINANCE SAID APPROPRIATION

Introduced: 12/3/18

By: Audit and Finance Committee

THE COUNTY LEGISLATURE OF THE COUNTY OF ALBANY, NEW YORK, HEREBY RESOLVES AS FOLLOWS:

Section 1. The County of Albany, New York (the "County") is hereby authorized to construct and reconstruct various roads in Albany County, New York, together with any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, together with the preparation of planning, engineering and feasibility studies and review, as further described in the 2019 Capital Plan in the County's 2019-2023 Capital Program, as amended and supplemented (hereinafter referred to as the "Capital Program"). The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$3,192,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$3,192,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$3,192,000 to pay the cost of the capital projects.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$3,192,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00(a)(20)(b) or (c) of the New York Local Finance Law (the "Law"), is at least ten (10) years.

Section 2. The County is hereby authorized to construct and reconstruct various bridges in Albany County, New York, together with any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, together with the preparation of planning, engineering and feasibility studies and review, as further described in the 2019 Capital Plan in the County's Capital Program. The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$3,140,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an

amount not to exceed \$3,140,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$3,140,000 to pay the cost of the capital projects.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$3,140,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00(a)(10) of the Law, is twenty (20) years.

Section 3. The County is hereby authorized to acquire heavy duty trucks and various other equipment, as further described in the 2019 Capital Plan in the County's Capital Program. The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$1,100,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$1,100,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$1,100,000.

The periods of probable usefulness of the class of objects or purposes herein authorized and for which \$1,100,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00(a)(28) of the Law, are described as follows: (a) for equipment having a cost in excess of \$30,000, fifteen (15) years and (b) for equipment having a cost in excess of \$15,000, but less than or equal to \$30,000, ten (10) years.

Section 4. The County is hereby authorized to undertake a feasibility study to determine alternatives for the replacement or reconstruction of the Helderberg Hudson Rail Trail Bridge over New Scotland Avenue in Bethlehem, New York, together with any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, together with the preparation of planning, engineering and feasibility studies and review, as further described in the 2019 Capital Plan in the County's Capital Program. The estimated maximum cost of said specific object or purpose, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$150,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$150,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$150,000 to pay the cost of the capital project. The period of probable usefulness of the specific object or purpose herein authorized and for which \$150,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00(a)(62) of the Law, is five (5) years.

Section 5. The County is hereby authorized to undertake various Department of Public Works ("Public Works") facility improvement projects located in Albany County, New York. The projects consist of various upgrades and improvements in

various Public Works substations, which shall include replacement of mechanical equipment, garage doors, entry doors, roofing, windows, and car wash components; various plumbing improvements; upgrades and replacement of flooring; and installing internet service, including any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, together with the preparation of planning, engineering and feasibility studies and review, as further described in the 2019 Capital Plan in the County's Capital Program. The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$350,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$350,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$350,000 to pay the cost of the capital projects.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$350,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00(a)(35) of the Law, is at least five (5) years.

Section 6. The County is hereby authorized to undertake a traffic sign retroreflectivity compliance project throughout Albany County, New York. The project consists of the inspection and replacement of all regulatory, warning and guide signs on County roadways that do not meet the minimum requirement for retroreflectivity, including any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, together with the preparation of planning, engineering and feasibility studies and review, as further described in the 2019 Capital Plan in the County's Capital Program. The estimated maximum cost of said specific object or purpose, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$475,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$475,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$475,000 to pay the cost of the capital project.

The period of probable usefulness of the specific object or purpose herein authorized and for which \$475,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00(a)(72)(b) of the Law, is ten (10) years.

Section 7. The County is hereby authorized to undertake the construction of a water purification, water delivery, and sanitary waste removal system at Lawson Lake County Park in Albany County, New York, including any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, together with the preparation of planning,

engineering and feasibility studies and review, as further described in the 2019 Capital Plan in the County's Capital Program. The estimated maximum cost of said specific object or purpose, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$700,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$700,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$700,000 to pay the cost of the capital project.

The period of probable usefulness of the specific object or purpose herein authorized and for which \$700,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00(a)(1) of the Law, is forty (40) years.

Section 8. Serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in the aggregate principal amount not to exceed \$9,107,000 to finance said appropriations are hereby authorized to be issued pursuant to the provisions of the Law.

Section 9. The following additional matters are hereby determined and stated:

- (a) Current funds are not required by the Law to be provided as a down payment prior to the issuance of the serial bonds authorized by this resolution or any bond anticipation notes issued in anticipation thereof in accordance with Section 107.00 of the Law.
- (b) The proposed maturity of a portion of the bonds authorized by this resolution will exceed five (5) years.

Section 10. The serial bonds authorized by this resolution and any notes issued in anticipation of the sale of such bonds shall contain the recital of validity prescribed by Section 52.00 of the Law and said serial bonds and any notes issued in anticipation of said bonds shall be general obligations of the County, payable as to both principal and interest by a general tax upon all the taxable real property within the County without limitation of rate or amount. The faith and credit of the County are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and provision shall be made annually in the budget of the County by appropriation for (a) the amortization and redemption of the bonds and any notes in anticipation thereof to mature in such year and (b) the payment of interest to be due and payable in such year.

Section 11. Subject to the provisions of this resolution and of the Law, pursuant to the provisions of Section 30.00 relative to the authorization of the issuance of bond anticipation notes or the renewals of said notes and of Section 21.00, Section 23.00, Section 50.00, Sections 56.00 to 60.00, Section 62.00, Section 63.00 and Section 164.00 of the Law, the powers and duties of the County Legislature pertaining or incidental to the sale and issuance of the obligations herein authorized, including but not limited to authorizing bond anticipation notes and prescribing the terms, form and contents and as to the sale and issuance of the bonds herein

authorized and of any bond anticipation notes issued in anticipation of said bonds, and the renewals of said notes, are hereby delegated to the County Comptroller, the chief fiscal officer of the County.

Section 12. The County Comptroller is further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest on the bonds authorized by this resolution and any notes issued in anticipation thereof, as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code") and to designate the bonds authorized by this resolution and any notes issued in anticipation thereof, if applicable, as "qualified tax-exempt bonds" in accordance with Section 265(b)(3)(B)(i) of the Code.

Section 13. The County Comptroller is further authorized to enter into a continuing disclosure undertaking with the initial purchaser of the bonds or notes authorized by this resolution, containing provisions which are satisfactory to such purchaser in compliance with the provisions of Rule 15c2-12, promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934.

Section 14. Pursuant to Article 8 of the Environmental Conservation Law, Chapter 43-B of the Consolidated Laws of New York, as amended (the "SEQR Act") and the regulations adopted pursuant thereto by the Department of Environmental Conservation of the State of New York, being 6 NYCRR Part 617, as amended (the "Regulations" and collectively with the SEQR Act, "SEQRA"), the County must satisfy the requirements contained in SEQRA prior to making a final determination whether to proceed with the above referenced projects.

(a) (1) Except as provided below, based upon an examination of the projects and memoranda from the Albany County Department of Economic Development, Conservation and Planning, the County hereby makes the following determination: The various road projects authorized by this resolution described in Section 1 constitute a "Type II action" pursuant to 6 NYCRR 617.5(c)(4), and therefore that, pursuant to 6 NYCRR 617.6(a)(1)(i), the County has no further responsibilities under SEQRA with respect to those projects.

(2) (A) Notwithstanding the foregoing, the Knox Cave Rd. Highway Rehabilitation Project and CR311 and CR303 Highway Rehabilitation Project described in Section 1 constitute an "Unlisted action" (as said quoted term is defined in the Regulations) and therefore coordinated review and notification of other involved agencies is strictly optional. The County hereby determines not to undertake a coordinated review of the projects, and therefore will not seek lead agency status with respect to the projects;

(B) The projects will result in no major impacts and, therefore, are ones that will not cause significant damage to the environment. Therefore, the County hereby determines that the projects will not have a significant effect on the environment, and the County will not require the preparation of an environmental impact statement with respect to either project; and

(C) As a consequence of the foregoing, the County has decided to prepare a negative declaration with respect to each project.

(b) Based upon an examination of the projects and memoranda from the Albany County Department of Economic Development, Conservation and Planning, the County hereby makes the following determination: The projects authorized by this resolution described in Section 2 constitute a "Type II action" pursuant to 6 NYCRR 617.5(c)(2), and therefore, pursuant to 6 NYCRR 617.6(a)(1)(i), the County has no further responsibilities under SEQRA with respect to those projects.

(c) Based upon an examination of the project and a memorandum from the Albany County Department of Economic Development, Conservation and Planning, the County hereby makes the following determination: The project authorized by this resolution described in Section 3 constitutes a "Type II action" pursuant to 6 NYCRR 617.5(c)(25), and therefore, pursuant to 6 NYCRR 617.6(a)(1)(i), the County has no further responsibilities under SEQRA with respect to that project.

(d) Based upon an examination of the project and a memorandum from the Albany County Department of Economic Development, Conservation and Planning, the County hereby makes the following determination: The project authorized by this resolution described in Section 4 constitutes a "Type II action" pursuant to 6 NYCRR 617.5(c)(18) and (21), and therefore, pursuant to 6 NYCRR 617.6(a)(1)(i), the County has no further responsibilities under SEQRA with respect to that project.

(e) Based upon an examination of the project and a memorandum from the Albany County Department of Economic Development, Conservation and Planning, the County hereby makes the following determination: The project authorized by this resolution described in Section 5 constitutes a "Type II action" pursuant to 6 NYCRR 617.5(c)(1), (2), and (25), and therefore, pursuant to 6 NYCRR 617.6(a)(1)(i), the County has no further responsibilities under SEQRA with respect to that project.

(f) Based upon an examination of the project and a memorandum from the Albany County Department of Economic Development, Conservation and Planning, the County hereby makes the following determination: The project authorized by this resolution described in Section 6 constitutes a "Type II action" pursuant to 6 NYCRR 617.5(c)(16), and therefore, pursuant to 6 NYCRR 617.6(a)(1)(i), the County has no further responsibilities under SEQRA with respect to that project.

(g) Based upon an examination of the project and a memorandum from the Albany County Department of Economic Development, Conservation and Planning, the County hereby makes the following determination:

(1) The project authorized by this resolution described in Section 7 constitutes an "Unlisted action" (as said quoted term is defined in the Regulations) and therefore coordinated review and notification of other involved agencies is strictly optional. The County hereby determines not to undertake a coordinated review of the project, and therefore will not seek lead agency status with respect to the project;

(2) The project will result in no major impacts and, therefore, are ones which will not cause significant damage to the environment. Therefore, the County hereby determines that the project will not have a significant effect on the environment, and the County will not require the preparation of an environmental impact statement with respect to the project; and

(3) As a consequence of the foregoing, the County has decided to prepare a negative declaration with respect to the project.

Section 15. The County may initially use funds from the General Fund or such other funds that may be available to pay the cost of the specific objects or purposes authorized by this resolution, pursuant to Section 165.10 of the Law. The County then reasonably expects to reimburse such expenditure with the proceeds of the bonds or bond anticipation notes authorized by Section 8 of this resolution. This resolution shall constitute the declaration of the County's "official intent" to reimburse the expenditures authorized by Sections 1, 2, 3, 4, 5, 6, and 7 hereof with the proceeds of the bonds and notes authorized herein, as required by United States Treasury Regulation Section 1.150-2.

Section 16. The validity of the bonds authorized by this resolution, and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

- (a) (1) such obligations are authorized for an object or purpose for which the County is not authorized to expend money, or
- (2) the provisions of law which should be complied with at the date of the publication of such resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- (b) such obligations are authorized in violation of the provisions of the constitution.

Section 17. This bond resolution shall take effect immediately and the Clerk of the County Legislature is hereby authorized and directed to publish the foregoing resolution in full, together with a notice attached in substantially the form as prescribed in Section 81.00 of the Law, in the newspaper(s) designated as the official newspaper(s) of the County for such publication.

On roll call the following members voted in favor: Messrs. Beston, Bullock, Burgdorf, Ms. Chapman, Messrs. Clenahan, Commisso, Crouse, Ms. Cunningham, Messrs. Dawson, Domalewicz, Drake, Ethier, Feeney, Fein, Grimm, Higgins, Hogan, A. Joyce, R. Joyce, Ms. Lekakis, Messrs. Lockart, Mauriello, Mayo, Mss. McKnight, McLean Lane, Messrs. Mendick, Miller, Ms. Plotsky, Messrs. O'Brien, Reinhardt, Signoracci, Smith, Stevens, Touchette, Tunny, Ward and Ms. Willingham - 37

Those opposed: - 0

Adopted by unanimous vote - 12/3/18

RESOLUTION NO. 470

BOND RESOLUTION OF THE COUNTY OF ALBANY, NEW YORK, ADOPTED DECEMBER 7, 2020, AUTHORIZING VARIOUS CAPITAL IMPROVEMENTS FOR THE DEPARTMENT OF PUBLIC WORKS, STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$12,721,000, APPROPRIATING SAID AMOUNT THEREFOR, AND AUTHORIZING THE ISSUANCE OF \$12,721,000 OF SERIAL BONDS OF SAID COUNTY TO FINANCE SAID APPROPRIATION.

Introduced: 12/7/20

By Audit and Finance Committee:

THE COUNTY LEGISLATURE OF THE COUNTY OF ALBANY, NEW YORK, HEREBY RESOLVES AS FOLLOWS:

Section 1. The Fiscal Project Code for this bond authorization shall be: HH11.

Section 2. The County of Albany, New York (the “County”) is hereby authorized to construct and reconstruct various roads in Albany County, New York, together with any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, together with the preparation of planning, engineering and feasibility studies and review. The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$4,160,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$4,160,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$4,160,000 to pay the cost of the capital projects.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$4,160,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00(a)(20)(b) or (c) of the New York Local Finance Law (the “Law”), is at least ten (10) years.

Section 3. The County is hereby authorized to construct and reconstruct various bridges in Albany County, New York, together with any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, together with the preparation of planning, engineering and feasibility studies and review. The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$6,941,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance

of an amount not to exceed \$6,941,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$6,941,000 to pay the cost of the capital projects.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$6,941,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00(a)(10) of the Law, is twenty (20) years.

Section 4. The County is hereby authorized to acquire heavy duty trucks and various other equipment. The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$1,270,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$1,270,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$1,270,000.

The periods of probable usefulness of the class of objects or purposes herein authorized and for which \$1,270,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00(a)(28) of the Law, are described as follows: (a) for equipment having a cost greater than or equal to \$30,000, fifteen (15) years and (b) for equipment having a cost in excess of \$15,000 but less than \$30,000, ten (10) years.

Section 5. The County is hereby authorized to undertake the fuel leak remediation project at the Voorheesville Department of Public Works facility located in Albany County, New York, together with any necessary site work and the acquisition and installation of furnishings, equipment, machinery and apparatus for the foregoing purposes, together with the preparation of planning, engineering and feasibility studies and review. The estimated maximum cost of said class of objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof (including costs relating to the issuance of the obligations authorized by this resolution), is an amount not to exceed \$350,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of an amount not to exceed \$350,000 of serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in such series and amounts as may be necessary to pay the cost thereof, but in no event in excess of \$350,000 to pay the cost of the capital project.

The period of probable usefulness of the class of objects or purposes herein authorized and for which \$350,000 of said serial bonds are herein authorized to be issued, within the limitations of Section 11.00(a)(32) of the Law, is five (5) years.

