



Certified: --

**E-51-23**

Filed with the Clerk of the  
Nassau County Legislature  
May 1, 2023 10:40AM

**NIFS ID: CQHS23000007**

Capital:

Contract ID #: CQHS23000007

NIFS Entry Date: 03/09/2023

**Department: Human Services**

Service: YOUTH DEVELOPMENT

Term: from 01/01/2023 to 12/31/2025

Contract Delayed: X

Slip Type: New		
CRP:		
Blanket Resolution:		
Revenue:	Federal Aid:	State Aid:
Vendor Submitted an Unsolicited Solicitation:		

1) Mandated Program:	<b>No</b>
2) Comptroller Approval Form Attached:	<b>Yes</b>
3) CSEA Agmt. & 32 Compliance Attached:	<b>Yes</b>
4) Significant Adverse Information Identified? (if yes, attach memo):	<b>No</b>
5) Insurance Required:	<b>Yes</b>

Vendor/Municipality Info:	
Name: <b>Cornell Cooperative Extension of Nassau County</b>	ID#: <b>116081423</b>
Main Address: <b>PO Box 148 East Meadow, NY 11554, NY 11554</b>	
Contract Specific Address: <b>Eisenhower Park East Meadow, NY 11554</b>	
Main Contact: <b>Jane Kraus</b>	
Contract Specific Contact: <b>Gregory Sandor</b>	
Main Phone: <b>(516) 433-7970</b>	

Department:
Contact Name: <b>Seema Zaki</b>
Address: <b>60 Charles Lindbergh Blvd., Suite 220, Uniondale, NY 11553-36886060</b>
Phone: <b>(516) 227-7003</b>
Email: <b>alok.raman@hhsnassaucountyny.us</b>

## Contract Summary

<b>Purpose:</b> The services to be provided by the Contractor under this Agreement ("Services") shall consist of a comprehensive program entitled 4-H Youth Development Program ("Program"). By hiring additional dedicated educators and adding staff time for existing 4H staff, the Program will be able to create and/or expand the 4H youth development programs
<b>Method of Procurement:</b> The Contract was entered into after a written request for proposals (HS0630-2220) was issued on June 30, 2022. Potential proposers were made aware of the availability of the RFP by posting to the bid board, newspaper advertisement, posting on OYS website, regular mailing, and email. Twenty (20) plus potential parties requested copies of the RFP. Proposals were to be postmarked no later than August 16, 2022. Twenty-three (23) proposals were received and evaluated. The evaluation committee consisted of: Nancy Holland; Barbra Sims; Tanya Carter; Donna Worley-Hines; David Carl and Tracy Presti. The proposals were scored and ranked. As a result of the scoring and ranking, the highest-ranking proposer was selected.
<b>Procurement History:</b> This is the second RFP award for this agency.
<b>Description of General Provisions:</b> By maintaining current 4H staff, we will be able to sustain continued 4H youth development

programs in the following areas:

East Meadow Farms – continued visits, continued programming, and continued classes

Expanded Marine Camp – more youth able to take advantage of this opportunity.

DPF 4-H Camp – day and overnight visits

4H Entrepreneur Program- further development of program that builds upon the previous success of incorporating local youth in farmstand operations and entrepreneur class training.

**Impact on Funding / Price Analysis:** Agency will provide services to 250 youth at a per capita amount of \$200.00.

**Change in Contract from Prior Procurement:** none

**Recommendation:** Approve as Submitted

## Advisement Information

Fund	Control	Resp. Center	Object	Index Code	Sub Object	Budget Code	Line	Amount
GEN	10	1324	DE	HSGEN1324	DE511	HSGEN1324 DE511	01	\$50,000.00
						TOTAL	\$50,000.00	

Additional Info	
Blanket Encumbrance	
Transaction	
Renewal	
% Increase	
% Decrease	

Funding Source	Amount
Revenue Contract:	
County	\$50,000.00
Federal	\$0.00
State	\$0.00
Capital	\$0.00
Other	\$0.00
Total	\$50,000.00

## Routing Slip

Department			
NIFS Entry	Alok Raman	03/09/2023 10:08AM	Approved
NIFS Final Approval	Seema Zaki	03/09/2023 04:29PM	Approved
Final Approval	Seema Zaki	03/09/2023 04:29PM	Approved
County Attorney			
Approval as to Form	Thomas Montefinise	03/13/2023 03:38PM	Approved
RE & Insurance Verification	Andrew Amato	03/10/2023 08:24AM	Approved
NIFS Approval	Mary Nori	03/20/2023 05:10PM	Approved
Final Approval	Mary Nori	03/20/2023 05:10PM	Approved
OMB			
NIFS Approval	Nadiya Gumieniak	03/13/2023 09:26AM	Approved
NIFA Approval	Irfan Qureshi	03/15/2023 05:39PM	Approved
Final Approval	Irfan Qureshi	03/15/2023 05:39PM	Approved
Compliance & Vertical DCE			
Procurement Compliance Approval	Andrew Levey	03/21/2023 09:53AM	Approved
DCE Compliance Approval	Robert Cleary	04/14/2023 04:40PM	Approved
Vertical DCE Approval	Anissa Moore	04/17/2023 03:19PM	Approved
Final Approval	Anissa Moore	04/17/2023 03:19PM	Approved
Legislative Affairs Review			
Final Approval	Christopher Leimone	04/30/2023 05:36PM	Approved
Legislature			
Final Approval			In Progress
Comptroller			
Claims Approval			Pending
Legal Approval			Pending

Accounting / NIFS Approval			Pending
Deputy Approval			Pending
Final Approval			Pending
<b>NIFA</b>			
NIFA Approval			Pending

A RESOLUTION AUTHORIZING THE COUNTY EXECUTIVE TO EXECUTE A PERSONAL SERVICES AGREEMENT BETWEEN THE COUNTY OF NASSAU, ACTING ON BEHALF OF THE DEPARTMENT HUMAN SERVICES, AND CORNELL COOPERATIVE EXTENSION NASSAU COUNTY

WHEREAS, the County negotiated a personal services agreement with Cornell Cooperative Extension Nassau County to, *inter alia*, enhance the on-going programming at Cornell Cooperative Extension Nassau County's East Meadow Farm, a copy of which is on file with the Clerk of the Legislature; now, therefore, be it

RESOLVED, that the Rules Committee of the Nassau County Legislature authorize the County Executive to execute the said agreement with Cornell Cooperative Extension Nassau County.



## Nassau County Interim Finance Authority

### **Contract Approval Request Form (As of January 1, 2015)**

**1. Vendor: Cornell Cooperative Extension of Nassau County**

**2. Amount requiring NIFA approval: \$150,000.00**

**Amount to be encumbered: \$50,000.00**

Slip Type: New

If new contract - \$ amount should be full amount of contract

If advisement - NIFA only needs to review if it is increasing funds above the amount previously approved by NIFA

If amendment - \$ amount should be full amount of amendment only

**3. Contract Term: 01/01/2023 to 12/31/2025**

Has work or services on this contract commenced? Yes

If yes, please explain: CONTINUATION OF SERVICES

**4. Funding Source:**

General Fund (GEN)	X	Grant Fund (GRT)
Capital Improvement Fund (CAP)		Other
Federal %	0	
State %	0	
County %	100	

Is the cash available for the full amount of the contract? Yes

If not, will it require a future borrowing? No

Has the County Legislature approved the borrowing? N/A

Has NIFA approved the borrowing for this contract? N/A

**5. Provide a brief description (4 to 5 sentences) of the item for which this approval is requested:**

The services to be provided by the Contractor under this Agreement ("Services") shall consist of a comprehensive program entitled 4-H Youth Development Program ("Program"). By hiring additional dedicated educators and adding staff time for existing 4H staff, the Program will be able to create and/or expand the 4H youth development programs

**6. Has the item requested herein followed all proper procedures and thereby approved by the:**

Nassau County Attorney as to form Yes

Nassau County Committee and/or Legislature

**Date of approval(s) and citation to the resolution where approval for this item was provided:**

**7. Identify all contracts (with dollar amounts) with this or an affiliated party within the prior 12 months:**

Contract ID	Posting Date	Amount Added in Prior 12 Months
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## AUTHORIZATION

To the best of my knowledge, I hereby certify that the information contained in this Contract Approval Request Form and any additional information submitted in connection with this request is true and accurate and that all expenditures that will be made in reliance on this authorization are in conformance with the Nassau County Approved Budget and not in conflict with the Nassau County Multi-Year Financial Plan. I understand that NIFA will rely upon this information in its official deliberations.

