Sullivan County

Planning, Real Property and Economic Development Committee

Meeting Agenda - Final

Chairman Matt McPhillips
Vice Chairman Terry Blosser-Bernardo
Committee Member Luis Alvarez
Committee Member Catherine Scott
Committee Member Joseph Perrello

Thursday, February 1, 2024	**10:00 AM**	**Government Center**

Call To Order and Pledge of Allegiance

Roll Call

Comments:

Reports:

1. Division of Planning   **ID-6132**

    Attachments: January 2024
                         Dec 23 AG report

2. Division of Community Resources   **ID-6137**

    Attachments: 2024 PCD DCR February Report

3. **County Treasurer**

4. **Real Property Tax Services**

5. Visitors Association   **ID-6143**

    Attachments: EDCFebruary Report (003) 1_23.docx

6. IDA   **ID-6156**

    Attachments: 01-24 IDA Activity Report.docx

7. Partnership for Economic Development   **ID-6159**

    Attachments: CED Reports - February 2024.pdf

8. **Chamber of Commerce**

Discussion:

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Public Comment

Resolutions:

1. Rescind Resolution 352-16 and Adopt the Amended and Restated Grants Best Practices Guide   **ID-6133**

    Attachments: Sullivan County Grants Best Practices Guide 2023 Final Version

2. Authorize application for funding from the United States Department of Transportation FY 2024 Raise Grant Program   **ID-6134**

3. Authorize the Coordination and funding of a countywide Litter Pluck Event   **ID-6135**

4. To authorize a Contract between the County of Sullivan and HC Staffing & Training, LLC to provide training and education.   **ID-6147**

Adjourn

Sullivan County

Legislative Memorandum

File #: ID-6132   **Agenda Date:** 2/1/2024   **Agenda #:** 1.

DIVISION OF PLANNING, COMMUNITY DEVELOPMENT & ENVIRONMENTAL MANAGEMENT
ACTIVITY REPORT
January 2024

CONTENTS

I.   PLANNING ACTIVITY

Land Use Planning & Technical Assistance:

- **GML-239 Referrals**

GML-239 Referrals, December 2023 – January 2024					
Date Received	**Date Requested**	**Project Name**	**Action Type**	**Referral ID #**	**Legislator**
1/8/24	1/23/24	Silvercrest Townhomes	Site Plan Review	THO24-01	Ward / Blosser-Bernardo
1/10/24	2/5/24	3 Franks, Inc. – Double Up	Special Use Permit	LIB24-01	B. McPhillips
1/10/24	2/5/24	613 Harris Rd., LLC	Special Use Permit	LIB24-02	B. McPhillips
1/10/24	2/6/24	Lakeland Estates North & South subdivision	Subdivision Review	FAL24-01	Ward
1/12/24	2/7/24	Dror Properties, LLC	Site Plan Review	LIV24-01	Alvarez
1/12/24	2/7/24	Steps 4 Success Child Development Center, LLC	Site Plan Review	LIV24-02	Alvarez
1/12/24	2/7/24	Lema Gonzalez Investors, LLC	Site Plan Review	LIV24-03	Alvarez

Land Use, Strategic and Comprehensive Planning

- **Neversink Watershed Management Plan**

  - Meetings of the steering committee as well as public outreach events continue as the plan is drafted.

- **Countywide Resiliency Plan:**
  - The County's consultant, Metropolitan Urban Design Workshop (MUDW) presented the draft plan at the January Executive Committee meeting. The plan is available for review and comment and must be adopted by the end of the first quarter of 2024.
- **Water Resources and Infrastructure**
  - A scope of work is being drafted and finalized for a Request for Proposal to identify a vendor to collect, organize, evaluate, and report currently available information on water/wastewater infrastructure countywide.
  - Staff are working with stakeholders to establish a potential scope of work to study Sullivan County's aquifers/groundwater resources. This scope will be used to estimate the cost of a county-wide study, which is needed prior to pursuing funding opportunities. We are also researching current data available via the US Geological Services for both groundwater and soil conditions.
- **Hazard Mitigation**
  - An application for funding through the federal BRIC program (Building Resilient Infrastructures Communities) has been submitted to support the update to the County's Multi-Jurisdictional Hazard Mitigation Plan. Planning efforts will begin in the fall of 2024.

Recreation, Quality of Life & Tourism-based Economic Development

- **Sullivan O&W Rail Trail**
  - Staff have been in discussions with the County Manager's Office and the Town of Fallsburg to identify funding sources and cost saving measures to account for the increased cost of the Neversink Crossing project. Discussions have been productive.
  - Staff continue to participate in monthly meetings of the O&W Rail Trail Alliance as well as regular meetings with the engineering firm and partner municipalities.
  - Town of Rockland will be starting work on design/engineering for the segment between Rotary Park and Sonoma Falls. The County has $300,000 in funding allocated for this work.
  - Appraisals for two properties along the trail are in process via the Open Space Institute.
  - Tentative dates have been set for 2024 events:
    - SNO&W (Sat 2/24/24)
    - National Trails Day (Sat 6/1/24)
    - BOW-WO&W (Thurs 8/1/24)
    - HO&WL (Fri 10/25/24)

Community Development & Revitalization

- **CDBG Housing**
    - Manufactured Home Replacement
        - Fully subscribed, 4 applications with signed formal funding awards.
        - $625,000 total committed funding, fully subscribed: Contracts are complete and signed.
        - Foundations have been poured and the units have been delivered.
        - Estimated time for final expenditure of funds in this program is estimated in January 2024.
    - Home Repair
        - 9 projects are currently under repair and/or finished, totaling $250,000 of work.
        - RUPCO has conducted Contractor Outreach and implemented a new media campaign to push the information out to homeowners and local agencies. This has resulted in an additional 10 projects for the program.
        - We have requested an extension through May 31, 2024 to allow time to finish construction on the recently identified projects.
    - County staff have worked with staff from RUPCO to complete and file the Annual Performance Report for the program.

- **Housing**
    - In 2022 the County completed a "Housing Strategy" which provides a detailed assessment of housing needs across a wide range of demographics in Sullivan County.
    - In 2023 the County hired Pattern for Progress to develop a housing program to address the high cost/unaffordability of housing in the County, based on the 2022 report. The 2024 budget has funding allocated to support this initiative.
    - Pattern for Progress is also reviewing the County's Fair Housing Plan, and will be developing municipal training modules about housing friendly communities and protection of community character.
    - A presentation will be provided to the Legislature in March to provide an overview of ongoing housing initiatives.

- **Bicycle and Pedestrian Infrastructure Master Plan**
    - We have received the draft contract from NYS Department of Environmental Conservation. The NYSDEC anticipates we will have contracts executed by March or April of 2024. Once this contract is

executed Planning can move forward with a solicitation to procure a consultant to assist with and write the plan.

- DEC contact person has approved the draft RFP, so we can issue it as soon as the contract is processed and activated by the DEC.
- Planning staff have identified various stakeholders to serve on the Advisory Committee, as well as those which we believe are important to engage via interviews and focus groups, to assist with the development of the plan and provide feedback throughout the process.
- The plan will focus on connecting residents and visitors in and around community centers (villages, hamlets) with safe pedestrian and bicycle infrastructure.

- **Plans & Progress**
    - Open projects continue to be closed out, with only 4 projects left to request reimbursement.

Economic Development

- **Emerald Corporate Center Economic Development Corporation (ECCEDC)**

    - In December the ECCEDC Board voted to transfer Emerald Springs Water Company (ESWC) and all assets to the Town of Thompson, based on discussions with counsel having experience with the process.

    - Met with the Town of Thompson to discuss next steps, timeline, and process of getting approval for the transfer via the NYS Public Service Commission.

Administration

- A municipal training was held on January 30 for Town, Village, Planning and Zoning Board members to discuss the handling of issues related to potable water and wastewater when reviewing applications. This was held in a "Roundtable Discussion" format to allow various boards from across the County to discuss best practices. Representatives from the NYS Department of Health and the NYS Department of Environmental Conservation were on hand for the discussion.
- We are actively recruiting potential candidates for vacant positions including a Planner and Director in the Department of Planning.
- Attended a meeting hosted by the NYSDOT about the NYS Route 17 Mobility and Access Improvement Project.

II.   OFFICE OF SUSTAINABLE ENERGY (OSE)

- OSE continues to act as lead for the Resiliency Plan project. Staff are completing administrative reporting, assisting with quarterly request for reimbursement for the Countywide Resiliency Plan, and collecting documentation required by NYS DOS to enable us to close out the grant this spring.

- Staff are researching and attending webinars provided by Hudson Valley Regional Council, to enable the County to move forward with Clean Energy Communities high impact actions and renew this designation and qualify for grants opportunities.

- OSE staff are setting up administrative and reporting tasks for the SC Bicycle and Pedestrian Master Plan, completing paperwork needed to execute the contract with NYS DEC. Our The Planning team has begun to brainstorm potential members of the project Advisory Committee and develop a recruitment process.

- OSE staff have continued to review monthly utility statements, and to work with NYSEG and DPW staff to resolve ongoing issues with meter readings and monthly billings.

III.   PARKS, RECREATION & BEAUTIFICATION

- Contracts are being finalized for the completion of the Parks Master plan. The plan will review the current inventory of County parks and operations and make recommendations for future projects, programming and fee structures.   The plan will also provide a County-wide community needs assessment to identify locations where expansion of publicly available parks and recreational opportunities are needed most.
- Continuing work with the County GIS Department on development of printable park/trail maps for all of the County Parks.
- We are actively recruiting potential candidates for vacant seasonal positions for Lake Superior State Park, D&H Canal Interpretive Center and the Sullivan County Clean Team.
- Over 75 people attended the Frederick Cook Society's Winter Bagel festival held at the Sullivan County Cultural Center in Hurleyville on January 14, 2024.
- Callicoon Park Property: Fisher Associates have developed the scope of work for the development of an entryway, parking area, and walking path to the Delaware River. The scope includes design, engineering, required environmental survey of wetlands/watercourse, delineation and boundary/topographic surveying and permitting. Partial funding for these services will be thru a grant that was received by the Division of Planning. The environmental survey will not be able to be completed until the growing season in the Spring of 2024.
- Lake Superior Trails: Fisher Associates are developing the design and waste water management plan for phase I (2.8 miles) of the Lake Superior Westside hiking trails. The trail is marked out from the lake dam picnic area on Dr. Duggen Road to Pucky Huddle Road. Survey work is being completed at certain points along the trail. We are hoping to begin work on the trail in the Spring/Summer of 2024.
- The 200th anniversary of the D&H Canal is coming up in 2025. The groundbreaking of the canal took place in Wurtsboro on July 13, 1825. We are currently working on bi-centennial celebrations, programming and events with the local municipalities, SCVA and local organizations who are involved with the canal.
- Park Maintenance:
    - Completing general maintenance of park equipment.
    - Completing annual inventory of park equipment and supplies.
    - Plowing the County parks.
    - Clearing brush along the D&H Canal and lock area at the D&H Canal Interpretive Center.
    - Replacing deteriorated split rail along the D&H Canal Interpretive Center canal area.
    - Replacing decking on the Lake Superior boat docks.

IV.   GRANTS ADMINISTRATION

- Activity/Technical Assistance
  - Since December 21, we have received four inquiries related to funding resource requests: two for non-profit initiatives and two related to small business expansion.
- In-County Grant Readiness

  - DGA is prepared to initiate strategies to address issues related to grants compliance and to enhance the County's capacity to acquire and manage grants. Pending collaboration with management and Compliance, the goals include assessing current compliance-related issues, revision of the grant's manual (Grants Best Practices), and training initiatives. The grant's manual has now been reviewed by OMB, Audit, Purchasing, Treasurer, and County Attorney. Approval by County Manger's Office is pending.

  - Assistance has been provided to departments requiring support with the grant process, including the District Attorney's Office, ITS, Community Resources, Public Health, Planning, Public Safety, and Public Works. Of note:

    - DGA has coordinated a meeting with Public Safety staff related to newly released Volunteer Fire Infrastructure and Response Equipment (V-FIRE) grant. Further updates to follow pending outcome of meeting. Application deadline 4/30/24.

    - DGA staff working with County Public Safety OEM / Fire Bureau staff in submitting the cost estimates and updated project information to DASNY Staff on the burn building inspection, improvements and addition on the training center. DASNY will issue an amendment to the award agreement for processing once they have our detail. Public Safety advises the inspection has been completed and cost estimates for upgrades / improvements have been requested by County staff.

    - DGA met with Planning staff related to the release of the 2024 RAISE Grant program and reviewed notes from debriefing. Application preparations are under way for the 2024 RAISE Grant. Application due 2/28/24.

- Administrative Activities

  - An additional tote was prepared for disposition. DGA is caught up on records review; records management process to be ongoing during 2024.

V.   AGRICULTURE & FARMLAND PROTECTION

- CCE December 2023 Ag report attached

Cornell Cooperative Extension
Sullivan County

TECHNICAL ASSISTANCE:

Farm Visits: 1   **Technical Assistance/Inquiries:** 75   **Soil Tests:** 3

Business and Marketing Plans, Sales Channels, Ag Districts, beginning farmer, soil tests, field crops, poultry production, plant pests, disease, and ID, vegetable production, whole farm planning, farmers markets, Farm to School, Grant and Funding sources, Mobile Markets, agricultural job posting, beginner farm/starting farm, County loan program, NRCS funding and the Beginning Farmer Mentorship Program.

Catskills Kitchen: We currently have 4 renters using the kitchen. We provided technical assistance to 4 inquiries on licensing and permitting for Dept of Health Commissary, NYSDAM 20c licensing, testing, labeling and packaging on potential food businesses such as chili oil, wine and rum cakes, mushroom infused honey and candy.

Horticulture: Technical Assistance was provided to 25 contacts. Topics consisted of soil testing, fertilizer, composting, deer proofing and tree planting, invasive species and garden design. Staff are also working on starting an herb garden with a local school district.

PAST WORKSHOPS

Farmer Mixer at Somewhere in Time Farm on December 4th: 15 People attended our December Farmer Mixer. These events are organized as networking opportunities for aspiring, beginner, and seasoned farmers in our region. Approximately 15 people attended this event. Our 2024 Farmer Mixers will begin in February.

UPCOMING WORKSHOPS

Funding Webinar Series: The series will be monthly 1-hr informational webinars about agricultural funding resources January– March. Each month will focus on a different funding resource: Farmer Service Agency, Natural Conversation Resources Services, NYS Grown & Certified, General Funding Opportunities. The webinars will be added to the CCESC YouTube page to be available for future viewership.

Crop Planning Panel on January 23rd: The crop planning workshop will have a panel of seasoned farmers, Brenda Miller from Bobolink Farm, Jack Whettam from Hidden Acre Farm, and Greg Swartz from Willow Wisp Farm. The panel will represent a range of different size farm operations, each panelist will share a 10-minute explanation of their farm and crop planning process.

Horticulture Workshops

Invasive Species in Sullivan County: Wednesday, January 10th via Zoom. Help stop the spread of invasive species in Sullivan County! The spotted lanternfly is now present in Sullivan County and numbers are likely to increase this upcoming summer. Learn more about invasive species including Emerald Ash Borers, Spotted Lanternflies, Japanese Knotweed, and Water Chestnuts. Join to learn how to remove these invasive species and prevent their spread in Sullivan County.

Garden Design Series: February 8th and February 15th via Zoom. Get ready to dig into our two-part series on garden design, and start taking notes for your own green oasis! Learn about site assessment, elements of design, garden styles and plant selection.