Section 6. Serial bonds (and bond anticipation notes in anticipation of the issuance of such serial bonds) in the aggregate principal amount not to exceed

\$12,721,000 to finance said appropriations are hereby authorized to be issued pursuant to the provisions of the Law.

Section 7. The following additional matters are hereby determined and stated:

(a) Current funds are not required by the Law to be provided as a down payment prior to the issuance of the serial bonds authorized by this resolution or any bond anticipation notes issued in anticipation thereof in accordance with Section 107.00 of the Law.

(b) The proposed maturity of a portion of the bonds authorized by this resolution will exceed five (5) years.

Section 8. The serial bonds authorized by this resolution and any notes issued in anticipation of the sale of such bonds shall contain the recital of validity prescribed by Section 52.00 of the Law and said serial bonds and any notes issued in anticipation of said bonds shall be general obligations of the County, payable as to both principal and interest by a general tax upon all the taxable real property within the County without limitation of rate or amount. The faith and credit of the County are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and provision shall be made annually in the budget of the County by appropriation for (a) the amortization and redemption of the bonds and any notes in anticipation thereof to mature in such year and (b) the payment of interest to be due and payable in such year.

Section 9. Subject to the provisions of this resolution and of the Law, pursuant to the provisions of Section 30.00 relative to the authorization of the issuance of bond anticipation notes or the renewals of said notes and of Section 21.00, Section 23.00, Section 50.00, Sections 56.00 to 60.00, Section 62.00, Section 63.00 and Section 164.00 of the Law, the powers and duties of the County Legislature pertaining or incidental to the sale and issuance of the obligations herein authorized, including but not limited to authorizing bond anticipation notes and prescribing the terms, form and contents and as to the sale and issuance of the bonds herein authorized and of any bond anticipation notes issued in anticipation of said bonds, and the renewals of said notes, are hereby delegated to the County Comptroller, the chief fiscal officer of the County.

Section 10. The County Comptroller is further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest on the bonds authorized by this resolution and any notes issued in anticipation thereof, as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code") and to designate the bonds authorized by this resolution and any notes issued in anticipation thereof, if applicable, as "qualified tax-exempt bonds" in accordance with Section 265(b)(3)(B)(i) of the Code.

Section 11. The County Comptroller is further authorized to enter into a continuing disclosure undertaking with the initial purchaser of the bonds or notes authorized by this resolution, containing provisions which are satisfactory to such purchaser in compliance with the provisions of Rule 15c2-12, promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934.

Section 12. Pursuant to Article 8 of the Environmental Conservation Law, Chapter 43-B of the Consolidated Laws of New York, as amended (the “SEQR Act”) and the regulations adopted pursuant thereto by the Department of Environmental Conservation of the State of New York, being 6 NYCRR Part 617, as amended (the “Regulations” and collectively with the SEQR Act, “SEQRA”), the County must satisfy the requirements contained in SEQRA prior to making a final determination whether to proceed with the above referenced projects.

(a) (1) Except as provided below, based upon an examination of the projects and memoranda from the Albany County Department of Economic Development, Conservation and Planning, the County hereby makes the following determination: The various road projects authorized by this resolution described in Section 2 constitute a “Type II action” pursuant to 6 NYCRR 617.5(c)(5); and therefore that, pursuant to 6 NYCRR 617.6(a)(1)(i), the County has no further responsibilities under SEQRA with respect to those projects.

(2) (A) Notwithstanding the foregoing, the Knox Cave Rd. Highway Rehabilitation Project and CR311 and CR303 Highway Rehabilitation Project described in Section 2 constitute an “Unlisted action” (as said quoted term is defined in the Regulations) and therefore coordinated review and notification of other involved agencies is strictly optional. The County hereby determines not to undertake a coordinated review of the projects, and therefore will not seek lead agency status with respect to the projects;

(B) The projects will result in no major impacts and, therefore, are ones that will not cause significant damage to the environment. Therefore, the County hereby determines that the projects will not have a significant effect on the environment, and the County will not require the preparation of an environmental impact statement with respect to either project; and

(C) As a consequence of the foregoing, the County has decided to prepare a negative declaration with respect to each project.

(3) Notwithstanding the foregoing, the design phase of the New Karner Road Corridor Improvements Project described in Section 2 constitute a “Type II action” pursuant to 6 NYCRR 617.5(c)(24) and (27); and therefore that, pursuant to 6 NYCRR 617.6(a)(1)(i), the County has no further responsibilities under SEQRA with respect to those projects.

(b) (1) Except as provided below, based upon an examination of the projects and memoranda from the Albany County Department of Economic Development, Conservation and Planning, the County hereby makes the following determination: The projects authorized by this resolution described in Section 3 constitute a “Type II action” pursuant to 6 NYCRR 617.5(c)(2); and therefore,

pursuant to 6 NYCRR 617.6(a)(1)(i), the County has no further responsibilities under SEQRA with respect to those projects.

(2) Notwithstanding the foregoing, by separate resolution, the County has complied with the provisions of SEQRA with respect to the Helderberg-Hudson Rail Trail Bridge Project described in Section 3 by issuing a negative declaration determining that the capital project described in this resolution will not have a significant effect on the environment.

(c) Based upon an examination of the project and a memorandum from the Albany County Department of Economic Development, Conservation and Planning, the County hereby makes the following determination: The project authorized by this resolution described in Section 4 constitutes a "Type II action" pursuant to 6 NYCRR 617.5(c)(31); and therefore, pursuant to 6 NYCRR 617.6(a)(1)(i), the County has no further responsibilities under SEQRA with respect to that project.

(d) The project authorized by this resolution described in Section 5 will be conducted pursuant to a corrective action plan under a Stipulation Agreement with the Department of Environmental Conservation of the State of New York; and therefore, the project is exempt from SEQRA.

Section 13. The County may initially use funds from the General Fund or such other funds that may be available to pay the cost of the specific objects or purposes authorized by this resolution, pursuant to Section 165.10 of the Law. The County then reasonably expects to reimburse such expenditure with the proceeds of the bonds or bond anticipation notes authorized by Section 6 of this resolution. This resolution shall constitute the declaration of the County's "official intent" to reimburse the expenditures authorized by Sections 2, 3, 4, and 5 hereof with the proceeds of the bonds and notes authorized herein, as required by United States Treasury Regulation Section 1.150-2.

Section 14. The validity of the bonds authorized by this resolution, and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

(a) (1) such obligations are authorized for an object or purpose for which the County is not authorized to expend money, or

(2) the provisions of law which should be complied with at the date of the publication of such resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

(b) such obligations are authorized in violation of the provisions of the constitution.

Section 15. This bond resolution shall take effect immediately and the Clerk of the County Legislature is hereby authorized and directed to publish the foregoing resolution in full, together with a notice attached in substantially the form as prescribed in Section 81.00 of the Law, in the newspaper(s) designated as the official newspaper(s) of the County for such publication.



Daniel P. McCoy
County Executive

Larry I. Slatky
Executive Director

October 29, 2020

The Honorable Andrew Joyce
Chairman, Albany County Legislature
Legislative Clerk's Office
112 State Street, Suite 710
Albany, New York 12207

Dear Chairman Joyce:

Shaker Place Rehabilitation and Nursing Center respectfully requests to amend its 2020 budget by reducing funded budgeted lines to fund under-funded budget lines, all within our 2020 budget (see attachment)

These adjustments are being made since our 2019 projections for our 2020 budget on ten (10) budget lines were under-funded by \$1,588,080.00 as stated in the attachment. Since these lines are being funded by existing budgeted lines, the net effect is budget neutral.

Thank you in advance for your consideration in implementing these revised budget lines.

Sincerely,

Larry I. Slatky
Executive Director

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel





County of Albany

112 State Street
Albany, NY 12207

Legislation Text

File #: TMP-1957, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Shaker Place Rehabilitation and Nursing Center Amendment to 2020 Budget

Date: September 29, 2020
Submitted By: Larry I. Slatky
Department: Shaker Place Rehabilitation and Nursing Center
Title: Executive Director
Phone: 518-213-8940
Department Rep.
Attending Meeting: Larry I. Slatky

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

☐ Revenue

Increase Account/Line No.: See Attachment
Source of Funds: See Attachment
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):

Shaker Place Rehabilitation and Nursing Center
100 Heritage Lane
Albany, New York 12211

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$1,588,080
Scope of Services: Shaker Place is requesting to reallocate expense budget lines to fund expenses there were underfunded. This will be accomplished by reducing funded budget lines in our 2020 budget, therefore, there will be no change to the bottom line expenses. (see attachment)

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: Albany County and the NYSDOH

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: see attachment

Appropriation Amount: \$1,588,080

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 through 12/31/2020

Length of Contract: 12 months

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)

In order to balance the 2020 budget line expenses Shaker Place will be reallocating budgeted expenses.

Template

APPROPRIATIONS					
ACCOUNT NO.	RESOLUTION DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
NH 13134 010 640183	Licensed Practical Nurse PT	3,619.00		18,168.00	Shaker Place Rehabilitation and Nursing Center
NH 18580	Per Diem Therapies	120,000.00		270,000.00	Shaker Place Rehabilitation and Nursing Center
NH 19900	Overtime	950,000.00		1,950,000.00	Shaker Place Rehabilitation and Nursing Center
NH 19952	Compensatory Time Payout	24,000.00		105,000.00	Shaker Place Rehabilitation and Nursing Center
NH 44021	Computer Supplies	1,000.00		1,000.00	Shaker Place Rehabilitation and Nursing Center
NH 44023	Other Medical Services	50,000.00		350,000.00	Shaker Place Rehabilitation and Nursing Center
NH 44024	Housekeeping	25,000.00		75,000.00	Shaker Place Rehabilitation and Nursing Center
NH 44035	Administrative	96.00		2,596.00	Shaker Place Rehabilitation and Nursing Center
NH 44047	Administrative	50,000.00		375,000.00	Shaker Place Rehabilitation and Nursing Center
NH 44069	Other Medical Services	329,365.00		1,708,276.00	Shaker Place Rehabilitation and Nursing Center
NH 44071	Maintenance	10,000.00		60,000.00	Shaker Place Rehabilitation and Nursing Center
NH 44253	Food and Concessions	25,000.00		815,000.00	Shaker Place Rehabilitation and Nursing Center
NH 12122 005 640027	Head Nurse		62,408.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 12122 015 640037	Head Nurse		62,408.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 12128 003 640058	Registered Nurse		49,705.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 12129 002 640095	Registered Nurse Part Time		21,410.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 12129 003 640096	Registered Nurse Part Time		21,410.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 12162 001 640189	Optometrist		24,985.00	0.00	Shaker Place Rehabilitation and Nursing Center
NH 12199 001 640103	Scheduling Coordinator		35,608.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 12540 001 640967	Fiscal Officer II		83,064.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 13132 012 640141	Licensed Practical Nurse		27,370.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 13134 007 640167	Licensed Practical Nurse PT		14,548.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 13134 009 640178	Licensed Practical Nurse PT		14,548.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 13134 003 640181	Licensed Practical Nurse PT		14,548.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 13134 011 640184	Licensed Practical Nurse PT		14,548.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 15112 105 640228	Nursing Assistant		16,987.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 15112 108 640230	Nursing Assistant		20,897.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 15112 115 640236	Nursing Assistant		17,230.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 15112 005 640253	Nursing Assistant		18,464.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 15112 044 640286	Nursing Assistant		24,865.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 15114 026 640449	Nursing Assistant PT		10,919.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 15114 027 640450	Nursing Assistant PT		10,404.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 15114 028 640451	Nursing Assistant PT		10,919.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 15114 029 640452	Nursing Assistant PT		10,816.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 15114 031 640454	Nursing Assistant PT		10,919.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 15114 004 640828	Nursing Assistant PT		10,919.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 15114 005 640829	Nursing Assistant PT		10,919.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 15114 006 640830	Nursing Assistant PT		10,919.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 15114 007 640831	Nursing Assistant PT		10,919.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 15114 008 640832	Nursing Assistant PT		10,919.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 15116 005 640443	Senior Nursing Assistant		26,283.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 15116 008 640447	Senior Nursing Assistant		26,327.00	1.00	Shaker Place Rehabilitation and Nursing Center
NH 18315 001 640738	Laundry Supervisor		32,721.00	0.00	Shaker Place Rehabilitation and Nursing Center
NH 44104	Natural Gas		25,000.00	75,000.00	Shaker Place Rehabilitation and Nursing Center
NH 44699	Assessment		824,174.00	1,170,231.00	Shaker Place Rehabilitation and Nursing Center
TOTAL APPROPRIATIONS		1,588,080.00	1,588,080.00		

Template

ESTIMATED REVENUES					
ACCOUNT NO.	RESOLUTION DESCRIPTION	DECREASE	INCREASE	UNIT COST	DEPARTMENT NAME
TOTAL ESTIMATED REVENUES		0.00	0.00		
GRAND TOTALS		1,588,080.00	1,588,080.00		

RESOLUTION NO. 471

AMENDING THE 2020 DEPARTMENT OF RESIDENTIAL HEALTH CARE FACILITIES BUDGET: ADMINISTRATIVE ADJUSTMENTS

Introduced: 12/7/20

By Audit and Finance Committee:

WHEREAS, The Executive Director of the Albany County Department of Residential Health Care Facilities has requested authorization to amend the 2020 Department of Residential Health Care Facilities Budget, now, therefore be it

RESOLVED, By the Albany County Legislature that the 2020 Department of Residential Health Care Facilities Budget is amended as follows:

Decrease Appropriation Account NH6020.1 by \$738,906 by decreasing the following line items:

Decrease Line Item NH6020 1 2122 005 Head Nurse by \$62,408

Decrease Line Item NH6020 1 2122 015 Head Nurse by \$62,408

Decrease Line Item NH6020 1 2128 003 Registered Nurse by \$49,705

Decrease Line Item NH6020 1 2129 002 Registered Nurse Part Time by \$21,410

Decrease Line Item NH6020 1 2129 003 Registered Nurse Part Time by \$21,410

Decrease Line Item NH6020 1 2162 001 Optometrist by \$24,985

Decrease Line Item NH6020 1 2199 001 Scheduling Coordinator by \$35,608

Decrease Line Item NH6020 1 2540 001 Fiscal Officer II by \$83,064

Decrease Line Item NH6020 1 3132 012 Licensed Practical Nurse by \$27,370

Decrease Line Item NH6020 1 3134 007 Licensed Practical Nurse PT by \$14,548

Decrease Line Item NH6020 1 3134 009 Licensed Practical Nurse PT by \$14,548

Decrease Line Item NH6020 1 3134 003 Licensed Practical Nurse PT by \$14,548

Decrease Line Item NH6020 1 3134 011 Licensed Practical Nurse PT by \$14,548

Decrease Line Item NH6020 1 5112 005 Nursing Assistant by \$18,464

Decrease Line Item NH6020 1 5112 044 Nursing Assistant by \$24,865

Decrease Line Item NH6020 1 5112 105 Nursing Assistant by \$16,987

Decrease Line Item NH6020 1 5112 108 Nursing Assistant by \$20,897

Decrease Line Item NH6020 1 5112 115 Nursing Assistant by \$17,230

Decrease Line Item NH6020 1 5114 004 Nursing Assistant PT by \$10,919

Decrease Line Item NH6020 1 5114 005 Nursing Assistant PT by \$10,919

Decrease Line Item NH6020 1 5114 006 Nursing Assistant PT by \$10,919

Decrease Line Item NH6020 1 5114 007 Nursing Assistant PT by \$10,919
Decrease Line Item NH6020 1 5114 008 Nursing Assistant PT by \$10,919
Decrease Line Item NH6020 1 5114 026 Nursing Assistant PT by \$10,919
Decrease Line Item NH6020 1 5114 027 Nursing Assistant PT by \$10,404
Decrease Line Item NH6020 1 5114 028 Nursing Assistant PT by \$10,919
Decrease Line Item NH6020 1 5114 029 Nursing Assistant PT by \$10,816
Decrease Line Item NH6020 1 5114 031 Nursing Assistant PT by \$10,919
Decrease Line Item NH6020 1 5116 005 Senior Nursing Assistant by \$26,283
Decrease Line Item NH6020 1 5116 008 Senior Nursing Assistant by \$26,327
Decrease Line Item NH6020 1 8315 001 Laundry Supervisor by \$32,721

