



# Sullivan County County Legislature

100 North Street  
Monticello, NY 12701

## Meeting Agenda - Final - Revised

Chairman Nadia Rajsz  
Vice Chairman Joseph Perrello  
Legislator Matt McPhillips  
Legislator Brian McPhillips  
Legislator Nicholas Salomone Jr.  
Legislator Catherine Scott  
Legislator Luis Alvarez  
Legislator Amanda Ward  
Legislator Terry Blosser-Bernardo

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**Thursday, February 15, 2024**

**10:00 AM**

**Government Center**

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**Call to Order and Pledge of Allegiance**

**Roll Call of Legislators**

**Presentations**

**Communications**

**Public Comment**

**Resolutions**

1. To authorize execution of the 2024 annual contract between the County of Sullivan and Cornell Cooperative Extension [ID-6128](#)
2. 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](#)
3. Authorize application for funding from the United States Department of Transportation FY 2024 Raise Grant Program [ID-6134](#)
4. Authorize the Coordination and funding of a countywide Litter Pluck Event [ID-6135](#)
5. This resolution would authorize the DPW to submit a grant to the DEC for 50% Reimbursement of 2023 HHW Collection Event(s) held on 6/11/23 and 10/15/23. Approximate total Invoice amount will be \$43,000.00 (amount pending), in which the County would be seeking a reimbursement amount of up to \$21,500.00. [ID-6138](#)

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|---|--------------------------------|
| 6. Resolution to authorize the renewal of the contract with the Town of Rockland to lease town owned property to the County for the operation of the Rockland Transfer Station.   | <a href="#"><u>ID-6141</u></a> |
| 7. Every year Sullivan County provides zero cost tonnages at the Sullivan County Division of Solid Waste to the Towns and Villages for their Spring and Fall town cleanups up to the allocated amounts. The cleanups must be held from April 15th through May 15th or from September 15th through October 15th. | <a href="#"><u>ID-6142</u></a> |
| <b><u>Attachments:</u></b> <a href="#"><u>Sullivan County Municipal Cleanup 2024 Tonnage Allocation</u></a>   |                                |
| 8. To authorize a Contract between the County of Sullivan and HC Staffing & Training, LLC to provide training and education.  | <a href="#"><u>ID-6147</u></a> |
| 9. To require all Software Utilized by any Division, Department, Office, Agency, or Unit of the County to be under the jurisdiction of the Department of Information Technology Services.   | <a href="#"><u>ID-6157</u></a> |
| 10. To authorize a renewal service order and entering into a service agreement with ClearGov, Inc. for their Budget Cycle Management (BCM) Cloud-Based Software Solution.   | <a href="#"><u>ID-6158</u></a> |
| 11. TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF FORESTBURGH FOR TAX MAP #630.000-9999-631.900/1882  | <a href="#"><u>ID-6160</u></a> |
| 12. To authorize a 1-year agreement for continued use of a software solution at Public Health Services  | <a href="#"><u>ID-6161</u></a> |
| 13. To authorize funding through the 2024 Legislative Discretionary Funding Program.  | <a href="#"><u>ID-6162</u></a> |
| 14. To Modify the 2023 Budget   | <a href="#"><u>ID-6163</u></a> |
| <b><u>Attachments:</u></b> <a href="#"><u>Year End #2 2023 Resolution Needed.pdf</u></a>  |                                |
| 15. To Modify the 2023 Budget   | <a href="#"><u>ID-6164</u></a> |
| <b><u>Attachments:</u></b> <a href="#"><u>Year End #3 2023 Resolution Needed.pdf</u></a>  |                                |
| 16. To Modify the 2024 Budget   | <a href="#"><u>ID-6165</u></a> |
| <b><u>Attachments:</u></b> <a href="#"><u>January 31 2024 Resolution Needed.pdf</u></a>   |                                |
| 17. Establish a Salary Schedule for Seasonal, part-time and per diem positions in the Parks, Recreation and Beautification Department   | <a href="#"><u>ID-6166</u></a> |
| <b><u>Attachments:</u></b> <a href="#"><u>Parks and Rec - Schedule A - PT, PD &amp; Seasonal Salary Recomendations 2024</u></a>   |                                |
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| 18. Create two (2) Handicap Veterans Parking Slots  | <a href="#"><u>ID-6149</u></a> |
| 19. Declare February 11-17, 2024 as National Salute to Veterans Patients Week   | <a href="#"><u>ID-6167</u></a> |
| 20. Advance funding to the Sullivan Legal Aid Panel, Inc.   | <a href="#"><u>ID-6168</u></a> |
| 21. To authorize a transfer of money to Sunset Lake LDC to pay the 2024 Liberty Joint Fire and Infirmary Road Sewer payment for the Care Center at Sunset Lake. | <a href="#"><u>ID-6171</u></a> |
| 22. Set Public Hearing 3/21/24 at 9:45AM for Communication Tower Local Law  | <a href="#"><u>ID-6172</u></a> |
| 23. Enact Proposed Local Law 1 of 2024 Amending the Code  | <a href="#"><u>ID-6173</u></a> |
| <b><u>Attachments:</u></b> <a href="#"><u>Proposed Local Law 1 of 2024--Code Changes Committees</u></a>   |                                |
| 24. To appoint the Sullivan County Attorney   | <a href="#"><u>ID-6205</u></a> |
| 25. Adopt the list of Public Officials and Employees to file a Financial Disclosure Statement   | <a href="#"><u>ID-6208</u></a> |
| 26. Authorize a contract with the Sullivan County Visitor's Association   | <a href="#"><u>ID-6209</u></a> |
| 27. Supporting the adoption of NYS Senate and Assembly Bills benefiting EMS in NYS  | <a href="#"><u>ID-6210</u></a> |
| 28. Temporarily Amend Resolution No. 129 of 2011  | <a href="#"><u>ID-6207</u></a> |
| 29. Authorize contract with Gigi Java for Café Operation in the Government Center   | <a href="#"><u>ID-6211</u></a> |
| 30. Create two Temporary Laundry Worker positions at the Adult Care Center  | <a href="#"><u>ID-6214</u></a> |

**Recognition of Legislators****Announcements from Chair****Adjournment or Close**



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-6128

**Agenda Date:** 2/15/2024

**Agenda #:** 1.

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**Narrative of Resolution:**

To authorize execution of the 2024 annual contract between the County of Sullivan and Cornell Cooperative Extension

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

**Amount to be authorized by Resolution:** \$756,750

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE TO AUTHORIZE EXECUTION OF THE 2024 ANNUAL CONTRACT BETWEEN THE COUNTY OF SULLIVAN AND CORNELL COOPERATIVE EXTENSION**

**WHEREAS**, the County of Sullivan contracts with various agencies for services; and

**WHEREAS**, the annual contract with this agency needs to be renewed for 2024 to assure continued delivery of service and payments.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager be authorized to execute the 2024 annual contract at the following three funding levels for the period January 1, 2024 through December 31, 2024:

**CORNELL COOPERATIVE EXTENSION** - maximum amount \$650,000.

**AGRICULTURAL RELATED SERVICES** - maximum amount \$40,750.

**AGRICULTURAL BUSINESS RETENTION AND EXPANSION SERVICES** - maximum amount \$66,000

**BE IT FURTHER RESOLVED**, that the form of such annual contract be approved by the County Attorney.





# Sullivan County

## Legislative Memorandum

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**File #:** ID-6133

**Agenda Date:** 2/15/2024

**Agenda #:** 2.

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**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,

be and hereby is adopted.

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



*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*

# Table of Contents

*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.*

## **I. INTRODUCTION**

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- A. GCAF (GRANT CONCEPT APPROVAL FORM)
- B. RESOLUTION TEMPLATE
- C. NEEDS ASSESSMENT WORKSHEET
- D. PREPARING A WINNING GRANT PROPOSAL GUIDE

## **ABBREVIATIONS USED IN THIS GUIDE**

GCAF = Grant Concept Approval Form

GL = General Ledger

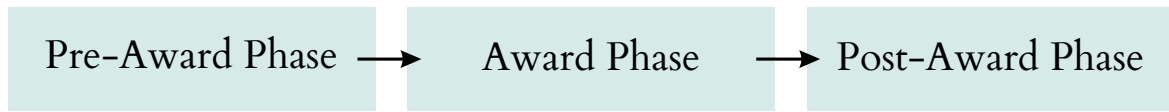
NOFA/NOFO = Notice of Funding Availability/Opportunity

