

THE PUTNAM COUNTY LEGISLATURE

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Carmel, New York 10512
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Amy E. Sayegh *Chairwoman*
Greg E. Ellner *Deputy Chair*
Diane Trabulsy *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 AUDIT & ADMINISTRATION COMMITTEE MEETING TO BE HELD IN ROOM #318 PUTNAM COUNTY OFFICE BUILDING CARMEL, NY 10512

Members: Chairwoman Sayegh and Legislators Birmingham & Crowley

Thursday

6:00PM

December 18, 2025

1. Pledge of Allegiance
2. Roll Call
3. Correspondence – County Auditor
 - a. Sales Tax Report
 - b. Board In Revenue Report
 - c. Transfer/Revenue Report
 - d. Contingency/Subcontingency Report
4. Correspondence – Commissioner of Finance
 - a. FYI – Overtime & Temporary Report
 - b. Approval – Budgetary Amendment 25A059 – Board of Elections – Grant from NYS for Electronic Poll Books
 - c. Approval – Budgetary Amendment 25A117 – Sheriff's Office – Use Inmate Commissary Funds to Purchase a Dual-Sided Classification Printer, Printer Ribbons, and Cards (Also Reviewed in Protective)
 - d. Approval – Budgetary Amendment 25A120 – Planning – Account for Section 5307 Program Funds (Also Reviewed in Physical)
 - e. Approval – Budgetary Amendment 25A122 – Finance – Consolidate and Adjust UPWP Accounts (Also Reviewed in Physical)
 - f. Approval – Budgetary Amendment 25A123 – Finance – Year End Journal Entry #1

g. Approval – Budgetary Amendment 25A124 – Social Services – Adjust Mental Health State Aid Levels

- 5. Approval for Signature – Fund Transfer 25T446 – Dept. of Public Works – Cover Automotive Supplies through Year End (Also Reviewed in Physical)**
- 6. Approval for Signature – Fund Transfer 25T447 – Dept. of Public Works – Cover Automotive Repair & Towing through Year End (Also Reviewed in Physical)**
- 7. Approval for Signature – Fund Transfer 25T453 – Sheriff's Office – Cover 2nd & 3rd Quarter Automotive Chargebacks from DPW (Also Reviewed in Protective)**
- 8. Approval – Fund Transfer 25T454 – Dept. of Public Works – Replace Trusses on Animal Shelter Building at Tilly Foster (Also Reviewed in Physical)**
- 9. Approval for Signature – Fund Transfer 25T464 – Social Services – Cover Ongoing Temporary Hours in Mental Health (Also Reviewed in Personnel)**
- 10. Approval for Signature – Fund Transfer 25T467 – Social Services – Docking Monitors**
- 11. Approval for Signature – Fund Transfer 25T469 – Sheriff's Office – Training Expenses for New Hire (Also Reviewed in Protective)**
- 12. Approval – Fund Transfer 25T472 – Sheriff's Office – Cover Overage and Remaining Projection for 2025 (Also Reviewed in Personnel)**
- 13. Approval – Fund Transfer 25T492 – Sheriff's Office – Cover OT for August (Also Reviewed in Personnel)**
- 14. Approval – Fund Transfer 25T493 – Sheriff's Office – Cover OT for September (Also Reviewed in Personnel)**
- 15. Approval – Fund Transfer 25T494 – Sheriff's Office – Cover OT for October (Also Reviewed in Personnel)**
- 16. Approval – Fund Transfer 25T496 – Social Services – Fund Child Advocacy Center Partnership with the Women's Resource Center**
- 17. Approval for Signature – Fund Transfer 25T499 – Legislature – Cover Temporary through Year End**
- 18. Approval – Renew Contract – Outside Auditors**
- 19. FYI – Guardrail & Property Damage Table**
- 20. Other Business**
- 21. Adjournment**

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2025 Transfer/Revenue Report - November

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	11	25T391	Probation	10314000	54305		RANGE SUPPLIES	5,000.00	D	PURCHASE AMMUNITION
2025	11	25T391	Probation	10314000	54445		LAB ANALYSIS	5,000.00	C	PURCHASE AMMUNITION
2025	11	25T392	Probation DWI	10331500	54300		MISC SUPPLIES	1,500.00	C	STOP DWI ADVERTISMENT
2025	11	25T392	Probation DWI	10331500	54664		ADVERTISING	1,500.00	D	STOP DWI ADVERTISMENT
2025	11	25T393	Sheriff - Narcotics	14311000	52180		OTHER EQUIPMENT	225.00	C	PURCHASE SM TOOLS<\$100
2025	11	25T393	Sheriff - Narcotics	14311000	54770		MISC SMALL TOOLS UNDER \$100	225.00	D	PURCHASE SM TOOLS<\$100
2025	11	25T394	Sheriff - Patrol	17311000	54300		MISC SUPPLIES	330.00	C	PURCHASE FLAGS
2025	11	25T394	Sheriff - Patrol	17311000	54410		SUPPLIES AND MAT	330.00	D	PURCHASE FLAGS
2025	11	25T395	Probation	10314000	54152		MEDICAL EXAMS TESTING	50.00	C	Car Wasing
2025	11	25T395	Probation	10314000	54370		AUTOMOTIVE	50.00	D	Car Wasing
2025	11	25T396	Planning - Soil	10874500	54635		CELLPHONES	200.00	D	TO PROPERLY ALLOCATE CELL EXP
2025	11	25T396	Highway Admin	10149000	54635		CELLPHONES	200.00	C	TO PROPERLY ALLOCATE CELL EXP
2025	11	25T397	Emergency Services	10398900	54370		AUTOMOTIVE	1,380.00	D	AUTOMOTIVE

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YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025 11 25T397	EMS	14398900	54370		AUTOMOTIVE	1,380.00	C	AUTOMOTIVE
2025 11 25T399	Early Learning	10296001	54678		LEASED TRANSPORTATION	5,000.00	C	REIMBURSE TRAVEL TO PARENTS
2025 11 25T399	Early Learning	10296001	54670		TRAVEL NON EMPLOYEES	5,000.00	D	REIMBURSE TRAVEL TO PARENTS
2025 11 25T402	Tourism	10641000	54664		ADVERTISING	3,500.00	D	FUNDS NEEDED FOR HOLIDAY ADS
2025 11 25T402	Tourism	10641000	54640		EDUCATION AND TRAINING	2,000.00	C	FUNDS NEEDED FOR HOLIDAY ADS
2025 11 25T402	Tourism	10641000	54989		MISCELLANEOUS	1,000.00	C	FUNDS NEEDED FOR HOLIDAY ADS
2025 11 25T402	Tourism	10641000	54311		PRINTING AND FORMS	500.00	C	FUNDS NEEDED FOR HOLIDAY ADS
2025 11 25T404	OSR	10677900	52110		FURNITURE AND FURNISHINGS	1,380.00	D	FREIGHT CHARGES FOR OSR TABLES
2025 11 25T404	OSR	10677900	52170		KITCHEN EQUIPMENT	1,380.00	C	FREIGHT CHARGES FOR OSR TABLES
2025 11 25T405	DSS Overhead	10120000	54989		MISCELLANEOUS	550.00	C	REST OF YEAR CELL PHONE
2025 11 25T405	DSS Admin	10102000	54636		INTERNET COSTS	700.00	C	Q3 CHARGEBACK
2025 11 25T405	DSS Admin	10102000	55370		CHRGBK AUTOMOTIVE	700.00	D	Q3 CHARGEBACK
2025 11 25T405	DSS Overhead	10120000	54635		CELLPHONES	550.00	D	REST OF YEAR CELL PHONE
2025 11 25T406	Early Intervention	10405900	58002		SOCIAL SECURITY	200.00	D	NEEDED FOR TEMP & FICA

YEAR	PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	11 25T406	Early Intervention	10405900	54483		ASSISTIVE TECH	200.00	C	NEEDED FOR TEMP & FICA
2025	11 25T406	Early Intervention	10405900	54483		ASSISTIVE TECH	2,500.00	C	NEEDED FOR TEMP & FICA
2025	11 25T406	Early Intervention	10405900	51094		TEMPORARY	2,500.00	D	NEEDED FOR TEMP & FICA
2025	11 25T407	Early Learning	10296001	54310		OFFICE SUPPLIES	2,000.00	C	MONTHLY INTERNET 2025
2025	11 25T407	Early Learning	10296001	54636		INTERNET COSTS	2,000.00	D	MONTHLY INTERNET 2025
2025	11 25T409	Sheriff - Traffic Safety Board	18311000	51094		TEMPORARY	2,662.00	C	CVR OVERAGE/PROJECTION 2025
2025	11 25T409	Sheriff	10311000	58002		SOCIAL SECURITY	513.47	D	CVR OVERAGE/PROJECTION 2025
2025	11 25T409	Sheriff - Traffic Safety Board	18311000	58002		SOCIAL SECURITY	203.64	C	CVR OVERAGE/PROJECTION 2025
2025	11 25T409	BCI	32311000	58002		SOCIAL SECURITY	513.47	C	CVR OVERAGE/PROJECTION 2025
2025	11 25T409	Sheriff	10311000	51094		TEMPORARY	2,662.00	D	CVR OVERAGE/PROJECTION 2025
2025	11 25T409	BCI	32311000	51094		TEMPORARY	6,712.00	C	CVR OVERAGE/PROJECTION 2025
2025	11 25T409	Sheriff	10311000	51094		TEMPORARY	6,712.00	D	CVR OVERAGE/PROJECTION 2025
2025	11 25T409	Sheriff	10311000	58002		SOCIAL SECURITY	203.64	D	CVR OVERAGE/PROJECTION 2025
2025	11 25T410	Mental Health Legal	10033000	54329		PROMOTIONAL MATERIALS	1,100.00	D	CHILD MH RESOURCE FAIR

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025 11 25T410	Mental Health Legal	10033000	54783		LICENSING SOFTWARE	200.00	C	CHILD MH RESOURCE FAIR
2025 11 25T410	Mental Health Legal	10033000	54640		EDUCATION AND TRAINING	900.00	C	CHILD MH RESOURCE FAIR
2025 11 25T411	Health - EHS	12401000	52130		COMPUTER EQUIPMENT	215.00	C	SAFETY SHOE REIMBURSEMENT
2025 11 25T411	Health - EHS	12401000	54385		UNIFORMS	215.00	D	SAFETY SHOE REIMBURSEMENT
2025 11 25T416	Mental Health Legal	10033000	52130		COMPUTER EQUIPMENT	400.00	C	PRICE INCR FOR SPOA COOR FURN
2025 11 25T416	Mental Health Legal	10033000	52110		FURNITURE AND FURNISHINGS	400.00	D	PRICE INCR FOR SPOA COOR FURN
2025 11 25T417	Finance	10131000	54313		BOOKS AND SUPPLEMENTS	655.48	D	GFOA CERTIFICATE FY 2024
2025 11 25T417	Finance	10131000	54640		EDUCATION AND TRAINING	655.48	C	GFOA CERTIFICATE FY 2024
2025 11 25T418	DSS Overhead	10120000	54311		PRINTING AND FORMS	50.00	C	COPIER RENTAL REST OF YEAR
2025 11 25T418	OEOP CAC	22070000	54560		EQUIP RENTAL LEASE	100.00	D	COPIER RENTAL REST OF YEAR
2025 11 25T418	OEOP CAC	22070000	54311		PRINTING AND FORMS	100.00	C	COPIER RENTAL REST OF YEAR
2025 11 25T418	DSS Medicaid	10104000	54560		EQUIP RENTAL LEASE	50.00	D	COPIER RENTAL REST OF YEAR
2025 11 25T418	DSS Overhead	10120000	54560		EQUIP RENTAL LEASE	50.00	D	COPIER RENTAL REST OF YEAR
2025 11 25T418	DSS Medicaid	10104000	54310		OFFICE SUPPLIES	50.00	C	COPIER RENTAL REST OF YEAR

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025 11 25T419	Audit	10132000	54111		INDEPENDENT AUDIT	5,000.00	D	ADDITIONAL SINGLE AUDIT
2025 11 25T419	Audit	10132000	54313		BOOKS AND SUPPLEMENTS	500.00	C	ADDITIONAL SINGLE AUDIT
2025 11 25T419	Audit	10132000	54640		EDUCATION AND TRAINING	3,500.00	C	ADDITIONAL SINGLE AUDIT
2025 11 25T419	Legislature	10101001	54640		EDUCATION AND TRAINING	1,000.00	C	ADDITIONAL SINGLE AUDIT
2025 11 25T420	Legislature	10101001	58002		SOCIAL SECURITY	710.00	D	COST OFFIC ASSISTANCE THRU Y/E
2025 11 25T420	Legislature	10101001	54989		MISCELLANEOUS	9,970.00	C	COST OFFIC ASSISTANCE THRU Y/E
2025 11 25T420	Legislature	10101001	51094		TEMPORARY	9,260.00	D	COST OFFIC ASSISTANCE THRU Y/E
2025 11 25T421	Sheriff - Patrol Marine	17003000	54410		SUPPLIES AND MAT	100.00	C	PAY WEIGHTS&MEASURE INVOICE
2025 11 25T421	Sheriff - Patrol Weight	17002000	54510		MACHINE MAINTENANCE	100.00	D	PAY WEIGHTS&MEASURE INVOICE
2025 11 25T422	Historian	10751000	54510		MACHINE MAINTENANCE	238.50	C	FUNDS NEEDED FOR PRINTING
2025 11 25T422	Historian	10751000	54311		PRINTING AND FORMS	238.50	D	FUNDS NEEDED FOR PRINTING
2025 11 25T423	District Attorney	10116500	54181		SPECIAL SERVICES JUDICIAL	1,000.00	C	COMPUTER MONITORS
2025 11 25T423	District Attorney	10116500	52130		COMPUTER EQUIPMENT	1,000.00	D	COMPUTER MONITORS
2025 11 25T424	County Executive	10123000	54311		PRINTING AND FORMS	127.30	C	REPLACE BROKEN KURIG

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025 11 25T424	County Executive	10123000	52170		KITCHEN EQUIPMENT	127.30	D	REPLACE BROKEN KURIG
2025 11 25T425	Consumer Affairs	10661000	54664		ADVERTISING	200.00	C	MOVE TO PRINTING/FORMS
2025 11 25T425	Consumer Affairs	10661000	54385		UNIFORMS	500.00	D	UNIFORMS
2025 11 25T425	Consumer Affairs	10661000	54640		EDUCATION AND TRAINING	500.00	C	MOVE TO UNIFORMS
2025 11 25T425	Consumer Affairs	10661000	54310		OFFICE SUPPLIES	350.00	D	FOR PRINTER INK (2 PRINTERS)
2025 11 25T425	Consumer Affairs	10661000	54664		ADVERTISING	350.00	C	MOVE TO OFFICE SUPPLIES
2025 11 25T425	Consumer Affairs	10661000	54311		PRINTING AND FORMS	200.00	D	FOR BUSINESS LICENSE ENVELOPES
2025 11 25T427	Health Immuz.	10406500	54484		COMM IDS TRMT	2,200.00	C	RABIES VACCINES
2025 11 25T427	Health - Rabies	11024000	54330		MEDICAL SUPPLIES	2,200.00	D	RABIES VACCINES
2025 11 25T428	County Executive	10123000	54311		PRINTING AND FORMS	200.00	C	UPGRADE COMM GRADE KURIG
2025 11 25T428	County Executive	10123000	52170		KITCHEN EQUIPMENT	200.00	D	UPGRADE COMM GRADE KURIG
2025 11 25T430	Highway State Snow	10514400	51093		OVERTIME	10,000.00	C	TO PROPERLY ALLOCATE OT EXP
2025 11 25T430	Highway County Snow	10514200	51093		OVERTIME	10,000.00	D	TO PROPERLY ALLOCATE OT EXP
2025 11 25T431	Highway - Parks	10711000	52140		AUDIO VISUAL EQUIPMENT	413.69	D	PA SYSTEM REPLACEMENT

YEAR	PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	11 25T431	Highway - Parks	10711000	54783		LICENSING SOFTWARE	413.69	C	PA SYSTEM REPLACEMENT
2025	11 25T434	Highway Facilities	10511100	54647		SUB CONTRACTORS	3,600.00	C	FOR WELL REPAIR AT TILLY
2025	11 25T434	Tilly Foster	10084000	54647		SUB CONTRACTORS	3,600.00	D	FOR WELL REPAIR AT TILLY
2025	11 25T435	Sheriff - Traffic Safety Board	18311000	54640		EDUCATION AND TRAINING	209.29	C	PCARD STMT ID3424
2025	11 25T435	Sheriff	10311000	54989		MISCELLANEOUS	209.29	D	PCARD STMT ID3424
2025	11 25T437	EMS	14398900	54370		AUTOMOTIVE	30.00	C	RESCUE TASK FORCE SUPPLIES
2025	11 25T437	EMS	14398900	54330		MEDICAL SUPPLIES	30.00	D	RESCUE TASK FORCE SUPPLIES
2025	11 25T438	Preschool	10296000	52110		FURNITURE AND FURNISHINGS	200.00	C	ADD'L HOURS FOR J MCGUINNESS
2025	11 25T438	Preschool	10296000	54783		LICENSING SOFTWARE	200.00	D	ADD'L HOURS FOR J MCGUINNESS
2025	11 25T439	DSS	10101000	54989		MISCELLANEOUS	3,762.00	C	PURCHASE 3 FILE CABINETS
2025	11 25T439	DSS	10101000	52110		FURNITURE AND FURNISHINGS	3,762.00	D	PURCHASE 3 FILE CABINETS
2025	11 25T440	Mental Health Legal	10431000	52110		FURNITURE AND FURNISHINGS	1,253.00	D	FURN TO COMPLT MH DIR OFFICE
2025	11 25T440	Mental Health Legal	10431000	54640		EDUCATION AND TRAINING	1,253.00	C	FURN TO COMPLT MH DIR OFFICE
2025	11 25T441	Health - Education State	21401000	54783		LICENSING SOFTWARE	1,000.00	C	DESK & CHAIR FOR J. CALDERON

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	11	25T441	Health - Education State	21401000	52110		FURNITURE AND FURNISHINGS	1,000.00	D	DESK & CHAIR FOR J. CALDERON
2025	11	25T442	Highway Road Machinery	10513000	51094		TEMPORARY	2,000.00	D	TO PROPERLY ALLOCATE TEMP EXP
2025	11	25T442	Highway Road Machinery	10513000	54898		OTHER MAINT SERV	2,000.00	C	TO PROPERLY ALLOCATE TEMP EXP
2025	11	25T443	Highway Road Machinery	10513000	54370		AUTOMOTIVE	3,000.00	D	TO PROPERLY ALLOCATE EXPENSES
2025	11	25T443	Highway Road Machinery	10513000	54640		EDUCATION AND TRAINING	3,000.00	C	TO PROPERLY ALLOCATE EXPENSES
2025	11	25T444	County Executive	10123000	54640		EDUCATION AND TRAINING	2,000.00	D	COVER CE TRAVEL EXPENSE
2025	11	25T444	Purchasing	10134500	54640		EDUCATION AND TRAINING	2,000.00	C	COVER CE TRAVEL EXPENSE
2025	11	25T445	Health - EHS Water	12022000	51094		TEMPORARY	520.00	D	NEEDED FOR TEMP & FICA
2025	11	25T445	Health - EHS Water	12022000	58002		SOCIAL SECURITY	170.00	D	NEEDED FOR TEMP & FICA
2025	11	25T445	Health - EHS Water	12022000	54410		SUPPLIES AND MAT	170.00	C	NEEDED FOR TEMP & FICA
2025	11	25T445	Health - EHS Water	12022000	54410		SUPPLIES AND MAT	130.00	C	NEEDED FOR TEMP & FICA
2025	11	25T445	Health - EHS Water	12022000	51093		OVERTIME	520.00	C	NEEDED FOR TEMP & FICA
2025	11	25T445	Health - EHS Water	12022000	51094		TEMPORARY	2,200.00	D	NEEDED FOR TEMP & FICA
2025	11	25T445	Health - EHS Water	12022000	54675		TRAVEL	2,200.00	C	NEEDED FOR TEMP & FICA

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	11	25T445	Health - EHS Water	12022000	51094		TEMPORARY	130.00	D	NEEDED FOR TEMP & FICA
2025	11	25T448	Finance	10131000	54313		BOOKS AND SUPPLEMENTS	120.00	D	NOTARY RENEWALS FOR TAX DEPT
2025	11	25T448	Finance	10131000	54640		EDUCATION AND TRAINING	120.00	C	NOTARY RENEWALS FOR TAX DEPT
2025	11	25T449	Probation	10314000	54313		BOOKS AND SUPPLEMENTS	25.00	C	COVER EZ PASS CHARGES
2025	11	25T449	Probation	10314000	54675		TRAVEL	25.00	D	COVER EZ PASS CHARGES
2025	11	25T450	Health Immuz.	10406500	54484		COMIM IDS TRMT	7,500.00	C	UPDATE COMMUNICATION MATERIALS
2025	11	25T450	Health Admin	10401000	54646		CONTRACTS	7,500.00	D	UPDATE COMMUNICATION MATERIALS
2025	11	25T451	Health - EHS	12401000	51093		OVERTIME	3,800.00	D	MORE CALLS ON AFTER HOURS PHON
2025	11	25T451	Health - EHS	12401000	51094		TEMPORARY	3,800.00	C	MORE CALLS ON AFTER HOURS PHON
2025	11	25T452	Health - EHS	12401000	54664		ADVERTISING	275.00	C	REPLACE OFFICE CHAIR
2025	11	25T452	Health - EHS	12401000	52110		FURNITURE AND FURNISHINGS	275.00	D	REPLACE OFFICE CHAIR
2025	11	25T455	EMS Fed	10398901	54330	10210	MEDICAL SUPPLIES	5,300.00	C	PURCHASE AED'S
2025	11	25T455	EMS Fed	10398901	52190	10210	MEDICAL EQUIPMENT	5,300.00	D	PURCHASE AED'S
2025	11	25T456	Health - Rabies	11024000	54330		MEDICAL SUPPLIES	800.00	D	NEED ADD'L RABIES VACCINES

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	11	25T456	Health - Rabies	11024000	54147		VETERINARIAN SERVICES	800.00	C	NEED ADD'L RABIES VACCINES
2025	11	25T457	Health - Nursing	11401000	52110		FURNITURE AND FURNISHINGS	500.00	D	FILE CABINET PURCHASE
2025	11	25T457	Health - Nursing	11401000	54445		LAB ANALYSIS	500.00	C	FILE CABINET PURCHASE
2025	11	25T457	Health - Nursing	11401000	54664		ADVERTISING	1,000.00	C	FILE CABINET PURCHASE
2025	11	25T457	Health - Nursing	11401000	52110		FURNITURE AND FURNISHINGS	1,000.00	D	FILE CABINET PURCHASE
2025	11	25T458	Health - Nursing	11401000	54314		POSTAGE	300.00	C	PURCHASE DATALOGGERS
2025	11	25T458	Health - Nursing	11401000	54410		SUPPLIES AND MAT	300.00	D	PURCHASE DATALOGGERS
2025	11	25T459	OSR	10677900	52120		OFFICE EQUIPMENT	1,300.00	C	PURCHASE TABLES MAHOPAC ADS
2025	11	25T459	OSR	10677900	52110		FURNITURE AND FURNISHINGS	1,300.00	D	PURCHASE TABLES MAHOPAC ADS
2025	11	25T460	Sheriff - Youth	16311000	54410		SUPPLIES AND MAT	1,181.00	C	HANDOUTS/MAT.FOR COMM SR.EVENT
2025	11	25T460	Sheriff - Youth	16311000	54310		OFFICE SUPPLIES	390.00	C	HANDOUTS/MAT.FOR COMM SR.EVENT
2025	11	25T460	Sheriff - Youth	16311000	54300		MISC SUPPLIES	650.00	C	HANDOUTS/MAT.FOR COMM SR.EVENT
2025	11	25T460	Sheriff - Youth	16311000	54313		BOOKS AND SUPPLEMENTS	200.00	C	HANDOUTS/MAT.FOR COMM SR.EVENT
2025	11	25T460	Sheriff - Youth	16311000	54329		PROMOTIONAL MATERIALS	2,421.00	D	HANDOUTS/MAT.FOR COMM SR.EVENT

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	11	25T461	Health - Rabies	11024000	54989		MISCELLANEOUS	160.00	C	RABIES OVERTIME FOR \$
2025	11	25T461	Health - Rabies	11024000	51093		OVERTIME	160.00	D	RABIES OVERTIME FOR \$
2025	11	25T461	Health - Rabies	11024000	54989		MISCELLANEOUS	13.00	C	RABIES OVERTIME FOR \$
2025	11	25T461	Health - Rabies	11024000	58002		SOCIAL SECURITY	13.00	D	RABIES OVERTIME FOR \$
2025	11	25T462	DSS Admin	10102000	54385		UNIFORMS	250.00	C	TONER CARTRIDGES
2025	11	25T462	DSS Admin	10102000	54310		OFFICE SUPPLIES	250.00	D	TONER CARTRIDGES
2025	11	25T463	DSS Food Stamps	10107000	51093		OVERTIME	280.00	D	EMERGENCY SNAP OUTREACH CALLS
2025	11	25T463	DSS	10101000	51093		OVERTIME	280.00	C	EMERGENCY SNAP OUTREACH CALLS
2025	11	25T465	Mental Health Legal	10033000	51094		TEMPORARY	300.00	C	SPOA COORD TO ATTEND CONFR
2025	11	25T465	Mental Health Legal	10033000	54640		EDUCATION AND TRAINING	300.00	D	SPOA COORD TO ATTEND CONFR
2025	11	25T466	DSS Admin	10102000	54410		SUPPLIES AND MAT	2,445.50	C	TRAINING MATERIALS
2025	11	25T466	DSS Admin	10102000	54313		BOOKS AND SUPPLEMENTS	2,445.50	D	TRAINING MATERIALS
2025	11	25T468	DSS Admin	10102000	54310		OFFICE SUPPLIES	500.00	D	COPY PAPER, BOXES
2025	11	25T468	DSS Admin	10102000	54385		UNIFORMS	500.00	C	COPY PAPER, BOXES

