

**Subject:** New submission ALBANY Arts, Culture, and Tourism Application**Date:** Friday, June 30, 2023 at 4:02:14 PM Eastern Daylight Time**From:** jnytko@govsol.org**To:** jnytko@govsol.org

<b>General Information</b>
<b>Date of application</b>
06/29/2023
<b>Name of Entity</b>
Albany County Historical Association
<b>Entity TIN, EIN or Social Security Number</b>
14-6048668
<b>Entity physical address</b>
9 Ten Broeck Place Albany, NY 12210 United States <a href="#">Map It</a>
<b>Is the physical address different from the mailing address?</b>
No
<b>Website (if available)</b>
<a href="https://www.tenbroeckmansion.org">https://www.tenbroeckmansion.org</a>
<b>Primary Contact Information</b>
<b>Primary contact name</b>
Kathryn Kosto
<b>Primary contact title</b>
Executive Director
<b>Primary contact phone</b>
(518) 436-9826
<b>Primary contact email</b>
<a href="mailto:kathryn@tenbroeckmansion.org">kathryn@tenbroeckmansion.org</a>
<b>What is the primary contacts preferred method of contact?</b>
Email
<b>Entity Info and Structure</b>
<b>Which structure best describes the entity?</b>
Non-profit organization
<b>What is the date of establishment?</b>
1942

**Have you or the entity ever received any form of COVID-19 relief funds or loans specific to the negative impacts of the Pandemic?**

Yes

**If "Yes" above, please specify the type(s) and amount(s).**

PPP Loan: \$22,000 in 2021 for staff payroll  
City of Albany ARPA Fund award for separate project not in this request (Livingston Avenue community drive/entrance and signage): \$332,000

**General Project Information**

**Describe the arts/cultural/tourism activities your organization provides in Albany County.**

The Albany County Historical Association provides extensive arts, cultural, and tourism activities in Albany County, serving over 8300 people annually. The ACHA consists of the 1798 Ten Broeck Mansion, operated as a museum, and exhibit galleries in a part of a 1852-56 structure (King's Place) which is shared with low-income apartments, all set in a 4-acre historic landscape. The ACHA's gardens are open free to the community and tourists daily. Two educational kiosks in the gardens are kept stocked with free art kits and educational materials, interpretive signs, and botanical labels in the gardens to make the landscape an educational space.

Programs include guided tours held May through late October, one of the longest running Holiday House programs in December, and on site and online lectures in the winter months. The ACHA's extensive historic gardens are open year-round with interpretive signs seasonal brochures and interactive activities. Tourists visit our site year-round, and we serve a vital need by providing a historic site with interpretive grounds even when other sites are closed. The ACHA also holds weekly hands-on free family art and history programs from May through December.

The ACHA hosts lectures, art and history artifact exhibits, and other special events. New for 2023, the ACHA is including an exploration of the history of technology for middle-school attendees in STEAM-based programs. The ACHA does extensive outreach programming including promotions at the HVCC Garden Expo, extensive children's programming in cooperation with the Palace Theatre, and numerous festivals in Albany County with free family outreach programs with hands on activities.

The ACHA led the creation and management of Albany County-wide Immersion Tours since 2021, linking 9 historic sites and museums in the Hudson Valley to explore topics such as "Freedom & Opportunity," with visitors making sequential visits to the Irish American Heritage Museum, Ten Broeck Mansion, and Stephen and Harriet Myers Residence to explore the theme of labor as experienced by Irish Immigrants and African Americans. For 2023, the ACHA is developing tours with Martin Van Buren National Historic Site and Clermont State Historic Site to explore the theme of leaders and workers in the Hudson Valley, under the title "Chancellor, President, General: Leaders and Workers in the Upper Hudson Valley." The ACHA holds community digitization days to promote greater inclusivity of untold stories of immigrants and workers in its museum collections. The ACHA hosts senior groups, with a particular emphasis on diverse and low-income community groups and provides lectures (both on-site and outreach) to community groups on historical themes. The ACHA's provides special programs throughout Albany County for schools, senior groups, historical societies, and clubs, providing over 30 such programs in 2022.