IQURESHI

03/15/2023

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**Authenticated User**

**Date**

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## COMPTROLLER'S OFFICE

To the best of my knowledge, I hereby certify that the information listed is true and accurate and is in conformance with the Nassau County Approved Budget and not in conflict with the Nassau County Multi-Year Financial Plan.

Regarding funding, please check the correct response:

I certify that the funds are available to be encumbered pending NIFA approval of this contract.

**If this is a capital project:**

I certify that the bonding for this contract has been approved by NIFA.

Budget is available and funds have been encumbered but the project requires NIFA bonding authorization.

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**Authenticated User**

**Date**

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## NIFA

Amount being approved by NIFA:

Payment is not guaranteed for any work commenced prior to this approval.

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**Authenticated User**

**Date**

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**NOTE: All contract submissions MUST include the County's own routing slip, current NIFS printouts for all relevant accounts and relevant Nassau County Legislature communication documents and relevant supplemental information pertaining to the item requested herein.**

**NIFA Contract Approval Request Form MUST be filled out in its entirety before being submitted to NIFA for review.**

**NIFA reserves the right to request additional information as needed.**

Elaine Phillips  
Comptroller



OFFICE OF THE COMPTROLLER  
240 Old Country Road  
Mineola, New York 11501

## COMPTROLLER APPROVAL FORM FOR PERSONAL, PROFESSIONAL OR HUMAN SERVICES CONTRACTS

*Attach this form along with all personal, professional or human services contracts, contract renewals, extensions and amendments.*

CONTRACTOR NAME: Cornell Cooperative Extension of Nassau County, Inc

CONTRACTOR ADDRESS: Eisenhower Park, East Meadow NY 11554

FEDERAL TAX ID #: 11-6081423

***Instructions:*** Please check the appropriate box ("☑") after one of the following roman numerals, and provide all the requested information.

I. ☐ The contract was awarded to the lowest, responsible bidder after advertisement for sealed bids. The contract was awarded after a request for sealed bids was published in \_\_\_\_\_ [newspaper] on \_\_\_\_\_ [date]. The sealed bids were publicly opened on \_\_\_\_\_ [date]. \_\_\_\_\_ [#] of sealed bids were received and opened.

II. ☒ The contractor was selected pursuant to a Request for Proposals.

The Contract was entered into after a written request for proposals was issued on 06/30/22. Potential proposers were made aware of the availability of the RFP by advertisement in by posting to the bid board, newspaper advertisement, posting on OYS website, regular mailing, and email by publication on the County procurement website. Proposals were due on 08/16/22. Twenty three (23) proposals were received and evaluated. The evaluation committee consisted of: Nancy Holland; Barbra Sims; Tanya Carter; Donna Worley-Hines; David Carl and Tracy Presti. The proposals were scored and ranked. As a result of the scoring and ranking, the highest-ranking proposer was selected.



**III. ☐ This is a renewal, extension or amendment of an existing contract.**

The contract was originally executed by Nassau County on \_\_\_\_\_ [date]. This is a renewal or extension pursuant to the contract, or an amendment within the scope of the contract or RFP (copies of the relevant pages are attached). The original contract was entered into after \_\_\_\_\_

\_\_\_\_\_[describe procurement method, i.e., RFP, three proposals evaluated, etc.] Attach a copy of the most recent evaluation of the contractor's performance for any contract to be renewed or extended. If the contractor has not received a satisfactory evaluation, the department must explain why the contractor should nevertheless be permitted to continue to contract with the county.

**IV. ☐ Pursuant to Executive Order No. 1 of 1993, as amended, at least three proposals were solicited and received. The attached memorandum from the department head describes the proposals received, along with the cost of each proposal.**

- ☐ A. The contract has been awarded to the proposer offering the lowest cost proposal; **OR:**
- ☐ B. The attached memorandum contains a detailed explanation as to the reason(s) why the contract was awarded to other than the lowest-cost proposer. The attachment includes a specific delineation of the unique skills and experience, the specific reasons why a proposal is deemed superior, and/or why the proposer has been judged to be able to perform more quickly than other proposers.

**V. ☐ Pursuant to Executive Order No. 1 of 1993 as amended, the attached memorandum from the department head explains why the department did not obtain at least three proposals.**

- ☐ A. There are only one or two providers of the services sought or less than three providers submitted proposals. The memorandum describes how the contractor was determined to be the sole source provider of the personal service needed or explains why only two proposals could be obtained. If two proposals were obtained, the memorandum explains that the contract was awarded to the lowest cost proposer, or why the selected proposer offered the higher quality proposal, the proposer's unique and special experience, skill, or expertise, or its availability to perform in the most immediate and timely manner.
- ☐ B. The memorandum explains that the contractor's selection was dictated by the terms of a federal or New York State grant, by legislation or by a court order. (Copies of the relevant documents are attached).
- ☐ C. Pursuant to General Municipal Law Section 104, the department is purchasing the services required through a New York State Office of General Services contract no. \_\_\_\_\_, and the attached memorandum explains how the purchase is within the scope of the terms of that contract.

- ☐ D. Pursuant to General Municipal Law Section 119-o, the department is purchasing the services required through an inter-municipal agreement.

**VI. ☐ This is a human services contract with a not-for-profit agency for which a competitive process has not been initiated.** Attached is a memorandum that explains the reasons for entering into this contract without conducting a competitive process, and details when the department intends to initiate a competitive process for the future award of these services. For any such contract, where the vendor has previously provided services to the county, attach a copy of the most recent evaluation of the vendor's performance. If the contractor has not received a satisfactory evaluation, the department must explain why the contractor should nevertheless be permitted to contract with the county.

In certain limited circumstances, conducting a competitive process and/or completing performance evaluations may not be possible because of the nature of the human services program, or because of a compelling need to continue services through the same provider. In those circumstances, attach an explanation of why a competitive process and/or performance evaluation is inapplicable.

**VII. ☐ This is a public works contract for the provision of architectural, engineering or surveying services.** The attached memorandum provides details of the department's compliance with Board of Supervisors' Resolution No. 928 of 1993, including its receipt and evaluation of annual Statements of Qualifications & Performance Data, and its negotiations with the most highly qualified firms.

Instructions with respect to Sections VIII, IX and X: All Departments must check the box for VIII. Then, check the box for either IX or X, as applicable.

**VIII. ☒ Participation of Minority Group Members and Women in Nassau County Contracts.** The selected contractor has agreed that it has an obligation to utilize best efforts to hire MWBE sub-contractors. Proof of the contractual utilization of best efforts as outlined in Exhibit "EE" may be requested at any time, from time to time, by the Comptroller's Office prior to the approval of claim vouchers.

**IX. ☒ Department MWBE responsibilities.** To ensure compliance with MWBE requirements as outlined in Exhibit "EE", Department will require vendor to submit list of sub-contractor requirements prior to submission of the first claim voucher, for services under this contract being submitted to the Comptroller.

**X. ☐ Vendor will not require any sub-contractors.**

In addition, if this is a contract with an individual or with an entity that has only one or two employees: ☐ a review of the criteria set forth by the Internal Revenue Service, *Revenue Ruling No. 87-41, 1987-1 C.B. 296*, attached as Appendix A to the Comptroller's Memorandum, dated February 13, 2004, concerning independent contractors and employees indicates that the contractor would not be considered an employee for federal tax purposes.

  
\_\_\_\_\_  
Department Head Signature

  
\_\_\_\_\_  
Date

**NOTE:** Any information requested above, or in the exhibit below, may be included in the county's "staff summary" form in lieu of a separate memorandum.



**COUNTY OF NASSAU  
DEPARTMENT OF HUMAN SERVICES**

60 Charles Lindbergh Boulevard Uniondale, New York 11553-3687  
Phone: (516) 227-8930 Fax: (516) 227-8971

**TO:** Robert Cleary  
**FROM:** Seema Zaki  
**SUBJECT:** Adverse information Memo for Cornell Cooperative Extension of Nassau County , Inc.  
Contract # CQHS23000007  
**DATE:** April 12<sup>th</sup>, 2023

Following is a summary of significant adverse information identified by the department related to the proposed contract. Upon review, none of the adverse information identified is found to be material with respect to this award for the reasons given below.