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	11	25T468	DSS	10101000	54310		OFFICE SUPPLIES	600.00	D	COPY PAPER, BOXES
2025	11	25T468	DSS	10101000	54989		MISCELLANEOUS	600.00	C	COPY PAPER, BOXES
2025	11	25T468	DSS Food Stamps	10107000	54310		OFFICE SUPPLIES	100.00	D	COPY PAPER, BOXES
2025	11	25T468	DSS Food Stamps	10107000	54989		MISCELLANEOUS	50.00	C	COPY PAPER, BOXES
2025	11	25T468	DSS Food Stamps	10107000	54310		OFFICE SUPPLIES	50.00	D	COPY PAPER, BOXES
2025	11	25T468	DSS Food Stamps	10107000	54314		POSTAGE	100.00	C	COPY PAPER, BOXES
2025	11	25T468	DSS Overhead	10120000	54311		PRINTING AND FORMS	300.00	C	COPY PAPER, BOXES
2025	11	25T468	DSS Overhead	10120000	54310		OFFICE SUPPLIES	300.00	D	COPY PAPER, BOXES
2025	11	CORRECT	Finance	10131000	428551		TRANSFER FROM ROAD FUND	43,060.00	C	CORRECT 25A103 DUE TO/FROM
2025	11	CORRECT	Cty Rd Transfer	02990100	59030		TRANSFER TO GF	43,060.00	D	CORRECT 25A103 DUE TO/FROM
2025	11	CORRECT	To Road	10990100	59010		TRANSFER TO ROAD FUND	43,060.00	D	CORRECT 25A103 DUE TO/FROM
2025	11	CORRECT	Highway Roads & Bridges	10511000	428601		TRANSFER FROM OTHER FUND	43,060.00	C	CORRECT 25A103 DUE TO/FROM
2025	11	R#314/25	OSR	10677500	54989		MISCELLANEOUS	50,000.00	D	SEE ATTACHED EMAIL
2025	11	R#314/25	OSR	10677500	54646		CONTRACTS	50,000.00	C	SEE ATTACHED EMAIL

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
							Debits	252,009.87		
							Credits	252,009.87		

#32

2025 Contingency Report

<u>Beginning Balance 1/1/25</u>		2,494,060.00
Res29	Adjust personnel services to proper amounts	9,660.00
Res41	Reclass -Deputy Sheriff 1st Sgt.	7,037.00
Res72	Health department Personnel changes	56,245.00
Res99	Soil & Water Performance Measures- Part C	20,000.00
Res112	District Attorney Criminal Justice Discovery Reform Gr24-25	20,265.00
Res145	Close out Fema projects	927,322.00
Res253	UPWP Federal Aid	137,461.00
25A059	Board of Elections NYS grant for Electronic Poll Books	84,475.00
Subtotal General Contingency		<u>\$ 3,756,525.00</u>

Deductions:

Res25	PCSEA ratification	(328,170.00)
Res82	East Branch Rd Pin 8763.60	(30,579.00)
Res83	Peekskill Hollow Rd Pin 8763.61	(29,437.00)
Res104	CSEA Ratification	(1,381,346.00)
Res111	State Aid Public Health	(38,417.00)
Res138	Cordinator of Information Technology	(1,119.00)
Res140	PUMA ratification	(5,389.00)
Res146	Garage roof repair-Myrtle Ave	(200,000.00)
Res147	Youth Bureau reallocation	(190,000.00)
Res148	Waste Water Sewer charges	(68,000.00)
Res161	DA -Criminal Justce Disvry Reform Gr24-25-merit bonus	(3,663.00)
Res178	PCSO Life Safety Systems Modernization	(16,000.00)
Res180	Railroad Station Maintenance	(20,798.00)
Res 190	Youth Bureau furniture	(95,000.00)
Res218	Veterans - flags	(17,950.00)
Res239	Social Services - on call pay as per CSEA contract	(75,700.00)
Res304	Food Insecurity	(150,000.00)
Res306	Legal Services 18b	(100,000.00)
Res352	Emergency Services -Overtime	(90,426.00)
Res353	County Wide Telephone System	(178,970.00)
Res354	Legal Services 18b	(100,000.00)
		<u>(3,120,964.00)</u>
Total		<u>\$ 635,561.00</u>

Proposed Deductions:

25A120	Planning - account for 5307 funds	(105,091.00)
25T496	Child Advocacy Center-Contracts	(116,836.00)
		<u>(221,927.00)</u>
Pending Balance 12/18/25		<u><u>\$413,634.00</u></u>

2025 Subcontingency Report

4987- Subcontingency (Nursing,BES)

<u>Beginning Balance 1/1/25</u>	\$ 78,060.00
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Subtotal Subcontingency	\$ 78,060.00
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Deductions:

Total	0.00
	\$ 78,060.00

Proposed Deductions:

Pending Balance 12/18/25	\$ 78,060.00
---------------------------------	---------------------

Note:

R= resolution

A= proposed budgetary amendment

2025 Subcontingency Report

4993- Subcontingency (Cty Exec COLA)

<u>Beginning Balance 1/1/25</u>	\$ 5,211.00
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Subtotal Subcontingency	\$ 5,211.00
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Deductions:

	0.00
Total	\$ 5,211.00

Proposed Deductions:

Pending Balance 12/18/25	\$5,211.00
---------------------------------	-------------------

Note:

R= resolution

A= proposed budgetary amendment

#4a.

WILLIAM J. CARLIN, JR.
COMMISSIONER OF FINANCE



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Trabulsy, Legislative Clerk

DATE: December 12, 2025

FROM: William. J. Carlin, Jr., Commissioner of Finance *WJC*

SUBJECT: **Overtime/Temporary Help Recap for Audit and Administrative Committee Meeting**

2025 DEC 12 AM 11:35
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Please include the attached report in the Audit and Administrative Committee Agenda for its next meeting.

Enclosure

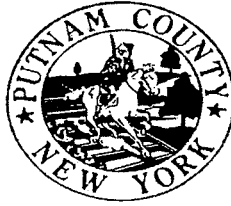
Overtime Temporary - RECAP - 2025

As of Date: December 12, 2025

Org Description	Org	Object	Project	Acct. Description	2024 Actual	2025 Original Budget	2025 Revised Budget	2025 Actual	2025 Distributed Budget	2025 Available	2025 Percent
Capital Projects - Interop. Public	53097000	51094	51601	TEMPORARY	33,626.25	(15,221.25)	(15,221.25)	50,373.75	(14,635.82)	(65,595.00)	-330.94%
DPW - County Snow	10514200	51093		OVERTIME	231,909.52	276,000.00	286,000.00	300,700.11	275,000.00	(14,700.11)	105.14%
DPW - Facilities	10511100	51093		OVERTIME	64,676.24	55,000.00	62,000.00	72,846.41	59,615.38	(10,846.41)	117.49%
DPW - Parks and Recreation	10711000	51093		OVERTIME	34,584.83	26,000.00	26,000.00	26,986.75	25,000.00	(986.75)	103.80%
DSS Administration	10102000	51093		OVERTIME	28,718.93	20,000.00	37,500.00	47,744.31	36,057.69	(10,244.31)	127.32%
Emergency Services - Dispatch	13398900	51093		OVERTIME	319,117.22	200,000.00	290,000.00	350,859.12	278,846.15	(60,859.12)	120.99%
Emergency Services Dispatch	13398900	51094		TEMPORARY	6,537.50	15,000.00	1,000.00	1,312.50	961.54	(312.50)	131.25%
Health - Preschool	10296000	51093		OVERTIME	-	-	4,000.00	4,123.10	3,846.15	(123.10)	103.08%
Mental Health	10431000	51094		TEMPORARY	19,354.02	-	6,154.00	8,021.72	5,917.31	(1,867.72)	130.35%
Sheriff - Communications	13311000	51093		OVERTIME	30,121.46	42,675.00	42,675.00	45,316.98	41,033.65	(2,641.98)	106.19%
Sheriff - Jail Training	10012000	51093		OVERTIME	77,383.44	99,310.00	99,310.00	101,948.23	95,490.38	(2,638.23)	102.66%
Sheriff - Oscawana	17003000	51093		OVERTIME	25,053.46	27,250.00	26,522.00	26,691.79	25,501.92	(169.79)	100.64%
Sheriff - Road Patrol - SRT Callouts	17311000	51093	10102	OVERTIME	105,416.11	94,250.00	94,250.00	138,875.97	90,625.00	(44,625.97)	147.35%
Sheriff - Youth	16311000	51093		OVERTIME	282,710.22	207,000.00	260,899.00	333,338.88	250,864.42	(72,439.88)	127.77%

**** New departments in bold.**

WILLIAM J. CARLIN, JR.
CPA
Commissioner Of Finance



SHEILA M. BARRETT
First Deputy Commissioner Of Finance

ALEXANDRA GORDON
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

December 5, 2025

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

Dear Ms. Trabulsy,

At the request of the Board of Elections Commissioner, the following budgetary is required.

Increase Estimated Revenues:

10145000.430972	BOE Capital Grants Project	\$ 91,432
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Increase Estimated Appropriations:

10145000.54783	BOE – Licensing & Accessories	\$ 2,133
10145000.52630	BOE – Computer Equipment	\$ 4,824

Increase Appropriations:

10199000.54980	General Contingencies	\$ 84,475
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2025 Fiscal Impact –(84,475)
2026 Fiscal Impact -0-

This budgetary is to recognize the grant from New York State for Electronic Poll Books.

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	25A059
Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00	

ccAll
Audit
Year End

RESO
#46

2025 DEC - 8 PM 4:16
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

STATE OF NEW YORK CONTRACT FOR GRANTS FACE PAGE

<p>STATE AGENCY (Name & Address):</p> <p>New York State Board of Elections 40 North Pearl Street, Suite 5 Albany, NY 12207</p>	<p>BUSINESS UNIT/DEPT. ID: BOE01/1110000</p> <p>CONTRACT NUMBER: C005038</p> <p>CONTRACT TYPE (select one):</p> <p><input type="checkbox"/> Multi-Year Agreement</p> <p><input type="checkbox"/> Simplified Renewal Agreement</p> <p><input checked="" type="checkbox"/> Fixed Term Agreement</p>
<p>CONTRACTOR NAME:</p> <p>Putnam County Board of Elections</p>	<p>TRANSACTION TYPE:</p> <p><input checked="" type="checkbox"/> New</p> <p><input type="checkbox"/> Renewal (list periods):</p> <p><input type="checkbox"/> Amendment (list periods):</p>
<p>CONTRACTOR IDENTIFICATION NUMBERS:</p> <p>NYS Vendor ID Number: 1000002443</p> <p>Federal Tax ID Number: 14-6002759</p>	<p>PROJECT NAME:</p> <p>Electronic Poll Book Grant Program</p> <p>ASSISTANCE LISTINGS (formerly CFDA) NUMBER (ALN) (Federally Funded Grants Only):</p>
<p>CONTRACTOR PRIMARY MAILING ADDRESS:</p> <p>25 Old Route 6 Carmel NY 10512</p> <p>CONTRACTOR PAYMENT ADDRESS:</p> <p><input checked="" type="checkbox"/> Check if same as primary mailing address</p> <p>CONTRACT MAILING ADDRESS:</p> <p><input checked="" type="checkbox"/> Check if same as primary mailing address</p> <p>CONTRACTOR PRIMARY E-MAIL ADDRESS:</p>	<p>CONTRACTOR STATUS:</p> <p><input type="checkbox"/> For Profit</p> <p><input checked="" type="checkbox"/> Municipality</p> <p><input type="checkbox"/> Tribal Nation</p> <p><input type="checkbox"/> Individual</p> <p><input type="checkbox"/> Not-for-Profit</p> <p>Charities Registration Number:</p> <p>Exemption Status/Code:</p> <p><input type="checkbox"/> Sectarian Entity</p> <div data-bbox="889 1661 1312 1906" style="border: 1px solid black; padding: 5px; transform: rotate(-2deg);"> <p>RECEIVED</p> <p>FEB 06 2025</p> <p>NEW YORK STATE BOARD OF ELECTIONS</p> </div>

STATE OF NEW YORK CONTRACT FOR GRANTS FACE PAGE

CURRENT CONTRACT TERM:

From: 04/01/2024 To: 03/31/2025

AMENDED TERM:

From: To:

CONTRACT FUNDING AMOUNT

(*Fixed Term* - enter current period amount;
Simplified Renewal - enter cumulative amount
to date; *Multi-year* - enter total projected
amount of the contract):

CURRENT: \$91,431.55

AMENDED:

FUNDING SOURCE(S)

- ☒ State
☐ Federal
☐ Other

ATTACHMENTS INCLUDED AS PART OF THIS AGREEMENT (select all that apply):

Appendix A

Attachment A:

- ☒ A-1 Agency Specific Terms and Conditions
☐ A-2 Program Specific Terms and Conditions
☐ A-3 Federally Funded Grants and Requirements Mandated
by Federal Laws

Attachment B:

- ☒ B-1 Expenditure Based Budget
☐ B-2 Performance Based Budget
☐ B-3 Capital Budget
☐ B-4 Net Deficit Budget
☐ B-1(A) Expenditure Based Budget (Amendment)
☐ B-2(A) Performance Based Budget (Amendment)
☐ B-3(A) Capital Budget (Amendment)
☐ B-4(A) Net Deficit Budget (Amendment)

Attachment C: Work Plan

Attachment D: Payment and Reporting

Other:

IN WITNESS THEREOF, the parties hereto have executed or approved this Master Contract on the dates below their signatures.

CONTRACTOR:

Putnam County

By: 

Kevin U. Byrne

Printed Name

Title: Putnam County Executive

Date: 1/31/25

STATE AGENCY:

NYS Board of Elections

By: 

Kristen Zebrowski Stavisky

Printed Name

Title: Kristen Zebrowski Stavisky

Raymond J. Riley III

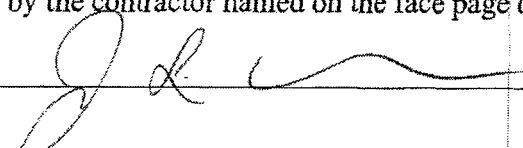
Date: Co-Executive Directors

2.7.2025

STATE OF NEW YORK

County of Putnam

On the 3rd day of January, 2025 before me personally appeared Kevin U. Byrne, to me known, who being by me duly sworn, did depose and say that he/she resides at Mahopac, NY, that he/she is the County Executive of the County of Putnam, the contractor described herein which executed the foregoing instrument; and that he/she signed his/her name thereto as authorized by the contractor named on the face page of this Master Contract.

(Notary) 

JENNIFER L CARUSO
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 02CA6395487
Qualified in Putnam County
My Commission Expires September 15, 2027

ATTORNEY GENERAL'S SIGNATURE

STATE COMPTROLLER'S SIGNATURE

Printed Name

Title:

Date:

APPROVED

DEPT. OF AUDIT & CONTROL

Printed Name

Feb 26 2025

Laura Coyle

Title:

Date:

FOR THE STATE COMPTROLLER

Pratt, Elijah D (OGS)

From: Maggi, Benjamin <Benjamin.Maggi@ag.ny.gov>
Sent: Friday, February 21, 2025 9:16 AM
To: Pratt, Elijah D (OGS); Contract Approval
Cc: Courcelle, Matthew (OGS)
Subject: Approved - RE: OGS SUBMISSION AS HOSTING AGENCY / BOE01-C005038-1110000 / Putnam County /E-Poll Book

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

Approved as to Form: 2/21/2025 by Benjamin Maggi
Received: 2/19/2025

OAG: CAS please file and enter. "G" Amount: 91,431.55

Reminder: Agencies must forward the contract approved by the OAG Contract Approval Section along with the email in which the OAG Contract Approval Section approved the contract, to OSC via the Comptroller's EDSS system. If you are not enrolled in the EDSS system and have not made alternative arrangements with OSC on how to submit your transaction, please contact OSC at 518-408-4672 or email ITServiceDesk@osc.ny.gov.

Benjamin L. Maggi
Section Chief
Contract Approval Section
New York State Office of the Attorney General
Contract Approval Section
The Capitol, Albany, NY 12224

ATTORNEY CLIENT PRIVILEGED/NOT FOR DISSEMINATION

The information contained in this electronic mail message is privileged and confidential and intended only for the individual or individuals named above. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please reply to the sender immediately to notify us of the error and delete the original message. Thank you.

From: Pratt, Elijah D (OGS) <Elijah.Pratt@ogs.ny.gov>
Sent: Wednesday, February 19, 2025 10:03 AM
To: Contract Approval <contractapproval@ag.ny.gov>
Cc: Courcelle, Matthew (OGS) <Matthew.Courcelle@ogs.ny.gov>
Subject: OGS SUBMISSION AS HOSTING AGENCY / BOE01-C005038-1110000 / Putnam County /E-Poll Book

[EXTERNAL]

Hello,

Enclosed for review is a proposed grant contract between Putnam County Board of Elections and the NYS Board of Elections for the purpose of "E-Poll Book Grant Program".

OGS is submitting as a hosting agency on behalf of BOE.

Elijah Pratt

Contract Management Specialist 1

Office of General Services

32nd Floor, Corning Tower, ESP, Albany, NY 12242

p. (518) 486-3338 | Elijah.Pratt@ogs.ny.gov

www.ogs.ny.gov

IMPORTANT NOTICE: This e-mail, including any attachments, may be confidential, privileged or otherwise legally protected. It is intended only for the addressee. If you received this e-mail in error or from someone who was not authorized to send it to you, do not disseminate, copy or otherwise use this e-mail or its attachments. Please notify the sender immediately by reply e-mail and delete the e-mail from your system.

**STATE OF NEW YORK
CONTRACT FOR GRANTS**

This State of New York Contract for Grants, including all attachments and appendices (hereinafter referred to as "Contract" or "Agreement"), is hereby made by and between the State of New York acting by and through the applicable State Agency (State or Agency) and the public or private entity (Contractor) identified on the face page hereof (Face Page).

WITNESSETH:

WHEREAS, the State has the authority to regulate and provide funding for the operation of a program or performance of a service; and desires to contract with a responsive and responsible Contractor possessing the necessary resources to provide such services or work; and

WHEREAS, the Contractor is ready, willing, and able to provide such services or work and possesses or can make available all necessary qualified personnel, licenses, facilities and expertise to perform or have performed the services or work, as applicable, required pursuant to and in compliance with the terms of the Contract, specifications outlined in the grant solicitation, resulting award, and other associated documents comprising the Agreement.

NOW THEREFORE, in consideration of the promises, responsibilities, and covenants herein, the State and the Contractor agree to as follows:

STANDARD TERMS AND CONDITIONS

I. GENERAL PROVISIONS

A. Order of Precedence: In the event of a conflict among (i) the terms of the Contract or (ii) between the terms of the Contract and the original request for proposal, solicitation document, the program application or other documentation that was completed and executed by the Contractor in connection with a grant award, the order of precedence is as follows:

1. Appendix A – Standard Clauses for New York State Contracts
2. Contract for Grants Standard Terms and Conditions
3. Modifications to the Face Page
4. Modifications to Attachment A-2: Program Specific Terms and Conditions; Attachment A-3: Federally Funded Grants and Requirements Mandated by Federal Laws (modifications not required by the Federal government)¹, Attachment B: Budget, Attachment C: Work Plan, and Attachment D: Payment and Reporting
5. The Face Page

¹ For modifications required by the Federal government see Section I(M).

6. Attachment A-2: Program Specific Terms and Conditions, Attachment A-3: Federally Funded Grants and Requirements Mandated by Federal Laws, Attachment B: Budget, Attachment C: Work Plan; and Attachment D: Payment and Reporting
7. Modifications to Attachment A-1: Agency Specific Terms and Conditions
8. Attachment A-1: Agency Specific Terms and Conditions
9. Other attachments, including, but not limited to, the request for proposal or program application, if incorporated by reference on the Face Page

The documents above, collectively, comprise the entire Agreement and govern the program for the entirety of the term of the Contract and any resulting renewals.

B. Funding: Funding for the term of the Contract shall not exceed the amount specified as "Contract Funding Amount" on the Face Page or as subsequently revised to reflect an approved renewal or cost amendment. Funding for the initial and subsequent periods of the Contract shall not exceed the applicable amounts specified in the applicable Attachment B form (Budget).

C. Contract Performance: The Contractor shall perform all services or work, as applicable, and comply with all provisions of the Contract to the satisfaction of the State. The Contractor shall provide services or work, as applicable, and meet the program objectives summarized in Attachment C (Work Plan) in accordance with the provisions of the Contract, relevant laws, rules and regulations, administrative, program and fiscal guidelines, and where applicable, operating certificate for facilities or licenses for an activity or program.

D. Modifications: Any modifications to this Agreement, including any budgetary changes, must be mutually agreed to in writing by both parties and be reflected on the Face Page where such terms are modified. Modifications may be subject to the approval of the AG and OSC in accordance with Appendix A, Section 3, Comptroller's Approval. A modification that would result in a transfer of funds among program activities or budget cost categories that does not affect the amount, consideration, scope or other terms of such Contract may be subject to the approval of the AG and OSC where the amount of such modification is, as a proportion of the total value of the Contract, equal to or greater than ten percent for contracts of five million dollars or less, or five percent for contracts of more than five million dollars. Modifications that are not subject to the AG and OSC approval shall be processed in accordance with the guidelines stated in the Contract.

E. Severability: Any provision of the Contract that is held to be invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, shall be ineffective only to the extent of such invalidity, illegality or unenforceability, without affecting in any way the remaining provisions hereof; provided, however, that the parties to the Contract shall attempt in good faith to reform the Contract in a manner consistent with the intent of any such ineffective provision for the purpose of carrying out such intent. If any provision is held void, invalid or unenforceable with respect to particular circumstances, it shall nevertheless remain in full force and effect in all other circumstances.

F. Interpretation: The headings in the Contract are inserted for convenience and reference only and do not modify or restrict any of the provisions herein. All personal pronouns used herein shall be considered gender neutral. The Contract has been made under the laws of the State of New York, and the venue for

resolving any disputes hereunder shall be in a court of competent jurisdiction of the State of New York.

G. Notice: All Notices under this Contract, including termination notices, shall be made in writing and directed to the representatives identified herein, or their designees and shall be transmitted by: a) certified or registered United States mail, return receipt requested; b) facsimile transmission; c) personal delivery; d) expedited delivery service; and/or e) e-mail. Notice shall be deemed to have been given either at the time of personal delivery or, in the case of expedited delivery service or certified or registered United States mail, as of the date of first attempted delivery at the address and in the manner provided herein, or in the case of facsimile transmission or e-mail, upon receipt.

The parties may, on written notice, designate other individuals as their representatives. Such representatives shall request, oversee, supervise, and accept performance of services provided by the Contractor and shall receive any required submissions. Whenever an action is to be taken, or approval for services given by the Agency, such action or approval may be given only by the representatives designated pursuant to this Section.

H. Indemnification: The Contractor shall be solely responsible and answerable in damages for all accidents, incidents, and/or injuries to persons (including death) or property arising out of or related to the services to be rendered by the Contractor or its subcontractors pursuant to this Contract. The Contractor shall indemnify and hold harmless the State and its officers and employees from claims, suits, actions, damages, and cost of every nature arising out of the provision of services pursuant to the Contract.

I. Legal Action: No litigation or regulatory action shall be brought against the State of New York, the State Agency, or against any county or other local government entity with funds provided under the Contract. The term "litigation" shall include commencing or threatening to commence a lawsuit, joining, or threatening to join as a party to ongoing litigation, or requesting any relief from the State of New York, the State Agency, or any county, or other local government entity. The term "regulatory action" shall include commencing or threatening to commence a regulatory proceeding or requesting any regulatory relief from the State of New York, the State Agency, or any county, or other local government entity.

J. Partisan Political Activity and Lobbying: Funds provided pursuant to the Contract shall not be used for any partisan political activity, or for activities that attempt to influence legislation or election or defeat of any candidate for public office.

K. Reporting Fraud and Abuse: Contractor acknowledges that it has reviewed information on how to prevent, detect, and report fraud, waste, and abuse of public funds, including information about the Federal False Claims Act, the New York State False Claims Act, and whistleblower protections and will comply with requirements therein.

L. Reporting Risks to Performance: If any specific event, conjunction of circumstances, or any occurrence involving the staff, volunteers, directors, officers, subcontractors, or program participants of the Contractor threatens the successful completion of this project, in whole or in part, the Contractor agrees to notify the State Agency within three (3) calendar days of becoming aware of the occurrence describing the occurrence and the risk it poses to performance under the Contract. The Contractor's notice shall include a written description of the event and a recommended solution. Such events may include, but not be limited to, death or serious injury, an arrest or possible criminal activity.

M. Federally Funded Grants and Requirements Mandated by Federal Laws: All the Specific Federal

requirements that are applicable to the Contract are identified in Attachment A-3 (Federally Funded Grants and Requirements Mandated by Federal Laws), attached hereto. To the extent that the Contract is funded, in whole or part, with Federal funds or mandated by Federal laws: (i) the provisions of the Contract that conflict with Federal rules, Federal regulations, or Federal program specific requirements shall not apply and (ii) to the extent that the modifications to Attachment A-3 are required by Federal requirements and conflict with other provisions of the Contract, the modifications to Attachment A-3 shall supersede all other provisions of this Contract; and (iii) the Contractor agrees to comply with all applicable Federal rules, regulations and program specific requirements including, but not limited to, those provisions that are set forth in Attachment A-3 (Federally Funded Grants and Requirements Mandated by Federal Laws), attached hereto.

