

THE PUTNAM COUNTY LEGISLATURE

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

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



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

AGENDA

**HEALTH, SOCIAL, EDUCATIONAL & ENVIRONMENTAL COMMITTEE MEETING
TO BE HELD IN ROOM #318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Chairwoman Addonizio, Legislators Ellner & Russo

Wednesday

February 12, 2025

(Immediately Following the Physical Meeting at 6:30PM)

1. **Pledge of Allegiance**
2. **Roll Call**
3. **Approval – Fund Transfer 24T536 – Department of Social Services – Cover Projected Costs through Year End 2024**
4. **Approval – Fund Transfer 24T537 – Department of Social Services – Cover Projected Costs through Year End 2024**
5. **Approval – Budgetary Amendment 25A007 – Department of Social Services – Safe Harbor Allocation**
6. **Approval – Budgetary Amendment 25A008 – Department of Social Services – Child Advocacy Center Contract Renewal**
7. **Approval – Budgetary Amendment 25A009 – Department of Social Services – Child Advocacy Center Contract Renewal**
8. **Approval – Budgetary Amendment 25A010 – Department of Social Services – Code Blue Allocation**
9. **Approval – Budgetary Amendment 25A011 – Department of Social Services – ARPA Adult Protective Services Grant Allocation**

- 10. Approval – Budgetary Amendment 25A012 – Department of Social Services – State Aid Pass Through to Provider Agencies**
- 11. Approval – Budgetary Amendment 25A013 – Department of Social Services – NYS Rental Supplement Program**
- 12. Approval – Budgetary Amendment 25A016 – Health Department – Community Health Survey**
- 13. Other Business**
- 14. Adjournment**

cc: All Health Audit
 Reso #3

2024

COUNTY OF PUTNAM

FUND TRANSFER REQUEST

TO: Commissioner of Finance
 FROM: Kristen Wunner
 DEPT: Dept of Social Services
 DATE: 2/4/2025

2025 FEB - 6 AM 10:33
 LEGISLATURE
 PUTNAM COUNTY
 CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# /NAME	AMOUNT	PURPOSE
10610900-54435 (EAF FC)	10605500-54471 (Day Care)	\$202,444.00	To reallocate funds to cover projected costs through 12/31/24
10611900-54420 (Foster Care FNP)	10611900-54114 (Comm. On Spec. Educ.)	\$100,000.00	
10610900-54433 (EAF IVE FC)	10611900-54114 (Comm. On Spec. Educ.)	\$42,088.00	
10610900-54495 (Payments To Recipients)	10610900-54493 (Comm. On Spec. Educ.)	\$2,299.00	

TOTAL: \$346,831.00

2024_ Fiscal Impact \$ 0 0
 2025_ Fiscal Impact \$ 0 0

Kristen Wunner 2/4/25
 Department Head Signature/Designee Date

AUTHORIZATION: (Electronic Signature)

Date _____ Commissioner of Finance/Designee: Initiated by: \$0 - \$5,000.00
 Date _____ County Executive/Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00
 Date _____ Chairperson Audit /Designee: \$0 - \$10,000.00
 Date _____ Audit & Administration Committee: \$10,000.01 - \$25,000.00

24T536

2024

COUNTY OF PUTNAM

FUND TRANSFER REQUEST

cc: All Health Audit

Reso

#4

TO: Commissioner of Finance

FROM: Kristen Wunner

DEPT: Dept of Social Services

DATE: 2/5/2025

2025 FEB - 6 AM 10:34
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# /NAME	AMOUNT	PURPOSE
10102000-54646 (Contracts)	10120000-54989 10130 (Miscellaneous)	\$2,416.00	To reallocate funds to cover projected costs through 12/31/24
10102000-54646 (Contracts)	22071000-54646 (Contracts)	\$19,869.00	

TOTAL: \$22,285.00

2024_ Fiscal Impact \$ 0 0

2025_ Fiscal Impact \$ 0 0

K. Wunner 2/5/25
Department Head Signature/Designee Date

AUTHORIZATION: (Electronic Signature)

Date Commissioner of Finance/Designee: Initiated by: \$0 - \$5,000.00

Date County Executive/Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00

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

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

24T537

cc: all
Health
AAA

Re: 00
#5



MICHAEL LEWIS
Commissioner of Finance

SHEILA BARRETT
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

January 30, 2025

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

Dear Ms. Schonfeld,

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

Increase Estimated Revenues:

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

Increase Appropriations:

10058000 54646 SAFE HARBOR CONTRACTS \$30,000

2025 Fiscal Impact -0-

2026 Fiscal Impact -0-

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

AUTHORIZATION:

Date _____ Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00

Date _____ County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000

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

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

25A007

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

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

January 24, 2025

TO: Michael Lewis, Commissioner of Finance

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

SUBJECT: DSS 2025 Budgetary Amendment

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

Increase Estimated Revenue:

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

Increase Appropriations:

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

Thank you for your time and consideration of this request.