**Business History Form**

At question # 13, the vendor discloses that: Cornell Cooperative Extension of Nassau County(CCE-NC) is currently under a Department of Labor investigation as a result of an employee complaint in 2018. The investigation was limited to the one employee. CCE-NC has received no further update on this investigation since it began in December of 2018.

The department has found this disclosure to be immaterial because of the email confirmation from Cornell dated April 11<sup>th</sup>, 2023 (please see attached correspondence from the vendor).

Having reviewed the above adverse information, the department finds no justification for finding this vendor non responsible for the proposed award.

Thank you,

Seema Zaki

**From:** [Raman, Alok \(HHSNASSAUCOUNTYNY\)](#)  
**To:** [JK2824@CORNELL.EDU](mailto:JK2824@CORNELL.EDU); [gms8@cornell.edu](mailto:gms8@cornell.edu)  
**Cc:** [Zaki, Seema](#); [Cleary, Robert](#)  
**Subject:** RE: 2023 OYS Contract-Cornell-Business History Form  
**Date:** Tuesday, April 11, 2023 1:59:53 PM  
**Attachments:** [image003.png](#)

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Ok-thanks for your response.

Al

Al Raman  
Contract Specialist  
Office of Youth Services  
Department of Human Services  
60 Charles Lindberg Boulevard, Uniondale , NY 11553

P 516 227-7119

F 516 227-7014

---

**From:** Jane Kraus <[jk2824@cornell.edu](mailto:jk2824@cornell.edu)>  
**Sent:** Tuesday, April 11, 2023 1:53 PM  
**To:** Raman, Alok (HHSNASSAUCOUNTYNY) <[Alok.Raman@hhsnassaucountyny.us](mailto:Alok.Raman@hhsnassaucountyny.us)>; [gms8@cornell.edu](mailto:gms8@cornell.edu)  
**Cc:** Zaki, Seema (HHSNASSAUCOUNTYNY) <[Seema.Zaki@hhsnassaucountyny.us](mailto:Seema.Zaki@hhsnassaucountyny.us)>; Cleary, Robert (NASSAU) <[rcleary@nassaucountyny.gov](mailto:rcleary@nassaucountyny.gov)>  
**Subject:** RE: 2023 OYS Contract-Cornell-Business History Form

*ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.*

No, we have heard nothing again from the Department of Labor since to 2018 inquiry. Our attorney has closed his file. We will continue to disclose until the 5-year mark is met in October of this year.

Jane Kraus  
Association Operations Manager  
Cornell Cooperative Extension of Nassau County  
Eisenhower Park, SAC Building, Parking Field 8  
PO Box 148  
East Meadow, NY 11554  
516-832-2591 Ext. 102  
Fax: 516-832-2597  
[jk2824@cornell.edu](mailto:jk2824@cornell.edu)  
<http://ccenassau.org>

VISIT US on the web [www.ccenassau.org](http://www.ccenassau.org)

LIKE US on acebook /ccenassau

FOLLOW US on witter @ccenassau



*Cornell Cooperative Extension of Nassau County is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities.*

*Confidentiality Notice:* This communication and any accompanying document(s) are confidential and privileged. They are intended for the sole use of the addressee. If you receive this transmission in error, you are advised that any disclosure, copying, distribution, or the taking of any action in reliance upon the communication is strictly prohibited. If you have received this communication in error, please notify the sender immediately by replying to this email or by telephone and delete the original and any copies from your computer system. Thank you.

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**From:** Raman, Alok (HHSNASSAUCOUNTYNY) <[Alok.Raman@hhsnassaucountyny.us](mailto:Alok.Raman@hhsnassaucountyny.us)>

**Sent:** Tuesday, April 11, 2023 1:40 PM

**To:** Jane Kraus <[jk2824@cornell.edu](mailto:jk2824@cornell.edu)>; Gregory M Sandor <[gms8@cornell.edu](mailto:gms8@cornell.edu)>

**Cc:** Zaki, Seema (HHSNASSAUCOUNTYNY) <[Seema.Zaki@hhsnassaucountyny.us](mailto:Seema.Zaki@hhsnassaucountyny.us)>; Cleary, Robert (NASSAU) <[rcleary@nassaucountyny.gov](mailto:rcleary@nassaucountyny.gov)>

**Subject:** 2023 OYS Contract-Cornell-Business History Form

This is reference to your response on # 13 of the attached Business History Form.

Please advise if there in any update or resolution in its regard.

Thanks

Al

Al Raman  
Contract Specialist  
Office of Youth Services  
Department of Human Services  
60 Charles Lindberg Boulevard, Uniondale , NY 11553

P 516 227-7119

F 516 227-7014



COUNTY OF NASSAU

POLITICAL CAMPAIGN CONTRIBUTION DISCLOSURE FORM

1. Has the vendor or any corporate officers of the vendor provided campaign contributions pursuant to the New York State Election Law in (a) the period beginning April 1, 2016 and ending on the date of this disclosure, or (b), beginning April 1, 2018, the period beginning two years prior to the date of this disclosure and ending on the date of this disclosure, to the campaign committees of any of the following Nassau County elected officials or to the campaign committees of any candidates for any of the following Nassau County elected offices: the County Executive, the County Clerk, the Comptroller, the District Attorney, or any County Legislator?

YES ☐ NO ☒ If yes, to what campaign committee?

Electronically signed and certified at the date and time indicated by:

Gregory Sandor [GMS8@CORNELL.EDU]

Dated: 08/23/2022 10:34:45 am

Vendor: Cornell Cooperative Extension of Nassau County

Title: Executive Director

## PRINCIPAL QUESTIONNAIRE FORM

All questions on these questionnaires must be answered by all officers and any individuals who hold a ten percent (10%) or greater ownership interest in the proposer. Answers typewritten or printed in ink. If you need more space to answer any question, make as many photocopies of the appropriate page(s) as necessary and attach them to the questionnaire.

COMPLETE THIS QUESTIONNAIRE CAREFULLY AND COMPLETELY. FAILURE TO SUBMIT A COMPLETE QUESTIONNAIRE MAY MEAN THAT YOUR BID OR PROPOSAL WILL BE REJECTED AS NON-RESPONSIVE AND IT WILL NOT BE CONSIDERED FOR AWARD

1. Principal Name: David Rolnick  
Date of birth: 08/16/1948  
Home address: 31 Eagle Chase  
City: Woodbury State/Province/Territory: NY Zip/Postal Code: 11797  
Country: US  
Business Address: Eisenhower Park  
City: East Meadow, State/Province/Territory: NY Zip/Postal Code: 11554  
Country: US  
Telephone: 516-832-2591  
Other present address(es):  
City: East Meadow State/Province/Territory: NY Zip/Postal Code: 11554  
Country: US  
Telephone: 5162824415

List of other addresses and telephone numbers attached

2. Positions held in submitting business and starting date of each (check all applicable)

President	<u>01/01/2019</u>	Treasurer	<u>01/01/2018</u>
Chairman of Board	<u></u>	Shareholder	<u></u>
Chief Exec. Officer	<u></u>	Secretary	<u></u>
Chief Financial Officer	<u></u>	Partner	<u></u>
Vice President	<u></u>		
(Other)	<u></u>		

3. Do you have an equity interest in the business submitting the questionnaire?

YES ☐ NO ☒ If Yes, provide details.

4. Are there any outstanding loans, guarantees or any other form of security or lease or any other type of contribution made in whole or in part between you and the business submitting the questionnaire?

YES ☐ NO ☒ If Yes, provide details.



5. Within the past 3 years, have you been a principal owner or officer of any business or notfor-profit organization other than the one submitting the questionnaire?

YES ☐ NO ☒ If Yes, provide details.

6. Has any governmental entity awarded any contracts to a business or organization listed in Section 5 in the past 3 years while you were a principal owner or officer?

YES ☐ NO ☒ If Yes, provide details.

NOTE: An affirmative answer is required below whether the sanction arose automatically, by operation of law, or as a result of any action taken by a government agency. Provide a detailed response to all questions checked "YES". If you need more space, photocopy the appropriate page and attach it to the questionnaire.