N. Renewal:

1. **General Renewal:** The Contract may consist of successive periods on the same terms and conditions, as specified within the Contract (a "Simplified Renewal Contract"). Each additional or superseding period shall be on the forms specified by the State and shall be incorporated in the Contract.
2. **Renewal Notice to Not-for-Profit Contractors:** The Contract, as specified herein, may consist of successive periods on the same terms and condition referred to as a "Simplified Renewal Contract." Each additional or superseding period shall be on the forms specified by the State and shall be incorporated into the Contract. Pursuant to State Finance Law §179-t, if the Contract is with a not-for-profit Contractor and provides for a renewal option, the State shall notify the Contractor of the State's intent to renew or not to renew the Contract no later than ninety (90) calendar days prior to the end of the term of the Contract, unless funding for the renewal is contingent upon enactment of an appropriation, than thirty (30) calendar days after the appropriation becomes law, whichever is later. Notwithstanding the foregoing, in the event the State is unable to comply with the time frames set forth in this paragraph due to unusual circumstances beyond the control of the State ("Unusual Circumstances"), no payment of interest shall be due to the Contractor. For purposes of State Finance Law §179-t, "Unusual Circumstances" shall not mean the failure by the State to (i) plan for implementation of a program, (ii) assign sufficient staff resources to implement a program, (iii) establish a schedule for the implementation of a program or (iv) anticipate any other reasonably foreseeable circumstance. Notification to the Contractor of the State's intent to not renew the Contract must be in writing in the form of a letter, with the reason(s) for the non-renewal included. If the State does not provide notice to the Contractor of its intent not to renew the Contract as required in this Section and State Finance Law §179-t, the Contract shall be deemed continued until the date the State provides the necessary notice to the Contractor, in accordance with State Finance Law §179-t. Expenses incurred by the not-for-profit Contractor during such extension shall be reimbursable under the terms of the Contract.

II. TERMINATION AND SUSPENSION

A. Termination:

1. Grounds:

- a) Mutual Consent: The Contract may be terminated at any time upon mutual written consent of the State and the Contractor.

b) Cause: The State may terminate the Contract immediately, upon written notice of termination to the Contractor, if the Contractor fails to comply with any of the terms and conditions of the Contract and/or any applicable laws, rules, regulations, policies, or procedures. If the termination for cause results from unsatisfactory performance by the Contractor, the value of the work performed by the Contractor prior to termination shall be established by the State.

c) Non-Responsibility: Upon written notice to the Contractor, and a reasonable opportunity to be heard by the appropriate State officials or staff, this Contract may be terminated by the State at the Contractor's expense where the Contractor is determined by the State to be non-responsible. In such event, the State may complete contractual requirements in any manner it deems advisable and pursue available legal or equitable remedies for breach.

d) Convenience: The State may terminate the Contract in its sole discretion upon thirty (30) calendar days prior written notice.

e) Lack of Funds: If for any reason the State or the Federal government terminates or reduces its appropriation to the applicable State Agency or entity entering into the Contract or fails to pay the full amount of the allocation for the operation of one or more programs funded under this Contract, the Contract may be terminated or reduced at the State Agency's discretion. No reduction or termination shall apply to allowable costs already incurred by the Contractor whereby funds are available to the State Agency for payment of such costs. Upon termination or reduction of the Contract, all remaining funds paid to the Contractor that are not subject to allowable costs already incurred by the Contractor shall be returned to the State Agency. In any event, no liability shall be incurred by the State (including the State Agency) beyond monies available for the purposes of the Contract. The Contractor acknowledges that any funds due to the State Agency or the State of New York because of disallowed expenditures after audit shall be the Contractor's responsibility.

f) Force Majeure: Performance under the Contract may be terminated or suspended by the State immediately upon the occurrence of a "force majeure" event. For purposes of the Contract, "Force majeure" shall include, but not be limited to, natural disasters, war, rebellion, declared pandemics, insurrection, riot, strikes, lockout, and any unforeseen circumstances and acts beyond the control of the parties which render the performance of contractual obligations impossible.

2. Effect of Notice and Termination on State's Payment Obligations:

Upon receipt of notice of termination provided pursuant to the notice requirements prescribed in this Agreement, the Contractor shall stop work immediately and complete only those specific assignments and/or obligations, if any, subsequently approved by the State. In the event of termination other than for cause, the Contractor shall be entitled to compensation for services performed through the date of termination that are accepted by the State, and for any subsequent services that are accepted by the State, rendered in connection with any successor consultants and contractors, including transfer of records, briefing and any other services deemed necessary or desirable by the State. The Contractor agrees to cooperate to the fullest respect with any successor consultants and contractors.

3. Effect of Termination Based on Misuse or Conversion of State or Federal Property:

Where the Contract is terminated for cause based on Contractor's failure to use some or all of the real property or equipment purchased pursuant to the Contract for the purposes set forth herein, the State

may, at its option, require: a) repayment to the State of any monies previously paid to the Contractor; b) return of any real property or equipment purchased under the terms of the Contract; or c) an appropriate combination of clauses (a) and (b) herein.

Nothing herein shall be intended to limit the State's ability to pursue such other legal or equitable remedies as may be available.

4. Suspension:

The State may, in its discretion, order the Contractor to suspend performance for a reasonable period of time. In the event of such suspension, the Contractor shall be given formal written notice outlining the specific details of such suspension. Upon issuance of such notice, the Contractor shall comply with the particulars of the notice. The State shall have no obligation to reimburse Contractor's expenses during such suspension period. Activities may resume at such time as the State issues a formal written notice authorizing a resumption of performance under the Contract.

III. ADDITIONAL OBLIGATIONS, REPRESENTATIONS AND WARRANTIES

A. Contractor as an Independent Contractor/Employees:

1. The State and the Contractor agree that the Contractor is an independent contractor, and not an employee of the State and may neither hold itself out nor claim to be an officer, employee, or subdivision of the State nor make any claim, demand, or application to or for any right based upon any different status. Notwithstanding the foregoing, the State and the Contractor agree that if the Contractor is a New York State municipality, the Contractor shall be permitted to hold itself out, and claim, to be a subdivision of the State.

The Contractor shall be solely responsible for the recruitment, hiring, provision of employment benefits, payment of salaries and management of its project personnel. These functions shall be carried out in accordance with the provisions of the Contract, and all applicable Federal and State laws and regulations.

2. The Contractor warrants that it, its staff, and any and all subcontractors have all the necessary licenses, approvals, and certifications currently required by the laws of any applicable local, state, or Federal government to perform the services or work, as applicable, pursuant to the Contract and/or any subcontract entered into under the Contract. The Contractor further agrees that such required licenses, approvals, and certificates shall be kept in full force and effect during the term of the Contract, or any extension thereof, and to secure any new licenses, approvals, or certificates within the required time frames and/or to require its staff and subcontractors to obtain the requisite licenses, approvals, or certificates. In the event the Contractor, its staff, and/or subcontractors are notified of a denial or revocation of any license, approval, or certification to perform the services or work, as applicable, under the Contract, Contractor shall immediately notify the State.

B. Subcontractors:

1. If the Contractor enters into subcontracts for the performance of work pursuant to the Contract, the Contractor shall take full responsibility for the acts and omissions of its subcontractors. Nothing in the subcontract shall impair the rights of the State under the Contract. No contractual relationship shall be deemed to exist between the subcontractor and the State.

2. If requested by the State, the Contractor agrees not to enter into any subcontracts, or revisions to subcontracts, that are in excess of \$100,000 for the performance of the obligations contained herein until it has received the prior written permission of the State, which shall have the right to review and approve each and every subcontract in excess of \$100,000 prior to giving written permission to the Contractor to enter into the subcontract. All agreements between the Contractor and subcontractors shall be by written contract, signed by individuals authorized to bind the parties. All such subcontracts shall contain provisions for specifying (1) that the work performed by the subcontractor must be in accordance with the terms of the Contract, (2) that nothing contained in the subcontract shall impair the rights of the State under the Contract, and (3) that nothing contained in the subcontract, nor under the Contract, shall be deemed to create any contractual relationship between the subcontractor and the State. In addition, subcontracts shall contain any other provisions which are required to be included in subcontracts pursuant to the terms herein.

3. If requested by the State, the Contractor agrees to require the subcontractor to provide to the State the information the State needs to determine whether a proposed subcontractor is a responsible vendor.

4. When a subcontract equals or exceeds \$100,000, the subcontractor shall submit a Vendor Responsibility Questionnaire (Questionnaire).

5. If requested by the State, upon the execution of a subcontract, the Contractor shall provide detailed subcontract information (a copy of subcontract will suffice) to the State within fifteen (15) calendar days after execution. The State may request from the Contractor copies of subcontracts between a subcontractor and its subcontractor.

6. The Contractor shall require any and all subcontractors to submit to the Contractor all financial claims for Services or work to the State agency, as applicable, rendered and required supporting documentation and reports as necessary to permit Contractor to meet claim deadlines and documentation requirements as established in Attachment D (Payment and Reporting). Subcontractors shall be paid by the Contractor on a timely basis after submitting the required reports and vouchers for reimbursement of services or work, as applicable. Subcontractors shall be informed by the Contractor of the possibility of non-payment or rejection by the Contractor of claims that do not contain the required information, and/or are not received by the Contractor by said due date.

C. Use of Material, Equipment, Or Personnel:

1. The Contractor shall not use materials, equipment, or personnel paid for under the Contract for any activity other than those provided for under the Contract, except with the State's prior written permission.

2. Any interest accrued on funds paid to the Contractor by the State shall be deemed to be the property of the State and shall either be credited to the State at the close-out of the Contract or, upon the written permission of the State, shall be expended on additional services or work, as applicable, provided for under the Contract.

D. Property:

1. For the purposes of the Contract, "Property" is defined as real property, equipment, or tangible

personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit. For Federally funded contracts, if there is any conflict in the definition of "Property" the federal awarding Agency definitions will apply.

- a) If an item of Property required by the Contractor is available as surplus to the State, the State at its sole discretion, may arrange to provide such Property to the Contractor in lieu of the purchase of such Property. Such Property shall be returned to the State at the Contractor's cost and expense upon the expiration of the Contract unless the State consents in writing to the Contractor retaining possession of the Property to use for similar purposes.
 - b) In addition, the Contractor agrees to permit the State to inspect the Property and to monitor its use at reasonable intervals during the Contractor's regular business hours.
 - c) The Contractor shall be responsible for maintaining and repairing Property purchased or procured under the Contract at its own cost and expense. The Contractor shall procure and maintain insurance at its own cost and expense in an amount satisfactory to the State Agency, naming the State Agency as an additional insured, covering the loss, theft, or destruction of such equipment. The Contractor may not charge rental or use fees under this Contract for use or acquisition of Property to carry out its obligations under the Contract.
 - d) The State has the right to review and approve in writing any new contract for the purchase of or lease for rental of Property (Purchase/Lease Contract) operated in connection with the provision of the services or work as specified in the Contract, if applicable, and any modifications, amendments, or extensions of an existing lease or purchase prior to its execution. If, in its discretion, the State disapproves of any Purchase/Lease Contract, then the State shall not be obligated to make any payments for such Property.
 - e) No member, officer, director, or employee of the Contractor shall retain or acquire any interest, direct or indirect, in any Property, paid for with funds under the Contract, nor retain any interest, direct or indirect, in such, without full and complete prior disclosure of such interest and the date of acquisition thereof, in writing to the Contractor and the State.
2. For non-Federally funded contracts, unless otherwise provided herein, the State shall have the following rights to Property purchased with funds provided under the Contract:
- a) For cost-reimbursable contracts, all right, title and interest in Property with a remaining useful life shall belong to the State unless otherwise agreed to, in writing, by the State and the Contractor. However, upon agreement by the State, title shall pass to Contractor upon the end of the Property's useful life (as the phrase "useful life" is defined in Internal Revenue Code § 1.169-2).
 - b) For performance-based contracts, all right, title and interest in such Property shall belong to the Contractor.
3. For Federally funded contracts, title to Property whose requisition cost is borne in whole or in part by monies provided under the Contract shall be governed by the terms and conditions of Attachment A-3 (Federally Funded Grants and Requirements Mandated by Federal Laws).
4. The Contractor shall maintain an inventory of all Property that is owned by the State and obtained

by the Contractor under this Agreement.

5. The Contractor shall execute any documents which the State may reasonably require to effectuate the provisions of this section.

E. Records and Audits:

1. General:

- a) The Contractor shall establish and maintain, in paper or electronic format, complete and accurate books, records, documents, receipts, accounts, and other evidence directly pertinent to its performance under the Contract (collectively, Records).
- b) The Contractor agrees to produce and retain for the balance of the term of the Contract, and for a period of six years from the later of the date of (i) the Contract and (ii) the most recent renewal of the Contract, any and all Records necessary to substantiate upon audit, the proper deposit and expenditure of funds received under the Contract. Such Records may include, but not be limited to, original books of entry (e.g., cash disbursements and cash receipts journal), and the following specific records (as applicable) to substantiate the types of expenditures noted:
 - (i) personal service expenditures: cancelled checks and the related bank statements, time and attendance records, payroll journals, cash and check disbursement records including copies of money orders and the like, vouchers and invoices, records of contract labor, any and all records listing payroll and the money value of non-cash advantages provided to employees, time cards, work schedules and logs, employee personal history folders, detailed and general ledgers, sales records, miscellaneous reports and returns (tax and otherwise), and cost allocation plans, if applicable.
 - (ii) payroll taxes and fringe benefits: cancelled checks, copies of related bank statements, cash and check disbursement records including copies of money orders and the like, invoices for fringe benefit expenses, miscellaneous reports and returns (tax and otherwise), and cost allocation plans, if applicable.
 - (iii) non-personal services expenditures: original invoices/receipts, cancelled checks and related bank statements, consultant agreements, leases, and cost allocation plans, if applicable.
 - (iv) receipt and deposit of advance and reimbursements: itemized bank stamped deposit slips, and a copy of the related bank statements.
- c) The OSC, AG and any other person or entity authorized to conduct an examination, as well as the State Agency or State Agencies involved in the Contract that provided funding, shall have access to the Records during the hours of 9:00 a.m. until 5:00 p.m., Monday through Friday (excluding State recognized holidays), at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying.
- d) The State shall protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law provided that: (i) the Contractor shall

timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records, as exempt under Section 87 of the Public Officers Law, is reasonable.

- e) Nothing contained herein shall diminish, or in any way adversely affect, the State's rights in connection with its audit and investigatory authority or the State's rights in connection with discovery in any pending or future litigation.

F. Confidentiality:

1. Contractor agrees that it will not use confidential, personally identifiable information relating to individuals who may receive services, or proprietary information disclosed to Contractor in connection with the services or work ("Confidential Information") for any purpose other than in connection with the services or work and in compliance with all applicable provisions of State and federal law. The Contractor is fully responsible for its staff, its subcontractor(s), and any subcontractor's staff with regard to Confidential Information and shall ensure that they meet all obligations with respect to maintaining the confidentiality and security of any information deemed confidential.
2. Information which falls into any of the following categories shall not be considered Confidential Information: a) information that is previously rightfully known to the Contractor without restriction on disclosure; b) information that becomes, from no breach of the Contract on the part of the Contractor, generally known in the relevant industry, or is otherwise publicly available; and c) information that is independently developed by Contractor without use of the Confidential Information.
3. Except as specifically permitted in this Agreement, Contractor shall not, at any time, in any fashion, form or manner, divulge, disclose, communicate, or use, any Confidential Information other than in connection with the services or as otherwise provided herein.
4. Contractor may disclose Confidential Information if such information is required to be disclosed by Contractor by any law, rule, regulation, judicial or administrative process or applicable professional standards, provided that, to the extent permitted by applicable law or regulation, the Contractor notifies the State prior to any such required disclosure.
5. Contractor agrees that, as between the Parties, all Confidential Information in its possession obtained in connection with the services or work hereunder is at all times the sole property of the State.
6. Where allowable by law and agreed to by the State, Contractor may retain one copy of the Confidential Information and any summaries, analyses, notes, or extracts prepared by Contractor which are based on or contain portions of the Confidential Information evidencing its services or work for the State as required by law, regulation, professional standards, or reasonable business practice.
7. In protecting the Confidential Information, Contractor shall exercise the same standard of care used by Contractor to protect its own confidential and proprietary information, to prevent the disclosure of Confidential Information to any third party. Contractor shall not use Confidential Information for any purpose other than in furtherance of its services or work for the State.

G. Publicity:

1. Publicity regarding the work, services, performance, and/or project governed by this Agreement

may not be released without prior written approval from the State. For the purposes of this Agreement, "Publicity" includes, but is not limited to: news conferences; news releases; public announcements; advertising; brochures; reports; discussions or presentations at conferences or meetings; and/or the inclusion of State materials, the State's name, or other such references to the State in any document or forum.

2. Any Publicity, publications, presentations or announcements of conferences, meetings or trainings which are funded in whole or in part through any activity supported under the Contract may not be published, presented or announced without prior written approval of the State. Any such publication, presentation or announcement shall:

- a) Acknowledge the support of the State of New York and, if funded with Federal funds, the applicable Federal funding agency; and
- b) State that the opinions, results, findings and/or interpretations of data contained therein are the responsibility of the Contractor and do not necessarily represent the opinions, interpretations, or policy of the State or if funded with Federal funds, the State and the applicable Federal funding agency.

3. Notwithstanding the above, (i) if the Contractor is an educational research institution, the Contractor may, for scholarly or academic purposes, use, present, discuss, report or publish any material, data or analyses, other than Confidential Information, that derives from activity under the Contract and the Contractor agrees to use best efforts to provide copies of any manuscripts arising from Contractor's performance under this Contract, or if requested by the State, the Contractor shall provide the State with a thirty (30) calendar day period in which to review each manuscript for compliance with Confidential Information requirements prior to publication; or (ii) if the Contractor is not an educational research institution, the Contractor may submit for publication, scholarly or academic publications that derive from activity under the Contract (but are not deliverable under the Contract), provided that the Contractor first submits such manuscripts to the State forty-five (45) calendar days prior to submission for consideration by a publisher in order for the State to review the manuscript for compliance with confidentiality requirements and restrictions and to make such other comments as the State deems appropriate. All derivative publications shall follow the same acknowledgments and disclaimer as described in Section III(F)(2) (Publicity) hereof.

H. Web-Based Applications-Accessibility:

Any network-based information and applications development, or programming delivered to or by the State pursuant to this Contract or procurement, will comply with Section 508 of the Rehabilitation Act of 1973, as amended, and be consistent with New York State Enterprise IT Policy NYS-P08-005, Accessibility of Information Communication Technology, as such policy may be amended, modified, or superseded (the "Accessibility Policy"). The Accessibility Policy requires that State Entity Information Communication Technology shall be accessible to persons with disabilities as determined by accessibility compliance testing. Such accessibility compliance testing will be conducted by (State Entity name, contractor or other) and any report on the results of such testing must be satisfactory to (State Entity name).

I. Unemployment Insurance Compliance:

The Contractor shall remain current in both its quarterly reporting and payment of contributions or

payments in lieu of contributions, as applicable, to the State Unemployment Insurance system as a condition of maintaining this grant.

1. The Contractor hereby authorizes the State Department of Labor to disclose to the State Agency staff only such information as is necessary to determine the Contractor's compliance with the State Unemployment Insurance Law. This includes, but is not limited to, the following: a) any records of unemployment insurance (UI) contributions, interest, and/or penalty payment arrears or reporting delinquency; b) any debts owed for UI contributions, interest, and/or penalties; c) the history and results of any audit or investigation; and d) copies of wage reporting information.
2. Such disclosures are protected under Section 537 of the State Labor Law, which makes it a misdemeanor for the recipient of such information to use or disclose the information for any purpose other than the performing due diligence as a part of the approval process for the Contract.

J. Charities Registration:

If applicable, the Contractor agrees to (i) obtain not-for-profit status, a Federal identification number, and a charitable registration number (or a declaration of exemption) and to furnish the State Agency with this information as soon as it is available, (ii) be in compliance with the OAG charities registration requirements at the time of the awarding of this Contract by the State and (iii) remain in compliance with the OAG charities registration requirements throughout the term of the Contract.

K. Vendor Responsibility:

The Contractor hereby acknowledges that the State Vendor Responsibility Questionnaire (Questionnaire) and certification are made part of this Contract and that any misrepresentation of fact in the Questionnaire and attachments, or in any Contractor responsibility information that may be requested by the State, may result in termination of this Contract.

The Contractor shall at all times during the contract term remain responsible. During the term of this Contract, any changes in the provided Questionnaire shall be disclosed to the State Agency, in writing, in a timely manner. Failure to make such disclosure may result in a determination of non-responsibility and termination of this Contract. Furthermore, the Contractor agrees, if requested by the State, it must present evidence of its continuing legal authority to do business in New York State, its integrity, experience, ability, prior performance, and organizational and financial capacity.

The State, in its sole discretion, reserves the right to make a final determination of non-responsibility at any time during the term of the Contract, based on any information provided in the Questionnaire and/or any updates, clarifications, or amendments thereof; and/or when it discovers information that calls into question the responsibility of the Contractor. Prior to making a final determination of non-responsibility, the State shall provide written notice to the Contractor that it has made a preliminary determination of non-responsibility. The State shall detail the reason(s) for the preliminary determination, and shall provide the Contractor with an opportunity to be heard.

The State reserves the right to suspend any or all activities under this Contract, upon discovery of such information warranting review of responsibility. In the event of such suspension, the Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the State issues a written notice authorizing a resumption of performance under this Contract.

L. Workers' Compensation Benefits:

1. In accordance with Section 142 of the State Finance Law, the Contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of the Contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.
2. If a Contractor believes they are exempt from the Workers Compensation insurance requirement they must apply for an exemption.

APPENDIX A

STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS

**PLEASE RETAIN THIS DOCUMENT
FOR FUTURE REFERENCE.**

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STANDARD CLAUSES FOR NYS CONTRACTS

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a contractor, licensor, licensee, lessor, lessee or any other party):

1. **EXECUTORY CLAUSE.** In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

2. **NON-ASSIGNMENT CLAUSE.** In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State's previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller's approval, where the assignment is due to a reorganization, merger or consolidation of the Contractor's business entity or enterprise. The State retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State's prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

3. **COMPTROLLER'S APPROVAL.** In accordance with Section 112 of the State Finance Law, if this contract exceeds \$50,000 (or \$75,000 for State University of New York or City University of New York contracts for goods, services, construction and printing, and \$150,000 for State University Health Care Facilities) or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$25,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller's approval of contracts let by the Office of General Services, either for itself or its customer agencies by the Office of General Services Business Services Center, is required when such contracts exceed \$85,000. Comptroller's approval of contracts established as centralized contracts through the Office of General Services is required when such contracts exceed \$125,000, and when a purchase order or other procurement transaction issued under such centralized contract exceeds \$200,000.

4. **WORKERS' COMPENSATION BENEFITS.** In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

5. **NON-DISCRIMINATION REQUIREMENTS.** To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment, nor subject any individual to harassment, because of age, race, creed, color, national origin, citizenship or immigration status, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status or because the individual has opposed any practices forbidden under the Human Rights Law or has filed a complaint, testified, or assisted in any proceeding under the Human Rights Law. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

6. **WAGE AND HOURS PROVISIONS.** If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in

accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the State of any State approved sums due and owing for work done upon the project.

7. NON-COLLUSIVE BIDDING CERTIFICATION. In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

8. INTERNATIONAL BOYCOTT PROHIBITION. In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR § 105.4).

9. SET-OFF RIGHTS. The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.

10. RECORDS. The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, the "Records"). The Records

must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION. (a) Identification Number(s). Every invoice or New York State Claim for Payment submitted to a New York State agency by a payee, for payment for the sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. The number is any or all of the following: (i) the payee's Federal employer identification number, (ii) the payee's Federal social security number, and/or (iii) the payee's Vendor Identification Number assigned by the Statewide Financial System. Failure to include such number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or Claim for Payment, must give the reason or reasons why the payee does not have such number or numbers.

(b) Privacy Notification. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information; is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in the Statewide Financial System by the Vendor Management Unit within the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.

In accordance with Section 312 of the Executive Law and 5 NYCRR Part 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "(a), (b) and (c)" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not

apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this clause. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

13. CONFLICTING TERMS. In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.

14. GOVERNING LAW. This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

15. LATE PAYMENT. Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

16. NO ARBITRATION. Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

17. SERVICE OF PROCESS. In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS. The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this

law will be the responsibility of the contractor to establish to meet with the approval of the State.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in § 165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES. In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

20. OMNIBUS PROCUREMENT ACT OF 1992. It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development
Division for Small Business and Technology Development
625 Broadway
Albany, New York 12245
Telephone: 518-292-5100

A directory of certified minority- and women-owned business enterprises is available from:

NYS Department of Economic Development
Division of Minority and Women's Business Development
633 Third Avenue 33rd Floor
New York, NY 10017
646-846-7364
email: mwbebusinessdev@esd.ny.gov
<https://ny.newnycontracts.com/FrontEnd/search/certifieddirectory.asp>

The Omnibus Procurement Act of 1992 (Chapter 844 of the Laws of 1992, codified in State Finance Law § 139-i and Public Authorities Law § 2879(3)(n)-(p)) requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority- and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

21. RECIPROCITY AND SANCTIONS PROVISIONS. Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively, codified in State Finance Law § 165(6) and Public Authorities Law § 2879(5)) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 2023, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii.

22. COMPLIANCE WITH BREACH NOTIFICATION AND DATA SECURITY LAWS. Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law §§ 899-aa and 899-bb and State Technology Law § 208).

23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW. If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal or similar services, then, in accordance with Section 163 (4)(g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

24. PROCUREMENT LOBBYING. To the extent this agreement is a "procurement contract" as defined by State Finance Law §§ 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law §§ 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

25. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.