Attachments:

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

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



Office of Children and Family Services

Kathy Hochul
Governor

52 WASHINGTON STREET
RENSSELAER, NY 12144

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

Local Commissioners Memorandum

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

I. Purpose

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

II. Background

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

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

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

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

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

III. Program Implications

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

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

IV. Allocation Methodology

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

V. Claiming

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

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

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

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

August 23, 2024

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

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

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

/s/ Nina Aledort, Ph.D.

Issued by:

Name: Nina Aledort, Ph.D.

Title: Deputy Commissioner

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

Attachment A: Municipal Safe Harbour: NY Allocations, 2025

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

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



Office of Children and Family Services

Appendix B: Safe Harbour: NY Allowable Use of Funds, 2025

Target Population:

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

Fiscal Requirements:

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

Allowable Expenses:

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

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

¹ See SSL §447-b(2).



Office of Children and Family Services

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

Non-Permissible Expenses:

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

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

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



Office of Children and Family Services

Appendix C:

Safe Harbour: NY Resources and County Commitments 2025

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

The following resources are available to all counties:

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

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

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



Office of Children and Family Services

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

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

Appendix D: Safe Harbour: NY 2025 Budget Template

County: _____ Contact Name: _____
 Contact Email: _____

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

MICHAEL J. LEWIS
Commissioner of Finance



cc: all
Health
AAA

2050

#6

SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

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

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

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

GENERAL FUND

INCREASE APPROPRIATIONS:

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

INCREASE REVENUE:

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

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

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

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

January 28, 2025

TO: Michael Lewis, Commissioner of Finance

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

SUBJECT: DSS 2025 Budgetary Amendment

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

Increase Estimated Revenue:

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

Increase Appropriations:

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

Thank you for your time and consideration of this request.

Attachments:

CHILD ADVOCACY CENTER – OCFS GRANT DETAIL

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

SS

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

CHILD ADVOCACY CENTER - OCFS GRANT DETAIL

CONTRACT NUMBER #C029459

10/01/2024-09/30/2025

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

Wunner, Kristen (DFA)

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

Good afternoon,

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

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

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

Requirements:

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

Reach out if you need anything!

Sincerely,

Kathryn Clark

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



Office of Children and Family Services

KATHY HOCHUL
Governor

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

July 22, 2024

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

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

Dear Sara Servadio:

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

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

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

Award Information

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

Contract Number:	C029459
Contract Term:	10/1/2022-9/30/2025
Amended Contract Period #1, 10/1/2022-9/30/2023, Amount:	\$152,821.00
Amended Contract Period #2, 10/1/2023-9/30/2024, Amount:	\$159,857.00

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

Revised Awards:

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

Additional Requirements:

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

Contract Management System

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

Contract Due Date

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

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

Contracting Guides & Requirements

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

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

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

Webinars

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

OCFS Contacts

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

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

Sincerely,



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

Attachments

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

Program Staff (Workplan or Budget Questions):

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

Fiscal Administrative Unit (FAU) Staff:

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

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

Contract Requirement Tip Sheet

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

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

Please open the document in CHROME to submit.

Attachment B Budget

A-1 Summary of Personnel Costs

Position/Title	Annual Salary	% of Time	Salary times % of Time**	Local Share	OCFS Grant Funds	Total Cost
CAC Program Director 1 (P)	\$95,574	10.00	\$9,557		\$9,557	\$9,557
CAC Program Director 2 (P)	\$115,000	26.00	\$29,900		\$29,900	\$29,900
Office Manager 1 (P)	\$48,640	18.00	\$8,755		\$8,755	\$8,755
Office Manager 2 (P)	\$48,640	57.00	\$27,724		\$27,724	\$27,724
CAC Coordinator (P) 1(formally FI/Community Outreach Wki)	\$85,000	15.00	\$12,750		\$12,750	\$12,750
FI/ Community Outreach Worker 2 (P)	\$0	0.00	\$0		\$0	\$0
			\$0			\$0
			\$0			\$0
			\$0			\$0
			\$0			\$0
			\$0			\$0
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			\$0			\$0
			\$0			\$0
			\$0			\$0
1. Personnel Total				\$0	\$88,687	\$88,687
2. Fringe Benefits Total	Enter Rate:	46.33			\$41,088	\$41,088
3. Total Personal Services Costs			88,887	\$0	\$129,775	\$129,775

