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Subject: 2020-2021 LPPP Contract Documents Update

Good morning,

We have received the necessary approvals to move forward with the extension of the LPPP contracts from 10/1/20-9/30/21.

Due to limitations within the Grants Gateway, we are unable to assign a Period 6 to your existing contract, so new contract numbers have been issued (see attached).

You will be required to complete the following fields in the Gateway:

- Forms Menu → Program Information Section: Please review the Program/Site Addresses, and answer the Program Specific Question (there is only one).
- Forms Menu → Work Plan: Please complete the Organizational Capacity section of the Work Plan Overview Form. The 2019-20 work plan has been extended to cover the 10/1/20-9/30/21 period, and the objectives, tasks and performance measures have already been entered for you. Your approved 2019-20 LPPP Work Sheet and related documents will be uploaded to the Grantee Document Folder by your Program Manager prior to Grantee signature.
- Forms Menu → Expenditure Budget: Please enter your 2020-21 budget information with narrative/detailed justifications. **Your budget should reflect all modifications that have occurred since the start of the budget period (10/1/20). This late into the year, budget modifications after**

contract execution will only be considered with strong justification. Please keep this in mind as you prepare your submission.

Once all required fields have been completed, please apply the status, "Contract Information Submitted." This will send the contract to NYSDOH Program Manager Review. Once reviewed and approved, the contract will be sent back to your agency for signature. **Only an electronic signature is required in the Gateway.** Please do not mail/email hard copy, wet-signature documents.

We apologize for the delay and confusion surrounding this extension. We will work with you to get your contract executed as soon as possible and process outstanding claims. Please have your contract submitted for Program Manager Review by 7/16. We are committed to turning them around quickly for Grantee signature. **All contracts must be signed in the Gateway no later than August 13th to ensure payment,** as some funds lapse in early September.

If you have questions related to your contract, please email lppp@health.ny.gov. For Grants Gateway access issues or technical difficulties, please contact the Grants Gateway Help Desk at 518-474-5595 or grantsgateway@its.ny.gov.

Please share this email within your agency, as appropriate.

Regards,

NYSDOH Lead Poisoning Prevention Program