To the extent this agreement is a contract as defined by Tax Law § 5-a, if the contractor fails to make the certification required by Tax Law § 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law § 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

26. IRAN DIVESTMENT ACT. By entering into this Agreement, Contractor certifies in accordance with State Finance Law § 165-a that it is not on the "Entities Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012" ("Prohibited Entities List") posted at: <https://ogs.ny.gov/iran-divestment-act-2012>

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law § 165-a) is in violation of the above-referenced certifications, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The state agency reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

27. ADMISSIBILITY OF REPRODUCTION OF CONTRACT. Notwithstanding the best evidence rule or any other legal principle or rule of evidence to the contrary, the Contractor acknowledges and agrees that it waives any and all objections to the admissibility into evidence at any court proceeding or to the use at any examination before trial of an electronic reproduction of this contract, in the form approved by the State Comptroller, if such approval was required, regardless of whether the original of said contract is in existence.

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County Boards of Elections reimbursement program for actual expenses related to electronic poll books and associated software, on-demand ballot printers and related cyber security software.

The New York State Capital Projects Budget authorized \$14.7 million for the reimbursement of eligible costs related to the purchase of electronic poll books. The Board of Elections has established a program to reimburse County Boards of Elections for actual expenses related to electronic poll books (E-Poll Books) and associated software, on-demand ballot printers and related cyber security.

A copy of such plan shall be sent to the director of the Division of Budget, the Senate Finance Committee, and the Assembly Ways and Means Committee.

This grant fund distribution program does not provide for the direct release of State funds to counties.

County Boards of Elections may submit a claim for payment, after the purchase of such products and services with county funds, for reimbursement of either some or all those costs, provided the purchases were reasonable, allowable and allocable. Substantial evidence must be included with each claim, and prior to the award of any reimbursement, all claims will be reviewed for the products' and/or services' compliance with the NYSBOE guidelines for allowable expenses. Reimbursement will be made for allowable costs which have not previously been claimed for reimbursement for the same expenses elsewhere.

To receive reimbursement, county Boards of Elections must complete and submit a claim for payment to the State Board of Elections. Forms to be completed are included in the claim for payment section of Attachment A-1.

General Information	
Purpose of Program	Reimburse County Boards of Elections for local dollars spent to further implement the purchase of E-Poll Books and associated software, on-demand ballot printers and related cyber security software.
Submission of Reimbursement Request	Upon a county's payment of invoices related to items and services allowable

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	under the State's Electronic Poll Book Grant Program.
Duration of Electronic Poll Book Grant Program	The Electronic Poll Book Grant Program expires when there are no funds remaining of the county's specific allocations, as evidenced in the regular accounting and reporting of such funds provided by NYS Office of General Services, but no later than March 31, 2025. Eligible expenses must take place between April 1, 2024 and March 31, 2025. All Claims for Payment must be submitted to State Board of Elections no later than June 29, 2025.

Such funds may be used to reimburse County Boards of Elections for allowable expenditures made in securing products or services related to purchase of E-Poll Books and associated hardware, on-demand ballot printers and related cyber security software.

Requirements:

1. Each claim for payment must be fully completed. Missing information may result in a delay, or your county may not receive reimbursement for the items requested.
2. Each claim for payment must describe how the County Board of Elections has expended funds to implement E-Poll Books and associated software, on-demand ballot printers and related cyber security software. Each claim for payment must be accompanied by all exhibits that are specified herein.
3. County Boards should make claim for payment for the total sum of money expended in the purchase of E-Poll Books and associated software, on-demand ballot printers and related cyber security software, as available to the respective county board, pursuant to the funding schedule, Attachment E. Claims for payment made in excess of the county's available funds will be decreased to their available amount and paid as such.
4. The request for the reimbursement of funds must be directly associated with products and services which will serve all voters, without exclusion.
5. The county Board of Elections must certify that funds have been expended according to the budget and workplan submitted under Attachment B1 & C, which must be included and incorporated herein.
6. The County agrees to submit to the State Board of Elections, copies of all executed contracts, payment vouchers, or other financial documentation that is required to

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document the county Board of Elections' expenditures under the provisions of the Electronic Poll Book Grant Program.

7. The requirements of the Electronic Poll Book Grant Program are subject to modification by the State Board of Elections as they may deem necessary and appropriate.
8. The County governing body must be informed in writing by the County Board of Elections, of the terms and conditions of this Agreement that apply to the receipt and use of these funds. A copy of such written notice shall be attached to the claim for payment.
9. The County acknowledges that all funds received are subject to audit by appropriate state agencies.
10. The County agrees to retain all cost supporting records and documentation for a period of six years from the date that it receives its final Electronic Poll Book Grant Program reimbursement payment from the State Board or the final audit of its financial records is completed by a certified public accountant or other independent governmental auditor, whichever is later.
11. The County agrees to comply with all applicable Federal, State, and local procurement laws, regulations and directives. The County agrees to comply with all bidding regulations and directives, where required to do so.
12. Funds reimbursed under this program may not be used for expenses unrelated to the approved program.

Allowable expenses include:

- E-Poll Book systems and associated software
- Signature pad
- Barcode Scanner
- On-demand ballot printers
- Initial maintenance service agreements for E-Poll Books systems or on-demand ballot printers
- Purchase or renewal of related cyber security software

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- Purchase or renewal of software used in the maintenance of electronic poll book data
- Connectivity devices including but not limited to network switches, router or MiFi, network extenders, and signal boosters
- Connectivity services including but not limited to cellular and internet service providers for poll sites
- Thermal Receipt Printers
- Secure memory devices for transferring data on an E-Poll Book system
- Stylus for touch screen interfacing, including those specially designed to assist voters with disabilities
- Electronic poll book related peripherals including but not limited to security containers, seals, pouches or bags for secure storage and transport of E-Poll Book system, memory cards, canvass reports, voting system results tapes, transmittals and other similar E-Poll Book system-related items
- Consumables including but not limited to thermal paper rolls, ballot paper for printers, ink, and other materials
- E-Poll Book and on-demand ballot printer training for election day workers and Board of Elections staff

IMPERMISSIBLE EXPENSES include, but are not limited to:

- Funds expended for lobbying
- Funds expended for partisan political purposes
- Funds expended for campaigns for elected offices or ballot issues
- Entertainment, meals, lodging and alcoholic beverages
- Fundraising

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- Funds expended for litigation or the payment of fines
- Association dues
- Costs for cell phones with associated contract plans
- Funds expended to conduct voter outreach or other training efforts which in way whatsoever, whether real or implied, name any elected public official

Claim for Payment/Request for Reimbursement:

The State Board of Elections will not process requests for reimbursement of payments to any supplier of goods and/or services without having all of the following in its possession:

- Narrative Summary: If funding is being requested for more than one project, item or service, the narrative section should include information for each project and/or item. After developing the narrative section as outlined, the claim for payment should include a summary.
 - The purpose of the expenditure of county funds
 - The methodology/means to address the expansion and replacement of Electronic Poll Books
 - The actual cost to address the expansion and replacement of Electronic Poll Books
- A properly authorized purchase document.
- Documentation verifying the goods/services were satisfactorily received and/or performed.
- Original receipts/Proofs of payment.
- Copy of executed Attachment B1 & C.
- An accurate and correct supplier invoice.

An 'accurate' invoice is defined as including the following:

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Attachment A-1

- County Board of Elections order number or contract number.
- Identification of goods acquired, quantities, unit price, extension, description, etc.
- Services provided, service period, unit price (i.e. hourly, monthly) and quantity applicable to service.
- Accurate billing address as stated on the purchase order or contract.
- Supplier invoice number.
- Supplier invoice date.
- Supplier name and remittance address.

Terms and Conditions and Assurances

In order to have costs reimbursed, county Boards of Elections must certify the following:

- Expenditure of funds was the most reasonable, economical and responsible way to purchase Electronic Poll Books and associated software, on-demand ballot printers and related cyber security software.
- The County governing body has been informed in writing by the county Board of Elections, of the terms and conditions of this Agreement that apply to the reimbursement of these funds. A copy of such written notice is attached to the Claim for Payment.

Budget:

All applicants must follow the criteria below when preparing their budgets and complete the standard budget format (Attachment B1 & C).

- All requested reimbursements must be deemed reasonable, allowable, and allocable.
- Appropriate receipts and proof of payment should be attached to the Claim for Payment.

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Claim for Payment Form:

Submit the completed and signed claim for payment:

New York State Board of Elections
ATTN: Grants
40 N Pearl Street, 5th Floor
Albany, NY 12207
Email: grants@elections.ny.gov

Review and Payment Process:

1. After receipt of the county Board of Elections' Claim for Payment, the State Board of Elections shall review the request to determine whether the funds expended by the county Board of Elections are eligible for reimbursement under this program.
2. The State Board of Elections will make every reasonable effort to review, determine approval or disapproval and so notify the county Board of Elections within two weeks of the receipt of the Claim for Payment. As the total amount of money available to each county for reimbursement of expenses is limited, the full reimbursement of the county's expenditures may not be covered by this program.
3. In the event that a Claim for Payment or a part thereof is rejected, the State Board of Elections shall provide details of what is being reimbursed, including a percentage representing the amount of reimbursement.
4. Payments will be issued by voucher on a reimbursement basis.

Administrative Requirements:

Appropriate records relating to the initial purchase and any subsequent reimbursement shall be required to be kept by the County Board of Elections for the balance of the calendar year in which they were made and for six (6) additional years thereafter.

Assistance:

For Grant Program assistance, contact:

New York State Board of Elections
Public Information Unit - Grants Office

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40 N Pearl Street, 5th Floor, Albany, New York 12207
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40 N Pearl St., 5th Floor
Albany, NY 12207
Ph # 518-474-1953
Email: grants@elections.ny.gov

We have read and understand the NYSBOE Attachment A-1 for receiving Electronic Poll Book Grant Program reimbursement funds, and the associated terms, conditions and assurances for receipt of such funds, and certify that the County of Rutnam is, or will be, as applicable, in compliance with these terms and conditions as specified.

Kelly K Primavera Commissioner
Catherine Croft Commissioner

Date: 1 / 28 / 25

Election Commissioner Contact Information	
Name: <u>Catherine Croft</u>	Name: <u>Kelly K. Primavera</u>
Full Address: <u>25 Old Route 6</u> <u>Carmel, NY 10512</u>	Full Address: <u>25 Old Route 6</u> <u>Carmel, NY 10512</u>

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Email: Catherine.Croft@putnamcountyny.gov	Email: Kelly.Frimavera@putnamcountyny.gov
Phone: 845-808-1315	Phone: 845-808-1316
Fax:	Fax:
County Finance Official's Contact Information	
Name: Michael J. Lewis	
Full Address: 40 Gleneida Ave Room 202 Carmel, NY 10512	
Email: michael.lewis@putnamcountyny.gov	
Phone: 845-808-1075 x 49325	
Fax:	
Comments:	

Attachment B-1 (Budget) & C (Workplan)

COUNTY Putnam DATE 1/27/25
Electronic Poll Book Grant Program Workplan / Budget

If funding is being requested for more than one project, item or service, the narrative section should include information for each project, item or issue being addressed. After developing the narrative section as outlined, the Claim for Payment should include a summary.

Narrative: Include (1) description of the expenditures necessary, with specific costs detailed to purchase and utilize e-poll books and associated software, on-demand ballot printers and cyber security software and the various accompanying services and/or accessories for which the County Board of Elections seeks reimbursement, (2) how the funding requested further advances the use of electronic poll books; (3) affirmation that the costs are allowable, allocable and reasonable; and (4) how the County Board of Elections will evaluate the success of the expenditure in continuing the use of electronic poll books.

Description of Expenditures:

Putnam County will purchase 105 pollpads to replace the outdated pollpads that were purchased in 2019.

How request further advances the use of electronic poll books:

Are the costs listed allowable, allocable and reasonable?

☒ Yes ☐ No

Evaluation of Expenditures:

Applicants' Comments:

Expense Category (see allowable expenses listed in Attachment A-1)	Quantity	Unit Price	Total
Hardware	105	449 ⁰⁰	47,145.00
Stands	105	100 ⁰⁰	10,500.00
Charging Cords	105	40 ⁰⁰	4,200.00
Software	105	135.00	14,175.00
Service - Assembly	105	48.00	5,040.00
Hardware - Ethernet	16	115 ⁰⁰	1,840.00
Consumables -	105	15 ⁰⁰	1,575.00
Maintenance 1yr	105	135.00	14,175.00
Workplan/Budget Total:			98,650 ⁰⁰
To be completed by the New York State Board of Elections			
Electronic Poll Book Grant Funds Available:			\$91,431.55
Contract Amount:			\$91,431.55

2/7/25
JW

42

COUNTY COMMISSIONER SIGNS HERE ↓

Catherine Croft

CATHERINE CROFT 1/27/25
Printed Name Date

COUNTY COMMISSIONER SIGNS HERE ↓

Kelly Primavera

Kelly Primavera 1/27/25
Printed Name Date

ATTACHMENT D PAYMENT AND REPORTING

A. General Terms and Conditions:

1. In full consideration of contract performance, the State Agency agrees to pay, and the Contractor agrees to accept a sum not to exceed the amount noted on the Face Page.
2. The State has no obligation to make payment until all required approvals, including the approval of the AG and OSC, if required, have been obtained and the contract is fully executed. Contractor obligations or expenditures that precede the start date of the Contract shall not be reimbursed.
3. Article 11-B of the State Finance Law sets forth certain time frames for the Full Execution of contracts or renewal contracts with not-for-profit organizations and the implementation of any program plan associated with such contract. For purposes of this section, "Full Execution" shall mean that the contract has been signed by all parties thereto and has obtained the approval of the AG and OSC. Any interest to be paid on a missed payment to the Contractor based on a delay in the Full Execution of the Contract shall be governed by Article 11-B of the State Finance Law.
4. Contractor must provide complete and accurate billing invoices to the State in order to receive payment. However, the State may, in its discretion, automatically generate a voucher in accordance with an approved contract payment schedule. The State may require the Contractor to submit billing invoices electronically.
5. The Contractor shall submit documentation to support its claims for payment pursuant to this Contract. All supporting documentation must be completed and provided in a manner satisfactory and acceptable to the State Agency in order for the Contractor to be eligible for payment.
6. Payment for invoices submitted by the Contractor shall be rendered electronically in accordance with OSC's procedures and practices governing electronic payment unless payment by paper check is expressly authorized by the head of the State Agency, in his or her sole discretion after the Contractor establishes extenuating circumstances requiring payment by paper check.
7. If travel expenses are an approved expenditure under the Contract, travel expenses shall be reimbursed at the lesser of the rates set forth in the written standard travel policy of the Contractor, the OSC guidelines, or United States General Services Administration rates. No out-of-state travel costs shall be permitted unless specifically detailed and pre-approved by the State.
8. The State reserves the right to withhold up to fifteen percent (15%) of the total amount of the Contract as security for the faithful completion of services or work, as applicable, under the Contract. This amount may be withheld in whole or in part from any single payment or combination of payments otherwise due under the Contract. In the event that such withheld funds are insufficient to satisfy Contractor's obligations to the State, the State may pursue all available remedies, including the right of setoff and recoupment.

9. All vouchers must be submitted by the Contractor no later than thirty (30) calendar days after the end date of the period for which reimbursement is claimed. In no event shall the amount received by the Contractor exceed the budget amount approved by the State Agency, and, if actual expenditures by the Contractor are less than such sum, the amount payable by the State Agency to the Contractor shall not exceed the amount of actual expenditures.

10. All obligations must be incurred prior to the end date of the contract. The final claim of the contract term shall be submitted to the State Agency up to ninety (90) calendar days after the contract end date to make final expenditures if this contract is State Funded. However, if this contract is funded, in whole or in part, with Federal funds, the Contractor shall have up to sixty (60) calendar days after the contract end date to make expenditures and submit the claim to the State Agency.

11. The State shall not be liable for payments on the Contract if it is made pursuant to a Community Projects Fund appropriation if insufficient monies are available pursuant to Section 99-d of the State Finance Law.

12. The Contractor may be required to submit a Consolidated Fiscal Reporting System ("CFR"). The CFR is a standardized electronic reporting method accepted by State agencies, consisting of schedules which, in different combinations, capture financial information for budgets, quarterly and/or mid-year claims, an annual cost report, and a final claim. The CFR, which must be submitted annually, is both a year-end cost report and a year-end claiming document. For New York City contractors, the due date shall be May 1 of each year; for Upstate and Long Island contractors, the due date shall be November 1 of each year.

B. Advance Payments and Claiming Requirements:

1. Advance payments, which the State in its sole discretion may make to not-for-profit grant recipients, shall be made and recouped in accordance with State Finance Law Section 179-u for both multiyear and renewal contracts and the provisions of this contract. Federally funded contract advances will be made as set forth by the Federal grant award requirements and applicable Federal regulations and this contract.

2. For simplified renewals, the payment schedule will be modified as part of the renewal process. For subsequent contract years in multi-year contracts, Contractor will be notified of the scheduled advance payments for the upcoming contract year no later than 90 days prior to the commencement of the contract year.

3. Recoupment of any advance payment(s) shall be recovered by crediting the percentage of subsequent claims and such claims shall be reduced until the advance is fully recovered within the Contract Term. Any unexpended advance balance at the end of the Contract Term shall be refunded by the Contractor to the State.

4. All Claim Submissions including Advance Payments, Initial Payments, and Reimbursements shall be made in accordance with the State Agency approved Schedule A: Claiming Requirements below.

Schedule A: Claiming Requirements

[illegible]

5. Milestone/Performance Reimbursement is based upon the Contractor satisfactorily meeting specified and meaningful events or milestones in performance of duties under this Contract. Requests for such payments be severable or cumulative. A severable event/milestone is independent of accomplishment of any other event. If the event is cumulative, the successful completion of an event or milestone is dependent on the previous completion of another event.

- For non-performance based contracts, the Contractor's costs must be allocated pursuant to a plan that meets the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR Part 200. Methods used to determine and assign costs shall conform to generally accepted accounting practices and shall be consistent with the method(s) used by the Contractor to determine costs for other operations or programs. Such accounting standards and practices shall be subject to approval of the State.
- For performance-based milestone contracts, or for the portion of the contract amount paid on a performance basis, the Contractor shall maintain documentation demonstrating that milestones were attained.

6. Fee for Service Reimbursement is based upon a rate established by the Contractor for a service or services rendered. Payment shall be limited to only those fees specifically agreed upon in the Contract and shall be payable in accordance with the State Agency approved Schedule A: Claiming Requirements.

7. Rate Based Reimbursement is based upon an established rate per unit at defined intervals to be paid to the Contractor in accordance with the State Agency approved Schedule A: Claiming Requirements. Payment shall be limited to rate(s) established in the Contract and may be requested no more frequently than monthly.

8. Fifth Quarter Payments occur when there are scheduled payments and an expectation that services will be continued through renewals or subsequent contracts. Fifth quarter payment shall be paid to the Contractor at the conclusion of the final scheduled payment period of the preceding contract period. The State Agency shall generate a voucher in the fourth quarter of the current contract year to pay the scheduled payment for the next contract year.

9. If the Expenditure Based Budget is used in Attachment B-1 and the Expenditure Report is selected below, the Contractor shall submit, not later than the time period listed in the State Agency approved Schedule A: Claiming Requirements above, a detailed expenditure report, by object of expense. This report shall accompany the voucher submitted for such period.

☒ Expenditure Report Required

C. Refunds:

1. In the event that the Contractor must refund the State for Contract-related activities, including repayment of an advance or an audit disallowance, the refund must be made payable as set forth by the State Agency, must reference the contract number with its payment, and include a brief explanation of why the refund is being made.

2. If at the end or termination of the Contract there remains any unexpended balance of the monies advanced under the Contract in the possession of the Contractor, the Contractor shall make payment within forty-five (45) calendar days of the end or termination of the Contract. In the event that the Contractor fails to refund such balance the State may pursue all available remedies.

D. Progress Reporting Requirements:

If the State Agency determines that Work Plan Based Reporting is required to summarize the progress made on the performance measures established in the Contract, such reporting shall be made online as directed by the State Agency.

If Work Plan Based Reporting is not required, the Contractor shall comply with the following applicable provisions and the Contractor shall provide the State Agency with one or more of the following reports as required by the State Agency:

1. *Narrative/Qualitative Report*: The Contractor shall submit no later than the time period identified in Schedule B: Progress Reporting Requirements, below, a report, in narrative form, summarizing the services rendered during the quarter. This report shall detail how the Contractor has progressed toward attaining the qualitative goals enumerated in the Work Plan. This report should address all goals and objectives of the project and include a discussion of problems encountered and steps taken to solve them.

2. *Statistical/Quantitative Report*: The Contractor shall submit, on a quarterly basis, no later than the time period listed in Schedule B: Progress Reporting Requirements, below, a detailed report analyzing the quantitative aspects of the program plan, as appropriate (e.g., number of meals served, clients transported, patient/client encounters, procedures performed, training sessions conducted, etc.).

3. *Final Report*: The Contractor shall submit a final report as required by the Contract, not later than the time period listed in Schedule B: Progress Reporting Requirements, below, which reports on all aspects of the program and detailing how the use of funds were utilized in achieving the goals set forth in Attachment C (Work Plan).

4. *Consolidated Fiscal Report:* The Contractor shall submit a consolidated fiscal report, which includes a year-end cost report and final claim not later than the time period listed in Schedule B: Progress Reporting Requirements below.

Schedule B: Progress Reporting Requirements

Period 1: N/A			
Progress Report	Report Type	Report Period	Due Date

E. Special Payment and Reporting Provisions

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



DEPARTMENT OF FINANCE

*Pol. - Dec.
Audit
Year End 12/18*
SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

*Rec'd
CC: all
#4c.*

November 17, 2025

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

Dear Ms. Trabulsy,

Pursuant to Code Section 5-1, A, dated February 14, 2010, I am advising you of the following budget amendment **25A117** which was submitted for approval:

Increase Revenue:

10315000 427701

Sheriff-Jail - Unclassified

\$3,592.26

Increase Appropriations:

10315000 52130

Sheriff-Jail - Computer Equipment

\$3,592.26

2025 Fiscal Impact -0-
2026 Fiscal Impact -0-

Sheriff Hess has authorized the use of Inmate Commissary Account funds to purchase a Zebra dual-sided Classification printer, printer ribbons and cards to be worn by the inmates based upon their classification. He respectfully requests this amendment to his 2025 budget be approved so the purchase can be completed.

AUTHORIZATION:

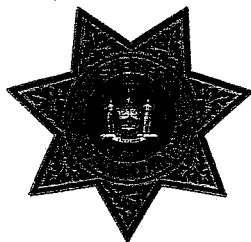
Date _____ Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00

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

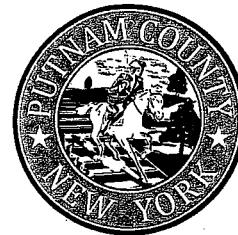
Date _____ Chairperson Audit/Designee: \$0 - \$10,000.00

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

Putnam County Correctional Facility Inmate Commissary Acct check # 1019 ~ \$3,592.26 held in Sheriff's department pending amendment approval.



**PUTNAM COUNTY
OFFICE OF THE SHERIFF
AND
CORRECTIONAL FACILITY
THREE COUNTY CENTER
CARMEL, NEW YORK 10512
845-225-4300**



**BRIAN M. HESS
SHERIFF (ACTING)**

**JAMES T. MENTON
UNDERSHERIFF**



October 30, 2025

Mr. William Carlin
Commissioner of Finance
County Office Building
40 Gleneida Avenue
Carmel, NY 10512

Dear Commissioner Carlin:

I have authorized the expenditure of Inmate Commissary Account Funds to purchase a Classification Printer, Printer Ribbons and Cards for the Incarcerated Individuals to wear based on their classification. These cards are worn as they travel throughout the Sheriff's Office and Correctional Facility.

Accordingly, enclosed find check #1019 in the amount of three thousand five hundred ninety-two and 26/100 dollars (\$3,592.26). It is respectfully requested that \$3,592.26 be placed into Munis budget line #10315000, account code #52130, so that the purchase can be completed.

Please ensure that the necessary information is provided to the legislature to meet the seven (7) day notice for committee action.

Thank you for your attention to this matter.

Very truly yours,

Brian Hess
Sheriff



Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: **800-947-8003**
212-239-7503

Fax: **800-858-5517**
212-239-7759

Email: Education: emailbids@bhphoto.com
Corporate: corporate@bhphoto.com

Fed Gov: federsales@bhphoto.com
State and Local: biddept@bhphoto.com

The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Prices Are Valid Until:

11/28/25

Quote No.: 1124934275

Reference No.: R201202-OMNIA

Sold To: Travis Bjorkander
Putnam County Sheriff's Dept
3 County Center
Attn: Accounts Payable
CARMEL, NY 10512

Bill Phone: (845)225-5255

Date	Customer Code	Terms	Salesperson	Ship Via	
10/29/25	A5326284	N/A	WB	FDX GROUND	
Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
1	6	ZEBRA RIBBON 1/ZC300-COLOR/YMCKO/300 IMAGES/REG Country of Origin: CHINA In Stock - while supplies last.	ZE800300550 (800300-550)	51.75	310.50
2	1	ZEBRA ZC300 DUAL SIDED PRINTER - TAA/REG Country of Origin: CHINA In Stock - while supplies last.	ZEC3200C0G0U (ZC32-000C0G0US00)	1,514.45	1,514.45
3	1	ZEBRA ZC300 DS STDRD CS2.0 PRNTR w/200 CARDS/REG Country of Origin: CHINA This Is A Special Order Item, And Is Not Returnable. Special Order. 7-10 Business Days PLEASE NOTE: ----- **** Please reference your quote number on all PO's ****	ZEC3200CQ00U (ZC32-000CQ00US00)	1,767.31	1,767.31
Continued on Next Page ...					



Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003
212-239-7503

Fax: 800-858-5517
212-239-7759

Email: Education: emailbids@bhphoto.com
Corporate: corporatesales@bhphoto.com
Fed Gov: federalsales@bhphoto.com
State and Local: biddept@bhphoto.com

The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 13-2768071

Quote No.: 1124934275

Date		Customer Code	Terms	Salesperson	Ship Via		
		A5326284	N/A	Slsm	FDX GROUND		
Line No	Qty Ord	Item Description			SKU# MFR#	Item Price	Amount
		**** ALL PRICES ARE LISTED IN USD ****					
Payment Type - N/A					- Amount	Sub-Total: 3,592.26	
						Shipping: Free STND	
						Total: 3,592.26	

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



PHYS - DEC.
Audit -
Year End - 12/18
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Recd
#4d.

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk
From: William J. Carlin, Jr., Commissioner of Finance *WJC*
Re: Budgetary Amendment - 25A120
Date: November 19, 2025

2025 NOV 20 AM 11:34
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Commissioner of Planning, the following budgetary amendment is required.

CAPITAL FUND:

Increase Estimated Appropriations:

10990100 59020	Transfer to Capital Fund	105,091
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Decrease Estimated Appropriations:

10199000 54980	Contingency	105,091
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CAPITAL FUND:

Increase Estimated Appropriations:

55997000 53000 52524	Cashless Fare Project	850,000
55997000 53000 52525	Transit Buses	450,000
55997000 53000 50330	Bikeway 2 Stage 4	2,500,000
		<u>3,800,000</u>

Increase Estimated Appropriations:

55997000 53000 52306	Transit Section 5307 FFY 2023	81,579
55997000 53000 52413	Transit Section 5307 FFY 2024	202,331
55997000 53000 52514	Transit Section 5307 FFY 2025	766,991
		<u>1,050,901</u>

Increase Estimated Revenues:

55997000 445970 52524	Fed Aid Section 5307 - Cashless Fare	680,000
55997000 445970 52525	Fed Aid Section 5307 - Transit Buses	360,000
55997000 445970 50330	Fed Aid Section 5307 - Bikeway 2 Stage 4	2,000,000
55997000 435970 52524	State Aid Section 5307 - Cashless Fare	85,000
55997000 435970 52525	State Aid Section 5307 - Transit Buses	45,000
55997000 435970 50330	State Aid Section 5307 - Bikeway 2 Stage 4	250,000

55997000 428601 52524	Transfer from General Fund	85,000
55997000 428601 52525	Transfer from General Fund	45,000
55997000 428601 50330	Transfer from General Fund	250,000
		<u>3,800,000</u>

Increase Estimated Revenues:

55997000 445970 52306	Fed Aid Section 5307 FFY 2023	65,261
55997000 435970 52306	State Aid Section 5307 FFY 2023	8,159
55997000 428601 52306	Transfer from General Fund	8,159
55997000 445970 52413	Fed Aid Section 5307 FFY 2023	161,865
55997000 435970 52413	State Aid Section 5307 FFY 2023	20,233
55997000 428601 52413	Transfer from General Fund	20,233
55997000 445970 52514	Fed Aid Section 5307 FFY 2023	613,593
55997000 435970 52514	State Aid Section 5307 FFY 2023	76,699
55997000 428601 52514	Transfer from General Fund	76,699
		<u>1,050,901</u>

Decrease Estimated Appropriations:

55997000 53000 52006	Transit Section 5307 FFY 2020	100,000
55997000 53000 52103	Transit Section 5307 FFY 2021	73,669
55997000 53000 52103	Transit Section 5307 FFY 2021	952,542
55197000 53000 52206	Transit Section 5307 FFY 2022	26,331
55197000 53000 52206	Transit Section 5307 FFY 2022	1,303,243
55197000 53000 52306	Transit Section 5307 FFY 2023	1,303,212
55197000 53000 52413	Transit Section 5307 FFY 2024	1,193,545
		<u>4,952,542</u>

Decrease Estimated Revenues:

55997000 445970 52006	Fed Aid Section 5307 FFY 2020	80,000
55997000 435970 52006	State Aid Section 5307 FFY 2020	10,000
57997000 428601 52006	Transfer from General Fund	10,000
55997000 445970 52103	Fed Aid Section 5307 FFY 2021	58,935
55997000 435970 52103	State Aid Section 5307 FFY 2021	7,367
55997000 428601 52103	Transfer from General Fund	7,367
55997000 449898 52103	Fed Aid -ARPA 2021	632,148
55997000 445894 52103	Fed Aid - CRRSA 2021	320,394
55997000 445970 52206	Fed Aid Section 5307 FFY 2021	21,065
55997000 435970 52206	State Aid Section 5307 FFY 2021	2,633
55997000 428601 52206	Transfer from General Fund	2,633
55997000 445970 52206	Fed Aid Section 5307 FFY 2022	1,042,594
55997000 435970 52206	State Aid Section 5307 FFY 2022	130,324
55997000 428601 52206	Transfer from General Fund	130,325
55997000 445970 52306	Fed Aid Section 5307 FFY 2023	1,042,570
55997000 435970 52306	State Aid Section 5307 FFY 2023	130,321
55997000 428601 52306	Transfer from General Fund	130,321
55997000 445970 52413	Fed Aid Section 5307 FFY 2024	954,836
55997000 435970 52413	State Aid Section 5307 FFY 2024	119,354
55997000 428601 52413	Transfer from General Fund	119,355
		<u>4,952,542</u>

Fiscal Impact - 2025 - \$ 105,091
Fiscal Impact - 2026 - \$ 0

This Resolution is required to fund account for Section 5307 Program Funds as per the attached correspondence. Please forward to the appropriate committee.

Approved : : _____
Kevin M, Byrne, County Executive



**Putnam County
Department of Planning, Development,
and Public Transportation**

www.putnamcountyny.com

**841 Fair Street
Carmel, NY 10512**

Phone: (845) 878-3480

Fax: 845) 808-1948

TO: William Carlin, Commissioner of Finance

FROM: Barbara Barosa, AICP, Commissioner
Department of Planning, Development and Public Transportation

DATE: October 24, 2025

RE: Budgetary Amendments for 2025 FTA Executed Grants

The Department of Planning, Development & Public Transportation recently executed two FTA Grants, NY-2025-061, Cashless Fare and Project Administration, and NY-2025-043, Rolling Stock Purchase of 3 Vehicles. These grants are utilizing 2022 and 2023 Section 5307 and 5339 formula funding. The details of each grant are:

NY-2025-061 Cashless Fare Software and Project Administration – Total cost \$850,000 with \$680,000 of Federal funds as follows:

\$600,000 FY 2022 NY Section 5307
\$ 31,199 FY 2022 Danbury, CT Section 5339 ND
\$ 8,964 FY 2022 Danbury, CT Section 5339 SUZA
\$ 9,308 FY 2022 NY Section 5339
\$ 21,294 FY 2023 Danbury, CT Section 5339 ND
\$ 9,235 FFY 2023 Danbury, CT Section 5339 SUZA
(\$680,000)
\$85,000 State match
\$85,000 Local match

NY-2025-043, Rolling Stock Purchase of 3 Vehicles. Total Project cost is \$450,000 utilizing the following:

\$360,000 FY 2023 NY Section 5307 formula funds.
\$45,000 State match
\$45,000 Local match

I kindly request that budgetary amendments be prepared to account for this funding. Thank you in advance for your assistance in this matter.

This award does not include an indirect cost rate.

Indirect Rate Details: N/A

Requires E.O. 12372 Review

No, this application does not require E.O. 12372 Review.

Delinquent Federal Debt

No, my organization does not have delinquent federal debt.

Award Description

Purpose

Supplemental funding for construction of the Putnam Bikeway II Stage IV project including security.

Activities to be performed:

Construction supplementation of a bikeway project in progress.

Expected outcomes:

Construction of the bikeway for recreational activities and safer means of commuting and connecting to existing bus routes within the county.

Intended beneficiaries:

Putnam County, NY bicycle and pedestrian public including residents and visitors.

Subrecipient Activities:

None

Application Point of Contact Information

First Name	Last Name	Title	E-mail Address	Phone
Barbara	Barosa	Commissioner of Planning, Development & Public Transportation	barbara.barosa@putnamcountyny.gov	(845) 878-3480 48107

Application Budget Control Totals

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$2,000,000
Local			\$250,000
Local/In-Kind			\$0
State			\$250,000
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
Total Eligible Cost			\$2,500,000

Part 2: Application Information

Title: Putnam County, NY Putnam Bikeway IV Construction & Security FFY 2022 NY & CT 5307 and FFY 2023 and 2024 NY Section 5307

Application Number	Application Status	Award Type	Application Cost Center	Date Created	Last Updated Date	From TEAM?
1795-2025-1	In-Progress	Grant	Region 2	5/13/2025	5/13/2025	No

Application Executive Summary

Putnam County, NY seeks \$2,000,000 of Federal funding. Total project cost with local share will be \$2,500,000. The breakdown is as follows:

\$...114,324 FY 2022 NY Section 5307

\$...278,799 FY 2022 Danbury, CT Section 5307

\$...652,041 FY 2023 NY Section 5307

\$...954,836 FY 2024 NY Section 5307

Suballocation resolution is attached to this grant application

Funds will be used to supplement Construction of the Putnam Bikeway IV including Security.

0.75% Safety Requirement: Putnam's budget for Section 5307 funds is \$2,000,000 in this award. FTA requires at least 0.75% of award funds \$15,000.

1% Security Requirement: Putnam receives funds from the New York, NY and Danbury, CT UZAs. Putnam County certifies that it will expend at least 1% of the apportionment on security as required based upon the projects listed within this application that will keep the vehicles in a safe/secure state of good repair. Putnam utilizes local funds from bond proceeds.

P2-Putnam Bikeway IV including Security (FY 2022, 2023, 2024 NY Section 5307 \$1,721,201) & FY 2022 Danbury, CT \$278,799. Project Total \$2,000,000 with \$500,000 NY State & Local funds.

Frequency of Milestone Progress Reports (MPR)

No Selection Made

Frequency of Federal Financial Reports (FFR)

No Selection Made

Does this application include funds for research and/or development activities?

This award does not include research and development activities.

Pre-Award Authority

This award is using Pre-Award Authority.

Does this application include suballocation funds?

Recipient organization is the Designated Recipient and can apply for and receive these apportioned funds.

Will this Grant be using Lapsing Funds?

No Selection Made

Will indirect costs be applied to this application?

Application Budget

Project Number	Budget Item	FTA Amount	Non-FTA Amount	Total Eligible Amount	Quantity
1795-2025-1-P2	129- Fixed Guideway 00 Associated Transit (129-) Improvements	\$2,000,000.00	\$500,000.00	\$2,500,000.00	0
1795-2025-1-P2	C/I 12.93.05 Putnam Bikeway IV	\$2,000,000.00	\$500,000.00	\$2,500,000.00	0

Discretionary Allocations

This application does not contain discretionary allocations.

Part 3: Project Information

Project Title: Supplemental Funds Putnam Bikeway IV

Project Number	Temporary Project Number	Date Created	Start Date	End Date
1795-2025-1-P2	1795-2025-1-P2	6/2/2025	1/1/2027	10/31/2028

Project Description

Supplemental funding for construction and inspection of a paved bike path from Putnam Avenue to North Main Street in the village of Brewster. The project includes a 5-span bridge over the MetroNorth Railroad tracks, plus retaining walls, utility relocation, and chain link fence. The project also includes inspection by an engineering consultant firm. Funding in the amount of \$2,500,000 of which \$2,000,000 will be a combination of NY & CT FFY 2022, 2023, and 2024 Section 5307 funds. This funding will supplement existing FTA grant agreements and will utilize PreAward Authority.

Project Benefits

Completion of an ongoing Bikeway Project

Additional Information

None provided.

Location Description

Village of Brewster, town of Southeast, Putnam County NY.

Project Location (Urbanized Areas)

UZA Code	Area Name
360010	New York-Jersey City-Newark, NY-NJ
362470	Danbury, CT-NY
360570	Bridgeport-Stamford, CT-NY

Congressional District Information

District	State
----------	-------

Program Plan Information

STIP/TIP

Date: 5/27/2025

Description: MHS23-65 PIN 8759.05

UPWP

Date: N/A

Description: N/A

Long Range Plan

Date: N/A

Description: N/A

Project Control Totals

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$2,000,000
Local			\$250,000
Local/In-Kind			\$0
State			\$250,000
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
Total Eligible Cost			\$2,500,000

Project Budget

Project Number	Budget Item	FTA Amount	Non-FTA Amount	Total Eligible Amount	Quantity
1795-2025-1-P2	129-00 Fixed Guideway (129-) Associated Transit Improvements	\$2,000,000.00	\$500,000.00	\$2,500,000.00	0
1795-2025-1-P2	12.93.05 C/I Putnam Bikeway IV	\$2,000,000.00	\$500,000.00	\$2,500,000.00	0

Project Budget Activity Line Items

Budget Activity Line Item: 12.93.05 - C/I Putnam Bikeway IV

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
Fixed Guideway Associated Transit Improvements (129-00)	12.93.05	CONSTRUCT PED ACCESS / WALKWAYS	CONSTRUCTION 0	

Extended Budget Description

Construction and Inspection of a paved bike path from Putnam Avenue to North Main Street in the village of Brewster. The project includes a 5-span bridge over the MetroNorth Railroad tracks, plus retaining walls, utility relocation, and chain link fence. The project also includes inspection by an engineering consultant firm, and a Force Account deposit for MetroNorth Railroad. Funding is \$2,500,000 (\$2,000,000 Federal) from NY & Danbury, CT Section 5307/5340 funds. This funding will supplement existing FTA grant agreements and will utilize PreAward Authority. Project PIN #875905.

Will 3rd Party contractors be used to fulfill this activity line item?

Yes, 3rd Party Contractors will be used for this line item.

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$2,000,000
Local			\$250,000
Local/In-Kind			\$0
State			\$250,000
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
Total Eligible Cost			\$2,500,000

Milestone Name	Est. Completion Date	Description
60% Completion	1/1/2027	
90% Completion	6/1/2027	
100% Construction Completion	10/31/2027	
Project Closeout	10/31/2028	

Project Environmental Findings

Finding: Class III - Environmental Assessment (EA)

Class Level Description

Class III consists of projects that are evaluated through an environmental assessment because the significance of the environmental impact is not clearly established, or it would assist in complying with other environmental laws or requirements.

Categorical Exclusion Description

N/A

Date Description	Date
Environmental Assessment (EA) Start Date	
Public Notice of Availability (PNA) of EA Date	
Finding of No Significant Impact (FONSI) Date	

Scope Name / Code	Line Item Number	Line Item Name	Quantity	FTA Amount	Total Eligible Cost
Fixed Guideway Associated Transit Improvements (129-00)	12.93.05	C/I Putnam Bikeway IV	0	\$2,000,000.00	\$2,500,000.00

Part 4: Fleet Details

No fleet data exists for this application.

Part 5: FTA Review Comments

There are no review comments to display at this time.

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



Phy. 12-8
Year 12-15
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

CC All
#4e

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk

From: William J. Carlin, Jr., Interim Commissioner of Finance *WJC*

Re: Budgetary Amendment - **25A122**

Date: November 25, 2025

At the request of the Commissioner of Finance, the following budgetary amendment is required.

CAPITAL FUND:

Decrease Estimated Appropriations:

55997000 53000 52308	UPWP	250,075.11
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Decrease Estimated Revenues:

55997000 449895 52308	UPWP	250,075.11
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Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

This Resolution is consolidate and adjust UPWP accounts to reflect actual allocations.
Please forward to the appropriate committee.

Approved : _____
Kevin M, Byrne, County Executive

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2025 DEC - 1 AM 11:34

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk
From: William J. Carlin, Jr., Commissioner of Finance
Re: Budgetary Amendment - 25A123
Date: December 11, 2025

WJC

2025 DEC 11 PM 4:20
LEGISLATURE
PUTNAM COUNTY
CARROLL, NY

#46

At the request of the Commissioner of Finance, the following budgetary amendment is required.

GENERAL FUND:

Increase estimated appropriations:

SEE ATTACHED SHEET 1,117,509.00

Decrease estimated appropriations:

SEE ATTACHED SHEET 80,425.00

Increase estimated revenues:

SEE ATTACHED SHEET 1,037,084.00

ROAD FUND:

Decrease estimated appropriations:

SEE ATTACHED SHEET 3,097.00

Decrease estimated revenues:

SEE ATTACHED SHEET 3,097.00

ROAD MACHINERY FUND:

Increase estimated appropriations:

SEE ATTACHED SHEET 1,395.00

Increase estimated revenues:

SEE ATTACHED SHEET 1,395.00

TRANSPORTATION FUND:

Increase estimated appropriations:

SEE ATTACHED SHEET 722.00

Increase estimated revenues:

SEE ATTACHED SHEET 722.00

CAPITAL PROJECTS FUND:

Increase estimated appropriations:

SEE ATTACHED SHEET 608,381.95

Increase estimated revenues:

SEE ATTACHED SHEET 614,979.40

Decrease estimated revenues:

SEE ATTACHED SHEET 6,597.45

Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

This Resolution is required to record year end journal entry #1 as per the attached spreadsheet.

Approved:

Kevin M, Byrne
County Executive

JOHN TULLY
Director



KEVIN M. BYRNE
County Executive

PURCHASING

MEMORANDUM

Date: December 9, 2025

To: William J, Carlin, Commissioner of Finance

From: John G. Tully, Commissioner of DGS

CC: James Burpoe, Deputy County Executive
Tom Feighery, Commissioner of DPW
Alexis Hawley, Assistant Supervisor of Planning and Design

Re: Budgetary Amendment

Attached please find a check in the amount of \$55,400 in connection with a credit owed Putnam County by Atlantic Tomorrow's Office for underutilization of copies made by the County's copier fleet.

I would like to suggest the following budgetary amendment for your consideration:

Increase Estimated Revenues:

101610000 427701 Unclassified Departmental Rev \$55,400

Increase Estimated Expenses:

05 55197000 532318 51509 (23CP18) \$25,000

To complete the DGS conference room space and renovate the mailroom

05 55197000 532402 51509 (24CP02) \$20,000

To offset the cost of a new canopy for the front entrance of the County Office Building

05 55197000 532317 51509 (23CP17) \$10,400

To continue the County Executive's initiative to replace aging furniture and furnishing in County Departments

RIAN RODRIGUEZ, MPH
PUBLIC HEALTH DIRECTOR



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

MEMORANDUM

TO: William Carlin, Commissioner of Finance

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

DATE: December 10, 2025

RE: Budgetary Amendment

Please review and approve the Budgetary Amendment for the following Health Department accounts, and upon approval, please forward it to the Legislative Committee.

Increase Revenue Line: 10296000-432773 \$476,000
Preschool – Education and Transportation Handicap Child 3 to 5

Total Revenue Increase: \$476,000

Increase Expense Line: 10296000-54414 \$800,000
Preschool – Care at Private Institution

Decrease Contingency: (\$324,000)

Fiscal Impact (\$324,000)

In 2024 the total expenses for Care at Private Institutions were \$7,400,000. We had originally budgeted \$6,000,000. This was the year we had multiple rate increases and children at schools increased by 15 students: from 105 to 120. At the time of preparing the budget for 2025, we were aware of the increase in children at schools, but not to the extent of the 15 additional children. In 2025 we budgeted \$6,400,000.

After all Budgetary Amendments have been calculated and this Budgetary Amendment approved, our new revised Budget for 2025 will be \$7,300,000. We anticipate spending the entire \$7,300,000. As reference, we spent \$7,400,000 in 2024.

Children attending schools in has leveled off in 2025 as compared to 2024. With the inclusion of the new Early Learning Center (ELC), we have budgeted significantly less in 2026.

There was also a rate change increase of 90,000 for one of the schools.

WAO: mb

FD	ORG	OBJECT	PROJECT	DESCRIPTION	INCREASE ESTIMATED APPROPNS	DECREASE ESTIMATED APPROPNS	INCREASE ESTIMATED REVENUES	DECREASE ESTIMATED REVENUES	COMMENTS
01	10116200	43089H		REF PRIOR YEAR EXPENDITURES - STATE			39,829		ADJUST TO ACTUAL
01	10116200	430211		STATE AID - COURT FACILITIES			33,992		ADJUST TO PROJECTION
01	10198000	54759		SPECIAL DISTRICT TAXES		73,412			ADJUST TO ACTUAL MTA TAX ENDED 6/30
01	10132000	54111		INDEPENDENT AUDIT	40,000				ADJUST TO ACTUAL
01	10296000	432773		PRESCHOOL ED & TRANSPORTATION 3-5					ADJUST TO PROJECTION - LETTER ATTACHED
01	10296000	54414		PRESCHOOL CARE AT PRIVATE INSTITUTION	800,000				ADJUST TO PROJECTION - LETTER ATTACHED
01	10990100	59020		TRANSFER TO CAPITAL FUND	55,400				ADJUST TO ACTUAL
01	10008000	58001		NYS RETIREMENT	1,182				ADJUST TO ACTUAL
01	10009000	58001		NYS RETIREMENT	341				ADJUST TO ACTUAL
01	10010000	58001		NYS RETIREMENT	975				ADJUST TO ACTUAL
01	10011000	58001		NYS RETIREMENT	53				ADJUST TO ACTUAL
01	10012000	58001		NYS RETIREMENT	444				ADJUST TO ACTUAL
01	10014000	58001		NYS RETIREMENT	542				ADJUST TO ACTUAL
01	10033000	58001		NYS RETIREMENT	631				ADJUST TO ACTUAL
01	10087000	58001	10184	NYS RETIREMENT	145				ADJUST TO ACTUAL
01	10087000	58001		NYS RETIREMENT	183				ADJUST TO ACTUAL
01	10088000	58001		NYS RETIREMENT	22				ADJUST TO ACTUAL
01	10101000	58001	10233	NYS RETIREMENT	386				ADJUST TO ACTUAL
01	10101000	58001		NYS RETIREMENT	1,695				ADJUST TO ACTUAL
01	10101001	58001		NYS RETIREMENT	2,019				ADJUST TO ACTUAL
01	10102000	58001		NYS RETIREMENT	7,632				ADJUST TO ACTUAL
01	10103000	58001		NYS RETIREMENT	1,174				ADJUST TO ACTUAL
01	10104000	58001		NYS RETIREMENT	2,478				ADJUST TO ACTUAL
01	10105000	58001		NYS RETIREMENT	70				ADJUST TO ACTUAL
01	10106000	58001		NYS RETIREMENT	88				ADJUST TO ACTUAL
01	10107000	58001		NYS RETIREMENT	1,020				ADJUST TO ACTUAL
01	10108000	58001		NYS RETIREMENT	1,174				ADJUST TO ACTUAL
01	10110000	58001		NYS RETIREMENT	395				ADJUST TO ACTUAL
01	10116000	58001		NYS RETIREMENT	234				ADJUST TO ACTUAL
01	10116500	58001		NYS RETIREMENT	6,152				ADJUST TO ACTUAL
01	10118500	58001		NYS RETIREMENT	260				ADJUST TO ACTUAL
01	10120000	58001	10130	NYS RETIREMENT	9				ADJUST TO ACTUAL
01	10120000	58001		NYS RETIREMENT	4,788				ADJUST TO ACTUAL
01	10123000	58001		NYS RETIREMENT	2,317				ADJUST TO ACTUAL
01	10131000	58001		NYS RETIREMENT	3,822				ADJUST TO ACTUAL
01	10132000	58001		NYS RETIREMENT	1,353				ADJUST TO ACTUAL

FD	ORG	OBJECT	PROJECT	DESCRIPTION	INCREASE ESTIMATED APPROPNS	DECREASE ESTIMATED APPROPNS	INCREASE ESTIMATED REVENUES	DECREASE ESTIMATED REVENUES	COMMENTS
01	10134500	58001		NYS RETIREMENT	1,671				ADJUST TO ACTUAL
01	10135500	58001		NYS RETIREMENT	599				ADJUST TO ACTUAL
01	10141000	58001		NYS RETIREMENT	3,618				ADJUST TO ACTUAL
01	10141100	58001		NYS RETIREMENT	2,685				ADJUST TO ACTUAL
01	10142000	58001		NYS RETIREMENT	3,040				ADJUST TO ACTUAL
01	10143000	58001		NYS RETIREMENT	2,582				ADJUST TO ACTUAL
01	10144000	58001		NYS RETIREMENT	1,147				ADJUST TO ACTUAL
01	10145000	58001		NYS RETIREMENT	2,889				ADJUST TO ACTUAL
01	10146000	58001		NYS RETIREMENT	824				ADJUST TO ACTUAL
01	10149000	58001		NYS RETIREMENT	2,029				ADJUST TO ACTUAL
01	10161000	58001		NYS RETIREMENT	68				ADJUST TO ACTUAL
01	10168000	58001		NYS RETIREMENT	2,879				ADJUST TO ACTUAL
01	10198900	58001		NYS RETIREMENT	75				ADJUST TO ACTUAL
01	10200000	58001		NYS RETIREMENT	16				ADJUST TO ACTUAL
01	10296000	58001		NYS RETIREMENT	472				ADJUST TO ACTUAL
01	10296001	58001		NYS RETIREMENT	79				ADJUST TO ACTUAL
01	10311000	58001		NYS RETIREMENT	7,083				ADJUST TO ACTUAL
01	10314000	58001	10225	NYS RETIREMENT	106				ADJUST TO ACTUAL
01	10314000	58001		NYS RETIREMENT	5,796				ADJUST TO ACTUAL
01	10315000	58001		NYS RETIREMENT	24,061				ADJUST TO ACTUAL
01	10315001	58001	10032	NYS RETIREMENT	414				ADJUST TO ACTUAL
01	10398900	58001		NYS RETIREMENT	917				ADJUST TO ACTUAL
01	10401000	58001		NYS RETIREMENT	2,046				ADJUST TO ACTUAL
01	10405900	58001		NYS RETIREMENT	1,799				ADJUST TO ACTUAL
01	10431000	58001	10227	NYS RETIREMENT	22				ADJUST TO ACTUAL
01	10431000	58001	10211	NYS RETIREMENT	182				ADJUST TO ACTUAL
01	10431000	58001	10206	NYS RETIREMENT	419				ADJUST TO ACTUAL
01	10431000	58001		NYS RETIREMENT	768				ADJUST TO ACTUAL
01	10511100	58001		NYS RETIREMENT	3,746				ADJUST TO ACTUAL
01	10629300	58001		NYS RETIREMENT	460				ADJUST TO ACTUAL
01	10641000	58001		NYS RETIREMENT	234				ADJUST TO ACTUAL
01	10651000	58001		NYS RETIREMENT	582				ADJUST TO ACTUAL
01	10661000	58001		NYS RETIREMENT	696				ADJUST TO ACTUAL
01	10677200	58001		NYS RETIREMENT	5,721				ADJUST TO ACTUAL
01	10677400	58001		NYS RETIREMENT	2,553				ADJUST TO ACTUAL
01	10677500	58001		NYS RETIREMENT	478				ADJUST TO ACTUAL