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

A-1 Personal Narrative

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

1. Title: CAC Program Director 1 (P)

Enter Role/Responsibility Below

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

2. Title: CAC Program Director 2 (P)

Enter Role/Responsibility Below

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

3. Title: Office Manager 1 (P)

Enter Role/Responsibility Below

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

4. Title: Office Manager 2 (P)

Enter Role/Responsibility Below

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

5. Title: CAC Coordinator (P) 1(formally FI/Community Outreach Wkr)

Enter Role/Responsibility Below

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

6. Title:

Enter Role/Responsibility Below

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

7. Title:

Enter Role/Responsibility Below

8. Title:

Enter Role/Responsibility Below

9. Title:

Enter Role/Responsibility Below

10. Title:

Enter Role/Responsibility Below

11. Title:

Enter Role/Responsibility Below

12. Title:

Enter Role/Responsibility Below

13. Title:

Enter Role/Responsibility Below

14. Title:

Enter Role/Responsibility Below

15. Title:

Enter Role/Responsibility Below

16. Title:

Enter Role/Responsibility Below

17. Title:

Enter Role/Responsibility Below

18. Title:

Enter Role/Responsibility Below

19. Title:

Enter Role/Responsibility Below

20. Title:

Enter Role/Responsibility Below

B4. Contractual/Consultant

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

Enter Budget Narrative Below:

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

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

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

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

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

B6. Equipment

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

Enter Budget Narrative Below:

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

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

B7. Supply Costs

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

Enter Budget Narrative Below:

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

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

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

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

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

**ATTACHMENT B
BUDGET SUMMARY**

(Rev. 1/8/02)

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

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

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

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

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

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

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

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

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

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

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

Local Share/Match Breakdown

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

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

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

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

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

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

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

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

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

cc: all
Health
D&A

Rec'd
#7

DEPARTMENT OF FINANCE

MEMORANDUM

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

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

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

GENERAL FUND

INCREASE APPROPRIATIONS:

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

INCREASE REVENUE:

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

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

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

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner



DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

January 29, 2025

TO: Michael Lewis, Commissioner of Finance

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

SUBJECT: DSS 2025 Budgetary Amendment

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

Increase Estimated Revenue:

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

Increase Appropriations:

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

Thank you for your time and consideration of this request.

Attachments:

CHILD ADVOCACY CENTER – OVS GRANT DETAIL

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

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

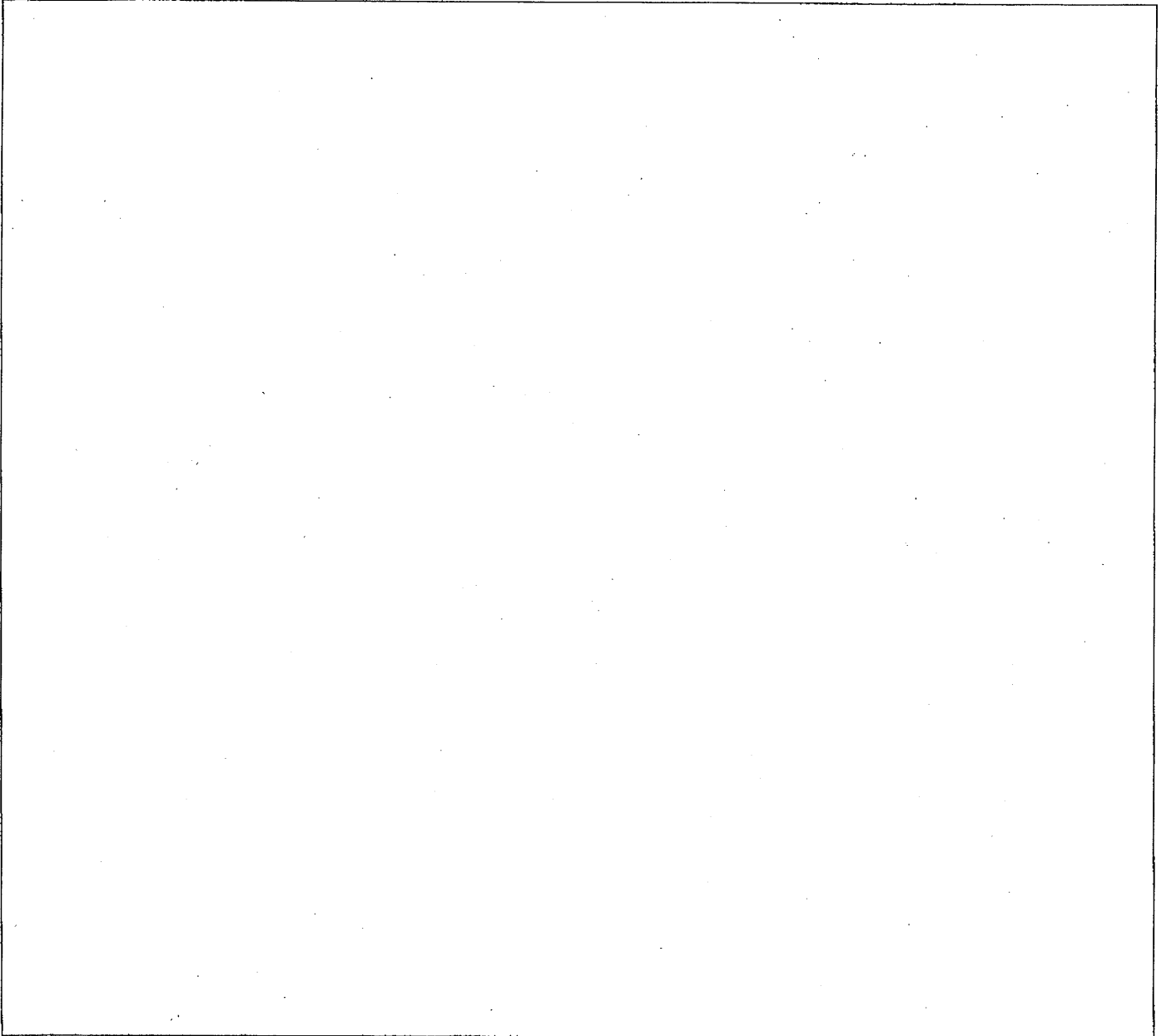
	APPROVED GRANT BUDGET	MUNIS BUDGET	BUDGETARY AMENDMENT
54310 OFFICE SUPPLIES	500	1,500	N/A
54410 SUPPLIES AND MAT	500	1,500	N/A
54635 CELLPHONES	2,000	2,000	N/A
54640 EDUCATION AND TRAINING	17,277	-	17,277
54646 CONTRACTS	129,440	125,660	3,780
55370 CHRGBK AUTOMOTIVE	1,900	-	1,900
55870 CHRGBK AUTO ALL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