Decrease Appropriation Account NH6020.4 by \$849,174 by decreasing the following line items:

Decrease Line Item NH6020 4 4104 Natural Gas by \$25,000
Decrease Line Item NH6020 4 4699 Assessment by \$824,174

Increase Appropriation Account NH6020.1 by \$1,097,619 by increasing the following line items:

Increase Line Item NH6020 1 3134 010 Licensed Practical Nurse PT by \$3,619 with an annual salary of \$18,168
Increase Line Item NH6020 1 8580 Per Diem Therapies by \$120,000
Increase Line Item NH6020 1 9900 Overtime by \$950,000
Increase Line Item NH6020 1 9952 Compensatory Time Payout by \$24,000

Increase Appropriation Account NH6020.4 by \$490,461 by increasing the following line items:

Increase Line Item NH6020 4 4021 Computer Supplies by \$1,000
Increase Line Item NH6020 4 4023 Other Medical Services by \$50,000
Increase Line Item NH6020 4 4024 Housekeeping by \$25,000
Increase Line Item NH6020 4 4035 Administrative by \$96
Increase Line Item NH6020 4 4047 Administrative by \$50,000
Increase Line Item NH6020 4 4069 Other Medical Services by \$329,365
Increase Line Item NH6020 4 4071 Maintenance by \$10,000
Increase Line Item NH6020 4 4253 Food and Concessions by \$25,000

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.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
OFFICE OF THE EXECUTIVE
112 STATE STREET, ROOM 1200
ALBANY, NEW YORK 12207-2021
(518) 447-7040 - FAX (518) 447-5589
WWW.ALBANYCOUNTY.COM

DANIEL C. LYNCH, ESQ.
DEPUTY COUNTY EXECUTIVE

October 19, 2020

Honorable Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

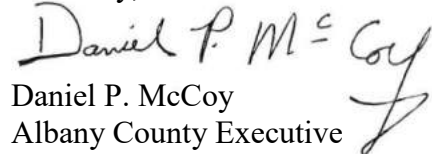
Dear Chairman Joyce:

The Office of the Albany County Executive respectfully requests authorization to accept funding for Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP) grant funding in the amount of \$898,062. The COSSAP grant is administered by the US Department of Justice, Office of Justice Programs.

COSSAP funding will be used to support Albany LEAD's new initiative, 'Growing LEAD: Increasing Operational Capacity to Improve and Expand Service in Albany County.' This new effort will build upon the successful foundation that Albany LEAD has already established. Operational capacity will be increased with the addition of case managers, a full time Project Manager and Community Engagement and Outreach Coordinator to improve coordination between partners and the public, increase public awareness of LEAD, and develop policies and procedures to better serve LEAD communities. This investment into Albany LEAD will provide LEAD services to entirely new communities within Albany County and serve as a proof of concept that LEAD can operate well outside of urban cities.

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
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-2049, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Authorization to accept Department of Justice COSSAP (Comprehensive Opioid, Stimulant, and Substance Abuse Program) Grant

Date: 10/19/2020
Submitted By: Patrick Alderson
Department: County Executive's Office
Title: Policy Analyst
Phone: 518-447-7040
Department Rep.
Attending Meeting: Michael McLaughlin/Patrick Alderson

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
☒ Revenue

Increase Account/Line No.: A44310.04398 (Revenue); A94310.44092.10000 (Program Expenditures)
Source of Funds: US Department of Justice
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

Acceptance

Submission Date Deadline 5/21/2020

- ☐ 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):

US Department of Justice
Office of Justice Programs
810 7th St. NW, Washington, D.C. 20531

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$898,062
Scope of Services: Albany LEAD is looking to capitalize on its momentum by Growing LEAD:
Increasing Operational Capacity to Improve and Expand Service in Albany County. This new effort will build upon the successful foundation that Albany LEAD has already established by hiring new staff and building additional support.

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: A44310.04398
Revenue Amount: \$898,062

Appropriation Account and Line: A94310.44092.10000
Appropriation Amount: \$898,062

Source of Funding - (Percentages)

Federal: 100%
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) October 1, 2020 - September 30, 2023
Length of Contract: 36 Months

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: 2020-226
Date of Adoption: July 13, 2020

Justification: (state briefly why legislative action is requested)

Albany LEAD is looking to capitalize on its momentum by Growing LEAD: Increasing Operational Capacity to Improve and Expand Service in Albany County. This new effort will build upon the successful foundation that Albany LEAD has already established. Operational Capacity will be increased with the addition of case managers to grow caseload capacity by 200%, an increase of approximately 50 new clients annually. Additionally, a full time, dedicated Project Director and Community Engagement and Outreach Coordinator will be hired to improve coordination between partners and the public, increase public awareness of LEAD, and develop policies and procedures to better serve LEAD communities. Once this increased capacity is built Albany LEAD will begin its geographic expansion within Albany County, with a population over 305,000. The County Sheriff has the ability to serve the rural communities of Albany County while a number of municipal police forces have expressed interest in becoming LEAD partners. Albany County seeks the assistance of the Bureau of Justice Assistance in a funding amount of \$898,062.00 to achieve these goals. This investment into Albany LEAD will provide LEAD services to entirely new communities within Albany County and serve as a proof of concept that LEAD can operate well outside of urban cities.

Dear Michael Lalli:

On behalf of Attorney General Barr, it is my pleasure to inform you that the Office of Justice Programs has approved the application submitted by County of Albany for an award under the funding opportunity entitled Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program: Local or Tribal Applications. The approved award amount is \$898,062.

As DOJ transitions to its new grants management system, there will be a delay in accessing your award agreement and associated information.

You will receive an email notification from the Justice Grants System (JustGrants) in the next few days which will provide information on how to access your award agreement, review the terms and conditions, and accept the award.

In the meantime, please visit the [JustGrants website](#) and [training pages](#) to become familiar with the new system.

Congratulations, and we look forward to working with you.

Katherine T. Sullivan

Principal Deputy Assistant Attorney General

Budget Amendment Spreadsheet - 2020

ACCOUNT NO.				RESOLUTION DESCRIPTION	ORIGINAL BUDGET	INCREASE	DECREASE	REVISED BUDGET
A9	4310	44092	10000	L.E.A.D. Programming Expenditures		\$898,062.00		\$898,062.00
TOTAL APPROPRIATIONS						\$898,062.00	\$0.00	
ACCOUNT NO.				RESOLUTION DESCRIPTION		DECREASE	INCREASE	REVISED BUDGET
A4	4310	04398		L.E.A.D Funding Revenue			\$898,062.00	\$898,062.00
TOTAL ESTIMATED REVENUES						\$0.00	\$898,062.00	
GRAND TOTALS						\$898,062.00	\$898,062.00	

DEPARTMENT NAME

Mental Health

DEPARTMENT NAME

Mental Health

RESOLUTION NO. 226

AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE UNITED STATES DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS REGARDING THE COMPREHENSIVE OPIOID, STIMULANT, AND SUBSTANCE ABUSE PROGRAM

Introduced: 7/13/20

By Audit and Finance Committee:

WHEREAS, The County Executive has requested authorization to submit a grant application for the amount of \$898,062 to the United States Department of Justice, Office of Justice Programs regarding the Comprehensive Opioid, Stimulant, and Substance Abuse Program, and

WHEREAS, The County Executive has indicated that such funding would be used to support Albany LEAD (Law Enforcement Assisted Diversion) program's new initiative, "Growing LEAD: Increasing Operational Capacity to Improve and Expand Service in Albany County" by adding case managers, a full time Project Director and a Community Engagement and Outreach Coordinator to improve coordination between partners and the public, increase public awareness and develop policies and procedures to better serve LEAD communities, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to submit a grant application for the amount of \$898,062 to the United States Department of Justice, Office of Justice Programs regarding the Comprehensive Opioid, Stimulant, and Substance Abuse Program, and, be it further

RESOLVED, That the County Attorney is authorized to approve said grant application 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. 472

AUTHORIZING AN AGREEMENT WITH THE UNITED STATES DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS REGARDING THE COMPREHENSIVE OPIOID, STIMULANT, AND SUBSTANCE ABUSE PROGRAM

Introduced: 12/7/20

By Audit and Finance Committee:

WHEREAS, The County Executive has requested authorization to enter into an agreement with the United State Department of Justice, Office of Justice Programs regarding the Comprehensive Opioid, Stimulant, and Substance Abuse Program grant in the amount of \$898,062 for the term commencing October 1, 2020 and ending September 30, 2023, and

WHEREAS, The County Executive has indicated that such funding would be used to support the Albany LEAD (Law Enforcement Assisted Diversion) program's new initiative, "Growing LEAD: Increasing Operational Capacity to Improve and Expand Service in Albany County" by adding case managers, a full time Project Director, and a Community Engagement and Outreach Coordinator to improve coordination between partners and the public, increase public awareness, and develop policies and procedures to better serve LEAD communities, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the United State Department of Justice, Office of Justice Programs regarding the regarding the Comprehensive Opioid, Stimulant, and Substance Abuse Program grant in the amount of \$898,062 for the term commencing October 1, 2020 and ending September 30, 2023, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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.



Daniel P. McCoy
County Executive

Maggie A. Alix
Director

COUNTY OF ALBANY
REAL PROPERTY TAX SERVICE AGENCY
112 State Street, Room 1340
ALBANY, NEW YORK 12207
OFFICE: (518) 487-5291
FAX: (518) 447-2503
www.albanycounty.com

September 30, 2020

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

Re: Authorization to cancel and charge back unenforceable delinquent tax on 166 Third Street, City of Albany

Dear Chairman Joyce,

The three-year time limit to use the ordinary correction of errors process has expired, therefore, enclosed for your review is a resolution. In reviewing the 2015 List of Delinquent Taxes, it became apparent that due to clerical error a tax was imposed on the aforementioned property. Parcel number 65.65-2-44, in the City of Albany, transferred from the New Covenant Charter School to the City School District of Albany. Both entities are wholly exempt from taxation.

The Finance Department filed the required Certificate of Withdrawal. Given the information provided, I recommend cancelling and charging back the unenforceable delinquent tax lien.

Sincerely,

Maggie A. Alix

CC: Dennis Feeny, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Minority Counsel



Legislation Text

File #: TMP-1965, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Authorization to cancel and charge back unenforceable delinquent tax on 166 Third Street, City of Albany

Date: September 30, 2020
Submitted By: Maggie A. Alix
Department: Real Property Tax Service Agency
Title: Director
Phone: 518-487-5291
Department Rep.
Attending Meeting: Click or tap here to enter text.

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 to cancel and charge back unenforceable delinquent tax on 166 Third Street, City of Albany

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- ☐ Contractual
- ☐ Equipment
- ☐ Fringe

- ☐ Personnel
- ☐ Personnel Non-Individual
- ☐ 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:

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)

The three-year time limit to use the ordinary correction of errors process has expired, therefore, enclosed for your review is a resolution. In reviewing the 2015 List of Delinquent Taxes, it became apparent that due to clerical error a tax was imposed on the aforementioned property. Parcel number 65.65-2-44, in the City of Albany, transferred from the New Covenant Charter School to the City School District of Albany. Both entities are wholly exempt from taxation.

The Finance Department filed the required Certificate of Withdrawal. Given the information provided, I recommend cancelling and charging back the unenforceable delinquent tax lien.

00/00/20

RESOLUTION NO. _____

**AUTHORIZING THE CANCELLATION AND CHARGE BACK OF AN
UNENFORCEABLE DELINQUENT REAL PROPERTY TAX LIEN ON 166 THIRD
STREET, CITY OF ALBANY**

Introduced: 00/00/20

By Audit and Finance Committee:

WHEREAS, the Director of the County Real Property Tax Services Agency has advised the Commissioner of the County Department of Management and Budget as Enforcing Officer of the Albany County Tax District ("Tax District Enforcing Officer") that the three year time limit for use of the ordinary "correction of errors" process provided by Real Property Tax Law, §554 to cancel and charge back the amount credited or guaranteed by the Tax District in connection with the following unenforceable delinquent [pursuant to RPTL, §1138] *tax lien* which was returned to the Tax District for enforcement:

<u>City of Albany</u>				
<u>Parcel Location</u>	<u>Tax Map No.</u>	<u>Tax Lien Year(s)</u>	<u>Charge Back Amount</u>	<u>Reason</u>
166 Third Street	65.65-2-44	2015 Property	\$267.42	The City School District of Albany owns this parcel appearing on the List of Delinquent Taxes. The District is a wholly exempt entity. The parcel is .24 acres of vacant residential land. It appears that due to a clerical error a tax was imposed on the property.

, and

WHEREAS, pursuant to Real Property Tax Law, §1138 the County Legislature in its capacity as the governing body of the Tax District is authorized to without time limit cancel and charge back all amounts credited or guaranteed by the Tax District to any municipal corporation in connection with delinquent real property tax liens returned to the

Tax District for enforcement as to which there is no practical method to enforce the collection of said delinquent tax liens and that a supplementary proceeding to enforce collection of the taxes involved would not be effective, and

WHEREAS, the Tax District Enforcing Officer has as required by RPTL, §1138 (subds. 1 (a) and 2) duly issued and filed with the Albany County Clerk and the Clerk of the Albany County Legislature as the governing body of the Tax District a Certificate of Withdrawal of the above said parcel from the "In Rem" delinquent real property tax lien foreclosure proceeding brought by the Tax District to enforce the said delinquent real property tax lien against it, and

WHEREAS, the County Legislature has based upon the information in this regard provided to it by the Tax District Enforcing Officer determined pursuant to RPTL, §1138 (subd. 6 (a)) that under the circumstances presented there no practical method to enforce the collection of the above said delinquent tax lien and that a supplementary proceeding to enforce collection of the tax involved would not be effective , it is therefore hereby

RESOLVED, that pursuant to RPTL, §1138 (subd.6(a)) the above said delinquent real property tax lien is hereby cancelled and the Tax District Enforcing Officer is hereby directed to issue and within 10 days thereafter file with the Albany County Clerk a Certificate of Cancellation of the above said delinquent real property tax lien, and, be it further

RESOLVED, that the Tax District Enforcing Officer is pursuant to RPTL, §1138 (subd.6(c)) hereby authorized and directed to following the filing of said Certificate of Cancellation charge back all amounts credited or guaranteed by the Tax District to any municipal corporation in connection with the above said cancelled delinquent real property tax lien.