SULLIVAN FRESH

- **Mobile Farmers Market:** For 2023, the Sullivan Fresh mobile market sourced from 11 farms, purchasing **$28,546.80** in farm products. For this season, our incentive program redemption rates increased substantially. We processed $5,745 (A 36% increase from 2022) in Farmers Market Nutrition Program (FMNP) Coupon, $2,880.35 in SNAP/EBT (a 16% increase from 2022) and $1,512 in Fresh Connect and Double Up Food Bucks.

- **Farm to Food Pantry Program:** For 2023, we purchased **$29,630** in farm products for our mobile food pantry program, from 5 local farms and Hudson Harvest, a local food hub that helped us to source fruit for the program. For 2023 we served approximately 240,000 meals to about 500 people on a weekly basis.

File #: ID-6137   **Agenda Date:** 2/1/2024   **Agenda #:** 2.

Division of Community Resources Monthly Report
February 2024

<u>**Workforce Development**</u>

✓ The Center for Workforce Development (CWD) has a NYS Systems Change and Inclusive Opportunities Network (NYSCION) grant through NYS DOL. This grant provides funding for a Disability Resource Coordinator (DRC) who works to support and expand partnerships, collaborations, service coordination and delivery across workforce, education and disability service systems. The DRC works with businesses and with individuals who are in receipt of SSI or SSDI and want to work.

One event that the CWD is hosting is "Empowering Towards Independence" educational forum for the public and businesses striving to change the capacity of existing employment systems to serve employers and individuals with disabilities. The event is scheduled for March 12, 2024 at the Kartrite.

✓ The CWD Director and the DRC staff, along with Action Towards Independence, ACCES-VR and ARC with Kohl's Distribution Center to put together a program where individuals with disabilities will have the ability to earn money through enrollment in work support programs at Kohl's. Kohl's will then reimburse the participating organization(s) providing staffing at $17.50 per hour. The organization(s) will also provide an onsite Job Coach that will provide real time support to the employee.

✓ The County Legislators approved and funded the Welding Trade Class for County residents. The class held at BOCES ran from October 10 through December 21. The adult students met Tuesday and Thursday evenings from 5:30pm to 9 pm. Nine of eleven students completed the course and received a number of industry recognized certifications through Lincoln Tech. Four students graduated with employment. The remaining five continue to receive job placement services from the Center for Workforce Development (CWD).

✓ The CWD has been working for last few years with partners to provide Certified Nursing Assistant (CNA) training. While SUNY Sullivan were able to develop an approved program, they have been unable to secure an instructor. Recently, a meeting was held with HC Staffing and Training who

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provide training for the Delaware Valley Job Corps (DVJC). The plan is for HC Staffing to will provide an instructor and BOCES will allow the use of their training space at Garnet Catskills Medical Center. A proposal has been received and is under review.

✓ CWD has contracted with Work Readiness LLC to work with Fallsburg School district Juniors & Seniors for an after-school work readiness program to become work ready. Recruitment is underway and the class will start in February.

✓ The CWD will be assisting Delaware Valley Job Corps with a recruitment event for their Patient Care Technician Trade program. It was scheduled for January 23 but, due to weather, was rescheduled for February 8th.

✓ The CWD sent an email blast to County departments and vendors offering a presentation/review of services of the CWD and other departments under the Division of Community Resources. This is being conducted for outreach purposes to bring awareness of what services are available with new and changing staff. To date 8 presentations have been completed and 3 are scheduled.

✓ Workforce Innovation & Opportunities Act (WIOA) updates: Bi-weekly, statewide calls for Directors are held; NYS Department of Labor (DOL) is rolling out Virtual Career Centers; Virtual Reality Training & Solutions; Digital Literacy to all Career Centers; Community Colleges as Group Program Sponsors.

✓ Career Center data updates:
Social media:
   o 889 followers; December 2023 had a reach of 9,618 people with 568 Facebook page views, a reduction from November.
Center Services:
   o The CWD provided services to 39 business customers and listed 77 jobs in the month of December.
   o The CWD assisted 510 participants that came into the Career Center for the month of December 2023.
   o Welfare to Work caseload profile December 2023:
   Total Caseload - 297
   TANF – caseload 123
   Medical issues – 15%
   Disabled – 20%
   Pregnant/Newborn – 1%
   Needed in Home – 2%
   No Child Care – 11%

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Criminal Justice involved – 29%
Cases closed – 16

Safety Net – caseload – 174
Medical issues – 12%
Disabled – 34%
Needed in Home – 3%
Criminal Justice involved – 49%
Cases closed – 27

Labor Market Data for December 2023 compared to December 2022

✓ Sullivan County saw an increase in total nonfarm jobs of 3.4% (1,000) and an increase of 4.3% (1,000) in total private sector jobs.

Please note: The net month (November 2023 – December 2023) showed a loss of -0.7% (-200) nonfarm jobs and a loss of -0.8% (-200) in private sector jobs.

✓ For Sullivan County the job gains were:
- Leisure & Hospitality at 13.5% (500)
- Mining, Logging & Construction at 7.1% (100)
- Professional and Business Services at 5.3% (100)
- Manufacturing at 4.8% (100)
- Trade, Transportation & Utilities at 2.1% (100)
- Educational and Health Services at 1.4% (100)

For Sullivan County the sectors that showed no job growth were:
- Information
- Financial Activities
- Other Services
- Government

✓ NYS showed an increase of 0.8% (79,600) in total nonfarm jobs and 0.6% (49,200) in private sector jobs.

The largest jobs gains were found in:
- Education and Health Services at 5.7% (126,600)
- Leisure & Hospitality at 3.8% (33,9000)
- Government at 2.1% (30,400)

NYS saw job losses in:
- Trade, Transportation and Utilities at -2.9% (-43,800)
- Information at -8.8% (-26,400)
- Professional and Business Services at -1.1% (-15,600)
- Mining, Logging and Construction at -2.9% (-11,600)
- Manufacturing at -2.0% (-8,400)

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- Financial Activities at -0.7% (-5,100)
- Other Services at -.0.1 (-400)

✓ Within the region, Sullivan County's private employment sector grew the fastest year-over-year, up 4.3 percent. The second fastest growth was recorded in the Dutchess-Putnam Metropolitan Division (+2.9%), followed by Kingston MSA (+1.3%) and Orange-Rockland-Westchester labor market area (+0.2%).

✓ The Hudson Valley region showed an increase of 0.7% (6,400) in total nonfarm jobs and an increase of 0.8% (6,100) in private sector jobs.

  The largest job gains were found in:
  - Education and Health Services at 5.2% (11,100)
  - Leisure & Hospitality at 7.4% (6,400)
  - Other Services at 1.7% (700)
  - Government at 0.2% (300)

  The Region's job losses were in:
  - Mining, Logging and Construction at -7.5% (-4,500)
  - Trade, Transportation and Utilities at -2.4% (-4,300)
  - Professional Business Services at -1.6% (-1,900)
  - Financial Activities at -1.3% (-600)
  - Manufacturing at -1.2% (-500)
  - Financial Activities at -1.1% (-500)
  - Information at -3.1% (-300)

✓ Sullivan County's unemployment rate was 3.9% for December 2023 up from 3.0% in December 2022.

  December 2023 had 38,100 people in the labor force (36,600 employed & 1,500 unemployed). The number of employed individuals increased 2.8% (1,000) and the number of unemployed increased by 36.4% (400) leaving the labor force with a net gain of 3.8% (1,400).

  The total labor force decreased -2.1% (-800) from November 2023 to December 2023. There was a decrease of -2.4% (-900) in employed workers and an increase of 7.1% (100) in the number of unemployed workers.

✓ The Hudson Valley's unemployment rate for December 2023 is 3.7%, an increase from 2.7% in December 2022.

✓ NYS's unemployment rate was 4.4% in December 2023 compared to 3.8% in December 2022.

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- The December 2023 unemployment rates across the 62 NYS counties ranged from a low of 3.2% for Columbia County to a high of 7.4% for Hamilton County. Sullivan County with a 3.9% rate ranked 13th in the State along with Genesee, Onondaga, Orange, Schenectady, Ulster and Yates Counties.

- Hudson Valley unemployment rankings for December 2023:
  - # 3 Putnam County at 3.4%
  - # 5 Rockland County at 3.5%
  - # 7 Dutchess County at 3.6%
  - # 9 Westchester County at 3.7%
  - #13 Orange County at 3.9%
  - #13 Sullivan County at 3.9%
  - #13 Ulster County at 3.9%

Transportation

- **County Transportation:**

Month 2023	Veterans Medical Centers	Veterans In-County Medical	Senior Medicals	Shopping Buses
January	45		86	70
February	35		77	66
March	33		108	67
April	46		82	68
May	52	7	91	89
June	41	14	92	97
July	42	8	71	73
August	51	18	93	111
September	51	69	74	130
October	59	22	91	166
November	50	17	98	131
December	38	9	81	137

Move Sullivan 2023	Average Daily Ridership		Monthly Ridership	Monthly Paratransit
January	224	(21 days)	4,929	84
February	266	(19 days)	5,057	65
March	286	(22 days)	6,301	85
1st Quarter Totals			**16,287**	**234**
April	315	(20 days)	6,291	120
May	328	(22 days)	7,221	143
June	362	(22 days)	7,952	110
2nd Quarter Totals			**21,464**	**373**
July	438	(19 days)	8,321	163

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August	450	(23 days)	10,358	198
September	395	(20 days)	7,895	164
3rd Quarter Totals			**26,154**	**525**
October	426	(21 days)	8,940	154
November	413	(20 days)	8,252	173
December	436	(20 days)	8,717	205
4th Quarter Totals			**25,909**	**549**
Annual Totals			**90,003**	**1,682**

Community Assistance Center (CAC)

✓ The team continues to provide referral and assistance to callers looking information and/or resources.

✓ Continue distribution of test kits.

✓ The CAC remains active providing food assistance deliveries as well as connections to community resources.

✓ The Food Bank deliveries to the pantries are bi-monthly.

✓ Support HV Food Bank monthly mobile pantry efforts in Freemont, Yulan and Fallsburg.

✓ A member of the Sullivan Catskill Food Security Coalition.

✓ A quarterly meeting with the area food pantries was held on January 22 at Cornell Cooperative Extension. Sponsored by the Sullivan Catskills Food Security Coalition this meeting provided information on food programs and training in conflict resolution.

Office for the Aging December 2023 Monthly Report

Monthly Accomplishments
OFA Director: • Continued participation on Food Security Coalition. Participated in coordination of Hygiene Drive. • Continued participation on New York State Master Plan on Aging Levels of Care subcommittee. • Continued participation on Empowering Towards Independence Forum planning committee, rescheduled for March 12, 2024. • Senior Needs Assessment-received draft of final report received and is being reviewed.

- HIICAP- open enrollment October 15-December 7th. Over 260 individuals assisted with navigating Medicare plans.
- Monthly Hoot distribution continues to increase via mail, email and drop off locations. Direct mail list has grown to 350.
- Over 294 applications processed to date as HEAP alternate certifying site. Emergency HEAP opened January 2-until funds expended. (Must have shut-off notice; or less than ¼ tank of fuel or 10 day or less supply of wood, pellets, corn, coal, etc.)
- Continued distribution of freely available COVID test kits to community organizations.
- Leadership training ongoing for Director, Coordinators and Mangers with supervisory responsibilities.
- Participated in Sullivan E-MDT meeting coordinated by JFS Ulster County

RSVP:

- Creation of Driver Contact Cards to ensure clients or medical staff know how to best contact their volunteer driver or OFA during any medical transports.
- Creation of monthly RSVP Newsletter emailed to all active volunteers with updates, new opportunities, congratulations, and more.
- Over 800 volunteer hours logged and reimbursed this month.
- New volunteer station established with Holy Harry Pantry at Sullivan County UMC.

Nutrition:

	Units:	Clients:	Contributions:
Homebound:	1,439	89	$1,297.00
Congregate served at home:	646	43	
Congregate served at sites:	135	39	$207 (collected at our 2 active congregate meal sites)
Total:	2,220	171	$1,504.00

- Seven new clients were enrolled in the Home Delivered (HDM) program
- Our Cookie & Cocoa drive for the HDM program was a wonderful success. 157 seniors received a container of cookies and cocoa for the holiday season. Many staff along with the Fallsburg HS student groups contributed to its success.
- Liberty Rotarians donated gift bags with flashlights and cards for our seniors for the holidays.

Transportation:

- 81 SCT (Sullivan County Transportation) Medical Trips
- 137 SCT Shopping Trips
- 45 RSVP Medical Trips
- 2 OFA Staff provided Medical Trips
- 32 Congregate Nutrition Site Transportation

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Legal referrals: 7 referrals made to Rural Law Center

HIICAP:

- 171 Clients entered for December, over 260 assisted during annual election. Medicare Advantage Election is taking place now and goes until March 31.

NY Connects:

- 84 Clients served. Preparing for the upcoming year with outreach events, strategizing funding for promotional expenses.

PERS:

- 22 clients currently receive PERS through CSE, EISEP & IIIE funding

EISEP:

EISEP FULL-SERVICE CASEFILES during December	
Casefiles already open as of 12/01/23**	22 +2**
Casefiles opened 12/01–12/31/23	06
Casefiles closed 12/01–12/31/23	03
Casefiles open as of 12/31/23**	25 +2**
Casefiles open with PCA as of 12/31/23	13
Casefiles open with no PCA, waitlisted as of 12/31/23	05
Screened for EISEP not opened	16
Casefiles on hold with no PCA, eligibility to be determined as of 12/31/23	07

PCA- Personal Care Aide

Sullivan County Youth Bureau:

- Meeting with Sullivan West Central School regarding Youth Internship.
- Participation in Healing Community Study.
- Participation in United Sullivan meetings.
- Member of Hudson Valley Youth Bureau by-law committee, final draft presented to team.
- Held Government Day for Eldred Central School.
- Continued involvement with several community organizations to spread information on Youth Bureau resources.
- Youth Bureau e-blasts and social media ongoing, increase in followers and engagement.
- Review and processing for applications for State Funding and submission of claims ongoing.
- Successful job placement from St. John school internship.

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IN PROGRESS FOR NEXT MONTH

- Continue to work on planning on opening additional Congregate sites in conjunction with Sullivan County Transportation and Jail kitchen. Posting for PT Nutrition Site Operator added to CWD's Hot Jobs.
- Continued participation in Long Term Supports Subcommittee of Master Plan on Aging- Statewide collaborative planning effort between OFA & DOH.
- Continued RSVP site additions ongoing. Recruitment efforts have increased especially for medical transportation. New brochure and marketing in progress.
- Redesign of brochures and informational materials for several programs. Working to create materials in alternative languages.
- Ancillaries to be ordered for EISEP clients bi-annually, ordering underway. Efficiency being realized in systematically ordering.
- Policies and procedure review ongoing for all programs and functions and currently being updated and improved.
- Planning underway for a RSVP Driver recognition event with RSVP Advisory Council.
- End of year reporting and data entry ongoing.

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Sullivan County

Legislative Memorandum

File #: ID-6143   **Agenda Date:** 2/1/2024   **Agenda #:** 5.

Update for February 2024

Economic Development Committee

January was a busy month for Sullivan Catskills. The 2024 Sullivan Catskills Travel Guide has arrived and is slated to be distributed at the upcoming Travel and Adventure Show, Javits Center, NYC. As part of our efforts to promote the region, we attended various events such as the American Bus Association Marketplace and the Outdoor Adventure Show. These events provided great networking opportunities with motorcoach companies and outdoor enthusiasts, allowing us to showcase the assets and experiences that Sullivan Catskills has to offer.