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

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

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

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



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

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

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

PERSONAL SERVICES NARRATIVE - SALARY

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

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

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

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

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

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

PERSONAL SERVICES NARRATIVE - FRINGE

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

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

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

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

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

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

TRAVEL NARRATIVE

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

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

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

OPERATING EXPENSES NARRATIVE

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

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

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

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

ATTACHMENT C – WORK PLAN

SUMMARY

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

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

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

OVS currently funds one forensic interviewer who also serves as the CAC s community outreach worker. Forensic interviews facilitate information gathering from children to determine whether abuse occurred and the nature of the allegations. This specialized field requires continual training, practice and participation in peer review. The CAC s previous model when multidisciplinary team members (MDT) conducted interviews blurred professional roles. Team members did not have the time and resources to meet the demands required of a forensic interviewer. The continuation of a forensic interviewer/outreach worker at the CAC allows for skill specialization and enhances our ability to obtain a statement from a child in a manner that is a child-sensitive, unbiased, developmentally and culturally appropriate and legally sound. The skills acquired as a forensic interviewer also benefit our outreach efforts to identify crime victims. Research shows disclosures increase when children participate in prevention programs. The recent enactment of Erin s Law, mandating sexual abuse prevention education in schools, will likely increase program requests resulting in increased disclosures and case referrals. Also, adult education and awareness programs are crucial to identify risk factors and encourage increased reporting. To continue these important activities, we are requesting continued funding for our outreach worker. Proposed services, Implementation and Evaluation The CAC services children and their family members. In 2021, the CAC updated its three-year strategic plan which is the framework for this application. Plan goals include: increase program capacity to improve the delivery of services to clients, explore options for immediate and long-term succession and program sustainability, provide a trauma informed team response utilizing best practices that are

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

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

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

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

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

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

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

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

Organizational Capacity

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

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

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

Budget Narrative Personal

Services

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

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

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

**ATTACHMENT C – WORK PLAN
DETAIL**

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

MICHAEL J. LEWIS
Commissioner of Finance



cc: all
Health
A+A

SHEILA BARRETT
First Deputy Commissioner of Finance

RCSO
#8

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

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

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

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

GENERAL FUND

INCREASE APPROPRIATIONS:

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

INCREASE REVENUE:

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

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

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

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

February 3, 2025

TO: Michael Lewis, Commissioner of Finance

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

SUBJECT: DSS 2025 Budgetary Amendment

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

Increase Estimated Revenue:

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


Increase Appropriations:

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

Thank you for your time and consideration of this request.

