

Letter of Agreement

New York State Association of County Health Officials

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Albany County Health Department

The New York State Association of County Health Officials (NYSACHO), will provide funding to Albany County Health Department to support the climate and health adaptation initiative(s), as described in Albany County Health Department's application.

To ensure materials developed through this project are consistent with the positions of the New York State Department of Health (NYSDOH), it is strongly recommended that materials be shared with NYSACHO & NYSDOH for review prior to publication.

By July 31, 2026, Albany County Health Department agrees to:

- Participate in three (3) check-in calls with NYSACHO and NYSDOH. These will likely be scheduled as a kickoff call, a midpoint status call, a final project presentation call.
- Develop a summary project presentation that could be presented to other LHD partners during a future webinar, summarizing the project, best practices, and lessons learned.
- Complete a project evaluation at the beginning and end of the project to identify anticipated outcomes, challenges, stakeholders, etc. An evaluation template will be provided.
 - Evaluation section 1 due May 1, 2026
 - Evaluation section 2 due August 28, 2026
- Save receipts for purchases made using project funds. Receipts should be made available upon request from NYSACHO or NYSDOH.

By July 31, 2026, NYSACHO and NYSDOH agree to:

- Provide feedback on materials shared for review within two (2) business days.
- Provide technical assistance for completion of tasks, including via phone, email, or Zoom/WebEx consultations.
- Schedule and facilitate check-in calls throughout the project period.

Compensation

NYSACHO will provide Albany County Health Department with funding in the amount of \$3,000, via a one-time payment. To process this payment, please fill out the "Invoice Template" sent along with this letter of agreement and return to Danielle Pellino (dpellino@nysacho.org).



Please note: If you anticipate that the funding will not fully fund your work and expect to use other sources, please confirm with those funders that your mini-grant deliverables are eligible for reimbursement. If you plan to use Article 6 State Aid, we recommend that you reach out to the NYSDOH Article 6 team at the start of the award period to clarify what mini-grant related activities are or are not eligible for Article 6 reimbursement.

Signed by:

The New York State Association of County Health Officials (NYSACHO)

Danielle M. Pellino, Program Manager

Name (print), Title

Danielle M. Pellino

Signature

January 23, 2026

Date

Albany County Health Department

Name (print), Title

Signature

Date