PAC = Project Account Code

RFP/RFA = Request for Proposal/Application

# INTRODUCTION: GRANT BASICS

## THE GRANT CYCLE



## 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.



# 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

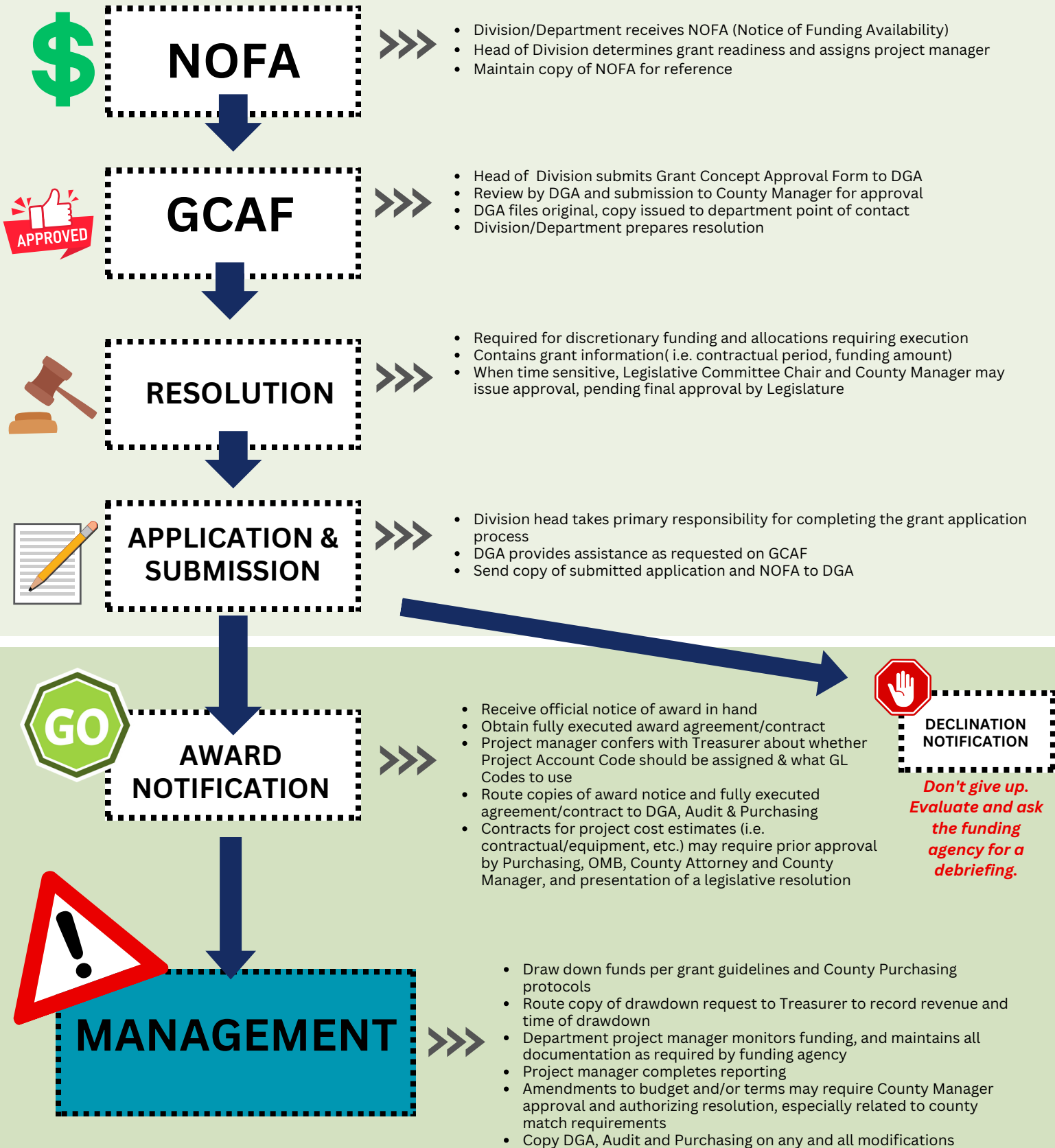
- Works with County Government staff to identify and prioritize funding needs
- Provides resources for effective grant proposals/project development
- Matches identified needs and priorities with available funding opportunities
- Centralizes funding management, including assistance with the following 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

# Grant Process Work Flow

For a list of abbreviations, refer to the Table of Contents page.





# "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

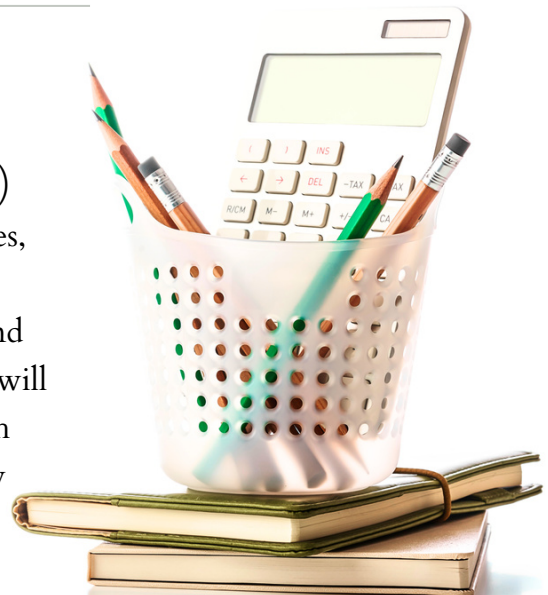
### **Each Division/Department head shall take ownership of a Grant by:**

- 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.

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## 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 mindful 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 original 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 recurring? ~> (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



### 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.)*

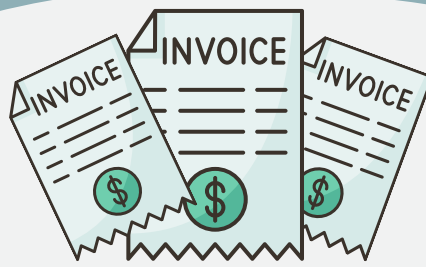


**EFFICIENT PLANNING:** Does your proposal align with the funding source's interests? *(Make sure your proposal is based on facts, have data in hand to justify need, make sure you've obtained cost estimates properly to develop a realistic budget, and make sure Request for Proposal (RFP) directions were 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 only 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 Executive" is *elected* and would NOT be the County Manager.

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

"County Executive" 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

# 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).



## 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.

# 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

Intentionally Left Blank

# 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?

### 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 hopeful:

*"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](http://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](http://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](http://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](http://www.ers.usda.gov) (Try —Publications or —Data Sources);
- *Department of Health & Human Services*: [www.hhs.gov/reference/](http://www.hhs.gov/reference/);
- *HHS Reference Collection*: <http://datacenter.kidscount.org/>; and
- *Administration for Children and Families*: [www.acf.hhs.gov](http://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](http://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:** 2/15/2024

**Agenda #:** 3.

**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,

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

100 North Street  
Monticello, NY 12701

**File #:** ID-6135

**Agenda Date:** 2/15/2024

**Agenda #:** 4.

**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-6138

**Agenda Date:** 2/15/2024

**Agenda #:** 5.

**Narrative of Resolution:**

This resolution would authorize the DPW to submit a grant to the DEC for 50% Reimbursement of 2023 HHW Collection Event(s) held on 6/11/23 and 10/15/23. Approximate total Invoice amount will be \$43,000.00 (amount pending), in which the County would be seeking a reimbursement amount of up to \$21,500.00.

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

**Amount to be authorized by Resolution:** 50% Reimbursement of \$43,000 HHW Cost

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

B-21-27 HHW Vendor Contract

**RESOLUTION INTRODUCED BY THE PUBLIC WORKS COMMITTEE AUTHORIZING THE FILING OF AN APPLICATION FOR A STATE GRANT IN-AID FOR A HOUSEHOLD HAZARDOUS WASTE STATE ASSISTANCE PROGRAM AND SIGNING OF THE ASSOCIATED STATE CONTRACT UNDER THE APPROPRIATE LAWS OF NEW YORK STATE.**

**WHEREAS**, the State of New York provides financial aid for household hazardous waste programs; and

**WHEREAS**, the County of Sullivan herein called the MUNICIPALITY, has examined and duly considered the applicable laws of the State of New York and the MUNICIPALITY deems it to be in the public interest and benefit to file an application under these laws; and

**WHEREAS**, it is necessary that a Contract by and between THE PEOPLE OF THE STATE OF NEW YORK, herein called the STATE, and the MUNICIPALITY be executed for such STATE Aid; and

**WHEREAS**, the Sullivan County Legislature hereby authorizes the County Manager and / or the Chairman of the County Legislature to execute any and all necessary documents to accept the award, should one be granted, and enter into an award agreement or contract in order to administer the funding secured, in such form as the County Attorney shall approve.

**NOW, THEREFORE, BE IT RESOLVED BY** the County of Sullivan Legislature

1. That the filing of an application in the form required by the State of New York in conformity with the applicable laws of the State of New York including all understanding and assurances contained in said application is hereby authorized.

2. That County Manager, or his/her designee is directed and authorized as the official representative of theMUNICIPALITY to act in connection with the application and to provide such additional information as may be required and to sign the resulting contract if said application is approved by the STATE;
3. That the MUNICIPALITY agrees that it will fund the entire cost of said household hazardous waste program and will be reimbursed by the State for the State share of such costs.
4. That this resolution shall take effect immediately.

**BE IT FURTHER RESOLVED,** that should the NYS Department of Environmental Conservations' Household Hazardous Waste Program funding be terminated, the County shall not be obligated to continue any action undertaken by the use of this funding.

# Sullivan County

## Legislative Memorandum

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**File #:** ID-6141

**Agenda Date:** 2/15/2024

**Agenda #:** 6.

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**Narrative of Resolution:**

Resolution to authorize the renewal of the contract with the Town of Rockland to lease town owned property to the County for the operation of the Rockland Transfer Station.