7. In the past (5) years, have you and/or any affiliated businesses or not-for-profit organizations listed in Section 5 in which you have been a principal owner or officer:

- a. Been debarred by any government agency from entering into contracts with that agency?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- b. Been declared in default and/or terminated for cause on any contract, and/or had any contracts cancelled for cause?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- c. Been denied the award of a contract and/or the opportunity to bid on a contract, including, but not limited to, failure to meet pre-qualification standards?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- d. Been suspended by any government agency from entering into any contract with it; and/or is any action pending that could formally debar or otherwise affect such business's ability to bid or propose on contract?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

8. Have any of the businesses or organizations listed in response to Question 5 filed a bankruptcy petition and/or been the subject of involuntary bankruptcy proceedings during the past 7 years, and/or for any portion of the last 7 year period, been in a state of bankruptcy as a result of bankruptcy proceedings initiated more than 7 years ago and/or is any such business now the subject of any pending bankruptcy proceedings, whenever initiated?

YES ☐ NO ☒ If 'Yes', provide details for each such instance. (Provide a detailed response to all questions check "Yes". If you need more space, photocopy the appropriate page and attached it to the questionnaire.)

9.

- a. Is there any felony charge pending against you?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.



- b. Is there any misdemeanor charge pending against you?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- c. Is there any administrative charge pending against you?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- d. In the past 10 years, have you been convicted, after trial or by plea, of any felony, or of any other crime, an element of which relates to truthfulness or the underlying facts of which related to the conduct of business?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- e. In the past 5 years, have you been convicted, after trial or by plea, of a misdemeanor?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- f. In the past 5 years, have you been found in violation of any administrative or statutory charges?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- 10 In addition to the information provided in response to the previous questions, in the past 5 years, have you been the subject of a criminal investigation and/or a civil anti-trust investigation by any federal, state or local prosecuting or investigative agency and/or the subject of an investigation where such investigation was related to activities performed at, for, or on behalf of the submitting business entity and/or an affiliated business listed in response to Question 5?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- 11 In addition to the information provided, in the past 5 years has any business or organization listed in response to Question 5, been the subject of a criminal investigation and/or a civil anti-trust investigation and/or any other type of investigation by any government agency, including but not limited to federal, state, and local regulatory agencies while you were a principal owner or officer?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- 12 In the past 5 years, have you or this business, or any other affiliated business listed in response to Question 5 had any sanction imposed as a result of judicial or administrative proceedings with respect to any professional license held?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- 13 For the past 5 tax years, have you failed to file any required tax returns or failed to pay any applicable federal, state or local taxes or other assessed charges, including but not limited to water and sewer charges?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

I, David Rolnick , hereby acknowledge that a materially false statement willfully or fraudulently made in connection with this form may result in rendering the submitting business entity and/or any affiliated entities non-responsible, and, in addition, may subject me to criminal charges.

I, David Rolnick , hereby certify that I have read and understand all the items contained in this form; that I supplied full and complete answers to each item therein to the best of my knowledge, information and belief; that I will notify the County in writing of any change in circumstances occurring after the submission of this form; and that all information supplied by me is true to the best of my knowledge, information and belief. I understand that the County will rely on the information supplied in this form as additional inducement to enter into a contract with the submitting business entity.

**CERTIFICATION**

A MATERIALLY FALSE STATEMENT WILLFULLY OR FRAUDULENTLY MADE IN CONNECTION WITH THIS QUESTIONNAIRE MAY RESULT IN RENDERING THE SUBMITTING BUSINESS ENTITY NOT RESPONSIBLE WITH RESPECT TO THE PRESENT BID OR FUTURE BIDS, AND, IN ADDITION, MAY SUBJECT THE PERSON MAKING THE FALSE STATEMENT TO CRIMINAL CHARGES.

Cornell Cooperative Extension of Nassau County

Name of submitting business

Electronically signed and certified at the date and time indicated by:

David Rolnick DGRDMD@AOL.COM

Board Vice President

Title

02/27/2023 02:47:35 pm

Date

## PRINCIPAL QUESTIONNAIRE FORM

All questions on these questionnaires must be answered by all officers and any individuals who hold a ten percent (10%) or greater ownership interest in the proposer. Answers typewritten or printed in ink. If you need more space to answer any question, make as many photocopies of the appropriate page(s) as necessary and attach them to the questionnaire.

COMPLETE THIS QUESTIONNAIRE CAREFULLY AND COMPLETELY. FAILURE TO SUBMIT A COMPLETE QUESTIONNAIRE MAY MEAN THAT YOUR BID OR PROPOSAL WILL BE REJECTED AS NON-RESPONSIVE AND IT WILL NOT BE CONSIDERED FOR AWARD

1. Principal Name: Judith Wilansky  
Date of birth: 06/11/1952  
Home address: 2425 Knob Hill Drive  
City: N Bellmore State/Province/Territory: NY Zip/Postal Code: 11710  
Country: US  
Business Address: CCE-NC Main Office, Eisenhower Park SAC Building Field 8  
City: East Meadow State/Province/Territory: NY Zip/Postal Code: 11554  
Country: US  
Telephone: 516 8322591  
Other present address(es):  
City: \_\_\_\_\_ State/Province/Territory: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_

List of other addresses and telephone numbers attached

2. Positions held in submitting business and starting date of each (check all applicable)

President	_____	Treasurer	_____
Chairman of Board	_____	Shareholder	_____
Chief Exec. Officer	_____	Secretary	_____
Chief Financial Officer	_____	Partner	_____
Vice President	<u>01/01/2022</u>		
(Other)			

3. Do you have an equity interest in the business submitting the questionnaire?

YES ☐ NO ☒ If Yes, provide details.

4. Are there any outstanding loans, guarantees or any other form of security or lease or any other type of contribution made in whole or in part between you and the business submitting the questionnaire?

YES ☐ NO ☒ If Yes, provide details.

5. Within the past 3 years, have you been a principal owner or officer of any business or notfor-profit organization other than the one submitting the questionnaire?

YES ☐ NO ☒ If Yes, provide details.

6. Has any governmental entity awarded any contracts to a business or organization listed in Section 5 in the past 3 years while you were a principal owner or officer?

YES ☐ NO ☒ If Yes, provide details.

NOTE: An affirmative answer is required below whether the sanction arose automatically, by operation of law, or as a result of any action taken by a government agency. Provide a detailed response to all questions checked "YES". If you need more space, photocopy the appropriate page and attach it to the questionnaire.

7. In the past (5) years, have you and/or any affiliated businesses or not-for-profit organizations listed in Section 5 in which you have been a principal owner or officer:

- a. Been debarred by any government agency from entering into contracts with that agency?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- b. Been declared in default and/or terminated for cause on any contract, and/or had any contracts cancelled for cause?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- c. Been denied the award of a contract and/or the opportunity to bid on a contract, including, but not limited to, failure to meet pre-qualification standards?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- d. Been suspended by any government agency from entering into any contract with it; and/or is any action pending that could formally debar or otherwise affect such business's ability to bid or propose on contract?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

8. Have any of the businesses or organizations listed in response to Question 5 filed a bankruptcy petition and/or been the subject of involuntary bankruptcy proceedings during the past 7 years, and/or for any portion of the last 7 year period, been in a state of bankruptcy as a result of bankruptcy proceedings initiated more than 7 years ago and/or is any such business now the subject of any pending bankruptcy proceedings, whenever initiated?

YES ☐ NO ☒ If "Yes", provide details for each such instance. (Provide a detailed response to all questions check "Yes". If you need more space, photocopy the appropriate page and attached it to the questionnaire.)

9. a. Is there any felony charge pending against you?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- b. Is there any misdemeanor charge pending against you?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- c. Is there any administrative charge pending against you?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- d. In the past 10 years, have you been convicted, after trial or by plea, of any felony, or of any other crime, an element of which relates to truthfulness or the underlying facts of which related to the conduct of business?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- e. In the past 5 years, have you been convicted, after trial or by plea, of a misdemeanor?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- f. In the past 5 years, have you been found in violation of any administrative or statutory charges?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- 10 In addition to the information provided in response to the previous questions, in the past 5 years, have you been the subject of a criminal investigation and/or a civil anti-trust investigation by any federal, state or local prosecuting or investigative agency and/or the subject of an investigation where such investigation was related to activities performed at, for, or on behalf of the submitting business entity and/or an affiliated business listed in response to Question 5?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- 11 In addition to the information provided, in the past 5 years has any business or organization listed in response to Question 5, been the subject of a criminal investigation and/or a civil anti-trust investigation and/or any other type of investigation by any government agency, including but not limited to federal, state, and local regulatory agencies while you were a principal owner or officer?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- 12 In the past 5 years, have you or this business, or any other affiliated business listed in response to Question 5 had any sanction imposed as a result of judicial or administrative proceedings with respect to any professional license held?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- 13 For the past 5 tax years, have you failed to file any required tax returns or failed to pay any applicable federal, state or local taxes or other assessed charges, including but not limited to water and sewer charges?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

I, Judith Wilansky , hereby acknowledge that a materially false statement willfully or fraudulently made in connection with this form may result in rendering the submitting business entity and/or any affiliated entities non-responsible, and, in addition, may subject me to criminal charges.

