

# **County of Albany**

112 State Street  
Albany, NY 12207



## **Meeting Agenda**

**Wednesday, October 28, 2020**

**6:00 PM**

**Held Remotely**

**Law Committee**

**PREVIOUS BUSINESS:**

1. APPROVING PREVIOUS MEETING MINUTES
2. ADOPTING A GENERAL FUND BALANCE POLICY FOR ALBANY COUNTY
3. PUBLIC HEARING ON PROPOSED LOCAL LAW NO. "I" FOR 2020
4. LOCAL LAW NO. "I" FOR 2020: A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK TO PROHIBIT SMOKING IN COMMON AREAS OF MULTIPLE UNIT DWELLINGS

**CURRENT BUSINESS:**

5. AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE GOVERNOR'S TRAFFIC SAFETY COMMITTEE REGARDING THE HIGHWAY SAFETY PROGRAM
6. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION AND AN AGREEMENT WITH THE NEW YORK STATE OFFICE OF VICTIM SERVICES REGARDING THE VICTIM ASSISTANCE PROGRAM

# County of Albany

112 State Street  
Albany, NY 12207



## Meeting Minutes

Wednesday, September 30, 2020

6:00 PM

Held Remotely

Law Committee

**PREVIOUS BUSINESS:**

**Present:** Legislator Victoria Plotsky, Legislator Joanne Cunningham, Dennis A. Feeney, David B. Mayo, Matthew T. Peter, Bill L. Ricard, Paul J. Burgdorf and Jennifer A. Whalen

**Excused:** Jeffrey D. Kuhn

**1. APPROVING PREVIOUS MEETING MINUTES**

A motion was made that the previous meeting minutes be approved. The motion carried by a unanimous vote.

**2. LOCAL LAW NO. "C" FOR 2020: A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK, PROVIDING TECHNICAL AMENDMENTS TO LOCAL LAW NO. 5 FOR 2019**

A motion was made to move the proposal forward with a positive recommendation. The motion passed 6-2 with Ms. Whalen and Mr. Burgdorf opposed.

**CURRENT BUSINESS:**

**3. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES AND AN INTERDEPARTMENTAL AGREEMENT REGARDING THE STOP VIOLENCE AGAINST WOMEN ACT GRANT PROGRAM**

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

**4. AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE OFFICE OF VICTIM SERVICES REGARDING THE VICTIM AND WITNESS ASSISTANCE GRANT PROGRAM**

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

**5. AMENDING RESOLUTION NO. 393 FOR 1995 REGARDING A TAX SEARCH FEE**

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

6. ADOPTING A GENERAL FUND BALANCE POLICY FOR ALBANY COUNTY

A motion was made that this proposal be tabled by Committee. The motion carried by a unanimous vote.

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 20% of the adopted appropriations in the general fund, excluding interfund transfers.
- 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.
- In the event that unassigned fund balance exceeds 20% of adopted budget appropriations, the Department of Management and Budget will consider 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% target 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. 383**

**PUBLIC HEARING ON PROPOSED LOCAL LAW NO. "I" FOR 2020**

Introduced: 10/13/20

By Mr. Efekoro:

RESOLVED, By the County Legislature of the County of Albany that a public hearing on proposed Local Law No. "I" for 2020, "A Local Law of the County of Albany, New York To Prohibit Smoking in Common Areas of Multiple Unit Dwellings" be held remotely by the County Legislature, with information available on the County website, at 7:15 p.m. on Tuesday, October 27, 2020, and the Clerk of the County Legislature is directed to cause notice of such hearing to be published containing the necessary information in accordance with the applicable provisions of law.

## LOCAL LAW NO. “I” FOR 2020

### A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK TO PROHIBIT SMOKING IN COMMON AREAS OF MULTIPLE UNIT DWELLINGS

Introduced: 10/13/20

By Mr. Efekoro:

#### **Section 1: TITLE**

This Local Law shall be known as the “Albany County Smoke-Free Common Areas Law.”

#### **Section 2: STATUTORY AUTHORIZATION**

This Local Law is hereby adopted pursuant to the provisions of the New York Municipal Home Rule Law § 10(1)(ii)(a)(12).

#### **Section 3: FINDINGS; PURPOSE**

This Legislature finds that, each year, 41,000 people die prematurely from exposure to second hand smoke. According to the U.S. Surgeon General, there is no safe level of secondhand smoke exposure. For tenants and owners of multiple unit dwellings, such as apartments and condominiums, tobacco smoke from a neighboring unit that infiltrates their homes results in daily exposure to many hazardous chemicals due to secondhand smoke which travels through lighting fixtures, cracks in walls, shared heating/ventilation, around plumbing, and under doors.

