

**NYS Governor's Office of Storm Recovery SUBJECT MATTER LIST**  
(as of March 9, 2015)

**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 Documents  
Correspondence with 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  
Applicant Related Materials  
Grant Agreements  
Environmental Review Documents  
Subrogation Agreements  
Award Letters

Policy and Procedure Manuals

**Infrastructure Program (see policy manual)**

Correspondence Related to 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

Applicant Related Materials

CR Plans

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  
Contract 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  
SWAP Reports  
Warrants  
ACH Debit transfers  
Custodial Account Statements  
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  
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  
Addenda  
Funding Agreements  
Bid advertisement in State Contract Reporter  
Bid documents  
Bidders' responses and qualifications (RFQ's and RFP's)  
Requests for Information  
Bid results  
Davis Bacon/Section 3/M/WBE Compliance Documents  
Bid Process documented  
Scoring Metrics  
Notices to Proceed  
Architectural and Engineering plans, specifications, studies and reports  
Construction schedules  
Change orders  
Architects, engineers, and other consultants invoices  
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