



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

LISA J. PINO, M.A., J.D.
Executive Deputy Commissioner

August 9, 2021

Elizabeth Whalen, MD, MPH
Commissioner of Health
Albany County
175 Green Street, P.O. Box 678
Albany, New York 12201-0678

RE: COVID Vaccine Response Contract # C36915GG Contract Term: 1/1/21 – 6/30/24
Total budget amount: \$ 338,857.80
20% of budget (for special populations, see below): \$ 67,771.56

Dear Commissioner Whalen:

The New York State Department of Health (NYSDOH) is awarding your county a Local Health Department (LHD) COVID19 Vaccine Response contract to promote and increase COVID-19 vaccine and other vaccine uptake. Your contract funding amount is listed above and the work plan is attached. This funding may be used for COVID-19 vaccine implementation expenses retroactive to January 1, 2021 and is available through June 30, 2024.

Please review the budget and justification instructions and complete a budget on the attached template. Examples of allowable expenses are listed on the template. Note: You must use at least 20% of this contract funding to conduct activities to promote and increase COVID-19 and other vaccine uptake in racial and ethnic minority groups and to increase accessibility for people with disabilities.

Please email a completed budget template to ImmAdmin@health.ny.gov and your regional representative by **Friday, October 1, 2021**. Please send questions to ImmAdmin@health.ny.gov.

Sincerely,

Robin Suitor
Director, Bureau of Immunization

Attachments: COVID Vaccine Response Work plan
COVID Vaccine Response Budget and Justification Template

CC: Chris Mayone
Kilynn Erwin
Barbara Joyce