FD	ORG	OBJECT	PROJECT	DESCRIPTION	INCREASE ESTIMATED APPROPS	DECREASE ESTIMATED APPROPS	INCREASE ESTIMATED REVENUES	DECREASE ESTIMATED REVENUES	COMMENTS	
01	10677700	58001		NYS RETIREMENT	1,391				ADJUST TO ACTUAL	
01	10677900	58001		NYS RETIREMENT	641				ADJUST TO ACTUAL	
01	10711000	58001		NYS RETIREMENT	3,470				ADJUST TO ACTUAL	
01	10731000	58001	10114	NYS RETIREMENT	347				ADJUST TO ACTUAL	
01	10731000	58001		NYS RETIREMENT	902				ADJUST TO ACTUAL	
01	10751000	58001		NYS RETIREMENT	247				ADJUST TO ACTUAL	
01	10762000	58001		NYS RETIREMENT	143				ADJUST TO ACTUAL	
01	10802000	58001		NYS RETIREMENT	2,238				ADJUST TO ACTUAL	
01	10816000	58001		NYS RETIREMENT	183				ADJUST TO ACTUAL	
01	10874500	58001		NYS RETIREMENT	219				ADJUST TO ACTUAL	
01	11017000	58001		NYS RETIREMENT	740				ADJUST TO ACTUAL	
01	11018000	58001		NYS RETIREMENT		395			ADJUST TO ACTUAL	
01	11024000	58001		NYS RETIREMENT	34				ADJUST TO ACTUAL	
01	11401000	58001		NYS RETIREMENT	3,166				ADJUST TO ACTUAL	
01	12022000	58001		NYS RETIREMENT	604				ADJUST TO ACTUAL	
01	12023000	58001		NYS RETIREMENT	32				ADJUST TO ACTUAL	
01	12401000	58001		NYS RETIREMENT	5,602				ADJUST TO ACTUAL	
01	12401002	58001	10050	NYS RETIREMENT	98				ADJUST TO ACTUAL	
01	12401003	58001	10056	NYS RETIREMENT	166				ADJUST TO ACTUAL	
01	13311000	58001	10211	NYS RETIREMENT	44				ADJUST TO ACTUAL	
01	13311000	58001	10218	NYS RETIREMENT	249				ADJUST TO ACTUAL	
01	13311000	58001		NYS RETIREMENT	500				ADJUST TO ACTUAL	
01	13398900	58001		NYS RETIREMENT	5,427				ADJUST TO ACTUAL	
01	14311000	58001	10164	NYS RETIREMENT	219				ADJUST TO ACTUAL	
01	14311000	58001		NYS RETIREMENT	6,999				ADJUST TO ACTUAL	
01	14398900	58001		NYS RETIREMENT	187				ADJUST TO ACTUAL	
01	15311000	58001		NYS RETIREMENT	2,402				ADJUST TO ACTUAL	
01	16311000	58001		NYS RETIREMENT	9,748				ADJUST TO ACTUAL	
01	17002000	58001		NYS RETIREMENT		3,814			ADJUST TO ACTUAL	
01	17003000	58001		NYS RETIREMENT	157				ADJUST TO ACTUAL	
01	17004000	58001		NYS RETIREMENT	125				ADJUST TO ACTUAL	
01	17311000	58001	10144	NYS RETIREMENT	75				ADJUST TO ACTUAL	
01	17311000	58001	10102	NYS RETIREMENT	542				ADJUST TO ACTUAL	
01	17311000	58001		NYS RETIREMENT	32,227				ADJUST TO ACTUAL	
01	17311002	58001	10021	NYS RETIREMENT		990			ADJUST TO ACTUAL	
01	18311000	58001		NYS RETIREMENT		1,814			ADJUST TO ACTUAL	

[illegible]

FD ORG	OBJECT	PROJECT	DESCRIPTION	INCREASE ESTIMATED APPROPNS	DECREASE ESTIMATED APPROPNS	INCREASE ESTIMATED REVENUES	DECREASE ESTIMATED REVENUES	COMMENTS	
02 10511000	58001		NYS RETIREMENT		2,396			ADJUST TO ACTUAL	
02 10514200	58001		NYS RETIREMENT		540			ADJUST TO ACTUAL	
02 10514400	58001		NYS RETIREMENT		161			ADJUST TO ACTUAL	
02 02021310	427161		USE OF FUND BALANCE	-	-		3,097.00		
				-	3,097.00		3,097.00		
03 10513000	58001		NYS RETIREMENT	1,395				ADJUST TO ACTUAL	
03 03021310	427161		USE OF FUND BALANCE	-	-	1,395.00	-	ADJUST TO ACTUAL	
				1,395.00	-	1,395.00	-		
09 95630000	58001		NYS RETIREMENT	722				ADJUST TO ACTUAL	
09 09021310	427161		USE OF FUND BALANCE	-	-	722	-	ADJUST TO ACTUAL	
				722	-	722	-		
05 55197000	532318	51509	23CP18	25,000.00				COPIER REFUND - LETTER ATTACHED	
05 55197000	532402	51509	24CP02	20,000.00				COPIER REFUND - LETTER ATTACHED	
05 55197000	532317	51509	23CP17	10,400.00				COPIER REFUND - LETTER ATTACHED	
05 55197000	428601	51509	TRANSFER FROM GENERAL FUND			55,400.00		COPIER REFUND - LETTER ATTACHED	
05 58760000	53000	50369	FEMA REPAIRS	291,959.79				TO CLOSE ACCOUNT	
05 58760000	427011	50369	FEMA REPAIRS			74,092.20		TO CLOSE ACCOUNT	
05 58760000	435971	50369	FEMA REPAIRS			20,578.63		TO CLOSE ACCOUNT	
05 58760000	445971	50369	FEMA REPAIRS			197,288.96		TO CLOSE ACCOUNT	
05 58760000	53000	51427	FEMA - MILL BRIDGE	192,858.25				TO CLOSE ACCOUNT	
05 58760000	435971	51427	FEMA - MILL BRIDGE				6,597.45	TO CLOSE ACCOUNT	
05 58760000	445971	51427	FEMA - MILL BRIDGE			199,455.70		TO CLOSE ACCOUNT	
05 55197000	53000	52309	FEMA STORM	68,163.91				ADJUST ACCOUNT TO ACTUAL	
05 55197000	439601	52309	FEMA STORM			5,113.36		ADJUST ACCOUNT TO ACTUAL	
05 55197000	449601	52309	FEMA STORM	-	-	63,050.55	-	ADJUST ACCOUNT TO ACTUAL	
				608,381.95	-	614,979.40	6,597.45		0.00

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk

From: William J. Carlin, Jr., Interim Commissioner of Finance *WJC*

Re: Budgetary Amendment - **25A124**

Date: December 11, 2025

At the request of the Commissioner of MH, DSS & Youth, the following budgetary amendment is required.

Increase Estimated Appropriations:

10431000 54640 10227	Education & Train -MH LGU LOSS TEAMS	5,000
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Increase Estimated Revenues:

10431000 430891 10227	State Aid - MH LGU LOSS TEAMS	5,000
-----------------------	-------------------------------	-------

Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

This Resolution is adjust Mental Health State Aid levels as per the attached correspondence. Please forward to the appropriate committee.

Approved : : _____
Kevin M, Byrne, County Executive

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2025 DEC 11 PM 4:19

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner




**DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU**

MEMORANDUM

December 11, 2025

TO: William Carlin, Commissioner of Finance

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

SUBJECT: Mental Health 2025 Budgetary Amendment

The Putnam County Suicide Prevention Task Force has received additional grant funding to support existing efforts of a county **LOSS Team** (Local Outreach to Suicide Survivors) to connect suicide loss survivors to suicide loss survivor groups and other healing resources after a loss by suicide occurs. Grants funds will be used to offset expenses related to the **National LOSS Team Conference** attended on October 13 – 15 in Omaha, NE.

Increase Estimated Revenues:

10431000	MH LG	
430891	ST AID	\$5,000
10227	LOSS TEAMS	
	Total Revenue	\$5,000


Increase Appropriations:

10431000	MH LGU	
54640	EDUCATION AND TRAINING	\$5,000
10227	LOSS TEAMS	
	Total Appropriations	\$5,000
	Fiscal Impact (25)	- 0 -
	Fiscal Impact (26)	- 0 -

Thank you for your time and consideration of this request.

Attachments:

Independent Contractor/Consulting Agreement – County of Putnam & NYS Office of Mental Health

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

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

For RFMH Use Only:	
<input checked="" type="checkbox"/> New P.O. # <u>170382</u>	<input type="checkbox"/> Change P.O. # _____
Total to be encumbered: <u>\$5,000</u>	
Category Breakdown:	
Consulting: \$ <u>5,000</u>	
Travel: \$ _____	
Project Org: <u>550 OMH</u>	
P/T/A: <u>1018477/3/28284</u>	
Period of Performance <u>12/1/2025</u> to <u>12/31/2025</u>	

**Independent Contractor/Consulting Agreement
Resulting from New York State Contracts**

**RESEARCH FOUNDATION FOR MENTAL HYGIENE, INC.
AND
INDEPENDENT CONTRACTOR**

MADE by and between the RESEARCH FOUNDATION FOR MENTAL HYGIENE, INC., a nonprofit corporation organized and existing under the laws of the State of New York, with its principal offices located at Riverview Center, 150 Broadway, Suite 301, Menands, New York 12204, hereinafter referred to as the "FOUNDATION," and County of Putnam, having a place of business at 40 Glencida Avenue, Carmel, NY 10512, EIN/DUNS (if applicable): 146002759 hereinafter referred to as "INDEPENDENT CONTRACTOR."

WITNESSETH:

WHEREAS, the FOUNDATION has been awarded a certain grant from the State of New York, specifically New York State Office of Mental Health ("Sponsor") to carry out a project entitled "NYS Suicide Prevention Resource Center"; Sponsor ID Number: C22653GG (hereinafter the "PROJECT"); and

WHEREAS, the FOUNDATION desires the INDEPENDENT CONTRACTOR to perform certain services for the FOUNDATION in connection with the PROJECT; and

WHEREAS, INDEPENDENT CONTRACTOR has represented to the FOUNDATION that INDEPENDENT CONTRACTOR is competent, willing and able to perform such services for the FOUNDATION.

NOW, THEREFORE in consideration of the premises and the mutual covenants and agreements contained herein it is mutually agreed by and between the respective parties as follows:

1. Scope of Work

INDEPENDENT CONTRACTOR agrees to perform, as an independent Contractor, and not as an agent or employee of the FOUNDATION, all of the services set forth in Exhibit A

appended hereto and made a part hereof to the satisfaction of the FOUNDATION's Principal Investigator, Jay Carruthers.

2. **Compensation**

In full and complete consideration of INDEPENDENT CONTRACTOR's performance hereunder, the FOUNDATION agrees to compensate INDEPENDENT CONTRACTOR \$ 5,000 Dollars. The payments should be in accordance with Exhibit B.

3. **Term and Termination**

Unless sooner terminated as provided herein, this Agreement shall continue in full force and effect from 12/1/2025 through 12/31/2025. A final invoice must be submitted within sixty (60) days of the end of this Agreement. It is understood and agreed that the FOUNDATION may terminate this Agreement upon written notice by registered mail addressed to INDEPENDENT CONTRACTOR at the address indicated herein, or such other address as INDEPENDENT CONTRACTOR may designate in writing, whenever the FOUNDATION determines, in its discretion, that such termination would be in the best interests of the FOUNDATION. FOUNDATION may terminate this Agreement immediately if the Grant between Sponsor and FOUNDATION is terminated.

Upon notice of termination, INDEPENDENT CONTRACTOR shall immediately terminate work in progress and turn over to FOUNDATION all products, work in progress, reports and other data and information accumulated during the performance of services under this Agreement.

4. **Rights in Work Product**

INDEPENDENT CONTRACTOR agrees that material produced by INDEPENDENT CONTRACTOR hereunder shall be considered "work for hire" which shall be owned by FOUNDATION. INDEPENDENT CONTRACTOR agrees that INDEPENDENT CONTRACTOR shall not claim or assert any proprietary interest in any of the data or materials required to be produced or delivered by INDEPENDENT CONTRACTOR in the performance of INDEPENDENT CONTRACTOR'S obligation hereunder, and hereby assigns all rights, title and interest in said data and materials to FOUNDATION. INDEPENDENT CONTRACTOR warrants any material produced by INDEPENDENT CONTRACTOR hereunder shall be original except for such portion from copyrighted works as may be included with the permission of the copyright owners thereof and are marked with appropriate copyright notices, that it shall contain no libelous or unlawful statements or materials, and will not infringe upon any copyright, trademark, patent, statutory or other proprietary rights of others, and that INDEPENDENT CONTRACTOR will hold harmless the FOUNDATION from any costs, expenses and damages resulting from any breach of this warranty. INDEPENDENT CONTRACTOR further agrees not to publish, permit to be published, or distribute for public consumption, any information, oral or written, concerning the results or conclusions made pursuant to this Agreement without the prior written consent of the FOUNDATION. Notwithstanding the foregoing, INDEPENDENT CONTRACTOR will retain ownership of intellectual property included in deliverables to the extent that said intellectual property has been independently developed by INDEPENDENT

CONTRACTOR without Research Foundation financial support. With respect to such INDEPENDENT CONTRACTOR owned intellectual property, INDEPENDENT CONTRACTOR hereby grants to Research Foundation and Sponsor a royalty-free, nonexclusive license to use such intellectual property for purposes consistent with the Research Foundation's obligations under the grant or contract which funds this project.

5. **Assignment**

It is understood and agreed that the services to be rendered by INDEPENDENT CONTRACTOR are unique and that INDEPENDENT CONTRACTOR shall not assign, transfer, contract or otherwise dispose of INDEPENDENT CONTRACTOR's rights or duties hereunder, in whole or in part, to any other person, firm or corporation.

6. **Status of Parties**

The nature of the relationship which the INDEPENDENT CONTRACTOR shall have to the FOUNDATION pursuant to this Agreement shall be that of an independent contractor. In connection with its status as an independent contractor, INDEPENDENT CONTRACTOR hereby warrants that it is in compliance with all tax filing and similar requirements imposed on independent contractors, and acknowledges that it is solely responsible for paying income taxes, FICA taxes, and other taxes and assessments which arise from receipt of consulting payments under this Agreement. This Agreement shall not be construed to contain any authority either express or implied, enabling the INDEPENDENT CONTRACTOR to incur any expense or perform any act on behalf of the FOUNDATION.

7. **Entire Agreement**

This Agreement represents the entire Agreement and understanding of the parties hereto and no prior writings, conversations or representations of any nature shall be deemed to vary the provisions hereof. This Agreement may not be amended or extended in any way except by a writing duly executed by both parties hereto.

8. **Compliance with Laws and Regulations: General Obligations**

a) In the performance of the work authorized pursuant to this agreement, INDEPENDENT CONTRACTOR agrees to comply with all applicable laws and regulations, as well as policies of the Sponsor applicable to INDEPENDENT CONTRACTOR's performance hereunder, and the express terms of FOUNDATION's agreement with the Sponsor, which shall be deemed to be inserted herein, and this agreement shall be read and enforced between the parties as though all such provisions were included verbatim herein.

b) The INDEPENDENT CONTRACTOR certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

c) The INDEPENDENT CONTRACTOR agrees to comply with Department of Health and Human Services Regulation, 45 CFR 46, regarding confidential data and research involving human subjects.

d) The INDEPENDENT CONTRACTOR agrees to make any and all data and work products relating to the services set for in Exhibit A reasonably available for inspection and copying.

e) The INDEPENDENT CONTRACTOR agrees not to use the names of FOUNDATION, FOUNDATION Principal Investigator or New York State Office of Mental Health for any purpose without prior written approval of FOUNDATION.

9. **Confidentiality**

a) All of the information disclosed by the FOUNDATION and FOUNDATION's Principal Investigator to INDEPENDENT CONTRACTOR, including the any data provided by the FOUNDATION to the INDEPENDENT CONTRACTOR to be used by INDEPENDENT CONTRACTOR in the performance of the services outlined in Exhibit A, shall be considered "Confidential Information". INDEPENDENT CONTRACTOR agrees to hold in confidence all Confidential Information and agrees that it will not use any information for any purpose other than set forth in this Agreement. INDEPENDENT CONTRACTOR will take all reasonable steps to ensure its security. INDEPENDENT CONTRACTOR may disclose Confidential Information to its own employees assisting in the services under this Agreement, provided that such employees shall have agreed to be bound by the terms of this Agreement or have entered into an agreement of similar scope and obligations to protect the Confidential Information. All Confidential Information must be returned within thirty (30) days after FOUNDATION makes a written request for its return or at the conclusion of this Agreement. The INDEPENDENT CONTRACTOR shall not disclose the Confidential Information to any third party without prior written permission

b) This obligation of confidentiality does not extend to Confidential Information which:

- 1) was known to the INDEPENDENT CONTRACTOR as evidenced by written documentation;
- 2) was or becomes a matter of public information or publicly available through no fault of the INDEPENDENT CONTRACTOR as evidenced by written documentation;
- 3) is acquired from a third party entitled to disclose information to the INDEPENDENT CONTRACTOR as evidenced by written documentation;
or
- 4) is developed independently by INDEPENDENT CONTRACTOR

c) Except as required by law, regulation, court order, or with prior written permission, the INDEPENDENT CONTRACTOR will not disclose Confidential Information for a period of five (5) years from the end of this Agreement.

d) INDEPENDENT CONTRACTOR shall comply with all applicable laws regarding the confidentiality of subjects' medical records and protected health information.

e) INDEPENDENT CONTRACTOR shall not use or disclose protected health information other than as permitted or required by this Agreement or as required by law.

f) In the event that identifiable health information is disclosed to the INDEPENDENT CONTRACTOR that is not provided for in this Agreement, the INDEPENDENT CONTRACTOR shall notify the FOUNDATION of such disclosure, shall hold in confidence all such information and shall destroy such information upon the request of the FOUNDATION.

10. Indemnification

INDEPENDENT CONTRACTOR will indemnify, defend and hold harmless FOUNDATION, the New York State Office of Mental Health, and their respective trustees, directors, officers, agents and employees (collectively "Indemnitees"), against all suits, claims, demands or prosecutions, (hereinafter "Claim") that may be brought or instituted, and all judgments, damages, liabilities, court costs and expenses (including attorney's fees) arising out of INDEPENDENT CONTRACTOR's negligent acts or omissions relating to its performance hereunder or its willful misconduct.

11. Insurance Requirements

INDEPENDENT CONTRACTOR shall not commence work under this Agreement until it has obtained, at its own expense, all the insurance required under this Agreement, and within the Scope of Work as provided for in Exhibit A, and such insurance has been approved by FOUNDATION.

a) Workers' Compensation and Employers' Liability Insurance as required by law.

b) Commercial General Liability Insurance with a combined personal injury, bodily injury (including death) and property damage limit of at least \$1,000,000 for each occurrence and \$3,000,000 in the aggregate.

c) Professional Liability Insurance, including Medical Malpractice and Clinician's Liability: if INDEPENDENT CONTRACTOR or any of its employees are providing professional services under this Agreement, Professional Liability in an amount not less than \$1,000,000 for each wrongful act and \$3,000,000 in the aggregate.

12. **Modifications**

This agreement may be changed, amended, modified or extended only by a writing duly executed by the respective parties hereto.

13. **Governing Law**

Regardless of the place of physical execution or performance this agreement shall be construed according to the laws of the State of New York without regard to its conflict of laws provision, and shall be deemed to have been executed in the State of New York.

14. **Order of Precedence**

In the event of any inconsistency between clauses 1-13 of this Agreement, and the attached Exhibit A and B, the inconsistency should be resolved by giving precedence to clauses 1-13.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

**Research Foundation for
Mental Hygiene, Inc.**

Independent Contractor

Colleen Corcoran
By Colleen Corcoran (Dec 10, 2025 13:53:14 EST)

Sara Servadio
By Sara Servadio (Dec 10, 2025 12:22:37 EST)

Attach: CV
W9

Exhibit A

SCOPE OF WORK

See attached

Loss Teams 2025 Contract

Loss Team Project Period: 12/1/25-12/31/2025

Attachment A:

2025 Grant Site Scope of Work- Loss Teams

Rationale: Local Outreach to Suicide Survivors (LOSS) – is an active postvention model. This model involves a team of trained volunteers, called a LOSS Team, that works together to proactively connect suicide loss survivors to supports and resources after a loss by suicide occurs. At least one of these trained volunteers is a survivor of a suicide loss. LOSS Teams support suicide survivors by providing emotional guidance and resources and reducing isolation. This postvention intervention is considered a preventative measure because it helps lower the risk of additional suicides, offering survivors the support they need and preventing further trauma.

Project Goals: To support existing efforts of a county LOSS Team to connect suicide loss survivors to suicide loss survivor groups and other healing resources after a loss by suicide occurs.

Project Period: 12/1/2025-12/31/2025

Loss Team Grant Site specific activities shall include:

- Grantee shall assess and identify opportunities to support and/or enhance their existing LOSS team's efforts
 - Opportunities could include:
 - Purchasing of supplies, reading materials for loss survivors etc.
 - Training/professional development
 - Partner engagement activities
 - LOSS Team teambuilding activities/events

Note: Funds cannot be used to support personnel costs

Attachment A- Scope of Work

Deliverables of Agreement to be met by 12/31/2025:

- Grantee shall submit expenditure plan for allocated funding aimed at supporting/enhancing existing LOSS team efforts to SPCNY Project lead for review and approval by 12/31/2025
 - Expenditure plan shall provide detail summary including what is being purchased, estimated costs and rationale (how this expenditure will support and/or enhance existing efforts)
 - Grantee shall provide proof of purchase with relevant documentation upon request. Purchases may be made through end of the project period ending on 12/31/2025

RATE AND PAYMENT SCHEDULE

- Payment to grantee shall not exceed \$5,000 to be invoiced by 12/31/2025

- Invoice must be submitted no later than 15 days from invoice due date of 12/31/2025
- Grantee must submit invoice, with an original signature, to the Suicide Prevention Office Operations
 - Invoice should include detail summary of deliverables met by date completed
- Invoice must be marked FINAL.
- **Invoices for Payment:** Upon execution of your contract, invoice should be submitted to the Suicide Prevention Office Operations Manager for processing. Invoice must be submitted no later than 15 days from invoice due date of 12/31/2025.

Attachment B
Deliverable Payment Schedule

Payment:

Grantee shall be reimbursed for deliverables as detailed in Attachment A, not to exceed **\$5,000**.

Invoices:

Grantee must submit invoice, with an original signature, to the Foundation Principal Investigator detailing completion of each of the deliverables with completion dates (see example below).

Equity Agreement:

OMH's Suicide Prevention Center of New York (SPCNY) is deeply committed to promoting equity principles and practices across all initiatives. It is expected that individuals and entities contracting with SPCNY will adhere to this commitment by valuing the experiences of minoritized communities and providing culturally humble and responsive service delivery that is respectful of the diverse beliefs, practices, language, and of all individuals being served.

Invoice must be marked FINAL.

Please see example below:

EXAMPLE- INVOICE

Date	Deliverables Completed	
12/31/25	Submitted expenditure plan to SPCNY Project lead for review and approval	\$5,000
Total Invoice		\$5,000

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the deliverables were met as stated above. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Payment Schedule

Invoice due by:
12/31/2025

Signed invoices should be sent to:

Robin Dickinson, Operations Manager, at the Suicide Prevention Center of New York
at robin.dickinson@omh.ny.gov

Exhibit B

Rate and Payment Schedule

- (ii) Consultant shall be reimbursed for deliverables as detailed in Attachment A:
\$ 5,000.00 total

Independent Contractor must submit invoices, with an original signature, to the Foundation Principal Investigator detailing the dates and hours worked.

All travel must be in accordance with the RFMH Travel Policy.

Final invoices must be marked FINAL.