CERTIFICATE OF WITHDRAWAL

(Real Property Tax Law, §1138 (subds.1, 2 and 3))

INDEX NO. 05148-16

TO THE ALBANY COUNTY CLERK:

PLEASE TAKE NOTICE that the following parcel of real property included on the List of Delinquent Taxes for the "In Rem" delinquent tax lien foreclosure proceeding filed by the County of Albany, New York, Tax District in your Office under the above Index No. on December 6, 20 covering the City of Albany in Albany County:

PARCEL No. 05418-16-000923
 OWNER(S) City School District of Albany
 ADDRESS 166 Third Street
City of Albany
 TAX MAP No. 06506500020440000000

is hereby **WITHDRAWN** from said foreclosure proceeding by me for one or more of the following reasons (check all that apply):

☒ There is reason to believe that there may be a legal impediment to the enforcement of the tax lien(s) affecting said parcel.

☐ The tax lien(s) on said parcel has/have been canceled or is/are subject to cancellation pursuant to section 558 of the Real Property Tax Law.

☐ The enforcement of the tax lien(s) on said parcel has/have been stayed by the filing of a petition pursuant to the Bankruptcy Code of 1978 (Title 11 of the United States Code).

☐ If the Tax District were to acquire said parcel, there is a significant risk that it might be exposed to a liability substantially in excess of the amount that could be recovered by enforcing said tax lien(s).

ALBANY COUNTY CLERK
 12/9/01 - 6 PM 2:39
 RECEIVED

_____ The owner of said parcel has entered into an agreement to pay said tax lien(s) in installments pursuant to section 1184 of the Real Property Tax Law and has not defaulted thereon.

_____ Said parcel was included in the Petition for Foreclosure in said proceeding, but it has since been demonstrated to my satisfaction as Enforcing Officer that said parcel is residential or farm property, and as such, said parcel is not yet subject to inclusion in such a Petition.

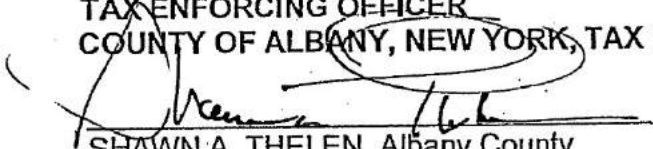
The facts which render said parcel eligible for withdrawal from said proceeding are as follows: Unenforceable Tax

PLEASE TAKE FURTHER NOTICE that pursuant to Real Property Tax Law, §1138 (sub. 2 (b) you are therefore required and directed to upon the filing of this Certificate of Withdrawal in your Office enter on said List of Delinquent Taxes the word "withdrawn" and the date of such filing opposite the description of said parcel.

PLEASE TAKE FURTHER NOTICE that pursuant to Real Property Tax Law, §1138 (subd. 3) the filing of this Certificate of Withdrawal has no effect upon the delinquent real property tax lien(s) against said parcel, or upon the notice of pendency of said proceeding as to said parcel, unless such lien(s) are canceled and, if said lien(s) are not canceled, said proceeding may be reinstated against said parcel.

DATED: September 30, 2020

**TAX ENFORCING OFFICER
COUNTY OF ALBANY, NEW YORK, TAX DISTRICT**


SHAWN A. THELEN, Albany County
Commissioner of Management and Budget

STATE OF NEW YORK
COUNTY - albany
CITY - Albany
SWIS - 010100

2015 CITY TAX ROLL
TAXABLE SECTION OF THE ROLL - 1
PROPERTY LOCATION SEQUENCE
UNIFORM PERCENT OF VALUE IS 109.47

PAGE 5748
VALUATION DATE-JUL 01, 2014
TAXABLE STATUS DATE-MAR 01, 2014

TAX MAP PARCEL NUMBER	PROPERTY LOCATION & CLASS	ASSESSMENT	EXEMPTION CODE	COUNTY	CITY
CURRENT OWNERS NAME	SCHOOL DISTRICT	LAND	TAX DESCRIPTION	TAXABLE VALUE	TAX AMOUNT
CURRENT OWNERS ADDRESS	PARCEL SIZE/GRID COORD	TOTAL	SPECIAL DISTRICTS		
----- 65.65-5-35.1552 -----					
155 Third St	155 Third St	HOMESTEAD PARCEL		ACCT 31843	BILL173019
65.65-5-35.1552	210 1 Family Res - CONDO	AGED - ALL 41800		6,600	11,100
Brown Grace C	Albany 010100	4,400 CONDO C 51002		9,000	0
155 Third St Unit #2	BANK 100	22,200 County Tax		6,600	24.01
Albany, NY 12210	EAST-0655090 NRTN-0970330	City Tax		11,100	120.10
	DEED BOOK 2354 PG-509				
	FULL MARKET VALUE	20,280			
TOTAL TAX ---					144.11**
DATE #1 02/01/15				DATE #2 07/31/15	
AMT DUE 72.06				AMT DUE 79.55	
----- 65.65-5-59 -----					
165 Third St	165 Third St	HOMESTEAD PARCEL		ACCT 10995	BILL173020
65.65-5-59	311 Res vac land	County Tax		3,700	13.46
Coles Doris M	Albany 010100	3,700 City Tax		3,700	40.03
232 FIRST St	FRNT 30.22 DPTH 138.00	3,700 WATER Delinquent Water		166.31	166.31
ALBANY, NY 12210	EAST-0654780 NRTN-0970470				
	DEED BOOK 2711 PG-503				
	FULL MARKET VALUE	3,380			
TOTAL TAX ---					219.80**
DATE #1 01/31/15				DATE #2 01/31/15	
AMT DUE 219.80					
----- 65.65-2-44 -----					
166 Third St	166 Third St	NON-HOMESTEAD PARCEL		ACCT 10905	BILL173021
65.65-2-44	330 Vacant comm	County Tax		15,000	54.57
U.S. Bank, NA	Albany 010100	15,000 City Tax		15,000	212.85
School	FRNT 75.00 DPTH 150.00				
Patricia J. Kapsch, VP	EAST-0654650 NRTN-0970350				
60 Livingston Ave	DEED BOOK 2687 PG-766				
St. Paul, MN 55107	FULL MARKET VALUE	13,702			
TOTAL TAX ---					267.42**
DATE #1 01/31/15				DATE #2 01/31/15	
AMT DUE 267.42					
----- 65.65-5-60 -----					
167 Third St	167 Third St	HOMESTEAD PARCEL		ACCT 10996	BILL173022
65.65-5-60	311 Res vac land	County Tax		6,600	24.01
Coles Doris M	Albany 010100	6,600 City Tax		6,600	71.41
232 FIRST St	FRNT 30.16 DPTH 108.00	6,600 WATER Delinquent Water		166.31	166.31
ALBANY, NY 12210	EAST-0654760 NRTN-0970490				
	DEED BOOK 2711 PG-803				
	FULL MARKET VALUE	6,029			
TOTAL TAX ---					261.73**
DATE #1 01/31/15				DATE #2 01/31/15	
AMT DUE 261.73					

RECORD & RETURN TO:

Jeffrey D. Honeywell, Esq.
Honeywell Law Firm, PLLC
3 Winners Circle, Suite 200
Albany, New York 12205

Tax Map No.: 65.65-2-44
Tax Billing Address: 166 Third Street
Albany, New York
N.Y.S. TAX: \$ -0-

QUITCLAIM DEED

THIS INDENTURE made the 14th day of September, Two Thousand ~~Sixteen~~¹⁷, BETWEEN

NEW COVENANT CHARTER SCHOOL, a not-for-profit education corporation organized and existing under the laws of the State of New York, with offices located at 1 Commerce Plaza, ALBANY, NY 12260,

party of the first part, and

CITY SCHOOL DISTRICT OF ALBANY, a City School District organized under the laws of the State of New York, with offices located at 1 Academy Park, Albany, New York 12207,

party of the second part.

WITNESSETH that the Party of the First Part, in consideration of ONE and 00/100 DOLLAR (\$1.00) lawful money of the United States, and other good and valuable consideration paid by the Party of the Second Part, does hereby remise, release and quitclaim unto the Party of the Second Part, the heirs or successors and assigns of the Party of the Second Part forever,

ALL THAT CERTAIN LOT, PIECE OR PARCEL OF LAND, with the buildings thereon, situate, lying and being on the south side of Third Street in the City of Albany, County of Albany and State of New York, more particularly bounded and described as follows:

COMMENCING at a point one hundred and nine (109) feet westerly from the intersection of the south line of Third Street with the west line of Lark Street, and extending westerly along the south line of Third Street seventy-five (75) feet; thence southerly parallel with the west line of Lark Street, one hundred and forty (140) feet; thence east parallel with Third Street seventy-five (75) feet; thence northerly parallel with Lark Street one hundred and forty (140) feet to the place of beginning.

SUBJECT to all enforceable building conditions restrictions, easements and covenants of record affecting the above described premises.

* **BEING** the same premises conveyed to New Covenant Charter School by a deed from Jack Daskalakis and Stephen Roddy recorded in the Albany County Clerk's Office on August 9, 2001, in Liber 2687 of Deeds at Page 766.

RESOLUTION NO. 473

AUTHORIZING THE CANCELLATION AND CHARGE BACK OF AN UNENFORCEABLE DELINQUENT REAL PROPERTY TAX LIEN ON 166 THIRD STREET (TAX MAP NO. 65.65-2-44) IN THE CITY OF ALBANY

Introduced: 12/7/20

By Audit and Finance Committee:

WHEREAS, the Director of the County Real Property Tax Services Agency has advised the Commissioner of the County Department of Management and Budget as Enforcing Officer of the Albany County Tax District ("Tax District Enforcing Officer") that the three year time limit for use of the ordinary "correction of errors" process provided by Real Property Tax Law §554 to cancel and charge back the amount credited or guaranteed by the Tax District in connection with the following unenforceable delinquent [pursuant to RPTL §1138] tax lien which was returned to the Tax District for enforcement:

City of Albany				
Parcel Location	Tax Map No.	Tax Lien Year(s)	Charge Back Amount	Reason
166 Third Street	65.65-2-44	2015 Property	\$267.42	The City School District of Albany owns this parcel appearing on the List of Delinquent Taxes. The District is a wholly exempt entity. The parcel is .24 acres of vacant residential land. It appears that due to a clerical error a tax was imposed on the property.

,and

WHEREAS, pursuant to Real Property Tax Law §1138 the County Legislature in its capacity as the governing body of the Tax District is authorized to without time limit cancel and charge back all amounts credited or guaranteed by the Tax District to any municipal corporation in connection with delinquent real property tax liens returned to the Tax District for enforcement as to which there is no practical method to enforce the collection of said delinquent tax liens and that a supplementary proceeding to enforce collection of the taxes involved would not be effective, and

WHEREAS, the Tax District Enforcing Officer has as required by RPTL §1138 (subds. 1 (a) and 2) duly issued and filed with the Albany County Clerk and the Clerk of the Albany County Legislature as the governing body of the Tax District a Certificate of Withdrawal of the above said parcel from the "In Rem" delinquent real property tax lien foreclosure proceeding brought by the Tax District to enforce the said delinquent real property tax lien against it, and

WHEREAS, the County Legislature has based upon the information in this regard provided to it by the Tax District Enforcing Officer determined pursuant to RPTL §1138 (subd. 6 (a)) that under the circumstances presented there no practical method to enforce the collection of the above said delinquent tax lien and that a supplementary proceeding to enforce collection of the tax involved would not be effective, now, therefore, be it

RESOLVED, By the Albany County Legislature, that pursuant to RPTL §1138 (subd.6(a)) the above said delinquent real property tax lien is hereby cancelled and the Tax District Enforcing Officer is hereby directed to issue and within 10 days thereafter file with the Albany County Clerk a Certificate of Cancellation of the above said delinquent real property tax lien, and, be it further

RESOLVED, That the Tax District Enforcing Officer is pursuant to RPTL §1138 (subd.6(c)) hereby authorized and directed to following the filing of said Certificate of Cancellation charge back all amounts credited or guaranteed by the Tax District to any municipal corporation in connection with the above said cancelled delinquent real property tax lien, 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.



Daniel P. McCoy
County Executive

Maggie A. Alix
Director

COUNTY OF ALBANY
REAL PROPERTY TAX SERVICE AGENCY
112 State Street, Room 1340
ALBANY, NEW YORK 12207
OFFICE: (518) 487-5291
FAX: (518) 447-2503
www.albanycounty.com

October 6, 2020

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

Re: Applications for Corrected Tax Roll – Town of Bethlehem
21 Flanders Lane Parcel ID 63.00-3-90

Dear Chairman Joyce,

Laurie Lambertsen, Assessor for the Town of Bethlehem, submitted Applications for Corrected Tax Roll.

The Town of Bethlehem acquired the aforementioned property on October 26, 2016. The assessor's office failed to acknowledge the transfer; therefore, the property did not receive the town owned property exemption. The Town of Bethlehem should have been wholly exempt on the 2017 Final Assessment Roll and forward.

Due to a clerical error, I recommend correcting the 2018, 2019, and 2020 tax roll to reflect an amount due of \$0.

Sincerely,


Maggie A. Alix

CC: Dennis Feeny, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Minority Counsel



County of Albany

112 State Street
Albany, NY 12207

Legislation Text

File #: TMP-1983, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Authorization to Correct the Tax Roll in the Town of Bethlehem 2018, 2019, 2020

Date: October 10/06/2020
Submitted By: Maggie A. Alix
Department: Real Property Tax Service Agency
Title: Director
Phone: 518-487-5291
Department Rep.
Attending Meeting: Click or tap here to enter text.

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)
- Bethlehem for 2018, 2019, 2020.

Authorization to correct the tax roll in the Town of

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- ☐ Contractual
- ☐ Equipment
- ☐ Fringe
- ☐ Personnel

- ☐ Personnel Non-Individual
☐ 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:

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)

Laurie Lambertsen, Assessor for the Town of Bethlehem, submitted Applications for Corrected Tax Roll.

The Town of Bethlehem acquired the aforementioned property on October 26, 2016. The assessor's office failed to acknowledge the transfer; therefore, the property did not receive the town owned property exemption. The Town of Bethlehem should have been wholly exempt on the 2017 Final Assessment Roll and forward.

Due to a clerical error, I recommend correcting the 2018, 2019, and 2020 tax roll to reflect an amount due of \$0.

David Van Luven
Town Supervisor

Laurie Lambertsen
Assessor

TOWN OF BETHLEHEM

Albany County - New York
ASSESSOR'S OFFICE
445 DELAWARE AVENUE
DELMAR, NEW YORK 12054
(518) 439-4955 x1101
Email: llambert@townofbethlehem.org



October 1, 2020

Maggie Alix, Director
Albany County Real Property Services
112 State Street, Room 1340
Albany, NY 12207

Re: Town of Bethlehem
21 Flanders Lane
63.00-3-90

Dear Maggie:

Enclosed please find forms RP 554 and a copies of the Town of Bethlehem tax bills for 2017 through 2019. A sale was inadvertently omitted from this property. The Town of Bethlehem should have been reflected as the owner whereas a tax would be omitted. These bills have not been paid.

