

Exhibit A
MODEL FILE SYSTEM
DISASTER RECOVERY PROGRAM

Last updated: 11/22/2017

The Web portal filing system is organized in the following manner. Once you log into the site you will see two program libraries- one for NY Rising CR Program and one for the Public Infrastructure program. Separated by Region and then subrecipient within the CR Program, you will find a folder set for each subrecipient containing subrecipient level and project level documentation. Within each subrecipient folder, you will find the general folder set which contains general compliance documentation (General or “G” level files) and the individual listed project folders containing project specific compliance documentation (Project or “P” level files). Below is an example folder tree to illustrate:

- 📁 NY Rising CR Project Library
 - 📁 Long Island
 - Organized by Subrecipient
 - 📁 NYC
 - Organized by Subrecipient
 - 📁 Upstate
 - Organized by Subrecipient
 - 📁 NOFAs (temporary file folder)

SUBRECIPIENT AND SUB-SUBRECIPIENT LEVEL FILES (General level file set)


(Note: The Model File System is based on the subrecipient having multiple projects. Some folders may include Memos of Applicability stating how a particular compliance document does not apply to a project or subrecipient. Some documents may have been uploaded as a standalone document or included as part of a larger document that is uploaded. Each File No. contains multiple subfiles to further organize folder information

📁 File No. G00 –Initial Assessment


📁 File No. G01 –Initial Assessment

📁 File No. G02 - Subrecipient Agreement

1) ;


 File No. G03 – Financial Management


 File No. G04 - Citizen Participation


 File No. G05 – Procurement


 File No. G06 –Reconstruction Plan


1)


 File No. G07 – Residential Anti-Displacement

 File No. G08 – Section 504


 File No. G09 – Fair Housing

 File No. G10 – Equal Opportunity


 File No. G11 – Section 3

 File No. G12 – Labor Compliance


1)

 File No. G13 – Disclosure

1)

 File No. G14 – Monitoring

 File No. G15-Closeout


 File No. G16-A133 Audit


 File No. G17-Training


PROJECT LEVEL FILES (Project level file set)


(Note: Each File No. contains multiple subfiles to further organize folder information)


 File No. P00 –General


 File No. P01 –Selection, Development and Implementation Activities


 File No. P01A –Environmental Review Record


 File No. P02 - Intermunicipal Agreement


 File No. P03 – Financial Management

 File No. P05 – Procurement (Note: Non-construction MWBE and Section 3 Utilization Plans are here)


 File No. P06 – Residential Anti-Displacement

 File No. P07 – Section 504


 File No. P08 – Fair Housing

 File No. P09 – Equal Opportunity, MWBE


1)

 File No. P10 – Section 3

1)

 File No. P12 – Property Acquisition (for each parcel, easement, or right-of-way acquired or obtained)

 File No. P13 – MWBE

 File No. P14 – Project Closeout
