HVRC Monthly Financial Report Packet

Executive Committee Meeting – October 1, 2026

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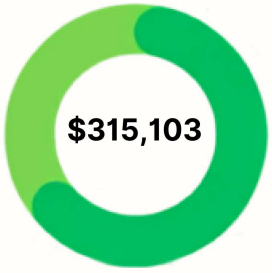
HUDSON VALLEY REGIONAL COUNCIL
OCTOBER 2026
FINANCE NOTES & EXECUTIVE SUMMARY

KEY PERFORMANCE INDICATORS

CASH BALANCE @ 9/30/26



BURN RATE 2026



MONTHS OF CASH



Δ NET POSITION @ 8.31



CORE TAKEAWAY

The current negative change in net position is largely a timing issue. After EPA WW Aug ($9.4K) 604(b) Jan.-Aug. (~$86.5K), META Jul. & Aug. (~$9K), and NBRC Jul. & Aug. 26 (~$7K) are invoiced and 2026 County Contributions ($84.2K) are invoiced & received, net position is projected to improve from $-107.8K to approximately $88.1K.

CONDENSED FINANCIAL PERFORMANCE

STATEMENT OF FINANCIAL POSITION

	@ 7/31/26	@ 8/31/26	Change
Cash	$189,775	$293,158	$103,383
Accounts Receivable	$360,671	$261,860	-$98,811
Other Assets	$42,944	$42,269	-$675
Total Liabilities	$213,461	$239,344	$25,883
Total Net Position	$379,929	$357,942	-$21,986

STATEMENT OF ACTIVITY/BUDGET V ACTUAL

	Aug 2026	YTD Total	YTD Budget	Variance $
Revenue	$75,501	$729,193	$969,599	-$240,406
Personnel	$88,885	$743,672	$830,800	-$87,128
Facilities	$3,577	$30,455	$30,032	$423
Other Expenses	$5,025	$62,868	$84,612	-$21,744
Δ Net Position	-$21,986	-$107,802	$24,155	-$131,957

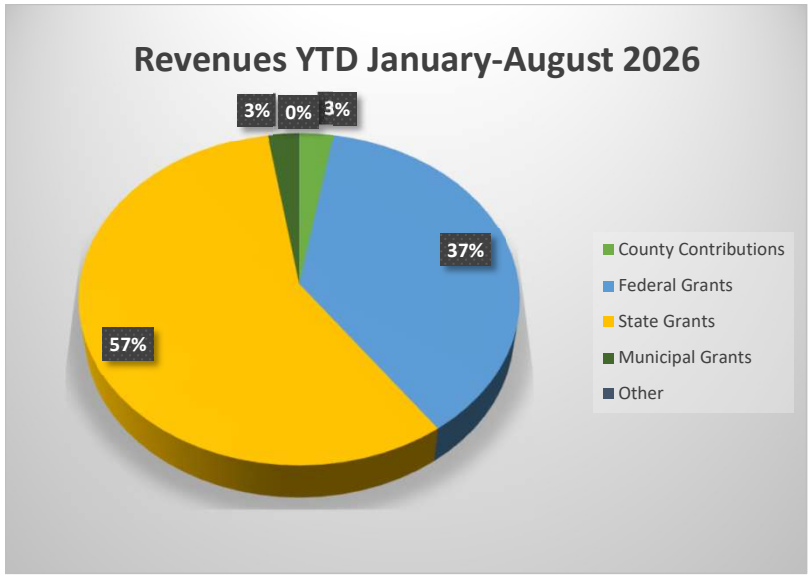
Full Statement of Financial Position, Statement of Activities, Budget vs Actuals, Grant Financial Report, and other supporting financial reports are included in your board packet