The ACHA hosts an annual Juneteenth Celebration, honoring the life of Roseanna Vosburgh, who was an African American abolitionist, and was one of the longest residents of the Ten Broeck Mansion (she was born June 17, 1800). The ACHA wrote her biographical entry published in "Women's History in the Hudson Valley" in 2023. In October, the ACHA hosts an annual Path Through History Day averaging about 300 attendees, uniting the smaller, volunteer-led historical societies of Albany County in a driving tour; the theme for 2023 is "Crossroads: Intersections of Race and Ethnicity in Albany County." These events are promoted in partnership with the state-wide Path Through History/I Love NY tourism initiatives. As a historic site located in one of the oldest cities in North America, the ACHA uniquely links rural and urban sites in Albany County through the shared thread of history.

**If an award is made, describe how Albany County will benefit. Where possible, please quantify impact.**

If an award is made, Albany County will benefit from increased tourism, an enhanced tourism experience for visitors, and increased tourism spending. This will be accomplished by the professional research, development and implementation of amenities at the Ten Broeck Mansion site, which is a rare survival of a Revolutionary War General's home with 4 acres of extensive gardens in a setting, readily accessible to tourists, being close to downtown Albany hotels, restaurants, the Skyway, public transportation, and cultural sites such as the Capital REP, Palace Theatre, and Myers Residence.

The ACHA draws a regional, national, and international audience. Since 2019, total attendance and program service at the ACHA grew 42%. In 2021-2022, about 85% of visitors were from New York State, 12% were national, and 3% were international. The ACHA has a 75% increase in senior group visits in 2022, and an ADA accessible walkways

will address their needs and promote more extensive visits to the Ten Broeck Mansion gardens. The proposed project is expected to increase the ACHA's capacity for visitors by about 70%, growing annual visitation and outreach capacity to about 14,000 visitors annually. In 2023, 75% of visitors indicated they wanted a longer visitation season at the ACHA. The ACHA's museum shop is expected to double in revenue, increasing county sales tax revenue. The project's benefit will be magnified through the ACHA's permanent promotion of town and rural historical societies in Albany County, who will also receive increased visitation. Local restaurants and businesses will benefit from increased county-wide tourism fostered by the ACHA. As demonstrated from 2021-2 data collected, these events grow tourism by encouraging visitors to prolong their visits, promote increased shopping, restaurant visits, and hotel stays. ACHA staff provided surveys to all visitors: 98% of ACHA visitors ate in a local restaurant, 57% shopped locally, and 27% stayed in a local hotel.

The project significantly enhances the quality and corrects essential ADA accessibility deficits at our site, enhancing our visitors' experience to make for longer, more meaningful visits at the Ten Broeck Mansion and visitation at other historic and cultural sites in Albany and Albany County. By making the Ten Broeck Mansion a high-quality, accessible site for visitation, this project promotes longer visits resulting in more tourism revenue for Albany County.

**If an award is made, describe how the funds will help you to sustain your operations in Albany County.**

The funds will help us sustain our operations in Albany County by allowing the ACHA to accommodate increased levels of visitation (expected to grow to about 14,000 annually) which will promote greater program revenue and museum shop revenue. These sources will help sustain the ACHA financially through more efficient visitor services, as staff and docents may lead larger tours. The exhibit allows the ACHA to grow grant revenue, by applying for national-level grants (e.g National Endowment for the Humanities) by having unique historical exhibits which highlight the complexity of Albany County's history. The proposed exhibit provides opportunities for the ACHA to invite additional distinguished presenters in a lecture space adjacent to this exhibit in the Education Center. In 2023, nearly half of our visitors indicated they would return for lectures and workshops.

N.B. the education center which houses the exhibit is being funded through separate grants. The education center has already received over 60% of needed funding. With the completion of fundraising from private donors and foundations in fall 2023, the Education Center is on track to be completed in July 2025.

**Describe the extent to which the COVID-19 pandemic increased or decreased demand for your services. As an option, you may attach to this application any optional information that supports you're the service increase or decrease being described below.**

The COVID-19 pandemic increased demand for the ACHA's historic gardens as a community space. In 2020, visitation to the ACHA gardens grew 600%. Attendance by visitors with ADA needs has grown 75%. Since 2019, overall visitation and program outreach by the ACHA has grown 42%. Attendance at our children's programs has grown ten-fold averaging 75% diverse populations, as the ACHA serves a high need (high poverty), diverse community in Albany's second oldest neighborhood of Arbor Hill.