I, Judith Wilansky , hereby certify that I have read and understand all the items contained in this form; that I supplied full and complete answers to each item therein to the best of my knowledge, information and belief; that I will notify the County in writing of any change in circumstances occurring after the submission of this form; and that all information supplied by me is true to the best of my knowledge, information and belief. I understand that the County will rely on the information supplied in this form as additional inducement to enter into a contract with the submitting business entity.

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Cornell Cooperative Extension - Nassau County

Name of submitting business

Electronically signed and certified at the date and time indicated by:

Judith Wilansky JUDITHWILANSKY11@GMAIL.COM

Vice President

Title

12/15/2022 01:57:40 pm

Date

## PRINCIPAL QUESTIONNAIRE FORM

All questions on these questionnaires must be answered by all officers and any individuals who hold a ten percent (10%) or greater ownership interest in the proposer. Answers typewritten or printed in ink. If you need more space to answer any question, make as many photocopies of the appropriate page(s) as necessary and attach them to the questionnaire.

COMPLETE THIS QUESTIONNAIRE CAREFULLY AND COMPLETELY. FAILURE TO SUBMIT A COMPLETE QUESTIONNAIRE MAY MEAN THAT YOUR BID OR PROPOSAL WILL BE REJECTED AS NON-RESPONSIVE AND IT WILL NOT BE CONSIDERED FOR AWARD

1. Principal Name: Gregory M Sandor  
Date of birth: 06/11/1964  
Home address: 219 Gerritsen Ave  
City: Bayport State/Province/Territory: NY Zip/Postal Code: 11705  
Country: US  
Business Address: Eisenhower Park  
City: East Meadow, NY 11554 State/Province/Territory: NY Zip/Postal Code: 11554  
Country: US  
Telephone: (516) 433-7970  
Other present address(es):  
City: East Meadow State/Province/Territory: NY Zip/Postal Code: 11554  
Country: US  
Telephone: 5162824415

List of other addresses and telephone numbers attached

2. Positions held in submitting business and starting date of each (check all applicable)

President	<u></u>	Treasurer	<u></u>
Chairman of Board	<u></u>	Shareholder	<u></u>
Chief Exec. Officer	<u>02/07/2013</u>	Secretary	<u></u>
Chief Financial Officer	<u></u>	Partner	<u></u>
Vice President	<u></u>		
(Other)	<u></u>		

3. Do you have an equity interest in the business submitting the questionnaire?

YES ☐ NO ☒ If Yes, provide details.

4. Are there any outstanding loans, guarantees or any other form of security or lease or any other type of contribution made in whole or in part between you and the business submitting the questionnaire?

YES ☐ NO ☒ If Yes, provide details.



5. Within the past 3 years, have you been a principal owner or officer of any business or not-for-profit organization other than the one submitting the questionnaire?

YES ☐ NO ☒ If Yes, provide details.

6. Has any governmental entity awarded any contracts to a business or organization listed in Section 5 in the past 3 years while you were a principal owner or officer?

YES ☐ NO ☒ If Yes, provide details.

NOTE: An affirmative answer is required below whether the sanction arose automatically, by operation of law, or as a result of any action taken by a government agency. Provide a detailed response to all questions checked "YES". If you need more space, photocopy the appropriate page and attach it to the questionnaire.

7. In the past (5) years, have you and/or any affiliated businesses or not-for-profit organizations listed in Section 5 in which you have been a principal owner or officer:

- a. Been debarred by any government agency from entering into contracts with that agency?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- b. Been declared in default and/or terminated for cause on any contract, and/or had any contracts cancelled for cause?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- c. Been denied the award of a contract and/or the opportunity to bid on a contract, including, but not limited to, failure to meet pre-qualification standards?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- d. Been suspended by any government agency from entering into any contract with it; and/or is any action pending that could formally debar or otherwise affect such business's ability to bid or propose on contract?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

8. Have any of the businesses or organizations listed in response to Question 5 filed a bankruptcy petition and/or been the subject of involuntary bankruptcy proceedings during the past 7 years, and/or for any portion of the last 7 year period, been in a state of bankruptcy as a result of bankruptcy proceedings initiated more than 7 years ago and/or is any such business now the subject of any pending bankruptcy proceedings, whenever initiated?

YES ☐ NO ☒ If 'Yes', provide details for each such instance. (Provide a detailed response to all questions check "Yes". If you need more space, photocopy the appropriate page and attached it to the questionnaire.)

- 9.

- a. Is there any felony charge pending against you?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.



- b. Is there any misdemeanor charge pending against you?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- c. Is there any administrative charge pending against you?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- d. In the past 10 years, have you been convicted, after trial or by plea, of any felony, or of any other crime, an element of which relates to truthfulness or the underlying facts of which related to the conduct of business?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- e. In the past 5 years, have you been convicted, after trial or by plea, of a misdemeanor?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- f. In the past 5 years, have you been found in violation of any administrative or statutory charges?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- 10 In addition to the information provided in response to the previous questions, in the past 5 years, have you been the subject of a criminal investigation and/or a civil anti-trust investigation by any federal, state or local prosecuting or investigative agency and/or the subject of an investigation where such investigation was related to activities performed at, for, or on behalf of the submitting business entity and/or an affiliated business listed in response to Question 5?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- 11 In addition to the information provided, in the past 5 years has any business or organization listed in response to Question 5, been the subject of a criminal investigation and/or a civil anti-trust investigation and/or any other type of investigation by any government agency, including but not limited to federal, state, and local regulatory agencies while you were a principal owner or officer?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- 12 In the past 5 years, have you or this business, or any other affiliated business listed in response to Question 5 had any sanction imposed as a result of judicial or administrative proceedings with respect to any professional license held?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

- 13 For the past 5 tax years, have you failed to file any required tax returns or failed to pay any applicable federal, state or local taxes or other assessed charges, including but not limited to water and sewer charges?

YES ☐ NO ☒ If yes, provide an explanation of the circumstances and corrective action taken.

I, Gregory Sandor , hereby acknowledge that a materially false statement willfully or fraudulently made in connection with this form may result in rendering the submitting business entity and/or any affiliated entities non-responsible, and, in addition, may subject me to criminal charges.

I, Gregory Sandor , hereby certify that I have read and understand all the items contained in this form; that I supplied full and complete answers to each item therein to the best of my knowledge, information and belief; that I will notify the County in writing of any change in circumstances occurring after the submission of this form; and that all information supplied by me is true to the best of my knowledge, information and belief. I understand that the County will rely on the information supplied in this form as additional inducement to enter into a contract with the submitting business entity.

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Cornell Cooperative Extension of Nassau County

Name of submitting business

Electronically signed and certified at the date and time indicated by:

Gregory Sandor GMS8@CORNELL.EDU

Executive Director

Title

12/01/2022 01:27:45 pm

Date

### Business History Form

The contract shall be awarded to the responsible proposer who, at the discretion of the County, taking into consideration the reliability of the proposer and the capacity of the proposer to perform the services required by the County, offers the best value to the County and who will best promote the public interest.

In addition to the submission of proposals, each proposer shall complete and submit this questionnaire. The questionnaire shall be filled out by the owner of a sole proprietorship or by an authorized representative of the firm, corporation or partnership submitting the Proposal.

**NOTE: All questions require a response, even if response is "none" or "not-applicable." No blanks.**

(USE ADDITIONAL SHEETS IF NECESSARY TO FULLY ANSWER THE FOLLOWING QUESTIONS).