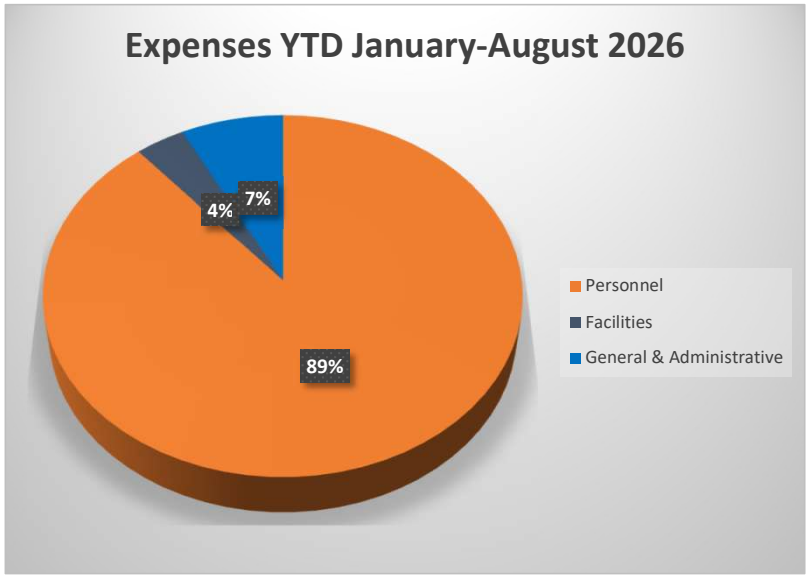
NOTES & ANALYSIS

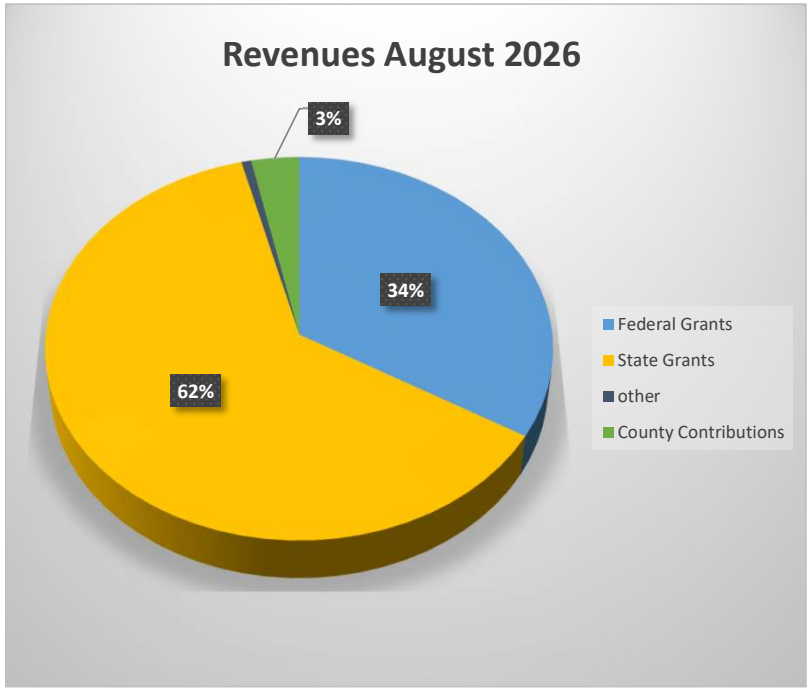
Figures based on financial data as of 8/31/26; adjustments may occur as part of closing and audit processes.

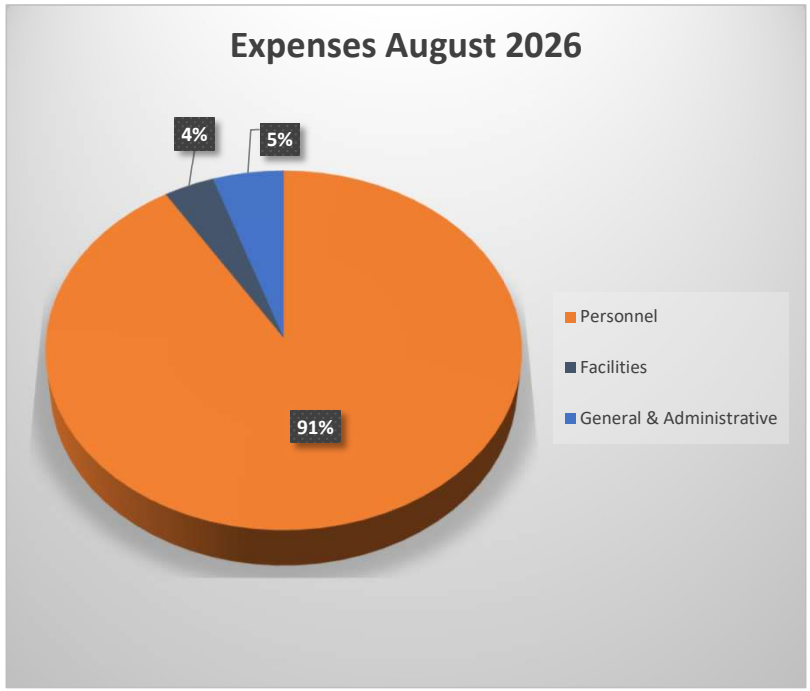
- **Burn Rate & Liquidity:** Cash on hand equals 3.01 months of operating expenses; however, $261K in receivables and ~$196K pending invoicing support near-term liquidity.
- **Accounts Receivable:** $261.6K consists of $19.5K EPA WW & LF, $30.6K 604(b) Y2, $177.4K CEC & CSC, , and $12.8K UCMETA.
- **Liabilities:** Total liabilities of $239K consist primarily of accrued retirement $178.3K, with the remainder attributable to accounts payable $20.9K, pass-through funds $20.1K, and unearned revenue $10.5K.
- **Overall Trajectory:** As of 8/31/26, revenue and expenses remain below budget due primarily to timing differences.
- **Key Drivers:** Revenue is below budget due to outstanding billings/anticipated receipts. Expenses are below budget due to staff vacancies; recent and planned hires are expected to narrow the Personnel variance.

Financial Report: Prepared by Financial & Administrative Director Robin Sattin & reviewed by Executive Director Carla Castillo.


Revenues YTD January-August 2026
3%
0%
3%
37%
57%
County Contributions
Federal Grants
State Grants
Municipal Grants
Other


Expenses YTD January-August 2026
4%
7%
89%
Personnel
Facilities
General & Administrative


Revenues August 2026
3%
34%
62%
Federal Grants
State Grants
other
County Contributions