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

**Amount to be authorized by Resolution:** \$5,000.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

N/A

**RESOLUTION INTRODUCED BY THE PUBLIC WORKS COMMITTEE TO AUTHORIZE THE RENEWAL OF THE CONTRACT WITH THE TOWN OF ROCKLAND TO LEASE TOWN OWNED PROPERTY TO THE COUNTY FOR THE OPERATION OF THE ROCKLAND TRANSFER STATION**

**WHEREAS,** the County has been operating a solid waste transfer and recycling station on lands owned by the Town of Rockland; and

**WHEREAS,** the County desires to continue to operate a regional solid waste transfer recycling station for a period of three (3) years, January 1, 2024 through December 31, 2026; and

**WHEREAS,** the Town desires to continue to lease Town owned property to the County to operate a regional solid waste transfer and recycling station for three (3) years at the cost of \$5,000 annually.

**NOW, THEREFORE, BE IT RESOLVED,** that the County Manager be authorized to execute a lease renewal for the period January 1, 2024 through December 31, 2026 under terms and conditions acceptable to the County Manager, in such form as approved by the County Attorney.

# Sullivan County

## Legislative Memorandum

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**File #:** ID-6142

**Agenda Date:** 2/15/2024

**Agenda #:** 7.

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**Narrative of Resolution:**

Every year Sullivan County provides zero cost tonnages at the Sullivan County Division of Solid Waste to the Towns and Villages for their Spring and Fall town cleanups up to the allocated amounts. The cleanups must be held from April 15<sup>th</sup> through May 15<sup>th</sup> or from September 15<sup>th</sup> through October 15<sup>th</sup>.

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

**Amount to be authorized by Resolution:** \$95,000.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

N/A

**RESOLUTION INTRODUCED BY PUBLIC WORKS COMMITTEE TO PROVIDE NO CHARGE TONNAGE ALLOCATIONS TO THE SULLIVAN COUNTY TOWNS AND VILLAGES FOR A MUNICIPAL CLEANUP TO USED AT THE SULLIVAN COUNTY DIVISION OF SOLID WASTE.**

**WHEREAS,** every Spring and Fall the Sullivan County Towns and Villages provide a no charge municipal cleanup for their residents; and

**WHEREAS,** it is the desire and benefit of the County to maintain clutter free residences and the County would like to promote the Municipal Cleanups along with the Town and Villages; and

**WHEREAS** a previously utilized Municipal Cleanup Agreement, which was reviewed by the County Attorney lays out the terms of the cleanup as well as a tonnage allocation as attached and titled “Sullivan County Municipal Cleanup 2024 Tonnage Allocation”.

**NOW, THEREFORE, BE IT RESOLVED,** that the Sullivan County Legislature provide a means for the Town and Villages to bring the tonnages outlined in the attachment titled “Sullivan County Municipal Cleanup 2024 Tonnage Allocation” during the approximate timeframe of April 15<sup>th</sup> through May 15<sup>th</sup> and September 15<sup>th</sup> through October 15<sup>th</sup> or at any other time during the year when it doesn’t hinder the Division of Solid Waste Operations as determined by the Commissioner of Public Works.



**COUNTY OF SULLIVAN**  
**DEPARTMENT OF SOLID WASTE AND RECYCLING**  
100 NORTH STREET, P.O. Box 5012  
MONTICELLO, NY 12701

**SULLIVAN COUNTY MUNICIPAL CLEANUP**  
**2024 TONNAGE ALLOCATION**

<u>TOWN</u>	<u>2024 ALLOCATION</u>
BETHEL	101
CALLICOON	84
COCHECTON	16
DELAWARE	61
FALLSBURG	115
FORESTBURGH	12
FREMONT	7
HIGHLAND	24
LIBERTY	70
LUMBERLAND	19
MAMAKATING	64
NEVERSINK	93
ROCKLAND	42
THOMPSON	96
TUSTEN	25
<u>VILLAGE*</u>	
BLOOMINGBURG	6
JEFFERSONVILLE	3
LIBERTY	42
MONTICELLO	79
WOODRIDGE	10
WURTSBORO	31
<u>TOTAL:</u>	<b>1000 tons</b>

# Sullivan County

## Legislative Memorandum

**File #:** ID-6147

**Agenda Date:** 2/15/2024

**Agenda #:** 8.

**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.

# Sullivan County

## Legislative Memorandum

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**File #:** ID-6157

**Agenda Date:** 2/15/2024

**Agenda #:** 9.

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**Narrative of Resolution:**

**To require all Software Utilized by any Division, Department, Office, Agency, or Unit of the County to be under the jurisdiction of the Department of Information Technology Services.**

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

**Amount to be authorized by Resolution:** \$0.00

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY THE MANAGEMENT & BUDGET, CAPITAL PLANNING, AND BUDGET COMMITTEE**

**WHEREAS**, Resolution #97-07, adopted by the Sullivan County Legislature on March 15, 2007, implemented a set of policy provisions that placed all software utilized by any Division, Department, Office, Agency, or Unit of the County to be under the control and jurisdiction of the (formerly known as) *Department of Management Information Systems*; and

**WHEREAS**, in 2019, the Department of Management Information Systems was abolished and a Department of Information Technology Services (SCITS) was created within the newly created Division of Information Technology Services; and

**WHEREAS**, this resolution amends and updates jurisdictional Division and Department references made throughout; and

**WHEREAS**, the County Manager has recommended continuing the policy of placing all software utilized by any Division, Department, Office, Agency, or Unit of the County under the control and jurisdiction of the (now known as) *Department of Information Technology Services*; and

**WHEREAS**, that all software be licensed to the County of Sullivan, all such licenses, software installation and maintenance materials, and agreements be centrally housed or under the control of SCITS; and

**WHEREAS**, SCITS shall be responsible for disaster recovery of electronic systems, files, and records, in conjunction with other officers that are required by statute to be responsible for various records and record recovery; and



**WHEREAS**, any Division, Department, Office, Agency, or Unit of the County, that receives funding through the County Budget, shall adhere to this policy; and

**WHEREAS**, SCITS shall be made part of any purchase, lease, or renewal of any software licensed to or maintained by any Division, Department, Office, Agency, or Unit of the County; and

**WHEREAS**, all computer hardware and software shall be inventoried by SCITS and recorded as an asset reported to Audit and Control and the County Manager.

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

1. All software utilized by any Division, Department, Office, Agency, or Unit of the County to be under the control and jurisdiction of the Department of Information Technology Services (SCITS)
2. All software be licensed to the County of Sullivan, all such licenses, software installation and maintenance materials, and agreements be centrally housed or under the control of SCITS
3. SCITS shall be responsible for disaster recovery of electronic systems, files, and records, in conjunction with other officers that are required by statute to be responsible for various records and record recovery.
4. Any Division, Department, Office, Agency, or Unit of the County, that receives funding through the County Budget, shall adhere to this policy.
5. SCITS shall be made part of any purchase, lease, or renewal of any software licensed to or maintained by any Division, Department, Office, Agency, or Unit of the County.
6. All computer hardware and software shall be inventoried by SCITS and recorded as an asset reported to Audit and Control and the County Manager.

# Sullivan County

## Legislative Memorandum

**File #:** ID-6158

**Agenda Date:** 2/15/2024

**Agenda #:** 10.

**Narrative of Resolution:**

**To authorize a renewal service order and entering into a service agreement with ClearGov, Inc. for their Budget Cycle Management (BCM) Cloud-Based Software Solution.**

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

**Amount to be authorized by Resolution:** \$72,960.00 total (\$24,320.00/year billed annually)

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:** Renewal Service Order received.

**RESOLUTION INTRODUCED BY THE MANAGEMENT & BUDGET, CAPITAL PLANNING, AND BUDGET COMMITTEE TO AUTHORIZE A RENEWAL SERVICE ORDER AND ENTERING INTO A SERVICE AGREEMENT WITH CLEARGOV, INC. FOR THEIR BUDGET CYCLE MANAGEMENT (BCM) CLOUD-BASED SOFTWARE SOLUTION**

**WHEREAS**, the Budget Office has utilized ClearGov since 2022 to produce and publish a constituent-friendly overview of the County budget documents on the County's web site; and

**WHEREAS**, the Budget Office is satisfied with the ClearGov BCM product and wishes to continue utilizing this solution; and

**WHEREAS**, the initial engagement with ClearGov, Inc. was able to be acquired and executed via Purchase Order; and

**WHEREAS**, now, ClearGov requires acceptance of their BCM Service Agreement Terms and Conditions.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is authorized to sign a 3-year "Renewal Service Order" agreeing to the terms and conditions of the the ClearGov BCM Service Agreement covering an Initial Service Period of January 1, 2024 thru December 31, 2026 with ClearGov, Inc. at a cost not to exceed \$72,960.00 (\$24,320.00/year billed annually); and

