NYS Governor’s Office of Storm Recovery SUBJECT MATTER LIST
(as of January 25, 2022)

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
- Project Pre-Applications and Applications
- Subrecipient Agreements and Amendments
- 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
- 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
Media Alerts
Public-Facing Meeting
Agendas/Minutes
Correspondence with Reporters
Correspondence with Elected Officials
Press Briefings
Broadcast Messages
**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 Procedure Manuals

**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