Expenses August 2026
4%
5%
91%
Personnel
Facilities
General & Administrative

HVRC Grant Financial Status

Grant Name	Start	End	Total Budget	Budget Remaining	Current Program Period	FY26 Budget	FY26 Invoiced	FY26 Remaining	% Remaining
604b	8/1/2023	7/31/2028	$ 613,566	$ 247,626	Y4 (8/1/26-7/31/27)	$ 150,000	$ 74,925	$ 75,075	50%
CEC	2/1/2024	6/30/2027	$ 2,336,728	$ 1,490,120	October 2026	$ 339,000	$ 253,529	$ 85,471	25%
CSC	4/1/2025	3/19/2028	$ 695,001	$ 417,233	October 2026	$ 126,000	$ 164,804	$ (26,403)	-21%
EPA LF	11/1/2024	10/31/2029	$ 3,059,400	$ 2,726,980	Y3 (11/1/25-10/31/26)	$ 555,128	$ 148,496	$ 406,632	73%
EPA WW	6/1/2023	5/31/2029	$ 579,665	$ 335,354	Y4 (6/1/26-5/31/27)	$ 128,932	$ 68,827	$ 60,105	47%
EDA	7/1/2025	6/30/2028	$ 210,000	$ 122,500	Y2 Q2 (10/1/26-12/31/26)	$ 70,000	$ 46,667	$ 23,333	33%
NBRC	7/17/2025	9/30/2026	$ 27,500	$ 13,012	CY26Q3	$ 27,500	$ 14,488	$ 13,012	47%
UC META	1/1/2026	12/31/2026	$ 75,000	$ 57,169	Q4 (10/1/26-12/31/26)	$ 75,000	$ 17,831	$ 57,169	76%
CAPIA	11/1/2026	12/31/2028	$ 122,854	$ 122,854	To begin November 2026	$ 43,701	$ -	$ 43,701	100%
DOS	1/1/2021	9/30/2026	$ 28,000	$ 28,000	September 2026	$ 28,000	$ -	$ 28,000	100%

Note* DOS was not included in the FY26 organizational budget.

Appendix: Detailed Financial Statements

The following reports are provided for reference and support the summary analysis presented in the preceding pages.

Hudson Valley Regional Council

Statement of Financial Position

As of Aug 31, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
1000.00 Cash	
1001.00 Chase BUS COMPLETE CHK (...7937)	293,158
Total for 1000.00 Cash	**$293,158**
Total for Bank Accounts	**$293,158**
Accounts Receivable	
1100.00 Accounts Receivable (A/R)	261,860
1200.00 Revenues Receivable	
1202.00 Grants Receivable	0
Total for 1200.00 Revenues Receivable	**$0**
Total for Accounts Receivable	**$261,860**
Other Current Assets	
1300.00 Other Assets	$0
1302.00 Security Deposit	4,800
Total for 1300.00 Other Assets	**$4,800**
1304.00 Undeposited Funds	0
1500.00 Prepaids	
1501.00 Prepaid Expense	0
1502.00 Prepaid Insurance	5,290
1503.00 Prepaid Rent	3,300
1504.00 Prepaid Medical Benefits	15,068
1505.00 Prepaid Software	4,646
1506.00 Prepaid Other Expenses	110
Total for 1500.00 Prepaids	**$28,414**
E'ee Loan Repayment	0
Payroll Refunds	0
QuickBooks Tax Holding Account	9,055
Total for Other Current Assets	**$42,269**
Total for Current Assets	**$597,287**
Fixed Assets	**$0**
Total for Assets	**$597,287**
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2000.00 Payables	
2001.00 Accounts Payable	20,920
Total for 2000.00 Payables	**$20,920**
Total for Accounts Payable	**$20,920**
Other Current Liabilities	
2100.00 Accrued Liabilities	$0

Hudson Valley Regional Council
Statement of Financial Position
As of Aug 31, 2026

	Total
2101.00 Accrued Payroll	0
2103.00 HVRC Dental Insurance	179
2104.00 HVRC Health Insurance	0
2105.00 HVRC Vision Insurance	0
2107.00 Payroll Taxes Payable	9,045
2108.00 DBL Payable	13
2110.00 Direct Deposit Liabilities	0
2111.00 Direct Deposit Payable	0
2112.00 Accrued Retirement Expense	178,345
Total for 2100.00 Accrued Liabilities	**$187,583**
2200.00 Unearned/Deferred Revenue	$10,545
2203.00 Westchester CAPI	0
Total for 2200.00 Unearned/Deferred Revenue	**$10,545**
2300.00 NCWP Pass Thru	
2301.00 Money In - NCWP	8,000
2302.00 Money Out - NCWP	(175)
Total for 2300.00 NCWP Pass Thru	**$7,825**
2310.00 NY MOSS Pass Thru	12,370
2400.00 Short-Term Notes & Loans Payable	**$0**
Direct Deposit Payable	0
Payroll Liabilities	**$101**
Total for Other Current Liabilities	**$218,424**
Total for Current Liabilities	**$239,344**
Total for Liabilities	**$239,344**
Equity	
Opening Balance Equity	0
3000.00 Net Assets	465,744
Net Revenue	(107,802)
Total for Equity	**$357,942**
Total for Liabilities and Equity	**$597,287**

Hudson Valley Regional Council
Statement of Activity
January-August, 2026

Total for Revenue	**$729,193**
Expenditures	
8100.00 Personnel	$561,348
8200.00 Benefits	$182,323
8300.00 Facilities	$30,455
8400.00 Insurance	$6,232
8500.00 Furniture & Equipment	$17,453
8600.00 Professional Services	$20,227
8700.00 General & Administrative	$18,956
Total for Expenditures	**$836,995**
Net Revenue	**$(107,802)**