Visitors spend more time at the Ten Broeck Mansion in response to a change in ACHA marketing starting in 2020, which encouraged visitors to reserve an extra 20-30 minutes to tour the gardens (outdoor activities were encouraged during the pandemic). About 80% of visitors do so, but elderly and ADA visitors are not able to participate in this fully. In addition, the ACHA has grown its programming related to the interpretation of African American and enslaved persons' history - 68% of 2023 visitors indicate they visited because the ACHA emphasizes these stories. To reflect visitor interest, the ACHA has special tours which visit the archaeological site of enslaved persons living quarters. Due to the slopes and often wet grass in the area, it is not accessible or safe for special needs visitors, and many elderly visitors are not able to participate in this portion of the tour. The proposed project will allow all visitors to safely visit this site, which Dr. Michael Lucas, Archaeologist at the NYS Museum, has described as one of the "most significant sites for the archaeology of enslaved persons in the Capital Region."

Since the COVID-19 pandemic, as travel costs have risen, region-based tourism is expected to become more important. Visitor attendance now averages about 90 minutes; with the proposed exhibit on Albany County history, visits are expected to last nearly two hours. As attendance lengthens, local dining and shopping increase as Albany County becomes a "destination." By improving the ACHA's accessibility through professionally designed ADA accessible walkways, and a professional exhibit highlighting the entirety of Albany County's history, the ACHA will become part of Albany County becoming "the destination for history." By promoting history tourism at our site, the ACHA promotes longer duration visits and more cross-visiting between cultural sites. By attracting a broader regional audience and promoting longer visits, visitors make use of Albany County hotels, shopping, and restaurants more fully.

**Please select the grant opportunity you wish to apply to**

Arts, Culture, and Tourism (ACT) Promotion Grants (Up to \$100,000)

**Project Information – Promotion Grants**

**Please select whether the proposed project is new or existing**

Creates a new initiative or project

**Please provide a short summary of your proposed project including a project name, general description, total cost, reason(s) why you are pursuing the project and anticipated impact:**

Project Name: Ten Broeck Mansion's Collaborative Albany County Exhibit and Accessibility Project

General description: The Ten Broeck Mansion's Collaborative Albany County Exhibit and Accessibility Project has two parts:

1) Install ADA accessible walkways in the Ten Broeck Mansion gardens, which restore historic walkways allowing for greater access and complete viewing of garden beds, mitigate erosion, allow for increased visitation load, and provide ADA accessible visitation to 18th century archaeological remains of enslaved persons' living quarters (1798 brick and stone dependency of Ten Broeck Mansion). Project cost: \$82,500 (includes \$7500 for professional design work and archaeological/archival research).

2) Install a collaborative, comprehensive exhibit documenting the rich and diverse history of Albany County, installed in the ACHA's in-progress education center (a structure reconstructing the 18th century Ten Broeck Carriage Barn), with designated exhibit space to highlight rotating exhibits of artifacts from other historical societies and promotion of their sites and programming. Project cost: \$15,000.

The proposed improvements will build on the Ten Broeck Mansion's reputation as one of the most complete historic gardens in the region, making this a tourist destination for upstate New York. In addition, the proposed exhibit uniquely coordinates and recognizes smaller historical societies within Albany County through the proposed exhibit on Albany County history. The ACHA will truly be able to fulfill its mission from its founding in 1942 as a county historical society and provide opportunities for visitors to engage with the rich and complex history of Albany County.

The ACHA is implementing these projects because of the ACHA's 2018 Strategic Plan which called for the ACHA to fulfill its mission as an educational museum solely dedicated to interpreting the rich and diverse history and culture of the entirety of Albany County. As part of the strategic plan, the ACHA hired a new Executive Director in 2019, and formed a governance committee to enhance our functions. The ACHA has undertaken an extensive grant writing and fundraising program since 2019 and dedicated itself to increasing its educational outreach and expansion of tourism services, resulting in a 42% increase in program impact and visitation since 2019.

In addition, the ACHA has expanded its collaboration and outreach with historical societies throughout Albany County, fulfilling its unique mission. The proposed projects reflect the professional planning recommendations of the 2021 Cultural Landscape Report completed by historical landscape architect Martha Lyon, ASLA, who recommended that the ACHA restore its gardens to historic standards and include ADA accessibility. Additional recommendations in the 2021 Cultural Landscape Report are to highlight the rich archaeological sites which are within the landscape, as reflected in this project request.