One highlight of January was the unveiling of a new Dove at the Catskill Domes. This event brought attention to ongoing interest of the SCVA Dove trail which is considered as one of our many unique attractions in Sullivan Catskills. In addition, our team has been busy developing content from local businesses to strengthen our social and digital presence, providing even more exposure for the region—the results are outstanding as we are gaining more interest, engagement, and followers on all of our social media platforms. In addition, we are launching our new website which will allow the SCVA to have more of an interactive web presence that will attract more visitors. But it's not just visitors we are attracting. Our work has also caught the attention of movie producers looking for film locations.

FAST FACTS

According to the recently released data, 2022 traveler spending in Sullivan County reached a record high of $892 million a 25.8 % increase over 2021's $710 million in traveler spending. Since 2019 visitor expenditures increased 154.4 %. Were it not for tourism-generated state and local taxes, the average household in the county would have to pay an additional $3,370 to maintain the same level of government revenue, already hard hit by the pandemic.

This boost has brought about a myriad of economic benefits, including increased employment opportunities and support for local businesses. In 2022, total tourism-generated employment registered 4,701 jobs, 16.3% of all jobs, according to Tourism Economics.

SCVA Activities for January
- **2024 Travel Guide is being distributed to the travel plaza and information center in New York, PA, CN and MS in time for interested consumers to make decisions for 2024.**
- **Web design unveiled.**
- **The new Catskills Go app has been downloaded 224 times.**
- **Heart-A-Thon meeting**
- **Geocaching set for Spring**
- **The new transportation service NYC Limo VIP is working with SCVA businesses and contemplating moving a fleet of vehicles to the Sullivan Catskills.**
- **Catskill Cuisine Planning continues-event will expand to 3 days.**
- **Sullivan Catskill Barbeque planning under way for June with a sanctioned event through Kansa City Barbeques Society.**

Ads and Placements for 1st quarter of 2024

- o 2024 Google Display ads (for placement by Awestruck, MidHudsonNews.com, and Today Media)
- o SC Democrat Ad: What to do in 2024
- o Group Tour Magazine Editorial – February 2024 Issue
- o AAA Print ad
- o NY Lifestyle Magazine – January 2024 Issue
- o AARP Magazine – February/March 2024 Issue
- o Meetings and Conventions Eblast
- o Meetings and Conventions Print ad
- o Callicoon Movie Theater Onscreen Ad
- o Byways Magazine – Group Tour Ad
- o Visit Vortex Wedding Ad – Spring 2024 Issue
- o Northeast Meetings Print Ad
- o Chronogram Print Ad – January 2024 Issue
  Campgrounds of NY 2024 Print Ad
- o Brand USA (Canada and UK Editorial for 2024)
- o Mountains Media Print ad
- o NYS DMO Tabletop Design promoting Sullivan Catskills
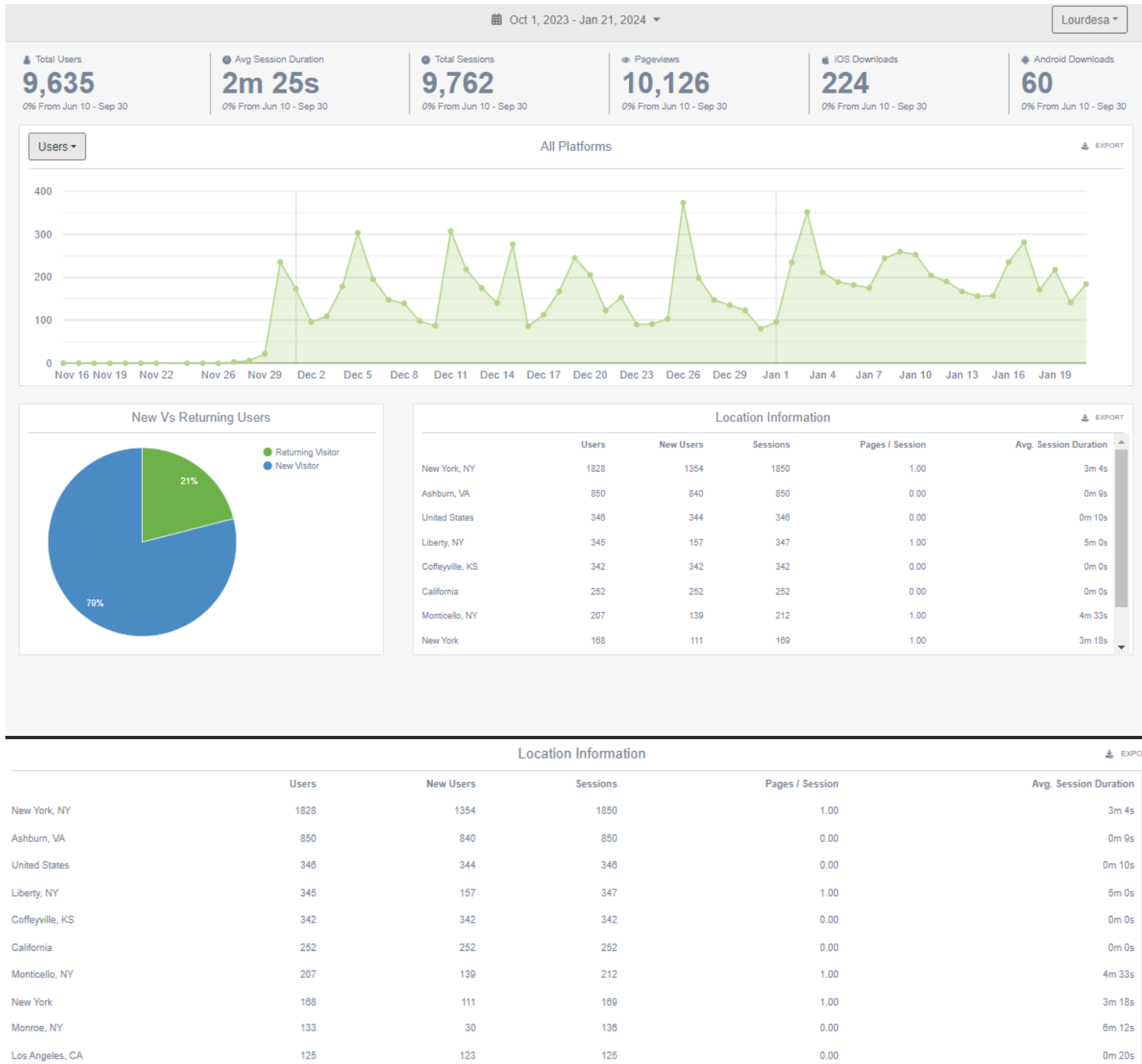- o Stewart Airport Billboards

Meetings

- Regional Catskill Association Tourism Promotion Agency Meeting
- Sullivan O&W Rail Trail Alliance Meeting
- D&H anniversary meeting
- Accessibility Tours Meeting
- SCVA Marketing Meeting

Social Media & E-News

- Continue to utilize videos produced with our members to create short vignettes and Tik Tok placements to use on our social channels. Tik Tok and Instagram reels are seeing a lot of likes and comments.
- SCVA continues to work with our social media group Awestruck and Fisher Mears Associates to create and implement targeted marketing to the drive traffic within two hundred miles of the Sullivan Catskills

Catskill Go App results since launch.

👤 Total Users	⏱ Avg Session Duration	⏺ Total Sessions	👁 Pageviews	🍎 iOS Downloads	🤖 Android Downloads
9,635	**2m 25s**	**9,762**	**10,126**	**224**	**60**
0% From Jun 10 - Sep 30	0% From Jun 10 - Sep 30	0% From Jun 10 - Sep 30	0% From Jun 10 - Sep 30	0% From Jun 10 - Sep 30	0% From Jun 10 - Sep 30

All Platforms

Users ▾   ⬇ EXPORT

New Vs Returning Users

- 🟢 Returning Visitor — 21%
- 🔵 New Visitor — 79%

Location Information

⬇ EXPORT

	Users	New Users	Sessions	Pages / Session	Avg. Session Duration
New York, NY	1828	1354	1850	1.00	3m 4s
Ashburn, VA	850	840	850	0.00	0m 9s
United States	346	344	346	0.00	0m 10s
Liberty, NY	345	157	347	1.00	5m 0s
Coffeyville, KS	342	342	342	0.00	0m 0s
California	252	252	252	0.00	0m 0s
Monticello, NY	207	139	212	1.00	4m 33s
New York	168	111	169	1.00	3m 18s

Location Information

⬇ EXPO

	Users	New Users	Sessions	Pages / Session	Avg. Session Duration
New York, NY	1828	1354	1850	1.00	3m 4s
Ashburn, VA	850	840	850	0.00	0m 9s
United States	346	344	346	0.00	0m 10s
Liberty, NY	345	157	347	1.00	5m 0s
Coffeyville, KS	342	342	342	0.00	0m 0s
California	252	252	252	0.00	0m 0s
Monticello, NY	207	139	212	1.00	4m 33s
New York	168	111	169	1.00	3m 18s
Monroe, NY	133	30	136	0.00	6m 12s
Los Angeles, CA	125	123	125	0.00	0m 20s

POINTS OF INTEREST

Sullivan Catskills Visitors Association • 15 Sullivan Ave., Suite 1 • P.O. Box 248 • Liberty, Ny 12754 • 800.882.CATS

Item Title ▾	Views	Click to Call	Website Click	Map It Click	Liked	Share Clicked	Adds to Plan	Add Ratio
Hemlock Neversink	118	0	53	5	0	1	7	5.93
Resorts World Catskills	81	0	32	3	0	0	3	3.70
Villa Roma Resort & Conference Center	77	0	30	3	0	1	5	6.49
The Kartrite Resort & Indoor Waterpark	76	1	35	1	0	0	1	1.32
Roscoe Mountain Club	50	1	10	1	0	0	2	4.00
Callicoon Hills	46	1	14	3	0	0	2	4.35
The Eldred Preserve	33	2	9	0	0	0	0	0.00
Honor's Haven Retreat & Conference	29	0	5	0	0	0	0	0.00
French Woods Farmhouse	26	0	8	0	0	0	0	0.00
YO1 Wellness Center	26	0	7	1	0	2	0	0.00
Legoland New York Resort	24	0	3	1	0	0	1	4.17
The Chatwal Lodge	20	0	5	0	0	0	0	0.00
Red Bird House	16	0	6	0	0	0	0	0.00
Villa Roma Resort & Conference Center	15	0	4	0	0	0	0	0.00
Ragtime Clothing Exchange	13	2	3	2	0	0	1	7.69
StayBettr: Lake Haven Cottage	12	1	3	0	0	0	0	0.00
Hurleyville General Store	11	0	5	1	0	0	0	0.00
Burn Brae Mansion	11	0	5	0	0	0	0	0.00
Dynamic Cuts Barbershop	11	1	0	2	0	1	1	9.09
Serene Home in the Catskills Woods	10	0	4	0	0	0	0	0.00
River's Rest	10	0	3	1	0	0	0	0.00
Buck Brook Alpacas	10	0	4	1	0	0	2	20.00
52 & Vine Wine & Spirits	10	1	1	2	0	0	2	20.00
StayBettr: Lakefront Haven Home	9	0	3	0	0	0	0	0.00
The DeBruce	9	0	3	1	0	0	0	0.00

Digital Ads 12/15 – 1/15

Google Ads

- 449,950 impressions
- Search Campaign has a 12.13% CTR - industry standard is 4.4%
- Average CPC is $.057- Industry Standard is $1.53
- 5,715 website clicks

Facebook Ads

- 296,135 impressions
- Facebook Campaign has a 2.04% CTR – industry standard is .90%
- Average CPC is $0.29– industry standard is .63
- 6,037 Link clicks

Facebook Organic

- 472,426 Impressions
- 19,348 Post Engagements
- 5,458 pageviews

- Top 3 posts:
  - Annual Meeting Recap
  - Winter in the Catskills: Main Street, Narrowsburg
  - Seminary Hill

Instagram Organic

- 82,460 account impressions
- 16,684 Static post impressions
- 36,437 story impressions
- Average engagement rate of 9.03% - industry standard is .91%
- 97 Website Clicks
- Top 3 Reels:
    - North Branch Inn
        - 6,974 Plays
        - 383 Likes
        - 19 Comments
        - 51 Shares
        - 34 Saves
    - Upstate Updates
        - 3,746 Plays
        - 302 Likes
        - 16 Shares
        - 2 Saves
        - 14 Comments
    - 6 workouts in the Catskills
        - 3,653 Plays
        - 108 Likes
        - 29 Shares
        - 14 comments
        - 14 saves

- Top 3 Posts:
    - Lower Main Street, Narrowsburg
    - Rail Trails – Winter Hikes
    - Ride2Survive Sullivan County

OTT Results (12/15 – 1/15)
- Impressions: 255,558
- Completion Rate: 95.09%
- Website Conversions: 1,930 (Jan 1 – Jan 21 Attribution window)

Companion Display Ads:
- Impressions: 212,125
- Clicks: 242

Google has now given us the ability to discard the stringent requirement of designating a specific ad coverage area. Instead, we can target by intent, online behavior, and interest in the Catskills region.

In essence, we have designated the Catskills area as our target of interest, allowing Google AI to present the ads to as many people in the country as possible who have demonstrated intent or interest. This expansion enables us to reach a broader audience within the same budget as before. To illustrate, the old way of targeting was comparable to a nuclear bomb—covering a specific radius and nothing more. Now, we can precisely target thousands of locations.

Since implementing this optimization change in the account, we have witnessed a significant improvement in engagement and successfully expanded our advertising reach to anyone in the country with relevant interest in the Catskills region.

Below is a dashboard comparison of November to October. While sustaining the pace of these positive increases may be challenging, these results demonstrate the effectiveness of the strategic change in our targeting.

- Clicks have nearly doubled.
- Cost per click has decreased by 46%, allowing our advertising budget to work more efficiently.
- Impressions are up by 48%, indicating that more ads are being shown to more precise targets.