Therefore, it is the purpose of this Local Law to protect the public health and welfare of the residents of Albany County by prohibiting smoking in common areas in multiple unit dwellings.

#### **Section 4: DEFINITIONS**

As used in this Local Law, the following terms shall have the meanings indicated:

**COMMON AREA** – Every enclosed or unenclosed area of a multiple unit dwelling that residents of more than one unit are entitled to enter or use, including but not limited to halls, pathways, lobbies, courtyards, elevators, stairs, community rooms, playgrounds, gym facilities, swimming pool areas, parking garages, parking lots, grassy or landscaped areas, patios, balconies, restrooms, laundry rooms, cooking areas, eating areas, and meeting rooms.

**MULTIPLE UNIT DWELLING** – Any dwelling which is rented, leased, let or hired out, to be occupied, or is occupied as the temporary or permanent residence or home to three or more families living independently of each other.

DWELLING UNIT – Any room or group of rooms located within a dwelling and forming a single habitable unit with facilities which are used or intended to be used for living or sleeping by human occupants.

SMOKING – The combustion of any cigar, cigarette, tobacco or any similar article or any other combustible substance in any manner or in any form.

**Section 5: PROHIBITION**

Smoking is prohibited in common areas of multiple unit dwellings and within 50 feet of any multiple unit dwelling.

**Section 6: PENALTIES FOR OFFENSES**

- A. Civil penalty. Any person who violates any provision of this Local Law shall be subject to the imposition of a civil penalty by the Commissioner of Health of not more than \$500 for each violation.
- B. Criminal remedy. Any person who fails to comply with the provisions of this Local Law shall be guilty of a violation, punishable by a fine of not more than \$500, or up to 15 days in jail, or both. Each day or part of a day in which a violation continues shall be deemed a separate offense.
- C. Remedies not exclusive. No remedy or penalty specified in this section shall be the exclusive remedy available to address any violation described in this section. Any remedy or penalty specified in this section may be pursued at any time, whether prior to, simultaneously with, or after the pursuit of any other remedy or penalty specified in this section or in any other applicable law.

**Section 7: ENFORCEMENT AND ADMINISTRATION**

For purposes of enforcement, all law enforcement agencies within the County shall be empowered to issue appearance tickets in relation to this Local Law.

**Section 8: SEVERABILITY**

If any provision of this Local Law or its application shall be adjudged by a court of competent jurisdiction to be invalid or unconstitutional, the remaining provisions of this Local Law shall remain in full force and effect.

**Section 9: EFFECTIVE DATE**

This Local Law shall take effect upon filing with the Secretary of State.



P. DAVID SOARES  
DISTRICT ATTORNEY

COUNTY OF ALBANY  
OFFICE OF THE DISTRICT ATTORNEY  
COUNTY COURT HOUSE  
ALBANY, NEW YORK 12207  
(518) 487-5460  
(518) 487-5093 - FAX

DAVID M. ROSSI  
CHIEF ASSISTANT DISTRICT ATTORNEY

CHERYL K. FOWLER  
DEPUTY CHIEF ASSISTANT DISTRICT  
ATTORNEY

October 6, 2019

Brandon Russell, Majority Counsel  
Albany County Legislature  
112 State Street, Rm. 700  
Albany, N.Y. 12207

Arnis Zilgme, Minority Counsel  
Albany County Legislature  
112 State Street, Rm. 1360  
Albany, N.Y. 12207

Dear Sirs:

I am requesting legislative action to further the mission of the Office of the Albany County District Attorney. The attached resolution seeks permission to:

- Accept funding from Governor's Traffic Safety Highway Safety Program;
- Apply and accept funding from NYS OVS for the Crime Victim Assistance Grant; and
- Amend our budget to account for an Interest Arbitration Agreement and other negative lines.

Attached is the request for legislative action and supporting documents. If you have any questions, please feel free to contact me at 275-4706.

Thank you for your assistance.