The corrected bills should reflect the following:

Tax Year	Tax Amt of Current Bill	Tax Amt of Adjusted Bill	Refund Amt
2017	\$21.06 w/school relevy	\$0	\$0
2018	\$22.75 w/school relevy	\$0	\$0
2019	\$21.86 w/school relevy	\$0	\$0

Should you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,

Laurie Lambertsen
Assessor

LL/dv

Enclosures



Application for Corrected Tax Roll

RP-554
(12/19)

Part 1 – General information: To be completed in duplicate by the applicant.

Names of owners Town of Bethlehem			
Mailing address of owners (number and street or PO box) 445 Delaware Avenue		Location of property (street address) 21 Flanders Lane	
City, village, or post office Delmar	State NY	ZIP code 12054	City, town, or village Albany
Daytime contact number		Evening contact number	Tax map number of section/block/lot: Property identification (see tax bill or assessment roll) 63.00-3-90
Account number (as appears on tax bill) 000030650		Amount of taxes currently billed \$ 21.06	
Reasons for requesting a correction to tax roll: A sale occurred on this property reflected in Book 2016 Page 25056 dated October 26, 2016. The sale was inadvertently omitted from our tax roll. It was just recently added. The current owner is exempt from any tax liability.			

I hereby request a correction of tax levied by Town of Bethlehem for the year(s) 2016.
(County, city, village, etc.)

Signature of applicant <u>Lauri J. Lamberto</u>	Date <u>9/24/20</u>
--	------------------------

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 <u>10/1/2020</u>	Period of warrant for collection of taxes <u>1/1/2018</u>
Last day for collection of taxes without interest <u>1/31/2018</u>	Recommendation Approve application ☒ Deny application ☐
Signature of official <u>M. A. Alip</u>	Date <u>10/6/2020</u>

If approved, the County Director must file a copy of this form with the assessor and board of assessment review of the city/town/village of Bethlehem who must consider the attached report and recommendation as equivalent of petitions filed under section 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 ☐

Amount of taxes currently billed \$ <u>21.06</u>	Corrected tax \$ <u>0</u>
Date notice of approval mailed to applicant	Date order transmitted to collecting officer

Application denied (reason): _____ _____
--

Signature of chief executive officer, or official designated by resolution	Date
--	------

Town of Bethlehem



Image Mate Online

Tax Links

Property Info

Tax Summary

Details for Taxes Levied and Payments in 2018

2017 Roll

2018 County/Town Payments

Original Tax	Penalty	Total Tax	Unpaid Amount	Date Paid	Tax ID#
21.06	0.00	21.06	21.06		000030650

Tax Bill #	Swis	Tax Map ID#
5755	012200	63.-3-90
Address	Municipality	School
21 Flanders Ln	Bethlehem, Town of	Guilderland Central

Address	Property Information	Assessment Information
John Paul Builders, LLC	Roll Section: 1	Full Market Value: 725.00
796 Burdeck St	Property Class: Res vac land	Total Assessed Value: 725.00
Schenectady, NY 12306	Lot Size: 1.25	Uniform %: 100

Estimated State Aid - Type	Amount
County	73,498,642.00
Town	2,067,893.00

2018 County/Town Taxes

Description	Rate (per \$1000 or Unit)	Value	Amount
COUNTY PURPOSES	3.674456	725.00	2.66
GENERAL FUND TAX	0.862753	725.00	0.63
HIGHWAY TAX	1.681784	725.00	1.22
SCHOOL RELEVY	0.000000	0.00	14.24
Ambulance\EMS	0.312201	725.00	0.23
Ext-14 -s-	0.388196	725.00	0.28
Elmwood park fd	1.958272	725.00	1.42
Water district #1	0.518321	725.00	0.38
			Total: 21.06



Application for Corrected Tax Roll

RP-554
(12/19)

Part 1 – General information: To be completed in duplicate by the applicant.

Names of owners Town of Bethlehem					
Mailing address of owners (number and street or PO box) 445 Delaware Avenue			Location of property (street address) 21 Flanders Lane		
City, village, or post office Delmar		State NY	ZIP code 12054	City, town, or village Albany	
		State NY	ZIP code 12203		
Daytime contact number		Evening contact number		Tax map number of section/block/lot: Property identification (see tax bill or assessment roll) 63.00-3-90	
Account number (as appears on tax bill) 000030650			Amount of taxes currently billed \$ 22.75		
Reasons for requesting a correction to tax roll: A sale occurred on this property reflected in Book 2016 Page 25056 dated October 26, 2016. The sale was inadvertently omitted from our tax roll. It was just recently added. The current owner is exempt from any tax liability.					

I hereby request a correction of tax levied by Town of Bethlehem for the year(s) 2019
(County, city, village, etc.)

Signature of applicant <i>Lauri J. Lamberts</i>	Date 10-1-20
--	------------------------

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 10/1/2020	Period of warrant for collection of taxes 1/1/2018
Last day for collection of taxes without interest 1/31/2018	Recommendation Approve application ☒ Deny application ☐
Signature of official <i>M. A. Lip</i>	Date 10/6/2020

If approved, the County Director must file a copy of this form with the assessor and board of assessment review of the city/town/village of Bethlehem who must consider the attached report and recommendation as equivalent of petitions filed under section 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 ☐

Amount of taxes currently billed \$ 22.75	Corrected tax \$ 0
Date notice of approval mailed to applicant	Date order transmitted to collecting officer

Application denied (reason): _____ _____

Signature of chief executive officer, or official designated by resolution	Date
--	------

Town of Bethlehem



Image Mate Online

Tax Links

Property Info

Tax Summary

Details for Taxes Levied and Payments in 2019

2018 Roll

2019 County/Town Payments

Original Tax	Penalty	Total Tax	Unpaid Amount	Date Paid	Tax ID#
22.75	0.00	22.75	22.75		000030650

Tax Bill #	Swis	Tax Map ID#
5844	012200	63.-3-90
Address	Municipality	School
21 Flanders Ln	Bethlehem, Town of	Guilderland Central

Address	Property Information	Assessment Information
John Paul Builders, LLC	Roll Section: 1	Full Market Value: 763.00
796 Burdeck St	Property Class: Res vac land	Total Assessed Value: 725.00
Schenectady, NY 12306	Lot Size: 1.25	Uniform %: 95

Estimated State Aid - Type	Amount
County	1,932,355.00
Town	0.00

2019 County/Town Taxes

Description	Rate (per \$1000 or Unit)	Value	Amount
COUNTY PURPOSES	3.797886	725.00	2.75
GENERAL FUND TAX	0.877040	725.00	0.64
HIGHWAY TAX	1.710737	725.00	1.24
SCHOOL RELEVY	0.000000	0.00	15.73
Ambulance\EMS	0.317667	725.00	0.23
Ext-14 -s-	0.391530	725.00	0.28
Elmwood park fd	2.066160	725.00	1.50
Water district #1	0.526999	725.00	0.38
			Total: 22.75



Application for Corrected Tax Roll

RP-554
(12/19)

Part 1 – General information: To be completed in duplicate by the applicant.

Names of owners Town of Bethlehem			
Mailing address of owners (number and street or PO box) 445 Delaware Avenue		Location of property (street address) 21 Flanders Lane	
City, village, or post office Delmar	State NY	ZIP code 12054	City, town, or village Albany
Daytime contact number		Evening contact number	
Account number (as appears on tax bill) 000030650		Tax map number of section/block/lot: Property identification (see tax bill or assessment roll) 63.00-3-90	
Amount of taxes currently billed \$ 21.86		Reasons for requesting a correction to tax roll: A sale occurred on this property reflected in Book 2016 Page 25056 dated October 26, 2016. The sale was inadvertently omitted from our tax roll. It was just recently added. The current owner is exempt from any tax liability.	

I hereby request a correction of tax levied by Town of Bethlehem for the year(s) 2020
(County, city, village, etc.)

Signature of applicant <i>Laure J Lamberto</i>	Date 10-1-20
---	------------------------

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 10/1/2020	Period of warrant for collection of taxes 1/1/2019
Last day for collection of taxes without interest 1/31/2019	Recommendation Approve application ☒ Deny application ☐
Signature of official <i>M. Allen</i>	Date 10/6/2020

If approved, the County Director must file a copy of this form with the assessor and board of assessment review of the city/town/village of Bethlehem who must consider the attached report and recommendation as equivalent of petitions filed under section 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 ☐

Amount of taxes currently billed 21.86	Corrected tax \$0
Date notice of approval mailed to applicant	Date order transmitted to collecting officer

Application denied (reason): _____

Signature of chief executive officer, or official designated by resolution	Date
--	------

Town of Bethlehem



Image Mate Online

Tax Links

Property Info

Tax Summary

Details for Taxes Levied and Payments in 2020

2020 County/Town Payments					
Original Tax	Penalty	Total Tax	Unpaid Amount	Date Paid	Tax ID#
21.86	0.00	21.86	21.86		000030650

Tax Bill #	Swis	Tax Map ID#
5820	012200	63.-3-90
Address	Municipality	School
21 Flanders Ln	Bethlehem, Town of	Guilderland Central

Address	Property Information	Assessment Information
John Paul Builders, LLC	Roll Section: 1	Full Market Value: 763.00
796 Burdeck St	Property Class: Res vac land	Total Assessed Value: 725.00
Schenectady, NY 12306	Lot Size: 1.25	Uniform %: 95

Estimated State Aid - Type	Amount
County	91,269,848.00
Town	1,895,333.00

2020 County/Town Taxes			
Description	Rate (per \$1000 or Unit)	Value	Amount
COUNTY PURPOSES	3.705728	725.00	2.69
GENERAL FUND TAX	0.907531	725.00	0.66
HIGHWAY TAX	1.730051	725.00	1.25
SCHOOL RELEVY	0.000000	0.00	14.70
Albany County EMS	0.304886	725.00	0.22
Delmar-Bethlehem EMS	0.039754	725.00	0.03
Ext-14 -s-	0.330487	725.00	0.24
Elmwood park fd	2.251538	725.00	1.63
Water district #1	0.606719	725.00	0.44
			Total: 21.86

Bella
10/26/16

WARRANTY DEED with Lien Covenant

THIS INDENTURE made the 17 day of Jun, 2016, between

JOHN PAUL BUILDERS, LLC, having its principal place of business at 796 Burdeck Street, Schenectady, New York, Party of the First Part of the First Part, and the

TOWN OF BETHLEHEM, a municipal corporation, organized and existing by virtue of the laws of the State of New York, with its principal place of business at 445 Delaware Avenue, Delmar, New York, Party of the Second Part,

WITNESSETH that the Party of the First Part, in consideration of One and 00/100 Dollars (\$1.00) lawful money of the United States, and other good and valuable consideration paid by the Party of the Second Part, do hereby grant and release unto the Party of the Second part, its successors and assigns forever property described in Schedule "A", attached hereto and made a part hereof.

Subject to any and all enforceable covenants, conditions, restrictions and easements of record affecting said premises and any statement of facts an accurate survey would depict.

Together with the appurtenances and all the estate and rights of the Party of the First Part in and to said premises,

To have and to hold the premises herein granted unto the Party of the Second Part, its successors and assigns forever.

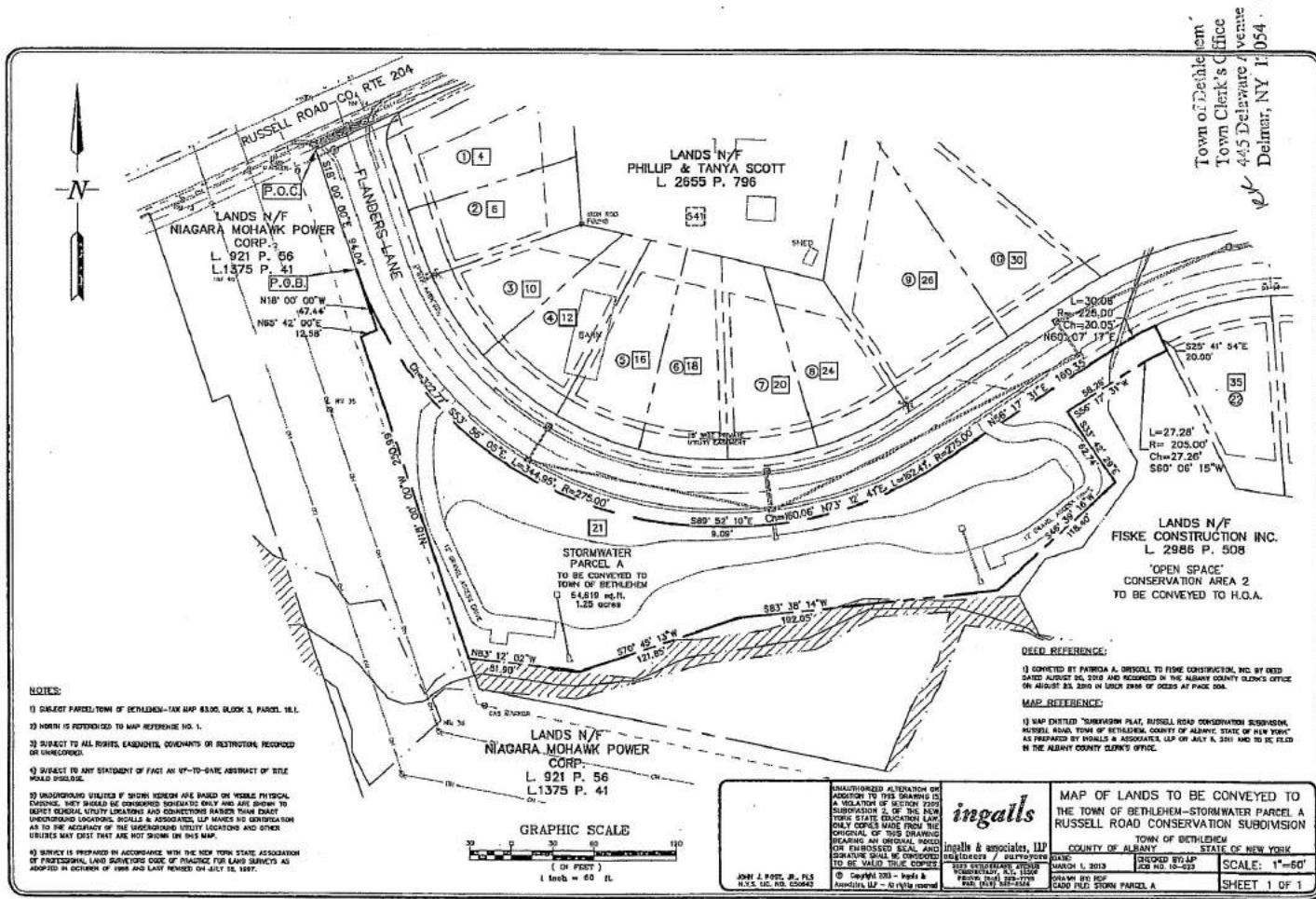
And said Party of the First Part covenant as follows:

First, That the Party of the Second Part shall quietly enjoy the said premises;

Second, That said Party of the First Part will forever **Warrant** the title to said premises.

