



DEPARTMENT OF STATE
DIVISION OF
COMMUNITY SERVICES/CSBG

Kathy Hochul, Governor
Rossana Rosado, Secretary of State

Please practice social distancing and wear a mask whenever possible for your safety and the safety of others.

October 2021

Monitoring Workgroup

DOS has partnered with NYSCAA and members of the CAA network to take an in-depth look at the CSBG monitoring practices of the Department of State. The workgroup plans to streamline processes, while ensuring monitoring is transparent, timely, effective, efficient, and meaningful. The workgroup is scheduled to meet monthly. If you are interested in more information, contact your Program Analyst.

DOS Memo – Income Eligibility for CSBG (effective through 12/3/21)

On October 15th, New York State, Department of State released an updated version of the [Informational Memorandum regarding Determining Income Eligibility for CSBG Funded Activities and Programs](#).

Unaudited Financial Statement Training – November 4th at 10:00am

Please join DOS's fiscal team on November 4th at 10:00am, for an Unaudited Financial Statement Training. Training invites have been sent to Executive Directors. If you wish to attend, please contact your Program Analyst for further details, and check out the resources on the [DOS Website](#).

Reminder – Tangible Property Reports (SF-428s) Due by 11/30/21

Submission of the SF-428 should be electronically submitted to your assigned DOS Fiscal Field Representative by **11/30/2021**. Subrecipients that purchase any tangible personal property (e.g., equipment with a unit cost of \$5,000 or more and residual supplies with an aggregate fair market value exceeding \$5,000) are required to submit the OMB approved Tangible Personal Property form SF-428.

- I. SF-428. The Cover Page must be submitted along with the other SF-428 Attachments (B, C, and S).
- II. SF-428 Attachment A. The Federally Owned Property Annual Report is not applicable to ACF grant programs.
- III. SF-428 Attachment B. The Final/Award Closeout form on Acquired Equipment purchased with Federal Funds is due at the end of a Federal Assistance Award. This form may not apply to some mandatory grant programs. Please see program specific Supplemental Term and Conditions for applicability.
- IV. SF-428 Attachment C. The Disposition Request form on Acquired Equipment is due at any time other than award closeout. Recipients (and on behalf of subrecipients) may be required to provide compensation to the U.S. Treasury when acquired equipment is sold or retained for use on activities not sponsored by the Federal government.
- V. SF-428 Attachment S. The Supplemental Sheet may be submitted with SF-428 Attachment B or C to provide additional information.

The forms and instructions can be found at <https://www.grants.gov/web/grants/forms.html>, if you have any questions please contact your Fiscal Field Representative.

Denis E. Wilson, Sr. Honored for 25 Years of Leadership Service

On October 5th, at the Fulmont Community Action Agency Annual Dinner, Denis E. Wilson, Sr. (Executive Director) was honored for 25 years of leadership service. Assemblyman Robert Smullen, Vilda Vera Mayuga (Deputy Secretary of State for Economic Opportunity), Laurence Zuckerman (Board Chairperson), and Manuel Rosa (Director of Community Services) attended the Annual Dinner. The Department of State would like to congratulate Denis on his 25 years of dedicated service to Community Action.



Opportunities for Otsego: Bridges to Kindergarten

Opportunities for Otsego was awarded an Empire State Poverty Reduction Initiative (ESPRI) grant in 2016. A task force determined that the focus of the ESPRI grant should be on children in the Oneonta City School District, Ages 0 to 18, living in poverty and/or struggling with Adverse Childhood Experiences. One of the goals was to provide funds so that each of the three elementary schools in the district would have a social services caseworker on site.

It was found that by the 4th grade many former Head Start children were struggling with academic and mental health issues. These children were living in various degrees of poverty. The tenets of Head Start are parent involvement, whole family approaches to learning, health, and access to resources. Transitioning to kindergarten resulted in the loss of Head Start assistance that these families relied on.

The program was piloted at the Riverside Elementary School, a school with over 60% of its students living in poverty. This initiative acts as a “bridge” to extend some of the support that families received from Head Start into each child’s kindergarten year.