**BE IT FURTHER RESOLVED**, after the Initial Service Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual 1-year periods (each an "Annual Term"), for up to an additional 3-years, at a rate increase of 3% per annum, unless either Party provides written

notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term; and

**BE IT FURTHER RESOLVED**, that said Service agreement to be in such form as the County Attorney shall approve.

# Sullivan County

## Legislative Memorandum

**File #:** ID-6160

**Agenda Date:** 2/15/2024

**Agenda #:** 11.

**Narrative of Resolution:**

RESOLUTION INTRODUCED BY NADIA RAJSZ, CHAIR OF THE LEGISLATURE OF THE COUNTY OF SULLIVAN TO CORRECT THE 2024 TAX ROLL OF THE TOWN OF FORESTBURGH FOR TAX MAP #630.000-9999-631.900/1882

**WHEREAS**, an application dated February 7, 2024 having been filed by Dennis R. Ketcham, IAO, Assessor, Town of Forestburgh, on behalf of Verizon NY Inc. pursuant to Section 556 of the Real Property Tax Law with respect to property assessed to said applicant on the 2024 tax roll of the Town of Forestburgh bearing Tax Map #630.000-9999-631.900/1882 to correct an unlawful entry, due to an entry of assessed valuation of a special franchise on an assessment roll or on a tax roll, or both, which exceeds the final assessment thereof as determined by the Commissioner of Taxation and Finance pursuant to RPTL, §606(1), or the full value of that special franchise as determined by the Commissioner pursuant to RPTL, §606(2) adjusted by the final State equalization rate established by the Commissioner for the assessment roll upon which that value appears.; and

**WHEREAS**, the Director of Real Property Tax Services has duly investigated the application and filed his report dated February 7, 2024 recommending this Board approve said application; and

**WHEREAS**, this Board has duly examined the application and report and does find as follows:

(a) That the application be approved because of an unlawful entry

**NOW, THEREFORE, BE IT RESOLVED**, that the application be approved upon the grounds herein set forth; and

**BE IT FURTHER RESOLVED**, that the Chair of the County Legislature be and she hereby is directed to note the decision of this Board on the application, execute an order to such effect to the officer having custody of the tax roll, send notice of approval to the applicant and file a copy of the records of this proceeding with the Clerk of the County Legislature; and

**BE IT FURTHER RESOLVED**, that the amount of any tax corrected pursuant to this Resolution shall be a charge upon the said municipal corporation or special district to the extent of any such municipal corporation or special district taxes that were so levied and that the amount so charged to any such municipal corporation or special district shall be included in the next ensuing tax levy and to the extent that the levy made pursuant to this resolution includes a relieved school tax, the Treasurer shall charge back such amount in accordance with law.

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

**Amount to be authorized by Resolution:** \$66.40

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

RPTL §554

# Sullivan County

## Legislative Memorandum

**File #:** ID-6161

**Agenda Date:** 2/15/2024

**Agenda #:** 12.

**Narrative of Resolution:**

**To authorize a 1-year agreement for continued use of a software solution at Public Health Services**

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

**Amount to be authorized by Resolution:** an amount not to exceed \$80,500.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:** New agreement from vendor.

**RESOLUTION INTRODUCED BY THE MANAGEMENT & BUDGET, CAPITAL PLANNING, AND BUDGET COMMITTEE TO AUTHORIZE A 1-YEAR AGREEMENT WITH JAMES McGUINNESS & ASSOCIATES, INC. FOR THEIR EARLY INTERVENTION PROGRAM MANAGEMENT PRODUCT UTILIZED BY PUBLIC HEALTH SERVICES**

**WHEREAS**, since October 2007, Sullivan County Public Health Services (PHS), has utilized software from James McGuinness & Associates, Inc. (JMA) for their early intervention preschool handicapped program management product to maximize revenue and reduce reimbursement claiming timeframes for state aid as well as their 'Full-Service Medicaid Claiming' services to submit and review claim documentation, reconcile claims and affiliate new practitioners with Medicaid for the County of Sullivan; and

**WHEREAS**, the existing agreement currently in place expires on March 30, 2024; and

**WHEREAS**, the County of Sullivan is satisfied with the product and wishes to continue to utilize the product for an additional year;

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is hereby authorized to enter into a one (1) year agreement with James McGuinness Associates covering the period of March 31, 2024 through March 30, 2025 for all services listed in the JMA Exhibit "A", V. Schedule of Payments, in an amount not to exceed \$80,500.00; and

**BE IT FURTHER RESOLVED**, that the form of said agreement shall be approved by the County Attorney.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-6162

**Agenda Date:** 2/15/2024

**Agenda #:** 13.

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**Narrative of Resolution:**

The Legislative Discretionary Funding program is designed to assist Sullivan County and County-oriented entities with achieving such goals as public safety, public health, youth services, community development, and economic development

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

**Amount to be authorized by Resolution:** \$263,000

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:** N/A



**RESOLUTION INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO AUTHORIZE FUNDING THROUGH THE LEGISLATIVE DISCRETIONARY FUNDING PROGRAM**

**WHEREAS**, the Sullivan County Legislature adopted a Legislative Discretionary Contract Funding Program pursuant to Resolution No. 327-16; and

**WHEREAS**, the program is designed to assist Sullivan County and County-oriented entities with achieving such goals as public safety, public health, youth services, community development, and economic development; and

**WHEREAS**, the program review took place during the 2024 Budget process and the Legislature had an opportunity to assess the applications submitted;

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature approves the projects listed in the attached “Schedule A” and the disbursement of the associated funds, and

**BE IT FURTHER RESOLVED**, that the Sullivan County Legislature authorizes the County Manager to enter into contracts with these award recipients for the contract period of January 1, 2024 through December 31, 2024, said contracts to be in a form approved by the County Attorney.

“Schedule A”

2024 Legislative Discretionary Contract Funding

Applicant	Award Recommendation	Award Recommendation
Hospice of Orange and Sullivan	Support existing bereavement services in Sullivan County	\$20,000
Delaware Valley Arts Alliance	Arts & Cultural Administrative Services and Sullivan County Arts & Heritage Grants	\$40,000
Sullivan County Head Start, Inc.	Existing Program to promotes school readiness for children under 5 years old	\$70,000
Federation of Sportsmen’s Clubs of Sullivan County	To promote fish and game in Sullivan County through existing programs and promote outdoor recreation	\$20,000
Literacy Volunteers of Sullivan County	Provide free services to adults in Sullivan County who operate at low levels of literacy and provide proficiency in English as a Second Language	\$5,000
Town of Wallkill Boys & Girls Clubs	Existing After School Programs in Liberty Elementary After-School program	\$8,000

United Way of Sullivan County	Part-Time Office Worker and to assist Sullivan County residents with rental and utility assistance on an emergency basis.	\$15,000
Sullivan County Public Library Alliance	Provide funding to all 9 libraries in Sullivan County to offer a summer reading program.	\$5,000
Action Toward Independence, Inc.	Rental and Utility Assistance to low income households in arrears. Funding will also support ATI staffing costs and administrative overhead.	\$30,000
Sullivan County Chamber of Commerce	Training and Development (\$10,000) and Technical Support (\$40,000)	\$50,000



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-6163

**Agenda Date:** 2/15/2024

**Agenda #:** 14.

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**Narrative of Resolution:**

To Modify the 2023 Budget

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

**Amount to be authorized by Resolution:** Please see attached Budget Mods.

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO MODIFY THE  
2023 BUDGET**

**WHEREAS**, the County of Sullivan Budget requires modification,

**NOW, THEREFORE, BE IT RESOLVED**, that the attached budgetary transfers for 2023 be authorized.

**2023 Year End #2 Resolution  
Sullivan County Budget Modifications 2023**

<b>G/L Account</b>	<b>Revenue Increase</b>	<b>Revenue Decrease</b>	<b>Appropriation Increase</b>	<b>Appropriation Decrease</b>
A-1330-204-40-4003 - CONTRACT AUCTION SERVICES			630	
A-1330-204-R1232-R272 - TAX COLLECTR FEE PUBLIC AUCTN BUYER PREM	630			
A-1989-99-47-4736 - DEPT CONTINGENT			3,350	
A-6293-40-4001 - CONTRACT AGENCIES				3,350
A-8020-90-40-4013 - CONTRACT CONTRACT OTHER			22,550	
A-8020-90-R4089-R167 - FED AID OTHR DEPARTMENTAL AID	22,550			
CL-8160-47-4710 - DEPT DEPT MISC/OTHER			290,000	
CL-8160-R2130-R247 - REF/GARBAGE FEE MISC FEE/REIMBURSMNT	290,000			
D-3310-45-4517 - SPEC DEPT SUPPLY BARICADES, LIGHTS, CONES				1,500
D-5020-41-4109 - AUTO/TRAVEL CO FLEET CHARGEBACK			1,500	
<b>A Fund Total</b>	<b>313,180</b>	<b>-</b>	<b>318,030</b>	<b>4,850</b>



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-6164

**Agenda Date:** 2/15/2024

**Agenda #:** 15.

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**Narrative of Resolution:**