The proposed project is anticipated to have an impact of increasing tourism to the Ten Broeck Mansion (expected increase of up to 14,000 visitors annually), and to include and promote visitation to historical societies and sites throughout Albany County. County-wide tourism will be promoted by the permanent exhibit dedicated to the history of Albany County in the ACHA's education center.

**What amount of funding is being requested?**

\$97,500.00

**Please describe the entity's capabilities to implement the project you propose including organizational structure, staff members involved, a summary of similar initiatives you have undertaken and the date they were completed:**

The ACHA is in a strong position to implement the proposed project. The ACHA has hired and retained a professional museum staff consisting of three full-time museum professionals and two part-time professionals and has a diverse and committed board of trustees. The ACHA has raised over \$1.8 million in grant funding since 2020 to complete needed projects. Examples of funded and completed projects include a Cultural Landscape Report (2021 completed), New York State preservation grants for historic preservation on the Ten Broeck Mansion (2021, completed), NYSCA arts/museum funding (2020-2023, completed), and a NYSCA Capital Award of \$962,000 for the Education Center (2023, in progress, completion expected July 2025).

The ACHA's Executive Director reports to a 25-person Board of Trustees which is in compliance with New York State nonprofit law, following best practices.

ACHA Executive Director Kathryn Kosto. Ms. Kosto was a Supervisory Museum Curator for the National Park Service, including coordination of a site-wide \$1.2 million HVAC system in the 1759 Vassall-Craigie-Longfellow House. She has extensive federal and state grant management and contracting experience and has raised over \$1.8 million in grants during her time at the ACHA. She has served as nonprofit executive director 9 years, with 4 years at the ACHA.

Tina Peabody, ACHA Community Education Coordinator. Ms. Peabody is a doctoral candidate at SUNY Albany in history and has extensive experience researching and preparing programs and texts for collaborative exhibits featuring Albany County historic sites.

Aaron Bradt, ACHA Collections Associate. Mr. Bradt has extensive experience digitizing and researching archival materials from Albany County and leading a community archives project to draw in diverse stories from across Albany County. He holds two masters degrees in archives and public history from SUNY Albany.

Wadler St. Jean - ACHA Accountant. Invoice payment, financial planning, and oversight of grant/project financials. Mr. St. Jean has 10+ years of experience in accounting, was a Senior Accountant at the NYS Education Department, serves as the CFO of Business for Good Foundation, and is a member of the Albany Black Chamber of Commerce.

Linda Weiss, ACHA Board of Trustees President, former Director of Albany Veterans Administration Medical Center. Extensive federal contracting, grant implementation & fiscal control experience.

Ken Mortensen, ACHA Board of Trustees Vice President, Chair Capital Campaign Working Group. 35+ years of experience with construction contracting, served as President of Capital Region PRIDE Center.

Karen Urbanski, ACHA Buildings & Grounds Committee: Chair. Retired NYS school principal, with extensive contracting experience. Committee includes volunteer gardeners to assist with landscaping.

ACHA Education Center Focus Group: focus group includes Walter Wheeler, a historic architect specializing in 18-19th c. Hudson Valley vernacular architecture, Marie Sarchiapone, retired SHPO Preservation Specialist and community members, including African American and Latino/a families from Arbor Hill (ACHA's historic neighborhood), and historians from Albany County historic sites.

By working with a licensed historical architect with experience in education centers, working with a licensed historical landscape architect for the Cultural Landscape Report, and drawing in diverse and talented community members, both as Board members and volunteers, the ACHA finds that it is positioned for success for this project.

