



Department of Health

KATHY HOCHUL
Governor

JAMES V. McDONALD, MD, MPH
Commissioner

JOHANNE E. MORNE, MS
Executive Deputy Commissioner

December 8, 2025

Michael McLaughlin
Deputy County Executive
County of Albany
112 State Street, Room 900
Albany, NY 12207

Re: C41701GM - County of Albany - Children and Youth with Special Health Care Needs (CYSHCN3) – Award

Dear Michael McLaughlin,

Congratulations! I am pleased to inform you that an award for County of Albany has been specified regarding the above referenced initiative.

The full award amount is **\$784,245** for the anticipated contract period of **October 1, 2025 to September 30, 2030**. Final grant awards are contingent on the review and approval of the Office of the State Comptroller (OSC).

As a reminder, your county must have a 1 full time equivalent as a requirement of this funding. The position may be funded or unfunded.

Budget period 1 (October 1, 2025, to September 30, 2026) includes one-time funding to support Community Accessibility and Inclusion (CAI) activities. The award amount for period 1 is calculated as follows: standard annual allocation in the amount of \$139,697 + one-time CAI funding in the amount of \$85,760. Annual allocations for budget periods 2-5, which exclude CAI funding, are also detailed in the below breakdown.

Anticipated award summary for full contract period is as follows:

- Year 1: \$225,457
- Year 2: \$139,697
- Year 3: \$139,697
- Year 4: \$139,697
- Year 5: \$139,697
- Grand Total: \$784,245**

At this time, please complete and submit the attached offline budget and CAI workplan documents for period 1. Important to note is there are (2) tabs in the budget workbook: Title V (annual allocation budget) and CAI (one-time period 1 budget). Once the budget and CAI work plan documents are reviewed, approved, and entered to the Statewide Financial System (SFS) by your program and contract manager, the resulting contract will be returned to you for official review and approval. Helpful resources to assist you in that process can be found in the attached Budget Guidance documents as well as on slide 40 of the attached Information to Support Grantees document.

The steps/timeframes described below are based on approval of past contracts and are subject to change.

Required Process Step	Responsible	Timeframe
Complete and Submit Offline Budget and CAI Workplan Documents	Vendor	Monday, December 22, 2025
Program and Contract Managers Review and Approval	State Agency	Monday, January 12, 2026

Contract Review 1 thru 3 (Offline budgets reviewed, request for edits, entered in SFS, Internal Reviews)	State Agency	Monday, January 22, 2026
Vendor Approval	Grant Contract Approver	Thursday, January 29, 2026
Contract Package Validation - vendor responsibility verification and all internal agency approvals.	State Agency	Monday, February 2, 2026
Agency Approval	State Agency	Monday, February 12, 2026
To Attorney General (AG) and Bureau of Contracts (BOC)	State Agency	Thursday, March 5, 2026
Final approval by OSC. Contract Executed before the contract start date of 10/1/2025	OSC	Friday, March 20, 2026

Note: A separate communication will be sent shortly with subject line indicating Contractual Document Compliance. Please respond to this communication separate from this request. Documents requested as part of this request are required to advance the contract for official approvals.

We look forward to working with you on the successful implementation of the CYSHCN project. Your Program Manager will be contacting you shortly to introduce themselves and to provide the required documents. If you have any questions, or concerns before that time, please contact Andrea Riviello at (518) 474-1961 or CYSHCN@health.ny.gov.

Sincerely,

Suzanne M. Swan

Suzanne Swan, Director
Bureau of Child Health (BCH)
Division of Family Health

Attached:

1. CYSHCN3 Program - Budget Instructions for SFS and Guides
2. CYSHCN3 Offline Budget Template & Demo
3. CYSHCN3 Allowable Expenses
4. SFS Grantee User Manual
 - Preview a Contract Agreement (Pages 136 – 141)
 - Update Contract Period Budget and Work Plan Information and Complete Review of a Contract During Collaboration (Pages 141 – 154)
5. Information to Support Grantees
6. Program Standard Workplan
7. CAI Workplan Template
8. MWBE Forms

cc: Christine Demare;
Beth O'Neil;
Gail Darrigo;
Wendy Meehan;
Andrea Riviello;
Suzanne Swan;
Lauren Van Buren