Third, That in Compliance with Sec. 13 of the Lien Law, the grantors will receive the consideration of this conveyance and will hold the right to receive such consideration as a trust fund to be applied first for the purpose of paying the cost of the improvement and will apply the same first to the payment of the cost of the improvement before using any part of the total of the

cf
Town of Bethlehem
Town Clerk's Office
445 Delaware Avenue
Delmar, NY 12054



Town of Bethlehem
Town Clerk's Office
445 Delaware Avenue
Delmar, NY 12054

RESOLUTION NO. 474

AUTHORIZING A CORRECTION TO THE TAX ROLL FOR THE TOWN OF BETHLEHEM

Introduced: 12/7/20

By Audit and Finance Committee:

WHEREAS, This Legislative Body has received one application from the Director of the Real Property Tax Service Agency for a correction of real property taxes, and

WHEREAS, This application has been investigated by the Director who recommends to this Honorable Body that the Tax Roll involved be corrected, now, therefore be it

RESOLVED, By the Albany County Legislature that the listed Tax Roll for the Town of Bethlehem be corrected with respect to the following parcel of real property:

<u>APPLICANT</u>	<u>CITY OR TOWN</u> <u>DESCRIPTION OF REAL</u> <u>PROPERTY AS SHOWN ON</u> <u>TAX ROLL OR BILL</u>	<u>REASON FOR</u> <u>CORRECTION</u>
Laurie Lambertsen Assessor	21 Flanders Lane Tax Map No. 63.00-3-90 2020 Collection 2019 Collection 2018 Collection	Clerical Error

and, be it further

RESOLVED, Said correction shall be in accordance with Form RP-554 as submitted with favorable recommendation by the Director in accordance with the provisions of the New York State Real Property Tax Law, 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.

DANIEL P. MCCOY
COUNTY EXECUTIVE



SHAWN A. THELEN
COMMISSIONER

COUNTY OF ALBANY
DEPARTMENT OF MANAGEMENT AND BUDGET
112 STATE STREET, SUITE 1200
ALBANY, NEW YORK 12207
OFFICE: (518) 447-5525
FAX: (518) 447-5589
www.albanycounty.com

M. DAVID REILLY
DEPUTY COMMISSIONER

October 27, 2020

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

Dear Chairman Joyce:

Legislative approval is requested to rescind the authorization to transfer tax foreclosed property located in the City of Albany, 507 and 509 Bradford Street to the Albany County Land Bank Corporation and convey these properties to abutting property owner 511 Bradford LLC.

This transfer is in accordance with Resolution No. 29 of 2019 which states "Properties which will be discretionally conveyed by the County to individuals or entities who own abutting or adjacent parcels".

If you have any questions regarding this request I can make myself available at your earliest convenience. Thank you for your consideration.

Sincerely Yours,

Shawn A. Thelen

cc:

Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Majority Counsel
Minority Counsel



Legislation Text

File #: TMP-2064, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Requesting Legislative Action to rescind the authorization to convey properties to the Albany County Land Bank Corporation and transfer these properties to an abutting property owner

Legislative Action is requested to rescind the sale of two properties located in the City of Albany 507 and 509 Bradford Street to the Albany County Land Bank Corporation and transfer these properties to 511 Bradford LLC

Date:	October 29, 2020
Submitted By:	Shawn Thelen
Department:	Management and Budget
Title:	Commisioner
Phone:	518-447-7040
Department Rep.	Anthony DiLella
Attending Meeting:	David Reilly/Michael Mc Laughlin

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
- ☐ 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:

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: 189

Date of Adoption: 5/11/2020

Justification: (state briefly why legislative action is requested)

Requesting Legislative Authority to rescind the authorization to convey tax foreclosed properties located in the City of Albany, 507 Bradford Street (Tax Map No. 64.36-1-10.2) and 509 Bradford Street (Tax Map No. 64.36-1-11) to the Albany County Land Bank Corporation per ABL Res No.250 of 2019 and convey these properties to abutting property owner, 511 Bradford LLC, 115 Spy Glass CT, Albany, NY 12203 for \$20,000.

511 Bradford LLC is an abutting owner to 507 and 509 Bradford Street and is requesting these properties for future redevelopment of housing.

As per the attached Purchaser Review, 511 Bradford LLC and their members have no outstanding code violations and do not owe any delinquent taxes on their 42 listed properties. This type of property management makes 511 Bradford LLC a worthy purchaser of these vacant lots.

This transfer is in accordance with Resolution No. 29 of 2019 which states "Properties which will be discretionally conveyed by the County to individuals or entities who own abutting or adjacent parcels ".

The following will be part of the sale of this property and is requested to be stated in the resolution of sale:

At the closing: All closings costs. A prorated share of the 2020-21 Albany School Taxes will be due

After the closing: All prior water, sewer and municipal charges not in the collection process of the Albany County Division of Finance as of the date of the property closing, as well as any and all water, sewer, municipal charges and real estate taxes (Property and School) billed on and after January 1, 2021 shall be the responsibility of 511 Bradford LLC.

10-21-2020

Mike McLaughlin
Director of Policy and Research

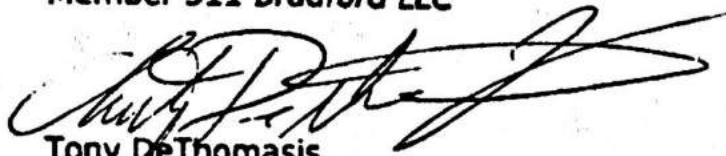
Dear Mike:

511 Bradford LLC recently purchased 511 Bradford Street and my property is abutting 507 and 509 Bradford Street. The LLC is interested in purchasing 509 Bradford Street (54.36-1-11) and 507 Bradford Street (64.36-1-10.2) for the sum of ten thousand dollars (\$10,000.00) each. The purpose of the purchase of these properties is for redevelopment for housing.

Sincerely,



Tim Stuto
Member 511 Bradford LLC



Tony DeThomasis
Member 511 Bradford LLC



Rich DeThomasis
Member 511 Bradford LLC



DEPARTMENT OF MANGEMENT AND BUDGET

Purchaser Review

PROPERTY INFORMATION

Municipality - ALBANY

Address of Properties -507 and 509 Bradford St

Tax Map Numbers-64.36-1-10.2 and 64.36-1-11

Properties Described as-Vacant Land in Commercial Area

BIDDER NAME AND PROPERTIES OWNED BY BIDDER

Purchaser-511 Bradford LLC

Members: Timothy Stuto, Anthony Dethomasis, Richard Dethomasis SEE PROPERTY LIST ATTACHED

CODE ENFORCEMENT INFORMATION

No outstanding violations-Verified with Town of Bethlehem Code Enforcement officer 10/27/2020

No outstanding violations-Verified with City of Albany Code Enforcement officer 10/28/2020

No outstanding violations-Verified with Town of Guilderland Code Enforcement officer 10/26/2020

No outstanding violations-Verified with Town of Colonie Code Enforcement officer 10/28/2020

DELINQUENT TAX INFORMATION

No delinquent taxes-Verified with Albany County Tax Records Supervisor 10/22/2020

COUNTY FORECLOSURE INFORMATION

Not Applicable

Signed----------

ANTHONY DILELLA

Property Manager

DATE—October 28, 2020

511 Bradford St. Albany, NY
522 Washington ave. –albany
111-113 State St - Albany
346 State St. - Albany
1 Essex Street - Albany
109 State St - Albany
184 Washington Ave - Albany
1 Rapp Rd. - Albany
39 Pinehurst ave
43 Pinehurst Ave. Albany
6 Winnie street -
203 N Allen Street- Albany
68 Elm Street - Albany
1093 Western ave. -albany
189 S. pine ave –
688 Madison Ave. - Albany
5 Rapp Rd. - Albany
380 Broadway - Albany
22 Winnie St. - Albany
62 Pinehurst Ave. - Albany
58 Pinehurst Ave. - Albany
7 Rapp Rd. - Albany
164 Spring St. Albany
39 Brevator St - Albany
28 Colvin Ave. - Albany
40 Colvin Ave. - Albany
50 Colvin Ave. - Albany
60 Colvin Ave. - Albany

Colonie

563 Broadway Menands, NY

357 Troy Schenectady Rd. Latham, NY

Guilderland

109-111 Vaughn Dr. Albany, NY (guild)

115 Spy Glass Ct. Albany, NY (guild)

9 Nielsen Rd. Guilderland Center, NY (guild)

Bethlehem

5 Eastland Circle - Bethlehem

10 Eastland Circle - Bethlehem

349 Kenwood - Delmar

50 Hudson Ave - Delmar

48 Hudson Ave - Delmar

154 Delaware Ave. - Delmar

(152-160) 156 Delaware Ave.

458 Russell Rd- Bethlehem

466 Russell Rd- Bethlehem



Date of this notice: 08-31-2020

Employer Identification Number:
85-2778386

Form: SS-4

Number of this notice: CP 575 B

511 BRADFORD LLC
TIMOTHY J STUTO MBR
115 SPY GLASS CT
ALBANY, NY 12203

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 85-2778386. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1065

03/15/2021

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

04/29/2020 14:33 | TEST DATABASE Jul 16 2019
cmurray | Real Estate Tax Statement

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| txtaxstm

PARCEL: 06403600010100020000

LOCATION: 507 BRADFORD ST

OWNER:

SLEEK ENTERPRISES LLC
604 CORPORATION PARK
SCHENECTADY NY 12302

STATUS:

SQUARE FEET: 0
LAND VALUATION: 36,500
BUILDING VALUATION: 0
EXEMPTIONS: 0

TAXABLE VALUATION: 36,500
INTEREST PER DIEM 6,373.07

LEGAL DESCRIPTION:

DEED DATE:

BOOK/PAGE:

INTEREST DATE: 05/31/2020

YEAR INST	TYPE CHARGE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
2018	RE-E	4304				
1	ALBANY SCH		1,026.42	1,026.42	225.81	1,252.23
	5% PERCENT		51.32	51.32	.00	51.32
	MAILING CH		1.00	1.00	.00	1.00
			1,078.74	1,078.74	225.81	1,304.55
			1,078.74	1,078.74	225.81	1,304.55
2018	RE-1	6785				
1	ALBANY PRO		664.20	664.20	205.90	870.10
	5 PERCENT		33.21	33.21	.00	33.21
			697.41	697.41	205.90	903.31
2017	RE-E	3480				
1	ALBANY SCH		1,058.36	1,058.36	359.84	1,418.20
	5% PERCENT		52.92	52.92	.00	52.92
	MAILING CH		1.00	1.00	.00	1.00
	LEGAL CHAR		225.00	225.00	.00	225.00
			1,337.28	1,337.28	359.84	1,697.12
			1,337.28	1,337.28	359.84	1,697.12
2017	RE-1	6897				
1	ALBANY PRO		649.06	649.06	279.10	928.16
	5 PERCENT		32.45	32.45	.00	32.45
			681.51	681.51	279.10	960.61

04/29/2020 14:33
cmurray

TEST DATABASE Jul 16 2019
Real Estate Tax Statement

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txtaxstm

YEAR	TYPE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
INST	CHARGE					
2016	RE-E	2447				
1	ALBANY SCH		1,078.32	1,078.32	496.03	1,574.35
	5% PERCENT		53.92	53.92	.00	53.92
	MAILING CH		1.00	1.00	.00	1.00
			1,133.24	1,133.24	496.03	1,629.27
			1,133.24	1,133.24	496.03	1,629.27
2016	RE-1	69559				
1	ALBANY PRO		245.70	245.70	135.14	380.84
	5 PERCENT		12.29	12.29	.00	12.29
	MAILING CH		1.00	1.00	.00	1.00
	LEGAL CHAR		150.00	150.00	.00	150.00
			408.99	408.99	135.14	544.13
			408.99	408.99	135.14	544.13
2015	RE-E	5732				
1	ALBANY SCH		430.04	430.04	249.42	679.46
	5% PERCENT		21.50	21.50	.00	21.50
			451.54	451.54	249.42	700.96
2015	RE-1	7904				
1	ALBANY PRO		247.80	247.80	166.03	413.83
	5 PERCENT		12.39	12.39	.00	12.39
	MAILING CH		1.00	1.00	.00	1.00
	LEGAL CHAR		150.00	150.00	.00	150.00
			411.19	411.19	166.03	577.22
			411.19	411.19	166.03	577.22
2014	RE-1	8007				
1	ALBANY PRO		589.71	589.71	465.87	1,055.58
	5 PERCENT		29.49	29.49	.00	29.49
	MAILING CH		1.00	1.00	.00	1.00
			620.20	620.20	465.87	1,086.07
			620.20	620.20	465.87	1,086.07
2014	LIEN	1350				
1	ALB SCH LN		507.22	507.22	278.97	786.19
	LEGAL CHAR		150.00	150.00	.00	150.00
			657.22	657.22	278.97	936.19

04/29/2020 14:33
cmurray

TEST DATABASE Jul 16 2019
Real Estate Tax Statement

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txtaxstm

YEAR INST	TYPE CHARGE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
			657.22	657.22	278.97	936.19
2013	LIEN	1510				
1	ALB SCH LN		1,310.01	1,310.01	628.80	1,938.81
			1,310.01	1,310.01	628.80	1,938.81
2013	LIEN	2390				
1	ALB LIENS		591.10	591.10	537.90	1,129.00
	LEGAL CHAR		150.00	150.00	.00	150.00
	TITLE SEAR		290.00	290.00	.00	290.00
			1,031.10	1,031.10	537.90	1,569.00
			1,031.10	1,031.10	537.90	1,569.00
2012	LIEN	1082				
1	ALB LIENS		588.46	588.46	606.11	1,194.57
			588.46	588.46	606.11	1,194.57
2012	LIEN	2211				
1	ALB SCH LN		1,246.53	1,246.53	747.92	1,994.45
	LEGAL CHAR		150.00	150.00	.00	150.00
			1,396.53	1,396.53	747.92	2,144.45
			1,396.53	1,396.53	747.92	2,144.45
2011	LIEN	3234				
1	ALB LIENS		765.44	765.44	880.26	1,645.70
	LEGAL CHAR		150.00	150.00	.00	150.00
			915.44	915.44	880.26	1,795.70
			915.44	915.44	880.26	1,795.70
GRAND TOTALS			12,718.86	12,718.86	6,263.10	18,981.96

PARTIAL PAYMENTS ARE NOT ACCEPTED WITHOUT AN INSTALLMENT AGREEMENT
IF ANY PARCEL REMAINS SUBJECT TO ONE OR MORE DELINQUENT TAX LIENS,

04/29/2020 14:33 | TEST DATABASE Jul 16 2019
cmurray | Real Estate Tax Statement

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| txtaxstm

YEAR	TYPE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
INST	CHARGE					

THE PAYMENT YOU HAVE MADE WILL NOT POSTPONE THE ENFORCEMENT OF THE
OUTSTANDING LIEN OR LIENS. CONTINUED FAILURE TO PAY THE ENTIRE
AMOUNT OWED WILL RESULT IN THE LOSS OF THE PROPERTY(IES).