**Please describe, in detail, the impact your proposed project will have on Arts, Culture and/or Tourism in Albany County. Describe how your project will attract new visitors to Albany County. Where possible use metrics/estimates of impact (i.e. increased visitation etc.).**

The proposed project will have a significant impact on arts culture and tourism in Albany County. The permanent exhibit of Albany County history will be the only museum exhibit in Albany County to have a holistic view of Albany County history from prior to European contact through the 21st century. The proposed exhibit will have a rotating exhibit space for local historic sites, feature artifacts from their collections, and list of their programming to promote tourism to these sites. The exhibit is especially timely as the nation prepares to celebrate the 250th anniversary of the American Revolution in 2026, which nearly 70% of 2023 visitors rank as a key interest. Tourism to historic sites, like the Ten Broeck Mansion, home of Abraham Ten Broeck, a general in the Battle of Saratoga, will increase with nation and state-wide tourism initiatives. In addition, the project is meaningful to African American and immigrant history, featuring both enslaved and abolitionist history, plus the stories of Irish and German immigrant servants at the Ten Broeck Mansion.

The ADA accessible walkways in the Ten Broeck Mansion gardens and ADA accessible walkway to visit a highly significant African American archaeological site will make the ACHA a unique tourism destination, including new and diverse audiences. Becoming a fully ADA accessible historic garden to reflect a historically accurate plan will draw further tourism. Garden-based tourism is a growing part of the tourism economy, as evidenced by the robust tourism promoted by the Garden Conservancy (Garrison NY), and other sites in the lower Hudson Valley. Interest in garden workshops and programs is the top response for 2023 visitors to the Ten Broeck Mansion, indicating potential for further growth. The enhancement of the historic Ten Broeck Mansion gardens will draw downstate visitors to Albany for extended stays.

The ACHA anticipates the following impacts:

- 1) Increase in visitation to approximately 14,000 visitors a year (70% increase from 2022) by 2026.
- 2) Ability for ADA accessible ADA visitors and seniors to completely visit the ACHA site drawing further senior groups and tourism groups. Expected increase: 50% senior groups.

3) Increase in local shopping stays in local restaurants and stays in local hotels in Albany County Expected increase: 50%.

4) Increase in visitor perception of historical accuracy, significance, and quality of Albany County cultural and historic sites, drawing more visitors and press coverage by a welcoming, high-quality experience at the Ten Broeck Mansion.

**How will you track performance goals and define success? Include at least two key performance indicators and expected annual outcomes/impact during the reporting period (September 2023 - December 2026).**

The ACHA will track performance goals and define the success by the following:

1) Strategic: mission fulfillment. The ACHA will fulfill its mission statement of interpreting and presenting the rich and diverse history and culture of Albany County. Measured by tracking the number of rotating exhibits on local historic sites and towns, and follow up with local historical societies to determine a commensurate increase in attendance at their sites. Web-based surveys and wrap-up meetings completed semi-annually.

2) Operational: Increase in visitation. The ACHA will continue tracking visitation through a spreadsheet system, with tallies conducted by staff and volunteers. The ACHA continues to track the number of educational brochures picked up from its two educational kiosks, track the number of social media and website visits, and track and measure both the number of visitors and the length of visits. Visitor surveys completed daily. Social media tracking completed monthly.

3) Quality of engagement: the ACHA will track visitor satisfaction to the Ten Broeck Manion and related exhibits through continuing to implement our survey, given to each visitor. The surveys track visitor zip codes, patronage of local amenities including restaurants and hotels, and feedback on the quality of the experience they had as a tourist. The ACHA will continue to use this feedback to adjust and improve our visitors' experience. Staff create daily visitor reports to note areas visited, visitor questions, and impression of satisfaction. Survey feedback reviewed weekly.

**What is the proposed project start date?**

January 2024

**What is the anticipated date of completion?**

July 2025

**Please provide key performance indicator(s) demonstrating anticipated results**

Indicator	2024	2025	2026
Strategic: Mission Fulfillment with county-wide history.		Research on exhibit completed.	Installation of Albany County Collaborative Exhibit in Education Center. Expected increase in visitation to county-wide historic sites.
Operational: Increase in visitation.		Measuring visitor stays, areas of gardens visited. Questions from visitors as construction is underway.	Measuring visitor stays, areas of gardens visited. Questions from visitors as construction is completed. Expected increase in visitation.
Quality of engagement: enhance visitor perception of Albany as destination.		Measuring visitors survey to determine satisfaction, perception of quality, Albany County as worthwhile place for extended visit.	Continued surveys, expected increase in visitor perception of Albany County as richly historic tourist destination for extended visits.