To Modify the 2023 Budget

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

**Amount to be authorized by Resolution:** Please see attached Budget Mods.

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO MODIFY THE 2023 BUDGET**

**WHEREAS**, the County of Sullivan Budget requires modification,

**NOW, THEREFORE, BE IT RESOLVED**, that the attached budgetary transfers for 2023 be authorized.

**2023 Year End #2 Resolution  
Sullivan County Budget Modifications 2023**

<b>G/L Account</b>	<b>Revenue Increase</b>	<b>Revenue Decrease</b>	<b>Appropriation Increase</b>	<b>Appropriation Decrease</b>
A-1230-10-1013 - PERSONAL SERV LONGEVITY			100	
A-1230-10-1015 - PERSONAL SERV OTHER PAY			540	
A-1230-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE				10,000
A-1320-10-1011 - PERSONAL SERV REGULAR PAY				15,000
A-1320-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE				5,000
A-1340-10-1011 - PERSONAL SERV REGULAR PAY			40,000	
A-1340-10-1013 - PERSONAL SERV LONGEVITY			1,300	
A-1340-10-1015 - PERSONAL SERV OTHER PAY			5,300	
A-1340-80-8001 - EMPL BENFTS FICA AND MEDICARE			1,700	
A-1340-80-8005 - EMPL BENFTS RETIREMENT				10,000
A-1340-80-8006 - EMPL BENFTS WORKERS COMPENSATION			3,500	
A-1341-10-1011 - PERSONAL SERV REGULAR PAY				1,000
A-1341-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE				15,000
A-1410-11-10-1011 - PERSONAL SERV REGULAR PAY				20,000
A-1410-11-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE				30,000
A-1410-11-80-8005 - EMPL BENFTS RETIREMENT				3,500
A-1430-10-1011 - PERSONAL SERV REGULAR PAY				20,000
A-1430-80-8001 - EMPL BENFTS FICA AND MEDICARE				4,000
A-1430-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE				15,000
A-1430-80-8005 - EMPL BENFTS RETIREMENT				10,000
A-1680-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE				25,000
A-1680-80-8005 - EMPL BENFTS RETIREMENT				5,000
A-3020-10-1011 - PERSONAL SERV REGULAR PAY				50,000
A-3020-10-1012 - PERSONAL SERV OVERTIME PAY			23,000	
A-3020-80-8001 - EMPL BENFTS FICA AND MEDICARE				20,000
A-3020-80-8005 - EMPL BENFTS RETIREMENT				25,000
A-3110-29-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE				25,000
A-3110-30-10-1011 - PERSONAL SERV REGULAR PAY				5,000
A-3110-30-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE				22,000

A-3110-31-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	7,000			
A-3140-16-10-1011 - PERSONAL SERV REGULAR PAY	30,000			
A-3140-16-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	25,000			
A-4010-206-10-1011 - PERSONAL SERV REGULAR PAY	35,000			
A-4010-206-80-8001 - EMPL BENFTS FICA AND MEDICARE	5,000			
A-4010-206-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	35,000			
A-4010-207-10-1011 - PERSONAL SERV REGULAR PAY	33,000			
A-4010-207-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	20,000			
A-4010-33-10-1011 - PERSONAL SERV REGULAR PAY	50,000			
A-4010-33-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	50,000			
A-4050-10-1011 - PERSONAL SERV REGULAR PAY	25,000			
A-4050-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	10,000			
A-4310-10-1011 - PERSONAL SERV REGULAR PAY	10,000			
A-4310-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	15,000			
A-4310-80-8005 - EMPL BENFTS RETIREMENT	5,000			
A-4320-40-10-1011 - PERSONAL SERV REGULAR PAY	41,000			
A-4320-40-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	30,000			
A-4320-42-10-1011 - PERSONAL SERV REGULAR PAY	14,000			
A-5610-10-1011 - PERSONAL SERV REGULAR PAY	10,000			
A-5680-10-1011 - PERSONAL SERV REGULAR PAY	15,000			
A-5680-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	19,000			
A-6010-38-10-1011 - PERSONAL SERV REGULAR PAY	8,000			
A-6010-38-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	4,000			
A-6010-52-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	25,000			
A-6010-57-10-1011 - PERSONAL SERV REGULAR PAY	40,000			
A-6010-57-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	95,000			
A-6293-10-1011 - PERSONAL SERV REGULAR PAY	25,000			
A-6293-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	19,000			
A-7610-88-10-1011 - PERSONAL SERV REGULAR PAY	10,000			
A-7610-89-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE	10,000			
A-8020-90-10-1011 - PERSONAL SERV REGULAR PAY	19,940			
A-9999-R2770-R338 - MISC REVENUE OTHER		1,000,000		
<b>A Fund Total</b>	<b>-</b>	<b>1,000,000</b>	<b>75,440</b>	<b>1,075,440</b>



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-6165

**Agenda Date:** 2/15/2024

**Agenda #:** 16.

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**Narrative of Resolution:**

To Modify the 2024 Budget

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

**Amount to be authorized by Resolution:** Please see attached Budget Mods.

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO MODIFY THE  
2024 BUDGET**

**WHEREAS**, the County of Sullivan Budget requires modification,

**NOW, THEREFORE, BE IT RESOLVED**, that the attached budgetary transfers for 2024 be authorized.



**January 1, 2024 Resolution Needed  
Sullivan County Budget Modifications 2024**

<b>G/L Account</b>	<b>Revenue Increase</b>	<b>Revenue Decrease</b>	<b>Appropriation Increase</b>	<b>Appropriation Decrease</b>
A-1420-42-4207 - OFFICE FURNITURE			5,000	
A-1450-42-4205 - OFFICE PRINTING			50,000	
A-1490-44-4406 - UTILITY WIRELESS COMMUNICATIONS			20,000	
A-1680-43-4302 - COMPUTER HARDWARE PURCHASES/LEASES			668	
A-1680-43-4304 - COMPUTER MAINTENANCE/SERVICE FEES			16,782	
A-1680-R1289-R247 - GEN GOV DEPT INCOME MISC FEE/REIMBURSMNT	17,450			
A-1989-99-47-4736 - DEPT CONTINGENT				50,000
A-1989-99-47-4736 - DEPT CONTINGENT				20,000
A-1989-99-47-4736 - DEPT CONTINGENT				5,000
<b>A Fund Total</b>	<b>17,450</b>	<b>-</b>	<b>92,450</b>	<b>75,000</b>

# Sullivan County

## Legislative Memorandum

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**File #:** ID-6166

**Agenda Date:** 2/15/2024

**Agenda #:** 17.

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**Narrative of Resolution:**

**RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO ESTABLISH A SALARY SCHEDULE FOR SEASONAL, PART-TIME, AND PER-DIEM POSTIONS IN THE PARKS, RECREATION AND BEAUTIFICATION DEPARTMENT**

**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:**

**RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO ESTABLISH A SALARY SCHEDULE FOR SEASONAL, PART-TIME, AND PER-DIEM POSTIONS IN THE PARKS, RECREATION AND BEAUTIFICATION DEPARTMENT**

**WHEREAS**, the Department of Parks, Recreation and Beautification employs part-time, per-diem, and seasonal employees for several of its departments; and

**WHEREAS**, the attached "Schedule A" was inadvertently left out of the 2024 budget approval process; and

**WHEREAS**, the 2024 budgeted positions reflect the "Schedule A" rates; and

**WHEREAS**, the hourly salaries for the said positions have been evaluated and the Human Resources Department, Office of Management and Budget and the Department of Parks, Recreation and Beautification make the following recommendations: See Attached "Schedule A"

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby adopts the attached "Schedule A", effective January 1, 2024.

“Schedule A”

Parks, Recreation and Beautification Department Seasonal, Part-time and Per-diem Positions  
**2024 Starting Salary Recommendations**

Position	Hourly Rate w/ No Experience for 2024
Laborer I (Seasonal)	\$16.30
Park Entry Attendant	\$16.30
Student Worker (Seasonal)	\$16.30
Visitors Experience Assoc.	\$16.30
Laborer I (Seasonal), Clean Team Leader	\$17.30
Senior Visitors Experience Associate	\$17.30
Lifeguard	20.80
Assistant Park and Recreation Director/Lifeguard	\$23.30
Park Manager	\$25.80
Museum Attendant-PT & Per-diem	\$17.30

# Sullivan County

## Legislative Memorandum

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**File #:** ID-6149

**Agenda Date:** 2/15/2024

**Agenda #:** 18.

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**Narrative of Resolution:**

Create two (2) Handicap Veterans Parking Slots

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

**Amount to be authorized by Resolution:** sign to be created by DPW

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY VETERANS COMMITTEE TO CREATE TWO (2) PARKING SPACES WITH SIGNS ONE IN THE LEGISLATOR PARKING SECTION AND ONE BY THE VETERAN MEDICAL SECTION (OFFICE FOR THE AGING SIDE) FOR WHICH WILL BE RESERVED FOR HANDICAPPED VETERANS**

WHEREAS, veterans are picked up in the back of the Government Center for medical appointments,  
and

WHEREAS, these veterans have indicated that there is no place to park as county employees or members of the public take up every handicap space.

NOW, THEREFORE BE IT RESOLVED, that the Sullivan County Legislature requests DPW to designate two parking spaces; one in the Legislator parking section and one by Veterans Medical Pick Up Section Office for the Aging side of the Government Center.

BE IT FURTHER RESOLVED, that two (2) signs labeled "Handicap Veteran" be created for these two slots.

BE IT FURTHER RESOLVED, that the legislator parking spaces will decrease from nine spaces to eight spaces.

BE IT FURTHER RESOLVED that the County of Sullivan does not have the ability to enforce to ticket or to tow.