Attachments:

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

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

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

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



Local Commissioners Memorandum

Section 1

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

Section 2

I. Purpose

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

II. Background

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

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

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

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

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

Program Cycle

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

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

III. Program Implications

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

IV. Claiming

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

V. Monitoring

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

VI. Reporting

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

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

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

Issued By:

Name: Richard Umholtz

Title: Deputy Commissioner

Division/Office: Housing and Refugee Services (HRS)



**Office of Temporary
and Disability Assistance**

KATHY HOCHUL
Governor

BARBARA C. GUINN
Commissioner

RAJNI CHAWLA
Executive Deputy Commissioner

Code Blue

Funding Allocations

Attachment 1

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

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



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

BARBARA C. GUINN
Commissioner

RAJNI CHAWLA
Executive Deputy Commissioner

Homelessness During Inclement Weather (Code Blue) Claiming Instructions

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

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

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

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

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

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

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

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

Any claiming questions should be directed to:

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

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

Region 6: Michael Simon (212) 961-8250

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

Annual Report Instructions

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

Annual Report Definitions

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

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

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

Code Blue Annual Report

District:
Report Term: Oct. 2024 - June 2025

Code Blue Hotel/Motel Placements						Total Households	Total People
Household with at least one adult and one child		Households without children		Households with only children			
Number of Households	Number of People	Number of Households	Number of People	Number of Households	Number of People	0	0

Warming Centers	Number Served
Persons served in Warming Centers	

Code Blue Shelter Placements						Total Households	Total People
Household with at least one adult and one child		Households without children		Households with only children			
Number of Households	Number of People	Number of Households	Number of People	Number of Households	Number of People	0	0

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

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

Narrative (explain any data outliers or extraordinary circumstances):

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

9. Other

Total Expenses

Expenses Continued

Yes/No

Are all expenses incurred for the season included in the expenses listed above?

Narrative (explain any data outliers or extraordinary circumstances):

--

cc:all
Health
A+A

Reso

#9

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

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

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

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

GENERAL FUND

INCREASE APPROPRIATIONS:

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

INCREASE REVENUE:

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

2025 Fiscal Impact \$ 0

2026 Fiscal Impact \$ 0

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

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

February 3, 2025

TO: Michael Lewis, Commissioner of Finance

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

SUBJECT: DSS 2025 Budgetary Amendment

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

Increase Estimated Revenue:

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

Increase Appropriations:


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

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

Thank you for your time and consideration of this request.

Attachments:

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


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



Office of Children and Family Services

Kathy Hochul
Governor

52 WASHINGTON STREET
RENSSELAER, NY 12144

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

Local Commissioners Memorandum

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

I. Purpose

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

allocation = 116,411
2024 claim = 1074
15,337 remaining for 11/1/25 - 6/30/25

II. Background

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

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

III. Program Implications

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

The funds can only be used for the following purposes:

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

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

¹ 45 CFR 75.439(b)(2).

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

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

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

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

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

IV. Annual Reporting Requirements

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

V. Claiming Requirements

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

Claims for these funds must be submitted as described below.

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

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

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

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

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

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

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

VI. Contacts

Questions pertaining to the reports may be directed to:

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

Questions pertaining to the allocations may be directed to:

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

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

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

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

/s/ Gail Geohagen-Pratt

Issued by:

Name: Gail Geohagen-Pratt

Title: Deputy Commissioner

Division/Office: Division of Child Welfare and Community Services

/s/ Sharon Devine

Issued by:

Name: Sharon Devine

Title: Deputy Commissioner

Division/Office: Division of Administration

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**New York State ACL EJA Grant Report
EXAMPLE
REPORTING PERIOD: October 1, 2024 – November 30, 2025**

Example 1: Overall Goal: Enhance provision of protective and residential services in the least restrictive manner that will effectively protect and support self-determination of vulnerable and dependent adults.

Objectives/Activities Updated MM/DD/YY	APS Process Model/Topic	Description of Accomplishments(Q1)	Outputs (Q4)	Description of Impact (Q3)
Establish/enhance elder shelters or other emergency housing and wraparound services with the development of a new contract(s) for emergency shelter	Community and interagency partnerships	Local government approved several contractual agreements with local motels. Identification of three new emergency housing locations, spread out throughout the county, closer to shopping areas.	Current expenditures for emergency housing for this reporting period are \$30,600. Twelve clients have received this service, eight of whom are age 60 or older	Twelve clients were removed from unsafe and unsanitary conditions to locations near their current neighborhoods where they could continue to use the same shopping areas and maintain existing social and professional relationships while long-term housing issues were addressed. Such placements allow for independence and dignity to remain intact.

Challenges, Barriers, Alterations (Q2): Describe what if any challenges or barriers were encountered during the reporting period, what actions were taken to address them, and if there were any changes to the goals, objectives, or activities because of the challenges.

Example 2: Overall Goal: Improve/enhance identification and investigation of vulnerable adults who self-neglect or are abused, neglected, or exploited by others.