Bridges to Kindergarten is designed to assist the entire family with the following:

- Supporting communication between parents, teachers, and other school staff
- Assisting families with setting goals and work towards achieving them
- Assisting parents, children, and teachers work towards the child’s academic goals
- Connecting families to community resources and services and supports parent involvement
- Assisting parents with transportation to school functions and appointments
- Assisting in obtaining health insurance, so families have access to medical and dental care
- Arranges transportation for appointments



The program has endured through the pandemic providing crucial connections with the school district to minimize the disruptions caused by remote education. As we begin our second year, we’ve expanded the case load to 10 families with high needs at home. For more information visit [Opportunities for Otsego](https://www.opportunitiesforotsego.org) or contact Dan Maskin, Chief Executive Officer: dmaskin@foinc.org

Congratulations, CAPDC! named “Nonprofit of the Year”

In September, [Community Action Partnership for Dutchess County, Inc.](#) (CAPDC) was named “Nonprofit of the Year” by [Think Dutchess Alliance for Business](#) for its 2021 Business Excellence Awards! Think Dutchess Alliance for Business is a nationally recognized economic development corporation specializing in business development needs and activities in Dutchess County, New York.

CAPDC was recognized for its excellence in their innovative expansion of the Dutchess County workforce and community during the COVID-19 pandemic.

In a press release issued by Sarah Lee, CEO of Think Dutchess, Ms. Lee said, “After a year that challenged our entire business community, our Business Excellence Award winners proved that no matter the challenge, innovation, resilience and success are possible when businesses remain committed to their community roots.” She said, “Despite navigating an ever-changing business climate, these four businesses never lost sight of providing services far beyond their traditional product and service offerings. Their commitment to growth, consistent employment, development and better futures for our residents and Dutchess County are inspirational – and we are honored to celebrate them.”

Elizabeth Spira, Chief Executive Officer of CAPDC, said, “We are honored to be recognized as the 2021 not-for-profit Business Excellence Award. Our Board of Directors and staff have remained steadfast throughout the pandemic, ensuring resources are available for those in need.”

At the start of the pandemic Ms. Spira reported that many of CAPDC’s funders were quick to ask what the agency needed. She said some funders provided additional funds and other agencies revised their eligibility guidelines. The flexibility greatly assisted Community Action Agencies in assisting those most in need.

Ms. Spira said, “Initially, the demand was for food. During the NYS shutdown, CAPDC partnered with *Dutchess Responds* to provide food packages for isolated families. CAPDC pulled together the food and Dutchess Responds rallied the volunteers to deliver the food packages.”

In addition to the increased CAPDC saw demand for food, she reported an increased need for costs associated with prescriptions and medical care.

CAPDC’s dedicated staff provided unwavering service and dedication to the Dutchess County community and were integral to CAPDC’s success. When asked what it was like for CAPDC frontline workers serving the community during the pandemic, Ms. Spira commented, “In my opinion, many were concerned about their own safety, yet continued to step up and provide for others.”

The 2021 Virtual Business Excellence Awards will premiere on the [Think Dutchess YouTube channel](#) on Thursday, November 18, 2021. Please join in the celebration and congratulate CAPDC on a job very nicely done.



Protect Against Identity Theft with DCP!

October is Cybersecurity Awareness Month. From 2019 to 2020, reports of identity theft increased by 85% in New York State, according to Federal Trade Commission (FTC) Consumer Sentinel Network data books 2010-2020. The NYS Division of Consumer Protection (DCP) offers some tips to protect your identity online this month:

- Having a password isn't enough. To maximize your online security, enable multi-factor authentication to your accounts whenever offered.
- Don't reuse passwords or password formulas. Make unique passwords with upper- and lower-case letters and numbers.
- Phishing scams account for more than 80% of reported security incidents, according to the National Security Alliance. Learn the different signs of a phishing scheme, such as incorrect email addresses, grammar errors, and phony signatures. Remember that a government agency will never reach out to you via email.
- Minimize your activity when utilizing public Wi-Fi. Scammers may be lurking on public networks. If you're on public Wi-Fi, avoid websites and apps with sensitive information, such as banking and shopping sites.
- Check for a website's encryption before shopping online. Look for a lock and key icon in the address bar, the website address starting with <https://>, and signs that the website is encrypted for your security.
- Don't give correct answers when setting up security questions. Incorrect answers will deter hackers who may have found personal information about you. Use incorrect answers you can remember later.
- Check your privacy settings on your devices. Review your social media apps and make sure you are only sharing information with "Friends" and not with the public. Make sure GPS tracking is only set when using an application, and only for applications that need it.