PAYMENT MADE TO:

ALBANY COUNTY DIVISION OF FINANCE
112 STATE ST. ROOM 1340
ALBANY, NY 12207
TEL: 447-7082

\$35.00 WILL BE CHARGED FOR ANY RETURNED CHECK
INTEREST WILL INCREASE ON THE 1ST OF THE MONTH

04/29/2020 14:35 | TEST DATABASE Jul 16 2019
cmurray | Real Estate Tax Statement

| P 1
| txtaxstm

PARCEL: 06403600010110000000

LOCATION: 509 BRADFORD ST

OWNER:

SLEEK ENTERPRISES LLC
604 CORPORATION PARK
SCHENECTADY NY 12302

STATUS:

SQUARE FEET: 0
LAND VALUATION: 30,400
BUILDING VALUATION: 0
EXEMPTIONS: 0

TAXABLE VALUATION: 30,400
INTEREST PER DIEM 6,635.90

LEGAL DESCRIPTION:

DEED DATE:

BOOK/PAGE:

INTEREST DATE: 05/31/2020

YEAR INST	TYPE CHARGE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
2018	RE-E	4305				
1	ALBANY SCH		854.89	854.89	188.08	1,042.97
	5% PERCENT		42.74	42.74	.00	42.74
	MAILING CH		1.00	1.00	.00	1.00
			898.63	898.63	188.08	1,086.71
			898.63	898.63	188.08	1,086.71
2018	RE-1	6786				
1	ALBANY PRO		553.19	553.19	171.49	724.68
	5 PERCENT		37.36	37.36	.00	37.36
	ALBANY WAT		194.02	194.02	60.15	254.17
			784.57	784.57	231.64	1,016.21
			784.57	784.57	231.64	1,016.21
2017	RE-E	3481				
1	ALBANY SCH		881.48	881.48	299.70	1,181.18
	5% PERCENT		44.07	44.07	.00	44.07
	MAILING CH		1.00	1.00	.00	1.00
			926.55	926.55	299.70	1,226.25
			926.55	926.55	299.70	1,226.25
2017	RE-1	7589				
1	ALBANY PRO		540.59	540.59	232.45	773.04
	5 PERCENT		36.73	36.73	.00	36.73
	ALBANY WAT		193.98	193.98	83.41	277.39
			771.30	771.30	315.86	1,087.16

04/29/2020 14:35
cmurray

TEST DATABASE Jul 16 2019
Real Estate Tax Statement

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txtaxstm

YEAR	TYPE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
INST	CHARGE					
			771.30	771.30	315.86	1,087.16
2016	RE-E	2448				
1	ALBANY SCH		898.10	898.10	413.13	1,311.23
	5% PERCENT		44.91	44.91	.00	44.91
	MAILING CH		1.00	1.00	.00	1.00
	LEGAL CHAR		150.00	150.00	.00	150.00
			1,094.01	1,094.01	413.13	1,507.14
			1,094.01	1,094.01	413.13	1,507.14
2016	RE-1	69560				
1	ALBANY PRO		245.70	245.70	135.14	380.84
	5 PERCENT		21.99	21.99	.00	21.99
	ALBANY WAT		194.03	194.03	106.72	300.75
	MAILING CH		1.00	1.00	.00	1.00
			462.72	462.72	241.86	704.58
			462.72	462.72	241.86	704.58
2015	RE-E	5733				
1	ALBANY SCH		430.04	430.04	249.42	679.46
	5% PERCENT		21.50	21.50	.00	21.50
	LEGAL CHAR		150.00	150.00	.00	150.00
			601.54	601.54	249.42	850.96
			601.54	601.54	249.42	850.96
2015	RE-1	7905				
1	ALBANY PRO		247.80	247.80	166.03	413.83
	5 PERCENT		22.09	22.09	.00	22.09
	ALBANY WAT		194.03	194.03	130.00	324.03
	MAILING CH		1.00	1.00	.00	1.00
			464.92	464.92	296.03	760.95
			464.92	464.92	296.03	760.95
2014	RE-1	8008				
1	ALBANY PRO		491.13	491.13	387.99	879.12
	5 PERCENT		34.26	34.26	.00	34.26
	ALBANY WAT		194.03	194.03	153.28	347.31
	MAILING CH		1.00	1.00	.00	1.00
			720.42	720.42	541.27	1,261.69

04/29/2020 14:35
cmurray

TEST DATABASE Jul 16 2019
Real Estate Tax Statement

P 3
txtaxstm

YEAR INST	TYPE CHARGE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
			720.42	720.42	541.27	1,261.69
2014	LIEN	1351				
1	ALB SCH LN		507.22	507.22	278.97	786.19
	LEGAL CHAR		150.00	150.00	.00	150.00
			657.22	657.22	278.97	936.19
			657.22	657.22	278.97	936.19
2013	LIEN	1511				
1	ALB SCH LN		1,091.00	1,091.00	523.68	1,614.68
	LEGAL CHAR		150.00	150.00	.00	150.00
			1,241.00	1,241.00	523.68	1,764.68
			1,241.00	1,241.00	523.68	1,764.68
2013	LIEN	2391				
1	ALB LIENS		688.36	688.36	626.41	1,314.77
	TITLE SEAR		290.00	290.00	.00	290.00
			978.36	978.36	626.41	1,604.77
			978.36	978.36	626.41	1,604.77
2012	LIEN	1083				
1	ALB LIENS		686.32	686.32	706.91	1,393.23
			686.32	686.32	706.91	1,393.23
2012	LIEN	2212				
1	ALB SCH LN		1,038.13	1,038.13	622.88	1,661.01
	LEGAL CHAR		150.00	150.00	.00	150.00
			1,188.13	1,188.13	622.88	1,811.01
			1,188.13	1,188.13	622.88	1,811.01
2011	LIEN	3236				
1	ALB LIENS		861.08	861.08	990.24	1,851.32
	LEGAL CHAR		150.00	150.00	.00	150.00
			1,011.08	1,011.08	990.24	2,001.32

04/29/2020 14:35 | TEST DATABASE Jul 16 2019
cmurray | Real Estate Tax Statement

| P 4
| txtaxstm

YEAR TYPE INST CHARGE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
		1,011.08	1,011.08	990.24	2,001.32
GRAND TOTALS		12,486.77	12,486.77	6,526.08	19,012.85

PARTIAL PAYMENTS ARE NOT ACCEPTED WITHOUT AN INSTALLMENT AGREEMENT
IF ANY PARCEL REMAINS SUBJECT TO ONE OR MORE DELINQUENT TAX LIENS,
THE PAYMENT YOU HAVE MADE WILL NOT POSTPONE THE ENFORCEMENT OF THE
OUTSTANDING LIEN OR LIENS. CONTINUED FAILURE TO PAY THE ENTIRE
AMOUNT OWED WILL RESULT IN THE LOSS OF THE PROPERTY(IES).
PAYMENT MADE TO:

ALBANY COUNTY DIVISION OF FINANCE
112 STATE ST. ROOM 1340
ALBANY, NY 12207
TEL: 447-7082

\$35.00 WILL BE CHARGED FOR ANY RETURNED CHECK
INTEREST WILL INCREASE ON THE 1ST OF THE MONTH



October 28, 2020

Board of Directors

Charles Touhey, Chair
Touhey Associates

David Traynham, Vice Chair
Founder, ALERT Partnership Inc

Natisha M. Alexander, Treasurer
Resident

Samuel Wells, Secretary
Resident

Jeffery Collett
Business Owner

Todd Curley
The Prime Companies

Chris Spencer
City of Albany

Executive Director

Adam Zaranko

Mike McLaughlin

Director of Policy and Research
Office of the Albany County Executive
112 State Street, Room 1200
Albany, NY 12207

Re: 507 Bradford Street, Albany, New York (Tax Map No: 64.36-1-10.2)
509 Bradford Street, Albany, New York (Tax Map No: 64.36-1-11)

Mr. McLaughlin,

Albany County has authorized the transfer of the subject properties to the Albany County Land Bank ("Land Bank"). It is our understanding that Albany County has received a request for a direct acquisition from an adjacent property owner(s).

The Albany County Land Bank does not object to a direct disposition of the subject properties by Albany County.

Sincerely,

Adam Zaranko
Executive Director

RESOLUTION NO. 475

RESCINDING THE AUTHORIZATION TO CONVEY REAL PROPERTY PURSUANT TO RESOLUTION NO. 250 FOR 2019 AND AUTHORIZING THE CONVEYANCE OF 507 BRADFORD STREET (TAX MAP NO. 64.36-1-10.2) AND 509 BRADFORD STREET (TAX MAP NO. 64.36-1-11) LOCATED IN THE CITY OF ALBANY

Introduced: 12/7/20

By Audit and Finance Committee:

WHEREAS, By Resolution No. 250 for 2019, this Honorable Body authorized the conveyance of various parcels of real property acquired through in rem foreclosure to the Albany County Land Bank Corporation, including 507 Bradford Street (Tax Map No. 64.36-1-10.2) and 509 Bradford Street (Tax Map No. 64.36-1-11) in the City of Albany, and

WHEREAS, 511 Bradford LLC, an abutting property owner, has expressed interest in acquiring these parcels for \$20,000, and

WHEREAS, The Albany County Real Property Disposition Plan, adopted by Resolution No. 29 for 2019, implemented procedures for properties to be sold for abutting property owners, now, therefore be it

RESOLVED, By the Albany County Legislature, that Resolution No. 250 for 2019 is hereby amended by rescinding the authorization to convey 507 Bradford Street (Tax Map No. 64.36-1-10.2) and 509 Bradford Street (Tax Map No. 64.36-1-11) in the City of Albany, and, be it further

RESOLVED, That the County Executive is authorized to execute on behalf of the County any documents necessary to convey 507 Bradford Street (Tax Map No. 64.36-1-10.2) and 509 Bradford Street (Tax Map No. 64.36-1-11) in the City of Albany, to 511 Bradford LLC, 115 Spy Glass Ct, Albany NY 12203 for the amount of \$20,000, and, be it further

RESOLVED, That 511 Bradford LLC shall be responsible for all closing costs and a pro-rated portion of the 2020-2021 Albany School taxes, all prior water, sewer and municipal charges not in the collection process of the Albany County Division of Finance as of the date of the property closing, as well as any and all water, sewer, municipal charges, and real estate taxes billed on and after January 1, 2021, and, be it further

RESOLVED, That the County Attorney is authorized to approve said conveyance 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.

DANIEL P. MCCOY
COUNTY EXECUTIVE



SHAWN A. THELEN
COMMISSIONER

COUNTY OF ALBANY
DEPARTMENT OF MANAGEMENT AND BUDGET
112 STATE STREET, SUITE 1200
ALBANY, NEW YORK 12207
OFFICE: (518) 447-5525
FAX: (518) 447-5589
www.albanycounty.com

M. DAVID REILLY
DEPUTY COMMISSIONER

October 28, 2020

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

Dear Chairman Joyce:

Legislative action is requested to rescind the authorization to transfer tax foreclosed property located in the City of Albany, 542 First Street to the Albany County Land Bank Corporation and convey this property to the immediate former property owners Halton Evans and Murlie Evans.

Halton Evans and Murlie Evans have placed on deposit the amount of \$5,925.85 which represents the full amount of delinquent taxes due to the County of Albany for 542 First Street at this writing.

This transfer is in accordance with Resolution No. 29 of 2019 the "Albany County Disposition Plan which states "Properties which will be discretionally conveyed by the County back to their immediate former owner(s)

If you have any questions regarding this request I can make myself available at your earliest convenience. Thank you for your consideration.

Sincerely Yours,

Shawn A. Thelen

cc:
Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Majority Counsel
Minority Counsel



Legislation Text

File #: TMP-2065, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Requesting Legislative Action to rescind the authorization to convey property to the Albany County Land Bank Corporation and this transfer property back to the former owners

Legislative Action is requested to rescind the authorization to convey properties in the City of Albany 542 First Street to the Albany County Land Bank Corporation and transfer this property back to the former owners Halton Evans and Murlie Evans.

Date:	October 29, 2020
Submitted By:	Shawn Thelen
Department:	Management and Budget
Title:	Commissioner
Phone:	518-447-7040
Department Rep.	Anthony DiLella
Attending Meeting:	David Reilly/Michael Mc Laughlin

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
- ☐ 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:

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: 271

Date of Adoption: 8/2020

Justification: (state briefly why legislative action is requested)

Requesting legislative authority to rescind the authorization to convey 542 First Street (Tax Map No. 65.46-4-52) located in the City of Albany granted per the November 2020 legislative resolution to the Albany County Land Bank Corporation and authorize the conveyance of this tax foreclosed property to the immediate former owners Halton Evans and Murlie Evans, 542 First Street, Albany NY 12206. Halton Evans and Murlie Evans have deposited the amount of \$5,925.85 with the County of Albany towards the full amount of taxes, Interest and penalties due at this writing. This is in accordance with the Albany County Disposition Plan "Properties which will be discretionally conveyed by the County back to their immediate former owner(s)".

10/8/20

Jeff Neit
Albany County
Finance Division
Rm 1340 Albany NY 12207

Ha Hon Evans
Marlie Evans
Reg: 542 1st St
Albany NY 12206

Attached is the taxes for
tax year 2016 and 2014. The
check is for \$5425.82. I
was informed to provide you
the check because the process
was on hold.

Sincerely
Ha Hon Evans



4 Winners Circle
Albany, NY 12205

No. 0000812939

Acct:xxxxxx8275 Teller:0263 Date:10/08/2020 Time:2:09pm

Check Number: 00 0000812939
Purpose: SHARE WITHDRAWAL
Amount: 5,925.85
Address: *COUNTY OF ALBANY*
RE:CITY OF ALBANY 542 1ST STREET

THIS CHECK HAS A COLORED BACKGROUND AND CONTAINS MULTIPLE SECURITY FEATURES - SEE BACK FOR DETAILS



4 Winners Circle
Albany, NY 12205

OFFICIAL CHECK

29-7327
2213

No. 0000812939

10/08/2020

\$5,925.85

PAY *** Five Thousand Nine Hundred Twenty-Five Dollars and 85 Cents ***

TO THE
ORDER
OF

COUNTY OF ALBANY
RE:CITY OF ALBANY 542 1ST STREET

VOID AFTER 180 DAYS

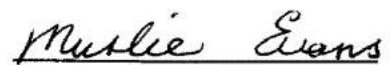


Murlie Evans
542 First St.
Albany, NY 12206
October 28, 2020

To Whom It May Concern:

My name is Murlie Evans and I live at 27832 Dolphin Lane, Hayward, CA 94545. I didn't know that my property was foreclosed by the county for non-payment of property taxes. My son Halton Evans didn't communicate with me; that the property had went into foreclosure for non-payment of property taxes. There was no letter sent to me in California regarding this issue. I am currently back in Albany, New York and living at 542 First Street with my husband George Evans, my niece Angela Mckay, and my grand-nieces Adesua and Anisha Ituah. I, Murlie Evans hereby would like the County of Albany to sell back my property to me. Located at 542 First St in the city and county of Albany, New York 12206. I've had paid up all of my back taxes in full. Thank you for your time and patience regarding this matter.

Sincerely,

A handwritten signature in cursive script that reads "Murlie Evans". The signature is written in black ink and is positioned above the printed name.