Objectives/Activities Updated MM/DD/YY	APS Process Model/Topic	Description of Accomplishments(Q1)	Outputs (Q4)	Description of Impact (Q3)
Improve/support remote work through	Create new/enhance existing operational	Ten laptops with MiFi and 10 cell phones	Current equipment and contract	Initial and follow-up visits for all 40

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

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

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

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

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

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

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

MICHAEL J. LEWIS
Commissioner of Finance



cc: all
Health
AVA

SHEILA BARRETT
First Deputy Commissioner of Finance

Reso #10

DEPARTMENT OF FINANCE

MEMORANDUM

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

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

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

GENERAL FUND

INCREASE APPROPRIATIONS:

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

INCREASE REVENUE:

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

2025 Fiscal Impact \$ 0

2026 Fiscal Impact \$ 0

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

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

February 3, 2025

TO: Michael Lewis, Commissioner of Finance

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

SUBJECT: Mental Health 2025 Budgetary Amendment

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

Increase Estimated Revenues:

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

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

Increase Appropriations:

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

Total Appropriations

\$488,973

Fiscal Impact (25)

- 0 -

Fiscal Impact (26)

- 0 -

Thank you for your time and consideration of this request.

Attachments:

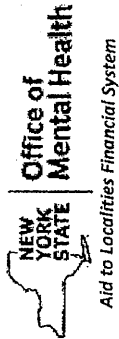
SUMMARY OF COUNTY BUDGET ACCOUNTS – OMH / OASAS

OMH Attachment A – Funding Source Allocation Table – Amendment 1

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

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

FC:	013S	013S	013S	013S	176A	078	014	034J570	985965S	34K670K	200	400	048L	142A	037	170B	037P	164	
	10431000	10423000	10030000	10431000	10431000	10034000	10036000	10037000	10038000	10039000	10040000	10041000	10042000	10043000	10044000	10045000	10052000	10051480	
	10161	64646	64647	64646	10118	64646	10120	64647	64647	64647	64647	64647	64647	64647	64647	64647	64647	64647	
ADOPTED/REVISED	115000	339482	158276	25515	27740	2228621	108029	390986	82816	64696	792418	27524	322914	260801	62328	7700	89636	150000	
AGENCY in accordance with state aid authorizations																			
Green Chlm																			
PHC							61691				257974		12143						
ARC																			
Careers									5853						18626				
SFC																			
Prvt liability 122P						2421358			875		10065				14817				
SH Workforce RIV FC 200C															20373				
MHA - Putnam																			
PFC/COVE CARE							32566	10983	16399		133006		25994						
Family Support Nav.		344006																	
Health Home FC 570/670K			365835				16620	319923			225093	11515	203948			7920	171417		
PEOPLES			99783					71184		56248									
Prvt liability 122P						98163					188783			257924					150000
NCA									58895										
Greater MH of NY																			
Prvt liability 122P																			
PC SHERIFF	119225					32721													
LGU					26240	28528						16791							
TBD																			
TOTALS	119225	344006	162572	466828	26240	28528	2552243	111087	402080	82012	814921	28306	332086	257924	53816	7920	171417	150000	
(OVER)/UNDER																			



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

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

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

Remarks

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

Effective 1/1/2025, PROS Residual State Aid and PROS Vocational Initiative funding recalculated based upon monthly census data reported in CAIRS. CY 2025 funding changes are : PFCS PROSper / CoveCare Center PROSper SA \$31,942 Voc \$60,750 to be reported on Program Code 6340.

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

Dwyer Veteran P2P

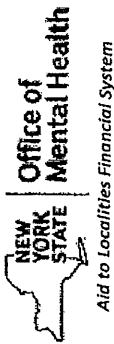
038F	GS	\$197,864	\$0	\$197,864	\$0	\$0	\$0	\$0	\$0
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Remarks

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

Quarterly Allocation of \$48,100 (FAV \$192,400) in the SFY 24-25 Enacted Budget for the period of 4/1/2024-3/31/2025, will be used for the Veteran Peer to Peer Support Service Prog for veterans. The provider should use the program code 0690 on all OMH financial reporting documents.

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



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

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

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

Remarks

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

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

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

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

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

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

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner



DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

February 4, 2025

TO: Michael Lewis, Commissioner of Finance

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

SUBJECT: DSS 2025 Budgetary Amendment

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

Increase Estimated Revenue:

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

Increase Appropriations:


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

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

Thank you for your time and consideration of this request.

Attachments:

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

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

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



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

BARBARA C. GUINN
Acting Commissioner

Local Commissioners Memorandum

Section 1

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

Section 2

I. Purpose

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

II. Background

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

III. Program Implications

Allocation = 100,000
 April 24 - Dec 24 = 60,982

39,018 remaining for 11/25 - 3/31/25

A. Program Activities and Services

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

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

B. Program Eligibility and Program Requirements

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

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

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

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

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

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

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

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

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

C. Allocations

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

D. Reporting Requirements

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

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

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

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

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

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

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

IV. Reimbursement Structure and Allowable Costs

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

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

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

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

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

V. Necessary Action

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

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

Issued By:

