



## Office of Victim Services

ANDREW M. CUOMO  
Governor

ELIZABETH CRONIN  
Director

August 18, 2020

Albany County Of (District Attorney)  
6 LODGE STREET  
ALBANY, NY 12207

**RE:** Contract Number:C10902GG  
**Funding Source:** 2018-V2-GX0047

Dear Colleague:

The New York State Office of Victim Services (OVS) previously awarded your program a Victim Assistance Program grant with a contract term of October 1, 2019 through September 30, 2022. It is now time to submit and finalize your budget and workplan for the 2020-2021 contract year.

Your award amount for the 2020-2021 contract year is: \$162,584.72

Please note that all budget submissions must be completed in the Grants Gateway. Paper submissions will not be accepted. Data that was previously entered in the budget for year 1 expenses will automatically be carried over in the Grants Gateway to year 2 but may need to be modified. Please ensure that you remove all year 1 startup expenses that are not applicable in year 2.

As a reminder, the match requirement has been waived for 2<sup>nd</sup> year of this contract, and therefore it is optional when entering your budget.

The following items should be saved in the "Grantee Document Folder" that is located in the "Forms Menu" on the Grants Gateway:

- Position Description Form
- SAR Questionnaire
- PMT (Performance Measurement Tool) Spreadsheet
- Program Information Form (if there are changes that need to be made)
- Proof of Workers Compensation insurance (for subcontractors also if applicable)
- Proof of Disability insurance (for subcontractors also if applicable)
- Fringe, Space, Phone, and Indirect Cost Rate Forms (if applicable)
- Consultant Agreements (if applicable)

Please enter your 2020-2021 budget in the "Expenditure Budget" section of the Forms Menu. **Additionally, please save and submit all necessary documents in the Grants Gateway by the close of business on September 16th, 2020.**

Sincerely,

Elizabeth Cronin, Esq.  
Director