Accrual Basis Wednesday, September 30, 2026 02:53 PM GMT-04:00

Hudson Valley Regional Council
Statement of Activity
January-August, 2026

	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Total
Revenue									
4000.00 County Contributions	2,476	2,476	2,476	2,476	2,476	2,476	2,476	2,476	19,805
4100.00 Federal Grants Income	33,477	49,520	30,776	36,644	33,303	29,669	33,721	25,339	272,449
4200.00 State Grants	55,153	57,482	65,429	55,402	49,465	43,216	45,275	47,187	418,609
4500.00 Municipal Grants	1,674	1,674	1,674	4,270	4,270	4,270			17,831
7000.00 Other Income								500	500
Total for Revenue	**92,780**	**111,151**	**100,354**	**98,791**	**89,514**	**79,631**	**81,471**	**75,501**	**$729,193**
Gross Profit	**92,780**	**111,151**	**100,354**	**98,791**	**89,514**	**79,631**	**81,471**	**75,501**	**$729,193**
Expenditures									
8000.00 Expenditures									
8100.00 Personnel									
8110.00 Salaries & Wages	65,148	65,406	60,109	60,282	58,149	59,534	85,083	62,137	515,849
8120.00 Payroll Taxes	6,352	6,321	5,431	5,006	4,573	4,739	6,707	4,871	44,001
8130.00 Payroll Services Charges	166	264	166	166	186	179	191	178	1,498
Total for 8100.00 Personnel	**71,667**	**71,991**	**65,706**	**65,455**	**62,909**	**64,452**	**91,982**	**67,186**	**$561,348**
8200.00 Benefits									
Vision)	12,524	12,524	12,179	13,190	13,222	13,190	10,620	12,010	99,457
8220.00 Dental Insurance	9	9	17	(3)	29	29	(102)	59	48
(Accrued)	10,496	10,523	9,575	9,630	9,389	9,823	13,754	9,630	82,818
Total for 8200.00 Benefits	**23,028**	**23,055**	**21,771**	**22,817**	**22,641**	**23,042**	**24,272**	**21,699**	**$182,323**
8300.00 Facilities									
8310.00 Rent	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	26,400
8320.00 Maintenance & Repairs	105	105	105		105	105	705	105	1,335
8330.00 Utilities	495	633	597	321	228	148	127	172	2,720
Total for 8300.00 Facilities	**3,900**	**4,038**	**4,002**	**3,621**	**3,633**	**3,553**	**4,132**	**3,577**	**$30,455**
8400.00 Insurance									
8410.00 CGL/BOP/Auto		24	185	185	185	185	185	185	1,134
8420.00 Professional Liability	432	432	432	432	432	432	432	432	3,459
8430.00 Umbrella	296	314	86	86	86	86	86	86	1,124
8440.00 Workers' Compensation	78	78	78	78	78	78	78	151	697
8450.00 DBL/PFL	(25)	(15)	1	6	6	(5)	(129)	(21)	(182)
Total for 8400.00 Insurance	**781**	**834**	**782**	**787**	**787**	**776**	**652**	**833**	**$6,232**
8500.00 Furniture & Equipment									
8520.00 Equipment		15,798							15,798
8530.00 Computers				1,655					1,655
Total for 8500.00 Furniture & Equipment	**$0**	**15,798**	**$0**	**1,655**	**$0**	**$0**	**$0**	**$0**	**$17,453**
8600.00 Professional Services									
8610.00 Legal		55	1,067	1,689	12,627	224			15,662
8640.00 Contractual (Grant Related)	550			1,879	745			1,393	4,565
Total for 8600.00 Professional Services	**550**	**55**	**1,067**	**3,568**	**13,372**	**224**	**$0**	**1,393**	**$20,227**
8700.00 General & Administrative									
8710.00 Office Supplies	377		89	133	87		16	59	762
8720.00 Supplies (Grant Related)		45	27	(36)	78				114
8725.00 Telephone & Internet	382	382	418	395	395	439	441	441	3,294
8730.00 Software & Network	277	96	96	83	519	636	636	672	3,015
8735.00 Website	300								300
8740.00 Hiring Expenses		290	339		145		145		919
8750.00 Travel	404	859	942	1,299	1,452	1,204	1,075	1,230	8,465
8751.00 Lodging				110	96	330			536
8752.00 Meals & Entertainment		132		115		88			335
8755.00 Conferences			25	250	395				670
8765.00 Professional Associations	125								125
8766.00 Professional Development								395	395
8770.00 Bank Charges			3		4		3		9
8771.00 Late Charges			5		9	2		2	18
Total for 8700.00 General & Administrative	**1,864**	**1,803**	**1,943**	**2,350**	**3,180**	**2,699**	**2,317**	**2,800**	**$18,956**
Total for 8000.00 Expenditures	**101,789**	**117,574**	**95,270**	**100,252**	**106,521**	**94,747**	**123,353**	**97,488**	**$836,995**
Total for Expenditures	**101,789**	**117,574**	**95,270**	**100,252**	**106,521**	**94,747**	**123,353**	**97,488**	**$836,995**
Net Operating Revenue	**(9,010)**	**(6,423)**	**5,083**	**(1,461)**	**(17,008)**	**(15,116)**	**(41,882)**	**(21,986)**	**$(107,802)**
Net Revenue	**(9,010)**	**(6,423)**	**5,083**	**(1,461)**	**(17,008)**	**(15,116)**	**(41,882)**	**(21,986)**	**$(107,802)**