Date: 01/31/2023

1) Proposer's Legal Name: Cornell Cooperative Extension of Nassau County

2) Address of Place of Business: Eisenhower Park,

City: East Meadow, State/Province/Territory: NY Zip/Postal Code: 11554

Country: US

Address: 5 Old Jericho Turnpike

City: Jericho State/Province/Territory: NY Zip/Postal Code: 11573

Country: US

Start Date: 02/04/2010 End Date: 01/31/2020

3) Mailing Address (if different): PO Box148

City: East Meadow State/Province/Territory: NY Zip/Postal Code: 11554

Country: US

Phone: (516) 282-4415

Does the business own or rent its facilities? T If other, please provide details:

County Owned Property

4) Dun and Bradstreet number: 173300230

5) Federal I.D. Number: 11-608-1423

6) The proposer is a: Other (Describe) Non-Profit 501(c)(3)

1 File(s) uploaded: Ed Dwyer Exempt Letter.pdf

7) Does this business share office space, staff, or equipment expenses with any other business?

YES ☐ NO ☒ If yes, please provide details:

8) Does this business control one or more other businesses?

YES ☐ NO ☒ If yes, please provide details:

9) Does this business have one or more affiliates, and/or is it a subsidiary of, or controlled by, any other business?

YES ☐ NO ☒ If yes, please provide details:

10) Has the proposer ever had a bond or surety cancelled or forfeited, or a contract with Nassau County or any other government entity terminated?

YES ☐ NO ☒ If yes, state the name of bonding agency, (if a bond), date, amount of bond and reason for such cancellation or forfeiture: or details regarding the termination (if a contract).

11) Has the proposer, during the past seven years, been declared bankrupt?

YES ☐ NO ☒ If yes, state date, court jurisdiction, amount of liabilities and amount of assets

12) In the past five years, has this business and/or any of its owners and/or officers and/or any affiliated business, been the subject of a criminal investigation and/or a civil anti-trust investigation by any federal, state or local prosecuting or investigative agency? And/or, in the past 5 years, have any owner and/or officer of any affiliated business been the subject of a criminal investigation and/or a civil anti-trust investigation by any federal, state or local prosecuting or investigative agency, where such investigation was related to activities performed at, for, or on behalf of an affiliated business.

YES ☐ NO ☒ If yes, provide details for each such investigation, an explanation of the circumstances and corrective action taken.

13) In the past 5 years, has this business and/or any of its owners and/or officers and/or any affiliated business been the subject of an investigation by any government agency, including but not limited to federal, state and local regulatory agencies? And/or, in the past 5 years, has any owner and/or officer of an affiliated business been the subject of an investigation by any government agency, including but not limited to federal, state and local regulatory agencies, for matters pertaining to that individual's position at or relationship to an affiliated business.

YES ☒ NO ☐ If yes, provide details for each such investigation, an explanation of the circumstances and corrective action taken.

Cornell Cooperative Extension of Nassau County(CCE-NC) is currently under a Department of Labor investigation as a result an employee complaint in 2018. The investigation was limited to the one employee. CCE-NC has received no further update on this investigation since it began in December of 2018.

- 14) Has any current or former director, owner or officer or managerial employee of this business had, either before or during such person's employment, or since such employment if the charges pertained to events that allegedly occurred during the time of employment by the submitting business, and allegedly related to the conduct of that business:
- a) Any felony charge pending?  
YES ☐ NO ☒ If yes, provide details for each such investigation, an explanation of the circumstances and corrective action taken.
- b) Any misdemeanor charge pending?  
YES ☐ NO ☒ If yes, provide details for each such investigation, an explanation of the circumstances and corrective action taken.
- c) In the past 10 years, you been convicted, after trial or by plea, of any felony and/or any other crime, an element of which relates to truthfulness or the underlying facts of which related to the conduct of business?  
YES ☐ NO ☒ If yes, provide details for each such investigation, an explanation of the circumstances and corrective action taken.
- d) In the past 5 years, been convicted, after trial or by plea, of a misdemeanor?  
YES ☐ NO ☒ If yes, provide details for each such investigation, an explanation of the circumstances and corrective action taken.
- e) In the past 5 years, been found in violation of any administrative, statutory, or regulatory provisions?  
YES ☐ NO ☒ If yes, provide details for each such investigation, an explanation of the circumstances and corrective action taken.
- 15) In the past (5) years, has this business or any of its owners or officers, or any other affiliated business had any sanction imposed as a result of judicial or administrative proceedings with respect to any professional license held?  
YES ☐ NO ☒ If yes, provide details for each such investigation, an explanation of the circumstances and corrective action taken.
- 16) For the past (5) tax years, has this business failed to file any required tax returns or failed to pay any applicable federal, state or local taxes or other assessed charges, including but not limited to water and sewer charges?  
YES ☐ NO ☒ If yes, provide details for each such year. Provide a detailed response to all questions checked "YES". If you need more space, photocopy the appropriate page and attach it to the questionnaire.
- 17) Conflict of Interest:
- a) Please disclose any conflicts of interest as outlined below. NOTE: If no conflicts exist, please expressly state "No conflict exists."
- (i) Any material financial relationships that your firm or any firm employee has that may create a conflict of interest or the appearance of a conflict of interest in acting on behalf of Nassau County.  

No conflict exists
- (ii) Any family relationship that any employee of your firm has with any County public servant that may create a

conflict of interest or the appearance of a conflict of interest in acting on behalf of Nassau County.

No conflict exists

(iii) Any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest in acting on behalf of Nassau County.

No conflict exists

- b) Please describe any procedures your firm has, or would adopt, to assure the County that a conflict of interest would not exist for your firm in the future.

In the event a conflict arises, the County will be notified to make a determination

- A. Include a resume or detailed description of the Proposer's professional qualifications, demonstrating extensive experience in your profession. Any prior similar experiences, and the results of these experiences, must be identified.

Have you previously uploaded the below information under in the Document Vault?

YES [ ] NO [X]

Is the proposer an individual?

YES [ ] NO [X] Should the proposer be other than an individual, the Proposal MUST include:

- i) Date of formation;

01/01/1914

- ii) Name, addresses, and position of all persons having a financial interest in the company, including shareholders, members, general or limited partner. If none, explain.

Non-Profit

- iii) Name, address and position of all officers and directors of the company. If none, explain.

See Attached 2022 Principal and BOD Contact list as of December 2022

1 File(s) uploaded: 2022-Principal and BOD Contact List December 2022.pdf

- iv) State of incorporation (if applicable);

NY

- v) The number of employees in the firm;

40

- vi) Annual revenue of firm;

3567221.66

- vii) Summary of relevant accomplishments

1 File(s) uploaded: Annual Report 2021.pdf

viii) Copies of all state and local licenses and permits.

B. Indicate number of years in business.

106

C. Provide any other information which would be appropriate and helpful in determining the Proposer's capacity and reliability to perform these services.

Receive annual appropriation from Nassau County Department of Parks and Recreation.

D. Provide names and addresses for no fewer than three references for whom the Proposer has provided similar services or who are qualified to evaluate the Proposer's capability to perform this work.

Company	New York State Department of Environmental Conservation		
Contact Person	Michelle Higgins		
Address	625 Broadway, 5th fl		
City	Albany	State/Province/Territory	NY
Country	US		
Telephone	(518) 402-8460		
Fax #			
E-Mail Address	michelle.higgins@dec.ny.gov		

Company	US Department of Environmental Conservation Forest Service		
Contact Person	John Parry		
Address	271 Mast Road		
City	Durham	State/Province/Territory	NY
Country	US		
Telephone	(603) 868-7688		
Fax #	(603) 868-7604		
E-Mail Address	jpaarry@fs.fed.us		

Company	Department of Agriculture and Markets		
Contact Person	Frank Rooney		
Address	10B Airline Drive,		
City	Albany	State/Province/Territory	NY
Country	US		
Telephone	(518) 457-0146		
Fax #			
E-Mail Address	Frank.Rooney@agriculture.ny.gov		



I, Gregory Sandor , hereby acknowledge that a materially false statement willfully or fraudulently made in connection with this form may result in rendering the submitting business entity and/or any affiliated entities non-responsible, and, in addition, may subject me to criminal charges.

I, Gregory Sandor , hereby certify that I have read and understand all the items contained in this form; that I supplied full and complete answers to each item therein to the best of my knowledge, information and belief; that I will notify the County in writing of any change in circumstances occurring after the submission of this form; and that all information supplied by me is true to the best of my knowledge, information and belief. I understand that the County will rely on the information supplied in this form as additional inducement to enter into a contract with the submitting business entity.