# Sullivan County

## Legislative Memorandum

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**File #:** ID-6167

**Agenda Date:** 2/15/2024

**Agenda #:** 19.

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**Narrative of Resolution:**

Declare February 11-17, 2024 as National Salute to Veterans Patients Week

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

**Amount to be authorized by Resolution:** N/A

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY THE VETERANS COMMITTEE TO DECLARE FEBRUARY 11-17, 2024 NATIONAL SALUTE TO VETERAN PATIENTS WEEK**

WHEREAS, the purpose of the National Salute to Veterans Patients Program is to pay tribute and express appreciation to Veterans, increase community awareness of the role of the VA Medical Center and encourage citizens to visit hospitalized Veterans and to become involved as volunteers, and

WHEREAS, the week of February 14<sup>th</sup> each year is an opportunity to say thank you to a special group of men and women, the more than 9 million Veterans of the U.S. armed services who are care for in Department of Veterans Affairs, medical centers, outpatient clinics, nursing homes and

WHEREAS, during the National Salute, VA invites individuals, Veterans groups, military personnel, civic organizations, businesses, schools, local media, celebrities and sports stars to participate in a variety of activities at the VA medical centers.

WHEREAS, the activities and events include special ward visits and valentine distributions; photo opportunities; school essay contests; special recreation activities and Veteran recognition programs.

NOW, THEREFORE BE IT RESOLVED, that the Sullivan County Legislature declares February 11-17, 2024 as "National Salute to Veteran Patients Week.

# Sullivan County

## Legislative Memorandum

**File #:** ID-6168

**Agenda Date:** 2/15/2024

**Agenda #:** 20.

**Narrative of Resolution:**

Advance funding to the Sullivan Legal Aid Panel, Inc.

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

**Amount to be authorized by Resolution:** \$127,649.29

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION NO. INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE THE COUNTY TO ADVANCE FUNDING TO THE SULLIVAN LEGAL AID PANEL, INC. FOR THE PURCHASE OF TECHNOLOGICAL UPGRADES AND OFFICE EQUIPMENT AND FURNITURE PURSUANT TO THE FUNDING RECEIVED FROM THE NEW YORK STATE OFFICE OF INDIGENT SERVICES IN ACCORDANCE WITH THE IMPLEMENTATION OF THE HURRELL-HARRING SETTLEMENT AGREEMENT REFORMS**

**WHEREAS**, the County and the State of New York Office of Indigent Legal Services (hereinafter “NYSOILS” or “State”) are parties to a five-year agreement to implement and fund improvements to mandated criminal defense representation in accordance with the Statewide Expansion of the Hurrell-Harring Settlement Agreement Reforms, Contract Number CSTWIDEHH45 (hereinafter “Agreement” or “Contract No. CSTWIDEHH45”) for the contract term from April 1, 2018 through March 31, 2023; and

**WHEREAS**, the fully executed contract includes a B-1 attachment that sets forth the full contract amount totaling \$4,840,039.35 over the course of the five years of the Agreement as follows: Year 1, \$322,669.29; Year 2, \$645,338.58; Year 3, \$968,007.87; Year 4, \$1,290,677.16; and Year 5, \$1,613,346.45; and

**WHEREAS**, although the term of the contract anticipated a commencement date of April 1, 2018, the contract was not approved until well into the grant term; and

**WHEREAS**, the Agreement was extended for one year to allow for the distribution of unspent funding through March 31, 2024; and

**WHEREAS**, the Sullivan Legal Aid Panel, Inc. is a recipient of a portion of the funding under the Agreement; and

**WHEREAS**, the funding designated to the Sullivan Legal Aid Panel, Inc. under the Agreement is designated line by line in the budget attached to the Agreement; and

**WHEREAS**, the Sullivan Legal Aid Panel, Inc. has significant funding remaining in the budget line designated for non-attorney professionals entitled “Social Workers/Interpreters/Mitigation Specialists/Investigators/Other Expert Services/Transcription Svcs.” and the State is willing to amend the budget to allow the Sullivan Legal Aid Panel to purchase technological upgrades; office equipment; and furniture; and

**WHEREAS**, the State has indicated that the purchase of these technological upgrades; office equipment; and furniture is an appropriate use of the grant funds; and

**WHEREAS**, the Sullivan Legal Aid Panel, Inc. has obtained quotes for the cost to purchase the technological upgrades; office equipment; and furniture totaling ONE HUNDRED TWENTY-SEVEN THOUSAND SIX HUNDRED FORTY-NINE DOLLARS AND TWENTY-NINE CENTS (\$127,649.29); and

**WHEREAS**, in order to receive reimbursement, these funds must be expended on or before March 31, 2024; and

**WHEREAS**, the Sullivan Legal Aid Panel, Inc. cannot afford to purchase the equipment in such a short time frame and wait for reimbursement, and

**WHEREAS**, the County together with Sullivan Legal Aid Panel, Inc. has submitted a proposal, including quotes, to the State for a modification of the CSTWIDEHH45 budget to allow for the above referenced purchases.

**NOW THEREFORE BE IT RESOLVED**, that the Sullivan County Legislature hereby agrees to advance funding to the Sullivan Legal Aid Panel, Inc. for the purchase of necessary technological upgrades; office equipment; and furniture totaling \$127,649.29 in accordance with the quotes submitted with the proposal once the State of New York Office of Indigent Legal Services advises the County that the budget contained in Contract No. CSTWIDEHH45 has been modified to allow for the aforementioned purchases; and

**BE IT FURTHER RESOLVED**, that should the New York State Office of Indigent Legal Services fail to approve the aforementioned budget modification, the County shall have no further obligation to advance these funds.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-6171

**Agenda Date:** 2/15/2024

**Agenda #:** 21.

**Narrative of Resolution:**

To authorize a transfer of money to Sunset Lake LDC to pay the 2024 Liberty Joint Fire and Infirmary Road Sewer payment for the Care Center at Sunset Lake.

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

**Amount to be authorized by Resolution:** \$100,933.10

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:** N/A

**INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE A TRANSFER OF MONEY TO SUNSET LAKE LDC TO PAY THE 2024 LIBERTY JOINT FIRE AND INFIRMARY ROAD SEWER PAYMENT FOR THE CARE CENTER AT SUNSET LAKE**

**WHEREAS**, the Town of Liberty Assessor changed the taxable status of the real property where the Care Center at Sunset Lake is located (“Subject Parcel”) from fully exempt to fully taxable; and

**WHEREAS**, the Subject Parcel has an address of 256 Sunset Lake Drive Liberty, NY 12754 and is designated on the Town of Liberty tax map as Section 23 Block 1 Lot 126.6; and

**WHEREAS**, the current owner of the Subject Parcel, Sunset Lake LDC (“LDC”), has recently received the 2024 Liberty Joint Fire and Infirmary Rd Sewer from the Town of Liberty. The total amount due for the 2024 is \$100,933.10; and

**WHEREAS**, in order to ensure that additional interest and penalties are not incurred a payment must be made by February 29, 2024 it will be necessary to transfer \$100,933.10 to the LDC; and

**WHEREAS**, the Sullivan County Legislature (“Legislature”) has determined that the transfer of the monies to the LDC for the purpose of making timely payment of these charges is in the best interest of the County.

**NOW THEREFORE BE IT RESOLVED**, that the Legislature does hereby approve the transfer of the monies to the LDC as outlined above;

**BE IT FURTHER RESOLVED**, that the Legislature authorizes the County Treasurer and the County Auditor to take the necessary steps to transfer the monies to the LDC as outlined above.

**BE IT FURTHER RESOLVED**, if the LDC is unable to make any pilot payment then the County Legislature authorizes the county to make the payment on the LDC’s behalf.





# Sullivan County

## Legislative Memorandum

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**File #:** ID-6172

**Agenda Date:** 2/15/2024

**Agenda #:** 22.

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**Narrative of Resolution:**

Set Public Hearing 3/21/24 at 9:45AM for Communication Tower Local Law

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

**Amount to be authorized by Resolution:** N/A

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO SET A PUBLIC HEARING FOR A PROPOSED AMENDMENT TO LOCAL LAW NO. 1 OF THE YEAR 2019 TO REMOVE EXHIBIT "A"**

**WHEREAS**, there has been introduced at a meeting of the Sullivan County Legislature held on February 15, 2024, a proposed Amendment to Local Law No. 1 of 2019 entitled "A Local Law Authorizing the County of Sullivan, notwithstanding Section 215 of the County Law of the State of New York, to Enter Into a Lease of County Owned Communications Towers for A Term Not to Exceed Forty (40) Years."

**NOW, THEREFORE, BE IT RESOLVED**, that a public hearing be held on said proposed local law by the Sullivan County Legislature on March 21, 2024 at 9:45 AM, in the Legislative Chambers, County Government Center, Monticello, New York, and at least six (6) days' notice of the public hearing be given by the Clerk of the Sullivan County Legislature by due posting thereof on the bulletin board of the County of Sullivan and by publishing such notice at least once in the official newspapers of the County.