**Please provide key project milestones inclusive of the anticipated timelines and descriptions**

Milestone	Anticipated Timeline	Task Description
Research for grounds/archaeology site work	January 2024-May 2025	Completing archival, archaeological research to ensure historical accuracy and sustainability. Work completed by licensed historic landscape architect and NYS archaeologist/archaeological firm.



Research for Collaborative Albany County Exhibit	January 2024-May 2025	Research completed by ACHA staff in collaboration with Albany County Historical societies.
Completion of Education Center (other funding, not this request)	June 2024-July 2025	Reconstruction of 18th c. Ten Broeck Carriage barn and 19th c. greenhouse with interior modern functions as exhibit space, ADA restrooms, program space, and museum shop. Concurrent project not in this grant request.
Installation of Albany County Collaborative History Exhibit	May-July 2025	Installation by ACHA staff with hired assistance from electricians/carpenters. Video monitors, vitrines, signs, framed and pedestal-display artifacts.
Installation of ADA Accessible walkways on ACHA grounds/archaeology site	May-July 2025	Designed by historic landscape architect in collaboration with archaeologist. Installation by professional contractors. Some volunteer assistance with smaller plantings by ACHA volunteers.

**At the top of this page is a downloadable project budget. Please download the budget form and upload it here.**

- [ACHA-2023-Albany-County-ARTS-Budget.pdf](#)

**If you are funding a multi-year initiative, please provide a breakdown of funding level per year below\*:**

2023	2024	2025	2026
		22500	75000

**Is any upfront funding needed to successfully implement your proposed project?**

No

**Describe how the funding will support a sustainable Arts/Culture/Tourism initiative that will continue to serve Albany County residents after ARPA funds have been exhausted .**

The proposed projects will be sustainable for arts, culture, and tourism in Albany County: the proposed projects are of high quality, permanent in nature, and use sustainable high quality materials, professionally designed to ADA and historic exhibit standards. The proposed project is sustainable by drawing increased program revenue to the ACHA (ticket sales), and an expected 100% increase in museum shop sales, providing further revenue and Albany County sales tax revenue. The proposed projects will also make better use of ACHA museum staff time by allowing larger tour sizes during an expanded tour season. The projects will allow the ACHA to care for its historic gardens and walkways more sustainably, by mitigating erosion issues and undersized, uneven walkways which currently require a high outlay of maintenance time/costs and pose safety hazards. Due to the high quality, professional design, and inherent sustainability of the proposed projects, the ACHA expects to maintain this investment in quality for many years into the future, without requiring further ARPA funding.

**Explain why ARPA Funds Are Needed to Complete the proposed program/project. Would the proposal be Possible Without ARPA Assistance? Describe how your proposal would be impacted if you are awarded a smaller grant than requested?**

ARPA funds are needed to complete the proposed project because the ACHA has been experiencing a substantial increase in visitation in the wake of the COVID-19 pandemic, and the ACHA seeks to better meet these visitor needs. In 2020, tour revenue dropped over 80% due to NYS mandated limits on indoor tour attendance due to the pandemic. From 2020-2022, the ACHA did not hold indoor lectures or fundraisers at the Ten Broeck Mansion, impacting our fundraising.

Concurrently with an increase in visitation, some private funding sources have been strained in the wake of the COVID-19 pandemic, as market returns have decreased. Some private foundations have limited or entirely stopped making grant awards. ARPA funds are vital to fill this gap in private philanthropy.

The ARPA funds would be at a strategic point in the ACHA's revitalization: the project would be most efficiently installed, with the greatest cost effectiveness and quality, if it was completed concurrently with the construction of the ACHA's Education Center (planned completion July 2025).

If the ACHA was awarded a smaller grant award, the ACHA would scale back the size of the exhibit and would use more volunteer time to help install plantings around the proposed walkways. That stated, the proposed walkways themselves would best be installed with professional labor to prevent erosion and ensure ADA accessibility standards are completed to design standards. By leaving swaths of incomplete walkways and plantings, visitor perception of the Ten Broeck Mansion would suffer, potentially having a negative impact on tourism.

Thank you for your generous consideration of our grant request.