Evidenced by this screen shot:
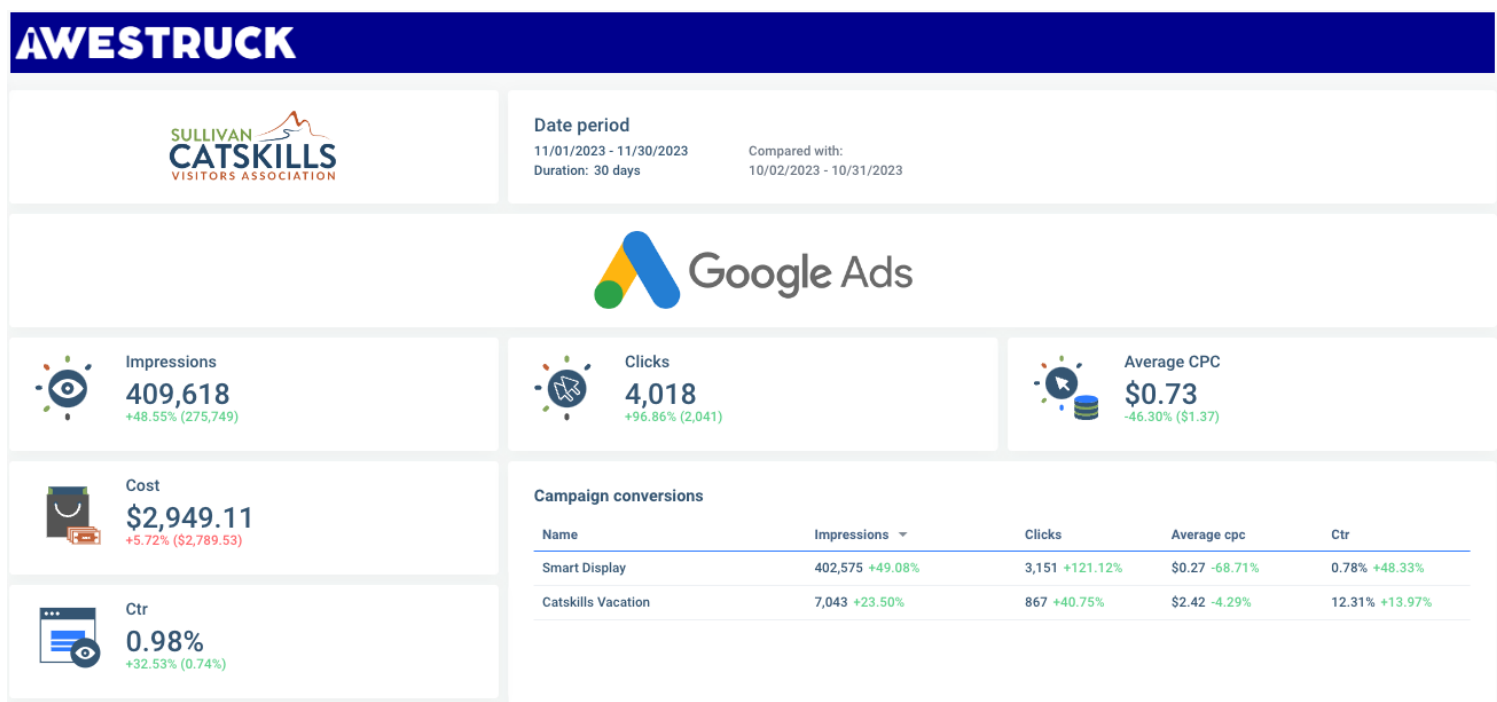
This can be further evidenced by examining the display and paid search traffic arriving at the website based on their originating city. The impressive engagement rates on the ad illustrate that it is more relevant to these users than what we had previously observed with traditional geo-zone targeting.

	First user defa… channel group ▼	City ▼ ✕	↓ New users	Engaged sessions	Engagement rate	Engaged sessions per user
			957 8.15% of total	347 5.38% of total	28.23% Avg -33.21%	0.36 Avg -32.68%
1	Display	New York	221	75	27.68%	0.33
2	Display	(not set)	150	28	16.28%	0.18
3	Display	Catskill	34	32	51.61%	0.91
4	Display	Hudson	32	22	42.31%	0.67
5	Display	Saugerties	29	26	48.15%	0.87
6	Display	Pembroke Pines	28	0	0%	0.00
7	Display	Cairo	22	16	44.44%	0.76
8	Display	Livingston	18	14	48.28%	0.78
9	Display	Hampton	17	2	11.76%	0.12
10	Display	Ashburn	11	1	8.33%	0.09
11	Display	Ravena	11	6	50%	0.55
12	Display	Covington	7	1	14.29%	0.14
13	Display	Newark	7	2	25%	0.25
14	Display	Syracuse	7	0	0%	0.00
15	Display	Greenville	6	2	25%	0.33
16	Display	Albany	5	9	64.29%	1.29
17	Display	Buffalo	5	6	46.15%	0.67
18	Display	Kingston	5	4	57.14%	0.80
19	Display	Toronto	5	0	0%	0.00
20	Display	Fostoria	4	0	0%	0.00
21	Display	Monticello	4	2	28.57%	0.40
22	Display	Aiken	3	1	33.33%	0.33
23	Display	Allentown	3	0	0%	0.00
24	Display	Atlanta	3	1	33.33%	0.33
25	Display	Boston	3	0	0%	0.00
26	Display	Fort Mill	3	0	0%	0.00
27	Display	Huntington	3	0	0%	0.00
28	Display	Petersburg	3	0	0%	0.00
29	Display	Philadelphia	3	4	44.44%	0.80

SULLIVAN
CATSKILLS
VISITORS ASSOCIATION

SULLIVAN
CATSKILLS
Go!

🔍 paid search ⊗

	First user defa… channel group ▼	City ▼ ✕	↓ New users	Engaged sessions	Engagement rate	Engaged sessions per user
			926 7.89% of total	**278** 4.31% of total	**22.88%** Avg -45.87%	**0.30** Avg -44.02%
1	Paid Search	New York	307	112	26.6%	0.34
2	Paid Search	(not set)	32	11	28.21%	0.31
3	Paid Search	Ashburn	19	4	14.81%	0.18
4	Paid Search	Saugerties	19	4	18.18%	0.21
5	Paid Search	Boston	16	1	5.56%	0.06
6	Paid Search	Hudson	14	2	12.5%	0.13
7	Paid Search	Philadelphia	14	4	20%	0.29
8	Paid Search	Catskill	10	1	5.26%	0.10
9	Paid Search	Dallas	8	5	50%	0.56
10	Paid Search	Greenville	8	2	18.18%	0.22
11	Paid Search	Petersburg	8	2	18.18%	0.22
12	Paid Search	McConnelsville	7	3	33.33%	0.33
13	Paid Search	Philmont	7	0	0%	0.00
14	Paid Search	Cairo	6	0	0%	0.00
15	Paid Search	Livingston	6	2	28.57%	0.33
16	Paid Search	Coxsackie	5	0	0%	0.00
17	Paid Search	Ocala	5	2	28.57%	0.29
18	Paid Search	Slippery Rock	5	1	14.29%	0.17
19	Paid Search	Windham	5	0	0%	0.00
20	Paid Search	Atlanta	4	1	20%	0.20
21	Paid Search	Georgetown	4	0	0%	0.00
22	Paid Search	Key West	4	2	50%	0.50
23	Paid Search	Louisville	4	1	25%	0.33
24	Paid Search	Sanford	4	1	25%	0.25
25	Paid Search	Bangor	3	0	0%	0.00
26	Paid Search	Bridgewater	3	1	25%	0.33
27	Paid Search	Brookhaven	3	1	33.33%	0.33
28	Paid Search	Chesaning	3	1	25%	0.25
29	Paid Search	Decatur	3	0	0%	0.00

In summary, we are now reaching a significantly larger audience, specifically individuals that Google has identified as relevant to our message and advertising. Our reach has expanded dramatically, and we haven't sacrificed any share of voice in the process. We have recently observed more inquiries from other geographical areas outside our traditional ad coverage zone. We suspect this trend will persist and intensify. As time goes on, we'll also be able to identify opportunity zones and implement bid adjustments for those cities, thereby amplifying our voice in those areas.

Recent stories

Dec 2023 / Jan 2024							
*Ran in fall/found in Jan '24	MAXIM	Luxury Hotels Are Going Green with Unique Garden Experiences	Chris Wilson	Online	Core Creative		772,801
12/27/2023	ELLE	24 Wellness Experiences to Book in 2024	Todd Plummer	Online	Core Creative		162,000,000
01/07/2024	The Travel	10 Charming Small Towns In New York's Catskills	Noah Staats	Online	TBD		2,091,076
1/10/2024	Hudson Valley Magazine	Blue Fox Motel Is a Countryside Oasis in Narrowsburg	Sabrina Sucato	Online	TBD		118,234
1/11/2024	Sullivan County Democrat	A new dove lands at the Domes	Vincent Kurzrock	Online	TBD		13,103
1/13/2024	Fox News	From Florida to Washington, brand new hotels in America to check out in 2024	Perri Ormont Blumberg	Online	Core Creative		1,700,000,000
1/14/2024	NY Post	From Florida to Washington, brand new hotels across the nation to check out in 2024	Perri Ormont Blumberg	Online	Core Creative		177,000,000
1/17/2024	River Reporter	A new dove on the trail	Editors	Online	TBD		51,508
1/22/2024	Travel + Leisure	This Gorgeous All-inclusive Resort in New York's Catskills Just Added 3 Tree Houses — With 20-foot Ceilings, a Private Deck, and Fire Pits	Devorah Lev-Tov	Online	TBD		16,400,000

Social Media Ads

Version 1 horizontal

Version 2 vertical

TV Ads

SCVA Winter 23 Version A-New TV output for Fishermears.MP4 (dropbox.com)

SCVA Winter 23 Version B-New TV output for Fishermears.MP4 (dropbox.com)

Sullivan County

Legislative Memorandum

File #: ID-6156   **Agenda Date:** 2/1/2024   **Agenda #:** 6.

ACTIVITY REPORT – JANUARY 2024
COUNTY OF SULLIVAN INDUSTRIAL DEVELOPMENT AGENCY (IDA), SULLIVAN COUNTY FUNDING CORPORATION (SCFC), THE SULLIVAN COUNTY INFRASTRUCTURE LOCAL DEVELOPMENT CORPORATION (TSCILDC)

January 26, 2024

The IDA Board held its regular monthly meeting on January 8th, at which time the Board adopted the following resolutions:
- Resolution appointing officers of the Agency Board
- Resolution appointing Ira Steingart as Chief Executive Officer of the Agency
- Resolution electing committees of the Board
- Resolution authorizing the extension of the sales tax abatement period for the **Monticello Industrial Park LLC** project. This project relates to the development of roadways and infrastructure to facilitate the future development of a commercial/ industrial park on the former Sullivan County landfill expansion parcel in the Village of Monticello.
- Resolution authorizing the amendment and restatement of the Dimifini Group Inc. and Rolling V Bus Corp. transaction documents to create a direct contractual relationship between the Agency and **Dimfini-Fallsburg LLC**. This relates to the Rolling V bus facility in the Town of Fallsburg.

The SCFC and TSCILDC Boards also met on January 8th, at which time they each adopted resolutions appointing Agency Board officers, appointing Ira Steingart as Chief Executive Officer, and electing committees.

IDA staff have sent all 2024 payment in lieu of taxation (PILOT) bills to our projects, and we will continue to receive and distribute those payments over the coming weeks.

IDA, SCFC, and TSCILDC are working with our auditors to provide information and documents necessary for the preparation of our 2023 audited financial statements. We are also compiling 2023 annual reports to the New York State Authorities Budget Office, to be filed through the Public Authorities Reporting Information System (PARIS) in March.

The next regular meeting of the IDA Board will be held on Monday, February 12th at 11:00 AM in the conference room at the Southern Tier Building, 548 Broadway, Monticello. We will resume meeting at our regular location, the Sullivan County Government Center, in March.

##

File #: ID-6159   **Agenda Date:** 2/1/2024   **Agenda #:** 7.

Report to Legislature – February 2024

A.   Summary

January, typically a slow month, has been active across several industry sectors.
Active industry sectors in January include logistics, housing, food processing, healthcare, small business, and tourism. It is no wonder then that Sullivan County yet again led the region in job growth at 4.3% according to the latest jobs report. 257, 000 sq. ft of space will begin construction in 2024 in the cold storage and onsite supply warehousing for existing Sullivan County businesses. Business expansion is a key economic indicator.

Efforts to facilitate pre-approved sites for development have commercial developers looking at Sullivan County for future projects.

To date we have facilitated the approval of 2,250,000 sq. ft of preapproved space in the Industrial/Commercial sector. This includes sites in the Towns of Liberty, Thompson, and Fallsburg. The development of these sites, which have a broad spectrum of end uses, will go far to help attract investment, jobs, tax rateables and begin to diversify our economy.
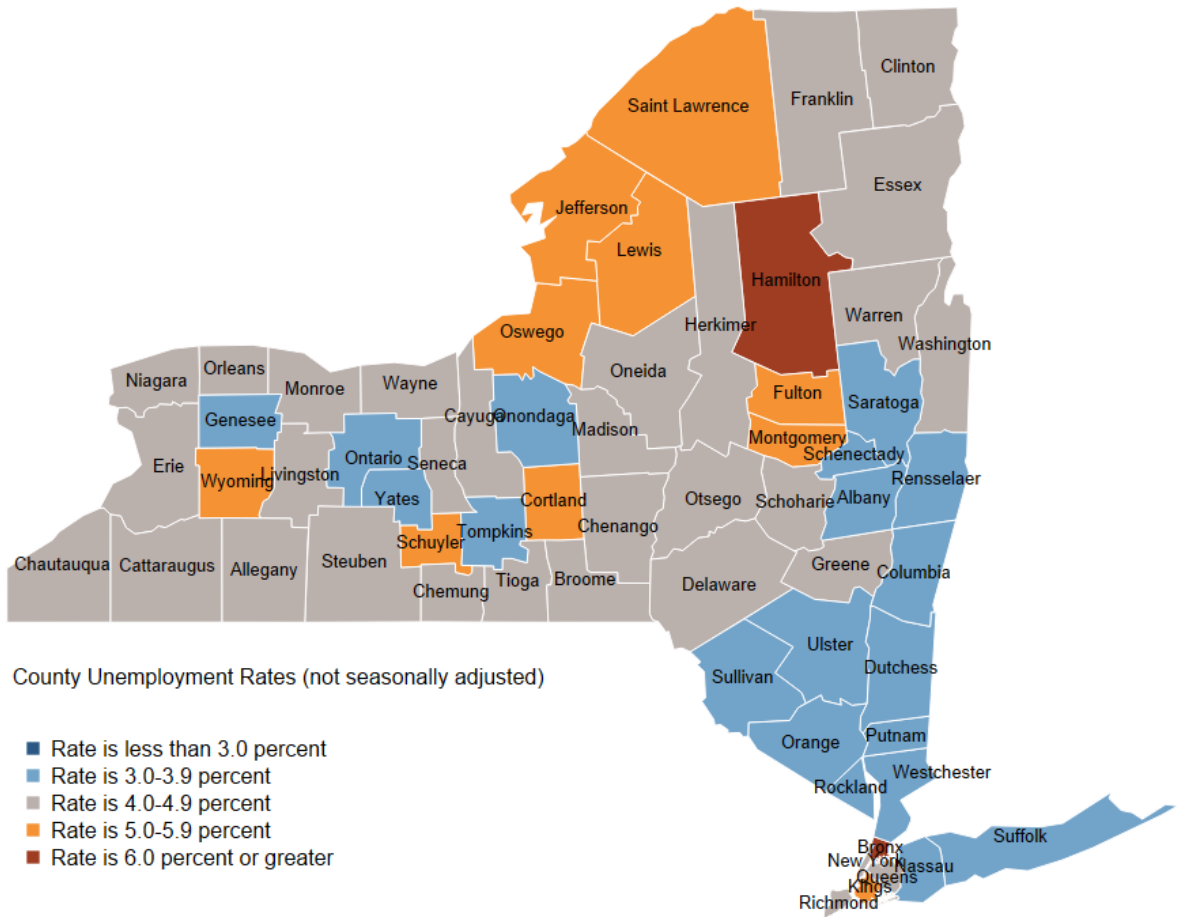
Old 17 Corridor

We have received significant interest in the preapproved site along the Old Route 17 I/C corridor. We are now working to bring water and sewer infrastructure to this site as that is the enhancement needed to help close a major investor there. SCP efforts for this project has functioned as a catalyst for the Liberty municipalities to do a deep dive into the current and future infrastructure needs with an emphasis on water capacity, distribution capacity, and facility upgrades needed to be ready for future demand.
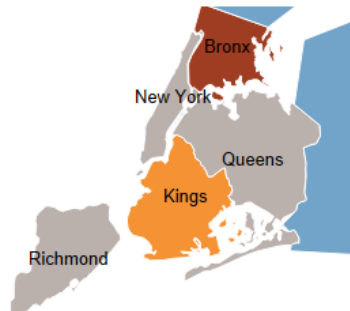
Likewise, SCP efforts associated with the development of the Apple Ice project (RGG Realty, LLC.) has driven the needs assessment and the necessary improvements needed to bring current water resources online. Both are driven by private sector investment and demand which ultimately will serve the needs of the projects but will also provide a significant public benefit as well. This is why Economic Development is so critical to the success of our businesses and by extension our communities.