Sincerely,

P. David Soares  
Albany County District Attorney

FOR COUNSEL USE ONLY

Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Method: Hand: \_\_\_\_\_  
Courier: \_\_\_\_\_  
Mail: \_\_\_\_\_

**REQUEST FOR LEGISLATIVE ACTION**

**DATE:** October 6, 2020

**DEPARTMENT:** Office of the District Attorney

Contact Person: Heather Orth

Telephone: 275 4704

Dept. Representative Attending

Committee Meeting: District Attorney David Soares and/or Heather Orth

**PURPOSE OF REQUEST:**

Adoption of Local Law \_\_\_\_\_

Amendment of Prior Legislation \_\_\_\_\_

Approval/Adoption of Plan/Procedure \_\_\_\_\_

Bond Approval \_\_\_\_\_

Budget Amendment \_\_\_\_\_

Contract Authorization (See below) X

Environmental Impact \_\_\_\_\_

Home Rule Request \_\_\_\_\_

Property Conveyance \_\_\_\_\_

Other: (State briefly if not listed above) X

Permission to submit an application and receive funds from the New York State's Highway Safety Program

**CONCERNING CONTRACT AUTHORIZATION (Cont'd)**

**STATE THE FOLLOWING:**

Contract Terms/Conditions:

Party (Name/Address):

New York State Governor;s Traffic Safety

Committee

6 Empire State Plaza, Room 410B

Albany, NY 12228

Amount/Rate Schedule/Fee:

\$131,650

Scope of Services: The funds will be used to reduce the number of crashes, injuries and deaths on New York's Roads.

Contract Funding:

Anticipated in Current Budget: Yes \_\_\_ No X

Funding Source: Federal Funds

**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: A91165 – 15025, 19954, 44039, 44020

Fiscal Impact – Funding: (Dollars or Percentages)

Federal 100%

State

County \_\_\_\_\_

Term/Length of Funding 1 year October 1, 2019 – September 30, 2020 \_\_\_\_\_

Previous Requests for Identical or Similar Action:

Resolution/Law Number: 17-320, 18-388

Date of Adoption: 8/14/17, 9/12/2018, \_

Justification: (State briefly why legislative action is requested)

This RLA requests permission to submit an application and request funds from the Governors Traffic Safety Committee to reduce the number of crashes, injuries and deaths on New York's roads.

Back-up Material Submitted:

Award letter

Submitted By: Heather Orth

Title: Confidential Assistant to the District Attorney



## Governor's Traffic Safety Committee

6 EMPIRE STATE PLAZA • ALBANY, NY 12228 • [SafeNY.ny.gov](http://SafeNY.ny.gov)

**CHUCK DEWEESE**  
Assistant Commissioner

Ph: (518) 474-5111  
Ph: (518) 474-5777  
Fx: (518) 473-6946

July 3, 2020

Heather Orth  
Chief of Staff  
Albany County District Attorney  
6 Lodge St  
Albany, NY 12207-2111

Re: HS1-2021-Albany Cty DA-00178-(001)  
Highway Safety Grant 2020 for Albany County DA  
C002490  
CFDA #: 20.616  
EFFECTIVE DATE: October 1, 2020

Dear Chief of Staff Heather Orth:

On behalf of the Governor's Traffic Safety Committee (GTSC), I am pleased to notify you that the Albany County District Attorney has been awarded \$131,650 to participate in New York State's Highway Safety Program. Our goal is to reduce the number of crashes, injuries and deaths on New York's roads.

Before incurring any project related expenses, login to eGrants to review your approved budget as it may have been reduced or otherwise changed from what was requested. Crucial documents regarding your grant, the claims process, equipment, and other grant related topics can be found by visiting <https://trafficsafety.ny.gov/highway-safety-grant-program#grant-award>.

Attached to this email are the contract and a signatory page with instructions. There is a new process for the FFY 2021 contracts. Please follow the instructions to facilitate the prompt processing of your contract. The contract will only be effective after the Signature page has been signed by your organization, and notarized, then returned to, and signed by, the New York State Governor's Traffic Safety Committee and, if applicable, the Offices of the New York State Attorney General and New York State Comptroller.

Thank you for participating in New York State's Highway Safety Program. I wish you success in your efforts. If you have any questions, please contact the GTSC at (518) 474-5111.

Sincerely,

Charles R. DeWeese  
Assistant Commissioner

CRD:bp  
cc: Cecilia Walsh



Department of  
Motor Vehicles



P. DAVID SOARES  
DISTRICT ATTORNEY

COUNTY OF ALBANY  
OFFICE OF THE DISTRICT ATTORNEY  
COUNTY COURT HOUSE  
ALBANY, NEW YORK 12207  
(518) 487-5460  
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DAVID M. ROSSI  
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CHERYL K. FOWLER  
DEPUTY CHIEF ASSISTANT DISTRICT  
ATTORNEY

October 6, 2019

Brandon Russell, Majority Counsel  
Albany County Legislature  
112 State Street, Rm. 700  
Albany, N.Y. 12207

Arnis Zilgme, Minority Counsel  
Albany County Legislature  
112 State Street, Rm. 1360  
Albany, N.Y. 12207

Dear Sirs:

I am requesting legislative action to further the mission of the Office of the Albany County District Attorney. The attached resolution seeks permission to:

- Accept funding from Governor's Traffic Safety Highway Safety Program;
- Apply and accept funding from NYS OVS for the Crime Victim Assistance Grant; and
- Amend our budget to account for an Interest Arbitration Agreement and other negative lines.