Hudson Valley Regional Council
Statement of Activity
January-August, 2026

	604(b)	CAPI A	CAPIW	CEC	CSC	DOS	EDA	EPA LF	EPA WW	HVRC	Hon	NBRC	NY MOSS	UC META	Not specified	Total
Revenue																
4000.00 County Contributions										19,805					0	19,805
4100.00 Federal Grants Income							46,667	148,496	68,827			8,458				272,449
4200.00 State Grants				253,804	164,804											418,609
4500.00 Municipal Grants														17,831		17,831
7000.00 Other Income											500					500
Total for Revenue	**$0**	**$0**	**$0**	**253,804**	**164,804**	**$0**	**46,667**	**148,496**	**68,827**	**19,805**	**500**	**8,458**	**$0**	**17,831**	**$0**	**$729,193**
Gross Profit	**$0**	**$0**	**$0**	**253,804**	**164,804**	**$0**	**46,667**	**148,496**	**68,827**	**19,805**	**500**	**8,458**	**$0**	**17,831**	**$0**	**$729,193**
Expenditures																
8000.00 Expenditures																
8100.00 Personnel																
8110.00 Salaries & Wages	58,102	392	528	131,655	81,012	268	20,199	73,670	56,598	66,769		11,065		15,592	$0	515,849
8120.00 Payroll Taxes	4,852	36	42	11,311	7,157	25	1,961	6,303	4,660	5,258		1,110		1,284	0	44,001
8130.00 Payroll Services Charges										1,498						1,498
Total for 8100.00 Personnel	**62,954**	**428**	**570**	**142,966**	**88,170**	**293**	**22,160**	**79,973**	**61,258**	**73,525**	**$0**	**12,175**	**$0**	**16,876**	**0**	**$561,348**
8200.00 Benefits																
Vision)	9,258	107	182	27,764	15,680	100	2,295	24,088	1,730	16,669		1,005		581		99,457
8220.00 Dental Insurance										48						48
(Accrued)	9,267	70	85	22,496	10,639	44	3,332	12,151	9,341	10,993		1,827		2,572		82,818
Total for 8200.00 Benefits	**18,524**	**177**	**267**	**50,260**	**26,318**	**144**	**5,627**	**36,239**	**11,072**	**27,710**	**$0**	**2,832**	**$0**	**3,153**	**$0**	**$182,323**
8300.00 Facilities																
8310.00 Rent		2	17	4,688	3,790					17,086				817		26,400
8320.00 Maintenance & Repairs										1,335						1,335
8330.00 Utilities										2,720						2,720
Total for 8300.00 Facilities	**$0**	**2**	**17**	**4,688**	**3,790**	**$0**	**$0**	**$0**	**$0**	**21,141**	**$0**	**$0**	**$0**	**817**	**$0**	**$30,455**
8400.00 Insurance																
8410.00 CGL/BOP/Auto										1,134						1,134
8420.00 Professional Liability										3,459						3,459
8430.00 Umbrella										1,124						1,124
8440.00 Workers' Compensation										697						697
8450.00 DBL/PFL										(182)						(182)
Total for 8400.00 Insurance	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**6,232**	**$0**	**$0**	**$0**	**$0**	**$0**	**$6,232**
8500.00 Furniture & Equipment																
8520.00 Equipment								15,798								15,798
8530.00 Computers										1,655						1,655
Total for 8500.00 Furniture & Equipment	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**15,798**	**$0**	**1,655**	**$0**	**$0**	**$0**	**$0**	**$0**	**$17,453**
8600.00 Professional Services																
8610.00 Legal								224		15,438						15,662
8640.00 Contractual (Grant Related)								4,565								4,565
Total for 8600.00 Professional Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**4,789**	**$0**	**15,438**	**$0**	**$0**	**$0**	**$0**	**$0**	**$20,227**
8700.00 General & Administrative																
8710.00 Office Supplies										755				6		762
8720.00 Supplies (Grant Related)								36						78		114
8725.00 Telephone & Internet				86	18					3,161				28		3,294
8730.00 Software & Network				90	36					2,799				90		3,015
8735.00 Website										300						300
8740.00 Hiring Expenses					145			145		629						919
8750.00 Travel	449			2,154	1,070		76	3,856	221	4		74		560		8,465
8751.00 Lodging				158	268			110								536
8752.00 Meals & Entertainment				115	36			52		132						335
8755.00 Conferences	390			250	30											670
8765.00 Professional Associations										125						125
8766.00 Professional Development								395								395
8770.00 Bank Charges								3		4			3			9
8771.00 Late Charges					7					11						18
Total for 8700.00 General & Administrative	**839**	**$0**	**$0**	**2,854**	**1,609**	**$0**	**76**	**4,597**	**221**	**7,921**	**$0**	**74**	**3**	**763**	**$0**	**$18,956**
Total for 8000.00 Expenditures	**82,317**	**607**	**853**	**200,768**	**119,888**	**438**	**27,864**	**141,396**	**72,551**	**153,621**	**$0**	**15,080**	**3**	**21,609**	**0**	**$836,995**
Total for Expenditures	**82,317**	**607**	**853**	**200,768**	**119,888**	**438**	**27,864**	**141,396**	**72,551**	**153,621**	**$0**	**15,080**	**3**	**21,609**	**0**	**$836,995**
Net Operating Revenue	**(82,317)**	**(607)**	**(853)**	**53,037**	**44,917**	**(438)**	**18,803**	**7,100**	**(3,724)**	**(133,816)**	**500**	**(6,622)**	**(3)**	**(3,778)**	**(0)**	**$(107,802)**
Net Revenue	**(82,317)**	**(607)**	**(853)**	**53,037**	**44,917**	**(438)**	**18,803**	**7,100**	**(3,724)**	**(133,816)**	**500**	**(6,622)**	**(3)**	**(3,778)**	**(0)**	**$(107,802)**