Below please find the NYSDOL map of statewide unemployment, showing Sullivan County at a rate between 3 and 3.9 percent. Keep in mind that not long ago we would be in the double digits during this time in the year indicating in part that our economy is transitioning from the past seasonal characteristic to a more year round economy.

UNEMPLOYMENT RATE

County Unemployment Rates (not seasonally adjusted)

- ■ Rate is less than 3.0 percent
- ■ Rate is 3.0-3.9 percent
- ■ Rate is 4.0-4.9 percent
- ■ Rate is 5.0-5.9 percent
- ■ Rate is 6.0 percent or greater

New York State's unemployment rate is 4.4%

Source: NYSDOL

B. Project Updates

    1. Corporate Attraction

- We are working with an out of state broker interested in the Horizons Liberty 1 million sq. ft preapproved site.
- While housing is not one of the Partnerships priorities, at the request of several legislators and due to the severe lack of market rate housing options we are working with two developers interested in housing projects in Sulivan County. We have toured four locations that have either begun construction, received approvals, or have explored housing projects in the past.
- We continue to assist the proponents of the FMFO project as they continue to prepare an EIS as part of their approval process in the Twon of Highland.
- We are facilitating a 91-room hotel project in the Town of Thompson.
- We continue to work with Apple Ice (RGG Realty, LLC) toward the development of its ice production facility on Monticello.

    2. Small Business/Entrepreneurial Development

- Reviewing a revolving loan application for a childcare center.
- Working with a NYC restauranter interested in rehabbing existing property, in the Town of Rockland, highlighting the craft beverage and hospitality industries.

    3. Business Expansion – See summary above.

    4. Shovel Ready Sites- See summary above.

    5. Membership Education/Special Events – we will be hosting our annual Economic Development Summitt at the Kartrite Hotel on April 10, 2024.

Sullivan County

Legislative Memorandum

File #: ID-6133   **Agenda Date:** 2/1/2024   **Agenda #:** 1.

Narrative of Resolution Rescind Resolution 352-16 and Adopt the Amended and Restated Grants Best Practices Guide

If Resolution requires expenditure of County Funds, provide the following information:

Amount to be authorized by Resolution: $0

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures: N/A

RESOLUTION INTRODUCED BY THE PLANNING, REAL PROPERTY & ECONOMIC DEVELOPMENT COMMITTEE TO ADOPT AN AMENDED AND RESTATED DEPARTMENT OF GRANTS ADMINISTRATION - GRANTS BEST PRACTICES GUIDE AND RESCIND RESOLUTION NO. 352-16.

WHEREAS, on September 12, 2019 Resolution 352-19 was adopted by the Sullivan County Legislature to adopt an amended and restated Grant Administration Manual; and

WHEREAS, in March of 2023, the Department of Grants Administration staff undertook a review of its Grant Manual, under the supervision of the Commissioner of the Division of Planning, Community Development and Environmental Management; and

WHEREAS, in the months following March of 2023 Department of Grants Administration staff reformatted the Grant Manual (retitled to "Grants Best Practices Guide") for utilization as a training modality and resource tool; and

WHEREAS, the Department of Grants Administration staff subsequently reported to the County Legislature Clerk, County Treasurer, County Manager and Acting Deputy County Manager, County Attorney, County Auditor, and County Purchasing staff its proposed changes to the Grant Administration Manual; and

WHEREAS, the Commissioner of the Division of Planning, Community Development and Environmental Management and the aforementioned County Government staff believe that the revised Department of Grants Administration - Grants Best Practices Guide, once adopted by the Sullivan County Legislature, would obviate the need for Resolution No. 352-19.

NOW, THEREFORE, BE IT RESOLVED, by the Sullivan County Legislature that:

    1. The draft Department of Grants Administration - Best Practices Guide, dated January 2024,

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be and hereby is adopted.

2.   Resolution No. 352-19 be and hereby is rescinded.

Sullivan
COUNTY CATSKILLS

Mountains of Opportunity

Department of Grants Administration
100 North Street, Monticello, NY 12701
845–807–0468

Grants Best
Practices Guide!

*Equipping You to Prepare, Write, and
Manage Grants on Behalf of Sullivan County*

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Don't let this guide overwhelm you. Yes, there is a lot to know about grants, and this guide offers a rather comprehensive overview, but it's simply a training tool and handy reference guide for any County staff involved in grant-related projects. Consider it a "cliff notes" version of the expansive grant information available that the average person does not have time to read and digest. A word of gratitude to the County staff from OMB, Audit, Purchasing, Treasurer's Office and Planning Division who contributed feedback in an effort to make this guide as informative as possible!

The mission of the Department of Grants Administration (DGA) is to facilitate access to funding for Division/Department needs of the Sullivan County Government, while improving the administration of existing funding secured by the Sullivan County Government.

In other words, we're here to help.

ABBREVIATIONS USED IN THIS GUIDE

GCAF = Grant Concept Approval Form
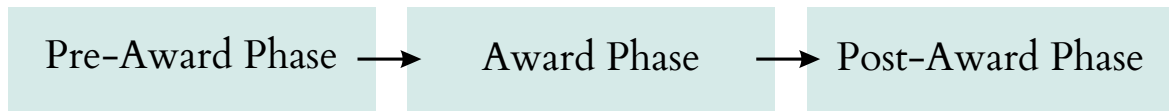
GL = General Ledger

NOFA/NOFO = Notice of Funding Availability/Opportunity

PAC = Project Account Code

RFP/RFA = Request for Proposal/Application

INTRODUCTION: GRANT BASICS

THE GRANT CYCLE

Pre-Award Phase ⟶ Award Phase ⟶ Post-Award Phase

IDENTIFYING NUMBERS

There are identifying numbers funding agencies may require for grant applications, including the UEI, DUNS, FEIN numbers and others. Sullivan County's assigned identifying numbers are available by contacting the Department of Grants Administration.

TYPES OF GRANTS

Discretionary – funding is awarded following a competitive process. The federal or state funding source reviews the legislative and regulatory requirements and published selection criteria established for the program. The review process gives the funding source discretion to determine which applications best address the program requirements and are therefore, most suitable.

Private Foundation – this is a category of discretionary funding which is offered by foundations. Generally, foundations are nonprofit organizations donating funds to organizations through a competitive process.

Allocations – considered non-competitive, with awards based upon local data / stats, and made on an annual basis. Of note: County-awarded allocations requiring execution (for the application and/or contract) are subject to similar internal tracking processes as discretionary grants.

A WORD ON FUNDING OPPORTUNITIES: DON'T LET THE TAIL WAG THE DOG

When County Government staff identify a funding need, they should first engage in project planning and notify the Department of Grants Administration. DGA staff can be of assistance in the identification of potential funding resources. While Departments may explore funding opportunities on their own, they can rely on the work and expertise of DGA staff to find suitable sources.

CAUTION: It can be tempting to try to fit a "good idea" to a grant opportunity when it comes up, but this is not best practice. *"The first rule in grantseeking is that you don't write a grant request without first completing a comprehensive planning process that involves the grant applicant or organization's key stakeholders."* (Dr. Beverly A. Browning, *Grant Writing for Dummies*) Develop a well-conceived project addressing a particular County need, so you're grant ready when an opportunity arises. Refer to the County's Preparing a Winning Grant Proposal Guide in the Appendix.

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THE ROLE OF THE DEPARTMENT OF GRANTS ADMINISTRATION (DGA)

The DGA works with County Government staff to identify funding needs, locates available funding opportunities, provides grant readiness training and resources, and assists with the grant process. Priority is given to funding requests from Divisions, Departments, Agencies, and other units of the Sullivan County Government, the County Legislature and the County Manager. Assistance for municipalities and nonprofit organizations will be determined by the availability of DGA staff, and the decision to provide external assistance is made by the County Manager.

Sullivan County may consider collaborating with community partners who can demonstrate project readiness, capacity to manage the administration of the grant, thorough planning and budget preparation, and alignment with County goals benefitting local residents and businesses. Since the grant process requires a significant allocation of time and resources, the DGA assists in determining project readiness for potential collaborating agencies.

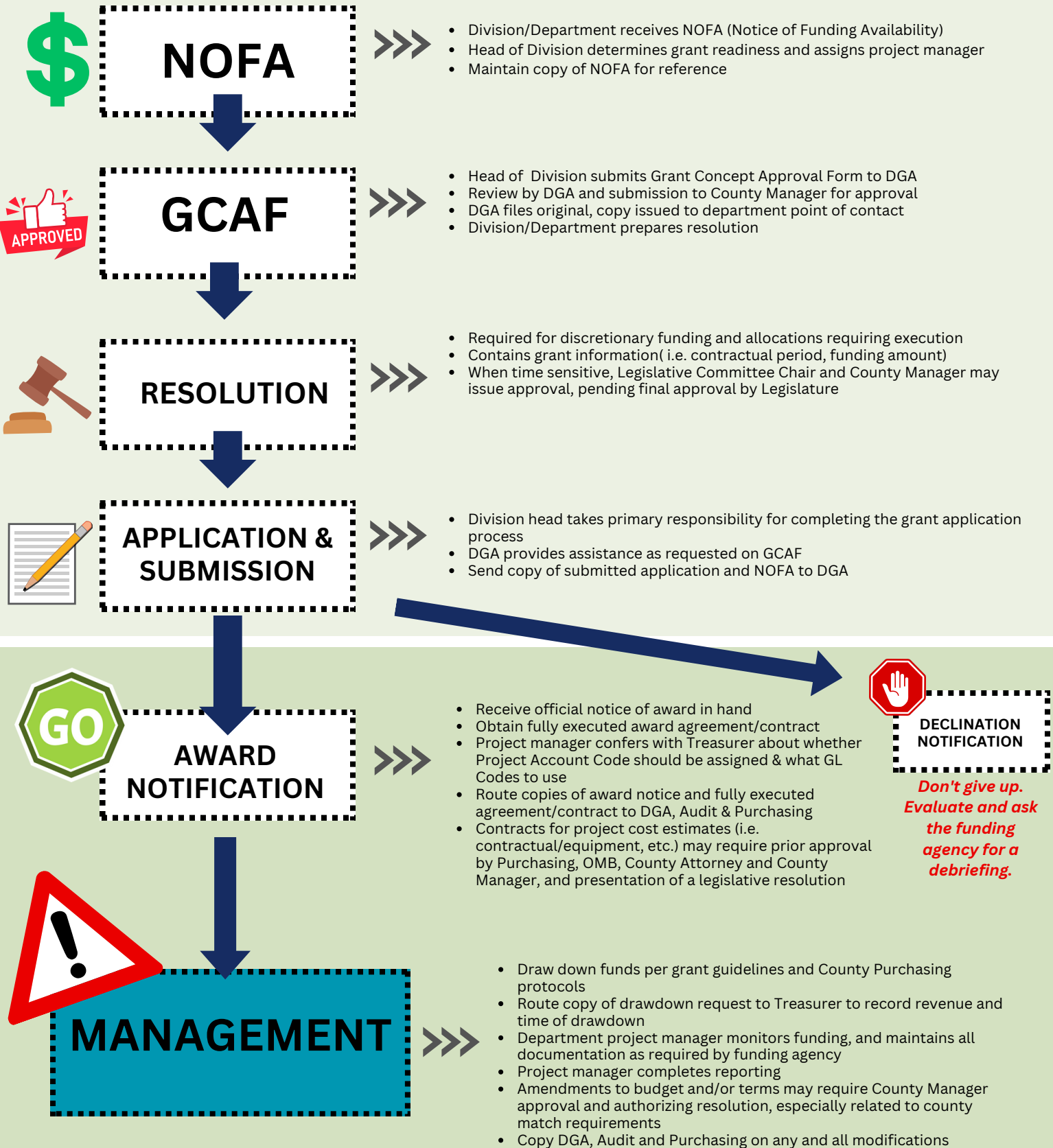## THE ROLE OF THE DEPARTMENT OF GRANTS ADMINISTRATION

- Works with County Government staff to identify and prioritize funding needs
- Provides resources for effective grant proposals/project development
- Matches identified needs and priorities with available funding opportunities
- Centralizes funding management, including assistance with the following as requested:
  - coordinates application preparation *(tracks progress and deadlines, obtains signatures and support letters, etc.)*
  - facilitates collaboration between departments, towns, villages, agencies, organizations, etc.
  - reviews grant and provides final edit
  - prepares grant packaging
  - writes the grant narrative, documentation, etc.
- Consults with Departments/Divisions as needed
- Serves as a resource for questions related to grant management
- Provides grant readiness tools and training

THE ROLE OF THE DIVISION OR DEPARTMENT

- Identifies a potential project in alignment with County needs and Legislative goals
- Engages in project planning and proposal writing *(collaborating with Purchasing, OMB and ITS as needed)*
- Seeks County Manager approval (via GCAF) and obtains authorizing resolution
- Provides copies of fully executed applications, award notices, agreements/contracts to DGA
- Works with Treasurer to designate Project Account Codes & GL Codes
- Manages the day to day functions associated with funding award:
  - implements awarded grant projects according to the terms of the award agreement/contract
  - tracks amendments and obtains authorizing resolutions as required
  - completes grant drawdown forms and monitors project funding
- Meets reporting requirements and deadlines as specified by the funding agency
- Consults with DGA on a regular basis

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Grant Process Work Flow
For a list of abbreviations, refer to the Table of Contents page.

NOFA
- Division/Department receives NOFA (Notice of Funding Availability)
- Head of Division determines grant readiness and assigns project manager
- Maintain copy of NOFA for reference

GCAF
- Head of Division submits Grant Concept Approval Form to DGA
- Review by DGA and submission to County Manager for approval
- DGA files original, copy issued to department point of contact
- Division/Department prepares resolution

RESOLUTION
- Required for discretionary funding and allocations requiring execution
- Contains grant information (i.e. contractual period, funding amount)
- When time sensitive, Legislative Committee Chair and County Manager may issue approval, pending final approval by Legislature

APPLICATION & SUBMISSION
- Division head takes primary responsibility for completing the grant application process
- DGA provides assistance as requested on GCAF
- Send copy of submitted application and NOFA to DGA

AWARD NOTIFICATION
- Receive official notice of award in hand
- Obtain fully executed award agreement/contract
- Project manager confers with Treasurer about whether Project Account Code should be assigned & what GL Codes to use
- Route copies of award notice and fully executed agreement/contract to DGA, Audit & Purchasing
- Contracts for project cost estimates (i.e. contractual/equipment, etc.) may require prior approval by Purchasing, OMB, County Attorney and County Manager, and presentation of a legislative resolution

DECLINATION NOTIFICATION
Don't give up. Evaluate and ask the funding agency for a debriefing.

MANAGEMENT
- Draw down funds per grant guidelines and County Purchasing protocols
- Route copy of drawdown request to Treasurer to record revenue and time of drawdown
- Department project manager monitors funding, and maintains all documentation as required by funding agency
- Project manager completes reporting
- Amendments to budget and/or terms may require County Manager approval and authorizing resolution, especially related to county match requirements
- Copy DGA, Audit and Purchasing on any and all modifications

"WHO'S ON FIRST?"

A DIVISION OR DEPARTMENT'S RESPONSIBILITY WITH RESPECT TO GRANTS

Grants are a lot of work, but the funding obtained helps Sullivan County provide necessary resources for the community. Ownership is a key component of grant work. The Division/Department Head is accountable for all funding/grants within his/her jurisdiction. For those instances where more than one Department is responsible for a grant, a lead Department should be designated for accountability.

