

**From:** [Amanda Bearcroft](#)  
**To:** [Ken Rose](#)  
**Subject:** FW: 2016 Climate Smart Communities Grant Award - Contract No. C00347GG  
**Date:** Wednesday, May 24, 2017 2:56:31 PM

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This is how we received the award letter from the garage.

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**From:** dec.sm.climatechange [mailto:climatechange@dec.ny.gov]  
**Sent:** Friday, February 17, 2017 8:36 AM  
**To:** Matthew L. Ossenfort  
**Cc:** Welsh, Nancy L (DEC); Amanda Bearcroft  
**Subject:** FW: 2016 Climate Smart Communities Grant Award - Contract No. C00347GG

Congratulations on being selected to receive a Climate Smart Communities state assistance award of \$671,575 for the Montgomery County, Emergency Services Facility Relocation. In order for you to receive your award a state assistance contract needs to be developed and executed. Your assigned project manager is identified below, and is copied on this message. This project manager will work with you to develop this contract promptly so you can undertake the project and receive the funds awarded.

Your contract will be developed entirely within the NYS Grants Gateway. If you have not done so already, you should become familiar with the functionality of this system. Guidance and tutorials on the system are available at <http://grantsreform.ny.gov/grantees>.

The Grants Gateway access credentials your municipality received after registration allows access in the role of "Grantee Delegated Administrator." The "Grantee Delegated Administrator" will need to assign someone the role of "Grantee," who will be notified by email from the system when contract materials for this award are available and require review and input.

Awardees are expected to promptly enter their work plan and budget information and upload other required documents. Please address these actions at your earliest convenience and no later than April 1, 2017. Even if you are not certain of final costs for particular budget lines, it is important to get this award under contract promptly.

Below is a list of documents you will need to complete or submit in the Grants Gateway to get your contract in place. They include:

- [Attachment B-1, Expenditure Budget](#)
- [Attachment C, Work Plan](#)
- [Proof of/exemption from](#) applicable insurance coverage, worker's compensation, and/or disability, and
- [Minority and Women-owned Business Enterprises \(MWBE\) Utilization Plan](#) (for contracts of \$25,000 or more).

Preparing an Attachment B-1 (Expenditure Budget) and Attachment C (Work Plan) in advance using the templates provided will help you to enter this information into the

Grants Gateway at the time of contract development. Because their approval will ultimately be needed, you should also discuss the draft work plan and budget with your assigned project manager as you begin contract development.

The contract number assigned to this project is indicated in the subject field above. Please use this number in all correspondence with the Department related to the project.

- If you need assistance related to insurance requirements, please contact Janice Mangino at (518) 402-9247 or [janice.mangino@dec.ny.gov](mailto:janice.mangino@dec.ny.gov).
- If you have questions about administrative or contracting processes, please contact Muna Nur at (518) 402-8448 or [muna.nur@dec.ny.gov](mailto:muna.nur@dec.ny.gov).
- If you have technical questions about the project work plan please contact your assigned project manager, Nancy Welsh at (518) 402-8603 or [nancy.welsh@dec.ny.gov](mailto:nancy.welsh@dec.ny.gov).

Thank you for your attention to these items. We look forward to working with you.