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Name of submitting business: Cornell Cooperative Extension of Nassau County

Electronically signed and certified at the date and time indicated by:  
Gregory Sandor GMS8@CORNELL.EDU

Executive Director  
Title

01/31/2023  
Date





Cornell University  
Cooperative Extension

Extension Administration  
Cornell University  
365 Roberts Hall  
Ithaca, NY 14853-5905  
t. 607 255-2237  
f. 607 255-0788  
e. cce@cornell.edu  
www.cce.cornell.edu

August 21, 2012

Cooperative Extension Association in the  
State of New York, Nassau County  
Also Known As  
Cornell Cooperative Extension Association of Nassau County  
5 Old Jericho Turnpike  
Jericho, NY 11753

Cooperative Extension Assoc in the State of New York  
379 Robert Hall, Cornell University  
Ithaca, NY 14853

**Affirmation of Exempt Status under a Group Exemption**

Parent Organization TIN: 16-1159507

Group Exemption Number: GEN 0645

Subordinate Organization TIN: 11-6081423

Dear Ladies and Gentlemen:

Cooperative Extension Association in the State of New York is currently exempt from federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code. This is based upon a determination letter issued in 1943 to our organization by the Internal Revenue Service.

Cooperative Extension Association in the State of New York holds group exemption, GEN 0645. We provide the IRS an annual list of subordinate organizations covered by this group exemption. The IRS recognizes these subordinates as exempt organizations under section 501(c)(3) of the Code.

We affirm that,

Cooperative Extension Association in the State of New York Nassau County  
Also known as  
Cornell Cooperative Extension Association of Nassau County  
TIN: 11-6081423,

a single and the same organization, is presently exempt from federal income tax as a subordinate organization under group exemption 0645.

Please refer to IRS Publication 4573, Group Exemptions, for the IRS's explanation of 'how to verify that an organization is included as a subordinate in a group exemption ruling.' If you have any questions, please call me at the telephone number shown in the heading of this letter.

I declare that I have examined this letter and, to the best of my knowledge and belief, it is true, correct, and complete.

Edward F. Dwyer, CPA  
Compliance Review Manager



**Cornell University  
Cooperative Extension  
Nassau County**

Eisenhower Park, SAC Building,  
Parking Field 8  
P.O. Box 148  
East Meadow, NY 11554  
Tel: 516-832-2591  
Fax: 516-832-2597  
[nassau@cornell.edu](mailto:nassau@cornell.edu)  
[www.cce.cornell.edu/nassau](http://www.cce.cornell.edu/nassau)

**CORNELL COOPERATIVE EXTENSION OF NASSAU COUNTY**

**2023 BOARD OF DIRECTORS – Revised December, 2022**

NAME/TITLE	TELEPHONE /FAX/EMAIL	OCCUPATION	TERM ENDS
<b><u>EXECUTIVE COMMITTEE:</u></b>			
<b><u>PRESIDENT</u></b> <b>David G. Rolnick</b> 31 Eagle Chase Woodbury, NY 11797	H: 516-623-7095 C: 516-610-3822 <a href="mailto:dgrdmd@aol.com">dgrdmd@aol.com</a>	Dentist- Retired	2 <sup>nd</sup> Term ends Dec. 2023
<b><u>VICE PRESIDENT</u></b> <b>Judith Wilansky</b> 2425 Knob Hill Dr. North Bellmore, NY 11710	C: 516-318-3171 <a href="mailto:Judithwilansky11@gmail.com">Judithwilansky11@gmail.com</a>	Superintendent of Schools, Cold Spring Harbor - Retired	2 <sup>nd</sup> Term Ends Dec. 2024
<b><u>TREASURER</u></b> <b>Open</b>			
<b><u>SECRETARY</u></b> <b>Open</b>			
<b><u>EXECUTIVE DIRECTOR</u></b> <b>Gregory M. Sandor</b> Eisenhower Park, SAC Building, Parking Field 8 PO Box 148 East Meadow, NY 11554	O: 516-832-2591 C: 516-282-4415 F: 516-832-2597 <a href="mailto:gms8@cornell.edu">gms8@cornell.edu</a>	Executive Director	

*Building Strong and Vibrant New York Communities*

Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities.



Cornell University  
Cooperative Extension  
Nassau County

Eisenhower Park, SAC Building,  
Parking Field 8  
P.O. Box 148  
East Meadow, NY 11554  
Tel: 516-832-2591  
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<b><u>AT LARGE BOARD MEMBERS:</u></b>			
<b>Patricia A Valente</b> 43 Firwood Rd Port Washington NY 11050	H:516-883-4177 C: 516-458-6240  <a href="mailto:pav2352@gmail.com">pav2352@gmail.com</a>	<b>BOD- President</b> Native Greenway Corp <b>BOD-Secretary</b> ReWild Long Island <b>BOD – Member</b> Science Museum of LI	2nd <sup>st</sup> Term ends Dec. 2025
<b>Maureen Hannah</b> 708 Naple Ave, Franklin Square, NY 11010	H: 516-732-5509 C: <a href="mailto:Harmelody96@outlook.com">Harmelody96@outlook.com</a>	<b>Licensed Broker</b> Janel Group Inc.	1 <sup>st</sup> Term ends Dec. 2023
<b>Susan D. Kopech</b> 40 Aspen Drive West, Woodbury, New York 11797	H: (516) 921-4320 C: (516) 824-5560  <a href="mailto:divalaw@optonline.net">divalaw@optonline.net</a>	Attorney-Retired	1 <sup>st</sup> Term ends Dec. 2023
<b>Angie Ng</b> PO Box 118, Manhasset, NY 11030	H: (516)229-1268 C: (631)559-3851  <a href="mailto:angie@symcsinc.com">angie@symcsinc.com</a>	Chief Creative Producer Symphonic Creative Inc	1 <sup>st</sup> Term ends Dec. 2024
<b>Larry Rubinstein</b> 1323 Cayuga Ave. North Bellmore, NY 11710	C: 516382-1654 <a href="mailto:videomano@gmail.com">videomano@gmail.com</a>	Metrovision: Television Production, Engineer	1 <sup>st</sup> Term ends Dec. 2024
<b><u>CCE State Extension Specialist:</u></b> <b>Renee Smith Mooneyhan</b> Cornell University 352 Roberts Hall Ithaca, NY 14853	W: 607-255-8894	Cornell Cooperative Ext. State Specialist Representative	

*Building Strong and Vibrant New York Communities*

Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities.

