

RESOLUTION

At a regular meeting of the Town Board of the Town of New Paltz, Ulster County, New York, held at the Town Hall, in New Paltz, New York, in said Town on the 2nd th day of January, 2000, at 7:30 o'clock P.M., Prevailing time.

The meeting was called to order by Supervisor Roper, and upon roll being called, the following roll was taken:

	<u>Present</u>	<u>Absent</u>
Supervisor Carol Roper	<u>✓</u>	<u> </u>
Council Member Helen Karsten	<u>✓</u>	<u> </u>
Council Member Marion DuBois	<u>✓</u>	<u> </u>
Council Member Mae DeMaria	<u> </u>	<u>✓</u>
Council Member Steve Ruelke	<u>✓</u>	<u> </u>

The following resolution was offered by Councilman RUELKE
who moved its adoption, seconded by Councilwoman DuBois, to wit:

WHEREAS, the Town of New Paltz is the recipient of a Small Cities Block Grant (here "Grant") through the United States Department of Housing and Urban Development for the development and construction of a day care center within the Town of New Paltz; and

WHEREAS, certain portions of the construction of the day care center requires the procurement of construction contracts for goods and services to be publicly bid pursuant to the General Municipal Law and other laws of the State of New York and in certain instances also

source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which lead to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$10,000.00 and public works contracts over \$25,000.00; goods purchased from agencies for the kind of severely handicapped pursuant to §175-b of the State Finance Law; goods purchased from correctional institutions pursuant to §86 of the Correction Law; purchases under state contracts pursuant to §104 of the General Municipal Law; purchases under county contracts pursuant to §103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of Purchase Contract	Method
10000 - 19999.99	2 Verbal quotations
20000 - 59999.99	3 Written/Fax quotations or written request for proposals
60000 - 99999.99	2 Verbal quotations

\$2,000.00 - \$4,999.99
 2 Written/Fax quotations
 \$5,000.00 - \$9,999.99
 3 Written/Fax quotations or written request for proposals

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.

5. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

6. Pursuant to General Municipal Law §104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the collaboration of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interest of the town of



grant closeout approval RECEIVED 11/2/00

U.S. Department of Housing and Urban Development
New York State Office
Jacob K. Javits Federal Building
26 Federal Plaza
New York, NY 10278-0068

Honorable Carol A. Roper
Supervisor
Town of New Paltz
1 Veterans Drive
P.O. Box 550
New Paltz, New York 12561

OCT 26 2000

Dear Supervisor Roper:

SUBJECT: Community Development Block Grant (CDBG) Program
FY 1999 Small Cities Monitoring Response
Program Number: B90-DH-36-0125
Town of New Paltz, New York

This Office is in receipt of your letter, dated August 25, 2000, in which you supplied additional information in response to a monitoring Finding made during the FY1999 on-site monitoring of the Town's B90 Small Cities Community Development Block Grant (CDBG) Program. The information was related to the one remaining issue raised in our monitoring report of April 7, 2000. Our assessment follows:

Compliance With The National Objectives

FINDING #2: The Child Care Center is not operating in compliance with the low and moderate income benefit national objective of the CDBG Program outlined at 24 CFR 570.208(a)(2). **(CLOSED)**

While the Town had previously responded to this Finding, it had not been fully resolved. Specifically, the Town had not provided satisfactory evidence that the New Paltz Child Day Care Center had a system in place that would ensure continued compliance with the national objectives. To correct this deficiency the following action was proposed in our letter of March 16, 2000:

[T]he Town is required to have the Center provide this Office with a copy of a formal written policy that will ensure that the program remains in compliance for the expected life of the improvements paid for with CDBG funds. To do so, it is suggested that the Center determine how many slots it will have available for each coming year and place a cap on the number of students it will accept that are over-income. Additional applicants can be placed on a waiting list until the Center exhausts the list of income eligible applicants. However, this Office will consider alternative methods offered by the Center so long as the proposed process will ensure that a minimum of 51% of the beneficiaries come from low and moderate income households. For purposes of this review, households that initially qualify as being income eligible may be presumed to remain as such until the child or children accepted into the program graduate out and enter the local school system.

In its letter of August 25, 2000, the Town stated that the Child Care Center Board adopted a policy that will have the desired effect of ensuring that the beneficiaries of the facility, which was constructed using federal CDBG funds, will continue to be drawn primarily from low and moderate income families. The text of the policy was also provided and has been found adequate to meet the requirements of the Community Development Block Grant Program.

Based upon the Town's response, this Finding is closed.

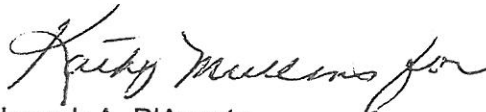
This concludes our FY1999 monitoring of the Town of New Paltz's B90 Small Cities CDBG Program. The Town's cooperation both during our on-site review and in resolving the issues raised in our report is greatly appreciated.

Grant Closeout

There are now no impediments to the closeout of the Town's B90 Small Cities grant. All funds have been drawn from the CDBG lines of credit and all monitoring Findings have been resolved. The Town is now requested to submit a complete Final Performance Assessment Report (PAR) for the subject grant. The PAR should cover the grant from the date of inception to the date of PAR submission. Instructions for the completion of the report are attached for your information. A Closeout Agreement has also been prepared for your signature and is attached to this letter. Please execute the agreement and return three originally signed copies to this Office with your Final PAR submission. Lastly, the Town is requested to ensure that it is current in the submission of all financial audit reports due to this Office. Official closeout of the B90 grant will proceed upon receipt of these materials. The Town will be advised, in writing, when this process is completed.

If you have any questions regarding the above, please have an appropriate staff member contact Mr. Kevin Crean, Program Manager, at (212) 264-2885, extension 3442.

Sincerely,



Joseph A. D'Agosta
Director

Community Planning and Development

10-26-00

ATTACHMENTS

cc: Ms. Debbie Kwiatoski
NPDC Director