Murlie Evans

10/07/2020 08:40 | COUNTY OF ALBANY
jneal | Real Estate Tax Statement

| P 1
| txtaxstm

PARCEL: 06504600040520000000

LOCATION: 542 FIRST ST

OWNER:

EVANS HALTON
EVANS MURLIE
764 7TH AVE
TROY NY 12182-2227

STATUS:

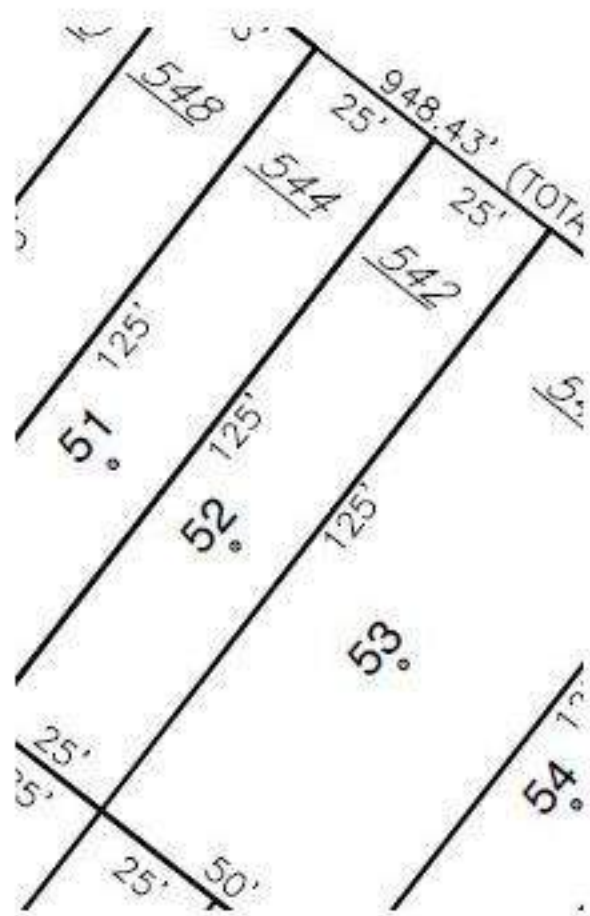
SQUARE FEET 0
LAND VALUATION 66,000
BUILDING VALUATION 0
EXEMPTIONS 0

TAXABLE VALUATION 66,000
INTEREST PER DIEM 2,174.13

LEGAL DESCRIPTION:

DEED DATE: BOOK/PAGE: INTEREST DATE: 10/07/2020

YEAR INST	TYPE CHARGE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
2016	LIEN	1520				
1	ALB SCH LN		1,831.58	1,831.58	915.79	2,747.37
	LEGAL CHAR		150.00	150.00	.00	150.00
			1,981.58	1,981.58	915.79	2,897.37
			1,981.58	1,981.58	915.79	2,897.37
2014	LIEN	881				
1	ALB SCH LN		1,476.22	1,476.22	1,225.26	2,701.48
	TITLE SEAR		290.00	290.00	.00	290.00
	MAIL CHARG		35.00	35.00	.00	35.00
			1,801.22	1,801.22	1,225.26	3,026.48
			1,801.22	1,801.22	1,225.26	3,026.48
GRAND TOTALS			3,782.80	3,782.80	2,141.05	5,923.85



TAX LIEN FORECLOSURE SEARCH

Search Date January 8, 2019OHTA Number A17-0770Municipality City of AlbanyIndex Number 2650-15Foreclosure No. 0000659Tax Map Number 65.46-4-52Property Address 542 First Street, City of Albany, NY 12206Date of Filing of List of Delinquent Taxes June 1, 2015

Open Mortgages	0
Assignments	0
Judgments	0
Federal Tax Liens	0
UCCs	0
State Tax Warrants	0
Leases	0
Other Lienors	0
Other Interests	1
Estate Proceedings	0
Mortgage Foreclosures	0
	1

NOTE: CERTIFIED AS TO A LEVEL 2 SEARCH

TAX LIEN FORECLOSURE SEARCH

SECTION I

PARTIES HAVING AN INTEREST OF RECORD ON THE DATE OF FILING OF THE LIST OF DELINQUENT TAXES

A-1. OWNER(S) OF RECORD

1. Halton	Evans	542 1 st Street	Albany	NY 12206
2. Murlie	Evans	542 1 st Street	Albany	NY 12206

A-2. ADDITIONAL ADDRESSEES

3. Halton	Evans	66 Ida Yarbrough	Albany	NY 12207
4. Murlie	Evans	66 Ida Yarbrough	Albany	NY 12207
5. Halton	Evans	764 7 th Avenue	Troy	NY 12182
6. Murlie	Evans	764 7 th Avenue	Troy	NY 12182
7. Emil	Drysdale	162 Winthrop Avenue	Albany	NY 12203

Source Deed Book 2295 Page 937

Deed R and R Emil Drysdale, Esq.
162 Winthrop Avenue
Albany, New York 12203

B. ADDITIONAL PARTIES

MORTGAGES (0)

1.

ASSIGNMENTS (0)

1.

JUDGMENTS (0)

1.

FEDERAL TAX LIENS (0)

1.

UCC (0)

1.

TAX LIEN FORECLOSURE SEARCH

SECTION I (continued)

STATE TAX WARRANTS (0)

1.

LEASES (0)

1.

OTHER LIENORS (0)

1.

OTHER INTERESTS (0)

1.

ESTATE PROCEEDINGS (0)

1.

MORTGAGE FORECLOSURES (0)

1.

TAX LIEN FORECLOSURE SEARCH

SECTION II

PARTIES HAVING AN INTEREST OF RECORD
AS OF SEARCH DATE

A-1. OWNER(S) OF RECORD

1.

A-2. ADDITIONAL ADDRESSEES

2.

Source Deed

Deed R and R

B. ADDITIONAL PARTIES

MORTGAGES (0)

1.

ASSIGNMENTS (0)

1.

JUDGMENTS (0)

1.

FEDERAL TAX LIENS (0)

1.

UCC (0)

1.

STATE TAX WARRANTS (0)

1.

TAX LIEN FORECLOSURE SEARCH

SECTION II (continued)

LEASES (0)

1.

OTHER LIENORS (0)

1.

OTHER INTERESTS (0)

1.

ESTATE PROCEEDINGS (0)

1.

MORTGAGE FORECLOSURES (0)

1.

This Indenture

002893

Made the 31st day of
October Nineteen Hundred and Eighty Five
Between Joseph R. Bickerman and Julia T. Bickerman, residing at
542 First Street, Albany, NY 12207

LIBER 2295 PG 937

parties of the first part, and
Halton Evans and Murlie Evans, residing at 66 Ida Yarbrough,
Albany, NY 12207

Witnesseth that the parties of the first part, in consideration of
One and 00/100 Dollars (\$1.00) lawful money of the United States, and other good and valuable consideration paid by the parties of the second part, do hereby grant and release unto the parties of the second part, their heirs and assigns forever, all

THAT CERTAIN LOT, PIECE OR PARCEL OF LAND situate, lying and being on the south side of First Street between Quail and Ontario Streets in the Seventeenth Ward of the City of Albany, and designated upon a certain map entitled "Map of lots in the Tenth (now Seventeenth) Ward of the City of Albany belonging to William B. Scott and Alexander Greer, subdivided by R.H. Bingham, City Surveyor, November 1, 1871" and therein designated as Map Number 278, now numbered Map 368, Drawer No. 21, Book No. 21; the lot hereby intended to be conveyed, being lot number forty-one (41) and is bounded on said map as follows: on the North by First Street; on the West by Lot number forty (40); on the South by lot number twelve (12); and on the East by lot number forty-two (42); being twenty-five (25) feet wide front and rear, and one hundred and twenty-five (125) feet in depth.

BEING the same premises conveyed to the parties of the first part by Marguerite P. Winkler and Wilhelmina P. Evans, executrices of the Last Will and Testament of Frances Phillips, late of the City of Albany, County of Albany, State of New York, by executrices Deed dated the 30th day of November 1955 and recorded in the Albany County Clerk's Office on the 30th day of November 1955 in Liber 1474 of Deeds at Page 29 and 30.

Said premises are commonly known as #542 First Street, in said City of Albany, New York.

STATE OF NEW YORK
COUNTY OF ALBANY) ss

Recorded In DEEDS
As Shown Hereon and
Examined

GUY D. PAQUIN
ALBANY COUNTY CLERK

RECEIVED
\$ 1.00
REAL ESTATE
NOV 12 1985
TRANSFER TAX
ALBANY
COUNTY

OFFICE OF
ALBANY COUNTY CLERK
ALBANY, N.Y.
Nov 12 1 35 PM '85

Together with the appurtenances and all the estate and rights of the parties of the first part in and to said premises,
To have and to hold the premises herein granted unto the parties of the second part, their heirs and assigns forever.

And said parties of the first part covenant as follows:
First, That the part of the second part shall quietly enjoy the said premises;

Second, That said parties of the first part will forever Warrant the title to said premises.

Third, That, in Compliance with Sec. 13 of the Lien Law, the grantor will receive the consideration for this conveyance and will hold the right to receive such consideration as a trust fund to be applied first for the purpose of paying the cost of the improvement and will apply the same first to the payment of the cost of the improvement before using any part of the total of the same for any other purpose.

In Witness Whereof, the parties of the first part have hereunto set hand s and seals the day and year first above written.

In Presence of

Joseph R. Bickerman
Julia T. Bickerman

State of New York
County of Saratoga

ss.

On this 31st day of October
Nineteen Hundred and Eighty Five

before me, the subscriber, personally appeared

Joseph R. Bickerman and Julia T. Bickerman

to me personally known and known to me to be the same person described in and who executed the within Instrument, and t he y acknowledged to me that they executed the same.

William J. Friedman
Notary Public
My Comm. exp. 3/30/87

Tax Map No.

Tax Billing Address

Deed

WARRANT WITH LIEN COVENANT

Joseph R. Bickerman and
Julia T. Bickerman

TO

Halton Evans and
Julia T. Bickerman

Dated, October 31 1985

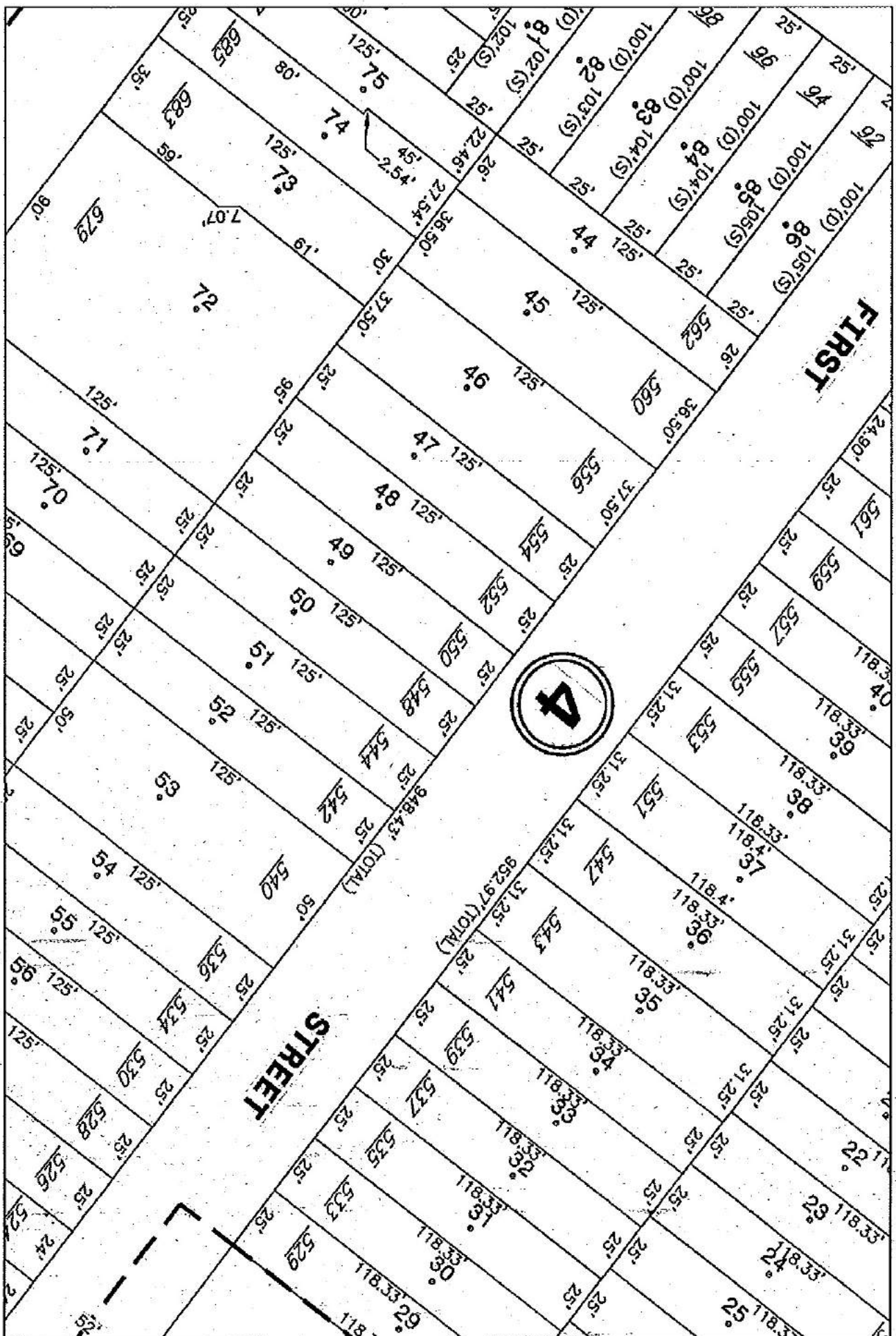
STATE OF NEW YORK

County of _____ ss.

RECORDED ON THE
day of _____ A.D. 19____
at _____ M.
in LIBER _____ of DEEDS
all PAGE _____ and determined

CLERK

Rec'd + Return
Emil J. Dwyer, Esq.
162 Winthrop Ave
ALBANY, NY 12203
NOV 21 1985



RESOLUTION NO. 476

RESCINDING THE AUTHORIZATION TO CONVEY REAL PROPERTY PURSUANT TO RESOLUTION NO. 439 FOR 2020 AND AUTHORIZING THE CONVEYANCE OF 542 FIRST STREET (TAX MAP NO. 65.46-4-52) LOCATED IN THE CITY OF ALBANY

Introduced: 12/7/20

By Audit and Finance Committee:

WHEREAS, By Resolution No. 439 for 2020, this Honorable Body authorized the conveyance of various parcels of real property acquired through in rem foreclosure to the Albany County Land Bank Corporation (the "Land Bank"), including 542 First Street (Tax Map No. 65.46-4-52) in the City of Albany, and

WHEREAS, Halton and Murlie Evans, the immediate former owners of the property, have expressed an interest in acquiring the parcel and have offered to pay \$5,925.85 representing the full amount of delinquent taxes due for the property, and

WHEREAS, The Albany County Real Property Disposition Plan, adopted by Resolution No. 29 for 2019, implemented procedures for properties to be sold to immediate former owners, including that any and all liens extinguished as a result of the foreclosure shall be reinstated, now, therefore be it

RESOLVED, By the Albany County Legislature, that Resolution No. 439 for 2020 is hereby amended by rescinding the authorization to convey 542 First Street (Tax Map No. 65.46-4-52) in the City of Albany, and be it further

RESOLVED, That the County Executive is authorized to execute on behalf of the County any documents necessary to convey 542 First Street (Tax Map No. 65.46-4-52) in the City of Albany to Halton and Murlie Evans for the amount of \$5,925.85 representing the full amount of delinquent taxes due for the property, and, be it further

RESOLVED, That any and all liens upon the property which were previously extinguished as a result of the foreclosure action shall be deemed reinstated and restored pursuant to the Albany County Real Property Disposition Plan, adopted by Resolution No. 29 for 2019, and be it further

RESOLVED, That the County Attorney is authorized to approve said conveyance 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.