**COUNTY OF SULLIVAN**

**NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that there has been duly presented and introduced at a meeting of the Legislature of the County of Sullivan, New York, held on February 15, 2024, a proposed Amendment to Local Law No 1 of 2019 entitled "A Local Law Authorizing the County of Sullivan, notwithstanding Section 215 of the County Law of the State of New York, to Enter In to a Lease of County Owned Communications Towers for A Term Not to Exceed Forty (40) Years."

**NOTICE IS FURTHER GIVEN** that the Legislature of the County of Sullivan will conduct a public hearing on the aforesaid proposed Local Law at the Legislature's Meeting Room, County Government Center, Monticello, New York, 12701, on March 21, 2024 at 9:45 AM at which time all persons interested will be heard.

DATED: Monticello, New York

February 15, 2024

ANNMARIE MARTIN

Clerk of the Legislature

County of Sullivan, New York

# Sullivan County

## Legislative Memorandum

**File #:** ID-6173

**Agenda Date:** 2/15/2024

**Agenda #:** 23.

**Narrative of Resolution:**

Enact Proposed Local Law Amending the Code

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

**Amount to be authorized by Resolution:** N/A

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO ADOPT A PROPOSED LOCAL LAW ENTITLED “A LOCAL LAW TO AMEND THE SULLIVAN COUNTY ADMINISTRATIVE CODE REGARDING LEGISLATIVE COMMITTEES” IN ACCORDANCE WITH THE MUNICIPAL HOME RULE LAW OF NEW YORK STATE**

**WHEREAS**, proposed Local Law entitled “A Local Law to Amend the Sullivan County Administrative Code Regarding Legislative Committees” was presented to the Sullivan County Legislature at a meeting held on February 15, 2024 at the County Government Center, Monticello, New York, to consider said proposed Local Law; and

**WHEREAS**, notice of public hearing having been duly published and posted as required by law, and said public hearing having been held on February 15, 2024 and all persons appearing at said public hearing deeming to be heard.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature does hereby enact and adopt the Local Law entitled “A Local Law to Amend the Sullivan County Administrative Code Regarding Legislative Committees” in accordance with the Municipal Home Rule Law of New York State, which Local Law is annexed hereto and made a part hereof.

**A LOCAL LAW TO AMEND THE SULLIVAN COUNTY ADMINISTRATIVE CODE  
REGARDING LEGISLATIVE COMMITTEES**

- Explanation: This Local Law shall set forth amendments to § A2-9 & § A2-10 of the Sullivan County Administrative Code to reflect modifications to the Sullivan County Administrative Code regarding Legislative Committees.
- Legislative Intent: The Sullivan County Legislature, after consideration, declares that it is proper to amend the Administrative Code to eliminate references to Legislative Committees in § A2-9 & § A2-10.
- Amendments: The Administrative Code is amended by deleting the current language contained in § A2-9 & § A2-10 in the entirety and inserting the language “[Reserved]” in both Sections.
- Effective: This Local Law shall become effective as of the date of filing with the Secretary of State.



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-6205

**Agenda Date:** 2/15/2024

**Agenda #:** 24.

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**Narrative of Resolution:**

To appoint the Sullivan County Attorney

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

**Amount to be authorized by Resolution:** \$180,920

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO APPOINT THE SULLIVAN COUNTY ATTORNEY**

**WHEREAS**, in accordance with Section 4.00 of the Sullivan County Charter, there shall be a Department of Law, headed by the County Attorney, appointed by the County Legislature, and

**WHEREAS**, the term of office of the County Attorney shall be that term for which the then members of the appointing County Legislature were elected.

**NOW, THEREFORE BE IT RESOLVED**, that Robert Freehill be and hereby is appointed to the position of County Attorney effective today at a salary of \$180,920.

# Sullivan County

## Legislative Memorandum

**File #:** ID-6208

**Agenda Date:** 2/15/2024

**Agenda #:** 25.

**Narrative of Resolution:**

Adopt the list of Public Officials and Employees to file a Financial Disclosure Statement

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

**Amount to be authorized by Resolution:** N/A

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION NO. INTRODUCED BY EXECUTIVE COMMITTEE TO ADOPT THE LIST OF THOSE PUBLIC OFFICIALS AND EMPLOYEES OF THE COUNTY OF SULLIVAN WHO ARE REQUIRED TO FILE A FINANCIAL DISCLOSURE STATEMENT**

**WHEREAS**, pursuant to Section 201 (3) of the Sullivan County Ethics Law adopted May 23, 2013, the County Legislature must annually determine by resolution who is required to file a Financial Disclosure Statement, and

**WHEREAS**, the County Legislature has determined that persons with the following titles are required to file a Financial Disclosure Statement:

Accounts Payable Coordinator, Audit  
Administrator, Adult Care Center  
Administrator of Assigned Counsel  
Administrator, Department of Motor Vehicles  
Airport Superintendent  
Assistant Commissioner to Planning and Environmental Management  
Assistant Commissioner to Planning and Community Development Vacant  
Assistant County Attorney (2)  
Assistant County Attorney Part time  
Assistant County Manager  
Assistant Director of Aging Services  
Assistant Director of Nursing Services/Patient Care  
Assistant Director of Purchasing and Central Services  
1<sup>st</sup> Assistant District Attorney  
2nd Assistant District Attorney  
3rd Assistant District Attorney  
4th Assistant District Attorney  
5th Assistant District Attorney

6<sup>th</sup> Assistant District Attorney  
7<sup>th</sup> Assistant District Attorney  
8<sup>th</sup> Assistant District Attorney  
Assistant Director of Risk Management & Insurance  
Attorneys, Department of Family Services (3)  
Attorney, Industrial Development Agency  
Attorney, Sullivan County Funding Corporation  
Board of Ethics members  
Board of Trustees, Sullivan County Community College  
Budget Director  
Budget Analyst  
Chairman of the Legislature  
Chief Civil Officer  
Chief Deputy Patrol Division/Internal Affairs  
Chief Executive Officer (IDA)  
Chief Information Officer  
Clerk to the Legislature  
Commissioner, Board of Elections (2)  
Commissioner, Community Resources  
Commissioner, Health and Human Services  
Commissioner, Human Resources  
Commissioner, Management and Budget  
Commissioner, Planning and Economic Development  
Commissioner, Planning and Environmental Management  
Commissioner, Division of Public Safety  
Commissioner, Division of Public Works  
Compliance Program Coordinator  
Coordinator, Child Support Enforcement Unit  
Coordinator, Children with Special Needs, Public Health  
Coroner (4)  
Correction Captain, Sullivan County Jail  
Correction Lieutenant, Sullivan County Jail  
County Attorney  
County Auditor  
County Clerk  
County Legislator (8)  
County Manager  
County Treasurer  
Deputy CIO  
Deputy Clerk to the Legislature  
Deputy Clerk, DMV  
Deputy Commissioner of Elections (2)  
Deputy Commissioner of Family Services (2)  
Deputy Commissioner of Management and Budget



Deputy Commissioner of Public Works, Engineering  
Deputy Commissioner of Public Works. Operations  
Deputy Commissioner of Planning  
Deputy Commissioner to Planning and Environmental Management  
Deputy Commissioner to Planning and Community Development  
Deputy County Manager  
Deputy Director of Community Services  
Deputy Director of Real Property Tax Services III  
Deputy Public Health Director  
Deputy County Attorney  
Deputy County Clerk  
Deputy County Treasurer  
Deputy County Treasurer II  
Deputy Director of Human Resources  
Deputy Director of Probation  
Director of Administration and Case Management  
Director, Center for Workforce Development  
Director of Application Development Support, ITS  
Director of Operations and Network Administration, ITS  
Director of Communications  
Director, Community Services  
Director, Department of Real Property Tax  
Director of Family Services  
Director, Human Resources  
Director, Municipal Weights and Measures  
Director, Nursing Services  
Director, Office for the Aging  
Director, Parks, Recreation and Beautification Programs  
Director of Patient Services  
Director, Probation II  
Director, Public Health Services  
Director, Purchasing and Central Services  
Director, Rehabilitation Services, ACC Physical Therapy  
Director, Risk Management & Insurance  
Director of Services, Family Services  
Director of Solid Waste  
Director, Temporary Assistance - Department of Family Services  
Director of Transportation  
Director, Veterans Service Agency  
Director, Youth Bureau  
District Attorney  
District Attorney Investigators  
Division Contract Compliance Officer, Health and Human Services  
E-911 Coordinator