Division/Department heads and key technical staff are responsible for:

- Helping to identify funding opportunities
- Participating in program planning and proposal writing
- Managing the day to day functions associated with a successful funding/grant award

Each Division/Department head shall take ownership of a Grant by:

- Designating a project manager for funding/grants awarded to the Department;
- Implementing awarded grant projects according to the terms, conditions and requirements of each grant award, as identified within the respective funding source award agreement and/or Notice of Funding Availability (NOFA), Request for Proposal (RFP), Request for Application (RFA), etc.;
- Ensuring that the designated funding/grant liaison for the Department tracks grant awards and

consults with the DGA on a regular basis;

- Confirming that the grant contact person and all project managers know how to request Project

Account Codes and appropriate GL Codes, complete grant drawdown forms & submit to Treasurer, and monitor project funding;

- Making sure claims are promptly submitted to minimize the prolonged use of County funds; and
- Ensuring that project reporting requirements and deadlines for submission are observed.

GRANT STAKEHOLDERS: PURCHASING, MANAGEMENT & BUDGET, AUDIT, & INFORMATION TECHNOLOGY SERVICES (ITS)

The grant process is complex and may involve multiple processes, including developing cost estimates, building out budgets, procuring goods and services properly, and processing claims and supporting documentation required to draw down funding. It will likely be necessary for the grant project manager to consult with Purchasing and Management and Budget, as well as ITS for any technology-related goods or services associated with grant funding. It is important to maintain tidy records and involve relevant stakeholders along the way as needed.
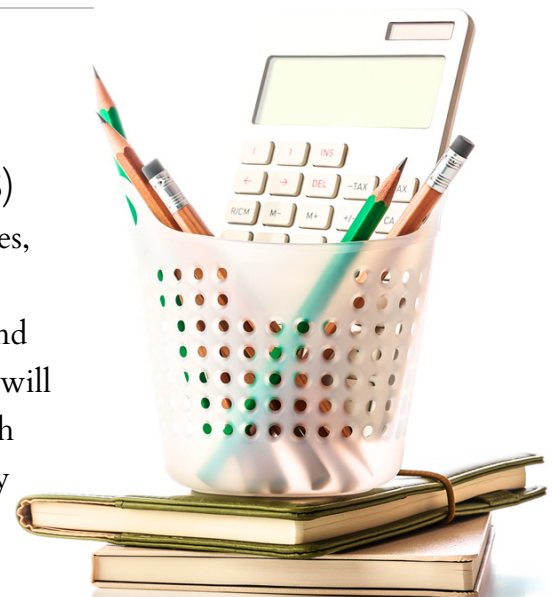
Compliance and Grants

Yes, it really matters.

PREVENTING WASTE, FRAUD, AND ABUSE

Staff who engage in grant-related work are expected to adhere to grants best practices and County policies and procedures related to financial management.

Why it's important to be mindul of compliance and grants...

Fraud, waste and abuse take away funding from a project, and increase the chance that a grant will be terminated prematurely. Misuse of funds, *even if unintentional*, can result in suspension of availability of current/future funding, Sullivan County having to pay back some of the grant, and jeopardize the County's ability to secure future grant awards. Everyone who deals with funding is responsible for helping combat fraud. Following all County procedures is your best insurance against waste, fraud, and abuse of funds.

Grant Fraud: The use of grant funding for a purpose other than intended.

- *Charging for costs which have not been incurred or are not attributable to a grant*
- *Failure to maintain accurate time and effort documentation*
- *Charging personal expenses as business expenses against a grant*
- *Charging for inflated labor costs or hours against a grant*

Waste: Failure to receive a grant's full value due to poor planning/lack of controls leading to wasted resources.

- *Poor financial or administrative management of grants*
- *Improper grant payments*
- *Buying overpriced office equipment from a favored vendor*
- *Buying unnecessary equipment for personal use or gain*
- *Lack of controls in the payment process*

Abuse: Behaving improperly or unreasonably or misusing one's position or authority.

- *Writing technical specification or contract terms to favor a specific contractor*
- *Utilizing County resources (staff, time, equipment, supplies) to apply for "pet project" grants as a favor to entities outside the County and/or not in alignment with a department's service area or the County's mission or strategic plan*
- *Using a County computer to download explicit materials*

OTHER CONSIDERATIONS RELATED TO GRANT MANAGEMENT & COMPLIANCE:

Mismanagement can jeopardize a grant award or place the County at risk. Examples include:

- Not obtaining authorizing resolutions as required, (i.e. for multi-year contracts/award agreements)
- Failure to obtain cost estimates properly or to follow procurement guidelines
- Failure to provide confirmation that additional funding sources are secured
- Deficiencies in maintaining accurate records/receipts for time and effort/expenditures
- Making purchases against a grant/allocation prior to the contract being fully executed
- Failure to complete workplans, adhere to grant requirements, or complete reporting accurately and on time
- Unresponsiveness to funding agency requests for information and/or project updates or modifications
- Failure to reassign project to qualified personnel if orginal project manager leaves his/her position

TIPS FOR MANAGEMENT AND PROJECT MANAGERS

Fraud Prevention for Management (Division/Department Heads)

How Management can prevent fraud, waste, and abuse:
- Does the record-keeping system make it possible to quickly and accurately answer questions from auditors and funding agencies?
- Are any identified shortcomings of internal controls recurring?
- Are there new procedures in place that would prevent losses from recurr ? (Trainings, file organization/sharing strategies, etc.)
- What functions are under-staffed or over-burdened?
  - *Does this create vulnerabilities?*
- Have the internal controls been subjected to a third-party review?
- What losses have been previously experienced?
- What was the nature of those losses?
  - *Theft*
  - *Data corruption*
  - *Unallowable expenditures*

Fraud Prevention for Project Managers

How Grant Project Managers can prevent fraud, waste, and abuse:
- Follow Sullivan County and Department of Grants Administration internal control procedures:
  - *Procurement Policy*
  - *Information and data security*
  - *Grant monitoring*
- Be mindful of budget and timelines
- Review documents thoroughly, watching for anomalies
  - *Inflated invoices*
  - *Payments to unknown vendors for unknown services*
  - *Invoices for services or equipment not provided*
  - *Administrator cuts a check and asks for a portion of proceeds*
  - *Consulting contracts – not enough detail to verify costs*
- Question documents and verify authenticity
- Request additional information for the vendors or administration
- Compare information on different documents

- Familiarize self w/ policies & guidelines
- Keep a good calendar
- Read the fine print!

Your Compliance Toolbox: Important County Documents

Available on Sullivan County Portal or from Relevant Department
- Purchasing Department *Procurement Policy*
- Audit *Fixed Assets and Equipment Policy and Procedures*
- *Employee Handbook*
- *Code of Conduct, Code of Ethics, Corporate Compliance/Whistleblower Policy* and other policy & procedures identified by a Division/Department

THE CODE OF FEDERAL REGULATIONS (CFR)

A department that has secured funding via Federal , State or Private Foundation funding sources is expected to comply with the specific regulatory requirements that apply to the funding award.

Specific to funding secured from a Federal agency, recipients must comply with the Code of Federal Regulations (CFR). The CFR is the codification of the general and permanent rules published in the Federal Register by the executive Departments and agencies of the Federal Government. It's divided into fifty (50) titles that represent broad areas subject to Federal regulation. Each volume of the CFR is updated once each calendar year and is issued on a quarterly basis.

Of note:
• *Titles 1-16 are updated as of January 1st*
• *Titles 17-27 are updated as of April 1st*
• *Titles 28-41 are updated as of July 1st*
• *Titles 42-50 are updated as of October 1st*

Each title is divided into chapters by issuing agency. Each chapter is further subdivided into parts that cover specific regulatory areas. All parts are organized in sections, and most citations in the CFR are provided at the section level. The entire CFR is available at https://www.ecfr.gov/.

How the DGA Can Help You...
Each Division/Department Head has the responsibility to ensure that grant projects/programs are implemented according to the terms, conditions and regulatory requirements of each grant award. However, since the CFR can be complex, some teamwork is required. The DGA works with the respective Department staff and the County Attorney's Office to identify and review Federal/New York State regulations, as well as the regulations of private foundations. Specific regulations are normally identified within the funding sources Notice of Funding Availability (NOFA), Request for Proposal (RFP), Request for Application (RFA), and Sample Award Agreement.

The DGA will work with the grant project manager to identify, review and confirm the County's acceptance of the regulatory requirements. Once the DGA and Department Grant Project Manager have identified all the applicable regulatory requirements, a meeting will be set-up with the County Attorney's Office to further the regulatory review, and ensure the County's acceptance of same; said action to be taken prior to the submission of the funding proposal application.

Becoming Grant Ready

Are You Really Project Ready?

"Grant readiness is the foundation or framework for successful grantseeking."

Dr. Beverly A. Browning, author Grant Writing for Dummies

✓ CAPACITY: Does your Department have the staff to effectively administer the funding? *(Be mindful of becoming over-extended with respect to previously awarded funding. Dropping the ball can put the County at risk and result in decreased chances of future grant funding.)*

✓ TEAM BUILDING: Who on your team is organized and detail-oriented who is positioned to serve as project manager? *(Ideally, that person should be knowledgeable of the County's procurement protocols related to grant administration, and is willing to be trained in grant-writing.)*

✓ COUNTY IMPACT: Will grant funding be used for establishing a new position? Does the funding source require a cash match? *(Make sure your department has the means to satisfy any matching or other program requirements and sustain new positions.)*

✓ PRACTICAL CONSIDERATIONS: Do the costs associated with administering the funding exceed the anticipated award amount? Can you meet deadlines? *(Weigh the award amount against the time and resources required to apply and administer the grant, if awarded.)*

✓ EFFICIENT PLANNING: Does your proposal align with the funding source's interests? *(Make sure your proposal is based on facts, have data in hand to justify need, make sure you've obtained cost estimates properly to develop a realistic budget, and make sure Request for Proposal (RFP) directions were followed.)*

✓ ALIGNMENT WITH COUNTY GOALS: Is the funding proposal focused on the benefit of residents and businesses of the County, or is it connected to one of the many developed County plans? *(Pet projects may be tempting, but grant administration demands application of resources which should be utilized efficiently.)*
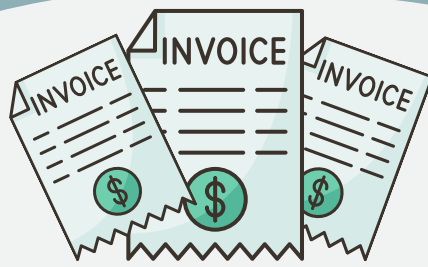
PURCHASING IS YOUR FRIEND:
GETTING A HANDLE ON PROCUREMENT

Grants have specific requirements associated with procurement of goods and services, including how cost estimates are obtained, vendor requirements, and payment protocols. The Purchasing Department is an important stakeholder in the grants process, and should be considered a valuable resource.

✓ COUNTY PROCUREMENT POLICY: A Department that has secured grant funding for the purchase of goods and/or services, must adhere to the County *Procurement Policy** *(*authorized by Resolution #333-09 under the Government Services/County Legislative Committee.)

✓ FUNDING SOURCE PROCUREMENT REQUIREMENTS: The Department must also adhere to the specific procurement regulations required by the funding source and contained within the respective award agreement/contract. The specific procurement regulations and requirements are identified at the time of the *regulatory review*, which is conducted by the Department that secured the funding, with support from Purchasing/Central Services, Grants Administration, and County Attorney Office as appropriate.

✓ REQUIRED INFORMATION & DOCUMENTATION: The County Purchasing Department can only authorize procurement aligned with County and regulatory requirements, and therefore certain information must be provided by the Department securing the funding:
- All requisitions, requests for bids, RFP's and quotes utilizing grant funds or federal monies must clearly state the grant and respective State or Federal agency that will be funding the product/service.
- All specific procurement information, including any special requirements, must be submitted with each request. (i.e. MWBE, SDOV, financial requirements, etc.)
- Each Department should provide a complete copy of the grant funding award agreement/contract, Project Account Codes, authorizing resolution number, and any unique or special requirements to Purchasing upon submission of any request described above.

*The County *Procurement Policy* may be found on the Sullivan County Portal. Questions? Contact Purchasing and Central Services at 845-807-0515

THE COUNTY MANAGER, THE GCAF, AND OBTAINING PROPER AUTHORIZATIONS

It is imperative that when County Government staff has identified a financial need for a project, Division and Department Heads engage in discussion with the County Manager.

GCAF (Grant Concept Approval Form) – the first step in the County's grant process. Whenever you are interested in pursuing or accepting funding from a specific source requiring an application and / or an award agreement be executed by the County Manager or Legislative Chairman, your first step is to complete the DGA Grant Concept Approval Form (GCAF), submit it to DGA for initial review, and finally, obtain approval by the County Manager. DGA staff will provide the fully executed version of the GCAF via PDF scan.

Legislative Resolutions – should be presented at the respective legislative committee. Resolution must be fully executed in order to submit the application, accept an award (should one be granted), and authorize entering into the award agreement. Refer to *Resolutions Best Practices.*

WORD OF CAUTION: Thinking about contacting our local New York State representatives to request funding for a County project or need? Before contacting a Congressman, Senator, or Assemblywoman, your FIRST STEP is to consult with the County Manager, as the <u>only</u> persons authorized to seek funding from representatives are the County Manager and/or County Legislative Chairman.

Said request will only be made once all of the various components of the project have been vetted and deemed acceptable by the County Manager and / or County Legislative Chairman (County Government). Should you have any questions or concerns, please feel free to contact the DGA at Ext: 0468 or County Manager's Office.

WHO SIGNS WHAT???
Titles and Grant Signatories

When preparing grant-related documents that require execution, read the fine print and pay careful attention to language related to signatories. Not sure? Contact the DGA.

"County <u>Executive</u>" is *elected* and would NOT be the County Manager.

"County <u>Manager</u>" is *appointed* and is referred to as **County Manager** or as **Chief Executive Officer** (CEO)

"County <u>Executive</u>" or "Chairman of Board of Supervisors" would be the County Legislative Chairman

"Chief Fiscal Officer" (CFO) is the elected County Treasurer/Deputy

"Payee Certification" is the elected County Treasurer/Deputy

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Resolutions Best Practices

Legislative Resolutions are to be submitted by Division/Department Head/authorized staff via the current Legislative resolutions platform, available for desktop by contacting ITS. *(Resolutions related to grants or allocations requiring execution should be submitted through the Grants Sequence of the resolution platform.)* Should you have any questions, please contact the Legislative Clerk at 845-807-0435.

FILING DEADLINES
- Resolutions must be filed with the Sullivan County Manager's Office at least nine (9) days prior to the appropriate legislative committee meeting.
- Resolutions for legislative Executive Committee must be filed with the Sullivan County legislative clerk at least seven (7) days prior to the meeting.

WHEN ARE LEGISLATIVE RESOLUTIONS REQUIRED FOR GRANTS/ALLOCATIONS?
- Legislative Resolutions are required prior to applying for and/or accepting discretionary funding;
- Legislative Resolutions are required for Allocations requiring an application and/or executed award agreement;
- Legislative Resolutions are NOT required on Allocation applications that *do not* contain or require any signatory paperwork or that do not require a resolution as part of the submission; and
- Legislative Resolutions are NOT required on Allocations that do not have an award agreement and *only* have an award notification.

WHAT ABOUT CONTRACTS?
Additional information is required for resolutions seeking approval for execution of a contract.
All Award Agreements/Contracts must also be approved by the following Departments prior to submission of a resolution:
- Director of Purchasing;
- Office of Management & Budget;
- County Attorney Office; and
- County Manager

IS THERE ANYTHING I NEED TO KNOW ABOUT MULTI-YEAR AWARDS/CONTRACTS?