Name: Barbara C. Guinn

Title: Acting Commissioner

Division/Office: Office of Temporary and Disability Assistance

Attachment A

District	2024-2025 Rental Supplement Program Allocation
New York City	\$67,922,380
Albany	\$1,125,750
Allegany	\$120,210
Broome	\$899,827
Cattaraugus	\$282,026
Cayuga	\$268,767
Chautauqua	\$645,332
Chemung	\$290,178
Chenango	\$139,789
Clinton	\$240,580
Columbia	\$129,741
Cortland	\$141,026
Delaware	\$121,902
Dutchess	\$727,516
Erle	\$3,874,658
Essex	\$100,000
Franklin	\$164,265
Fulton	\$116,749
Genesee	\$143,394
Greene	\$116,986
Hamilton	\$100,000
Herkimer	\$154,496
Jefferson	\$402,505
Lewis	\$100,000
Livingston	\$190,065
Madison	\$120,038
Monroe	\$3,035,181
Montgomery	\$154,608
Nassau	\$2,028,294
Niagara	\$742,819
Oneida	\$857,846
Onondaga	\$1,916,038
Ontario	\$258,173
Orange	\$920,321
Orleans	\$144,298
Oswego	\$432,808
Otsego	\$125,940
Rutland	\$100,000
Rensselaer	\$497,493
Rockland	\$713,032
St. Lawrence	\$309,135
Saratoga	\$322,466
Schenectady	\$536,305
Schoharie	\$100,000
Schuyler	\$100,000
Seneca	\$100,000
Steuben	\$325,926
Suffolk	\$2,640,308
Sullivan	\$240,957
Tioga	\$124,850
Tompkins	\$461,767
Ulster	\$494,918
Warren	\$126,379
Washington	\$131,444
Wayne	\$193,050
Westchester	\$3,029,553
Wyoming	\$100,000
Yates	\$100,000

2024-2025 New York State Rental Supplement Program Plan

District: _____

Program Operator: _____

Contact Person(s): _____

Telephone: _____

Email: _____

Effective Date: _____

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

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

RSP FMR Percentage to be used: _____

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

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

Attachment B

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

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

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

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

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

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

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

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

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



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

BARBARA C. GUINN
Acting Commissioner

New York State Rental Supplement Program Claiming Instructions

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

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

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

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

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

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

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

Any claiming questions should be directed to:

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

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



cc: all
Health
A+A

Reso
#12

MICHAEL LEWIS
Commissioner of Finance

SHEILA BARRETT
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

February 5, 2025

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

2025 FEB - 6 PM 12: 53
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld,

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

General Fund:

Increase Appropriations:

10401000 54646 10118	Contract - Performance Incentive Initiative	\$23,286
10401000 54646 10118	Contract - Performance Incentive Initiative	\$5,844
10401000 54646 10118	Contract - Performance Incentive Initiative	\$5,845
10401000 54646 10118	Contract - Performance Incentive Initiative	\$5,789
10401000 54646 10118	Contract - Performance Incentive Initiative	\$7,236
		<u>\$48,000</u>

Decrease Appropriations:

11401000 51000 (120)	Public Health - Personnel Services (Nurse)	\$5,844
11401000 51000 (116)	Public Health - Personnel Services (Nurse)	\$5,845
12401000 54329 10220	ATUPA Reserve - Promotional	\$5,789
12401000 54989 10220	ATUPA Reserve - Miscellaneous	\$7,236
		<u>\$24,714</u>

Increase Estimated Revenues:

10401000 434890 10118	State Aid - Performance Incentive Initiative	\$23,286
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2025 Fiscal Impact -0-

2026 Fiscal Impact -0-

This request is to amend the 2025 Health Department's budget to fund the Sienna College Contract to conduct the required Community Health Survey for Putnam County. Part of the funds for the Community Health Survey will be utilized from the Health Departments 2025 Performance Incentive Initiative Grant, and the following transfers will utilize ATUPA funds and monies accrued from Nursing position vacancies. LHD Performance Incentive backup is attached.

AUTHORIZATION:

Date Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00

Date County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000

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

Date Audit & Administration Committee: \$10,000.01 - \$25,000.00 **25A016**

Justification:

In July of 2024, while preparing the 2025 Budget, Dr. Nesheiwat had intentions of partnering with the hospital for 2025, as we did in 2024, to conduct Community Health Surveys. After the 2025 budget was approved, we received the findings from the Survey completed with the hospital, but we were unable to get an adequate and appropriate sample.

The amount required to conduct the regional Community Health Survey in Putnam County is \$48,000.

Attached is the Budgetary Amendment, whereby I am utilizing Health Department Funds from our 2025 Performance Incentive Initiative Grant of \$23,286.

In Addition, the following two transfers are in process:

Adolescent Tobacco Use Prevention Act (ATUPA) Fines collected of \$13,025 and monies accrued from two of our Nursing position vacancies: \$5,844 from Budget Line 11401000-401011120, and \$5,845 from Budget Line 11401000-401011116.



