

NYS Governor's Office of Storm Recovery SUBJECT MATTER
LIST

(as of April 3, 2018)

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