



Department of Health

KATHY HOCHUL
Governor

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

KRISTIN M. PROUD
Acting Executive Deputy Commissioner

September 22, 2021

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

RE: COVID-19 Vaccine Response Contract #C36915GG
Contract Term: 1/1/21 – 6/30/24
Amount awarded in August 2021: \$338,857.80
Additional funding amount (awarded under this letter): \$539,747.59
Portion of additional amount for Vaccine Confidence Strategies: \$33,734.22
Total contract amount: \$878,605.39

Dear Commissioner Whalen :

The New York State Department of Health (NYSDOH) is awarding your Local Health Department (LHD) the above referenced additional funding under the new LHD COVID-19 Vaccine Response contract. These funds are being awarded to increase COVID-19 vaccine administration equity and to implement vaccine confidence strategies for COVID-19 and routine vaccinations. An updated contract work plan is attached.

The funds awarded under this contract may be used for COVID-19 vaccine implementation expenses retroactive to January 1, 2021 and is available through June 30, 2024.

Budget Submission:

Please choose **one** of the following options:

A. Please review the budget and justification instructions and complete and submit a budget on the attached “Sept award only” template for only the additional funding amount by **Monday, November 1, 2021.**

OR

B. If you have not yet submitted a budget for the August award amount (due October 1, 2021), you may wait and submit a single budget for the total contract amount by no later than November 1, 2021 on the attached “combined award” template. Please note that until NYSDOH receives and enters a budget in the Grants Gateway, the contract cannot be executed. Claims for reimbursement (vouchers) cannot be processed until the contract is executed.

Reminder: You must use \$33,734.22 of the additional funding amount for implementation of vaccine confidence strategies and at least \$67,771.56 of the initial award 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.

Completed budget templates should be emailed to ImmAdmin@health.ny.gov and your regional representative.

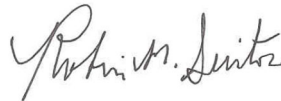
Please respond to this email within three business days to indicate whether you are submitting:

A) two separate budgets (one budget for the August award amount by October 1, 2021 and a second budget for the additional funding award by November 1, 2021); OR

B) a single combined budget by November 1, 2021.

Please send questions to ImmAdmin@health.ny.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Robin M. Suitor".

Robin Suitor

Director, Bureau of Immunization

Attachments: COVID-19 Vaccine Response Work plan

Sept Award Only COVID Vaccine Response Budget and Justification Template

Combined Award COVID Vaccine Response Budget and Justification Template

CC: Chris Mayone
Kilynn Erwin
Barbara Joyce