To learn more about Cybersecurity Awareness Month, check out tips from the National Cybersecurity Alliance at: <https://staysafeonline.org/cybersecurity-awareness-month/>

The Division of Consumer Protection offers these tips and more to educate and support New York's consumers. To find more information, go to the Division of Consumer Protection website at: <https://dos.ny.gov/consumer-protection>.

The Division of Consumer Protection provides voluntary mediation between consumers and businesses. The Consumer Assistance Helpline 1-800-697-1220 is available Monday to Friday from 8:30am to 4:30pm, excluding State Holidays, and consumer complaints can be filed at any time at <https://dos.ny.gov/file-consumer-complaint>

Connect with the Division of Consumer Protection on social media by following us via Twitter at [@NYSConsumer](https://twitter.com/NYSConsumer) or Facebook at www.facebook.com/nysconsumer.

Office for New Americans Contributes to New Book on Immigration

New York has historically been a State which welcomes immigrants and refugees from all over the world. As we welcome new arrivals from war torn and climate ravaged countries such as Afghanistan and Haiti, ONA is excited to be part of a newly released book, [*Immigration: Key to the Future -- The Benefits of Resettlement to Upstate New York*](#). The book, from the New York State Bar Association, the Government Law Center at Albany Law School, and the Rockefeller Institute of Government, through factual and compelling information, dashes myths, and clearly recognizes the benefits and validates that immigrants have and can make to our State. New York State's chapter "New York State's Immigration Policy -- An Immigrant Policy Perspective," provides a brief, but succinct overview of New York's innovative governmental response based on its recognition of the value that the immigrant community has historically had on the State's economic, social, and civic well-being. The chapter focuses on the development and growth of the nation's first statutorily created integration office, the NYS Office for New Americans, and in doing so, New York not only hopes to contribute to the scholarly enrichment of future practitioners, but also to a positive community dialogue on how to best welcome immigrants.

Governor Hochul and Mayor DeBlasio Announce \$27 Million Available to Provide Hurricane Ida Relief to Undocumented New Yorkers

On September 26, 2021, Governor Kathy Hochul and Mayor Bill de Blasio announced that \$27 million in relief funding would be made available to undocumented individual impacted by storms and flooding resulting from the remnants of Hurricane Ida. This funding will be distributed through grants to an established network of community organizations and provided to New Yorkers who are not eligible to receive storm recovery assistance through the FEMA Individual Assistance Program or other means. The not-for-profit partner organizations will begin providing assistance and accepting applications on Monday, September 27, 2021. **The application period will close on Friday November 26, 2021.** To qualify for this program, the applicants must 1) themselves is not eligible for FEMA assistance and 2) not have an individual in their household who is eligible for assistance. To get connected with assistance, impacted residents should call the ONA Hotline at [1-800-566-7636](tel:1-800-566-7636) 9:00am to 8:00pm, Monday through Friday or visit the partner not-for-profits starting September 27. Hotline assistance is available in over **200 languages**.

Governor Hochul previously announced the launch of the new online resource hub for impacted New Yorkers, available at ny.gov/ida. The hub provides information on available assistance programs and where to find services such as shelter and access to food.

The following organizations provide assistance:

- **Bronx - Catholic Charities Community Services**
- **Brooklyn - Chinese American Planning Council**
- **Queens - MinKwon**
- **Queens - Make the Road**
- **Staten Island - Make the Road**
- **Nassau - Economic Opportunity Commission of Nassau County**
- **Suffolk - Make the Road**
- **Westchester & Rockland - Neighbors Link**

For any immigrant in need of assistance, or to connect with ONA's programs, call the New Americans Hotline at [1-800-566-7636](tel:1-800-566-7636) 9:00am to 8:00pm, Monday through Friday. All calls are confidential. Assistance is available in over 200 languages. For more information, visit <https://dos.ny.gov/office-new-americans> or follow ONA on Twitter at @NYSNewAmericans or Facebook at <https://www.facebook.com/NYSNewAmericans>.