## Tax Information

### Please upload Federal tax returns for 2019

- [2019-ACHA-990-CHAR500-4.pdf](#)

### Please upload Federal tax returns for 2020

- [ACHA-990-CHAR500-2020-COMplete-2.pdf](#)

### Please upload Federal tax returns for 2021

- [ACHA-2021-990-SIGNED.pdf](#)

### Please use this space to upload any additional documents that you feel would support your applications (optional)

- [Albany-County-ARPA-2023-Support-Materials.pdf](#)

### If available, please provide your Unique Entity Identifier (UEI) from SAM.gov

MKECKQHRJ9J3

## Risk Assessment

### Has the entity adopted and/or implemented policies relating to: records retention, conflict of interest, code of ethics, and/or nondiscrimination policies?

Yes

### If "Yes" above, please specify which policies have been adopted

The ACHA has policies related to: Records Retention, Annual Conflict of Interest, Code of Ethics, and Non-discrimination.

### Is the entity properly insured?

Yes

### If "Yes" above, please specify which types of insurance(s) are held and the limit(s).

Property Insurance/General Liability: \$2 million. For ACHA staff: Workers' Comp, Family Leave, Unemployment Insurance payable to NYS, Social Security per NYS/Federal requirements..

### Does the entity have a financial management system?

Yes

### If "Yes" above, please provide details about the financial management system.

The ACHA maintains its records using QuickBooks Online, and has monthly reconciliations by Wadler St. Jean, ACHA Accountant. Monthly reports are made by the Executive Director to the ACHA Board of Trustees, which includes the Treasurer. The ACHA's Finance Committee reviews the accountant's reports, bank statements, and the Executive Director's reports every two months. A separate CPA firm prepares the annual report (CHAR500/990) and reports to the Board of Trustees. All members of the Finance Committee have access to the ACHA's records 24/7 via QuickBooks online and online bank statements. Finance Committee members also audit the paper records stored in the ACHA's office which are retained per our records retention schedule.

The ACHA's Finance Committee, a Committee of the Board, is comprised of two attorneys and two bank



managers/officers (Trustco and Bank of Greene County) who are familiar with both NYS and federal nonprofit law and regulations.

**Has there been any change in the entity's key staffing positions in the last 2 years?**

No

**Has the entity previously done work for the Federal government (i.e. Is the entity experienced in managing Federal funds)?**

Yes

**If "Yes" above, please provide details on the Federal funds managed**

The ACHA has received a PPP Loan and grants via the National Park Service/Hudson River Greenway (federal) which the ACHA completed reporting for. In addition, the ACHA is implementing a federal grant via the City of Albany. The ACHA's Executive Director worked for the National Park Service (federal) as a supervisory museum curator managing projects and federal contracts. The ACHA's Board President is a Federal employee, and has managed \$100+ million budgets for the Veterans' Administration.

**The County is careful about identifying and avoiding conflicts of interest, especially with grants awarded through the County. A conflict of interest arises when a person's self-interest and professional interest or public interest intersect. In this situation, there is the potential for biased professional judgment and lack of objectivity which creates a serious conflict when one of the interests can benefit financially or personally from actions or decisions made in the official capacity. A conflict of interest exists whether or not decisions are affected by a personal interest; there only needs to be the possibility of bias for a conflict. If your organization knows of a possible conflict of interest with your application for funds please disclose that information here. Otherwise write "None."**

Albany County Legislator Carolyn McLaughlin is a member of the ACHA's Board of Trustees (2022-2025 term).

**Certifications**

**US Treasury Reporting & Compliance Acknowledgment 1**

- I Have Been Provided a Copy and Understand the U.S. Treasury's Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds (see link or PDF included at the top of page)

**US Treasury Reporting & Compliance Acknowledgment 2**

- Should the County Allocate ARPA Funds, I am Able to and Pledge to Adhere to ALL Compliance and Reporting Requirements of the U.S. Treasury as it relates to any State and Local Fiscal Recovery Funds

**US Treasury Reporting & Compliance Acknowledgment 3**

- I Understand the County Will Contact me if/when Additional Information is Needed and that Information will be Promptly Provided to the County to Support Reporting Requirements

**US Treasury Reporting & Compliance Acknowledgment 4**

- If for Any Reason I am Unable to Comply with the U.S. Treasury's Compliance and Reporting Requirements I will Immediately Notify the County in writing by email or letter

**US Treasury Reporting & Compliance Acknowledgment 5**

- All Information Submitted in this Application is True & Accurate

**Electronic Signature Agreement**

- I Agree

**Type name**

Kathryn Kosto