Attached is the request for legislative action and supporting documents. If you have any questions, please feel free to contact me at 275-4706.

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "P. David Soares", is written over a horizontal line.

P. David Soares  
Albany County District Attorney

FOR COUNSEL USE ONLY

Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Method: Hand: \_\_\_\_\_  
Courier: \_\_\_\_\_  
Mail: \_\_\_\_\_

**REQUEST FOR LEGISLATIVE ACTION**

**DATE:** October 6, 2020

**DEPARTMENT:** Office of the District Attorney

Contact Person: Heather Orth

Telephone: 275 4704

Dept. Representative Attending

Committee Meeting: Heather Orth and/or David Soares, District Attorney

**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) Authorization to submit an application and enter into a contract with the NYS Office of Victim Services to expand the Victim/Witness Advocate Program.

**CONCERNING CONTRACT AUTHORIZATION (Cont'd)**

**STATE THE FOLLOWING:**

Contract Terms/Conditions:

Party (Name/Address):

NYS Office of Victim Services  
AE Smith Building 80 S. Swan Street, 2<sup>nd</sup> FL  
Albany, NY 12210

Amount/Rate Schedule/Fee:

\$162,584.72

Term: 10/1/20- 9/30/21

Scope of Services: The funds required will be used to support victims of crime in Albany County.

Contract Funding:

Anticipated in Current Budget: Yes X No \_\_\_\_\_

Funding Source: State Funds

County Budget Accounts:

Revenue: A9116503496

Appropriation: A91165 12237; 12262; 44038; 89010; 89030; 89060

**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:

Revenue: A9116503496

Appropriation: A91165 12237; 12262; 44038; 89010; 89030; 89060

Fiscal Impact – Funding: (Dollars or Percentages)

Federal \_\_\_\_\_

State 100%

County \_\_\_\_\_

Term/Length of Funding 10/1/20 – 9/30/21 - 12 months

Previous Requests for Identical or Similar Action:

Resolution/Law Number: \_\_\_\_\_

Date of Adoption: \_\_\_\_\_

Justification: (State briefly why legislative action is requested)

To apply for and accept the contract with the NYS Office of Victim Services for full funding for a Crime Victim Caseworker and a Crime Victim Program Coordinator along with funding for their fringe benefits.

Back-up Material Submitted:

Crime Victims Board Award Contract

Submitted By: Heather Orth

Title: Confidential Assistant to the District Attorney



Office of  
Victim Services

ANDREW M. CUOMO  
Governor

ELIZABETH CRONIN  
Director

August 18, 2020

Albany County Of (District Attorney)  
6 LODGE STREET  
ALBANY, NY 12207

**RE:** Contract Number:C10902GG  
**Funding Source:** 2018-V2-GX0047

Dear Colleague:

The New York State Office of Victim Services (OVS) previously awarded your program a Victim Assistance Program grant with a contract term of October 1, 2019 through September 30, 2022. It is now time to submit and finalize your budget and workplan for the 2020-2021 contract year.

Your award amount for the 2020-2021 contract year is: \$162,584.72

Please note that all budget submissions must be completed in the Grants Gateway. Paper submissions will not be accepted. Data that was previously entered in the budget for year 1 expenses will automatically be carried over in the Grants Gateway to year 2 but may need to be modified. Please ensure that you remove all year 1 startup expenses that are not applicable in year 2.

As a reminder, the match requirement has been waived for 2<sup>nd</sup> year of this contract, and therefore it is optional when entering your budget.

The following items should be saved in the "Grantee Document Folder" that is located in the "Forms Menu" on the Grants Gateway:

- Position Description Form
- SAR Questionnaire
- PMT (Performance Measurement Tool) Spreadsheet
- Program Information Form (if there are changes that need to be made)
- Proof of Workers Compensation insurance (for subcontractors also if applicable)
- Proof of Disability insurance (for subcontractors also if applicable)
- Fringe, Space, Phone, and Indirect Cost Rate Forms (if applicable)
- Consultant Agreements (if applicable)

Please enter your 2020-2021 budget in the "Expenditure Budget" section of the Forms Menu. **Additionally, please save and submit all necessary documents in the Grants Gateway by the close of business on September 16th, 2020.**

Sincerely,

Elizabeth Cronin, Esq.  
Director