

NYS Governor's Office of Storm Recovery SUBJECT MATTER

LIST

(as of March 3, 2016)

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
Correspondence
Personnel/Staffing
Information Public Hearing
Documents

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 Transaction Documents
Program Monitoring Documents
Damage Assessments
Estimated Cost of Repairs
Environmental Review
Homeowners Fact Sheets
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
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
Wire Transfers/Requisitions
Warrants
ACH Debit Transfers
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

Communications

Press Releases Correspondence
Press Releases Media Advisories
Meeting Agendas
Correspondence with Reporters
Correspondence with Elected officials
Press Briefings
Broadcast Messages
Media Advisories
Public Agendas
Public Memos

OPERATIONS

Human Resources

Employee Personnel Folders
Employee Medical Folders
Workers Compensation Files
Benefit Plan Documents/Summary Plan Descriptions
Administrative Files
Recruitment Files
Organizational Charts
Personnel/Staffing Information

Procurement and Vendor Management

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
Architects, Engineers, and other consultants invoices
Bidders List
Protest Documents
Award Notices
Questions and Answers issued
Pre-solicitation/Pre-proposal conference 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)

Fair Housing, LEP, ADA

503, 504 Grievance Procedures

Technical Assistance and Training Documents Risk Analyses and Trackers

QA/QC Reports Quarterly Desk Reviews

On-site Monitoring Reviews – program and/or financial reviews Integrity Reviews

Financial and Administrative Reviews Forensic Audits

Compliance Tracking

HUD IG Inquiries

Internal Controls Assessments

Policy and Procedures

Applicability Analysis Reviews