YES! If County is awarded a multi-term grant or allocation, it is STRONGLY recommended by the County Attorney's Office that a resolution must be prepared on an *annual basis* for every year of the award, *prior to the start of the new term.*

NOTE: In the BE IT RESOLVED section, the resolution should contain specific information about the contract (i.e. period, award amount, matching specifications).

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HOW DO I PROPERLY DRAFT A RESOLUTION?
The resolution has three primary components:
1. TITLE
2. WHEREAS STATEMENTS
3. BE IT RESOLVED STATEMENTS

NOTE: **Text Formatting Guidelines**: 1-inch margins all around, Times New Roman in 12-point font

WHEREAS and BE IT RESOLVED phrases must be in bold and all caps, and phrases must be followed by a colon. Refer to samples in appendix for guidance.

THE TITLE:
The title of the resolution must appropriately reflect the intent. Refer to samples for guidance.

WHEREAS STATEMENTS:
- "Whereas" statements provide the basic facts and reasons for the resolution, and provide the rationale for the "resolved" course of action.
- The whereas statement(s) should lead the reader to your conclusion (resolved). In writing whereas statements begin by introducing the topic of the resolution. Be factual rather than speculative and provide or reference statistics whenever possible. The statements should briefly identify the issue and the effect of the issue.

>   WHEREAS, The ... (text of the first preamble clause);
>   WHEREAS, ... (text of the next to the last preamble clause); and
>   WHEREAS, ... (text of the last preamble clause);

RESOLVED STATEMENTS
- "BE IT RESOLVED" statements are the only parts of a resolution that the Legislature acts upon.
- Each Resolved clause must contain an actionable request and makes sense when read alone, since the Resolved clause represents the policy that will be adopted.
- Thus, Resolved clauses should each be a single sentence in length.

>   NOW THEREFORE, BE IT RESOLVED, That ... (stating specific action to be taken
>   BE IT FURTHER RESOLVED, That ... (stating further action to be taken)

IS THERE CRITICAL RESOLUTION LANGUAGE SPECIFIC TO GRANTS?

YES! Sullivan County utilizes specific language for the closing BE IT RESOLVED section of resolution. Please refer to the Grant Resolution and Allocation Templates in appendix.

REMINDER: The resolution should contain *specific* information about the contract (i.e. period, award amount, matching specifications, indication of collaborating partnerships, etc.).

The Grant Cycle and You...

A GENERAL CHECKLIST

BEFORE YOU BEGIN

___First, meet with stakeholders (County leadership, colleagues, etc.) to identify priority needs aligned with County goals. (*See Needs Assessment Worksheet in Appendix.*)

___Then, consider capacity and identify potential project manager and support team.

PREPARING A FUNDING APPLICATION

___First, develop a plan for a project. (See *Preparing a Winning Grant Proposal in Appendix.*)

___ Secondly, collaborate with DGA to locate the funding source/NOFA that would be the best fit for your project.

___ Submit a GCAF, and if approved by County Manager, prepare authorizing resolution. (See *Resolutions Best Practices*.)

___Finally, the assigned grant project manager should collaborate with respective Division Head and DGA to prepare and submit the application.

WHEN YOU RECEIVE THE AWARD: IMPORTANT "NEXT STEPS"

___First, copy DGA on the award notice.

___Secondly, carefully review the NOFA, guidelines, and funding award contract prior to execution, and copy DGA on fully executed contract.

___Third, determine if any additional authorizing resolutions may be required.

___Then, set up a task calendar for your work plan and to meet reporting requirements.

___ Also, set up an organized system to maintain records for proper administration of grant funding.

___ Stay on track with reporting and claim submissions. (Note, it's not always advisable to hold claims. It's best practice to submit claims as expenses are paid, especially for large expenses.) Always notify Treasurer after submitting claims.

___Finally, notify DGA of any amendments to the award amount or term.

> *REMINDER:*
> * *The Department managing the grant/allocation is responsible for maintaining all documentation related to expenses against secured funding (i.e. postage, equipment, office supplies, etc.) This includes all necessary time and effort records as required by the award agreement.*
>
> * *DGA provides technical assistance when needed and will collaborate with Departments to prevent deficient audit findings pertaining to funding reimbursements and to avoid the return of funds due to delinquent reporting, insufficient program administration or other reasons deemed appropriate by the funding source.*

EVALUATION

There are lessons to be learned from both successful and unsuccessful funding applications and the funded programs/projects. Feedback from the funding source regarding strengths and weaknesses of the submitted application and of the results of the funded program helps shape successful future applications and programs.

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GRANT MANAGEMENT PRO-TIPS
(OR, HOW TO KEEP THE MONEY)

1. KNOW YOUR REPORTING REQUIREMENTS

Reporting requirements vary by funding source and the type of funding secured. Those Departments who have secured funding through Federal, State or Private Foundation sources are responsible for reporting accurate program data and information in adherence to the reporting requirements as required by the specific funding source. Be mindful of reporting deadlines (whether monthly, bi-monthly, quarterly, semi-annual, annual or progress) and submit on a timely basis to the specific funding source, as stated in the executed award agreement/contract. Adhering to these reporting requirements is an important part of the overall effort to ensure that the County continues to realize a successful audit of its financial statements.

All Federally-funded grants are required to report ALL EXPENSES on the Federal Single Audit. These programs are audited annually by the County's external auditors.

2. STAY ORGANIZED

- Maintain all documents related to a particular grant organized in one location, labeled appropriately with the grant title, term, and award amount. (It may be advisable to maintain both digital and hard copy records. For a sample grant folder organization template, see page15.)
- Review the guidelines associated with the funding award, setup a workplan, make notations to help you stay on task.
- Use your calendar and set up internal reminders to meeting important deadlines.
- Copy the DGA on any official documentation and any amendments to terms/amounts.
- If the grant project manager leaves the department and a new person is assigned, update your records and DGA.
- Document, document, document! Maintain careful notations related to grant work, communications, and progress on work plans; keep and organize copies of expenses/receipts and time and effort records, as required by the funding agency.

3. SUBMIT CLAIMS PROPERLY

- Follow the grant requirements and make sure you're in alignment with State and Federal regulations and County procurement protocols.
- Make sure you have copies of all appropriate financial documentation necessary to accompany the submission and check them for accuracy.
- Be timely, as it's not advisable to hold claims. It's best practice to submit claims as expenses are paid, especially for large expenses.
- Follow the submission guidelines carefully, check and double check your paperwork, and be sure to save digital and hard copies of all items submitted, with notations related to when you can anticipate reimbursement.
- **Don't forget to copy the County Treasurer's Office!**

The DGA offers support and technical assistance.
Contact us at 845-807-0468.

KEEPING THOSE FILES IN CHECK

It may seem obvious, but when schedules become overwhelmed, having a tried and true organizational system saves time and effort in the long run. Here are some practical "pro tips" shared by Departments who have successfully managed to wrangle the complexities of grant management.

LABELING YOUR GRANT FILE

Labeling the grant file will help you maintain organization, access information easily, and assist others in locating information in your absence.

Your format should include:
- Funding Year (based on NOFA)
- Grant Title and Granting Agency/Organization
- Project/Program Title

Examples:
2019 NFWF Highland River Access
2023 GTSC Child Passenger Seat Safety Program
2023 OPRHP Snowmobile Grant-in-Aid Program

WHAT TO KEEP IN THE GRANT FILE

- Copy of fully executed GCAF
- Copy of Official Authorizing Resolution(s)
- NOFA and Funding Agency Guidelines
- Submitted Application/Supporting Documents
- Fully Executed Memorandums of Understanding
- Official Notification of Award/Declination
- *Fully Executed* Award Agreement/Contract(s)
- Project Account Code Information
- *Fully Executed* Amended Award Agreements/Contracts
- Additional Resolution(s)
- Monitoring and Compliance Documents
- Claims/Disbursement Requests

SAMPLE DIGITAL GRANT FOLDER TEMPLATE

Name	Date modified	Type
Application	7/3/2023 10:42 AM	File folder
Award Notifications	7/3/2023 10:42 AM	File folder
Blank Forms	7/3/2023 10:39 AM	File folder
Closeout	7/3/2023 10:40 AM	File folder
Correspondence	7/3/2023 10:41 AM	File folder
Disbursement Requests	7/3/2023 10:40 AM	File folder
Environmental Review	7/3/2023 10:45 AM	File folder
Executed Contracts	7/3/2023 10:41 AM	File folder
GCAF and Resolutions	7/3/2023 10:42 AM	File folder
Monitoring and Compliance	7/3/2023 10:40 AM	File folder
NOFA	7/3/2023 10:40 AM	File folder
Program Guidelines	7/3/2023 10:41 AM	File folder
Reporting	7/3/2023 10:41 AM	File folder

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Appendix

Grant Concept Approval Form

The County Manager must acknowledge all funding sources, inclusive of discretionary (competitive) and allocations requiring execution, in concept prior to an application submission. This form must be submitted directly to the Department of Grants Administration and subsequently approved by the County Manager.

Date Form is submitted: _____   Grant Deadline: _____

Type of Funding: ____Discretionary (Competitive)   ____Allocation Requiring Execution

Type of Grant Submission: ☐ Hard Copy   ☐ e-File   ☐ Grants.gov   ☐ Other: _____

CFDA #_____ (if applicable)   ARPA, CARES Act, COVID-19 Funding ☐ _____

Unique Entity Identifier (UEI) # for Sullivan County: GDF2HNKKJBZ4

Commissioner: _____ Division: _____

Grant Project Manager/Point of Contact, Title, and Department: _____

Grant Title and Granting Agency/Organization: _____

Amount Requested: _____ Term of the Grant: start _____ end _____

How will this grant benefit the Division/Department?

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│                                                                               │
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Matching Funds:

1. Will a CASH Match be required for the grant? ☐ Yes   ☐ No If yes, specify amount and how the match will be met.
_____

2. Explain other match requirements and County obligations of the grant (staff time, space, technology, equipment, etc.)
_____

3. Does the grant involve the acquisition of technology? (software, hardware, etc.) ☐ Yes ☐ No
_____

Personnel:

4. Does this grant create new County government positions? ☐ Yes ☐ No
   If Yes, justify the hiring of a new staff vs. sub-contracting a service or explain if existing staff can be utilized:
_____

County Obligations:

5. Is the County required to initially use County funds in order to be reimbursed by the grant? ☐ Yes ☐ No
   If Yes, please explain the timeframe for advance funding and reimbursement:
_____

6. What is the plan for after the grant expires?

   A. The program/project will be discontinued and all grant funded positions terminated? ☐ Yes ☐ No

   B. If no, please describe alternatives: _____

7. Will there be any ongoing impact on County budgets after the grant expires? ☐ Yes ☐ No   If yes, please describe:
_____

8. What will happen with the equipment and/or assets purchased with grant funds after the grant expires?

☐ Owned by and available to the County ☐ County-owned and used by the department

☐ Other: _____

Grant Assistance: *(Requests are reviewed and will receive assistance, if available, in order of priority set by the County Manager)*

9. What assistance will you need to submit this application?

   ☐ None – review and approval only

   ☐ Coordinate application (track progress and internal deadlines, obtain signatures, support letters, etc.)

   ☐ Facilitate collaboration between departments, towns, villages, agencies, organization, etc

   ☐ Grant Review and Final Edit

   ☐ Grant Packaging

   ☐ Grant narrative, documentation and financial analysis   *Revised December 2023*

Approval: County Manager _____ Date_____ Approval: Division Head_____ Date_____

RESOLUTION TEMPLATE
FOR DISCRETIONARY GRANTS

RESOLUTION_____ INTRODUCED BY THE _____COMMITTEE

RESOLUTION TO AUTHORIZE _____

WHEREAS, _____; and

WHEREAS, _____; and

WHEREAS, _____ .

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, Chairman of the County Legislature, and / or their authorized representative (as required by the funding source) to execute any and all necessary documents to submit the _____application for funding; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, and / or Chairman of the County Legislature (as required by the funding source) to accept the award, and enter into an award agreement or contract to administer the funding secured, in such form as the County Attorney shall approve; and

BE IT FURTHER RESOLVED, that should the _____funding be terminated, the County shall not be obligated to continue any action undertaken by the use of this funding.

Moved by,
Seconded by,
and adopted on motion, 2023

RESOLUTION TEMPLATE
FOR ALLOCATIONS REQUIRING EXECUTION

RESOLUTION_____ INTRODUCED BY THE _____COMMITTEE

RESOLUTION TO AUTHORIZE _____

WHEREAS, _____; and

WHEREAS, _____; and

WHEREAS, _____ .

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, and / or Chairman of the County Legislature (as required by the funding source) to accept the award, and enter into an award agreement or contract to administer the funding secured, in such form as the County Attorney shall approve; and

BE IT FURTHER RESOLVED, that should the _____funding be terminated, the County shall not be obligated to continue any action undertaken by the use of this funding.

Moved by,
Seconded by,
and adopted on motion, 2022

? NEEDS ASSESSMENT WORKSHEET

Think of this template as a very basic tool to help you brainstorm, identify key ideas, and to form a basis for fleshing out a more detailed plan. It is your first step toward developing a highly detailed grant proposal.

1. What is the problem? Who is affected, where, what is the issue, and why is it an issue?

2. What is the solution? You can frame your answer by describing your proposed project.

3. Do you have the data? Can you justify need, or is additional research required?

4. What is in the way? What are the obstacles preventing you from implementing the solution? *(Obstacles can be related to capacity, financial resources, sustainability, lack of technical knowledge, etc.)*

5. What information is lacking? What information do you need in order to fully flesh out a plan? What are your "unanswered questions" related to your project that might require the input of experts/model agencies, etc.?

Preparing a Winning Grant Proposal

Department of Grants Administration
100 North Street
Monticello, NY 12701

https://sullivanny.us/Departments/grants

PREPARING A WINNING GRANT PROPOSAL

A standard grant proposal should include these sections:

- **Summary**
- **Introduction to the Applicant Organization**
- **Problem or Needs Statement**
- **Objective**
- **Method**
- **Evaluation Plan**
- **Future Funding**
- **Budget**

Summary
- Keep it short. If proposal is single spaced, make it a ½ page; if double spaced, make it a full page;
- Include all elements of the proposal;
- Keep it interesting and deal with most compelling issue first; and
- Include what you're asking for within the summary.

Introduction to the Applicant Organization
- Address the organization's credibility and history.
- Rise above the competition.

NOTE: The reviewer will expect to see the following information about your organization:
- Mission Statement or Goal
- Length of operation
- Performance history/track record
- Other funding sources utilized for project
- The number of clients served
- The number of clients that will benefit from this project
- Accreditations
- Uniqueness

Problem, Objective & Method

Problem:

- State why the organization is concerned about the problem identified;
- Address the – who, how many, where and what issues;
- Use research–based data to make the case for what is causing the problem;
- Discuss what will happen if your organization does not act to address the problem;
- Support the existence of the problem with statistics, quotes and analysis.

Objective:

- Include information about what changes you want to see;
- The objectives should state who or what will be changed, in what direction, by how much and in what time frame;
- The objectives should be measurable, specific, achievable, time specific and relevant; There are three types of objectives:

  1. **Proven Process** – already works- want to do more of it.
  2. **Outcome** – measuring the change in the incidence of problem.
  3. **Indicator**- measuring signs that the incidence of the problem is likely to decline (research-based).

- You may have more than one objective for a single problem;
- Conduct a trial run of your objective to see what your results would be.