Department of Health

KATHY HOCHUL
Governor

JAMES V. McDONALD, MD, MPH
Commissioner

JOHANNE E. MORNE, MS
Executive Deputy Commissioner

Dear Commissioner Dr. Nesheiwat,

Thank you for your participation in the New York State Department of Health's ongoing Local Health Department (LHD) Performance Incentive Program. In year twelve (2024) of the program, which began in December 2023 and concluded in August 2024, the Department focused on preventing chronic disease via the promotion of physical activity.

The Department is pleased to announce that once again county participation in the program was strong. This year, 46 LHDs receive an award.

Putnam County participated, receiving a composite score of 5 and has been awarded a total of \$23,286.00. Congratulations.

As with prior Performance Incentive program years, awards must be used to support costs associated with Article 6 eligible services. While costs associated with any eligible activity are acceptable, LHDs are encouraged to consider utilizing the award funds in support of chronic disease prevention activities to promote the implementation of active community strategies to municipalities with Article 6 dollars. Please note that LHDs cannot pay or provide for supplies, materials, or the labor. Below are some examples of funding suggestions that can be promoted.

- Quick-Build/Pop-Up/Demonstration Projects
- Painted bike lanes, sharrows, and crosswalks
- Road, crosswalk, trail, wayfinding signage
- Planters, landscaping/other non-capital pedestrian barriers
- Conceptual/Planning/Computer-aided designs (LHDs should consult the guidance to determine if these are eligible for reimbursement or can only be promoted.)
- Bus shelters/landings, bike racks/cages/fix-it stations, etc.

The Article 6 Team is requesting that each LHD submit a separate voucher for the Performance Incentive award specified in this letter. However, LHDs are not required to voucher the full award amount in a single voucher and may claim award funds throughout the 2025 program (calendar) year, allowing each LHD to determine the timing of the Performance Incentive award payment(s). The Performance Incentive award amount must be reflected on the Performance Incentive line in the 2025 Quarterly Expenditure Report (QER) and may be submitted with any 2025 QER(s) no later than March 31, 2026. Please submit the Performance Incentive award voucher electronically to a6fis@health.ny.gov.

Thank you again for your participation. We look forward to continuing to work with you and your staff to improve the delivery of public health services. Please send any questions regarding the award program to a6PI@health.ny.gov.

Sincerely,

MICHAEL J. NESHEIWAT, MD
INTERIM COMMISSIONER OF HEALTH



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

TO: Michael Lewis, Commissioner of Finance

FROM: William A. Orr, Jr., Senior Fiscal Manager

DATE: February 5, 2025

RE: Budgetary Amendment

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

Increase Revenue: Performance Incentive Initiative \$23,286.00
10401000-434890-10118

TOTAL Revenue \$23,286.00

Increase Expense: Performance Incentive Initiative
10401000-54646-10118 \$23,286.00

TOTAL Expense \$23,286.00

2025 TOTAL Fiscal Impact \$-0-

See Attached Justification and Award letter

WAO/NC

COUNTY OF PUTNAM

FUND TRANSFER REQUEST #

TO: Commissioner of Finance
FROM: William A. Orr, Jr., Senior Fiscal Manager
DEPT: Health
DATE: February 5, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT
11401000-11120 Public Health Nurse Vacancy	10401000-54646-10118 Performance Incentive Initiative Contract	\$ 5,844.00
11401000-11116 Public Health Nurse Vacancy	10401000-54646-10118 Performance Incentive Initiative Contract	<u>\$ 5,845.00</u>
	Total:	<u>\$11,689.00</u>

PURPOSE

To fund Sienna College Contract to conduct the required Community Health Survey for Putnam County.

2025 Fiscal Impact \$ 0.00

2026 Fiscal Impact \$ 0.00

Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

Date Commissioner of Finance / Designee: Initiated by: \$0 - \$5,000.00

Date County Executive / Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00

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

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

COUNTY OF PUTNAM

FUND TRANSFER REQUEST #

TO: Commissioner of Finance
FROM: William A. Orr, Jr., Senior Fiscal Manager
DEPT: Health
DATE: February 5, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT
12401000-54329-10220 ATUPA Reserve-Promotional	10401000-54646-10118 Performance Incentive Initiative Contract	\$ 5,789.00
12401000-54989-10220 ATUPA Reserve-Miscellaneous	10401000-54646-10118 Performance Incentive Initiative Contract	\$ 7,236.00
	Total:	<u>\$13,025.00</u>

PURPOSE

To fund Sienna College Contract to conduct the required Community Health Survey for Putnam County.

2025 Fiscal Impact \$ 0.00

2026 Fiscal Impact \$ 0.00

Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

Date Commissioner of Finance / Designee: Initiated by: \$0 - \$5,000.00

Date County Executive / Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00

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

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