New York State Energy Research and Development Authority (NYSERDA): Regional Clean Energy Hubs

NYSERDA issued a [Request for Proposals \(RFP\) to support the formation of Regional Clean Energy Hubs \(Hubs\)](#) in each of the State's ten economic development regions. Through this RFP, \$36M in funding is now available over a five-year period to provide a holistic, multidisciplinary approach to ensure that all New Yorkers have equal access to the benefits of the State's clean energy transition. These benefits include energy saving programs for their homes and businesses that can lower monthly expenses and improve overall well-being, renewable energy options that reduce reliance on fossil fuels, job opportunities in the growing green economy, and more.

NYSERDA encourages teaming among organizations in response to the RFP. Organizations with experience in providing services in the clean energy, energy efficiency, social services, housing, economic development, health, and academic sectors are all encouraged to participate in the development of the Hubs as a new way to offer new services to their constituents and access available funding to do so.

Learn more about the program and [apply online](#). For questions pertaining to the RFP, Clearinghouse, or Statement of Interest Form, please contact project managers Lori Clark (518) 862-1090 ext. 3202 or Bianca Shaw (716) 842-1522 ext. 3039 or cleanenergyhub@nyserdera.ny.gov.

Breast Cancer Awareness Month

Every October, the nation observes National Breast Cancer Awareness Month. Breast cancer is a disease that affects both men and women and is among the most common cancers. According to the National Breast Cancer Foundation, 1 in 8 women will develop invasive breast cancer in her lifetime. Next year, new breast cancer diagnoses are expected to number more than 200,000 for women and more than 2,000 for men.

For more information on Breast Cancer visit the [CDC's website](#).



Domestic Violence Awareness Month



On October 1st, Governor Kathy Hochul announced \$6.5 Million in Grants will be made available to better support survivors of domestic violence and expand prevention initiatives. The State Office for the Prevention of Domestic Violence launched a domestic violence and technology public awareness campaign. Governor Hochul also announced that state landmarks would be lit with purple illumination to mark the start of Domestic Violence Awareness Month. View the Proclamation [Click Here](#). For more information on Domestic Violence visit the [Office for the Prevention of Domestic Violence](#) or [National Coalition Against Domestic Violence](#).



*Helping Households Connect
During the Pandemic*



Emergency Broadband Benefit

The Emergency Broadband Benefit is a Federal Communications Commission (FCC) program created to help families and households who cannot afford or are struggling to afford internet service. This new benefit will connect eligible households to jobs, critical healthcare services, virtual classrooms, and more.

For more information, including eligibility determination, please visit: <https://www.fcc.gov/broadbandbenefit>

Outreach kits are available in multiple languages: <https://www.fcc.gov/emergency-broadband-benefit-outreach-toolkit>

It is important to note that the program runs as long as there are funds to support it, all eligible participants are encouraged to apply ASAP!

Reach out to Gregg Collar (Gregg.collar@dos.ny.gov) from the Department of State, Division of Consumer Protection, who will be able to provide you with further direction and answer any specific questions you might have regarding the Emergency Broadband Benefit.

Resources for Child Tax Credit (CTC)

[Child Tax Credit](#)

[Child Tax Credit Awareness](#)

[AdvCTC Free Tax Prep Days](#)

The Office of Community Services recently released a *Dear Colleague Letter* regarding the expansion of the *Child Tax Credit (CTC)* in the *American Rescue Plan*, signed into law by President Joe Biden on March 11, 2021.

Visit [whitehouse.gov/child tax credit](https://whitehouse.gov/child-tax-credit) for more information.

Resources for responding to COVID-19

[Community Action Partnership: COVID-19 Community Needs Assessment](#)

[CAPLAW: Coronavirus Updates for the Community Action Network](#)

[NASCSA Coronavirus Resources](#)

[NYSAAA Coronavirus \(COVID-19\) Resources](#)

[Food Pantries across New York State](#)

[New York State Department of Health](#)

This publication is supported by the Administration for Children and Families (ACF) of the United States (U.S.) Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$63.9 million with 100 percent funded by ACF/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACF/HHS, or the U.S. Government. For more information, please visit the ACF website, [Administrative and National Policy Requirements](#).

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