Hudson Valley Regional Council
Budget vs. Actuals
January - August, 2026

	Actual	Budget	Budget Variance	% of Budget
Income				
4000.00 County Contributions	19,805	75,961	(56,157)	26%
4100.00 Federal Grants Income	272,449	390,956	(118,508)	70%
4200.00 State Grants	418,609	466,213	(47,605)	90%
4500.00 Municipal Grants	17,831	36,469	(18,638)	49%
7000.00 Other Income	500	0	500	
Total Income	**$ 729,193**	**$969,599**	**$(240,407)**	**75%**
Expenses				
Total 8100.00 Personnel	**$ 561,348**	**$625,819**	**$ (64,470)**	**90%**
Total 8200.00 Benefits	**$ 182,323**	**$204,981**	**$ (22,658)**	**89%**
Total 8300.00 Facilities	**$ 30,455**	**$ 30,032**	**$ 423**	**101%**
Total 8400.00 Insurance	**$ 6,232**	**$ 9,732**	**$ (3,500)**	**64%**
Total 8500.00 Furniture & Equipment	**$ 17,453**	**$ 16,000**	**$ 1,453**	**109%**
Total 8600.00 Professional Services	**$ 20,227**	**$ 31,007**	**$ (10,780)**	**65%**
Total 8700.00 General & Administrative	**$ 18,956**	**$ 27,874**	**$ (8,917)**	**68%**
Total Expenses	**$ 836,995**	**$945,444**	**$(108,450)**	**89%**
Net Income	**$(107,802)**	**$ 24,155**	**$(131,957)**	**-446%**

GRANT APPLICATION SUBMISSION REVIEW FORM

PART 1. EXECUTIVE COMMITTEE REVIEW

Reviewers must submit Grant Application Submission Review Form (GASRF) **within 3 business days of Date to Reviewer** to HVRC Directors (rsattin@hudsonvalleyrc.org, ahickey@hudsonvalleyrc.org, ccastillo@hudsonvalleyrc.org).

COMPLETED BY EXECUTIVE COMMITTEE REVIEWER

Reviewer: **Date Submitted:**

No Objection **Objection** Use Comment section below to comment on decision.

Comment: Also use space below to comment on Reviewer conflict of interest with proposed grant application, if needed.

COMPLETED BY HVRC STAFF

Date to Reviewer: September 28, 2026 **Application Deadline:** October 26, 2026, 4:00pm

Grant Program Title: Countywide Resilience Implementation Strategy Program (CRISP)

Granting Agency / Organization: New York State Department of State

Amount Requested: $up to 250,000 **To HVRC:** $ not yet determined

Grant Term: From: 2027 To: 2030 (term is three years or less)

HVRC Programmatic Area: Adaptation & Resilience, Climate Smart Communities

How will this grant benefit the Region:

The focus of this grant is to bridge gap between resilience planning and implementation. Although many municipalities and counties in our Region have created climate & resilience related plans, moving to implementation (engineering design, construction) is a challenge. This Grant would allow HVRC to help Ulster County implement projects identified in previously written plans, resulting in tangible resilience improvements. Outcomes of this grant include the creation of a detailed project portfolio and project pre development (Benefit Cost Analysis, Preliminary Engineering Report, 30% design, so that at the end of the grant projects are fully ready to be funded and built).

HVRC Internal Review Total Score:

Is a CASH match required? YES: [X] NO: [ ] If yes, specify amount and indicate how match will be met:

There is a match of 10% of the total project cost (grant covers 90%). Personnel services, in kind services are eligible match.

Does grant require new goods or services? YES: [ ] NO: [X] For value > $5,000, list items to be procured:

HVRC proposes to contribute project management and fiscal administration services to Ulster County- all within current organizational competencies and services.

Does grant require new position(s)? YES: [ ] NO: [X] If yes, justify not subcontracting out:

The newly hired Adaptation & Resilience Coordinator, in collaboration with HVRC Directors and CSC Coordinators, will manage this project.

What is plan after grant expires, is terminated, or defunded?

	program discontinued and, if applicable, all grant-funded positions terminated
X	other: Work will continue to be tied into the Resilience & Adaptation Coordinator's position if the project is not complete upon end of grant term. This project aligns well with the NYSDEC funded position through Climate Smart Task 5.

What will grant fund? Salaries: [X] Fringe: [X] Equipment: [X] Admin/Overhead: [ ]
Training: [ ] Other [ ]

Any there costs to HVRC after grant expires? YES: [ ] NO: [X] Describe if yes (e.g., maintenance of deliverables / equipment / supplies).

PART 1.a. BACKGROUND FOR EXECUTIVE COMMITTEE REVIEWERS

HVRC Grant Application Practices: HVRC supports local governments throughout the Mid-Hudson Region by providing technical assistance in areas of need identified by the local governments or by pursuing funding that supports areas of need as identified through HVRC staff engagement with local governments across the Region. On occasion, state agencies will request HVRC's assistance on specific programs that benefit the Region.

Use of GASRF: To minimize both staff and Executive Committee Reviewers (Reviewer) time commitment, this Grant Application Submission Review Form (GASRF or Form) is used for non-recurring and/or new grant applications. The GASRF does not apply to recurring grant applications with no increases in match requirements; these recurring grants include the U.S. Department of Commerce Economic Development Administration Partnership Planning Assistance Program, NYS Department of Conservation (DEC) 604(b) Water Quality Planning Program, NYSERDA Clean Energy Communities Program, and NYS DEC Climate Smart Communities Coordinator Program. Once a grant opportunity becomes recurring, it will no longer require Executive Committee review.

Reviewers' GASRF Outcome: A simple majority (50% + 1 of Executive Committee members) will determine if HVRC proceeds with a grant application submission. "No Objection" supports submission of the application; "Objection" opposes submission of the application. A simple majority outcome of "No Objection" recommends HVRC to proceed with application submission. A simple majority outcome of "Objection" will signify that HVRC shall not pursue a grant opportunity. Immediately following the GASRF submission timeframe (see next section), HVRC's Financial & Administrative Director shall formally document the outcome achieved via an email to the Executive Committee in the following format:

- Email Subject line: [Grant Program Title]
- Email body:
  - Results: # "No Objection"; # "Objection".
  - Determination: "HVRC shall pursue the grant opportunity through to submission" or "HVRC shall not pursue a grant opportunity".