Method:

- Address the processes you will be using to meet the objectives;
- Clearly state *who* will do *what* and *when*;
- Address other options considered and ensure your methods for meeting the objective are research based;
- Chart out your methods. Chart format could consist of the activity, timeframe, person/party responsible for carrying out the method, identification of the partners, where the method will be carried out and the costs involved;
- Organize your methods – chronologically, by target group, thematically, geographically and/or by objective; and
- Be specific about why the work will be done in a specific way, what challenges you expect and your strategy for dealing with those challenges.

Evaluation Plan

- Having an evaluation plan will help to ensure you are meeting the proposed program objectives; and
- It should be developed using research-based, proven plans of evaluation. Increasingly, funders want to see that you are making good use of the funds provided and that you are paying attention to future program development needs.

Future Funding

- What funds will you use to continue the program after the grant ends? (Funders are interested in funding programs that show longevity.)
- Who else is contributing to the project or program?
- Is the funding secured? (Do you have a resolution and/or supporting documentation to prove funding is "in the bag"?)

Budget

- The total budget for the project is made up of the amount of money requested and the amount being used from other sources;
- Include all line items and budget realistically;
-
- Involve fiscal staff in the budget process;
- Do *not* include a budget line item for "Miscellaneous"; and
- When drafting the budget justification, explain in brief how the calculations were arrived at. You can use bullet style in the budget justification.
- Refrain from rounding off to the nearest $10 thousand and do not include cents in your figures. *(For example if the amount is $8,750.98, write $8,750, not $9,000.)*

Questions?

Contact the Department of Grants Administration at 845–807–0468.

Additional Points About How to Develop a Problem / Need Statement

The "Problem/Need Statement" delineates the problem within the community to be addressed. Data is provided to substantiate the need and a human interest story can be included to make the issue more personal.

- The statement is used to educate the funder about the community problem or need the organization seeks to address. This statement will enable reviewers to learn more about the issues through presentation of facts and evidence that supports the need for the project.   This section of the grant proposal establishes that the applicant understands the problem/need and therefore will be able to appropriately address it. The information used to support the case can come from authorities in the field, as well as from your own experience.
- The statement of need should be succinct, yet persuasive.

The Function & Importance of the Problem / Need Statement

The function of the statement is to discuss the problem/need in a way that makes the funder want to help solve the issue.

- Problem: a community or external constituency need;
- Action: what your organization proposes to do to address the problem; and
- Solution: the positive outcome that results from the action effecting change on the problem;

PROBLEM + ACTION = SOLUTION

The statement demonstrates to the funder that there is an important and urgent problem /need. This statement must relate both to your organization's mission statement and to the funder's priorities.

Problem / Need Statement Should Include the Following Information:

- **Description of the problem/need:** What is the problem/need? Who? What? Where? When? Why?

- **Recognition of the problem/need:** Why is it a problem/need? Who else sees it as a problem/need? What are the views of community stakeholders about this problem/need?

- **Need for resolution of the problem/need:** What will happen to the population/community served if the problem/need is not resolved? Is there a cost to society?

- **Hurdles to overcome before the problem/need is solved:** Clearly identify the challenges involved in addressing the problem/need. Describe the gap between what exists now and what ought to be. What has prevented resolution of the problem/need?

- **Urgency required to address problem / need:** Why does it need to be addressed now? What is currently being done about the problem /need?

- **Human interest story:** Provide a real example of how the problem is affecting someone's life and how the proposed program will promote positive change. Make it real and tangible.

Pitfalls to Avoid in Developing a Problem Statement:

- Leaving out information asked for in the Request for Proposal (RFP)
- Proposing a project that is outside the scope of the RFP
- Using outdated or unsubstantiated information
- Providing insufficient data or too much statistical information
- Including unfamiliar concepts or terms
- Long, convoluted sentences

General Tips for Writing a Grant Application

Use strong words for a lively proposal that stands out from others.
A good source for examples of creative wording is the book *Spunk & Bite: A Writer's Guide to Bold, Contemporary Style* by Arthur Plotnik.

Examples of weighty words:
- *Innovative, ground-breaking, pioneering* instead of *new*
- *Impoverished, poverty-stricken, needy* instead of *poor*

Make the language tight—pare down and condense — more is not necessarily better, especially if there are page limits!

NOTE: The bottom line is that in order to develop a program that will be funded; the program must seek to solve the problem or address the need that both your organization and the funder are interested in and the project must generate results that are measurable.

Give the reviewer hope.
Avoid being so grim that the solution appears hopeless. The funder wants to know their investment is worthwhile. Here's an example of a solid statement of need that is <u>hopeful:</u>

"Breast cancer kills. But statistics prove that regular check-ups catch most breast cancer in the early stages, reducing the likelihood of death. Hence, a program to encourage preventive check-ups will reduce the risk of death due to breast cancer."

Decide whether you can demonstrate that your project / program addresses the need differently or better than others that preceded it.
It is often difficult to describe the need for your project / program without being critical of the competition. Being critical of others will not be well received by the funder. It may cause the funder to look more carefully at your own project / program to see why you felt you had to build your case by demeaning others. The funder may have invested in these other projects or may begin to consider them, now that you have brought them to the funder's attention. If possible, you should make it clear that you are cognizant of, and on good terms with, others doing work in your field.

Avoid circular reasoning.

When you use circular reasoning, you would typically present the absence of your solution as the actual problem. Then your solution is offered as the way to solve the problem.

For example, the circular reasoning for building a community swimming pool might go like this: *"The problem is that we have no pool in our community. Building a pool will solve the problem."* A more persuasive case would show what a pool has meant to a neighboring community, permitting it to offer recreation, exercise, and physical therapy programs. The statement might refer to a survey that underscores the target audience's planned usage of the facility and conclude with the connection between the proposed usage and potential benefits to enhance life in the community.

Using Data and Statistics

The role of data and statistics is to back up the issue that you are addressing, by utilizing reliable information sources. The data you use should be as current as possible and it should be unbiased. In order to make sure that you are using unbiased data, you need to be aware of who did the research and who funded it. In addition, use authoritative data that is considered reputable by others. Data functions to describe, compare, trend, predict and explain.

Decide which facts or statistics best support the project.

Be sure the data you present is accurate. There are few things more embarrassing than to have the funder tell you that your information is out of date or incorrect. Information that is too generic or broad will not help you develop a winning argument for your project. Similarly, using information that does not relate to your organization or to the project you are presenting will cause the funder to question the entire proposal.

Data Searches and Useful Web Sites for Accessing Data / Statistics

Demographic information clearinghouses, federal agencies, state agencies, foundations and other nonprofits, databases, scholarly journals and articles, and industry publications are key resources for gathering statistics and data. While this list is not comprehensive, these sources are a good starting point.

US Census Website   www.census.gov

Of particular interest is information about Sullivan County and its communities that is available through the US Census web site. A good starting point is to go to *Sullivan County QuickFacts at http://quickfacts.census.gov/qfd/states/36/36105.html* . You can also find a Fact Sheet for the city/town name or zip code that you are focusing on. The Fact Sheet will provide information such as population, median household income, number of individuals speaking languages other than English at home, poverty levels, etc. National comparisons are also available on the Fact Sheet. You can print a Fact Sheet out for New York which will allow you to compare your community to the state as a whole.

American Fact Finder   http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml

This is another handy tool to provide you with statistics. The data is compiled from several censuses and from a number of separate surveys such as the American Community Survey and the American Housing Survey. You can obtain data at the state, county, municipality, town, zip code, census tract, and block group level. Reference maps are available so you can pinpoint the exact locations for which you need data. Information can be downloaded into Excel files.

FedStats & Federal Agency Websites   www.fedstats.gov

Search by *keyword or topic* and this site will link you to federal agencies who maintain those statistics. Search by *location* and you will pull up a fact sheet for that location (also available on the Census website). You can also search by agency. Many federal agencies maintain a lot of research information online.

A few examples include:

- *Bureau of Labor Statistics: www.bls.gov.* This is often fastest way to find information at the national, state, or local level is (click on ―Local Unemployment Rates on the right and scroll down to find NY information);
- *USDA Economic Research Service: www.ers.usda.gov* (Try ―Publica ons or ―Data Sources);
- *Department of Health & Human Services: www.hhs.gov/reference/;*
- *HHS Reference Collection: http://datacenter.kidscount.org/;* and
- *Administration for Children and Families: www.acf.hhs.gov*

NYS Agency Websites   https://www.ny.gov/agencies

Websites from various agencies in New York State offer a wealth of information. Locate all New York State agencies, including the NYS Department of Health and NYS Office for the Aging.

Demographics Now   www.freedemographics.com

This is a free information service. Basic demographic data including income and employment statistics can be found on the website. You can search by the entire US, State, County, Census Tract, Block Group, US Places, ZIP Codes, etc. Information can be downloaded.

United for ALICE   https://www.unitedforalice.org/state-overview/new-york

ALICE stands for *Asset Limited, Income Constrained, Employed*. The Research Center-New York provides a source for exploring the latest ALICE data on this growing population of individuals in our state.

Sullivan County

Legislative Memorandum

File #: ID-6134   **Agenda Date:** 2/1/2024   **Agenda #:** 2.

Narrative of Resolution:

Authorize application for funding from the United States Department of Transportation FY 2024 Raise Grant Program

If Resolution requires expenditure of County Funds, provide the following information:

Amount to be authorized by Resolution: $0

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures: N/A

RESOLUTION INTRODUCED BY THE PLANNING, COMMUNITY DEVELOPMENT, REAL PROPERTY, CAPITAL PLANNING & BUDGETING COMMITTEE TO AUTHORIZE APPLICATION FOR FUNDING FROM THE UNITED STATES DEPARTMENT OF TRANSPORTATION'S FY2024 RAISE GRANT PROGRAM TO ADVANCE BUILDOUT OF THE SULLIVAN O&W RAIL TRAIL

WHEREAS, a Notice of Funding Opportunity (*NOFO*) for $1.5 billion has been issued to solicit applications for projects to be funded under the Local and Regional Project Assistance Program, also known as the Rebuilding American Infrastructure with Sustainability and Equity (*RAISE*) grant program, including any additional funding appropriated for the RAISE Grants program under the FY 2024 Appropriations Act; and

WHEREAS, RAISE is one of the few DOT discretionary programs for which regional and local governments can directly compete for multimodal transportation funding, supporting projects such as rail trails; and

WHEREAS, the Sullivan County Division of Planning and Community Development is pursuing implementation of the Sullivan O&W Rail Trail Feasibility study which details plans for connecting the existing, locally-oriented sections of developed rail trail in Sullivan County into a regionally-scaled facility, eventually linking 11 hamlet and village centers on the main line, and a spur that would connect the trail with the Metro-North commuter rail line in Port Jervis; and

WHEREAS, the Division of Planning and Community Development, working in conjunction with trail municipalities and organization partners, has identified an immediate need for FY2024 RAISE grant funding to support acquisition of the right-of-way necessary to design and build the inter-municipal trail connections, as well as for design and engineering of those trail elements where the right of way is currently in public ownership; and

WHEREAS, the Sullivan O&W Rail Trail buildout meets the two RAISE program criteria for funding up to 100 percent of project costs - that is being located in a rural area or being located in, or will directly benefit, an Area of Persistent Poverty;

NOW, THEREFORE, BE IT RESOLVED, the Sullivan County Legislature hereby authorizes the County Manager, Chairman of the County Legislature, and/or their authorized representative (*as required by the funding source*) to execute any and all necessary documents to submit an application to the U.S. Department of Transportation for a RAISE Program planning grant of up to $3,500,000 to fund necessary predevelopment activities associated with right-of-way acquisition including but not limited to appraisals, surveys, environmental assessments and legal costs, incorporation of new and green technology and for the design and engineering of elements of the rail trail project currently in public ownership,

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such as the portions of on-road alignment and the off-road segment in the hamlet of Parksville; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes the
County Manager to execute any and all necessary documents to accept the grant award, should one be secured, in such form as the County Attorney shall approve; and

BE IT FURTHER RESOLVED, that should the funding be terminated, the County shall not be obligated to continue any action undertaken or contemplated to be undertaken for the use of this funding.

Sullivan County

Legislative Memorandum

File #: ID-6135   **Agenda Date:** 2/1/2024   **Agenda #:** 3.

Narrative of Resolution:

Authorize the Coordination and funding of a countywide Litter Pluck Event

If Resolution requires expenditure of County Funds, provide the following information:

Amount to be authorized by Resolution: Click or tap here to enter text.

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures:

CL-8160-40-4013 - $3.00 tipping fee per litter filled bag.

A-7110-39-47-4766 - $1000.00 Disposal coupons, mailings, advertising, insurance.

RESOLUTION INTRODUCED BY PLANNING, REAL PROPERTY AND ECONOMIC DEVELOPMENT COMMITTEE TO AUTHORIZE THE COORDINATION AND FUNDING OF A COUNTYWIDE LITTER PLUCK EVENT

WHEREAS, Sullivan County wishes to present itself as a clean destination, showcasing its natural beauty throughout its roadways and pristine trails; and

WHEREAS, outdoor recreation such as hiking and bicycling, is an important driver of Sullivan's tourism-based economic sector; and

WHEREAS, the County has sponsored these annual events in the past during the spring, summer and fall, funding disposal coupons and tipping fees for plucked litter; and

WHEREAS, Sullivan County intends to host a countywide Roadside and Trail Litter Pluck event April 1, 2024 through October 31, 2024 to help generate increased awareness and enthusiasm for Sullivan County's trail systems, and to address roadside and trail litter issues throughout the spring, summer and fall seasons; and

WHEREAS, the County encourages public participation and cooperation in roadside and trail clean up; and

WHEREAS, the County will supply disposal coupons and waive tipping fees for plucked litter from Sullivan County roadsides and public trails during the event,

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature approves the coordination and funding of countywide Roadside and Public Trail Litter Pluck event, for the months of April through October during 2024.

Sullivan County

Legislative Memorandum

File #: ID-6147	**Agenda Date:** 2/1/2024	**Agenda #:** 4.

Narrative of Resolution:

To authorize a Contract between the County of Sullivan and HC Staffing & Training, LLC to provide training and education.

If Resolution requires expenditure of County Funds, provide the following information:

Amount to be authorized by Resolution: $45,000.00

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures: County funds for Trades Program

RESOLUTION INTRODUCED BY THE PLANNING, REAL PROPERTY AND ECONOMIC DEVELOPMENT COMMITTEE TO AUTHORIZE A CONTRACT WITH HC STAFFING & TRAINING, LLC.

WHEREAS, in cooperation with Sullivan County Board of Cooperative Education Services (BOCES), the County of Sullivan (County), and the Center for Workforce Development (CWD), a Certified Nursing Assistant (CNA) Program and a Home Health Aide (HHA) Program have been established using the facilities that BOCES has at the Garnet Health Medical Center at the Harris Campus; and

WHEREAS, a CNA trade program and an HHA program will be offered to individuals seeking to be educated and trained in the medical field, which can lead to advanced career pathways. It has been determined that our local area is in high demand for these positions; and

WHEREAS, HC Staffing & Training, LLC will provide the instructors for both programs, as well as all costs included per person to take the training and receive required New York State Certification through the Department of Health; and

WHEREAS, continuing classes will be scheduled throughout the year, for an amount not to exceed $45,000 and the terms of this contract will be for the period of January 1, 2024 through December 31, 2024 and may be renewable for up to four (4) additional years based upon availability of funds.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to execute an agreement with HC Staffing & Training, LLC, in an amount not to exceed $45,000 annually for the period of January 1, 2024 through December 31, 2024, and said agreement is to be in the form approved by the County Attorney, and contingent upon County funding.

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