Invoices shall be sent to:

Robin Dickinson
robin.dickinson@omh.ny.gov

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner



DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

LANGUAGE LINE FORM

DATE: 8/10/25

TIME STARTED: 12:10 am (9:10 PST) TIME ENDED: 12:15 am

TIME STARTED: _____ TIME ENDED: _____

TIME STARTED: _____ TIME ENDED: _____

CASE NUMBER: CPS #23189

CIN: _____

LANGUAGE: SPANISH

WORKER: Diane Tome

SIGNATURE: Diane Tome

ACCESS CODE USED: 104293

PHONE#: 845.239.0450

EXTENSION: _____

NUMBER DIALED: 475.218.7719

DEPARTMENT USE ONLY

INVOICE #: 11697319 INT NUMBER: 400550

INV DATE: 08.31.25 INT NUMBER: _____

ACCOUNT#: 9020572977 INT NUMBER: _____

DEPARTMENT: CPS REFERENCE: CR-0567628634

TOTAL MINUTES: 5 REFERENCE: _____

CHARGES: \$3.75 REFERENCE: _____

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

cc: all
Physical
Audit

sign

#5

TO: COMMISSIONER OF FINANCE

FROM: THOMAS FEIGHERY, COMMISSIONER OF DPW

DEPT: DPW

DATE: November 19, 2025

I hereby request approval for the following transfer of funds: 2025

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
03 10513000 54898 OTHER MAINT	03 10513000 54410 SUPPLIES	\$15,000	TO COVER AUTOMOTIVE SUPPLIES EXPENSES THRU THE END OF YEAR

LEGISLATURE
PUTNAM COUNTY
CARNEL, NY

2025 NOV 21 AM 9:20

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$_0__

2026 Fiscal Impact \$_0__

Department Head Signature/Designee

Date

AUTHORIZATION:

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

Date County Executive/Designee: \$5,000.01 - \$10,000.00

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

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

25T446

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

cc: all
physician
Audit

Sign

#6

TO: COMMISSIONER OF FINANCE

FROM: THOMAS FEIGHERY, COMMISSIONER OF DPW

DEPT: DPW

DATE: November 19, 2025

I hereby request approval for the following transfer of funds: 2025

2025 NOV 21 AM 9:20
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
03 10513000 54898 OTHER MAINT	03 10513000 54370 AUTOMOTIVE	\$7,000	TO COVER AUTOMOTIVE REPAIR/TOWING EXPENSES THRU END OF YEAR

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$_0__

2026 Fiscal Impact \$_0__

Department Head Signature/Designee Date

AUTHORIZATION:

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

Date County Executive/Designee: \$5,000.01 - \$10,000.00

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

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

25T447

cc All
Prot - FYI
Audit

sign
#7

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

TO: Commissioner of Finance

FROM: Undersheriff James T. Menton

DEPT: Sheriff

DATE: November 20, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
17311000.55370 (Sheriff Patrol: CBK Automotive)	10311000.55370 (Sheriff Admin: CBK Automotive)	\$ 6,000.00	To cover 2 nd & 3 rd quarter and projected 4 th quarter automotive Chargebacks from DPW
17311000.55370 (Sheriff Patrol: CBK Automotive)	16311000.55370 (Sheriff Youth: CBK Automotive)	\$14,000.00	To cover 2 nd & 3 rd quarter and projected 4 th quarter automotive Chargebacks from DPW
14311000.55370 (Sheriff Narco: CBK Automotive)	13311000.55370 (Sheriff Communication: CBK Automotive)	\$ 2,000.00	To cover 2 nd & 3 rd quarter and projected 4 th quarter automotive Chargebacks from DPW
14311000.55370 (Sheriff Narco: CBK Automotive)	15311000.55370 (Sheriff Civil: CBK Automotive)	\$ 1,000.00	To cover 2 nd & 3 rd quarter and projected 4 th quarter automotive Chargebacks from DPW
Total		\$23,000.00	

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$__0__

2026 Fiscal Impact \$__0__

Department Head Signature/Designee

Date

AUTHORIZATION:

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

Date County Executive/Designee: \$5,000.01 - \$10,000.00

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

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

2025 NOV 25 AM 10:02
LEGISLATURE
PUTNAM COUNTY
CARMEL, IN

25T453

ac All
Phys
Audit

Reco
#8

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

TO: Commissioner of Finance

FROM: Thomas Feighery, Commissioner

DEPT: Dept. of Public Works

DATE: November 21, 2025

I hereby request approval for the following transfer of funds:

FROM	TO	AMOUNT	PURPOSE
ACCOUNT#/NAME 10084000 54710 10143 Tilly Bldg Maint/Repairs Agric	ACCOUNT #/NAME 10084000 54710 Tilly Bldg Maint/Repairs	\$ 1500.00	to replace trusses on animal shelter building at Tilly Foster Farm

SIGNATURES NOT NEEDED - THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$0

2026 Fiscal Impact \$0

2025 NOV 25 AM 10:02
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Department Head Signature/Designee

Date

AUTHORIZATION. : (Electronic signatures)

Date Commissioner of Finance/Designee: Initiation 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

25T454

BERTHIAUME'S

Neversink Lumber Co., Inc.

Mailing Address: PO Box 501

Physical Address: 95 Jersey Avenue

Port Jervis, NY 12771

845-856-5161 tel

845-858-8333 fax

neversinklumber@frontiernet.net

County of Putnam
Parks Department
Att: Chris Ruthven

November 20, 2025

Re: Animal Shelter/Roof truss system

QUOTE

Quoted under RFB-OC168-22/Lumber & Related Materials Bid

Provide and deliver NYS engineered roof trusses for an existing 24' x 18' concrete block (wall) structure as such:

[15] 24'-0" roof trusses, 18" overhang each side, 10/12 pitch

13/attic storage style trusses and 2/gable end trusses

Attic storage area will be built to approximately 12' wide x 7' high

One 'open' gable end truss will need horizontal support across the opening.

Trusses will be delivered to the job site

NYS engineer sealed drawings will be included with the order.

\$8,007.90

-1,201.18/less discount, Group K, Item #383

\$6,806.72 total net cost for the above

Lead-time = 3-4 weeks.

Delivery at no-charge.

Thank you for this inquiry.

Berthiaume's
NEVERSINK LUMBER CO., INC.

James Rohner, Jr.

COUNTY OF PUTNAM
FUND TRANSFER REQUEST
2025

Personnel-FYI
Audit-Sign

Sign

#9

TO: Commissioner of Finance
FROM: Kristen Wunner
DEPT: Department of Mental Health & Social Services
DATE: November 18, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10/20000.51094 Admin Temp	10431000.51094 MH Temp	\$4,000.00	reappropriate funds to cover ongoing temp hours in MH

TOTAL: \$4,000.00

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

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

Kristen Wunner
Department Head Signature/Designee

11/19/25
Date

AUTHORIZATION:

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

Date County Executive/Designee: \$5,000.01 - \$10,000.00

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

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

2025 DEC - 1 PM 3:36
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

25T464

COUNTY OF PUTNAM
FUND TRANSFER REQUEST
2025

Audit-Sign
OK TONI
Sign
J1320/#10

TO: Commissioner of Finance

FROM: Kristen Wunner

DEPT: Department of Mental Health & Social Services

DATE: 11/26/25

I hereby request approval for the following transfer of funds:

FROM: ACCOUNT #/NAME	TO: ACCOUNT #/NAME	AMOUNT	PURPOSE
10104000.52130 Computer Equipment	10629300.52130 Computer Equipment	\$368.00	Docking Monitors
10104000.52130 Computer Equipment	10120000.52130 Computer Equipment	\$368.00	Docking Monitors
10104000.52130 Computer Equipment	10102000.52130 Computer Equipment	\$2,576.00	Docking Monitors

2025 DEC -3 PM 12:52
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

TOTAL: \$3,312.00

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$__0__

2026 Fiscal Impact \$__0__

Kristen Wunner 11/26/25
Department Head Signature/Designee Date

AUTHORIZATION:

Date	Commissioner of Finance/Designee: Initiation and \$0-\$5,000.00
Date	County Executive/Designee: \$5,000.01 - \$10,000.00
Date	Chairperson Audit/Designee: \$0-\$10,000.00
Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00

25T467



Partner First
Platinum

QUOTE NUMBER: Q-066745 v1

Date Quoted: 11-21-2025
Expiration Date: 12-21-2025

PREPARED FOR BILLING / SHIPPING ADDRESS

Harry Yan
(845) 808-1500
Harry.Yan@dfa.state.ny.us

Bill-To:
Putnam County Dept of Social
Services
110 Old Rt. 6, Bldg. 2
Carmel, NY 10512

Ship-To:
Putnam County Dept of Social
Services
110 Old Rt. 6, Bldg. 2
Carmel, NY 10512

Account Manager:
Crystal Franks
(732) 222-0997
c.franks@mrainternational.com

QUOTE NAME: docking monitors x12
STATE CONTRACT: NY - Umbrella Contract (PM20860)

Prepared by:
Jake Swidryk
j.swidryk@mrainternational.com

Hardware / Software

PART NUMBER	ITEM DESCRIPTION	PRICE	QTY	EXT. PRICE
40Z32AA#ABA	HP E24m G4 24" Class Webcam Full HD LCD Monitor - 16:9 - Black, Silver - 23.8" Viewable - In-plane Switching (IPS) Technology - 1920 x 1080 - 300 Nit - 75 Hz Refresh Rate - Speakers - Height, Pivot, Swivel, Tilt - USB Type-C - VESA Mount Compatible	\$368.00	12	\$4,416.00
SUBTOTAL:				\$4,416.00

Allen Hueie

MRA International is an Authorized Warranty Repair Center and the only company authorized to deliver Accidental Damage Protection (ADP) for Hewlett Packard (HP) products in the state of New Jersey.

When submitting a PO for HP / HPE products, please use the following Location ID:

Personal Computers and Printers
Location ID: 10279484

Servers, Storage and Networking
Location ID: 10037127

Mailing Address:

295 Morris Ave, Suite 101
Long Branch, NJ 07740-6515

NJ Certified Small Business

PHONE: 732-222-0997

FAX: 732-229-8897

www.mrainternational.com

Page 1 of 2

25T467



Partner First
Platinum

QUOTE NUMBER: Q-066745 v1

Date Quoted: 11-21-2025
Expiration Date: 12-21-2025

PREPARED FOR

BILLING / SHIPPING ADDRESS

Harry Yan
(845) 808-1500
Harry.Yan@dfa.state.ny.us

Bill-To:
Putnam County Dept of Social
Services
110 Old Rt. 6, Bldg. 2
Carmel, NY 10512

Ship-To:
Putnam County Dept of Social
Services
110 Old Rt. 6, Bldg. 2
Carmel, NY 10512

Account Manager:
Crystal Franks
(732) 222-0997
c.franks@mrainternational.com

QUOTE NAME: docking monitors x12
STATE CONTRACT: NY - Umbrella Contract (PM20860)

Prepared by:
Jake Swidryk
j.swidryk@mrainternational.com

Quote Summary

DESCRIPTION	AMOUNT
Hardware / Software	\$4,416.00
TOTAL	\$4,416.00

Product availability and product discontinuation are subject to change without notice. The prices in this quotation are valid for (30) days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order.

Please note that we offer Net 30 Day Terms with a PO or an additional 3% fee applies with Pcard/credit card orders.

NON-SOLICITATION: Neither Party will knowingly, either directly or indirectly, solicit the other party's employees for employment without written authorization from the other Party.

MRA International is an Authorized Warranty Repair Center and the only company authorized to deliver Accidental Damage Protection (ADP) for Hewlett Packard (HP) products in the state of New Jersey.

When submitting a PO for HP / HPE products, please use the following Location ID:

Personal Computers and Printers
Location ID: 10279484

Servers, Storage and Networking
Location ID: 10037127

Mailing Address:
295 Morris Ave, Suite 101
Long Branch, NJ 07740-6515

NJ Certified Small Business

PHONE: 732-222-0997

FAX: 732-229-8897

www.mrainternational.com

Page 2 of 2

25T467

12-9 → Protective FYI
12-18 Audit - sign
sign
CC: ALL

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

#11

TO: Commissioner of Finance

FROM: Undersheriff James T. Menton

DEPT: Sheriff

DATE: November 26, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
15311000.54640 (Sheriff Civil: Education&Trng.)	17311000.54640 (Sheriff Patrol:Education&Trng.)	\$4,400.00	Training Expenses for new hire officer Coletti from another dept. w/in 3yrs of hire date as per NY GML 72-c
14311000.54640 (Sheriff Narco: Education&Trng.)	17311000.54640 (Sheriff Patrol:Education&Trng.)	\$4,000.00	Training Expenses for new hire officer Coletti from another dept. w/in 3yrs of hire date as per NY GML 72-c
10311000.54640 (Sheriff Admin: Education&Trng.)	17311000.54640 (Sheriff Patrol:Education&Trng.)	\$2,500.00	Training Expenses for new hire officer Coletti from another dept. w/in 3yrs of hire date as per NY GML 72-c
16311000.54640 (Sheriff Civil: Education&Trng.)	17311000.54640 (Sheriff Patrol:Education&Trng.)	\$1,000.00	Training Expenses for new hire officer Coletti from another dept. w/in 3yrs of hire date as per NY GML 72-c
Total		\$11,900.00	

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$ 0

2026 Fiscal Impact \$ 0

Department Head Signature/Designee

Date

AUTHORIZATION:

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

Date County Executive/Designee: \$5,000.01 - \$10,000.00

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

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

2025 DEC - 3 PM 12:52
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

25T469




Outlook

Fw: Training Reimbursement Invoice

From Johnathon Cihanek <johnathon.cihanek@putnamcountyny.gov>

Date Mon 11/24/2025 4:44 PM

To Kristin VanTassel <Kristin.VanTassel@putnamcountyny.gov>; Brian Hess <Brian.Hess@putnamcountyny.gov>; James Menton <James.Menton@putnamcountyny.gov>

 1 attachment (211 KB)

Training Cost Reimb-Putnam County.pdf;

Get Outlook for iOS

From: Massa, Patrick <pmassa@kingston-ny.gov>

Sent: Monday, November 24, 2025 4:28:23 PM

To: Johnathon Cihanek <johnathon.cihanek@putnamcountyny.gov>

Cc: Negron, Richard <rnegron@kingston-ny.gov>

Subject: Training Reimbursement Invoice

You don't often get email from pmassa@kingston-ny.gov. [Learn why this is important](#)

PUTNAM COUNTY NOTICE

THIS EMAIL IS FROM AN EXTERNAL SENDER! DO NOT click links, DO NOT open attachments, DO NOT forward if you were not expecting this email or if it seems suspicious in any way! REMEMBER: NEVER provide your user ID or password to anyone for any reason!

See attached invoice from the City of Kingston.

Pat Massa

Deputy Comptroller

City of Kingston

P: 845-334-3939

25T469

Office of the Comptroller

INVOICE

City of Kingston
420 Broadway
P.O. Box 1627
Kingston, NY 12402
Phone: (845) 331-0080

INVOICE # 2025-14
November 24, 2025

Bill To:
Putnam County

For: Training Cost Reimbursement

DESCRIPTION	AMOUNT
Training Cost Reimbursement(Coletti)	26,280.67
TOTAL	\$ 26,280.67

If you have any questions concerning this invoice, contact:

John Tuey
(845) 331-0080 ext. 3941

25T469

3years	1095	Start	End
Working Days	269	1/9/2025	10/5/2025
Total Training Days	826		

Salary	30,132.49
OT	158.44
Unif	1,150.00
Insurance Buyout	3,366.70
Total Pay	34,807.63
Less 1/10/25 Not included in training	31.76

Salary for training period	34,839.39
Divided by 1095(Per Diem Rate)	31.82

Reimbursement Amount(826 X 31.82)	26,280.67
-----------------------------------	-----------

25T469

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

- Pers 12-9

- Audit 12-18

- YR END 12-18

RCSO

Cell

#12

TO: Commissioner of Finance

FROM: Undersheriff Menton

DEPT: Sheriff

DATE: November 26, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
17002000.51093 (Sheriff Weight Enforcement: OT)	13311000.51093 (Sheriff Communications: OT)	\$3,700.00	cover overage and remaining projection For 2025
17311000.51093 (Sheriff Patrol: OT)	17311000.51093.10102 (Sheriff Patrol: OT: SRT)	\$60,000.00	cover overage and remaining projection For 2025
17002000.58002 (Sheriff Weight Enforcement:FICA)	13311000.58002 (Sheriff Communications: FICA)	\$ 283.05	cover related FICA
17311000.58002 (Traffic Patrol: FICA)	17311000.58002.10102 (Sheriff Patrol:OT:SRT: FICA)	\$4,590.00	cover related FICA

Total

\$68,573.05

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$ 0

2026 Fiscal Impact \$ 0

Department Head Signature/Designee

Date

AUTHORIZATION:

Date

Commissioner of Finance/Designee: Initiation and \$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

2025 DEC -3 PM 12:52
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

25T472

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

TO: Commissioner of Finance

FROM: Undersheriff James Menton

DEPT: Sheriff/Corrections

DATE: December 5, 2025

BES0
J-326
#13
- PERS
- AUDIT
- YEMEN

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.51000.10105 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Medical: Overtime)	\$7,196.00	cover OT cost for Month of August
10315000.51000.10114 (Jail General: Personnel) <i>Correction Officer</i>	10012000.51093 (Jail Staff Training: Overtime)	\$5,032.00	cover OT cost for Month of August
10315000.51000.10115 (Jail General: Personnel) <i>Correction Officer</i>	10012000.51093 (Jail Staff Training: Overtime)	\$ 968.00	cover OT cost for Month of August
10315000.51000.10115 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Medical: Overtime)	\$6,348.00	cover OT cost for Month of August
10315000.51000.10154 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Medical: Overtime)	\$5,667.00	cover OT cost for Month of August
10315000.51000.10160 (Jail General: Personnel) <i>Correction Officer</i>	1001000.51093 (Jail Food Services: Overtime)	\$5,000.00	cover OT cost for Month of August
10315000.51000.10160 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Medical: Overtime)	\$ 545.00	cover OT cost for Month of August
10315000.58002 (Jail General: FICA)	10012000.58002 (Jail Staff Training: FICA)	\$ 459.00	cover related FICA Month of August
10315000.58002 (Jail General: FICA)	1001000.58002 (Jail Food Services: FICA)	\$ 383.00	cover related FICA Month of August
10315000.58002 (Jail General: FICA)	10008000.58002 (Jail Medical: FICA)	\$1,512.00	cover related FICA Month of August
Total		\$33,110.00	

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$ 0

2026 Fiscal Impact \$ 0

Department Head Signature/Designee

Date

AUTHORIZATION:

Date	Commissioner of Finance/Designee: Initiation and \$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

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY
2025 DEC -9 AM 10:11

25T492

P-1

Putnam County Sheriff's Department

Inter - Office Memorandum

Date: December 3, 2025

To: Sheriff Brian Hess
Undersheriff James Menton

From: Captain James Greenough

Subject: FUNDS TRANSFER
OVERTIME JAIL

Request the funds transfers below be approved to cover overtime costs that were incurred in the month of August 2025 due to running with the following staff shortages: five Correction Officer vacancies, one Officer on extended 207C, and one officer on extended Range training for the Optic Conversion. During the month of August there was multiple constant watches requiring Overtime to cover. Approving the listed below lines will cover projected overtime costs.

Reduce 10315000.10105 Open Personnel Line Funds by \$7,196.00. ✓

Reduce 10315000.10114 Open Personnel Line Funds by \$5,032.00. ✓

Reduce 10315000.10115 Open Personnel Line Funds by \$7,316.00. ✓

Reduce 10315000.10154 Open Personnel Line Funds by \$5,667.00. ✓

Reduce 10315000.10160 Open Personnel Line Funds by \$5,545.00. ✓

and

Increase 10012000.51093 Jail Staff Training Overtime by \$6,000.00. ✓

Increase 10010000.51093 Jail Food Services Overtime by \$5,000.00. ✓

Increase 10008000.51093 Jail Medical Overtime by \$19,756.00.

Reduce 10315000.58002 Jail General FICA by \$2,354.00 and

Increase 10012000.58002 Jail Staff Training FICA by \$459.00.

Increase 10001000.58002 Jail Food Services FICA by ~~383.00~~ OK

Increase 10008000.58002 Jail Medical FICA by \$1,512.00.

RECEIVED AND FORWARDED FOR ACTION

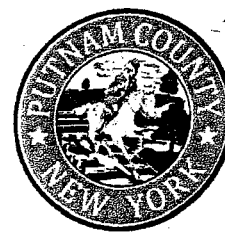
SGT _____
LT _____
LT _____
CAPT _____
US OK _____
SHERIFF _____

25T492



BRIAN M. HESS
SHERIFF (ACTING)

**PUTNAM COUNTY
OFFICE OF THE SHERIFF
AND
CORRECTIONAL FACILITY
THREE COUNTY CENTER
CARMEL, NEW YORK 10512
845-225-4300**



JAMES T. MENTON
UNDERSHERIFF

DATE: December 8, 2025
TO: Amy E. Sayegh, Chairwoman
FROM: A/Sheriff Brian M. Hess

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2025 DEC -9 AM 10:11

SUBJECT: Letter of Necessity, Transfer of Funds to Cover Overtime Costs

This letter is being sent as a request, to place on the December 9th, 2025 Personnel meeting agenda, to amend the Putnam County Sheriff's Correctional Facility 2025 budget. The request is for fund transfers to cover overtime costs that were incurred in the months of August, September and October due to staff shortages.

We look forward to a favorable response.

Sincerely,

Brian M. Hess
A/Sheriff

Cc: Diane Trabulsy, Legislative Clerk
Michele Sharkey, Auditor

cc: A/C
- PERS.
- Audit
- Year-end

R-60
J-327
#14

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

TO: Commissioner of Finance

FROM: Undersheriff James Menton

DEPT: Sheriff/Corrections

DATE: December 5, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.51000.10105 (Jail General: Personnel) <i>Correction officer</i>	10315000.51093 (Jail General: Overtime)	\$7,196.00	cover OT cost for Month of September
10315000.51000.10114 (Jail General: Personnel) <i>Correction officer</i>	10315000.51093 (Jail General: Overtime)	\$5,032.00	cover OT cost for Month of September
10315000.51000.10115 (Jail General: Personnel) <i>Correction officer</i>	10315000.51093 (Jail General: Overtime)	\$7,316.00	cover OT cost for Month of September
10315000.51000.10154 (Jail General: Personnel) <i>Correction officer</i>	10315000.51093 (Jail General: Overtime)	\$5,667.00	cover OT cost for Month of September
10315000.51000.10160 (Jail General: Personnel) <i>Correction officer</i>	10315000.51093 (Jail General: Overtime)	\$5,545.00	cover OT cost for Month of September
Total		\$30,756.00	

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$ 0

2026 Fiscal Impact \$ 0

Department Head Signature/Designee

Date

AUTHORIZATION:

Date	Commissioner of Finance/Designee: Initiation and \$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

25T493

P-1

Putnam County Sheriff's Department

Inter - Office Memorandum

Date: December 3, 2025

To: Sheriff Brian Hess
Undersheriff James Menton

From: Captain James Greenough

Subject: FUNDS TRANSFER
OVERTIME JAIL

Request the transfers below be approved to cover overtime costs that were incurred in the month of September 2025 due to the running with the following staff shortages: five Correction Officer vacancies, one Officer on extended 207C, four Correction Officers that were in the Basic Corrections Academy during the month, one Correction Officer who was out sick due to a Motor Vehicle Accident while off duty, and one Officer on extended Range training for the Optic Conversion. Approving the listed below lines will cover projected overtime costs.

Reduce 10315000.10105 Open Personnel Line Funds by \$7,196.00.

Reduce 10315000.10114 Open Personnel Line Funds by \$5,032.00.

Reduce 10315000.10115 Open Personnel Line Funds by \$7,316.00.

Reduce 10315000.10154 Open Personnel Line Funds by \$5,667.00.

Reduce 10315000.10160 Open Personnel Line Funds by \$5,545.00.

and

Increase 10315000.51093 Jail General Overtime by \$30,756.00.

RECEIVED AND FORWARDED FOR ACTION

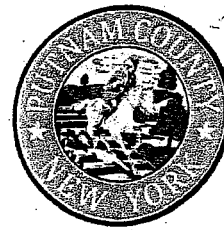
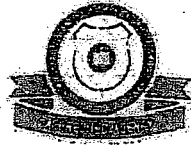
SGT _____
LT _____
LT _____
CAPT _____
US _____
SHERIFF _____

25T493



BRIAN M. HESS
SHERIFF (ACTING)

**PUTNAM COUNTY
OFFICE OF THE SHERIFF
AND
CORRECTIONAL FACILITY
THREE COUNTY CENTER
CARMEL, NEW YORK 10512
845-225-4300**



JAMES T. MENTON
UNDERSHERIFF

DATE: December 8, 2025
TO: Amy E. Sayegh, Chairwoman
FROM: A/Sheriff Brian M. Hess

2025 DEC -9 AM 10:11
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

SUBJECT: Letter of Necessity, Transfer of Funds to Cover Overtime Costs

This letter is being sent as a request, to place on the December 9th, 2025 Personnel meeting agenda, to amend the Putnam County Sheriff's Correctional Facility 2025 budget. The request is for fund transfers to cover overtime costs that were incurred in the months of August, September and October due to staff shortages.

We look forward to a favorable response.

Sincerely,

Brian M. Hess
A/Sheriff

Cc: Diane Trabulsy, Legislative Clerk
Michele Sharkey, Auditor

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

- PERS.
- Audit
- Jemier

RC50
J-328

#15

TO: Commissioner of Finance

FROM: Undersheriff James Menton

DEPT: Sheriff/Corrections

DATE: December 5, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.51000.10105 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$7,538.00	cover OT cost for Month of October
10315000.51000.10114 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$5,272.00	cover OT cost for Month of October
10315000.51000.10115 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$7,665.00	cover OT cost for Month of October
10315000.51000.10154 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$5,937.00	cover OT cost for Month of October
10315000.51000.10160 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$5,809.00	cover OT cost for Month of October
Total		\$32,221.00	

2025 DEC -9 AM 10:11
LEGISLATURE
PUTNAM COUNTY
CARMELO NY

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$__0__

2026 Fiscal Impact \$__0__

Department Head Signature/Designee

Date

AUTHORIZATION:

Date	Commissioner of Finance/Designee: Initiation and \$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

25T494

P-1

Putnam County Sheriff's Department

Inter - Office Memorandum

Date: December 3, 2025

To: Sheriff Brian Hess
Undersheriff James Menton

From: Captain James Greenough

Subject: FUNDS TRANSFER
OVERTIME JAIL

Request the funds transfers below be approved to cover overtime costs that were incurred in the month of October 2025 due to running with the following staff shortages: six Correction Officer vacancies, three Officers on (12 Week) FMLA, one Officer on extended 207C, four Correction Officers that were in the Basic Corrections Academy during the Month, one Correction Officer who was out due to a Motor Vehicle Accident while off duty, and one Officer for the continuation of extended Range training for the Optic Conversion. Approving the listed below lines will cover projected overtime costs.

Reduce 10315000.10105 Open Personnel Line Funds by \$7,538.00.

Reduce 10315000.10114 Open Personnel Line Funds by \$5,272.00.

Reduce 10315000.10115 Open Personnel Line Funds by \$7,665.00.

Reduce 10315000.10154 Open Personnel Line Funds by \$5,937.00.

Reduce 10315000.10160 Open Personnel Line Funds by \$5,809.00.

and

Increase 10315000.51093 Jail General Overtime by \$32,221.00.

RECEIVED AND FORWARDED FOR ACTION

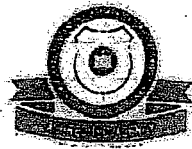
SGT _____
LT _____
LT _____
CAPT _____
US _____
SHERIFF _____

25T494



BRIAN M. HESS
SHERIFF (ACTING)

**PUTNAM COUNTY
OFFICE OF THE SHERIFF
AND
CORRECTIONAL FACILITY
THREE COUNTY CENTER
CARMEL, NEW YORK 10512
845-225-4300**



JAMES T. MENTON
UNDERSHERIFF

cc: 411
-Pers
-Audit
-YRC (M)

2025 DEC - 9 AM 10:11
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

DATE: December 8, 2025
TO: Amy E. Sayegh, Chairwoman
FROM: A/Sheriff Brian M. Hess

SUBJECT: Letter of Necessity, Transfer of Funds to Cover Overtime Costs

This letter is being sent as a request, to place on the December 9th, 2025 Personnel meeting agenda, to amend the Putnam County Sheriff's Correctional Facility 2025 budget. The request is for fund transfers to cover overtime costs that were incurred in the months of August, September and October due to staff shortages.

We look forward to a favorable response.

Sincerely,

Brian M. Hess
A/Sheriff

Cc: Diane Trabulsy, Legislative Clerk
Michele Sharkey, Auditor

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk
From: William J. Carlin, Jr., Commissioner of Finance
Re: Budgetary Transfer - 25T496
Date: December 9, 2025

KJC

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2025 DEC - 9 PM 1:10

At the request of the Commissioner of Mental Health, Social Services, and Youth Bureau the following budgetary transfer is requested.

Increase Estimated Appropriations:

22071000 54646	Contracts	116,836
----------------	-----------	---------

Decrease Estimated Appropriations:

10199000 54980	Contingency	116,836
----------------	-------------	---------

Fiscal Impact - 2025 - \$ 116,836
Fiscal Impact - 2026 - \$ 0

This Resolution is required to fund the Child Advocacy Center partnership with the Women's Resource Center as per the attached correspondence. Modifications to the 2026 budget will be made under separate cover. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne
County Executive

25T496

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner



DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

December 1, 2025

TO: William Carlin, Commissioner of Finance

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

SUBJECT: DSS 2026 Budgetary Amendment

Your approval is requested to amend the 2026 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 10/01/2025-09/30/2026 including an additional \$116,836 towards our partnership with the Women's Resource Center. This partnership will expand our forensic interviewing capacity and on-site mental health services with three rotating clinicians, ensuring immediate support and continuity of care. We are respectfully requesting the necessary funding to maintain the mental health services, forensic interviewing capacity, and accreditation standards our children deserve. This investment ensures continuity of care, protects the integrity of investigations, and safeguards our most vulnerable victims during a time of statewide instability.

Decrease Estimated Revenue:

22071000	OEOP CRIME VCTM	
446131	CRIME VICTIMS BOARD	\$91,210
	Total Decrease in Estimated Revenues	\$91,210

Decrease Appropriations:

22071000	OEOP CRIME VCTM	
54310	OFFICE SUPPLIES	\$2,080
54311	PRINTING AND FORMS	\$1
54410	SUPPLIES AND MAT	\$2,728
54635	CELLPHONES	\$1,870
54675	TRAVEL	\$577
54989	MISCELLANEOUS	\$398
55370	CHRGBK AUTOMOTIVE	\$1,900

Increase Appropriations:


22071000	OEOP CRIME VCTM	
52130	COMPUTER EQUIPMENT	\$3,150
52180	OTHER EQUIPMENT	\$12,000
54510	MACHINE MAINTENANCE	\$5,422
54640	EDUCATION AND TRAINING	\$1,423

54646	CONTRACTS	\$8,691
54783	LICENSING AND ACCESSORIES	\$4,494
Total Increase in Appropriations		\$25,626
Fiscal Impact (26)		- 116,836 -
Fiscal Impact (27)		- 0 -

Thank you for your time and consideration of this request.

Attachments:

CHILD ADVOCACY CENTER – OVS GRANT DETAIL
OVS ANNUAL BUDGET RENEWAL C11348GG 10/1/2025-9/30/2026

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 #C11348GG
10/01/2025-09/30/2026

	2025-2026 APPROVED GRANT BUDGET	2025 REMAINING BUDGET	2026 BUDGET	2025 & 2026 TOTAL BUDGET	2026 BUDGETARY AMENDMENT
52130 COMPUTER EQUIPMENT	3,311	161	-	161	3,150
52180 OTHER EQUIPMENT	12,000	-	-	-	12,000
54310 OFFICE SUPPLIES	200	780	1,500	2,280	(2,080)
54311 PRINTING AND FORMS	-	1	-	1	(1)
54410 SUPPLIES AND MAT	-	1,228	1,500	2,728	(2,728)
54510 MACHINE MAINTENANCE	5,422	-	-	-	5,422
54635 CELLPHONES	1,440	910	2,400	3,310	(1,870)
54640 EDUCATION AND TRAINING	5,261	3,838	-	3,838	1,423
54646 CONTRACTS	182,531	48,180	125,660	173,840	8,691
54675 TRAVEL	-	77	500	577	(577)
54783 LICENSING AND ACCESSORIES	4,500	6	-	6	4,494
54989 MISCELLANEOUS	-	98	300	398	(398)
55370 CHRGBK AUTOMOTIVE	-	1,900	-	1,900	(1,900)
55870 CHRGBK AUTO ALL CTY VEHICLE	200	200	-	200	-
	214,864	57,377	131,860	189,237	25,627

OVS Annual Budget Renewal

(A narrative justification for each category must be attached along with budget pages.)

PROGRAM NAME: CAC of Putnam County
 CONTRACTOR SFS PAYEE NAME: Putnam County Department of Social Services
 CONTRACT NUMBER: # C11348GG
 CONTRACT PERIOD: From: 10/1/2025 To: 9/30/2026

CATEGORY OF EXPENSE	GRANT FUNDS	MATCH FUNDS	MATCH %	TOTAL
1. Personal Services				
a) Salary	\$ 235,893.73	\$ 110,836.14	32.00%	\$ 346,729.87
b) Fringe	\$ 78,114.00	\$ 28,901.00	27.00%	\$ 107,015.00
Subtotal	\$ 314,007.73	\$ 139,737.14	31.00%	\$ 453,744.87
2. Non Personal Services				
a) Contractual Services	\$ 75,617.00	\$ 118,835.70	61.00%	\$ 192,452.70
b) Travel & Training	\$ 5,260.68	\$ -	0.00%	\$ 5,260.68
c) Equipment	\$ 15,311.00	\$ -	0.00%	\$ 15,311.00
d) Space/Property Rent	\$ -	\$ -	#DIV/0!	\$ -
e) Space/Property Own	\$ -	\$ 11,600.00	100.00%	\$ 11,600.00
f) Utilities	\$ -	\$ -	#DIV/0!	\$ -
g) Operating Expenses	\$ 1,840.00	\$ -	0.00%	\$ 1,840.00
Subtotal	\$ 98,028.68	\$ 128,435.70	57.00%	\$ 226,464.38
TOTAL	\$ 412,036.41	\$ 268,172.84	39.00%	\$ 680,209.25

[illegible]

Contract Number: # C11348GG
Page 2 of 10, Attachment B-1 – Expenditure Based Budget

Name of Organization: CAC of Putnam County
 Contract Period: 10/1/2024 - 9/30/2025
 Contract Number: C11348GG

2024 ANNUAL FRINGE BENEFIT BUDGET FORM

Instructions:

- A:** To calculate the total fringe figure, itemize the components and budgeted amounts for each fringe benefit category in the spaces below.

COMPONENT	% RATE	ANNUAL OVS FUNDS	ANNUAL MATCH FUNDS	TOTAL
F.I.C.A.	7.65%	\$ -	\$ -	\$ -
Life, Health, Dental		\$ -	\$ -	\$ -
Retirement		\$ -	\$ -	\$ -
Workers' Compensation		\$ -	\$ -	\$ -
Unemployment Insurance		\$ -	\$ -	\$ -
Disability/ Paid Family Leave Ins		\$ -	\$ -	\$ -
Employment Welfare Fund		\$ -	\$ -	\$ -
Other:		\$ -	\$ -	\$ -
Other:		\$ -	\$ -	\$ -
Other:		\$ -	\$ -	\$ -
Total Fringe Benefits	7.65%	\$ -	\$ -	\$ -

- B:** If using a federal/county/agency- approved rate: In addition to a fringe-rate letter with the signature of an authorizing official on agency letterhead please complete the line below.

Federal/County/Agency approved Fringe Rate: 34.46415/ 32.64509		\$ 78,114.00	\$ 28,901.00	\$ 107,015.00
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PERSONAL SERVICES NARRATIVE

DESCRIBE VOCA-ALLOWABLE ACTIVITIES PERFORMED BY EACH POSITION:

CAC Senior Bilingual Victim Advocate: Position provides direct services to clients outlined in our PMT. The position also assists 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. 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. Position works a 35-hour work week and 100% of time is dedicated to this project.

Coordinator, CAC: 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 80% of time is dedicated to this contract. 15% will be funded by alternate sources.

CAC Program Director (Match) Position is responsible for the day-to-day management of the program including all administrative functions and staff supervision.

CAC Office Assistant (Match) Position is responsible for managing the CAC database, 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.

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

CONTRACTUAL SERVICES - TYPE/DESCRIPTION		OVS TOTAL	MATCH TOTAL
Putnam Northern Westchester Women's Resource Center		\$ 65,695.00	\$ 116,835.70
Star Witness Signal Scape		\$ 5,422.00	
Guardify Cloud Service		\$ 4,500.00	
TOTAL		\$ 75,617.00	\$ 116,835.70

PNWWRC: The CAC will subcontract with the Putnam/Northern Westchester Women's Resource Center (PNWWRC) to deliver mental health and outreach services in the most cost-effective way. Through this contract, three clinicians (one bilingual) will be designated to the CAC. These staff will provide evidence-based assessments, develop individualized treatment plans, and deliver evidence-supported therapeutic services for child clients and their families. They may also assist with forensic interviews and conduct outreach to educate the community and help identify victims of crime. Subcontracting these positions avoids the additional expenses associated with COLA and collective bargaining requirements tied to county positions, while ensuring the full scope of services outlined in the application can be delivered. \$65,695 of grant funds is allocated to this contract with the balance of \$116,835.70 being provided by alternative funding sources.

Guardify: A key part of protecting child survivors is the forensic interview, conducted by trained professionals at Child Advocacy Centers (CACs). These interviews, which are video recorded, contain highly sensitive information and are essential to both justice and healing. Guardify is a secure, cloud-based digital management system that allows CACs to safely store, manage, and share forensic interview videos with the Multidisciplinary Team. It ensures timely access, supports case continuity, and helps **include contractual agreement(s) with budget submission.**

Contract Number: # C11348GG
Page 4 of 10, Attachment B-1 -- Expenditure Based Budget

	TRAVEL & TRAINING - TYPE DESCRIPTION	OVS TOTAL	MATCH TOTAL
Staff and team training		\$ 5,260.68	
Travel			
TOTAL		\$ 5,260.68	\$ -

IF BUDGETING STAFF TRAVEL: ADVISE AGENCY/PROGRAM TRAVEL POLICY NARRATIVE - DESCRIBE SERVICES AND JUSTIFY NEED BELOW:

Training: Supports OVS-approved training, including the OVS conference, NCA accreditation-required training and other relevant courses. Funds will include training for clinicians in EMDR and the GAC Coordinator's certification as an EMDR Consultant to expand access to this evidence-based treatment for trauma victims.

Travel: Supports staff travel expenses necessary to carry out work plan activities, including off-site meetings, outreach events, home visits, court proceedings, client meetings, and other duties required to meet client needs. Examples of covered costs include mileage reimbursement, parking fees, and tolls.

Contract Number: # C11348GG
Page 5 of 10, Attachment B-1 – Expenditure Based Budget

EQUIPMENT TYPE DESCRIPTION	OVS TOTAL	MATCH TOTAL
Forensic Interview equipment	\$ 3,311.00	
Air Conditioners	\$ 12,000.00	
TOTAL	\$ 15,311.00	\$ -

- Tablet:** Funds will be used to purchase a tablet for Senior Bilingual Victim Advocate to use when out in the field. Budgeted amount is based on quote provided by IT Department.
- Forensic Interview Equipment:** The budgeted amount is based on a quote from StarWitness (vendor for existing equipment) for the Interviewer Dome Camera Kit and Microphone. This equipment will enhance audio quality so that softly spoken responses are clearly captured and improve video coverage while allowing children the freedom to choose their seat without compromising visibility. The upgrade supports a trauma-informed approach by prioritizing the child's comfort while ensuring high-quality documentation, compliance with best practices, and reliable recordings that reduce the need for repeated interviews.
- Air Conditioners:** The CAC's current AC system is outdated, inefficient, and noisy, disrupting meetings and making it hard to communicate effectively with clients, impacting the quality of services we provide. During forensic interviews in particular, the noise makes it difficult to clearly hear children's voices, which can interfere with the accuracy and quality of the recorded interviews. Replacing the current units with new inverter window units that sit on the outside will significantly reduce noise, improve air circulation, and create a more comfortable and professional environment for confidential conversations, meetings, and interviews. The amount budgeted is based on a quote provided by the contracted vendor and will cover a percentage of the total cost, in accordance with prorating requirements.
- Furniture:** Funds will be used to replace an office chair and to purchase a secure storage unit for the forensic interview computer equipment and monitoring system in the observation room. This will help protect sensitive equipment and ensure that the technology is stored safely and organized when not in use.

Page 6 of 10, Attachment B-1 – Expenditure Based Budget

SPACE/PROPERTY - OWN	TYPE/DESCRIPTION	OVS TOTAL	MATCH TOTAL
		\$	11,600.00
	TOTAL	\$ -	11,600.00

11

Contract Number: # C11348GG
Page 8 of 10, Attachment B-1 -- Expenditure Based Budget

OPERATING EXPENSES - TYPE/DESCRIPTION		OVS TOTAL	MATCH TOTAL
	Cell Phones	\$ 1,440.00	
	Office and Program Supplies	\$ 200.00	
	Vehicle Insurance	\$ 200.00	
	TOTAL	\$ 1,840.00	\$ -

DESCRIBE ALLOCATION METHOD USED TO DETERMINE APPLICABLE AMOUNT TO OVS FOR SHARED COSTS.
NARRATIVE - DESCRIBE SERVICES AND JUSTIFY NEED BELOW:

Cell phones will be provided to 3 position proposed in this application (2 victim advocates, and the program coordinator) to carry out their job responsibilities. The budgeted amount is based on annual county rate of 480.00 per phone.

Office and Program Supplies: Covers project-specific supplies, including pens, paper, printing materials, forensic interview tools, therapy supplies, and other essentials. Budget is based on past expenditures and the cost of one anatomical doll sets (\$535 each). The annual vehicle insurance cost is based on the County's standard rate of \$200 per vehicle. This vehicle was funded by OVS and is used exclusively for OVS-approved activities. The rate reflects the County's negotiated group policy, which provides comprehensive coverage at a reduced cost through pooled purchasing.

OVS BUDGET NARRATIVE: 10/1/2025– 9/30/2026

Personnel

Coordinator CAC 10/1/2025-12/31/2025: The full-time position oversees the victim advocacy program, outreach initiatives, and the new mental health program. Responsibilities include facilitating the CAC multidisciplinary team, coordinating and conducting forensic interviews, and providing clinical consultation for contracted therapists to ensure evidence-supported, standardized, trauma-focused mental health services. The salary, classified as a management position, is determined by the Putnam County Personnel Department based on job responsibilities and comparable county positions. Position works a 35-hour workweek, with 85% funded by this contract and 20% covered by alternative funding.

Coordinator, CAC 1/1/2026-9/30/2026: This position will receive a COLA increase effective January 1, 2026, in accordance with the bargaining unit contract and county budget

CAC Senior Bilingual Victim Advocate, 10/1/2025-12/31/2025: The full-time position provides direct services to clients and assists 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, collective bargaining agreements, longevity and approved county budget. Position works a 35-hour workweek and 100% of time is dedicated to this contract.

CAC Senior Bilingual Victim Advocate 1/1/2026-9/30/2026: The listed salary reflects an anticipated reclassification increase effective 1/1/2026

CAC Victim Advocate 10/1/2025-12/31/2025: The full-time position provides direct services to clients. Salary is based on position title and grade determined by the Putnam County Personnel Department, collective bargaining agreements, longevity and approved county budget. Position works a 35-hour workweek and 100% of time is dedicated to this contract.

CAC Victim Advocate: 1/1/2026-9/30/2026: The listed salary reflects an anticipated reclassification increase effective 1/1/2026

Senior Clerk (Match) 10/1/2025-12/31/2025. Position is responsible for managing the CAC database, tracking cases, and providing administrative support to all CAC staff and MDT members. Direct service responsibilities include greeting and assisting clients and their caregivers upon arrival, ensuring a welcoming and trauma-informed environment. The Senior Clerk maintains confidentiality of sensitive information, and coordinates communication between clients and team members during their visit. Additional responsibilities include supervising families in the waiting area, surveying clients to assess satisfaction and service needs, generating statistical reports for grant and program reporting, and coordinating team meeting schedules and case reviews.

Salary is based on the position title and grade determined by the Putnam County Personnel Department, collective bargaining agreement, and approved county budget. 75% of this position is used as a Match and documented on OVS functional time records.

Principal Office Assistant (Match) 1/1/2026-10/30/2026. The listed salary reflects an anticipated reclassification and title change from Senior Clerk to Principal Office Assistant effective 1/1/2026 and an increase in hours from 30-35 hours per week. 75% will is used as a Match and documented on OVS functional time records.

Director, CAC (Match) 10/1/2025-12/31/2025 Position is responsible for the overall administration and day-to-day management of the program, including all administrative and fiscal functions associated with the OVS contract. Duties include preparing and submitting quarterly performance and fiscal reports, developing and maintaining detailed contract budgets, ensuring compliance with all OVS guidelines, and maintaining documentation to support allowable costs. The Director oversees OVS-funded staff, monitors service delivery to ensure program goals and objectives are met, and provides direct services to clients as needed to support case coordination and crisis response. The position also provides community training and outreach, represents the program at state, regional, and local coalition initiatives, and ensures that victims' needs and perspectives are represented in collaborative planning efforts.

The salary, classified as a management position, is determined by the Putnam County Personnel Department based on job responsibilities and comparable county positions. 34% of the Director's salary is used as a Match contribution and is documented on OVS functional time records.

Director, CAC (Match) 1/1/2026-10/30/2026: This position will receive a COLA increase effective January 1, 2026, in accordance with the bargaining unit contract and county budget 34% is used as a Match and documented on OVS functional time records.

Volunteer (Match): Volunteers function as Victim Advocates, providing direct services to clients, including crisis intervention, information and referrals, emotional support, and follow-up to ensure victims remain connected to needed resources. In addition to client services, volunteers assist with community outreach, awareness events, and program reporting activities. Their contributions help expand the reach and capacity of the CAC to meet victim's needs and strengthen community engagement. Match is based on \$30.00 per hour × 15 hours per week × 52 weeks.

Fringe Rate:

Federal/County/Agency approved Fringe Rate is 34.46415% for 10/1/2025- 12/31/2025 and 32.64509% for 1/1/2026 – 9/30/2026. Funding will cover 100 % fringe for the victim advocate, senior bilingual advocate, and 85% for the coordinator positions. 34% for Program Director and 75% for Office Manager will be applied to the required Match.

Contractual:

PNWWRC: The CAC will subcontract with the Putnam/Northern Westchester Women's Resource Center (PNWWRC) to deliver mental health and outreach services in the most cost-

effective way. Through this contract, three clinicians (one bilingual) and a community outreach worker will be designated to the CAC. These staff will provide evidence-based assessments, develop individualized treatment plans, and deliver evidence-supported therapeutic services for child clients and their families. They may also assist with forensic interviews and conduct outreach to educate the community and help identify victims of crime. Subcontracting these positions avoids the additional expenses associated with COLA and collective bargaining requirements tied to county positions, while ensuring the full scope of services outlined in the application can be delivered.

Clinician 1 – Salary \$80,000 (\$3076.92 per pay period)

Oct thru Dec 25 75% = $3076.92 \times 7 \text{ pay periods} = \$21,538.46 \times 75\% = \$16,153.85 + \text{fringe } 22\% (\$3553.85) = \$19,707.70$

Jan thru Sept 26 100% = $3076.92 \times 19 \text{ pay periods} = \$58,461.48 + \text{fringe } 22\% (\$12,861.53) = \$71,323.01$

Clinician 2 – Salary \$62,500

Oct 25 thru Sept 26 100% = $\$62,500 + \text{Fringe } 22\% (\$13,750) = \$76,250$

Clinician 3 – Salary \$62,500

Oct 25 thru Sept 26 20% = $\$12,500 + \text{Fringe } 22\% (\$2,750) = \$15,250$

Total for Oct 25 thru Sept 26

Salaries = \$149,615.33

Fringe = \$32,915.37

Total = \$182,530.70

\$65,695 of grant funds is allocated to this contract with the balance of \$116,835.70 being provided by alternative funding sources.

Star Witness Signal Scape: CAC will renew 2-year maintenance contract for Forensic Interview Recording Equipment and Software which provides updates on software releases and patches. Technical support including phone email and remote login for Star Witness Interviewer. Contract is for a two-year period and is due for renewal in September 2026.

Guardify: A key part of protecting child survivors is the forensic interview, conducted by trained professionals at Child Advocacy Centers (CACs). These interviews, which are video recorded, contain highly sensitive information and are essential to both justice and healing. Guardify is a secure, cloud-based digital management system that allows CACs to safely store, manage, and share forensic interview videos with the Multidisciplinary Team. It ensures timely access, supports case continuity, and helps meet NCA accreditation standards, including secure peer review. The budgeted amount covers the annual license for this customized solution.

Training/Travel:

Staff and team training: Budgeted amount supports OVS-approved training, including the OVS conference, NCA accreditation-required training and other relevant courses. Funds will include training for clinicians in EMDR and the CAC Coordinator's certification as an EMDR Consultant to expand access to this evidence-based treatment for trauma victims.

Travel: Alternative funding sources will be used to support staff travel expenses necessary to carry out work plan activities, including off-site meetings, outreach events, home visits, court proceedings, client meetings, and other duties required to meet client needs. Examples of covered costs include mileage reimbursement, parking fees, and tolls.

Equipment:

- **Forensic Interview Equipment:** The budgeted amount is based on a quote from StarWitness (vendor for existing equipment) for the Interviewer Dome Camera Kit and Microphone. This equipment will enhance audio quality so that softly spoken responses are clearly captured and improve video coverage while allowing children the freedom to choose their seat without compromising visibility. The upgrade supports a trauma-informed approach by prioritizing the child's comfort while ensuring high-quality documentation, compliance with best practices, and reliable recordings that reduce the need for repeated interviews.
- **Air Conditioners:** The CAC's current AC system is outdated, inefficient, and noisy, disrupting meetings and making it hard to communicate effectively with clients, impacting the quality of services we provide. During forensic interviews in particular, the noise makes it difficult to clearly hear children's voices, which can interfere with the accuracy and quality of the recorded interviews. Replacing the current units with new inverter window units that sit on the outside will significantly reduce noise, improve air circulation, and create a more comfortable and professional environment for confidential conversations, meetings, and interviews. The amount budgeted is based on a quote provided by the contracted vendor and will cover a percentage of the total cost, in accordance with prorating requirements.

Operating Expenses:

- **Cell Phones:** Cell phones are provided to three staff (program coordinator, two victim advocates) for job duties. Budget is based on the county rate of \$480 per phone
- **Vehicle Insurance:** This vehicle was funded by OVS and is used exclusively for OVS-approved activities. The rate reflects the County's negotiated group policy, which provides comprehensive coverage at a reduced cost through pooled purchasing.
- **Office and Program Supplies:** Covers project-specific supplies, including pens, paper, printing materials, forensic interview tools, therapy supplies, and other essentials. The budget is based on past expenditures.

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

ccAll
Audit

sign

#17

TO: Commissioner of Finance
FROM: Diane Trabulsy, Legislative Clerk
DEPT: Legislature
DATE: 12/10/2025

I hereby request approval for the following transfer of funds:

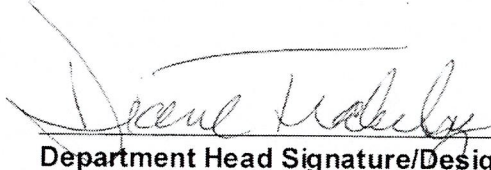
FROM ACCOUNT# / NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
10101001.54640 Education/Training	10101001.51094 Temporary	\$ 3,310.00	to cover cost for office assistant thru year end
10101001.54640 Education/Training	10101001.58002 FICA	\$ 254.00	FICA thru year end
Total		\$ 3,564.00	

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2025 DEC 11 AM 11:00

20_25 Fiscal Impact \$ 0

20_26 Fiscal Impact \$ 0


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

25T499

#18
December 18, 2025
Audit Meeting

#18

Approval – Renew Contract – Outside Auditors

#19
December 18, 2025
Audit Meeting

#19

FYI – Guardrail & Property Damage Table