Reviewers' GASRF Submission Timeframe: Reviewers have three (3) business days from "Date to Reviewer" to submit their GASRF to HVRC Directors. Given the often limited timeframe between grant application announcement and deadline, should Reviewers be unable to respond within this timeframe, HVRC staff will move forward with application submission so as not to lose out on potential funding opportunities for the benefit of the Region. Reviewers will still be expected to submit their Forms as soon as possible after the 3 business day period, but no later than the next scheduled Executive Committee meeting, allowing for retroactive simple majority ("No Objection" / "Objection"). If a retroactive simple majority "Objection" outcome is reached, HVRC will stop work on the grant application or rescind an already submitted application.

Current Grants Report: A Current Grants Report will be provided on a monthly basis to the Executive Committee and quarterly basis to the HVRC Board of Directors. The Grants Report will consist of the following information: grant program title, granting agency, award amount, match amount & source, grant term, HVRC grant administrator, and notes on substantive changes to grant terms.

PART 2. HVRC INTERNAL GRANT APPLICATION SUBMISSION REVIEW

Respond to questions copying response from Y/N column (e.g., Y=go+2) into Score column.

Note: Any question receiving "=stop" represents a hard stop on grant application submission consideration.

Reviewers: Amanda Peçanha Hickey **Total Score:** 8

Score	Y/N	Question
Y	Y=go N=stop	1. Is the grant application program / service **CORE or COMPLIMENTARY** to HVRC's work on behalf of the Region's local governments, or does it provide **OTHER BENEFITS** in keeping with HVRC's work?
N	Y=stop N=go	2. Could **ANOTHER ENTITY** be significantly more effective in delivering the program / service?
Y	Y=go N=stop	3. Does HVRC have sufficient **EXPERIENCE** to effectively implement the program / service?
		4. What are the **MANAGEMENT and DELIVERY** staffing needs for HVRC to effectively meet the program / service? Note all staffing needs and expected % time contribution by person.
Y	Y=go+2 N=go+1	4.1. Can HVRC effectively meet staffing needs internally? If yes, identify staff persons and expected % time contribution by person if different from question 4, and confirm that named staff would not be overcommitted. Anticipated staffing includes a small % of ED, DED, and Water Resources team time, up to 30% of the Resilience and Adaptation Coordinator.
	Y=go N=stop	4.2. If no, does HVRC expect to easily fulfill staffing needs with qualified external hire(s)? Note positions requiring hiring. n/a
Y	Y=go N=stop	5. Will the grant fund 100% of **DIRECT COSTS**?
N	Y=go N=stop	6. Will the grant fund up to 80% of **INDIRECT COSTS** associated with the grant? Note if grant will not fund certain indirect costs, such as legal fees. This is concerning for HVRC to proceed as lead applicant, less so if we are able to be written in as a subaward. However, County of Ulster does not believe they would be able to get the necessary Resolution in place prior to the application deadline to be a lead applicant. We are awaiting more information to be released on Oct. 1st to explore a pathway for some of these costs to be recouped other ways (ie through our UC META grant).
Y	Y=go+1 N=go+2	7. Is there a **MATCH REQUIREMENT**? If yes, note match percentage, estimated match amount per HVRC fiscal year, and eligible match sources (cash / in-kind / other eligible grants): 10%, possibly covered from UC META.
Y	Y=go+2 N=go+1	7.1. For cash match, can HVRC meet the requirement with the current County Contributions?
	Y=go N=stop	7.1.1. If no, could the cash match be met by increasing the current County Contributions by less than or equal to 10%?
Y	Y=go N=stop	7.2. For in-kind match, does HVRC anticipate engaging eligible and willing sources? For other eligible grants match, will the eligible source(s) be in place for the program/service term?
Y	Y=go N=stop	8. Does HVRC have sufficient reserves to maintain cash flow during the grantor's **REIMBURSEMENT CYCLE**? Note grantor's reimbursement cycle (X days, months, or years).
N	Y=go+1 N=go+2	9. If a **SINGLE AUDIT** is a requirement of this grant, would HVRC need additional financial staff to fulfill this requirement? Note if the staff requirement would be internal to HVRC and FT or PT, or if an external auditor would be engaged. Can be subject to audit by state comptroller is only mention of audit in the RFA.
		10. Type of **REPORTING** required for expenditures:
	Y=go+2	10.1. Is only line item expense reporting required?
	Y=go+3	10.2. Is only fee-for-service or performance milestone billing required, without separate expense reporting?

Y	Y=go+1	10.3. Are fee-for-service or performance milestone billing plus line item expense reporting required?
Y	Y=go N=stop	11. Has HVRC currently or in the past had a successful working relationship with the **GRANTOR** without instances of significant challenges (e.g., disallowances, audit issues)?

INSTRUCTIONS FOR HVRC

Document Naming Convention: Use the following naming convention prior to completing a new GASRF: HVRC-GASRF-[funderacronym]YYYY-[shortprojectname]--YYYYY-MM-DD. For example: HVRC-GASRF-DOS2027-PlanningTA--2027-01-26. The footer name should match the document name.

Part 1. Section: Completed by HVRC Staff

General: Complete HVRC Internal Grant Application Submission Review Form prior to sections in Completed by HVRC Staff.

Questions with Grey Boxes: Respond as succinctly and thoroughly as possible if applicable.

Are there costs to HVRC after grant expires?: The intent of this question is to capture costs associated with maintaining deliverables (e.g., website) created as part of a grant or equipment (e.g., emissions monitoring equipment) / supplies (e.g., laptops).