Emerald Corporate Center Board of Director  
Executive Director IDA  
Executive Assistant, County Manager  
Executive Director, Human Rights  
Facilities Bridge Superintendent  
Financial Analyst  
Fiscal Administrative Officer, Adult Care Center Fiscal Services  
Fiscal Administrative Officer, County Clerk Office  
Fiscal Administrative Officer, Family Services  
Fiscal Administrative Officer, Health Finance (2)  
Fiscal Administrative Officer, Management and Budget  
Fiscal Administrative Officer, Treasurer's Office  
Garage Superintendent  
Grants Administration Supervisor  
Industrial Development Agency Members  
Jail Administrator, Sheriff's Office  
Jr. Accountant  
Land Bank Member  
Local Development Corporation Member (Sunset Lake, Broadband, Emerald Park)  
One Stop Manager, CWD  
Managing Attorney, DFS  
Manager of Youth Services  
Payroll Coordinator /Software Support Technician  
Personnel Officer  
President, Sullivan County Community College  
Road Maintenance Superintendent  
Secretary, Industrial Development Agency  
Senior District Attorney Investigator  
Sheriff  
Special Counsel Workers Compensation part time  
Sr. Accountant, Management and Budget  
Sr. Accountant, Treasurer Accounting  
Sr. Accounts Payable Coordinator  
Sr. Budget Analyst  
Sr. Family Services Attorney  
Sr. Financial Analyst  
Sr. Fiscal Administrative Officer - Family Services  
Sr. Fiscal Administrative Officer - Management and Budget  
Sr. Fiscal Administrative Officer, Sheriff Civil  
Sr. Fiscal Administrative Officer, Treasurer Accounting  
Staff Accountant, Treasurer Accounting  
Staff Auditor  
Sullivan County Funding Corporation Member  
Sustainability Coordinator  
Task Force Officer

The Sullivan County Infrastructure Local Development Corporation Member  
Training and Quality Improvement Coordinator  
Treasurer, Industrial Development Agency  
Trustee, Sullivan County Community College  
Undersheriff  
Vice Chair, Industrial Development Agency

**WHEREAS**, Section 201 of the Ethics Law requires that all statements shall be filed on or before the fifteenth day of May of each year, and

**WHEREAS**, it is duly noted that some of the above positions are presently vacant.

**NOW, THEREFORE, BE IT RESOLVED**, that the above list represents the 2024 list of titles set by the Sullivan County Legislature of those persons required to file a Financial Disclosure Statement with the Clerk of the Sullivan County Legislature on or before May 15, 2024.

# Sullivan County

## Legislative Memorandum

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**File #:** ID-6209

**Agenda Date:** 2/15/2024

**Agenda #:** 26.

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**Narrative of Resolution:**

Authorize a contract with the Sullivan County Visitor's Association

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

**Amount to be authorized by Resolution:** \$1,000,000.00

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE A  
CONTRACT WITH THE SULLIVAN COUNTY VISITOR'S ASSOCIATION**

**WHEREAS**, the County of Sullivan has a current contract with the Sullivan County Visitor's Association to provide promotion of tourism services ("Current Contract"); and

**WHEREAS**, the Sullivan County Legislature believes that the success of the tourism promotion efforts will be enhanced by increasing the funding currently obligated to the Visitor's Association in an amount of one million dollars (\$1,000,000.00).

**NOW THEREFORE BE IT RESOLVED**, that the Sullivan County Legislature does hereby authorize the County Manager to execute a contract with the Sullivan County Visitor's Association, in an amount of one million dollars (\$1,000,000.00), in such form as approved by the County Attorney's Office; and

**BE IT FURTHER RESOLVED**, that the additional one million dollars (\$1,000,000.00) in funding is authorized as a one-time lump sum payment in furtherance of the goals and objectives of the Current Contract.

# Sullivan County

## Legislative Memorandum

**File #:** ID-6210

**Agenda Date:** 2/15/2024

**Agenda #:** 27.

**Narrative of Resolution:**

Supporting the adoption of NYS Senate and Assembly Bills benefiting EMS in NYS

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

**Amount to be authorized by Resolution:** N/A

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE SUPPORTING THE ADOPTION OF NEW YORK SENATE BILLS (S.8486, S.5000, S.6630 & S.7286) AND ASSEMBLY BILLS (A.4077, A.6274, A.7524 & A.231 of 2021) WHICH WOULD BENEFIT EMERGENCY MEDICAL SERVICES THROUGHOUT NEW YORK STATE**

**WHEREAS**, the New York State Senate and the New York Assembly are currently discussing several Bills which would benefit local Emergency Medical Services (“EMS”) efforts in New York State; and

**WHEREAS**, Senate Bill S.8486 would provide for Medicaid reimbursement for treatment in place and transportation to alternate health care settings ; and

**WHEREAS**, Senate Bill S.5000 and Assembly Bill A.4077 would exempt EMS funding from the tax cap calculation; and

**WHEREAS**, Senate Bill S.6630 and Assembly Bill A.6274 would allow volunteer firefighters and ambulance workers to claim both state income tax credits and local property tax credits; and

**WHEREAS**, Senate Bill S.7286 and Assembly Bill A.7524 would increase volunteer firefighters and ambulance workers personal income tax credit from \$200 to \$800 for eligible individuals and from \$400 to \$1600 for eligible married joint filers; and

**WHEREAS**, Assembly Bill A.231 of 2021 would create a methodology for ambulance reimbursement under Medicaid that more closely approximates the cost of providing the service; and

**WHEREAS**, EMS workers and providers throughout New York State are facing a crisis which jeopardizes their ability to provide the necessary life saving services they provide and they desperately need the assistance that the Senate Bills and Assembly Bills detailed above will provide.

**NOW THEREFORE BE IT RESOLVED**, that the Sullivan County Legislature, joins with the New York State Association of Counties and numerous other Counties in New York State and strongly urges the New York State Senate and the New York State Assembly to support local EMS efforts to provide vital lifesaving services by adopting Senate Bills S8486, S.5000, S.6630 & S.7286 and Assembly Bills A.4077, A.6274, A.7524 & A.231 of 2021; and

**BE IT FURTHER RESOLVED**, that the Clerk of the Legislature is hereby directed to forward copies of this Resolution to Governor Kathy Hochul, Senator Peter Oberacker, Senate Majority Leader Andrea Stewart-Cousins, Assemblywoman Aileen Gunther, Assemblyman Brian Miller, Assembly Speaker Carl Heastie and all others deemed necessary and proper.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-6207

**Agenda Date:** 2/15/2024

**Agenda #:** 28.

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**Narrative of Resolution:**

Temporarily Amend Resolution No. 129 of 2011

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

**Amount to be authorized by Resolution:** N/A

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TEMPORARILY AMENDING  
RESOLUTION 129 OF 2011 REGARDING THE TRANSFER OF ACCURED TIME FROM ONE  
EMPLOYEE TO ANOTHER**

**WHEREAS**, resolution 129 of 2011 created a Transfer of Accrued Time from One Employee to Another “Policy”, and

**WHEREAS**, the “Policy” allows employees to transfer vacation and compensatory time and further requires that employees exhaust those accruals prior to being able to transfer sick time, and

**WHEREAS**, the Civil Service Employees’ Association, Inc., Local 853 (“CSEA”) has requested and the County Manager recommends that this policy be temporarily amended through December 31, 2024 for the “CSEA” to allow for the transfer of sick time amongst members of that unit without first having to exhaust vacation and compensatory time.

**NOW, THEREFORE, BE IT RESOLVED**, that Sullivan County Legislature hereby temporarily amends the “Policy” through December 31, 2024 for the “CSEA” to allow for the transfer of sick time amongst members of that unit without first having to exhaust vacation and compensatory time.

**BE IT FURHTER RESOLVED**, this temporary amendment has no impact on any other sick time provisions in the CBA.







# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-6211

**Agenda Date:** 2/15/2024

**Agenda #:** 29.

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**Narrative of Resolution:**

Authorize contract with Gigi Java for Café Operation in the Government Center

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

**Amount to be authorized by Resolution:** County will receive \$300 per month

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO AUTHORIZE AWARD & EXECUTION OF CONTRACT**

**WHEREAS**, a Request for Proposal was issued for the Operation of the Café at the Sullivan County Government Center, Monticello, NY, and

**WHEREAS**, a proposal was received from Gigi Java, LLC., 120 Sullivan St., Wurtsboro, NY 12790, to provide said services from April 1, 2024 through March 31, 2026, with an option to extend on a yearly basis, for three (3) additional years, under the same terms and conditions, and;

**WHEREAS**, the Government Services Committee has approved said proposal and recommends that a contract be executed;

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager be and hereby is authorized to execute a contract with Gigi Java, at a contract price of \$300.00/month, to be paid to the County and in accordance with the RFP # R-23-38, said contract to be in such form as the County Attorney shall approve.

# Sullivan County

## Legislative Memorandum

**File #:** ID-6214

**Agenda Date:** 2/15/2024

**Agenda #:** 30.

**Narrative of Resolution:**

Create two Temporary Laundry Worker positions at the Adult Care Center

**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?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO CREATE TWO TEMPORARY LAUNDRY WORKER POSITIONS AT THE ADULT CARE CENTER**

**WHEREAS**, the Sullivan County Adult Care Center has three full time Laundry Workers and one part time Laundry Worker, and

**WHEREAS**, two Laundry Workers will be on a leave of absence for an unknown period of time with another is intending to retire in the next few weeks, and

**WHEREAS**, the Sullivan County Adult Care Center has requested two temporary Laundry Worker positions be created and filled while the Laundry Workers are on a leave of absence and the retired workers position is filled

**NOW, THEREFORE, BE IT RESOLVED**, that the temporary Laundry Worker positions shall be effective during this leave of absence and shall be hereby abolished when two f the Laundry Workers return to work.

**BE IT FURTHER RESOLVED**, that if an existing employee currently employed at the Adult Care Center assumes extra duties in relation to the above, they will be entitled to a temporary stipend of \$5,000 at the discretion of the County Manager.