

**NYS Governor's Office of Storm Recovery SUBJECT MATTER**

**LIST**

(as of March 3, 2017)

**PLEASE NOTE: GOSR MAY DETERMINE THAT CERTAIN DOCUMENTS LISTED BELOW ARE EXEMPT FROM DISCLOSURE PURSUANT TO THE FREEDOM OF INFORMATION LAW (PUBLIC OFFICERS LAW, SECTION 84, ET SEQ.)**

**Committee on Open Government: <http://www.dos.ny.gov/coog/>**

**Executive**

Memoranda to the Governor and Chairman  
Personnel/Staffing Information  
Public Hearing Information

**PROGRAMS**

**Housing Program (see policy manual)**

Correspondence Related to Offers of GOSR  
Assistance Applicant Related Materials  
Application Review Documents and Intake Documents  
Background Information Gathered During Application Review  
Award Documents  
Grant/Loan Transaction Documents  
Program Monitoring Documents  
Damage Assessments  
Environmental Review  
Fact Sheets, One-Pagers, and Notices  
Policy and Procedure Manuals

**Buyout and Acquisition Program (see policy manual)**

Correspondence Related to Offers of GOSR Assistance  
Applicant Related Materials  
Application Review Documents and Intake Documents  
Background Information Gathered During Application Review  
Appraisals  
Offer Letters  
Environmental Review Documents  
Closing Documents  
Program Monitoring Documents  
Auction Documents  
Demolition Documents  
Policy and Procedure Manuals

**Small Business Program** (see policy manual)

Correspondence Related to Offers of GOSR Assistance  
Application/Applicant Related Materials  
Grant Agreements  
Environmental Review Documents  
Floodplain Maps  
Coastal Barrier Resources Act (CBRA) Maps  
Subrogation Agreements  
Award and other Determination Letters  
Certification of SEQRA Classification  
NEPA Site Inspection  
Finding of No Significant Impact (FONSI)  
Notice of Intent to Request Release of Funds (NOIRROF)  
Authority to Use Grant Funds (ATUGF)  
Policy and Procedure Manuals

**Infrastructure Program** (see policy manual)

Correspondence Related to PA Match Offers of GOSR Assistance  
Correspondence Related to Standalone Project Offers of GOSR Assistance  
Environmental Review Documents  
Applicant Related materials  
FEMA Match Related Materials  
Policy and Procedure Manuals

**Community Reconstruction Program** (see policy manual)

Correspondence Related to Offers of GOSR Assistance  
Community Reconstruction Plans  
Project Pre-Applications and Applications  
Community Reconstruction Procurement Documents  
Project Plans and Specifications  
Certification of NEPA and SEQRA Classifications  
Environmental Assessment (EA)  
Environmental Review Documents  
SHPO/THPO Consultation Letter  
Subrecipient Agreements and Amendments  
Policy and Procedure Manuals

**Legal**

Correspondence  
Internal Memoranda  
Closing Documents for Loan Agreements, Grant Agreements and all  
GOSR Real Estate Related transactions  
FOIL Requests & Appeals  
Litigation Documents  
Environmental Review documents  
SHPO (State Historic Preservation Office) review documents

Memorandum of Understanding/Interagency Agreements  
Confidentiality Agreements  
Nondisclosure Agreements  
Subrecipient Agreements  
Exhibit E  
Contracts for Services  
Appendices for Contracts  
Legal Service Agreements  
Termination Agreements  
General Project Plans and related documents

**Policy**

Action Plan Amendments  
Federal Register Notices  
CDBG-DR Waivers

**Finance**

Disaster Recovery Grant Reporting  
Payment methods including, Wire/Check Transfers, and  
ACH Debit Transfers and Requisitions  
Audit Work papers, Reports, Programs and Annual Plans  
Audit Memoranda  
Audit E Mails (each auditor individually)  
Employee Timesheet Folders  
ADP Pay-Registers, Quarterly Registers/941's and W-2 copies  
Workman's Comp Audit Reports  
NYS Employees Retirement System Records and Payments  
NYS Unemployment Records and Payments  
Employee Expense Reports  
Employee Pay Information  
Petty Cash Records  
Travel Budget/Requests  
Budget Materials  
Draw Forms  
Voucher Approvals

**External Affairs and Communications**

Press Releases Correspondence  
Press Releases Media Advisories  
Meeting Agendas/Minutes  
Correspondence with Reporters  
Correspondence with Elected officials  
Press Briefings  
Broadcast Messages  
Media Advisories

## **OPERATIONS**

### **Human Resources**

Benefit Plan Documents/Summary Plan Descriptions  
Administrative Files  
Recruitment Files  
Organizational Charts  
Personnel/Staffing Information

### **Procurement and Contract Administration**

Correspondence  
Budgets  
Cost Estimates Contracts  
Task Orders  
Addenda  
Funding Agreements  
Bid Advertisement in State Contract Reporter  
Bid Documents  
Bidders' Responses and Qualifications (RFQ's and RFP's)  
Bid Results  
Davis Bacon/Section 3/MWBE Compliance Documents  
Bid Process Documented  
Scoring Metrics  
Architectural and Engineering plans, specifications, studies and reports  
Construction Schedules  
Change Orders  
Vendor Responsibility Questionnaires (VRQ)  
Architects, Engineers, and other consultants invoices  
Bidders List  
Protest Documents  
Award Notices  
Questions and Answers issued  
Pre-solicitation/Pre-proposal conference Documents  
Solicitation Documents  
Payment Requests  
Payment and Performance Bonds  
Construction Status Reports  
Project Cost Control Reports  
Architects and Engineers certification letters of work performed  
Contractor Submittals  
Time & Material Sheets

**Monitoring and Compliance**

MWBE Program Compliance Documents

Section 3 Program Compliance Documents

Davis-Bacon (Labor Compliance)

504 Grievance Procedures

Technical Assistance and Training Documents Risk Analyses and Trackers

Monitoring Materials

HUD IG Inquiries

Internal Controls Assessments

Policy and Procedures