Part 2 Section: HVRC Internal Grant Application Submission Review

Reviewers: Include last names of participating reviewers. To be completed by the Financial & Administrative Director (F&AD) and either the Deputy Executive Director (DED) or Executive Director (ED).

Questions with Grey Boxes: Respond as succinctly and thoroughly as possible if applicable.

Total Score: Complete once have fully completed the Internal Review. Example Total Score: Y=go+9. The highest score is Y=go+11; the lowest score is Y=go+5.

Indirect Costs: The 80% of Indirect Costs refers to 80% of the typical 10% - 15% allowed as de minimus for Indirect Costs, or of an established NICRA (negotiated indirect cost rate agreement).

HUDSON VALLEY REGIONAL COUNCIL
BOARD MEETING
March 1, 2023

Resolution Number 1 – 2023

RE: Creation of Organizational Documents Update Committee

WHEREAS, the organizational documents of the Hudson Valley Regional Council (HVRC) known as the Articles of Agreement were last revised and updated on March 25, 1982, and By-Laws were adopted July 7, 1992 (together known as Organizational Documents); and

WHEREAS, HVRC legal counsel recommended modernizing and updating of the aforementioned documents per File No. 11672-1; and

WHEREAS, the HVRC Board of Directors (Board) has deemed it advisable to modernize and update the aforementioned documents and that they be known and referred to from this point forward as Articles of Agreement and By-Laws; and

WHEREAS, the Board at its March 29, 2022, meeting unanimously adopted Resolution 1 – 2022 amending the current By-Laws to transfer the duties established for the Executive Committee referenced in Article VII and throughout the By-Laws to the Officers; and

WHEREAS, the current By-Laws also state that "HVRC shall appoint additional committees to consider, investigate or take action on matters before the HVRC Board."

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Hudson Valley Regional Council authorizes the creation of the Organizational Documents Update Committee (Update Committee) to guide the updating and modernizing of HVRC's Organizational Documents; and

BE IT FURTHER RESOLVED that the Board authorizes the Committee to establish its structure and outline its responsibilities, which shall include providing feedback to the Board on recommended updates to the Organizational Documents, in concert with HVRC legal counsel.

MOTION
Sponsor: City of Poughkeepsie Planning Director Natalie Quinn
Seconded: Ulster County Economic Development Director Tim Weidemann

VOTE
Ayes: 16
Nays: None
Abstentions: 1

RESOLUTION CERTIFICATION

I, Torrance Harvey, Secretary of the Hudson Valley Regional Council, Inc. ("HVRC"), a corporation organized and existing under the laws of the State of New York, do hereby certify that the above is a true and correct copy of a resolution duly adopted at a meeting of the Board of Directors of HVRC duly held and convened on March 1, 2023, at which meeting a duly constituted quorum of the Board of Directors was present and acting throughout, and that such resolution has not been modified, rescinded or revoked, and is at present in full force and effect.

IN WITNESS WHEREOF, the undersigned has affixed his signature this 13th day of May, 2024. HVRC has no corporate seal.

Torrance Harvey, Mayor, City of Newburgh
Secretary, Board of Directors,
Hudson Valley Regional Council

HUDSON VALLEY REGIONAL COUNCIL
EXECUTIVE COMMITTEE MEETING

October 1, 2026

Resolution Number 10 – 2026

RE: Amending Financial Policies & Procedures – Expenditures Over $50,000

WHEREAS, the Hudson Valley Regional Council ("HVRC") Board of Directors ("Board") unanimously adopted the HVRC Financial Policies & Procedures ("Financial Policies") of HVRC at its quarterly Board meeting of June 17, 2026, via Resolution 5-2026; and

WHEREAS, the Financial Policies authorize the Treasurer of the Board ("Treasurer") to review and approve all Board-approved contracted and budgeted expenditures over $50,000; and

WHEREAS, the Financial Policies established necessary operational redundancies for the duties and responsibilities of the Executive Director of HVRC in instances of the Executive Director's absence, as outlined in the Financial Policies; and

WHEREAS, HVRC staff noted a lack of critical operational redundancy for the Treasurer in relation to the review and approval of all Board-approved contracted and budgeted expenditures over $50,000 in instances of the Treasurer's absence; and

WHEREAS, the Board appointed City of Kingston Sustainability Coordinator Julie Noble, to serve as Secretary of the Board ("Secretary") at its quarterly Board meeting of February 18, 2026, via Resolution 1-2026; and

WHEREAS, the Secretary has graciously offered additional time in a limited capacity to serve as an operational redundancy to the Treasurer in relation to the review and approval of Board-approved contracted and budgeted expenditures over $50,000; and.

WHEREAS, Resolution 5-2026 authorized the Financial Policies to be reviewed annually and updated as needed to ensure continued compliance with applicable requirements and alignment with organizational needs; and

WHEREAS, the By-Laws of HVRC authorizes the Executive Committee to take actions subject to notification to the Board membership.

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of the Hudson Valley Regional Council Board of Directors hereby amends the HVRC Financial Policies & Procedures, Disbursement Thresholds section, as shown below in tracked changes;

> Disbursements over **$50,000** require two authorized signatures and a signed payment approval from the Board of Directors' Treasurer, confirming review of the related contract and/or invoice, and any relevant scope of work or memo prepared by HVRC employees. In the absence or unavailability of the Treasurer, the Board of Directors' Secretary may provide the signed payment approval.

BE IT FURTHER RESOLVED that the Financial Policies shall be deemed amended as set forth herein;

BE IT FURTHER RESOLVED that the Board shall be notified of this action of the Executive Committee.

MOTION
Sponsor:
Seconded:

VOTE
Ayes:
Nays:
Abstentions: