



Department of Health

KATHY HOCHUL
Governor

MARY T. BASSETT, M.D., M.P.H.
Commissioner

KRISTIN M. PROUD
Acting Executive Deputy Commissioner

April 7, 2022

Daniel C. Lynch
Deputy County Executive
County of Albany
112 State Street, 12th Floor
Albany, NY 12207

Re: C37294GG - County of Albany - Perinatal and Infant Community Health Collaboratives Program
– Award - 07/01/2022 - 06/30/2027

Dear Daniel C. Lynch:

Congratulations! I am pleased to inform you that an award for County of Albany has been specified regarding the above referenced Request for Applications (RFA) initiative. Selection was based on the competitive review and evaluation of your organization's response.

The annual award amount is \$440,000 for the anticipated contract period of 07/01/2022 - 06/30/2023 (Full Contract Award Amount: \$2,200,000). The assigned contract # is C37294GG and must be referenced on all claims and correspondence with the State Agency. Final grant awards are subject to the availability of funds and approval by the Office of the State Comptroller (OSC).

A separate communication will be initiated by the Grants Management Compliance Unit, titled PICHC Vendor Compliance. Please respond to that communication separate from this request. Documents requested as part of that request are required to advance the contract for official approvals.

The required timeline for on-time execution of this contract is outlined below. An on-time contract allows the Grantee to receive a contract advance (if applicable) and prompt payment of claims. **Grantees have approximately 15 calendar days from the date of this letter to submit all required contract documents in the Grants Gateway (GG).** If the expenditure budget, work plan, and all required supporting documents are not submitted in the scheduled number of calendar days, your organization may receive a "Suspension of Time Frames" * notice. Failure to meet the time frames below may result in a late contract, and/or delayed payments to the Grantee. Indicate your contract number (#C37294GG) in the subject line of the email.

Your contract will be available in the Grants Gateway shortly. Please check your task list.

Required Process Step	Responsible	Time Frame
Contract Information Requested (PM) – Log into Grants Gateway and complete required information for budget as detailed in the attached " Request for Edits " document. <i>Then change status to Contract Information Submitted.</i>	Grantee	4/19/2022
Program Manager Review – <i>Grantee has completed requested budget and/or work plan edits and the contract is now back with the PM for their approval. During this time additional edits may be requested of the Grantee.</i>	State Agency	4/26/2022

Contract Manager Review - PM has completed their review of the contract, approved all edits made by the Grantee, and advanced to the CM for final review of all information. <i>During this time additional edits may be requested of the Grantee.</i>	State Agency	5/9/2022
Grantee Contract Signature Required - contract is reviewed, and, if approved, it is signed and returned to the CM for electronic signature.	Grantee	5/19/2022
Contract Package Validation - Grantee has signed the contract and returned it to the CM. At this stage of the contract approval process a verification that all required supporting documents have been uploaded by the CM to the Contract Package Tool (CPT) occurs. Also, confirmation that all forms provided by the Grantee related to prequalification, insurance, charities registration, and vendor responsibility, are again verified. The contract is then advanced to the Agency Head for electronic signature. <i>During this time additional follow up with the Grantee may be required.</i>	State Agency	5/20/2022
Agency Signature Required – contract is reviewed, and if approved it is signed and advanced to the AG for electronic signature.	State Agency	5/31/2022
AG Review and Approval – contract is reviewed, and if approved it is signed and advanced to the OSC for electronic signature.	AG	6/15/2022
Offline OSC Review And/Or SFS Approval – contract is reviewed, and if approved is changed to a “Contract Executed” status.	OSC	6/30/2022
Contract Executed	OSC	7/1/2022

Grantees are strongly encouraged to complete Grants Gateway training. Training opportunities are posted on <https://grantsmanagement.ny.gov/resources-grant-applicants>.

Your assigned Program Manager will be contacting you within the next few days to answer any questions that you may have regarding this communication. If you have any questions, or concerns before that time, please contact Elizabeth Gagnon at (518) 474-0535 or Elizabeth.Gagnon@health.ny.gov.

Sincerely,



Ann-Margret Foley, Director
Bureau of Women, Infants, and Adolescent Health
Division of Family Health

Enclosure

cc: Kathleen DeThomasis
Lara Madison
Shanna Witherspoon
Elizabeth Gagnon
Amy Hauptli