



# Department of Transportation

**ANDREW M. CUOMO**  
Governor

**MARIE THERESE DOMINGUEZ**  
Commissioner

**RONALD L. EPSTEIN**  
Executive Deputy Commissioner  
Chief Financial Officer

June 10, 2020

LISA RAMUNDO  
Commissioner of Public Works  
COUNTY OF ALBANY  
449 NEW SALEM RD  
VOORHEESVILLE NY 12186

Dear Ms. Ramundo:

The 2020 State Budget provides funding to support the repair, rehabilitation, and modernization of local roads and bridges. The Budget specifically includes \$438.1 million in Consolidated Local Street and Highway Improvement Program (CHIPS) funding, \$100 million in PAVE NY funding, and \$65 million in Extreme Winter Recovery (EWR) funding. **The amounts authorized for these programs, however, may be subject to a reduction of up to 20 percent as a result of impacts from the Coronavirus disease (COVID-19).** Also included are re-appropriations of rollover funds remaining from previous State fiscal year CHIPS, PAVE NY, and EWR appropriations. Please provide a copy of this letter to the chief financial officer for your municipality.

The first of four quarterly SFY 2020-21 CHIPS, PAVE NY, and EWR reimbursements are scheduled to be made on July 17, 2020. Requests for the July payments must be for expenditures made on or after December 15, 2018 through June 15, 2020. Refer to the Program Guidelines on the CHIPS website ([www.dot.ny.gov/programs/chips](http://www.dot.ny.gov/programs/chips)) regarding eligible project activities and program requirements. The County of Albany has the following funding amounts available for the July payments.

Program	Total Balance	20-21 Apportionment	Cumulative Rollover Balance
CHIPS	\$2,826,625.83	\$2,378,035.12	\$448,590.71
PAVE NY	\$1,612,236.17	\$542,810.18	\$1,069,425.99
EWR	\$820,086.07	\$274,948.16	\$545,137.91

The submissions for these reimbursements require supporting documentation for each project, including proof of payment and photos of ADA-compliant curb ramps. Failure to submit the required documentation may delay the processing of your reimbursement requests.

The instructions for applying under the July 17, 2020 CHIPS reimbursements are included on the back of this letter; the instructions for the PAVE NY and EWR reimbursements are available as links under Forms on the CHIPS website. The New York State Department of Transportation (NYSDOT) Regional Office listed below must receive payment requests and supporting documentation for each project no later than **June 24, 2020**. Please sign the certification on each page of the reimbursement request forms and photocopy the completed forms for your files. Your NYSDOT municipal code for entry on the forms is 110000.

Municipalities may e-mail their CHIPS, PAVE-NY, and EWR reimbursement request forms and supporting documentation for each project to their respective NYSDOT Region. Your Regional NYSDOT mailbox is listed in the enclosed "Guidance for Reimbursement Request Submissions Via E-Mail." You may also mail this information to:

Pete Rea  
NYSDOT Regional CHIPS Representative  
New York State Department of Transportation  
50 Wolf Road, Suite 1S50  
Albany, NY 12232

If you have any questions, please contact Pete Rea at 518-485-0991.

Respectfully yours,

Peter J. Ryan  
Director  
Local Programs Bureau

**Guidance for  
Reimbursement Request Submissions Via E-Mail**

Municipalities may submit via e-mail all forms and supporting documentation to the appropriate Regional NYSDOT mailbox listed below. These e-mail boxes will be monitored by your Regional CHIPS Representatives.

Region	E-Mail Address
Albany	<a href="mailto:dot.sm.r01.CHIPS@dot.ny.gov">dot.sm.r01.CHIPS@dot.ny.gov</a>
Utica	<a href="mailto:dot.sm.r02.CHIPS@dot.ny.gov">dot.sm.r02.CHIPS@dot.ny.gov</a>
Syracuse	<a href="mailto:dot.sm.r03.CHIPS@dot.ny.gov">dot.sm.r03.CHIPS@dot.ny.gov</a>
Rochester	<a href="mailto:dot.sm.r04.CHIPS@dot.ny.gov">dot.sm.r04.CHIPS@dot.ny.gov</a>
Buffalo	<a href="mailto:dot.sm.r05.CHIPS@dot.ny.gov">dot.sm.r05.CHIPS@dot.ny.gov</a>
Hornell	<a href="mailto:dot.sm.r06.CHIPS@dot.ny.gov">dot.sm.r06.CHIPS@dot.ny.gov</a>
Watertown	<a href="mailto:dot.sm.r07.CHIPS@dot.ny.gov">dot.sm.r07.CHIPS@dot.ny.gov</a>
Poughkeepsie	<a href="mailto:dot.sm.r08.CHIPS@dot.ny.gov">dot.sm.r08.CHIPS@dot.ny.gov</a>
Binghamton	<a href="mailto:dot.sm.r09.CHIPS@dot.ny.gov">dot.sm.r09.CHIPS@dot.ny.gov</a>
Hauppauge	<a href="mailto:dot.sm.r10.CHIPS@dot.ny.gov">dot.sm.r10.CHIPS@dot.ny.gov</a>
NYC	<a href="mailto:dot.sm.r11.CHIPS@dot.ny.gov">dot.sm.r11.CHIPS@dot.ny.gov</a>

**E-MAIL Transmittals to the Region:**

- Submit a separate e-mail for each reimbursement program: CHIPS, EWR, PAVE-NY
- Include the municipality's NAME in the **Subject Line**.
- If the file size is greater than 20MB, the municipality must send multiple e-mails keeping each e-mail below the size limit and indicate in the **Subject Line** how many e-mails are included for the submission.
- *For supporting documents*, include a descriptive title for attachments to aid in tracking submitted files. If the files are too large and need to be separated, indicate how many files make up that document.

**MULTIPLE FUND SOURCES USED FOR ONE PROJECT** - To assist the Regional CHIPS Representative with the review of documents, the supporting documentation must be provided for each of the funding sources as if they are individual submissions.

**Example:** Reimbursement request for Road A totals \$100,000. CHIPS request is for \$70,000; EWR for \$20,000; and PAVE-NY for \$10,000. The supporting documentation for the project is to be submitted for **each** program with the appropriate CP form. See example.

**EXAMPLE OF E-MAIL SUBMITTAL TO REGIONAL NYSDOT OFFICE**

**From:** Name/Title of Municipal Official Transmitting Request Forms and Supporting Documentation  
**Sent:** Date of Transmittal  
**To:** [dot.sm.r01.CHIPS@dot.ny.gov](mailto:dot.sm.r01.CHIPS@dot.ny.gov)  
**Subject:** June 2020 CHIPS Payment Request, City of Anywhere, 1 of 2  
**Attachments:** CP73; Support Doc Road A 1 of 2; Support Doc Road A 2 of 2; Support Doc Road B 1 of 3; Support Doc Road B 2 of 3; Support Doc Road B 3 of 3; Support Doc Road C 1 of 1

**This guidance applies to PAVE-NY and EWR reimbursement request submissions.**