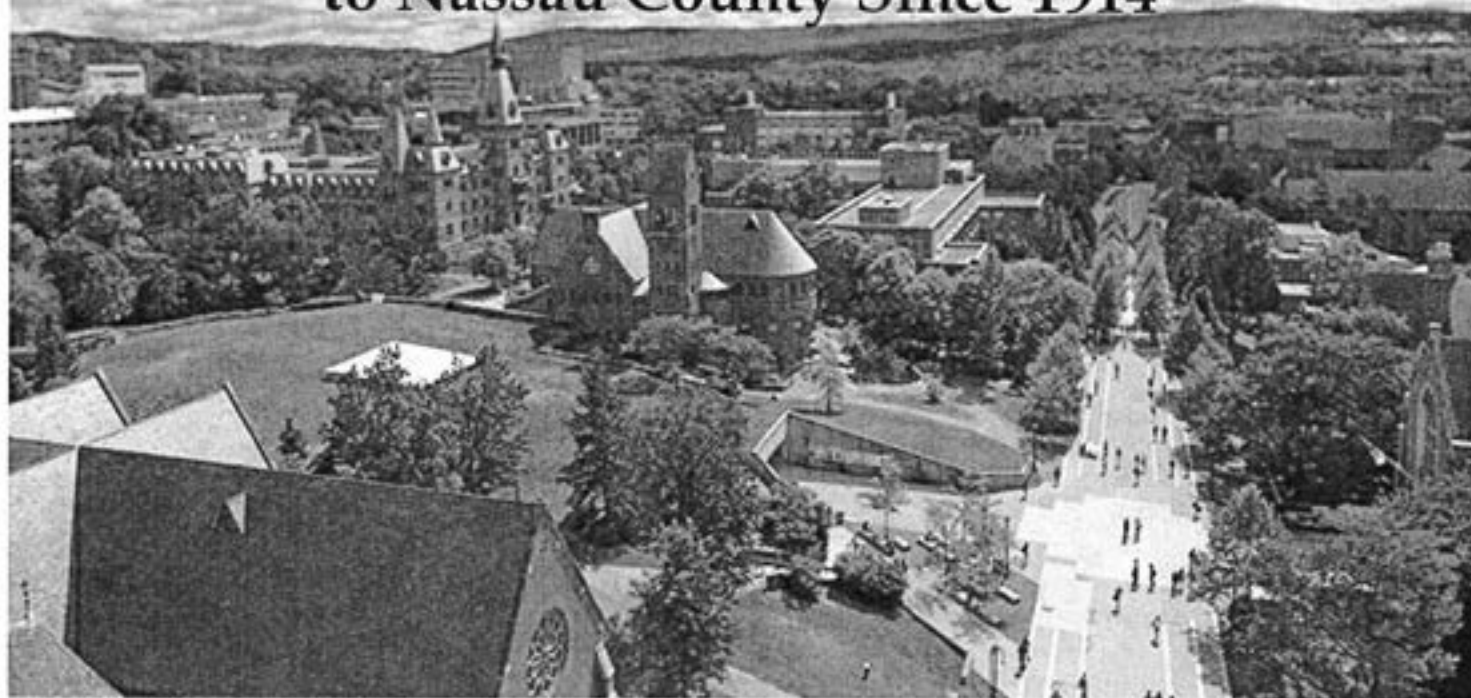


# Annual Report 2021



Cornell Cooperative Extension | Nassau County

# CONNECTING CORNELL UNIVERSITY to Nassau County Since 1914



## OUR MISSION

*Cornell Cooperative Extension of Nassau County is committed to building healthy lifestyles and healthy communities by conducting educational programs that connect Cornell University resources to community needs for all people in the county.*

## BOARD OF DIRECTORS - 2021

President - David Rolnick

Vice President - Reese Michaels

Secretary - Judith Wilansky

Treasurer - open

Cornell University CCE State Extension Specialist - Renee Smith Mooneyhan

### Members

Maureen Hannah

Susan Kopech

Angie Ng

Karl A. Rueck

Doron E. Spleen

Patricia Valente



Cornell University  
Cooperative Extension  
Nassau County





## **CORNELL COOPERATIVE EXTENSION OF NASSAU COUNTY**

### **STAFF 2021**

#### **EXECUTIVE DIRECTOR**

Gregory M. Sandor

#### **ADMINISTRATION**

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Dawn Avento

Lynette Frey

Tracy Jolly

##### Association Administrator

**Jane Kraus**

##### Human Resources

**Erika Hulver**

##### Information Technology

**Andrea Savoretti**

#### **PROGRAM AREAS**

##### Nutrition, Health & Wellness

**Nicole Borukhov**

Tiffany Bryant-Fulton

Man Nga Chan

Eugenia Cuadra

Khy Ee Siew

##### Natural Resources

##### East Meadow Farm

**Michael Fiorentino**

Vinnie Drzewucki

Jennifer Hochuli

Dan Holmes

Christina McLaughlin

Beth Ricciardi

##### 4-H Youth Development

##### DPF 4-H Camp

**Lisa Goldberg**

Peter Bransfield

Collin Hedges

Nicole Nash

Robert Peterson

Bill Walsh

##### Food Systems

##### LI Taste NY

**Amy Lesh**

Claudia Barbey

Michael Chimezie

Mark Cassin

Robyn Dolington

Ellen Hanel

Crystal Joynes

Eris Luna Maldonado

Elisa Malek

Evelyn Vanegas

Adrian Villavicencio

Judith Wesotski

Elizabeth Zwolinski

# MESSAGE FROM OUR LEADERSHIP

Dear Cornell Cooperative Extension Supporters, Colleagues and Friends,

Looking back on 2021, we are proud that the Cornell Cooperative Extension of Nassau County (CCE Nassau) has not only endured and survived the pandemic, but has become stronger and more relevant than ever. This is not to minimize the pain and loss that we all have experienced, but the pandemic has caused us to find some new (and often improved) ways to fulfill our mission of promoting healthy lifestyles and sustainable communities across Nassau County. We have had to be creative and innovative in building a smarter, better coordinated CCE Nassau, despite diminished financial resources. We truly believe we have the capacity and desire to be even more consequential to Nassau County going forward.

In this Annual Report you'll read about our efforts over the past year. You'll learn about our unique programs in areas such as youth development, nutrition, health and wellness, horticulture, natural resources, sustainable food systems, and more.

Our many 2021 successes and accomplishments would not have been possible without the commitment of our dedicated Staff, Volunteers, Board of Directors, and all of our Donors, Partners, and Supporters. For this we give our heartfelt thanks, and pledge to continue striving to improve the lives of all the residents of Nassau County and to make Nassau a more beautiful, healthier, sustainable and more equitable place to live.



**Gregory Sandor**  
Executive Director

**David Rolnick**  
Board President



# FARM STAND & FARMERS' MARKET



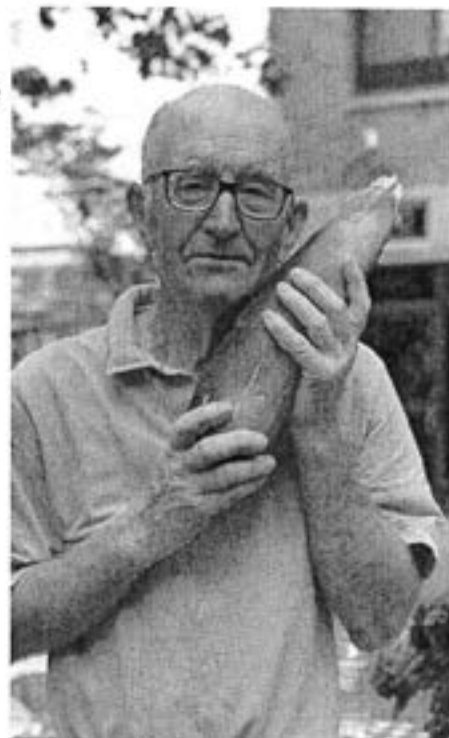
In the 2021 summer season, the organization hosted the "CCE-Nassau 2021 Farmers' Market" at the entrance to Eisenhower Park, near SAC House. The market, which consisted of the CCE-Nassau Farm Stand, Taste NY, and several guest vendors, took place Saturday mornings from 8am to 12pm, from July 16<sup>th</sup> through the end of October.

Customers could find a good variety of locally-grown and locally-made goods at the market. The farm stand contained produce primarily sourced from the DPF 4-H Camp in Riverhead,

and supplemented from other farms in Riverhead, such as Schmitt, Anderson, and Rottkamp Farms. Favorite crops included tomatoes, corn, summer squash and autumn squash, cauliflower, and broccoli. Visitors could also get sunflower bunches, and farm fresh eggs laid by the 4-H Camp chickens.

In addition to the CCE-Nassau Farm Stand, customers could purchase a variety of locally-made items sold through Taste NY and several local businesses. These vendors included Sugar Sweet with tasty baked goods, Favor Coffee Company with flavorful coffee beans, and Something Good to Eat with savory soups, to name a few. With the diverse set of vendors, customers could purchase something healthy to eat, satisfy a sweet tooth, or just try something new, all while supporting a Long Island business.

Some customers had previously purchased produce from past CCE Nassau farm stands, and staff were thrilled to see familiar faces as customers came back each Saturday for more of their favorite produce and goods.





## IN THE COMMUNITY

CCE Nassau continues to work closely with Dr. William Miller and the **Cornell Flower Bulb Research Program** to conduct applied research and field demonstrations using an in-turf bulb planting machine at Eisenhower Park. This innovative equipment drastically reduces the time and effort required to plant large swaths of ornamental bulbs with minimal disturbance to the turf and soil. As the bulbs begin to break the ground in early spring, CCE-Nassau Horticulture staff and Master Gardener Volunteers collect data twice a week to

measure new growth, note the number of flowers on each plant, and track the length of the bloom time. These demonstration bulbs can be seen in multiple areas around Eisenhower Park, as well as the historic Nassau County Courthouse in Mineola.

We are proud of our partnership with the North Shore Land Alliance and the important work that is done at the **Roosevelt Community Garden** to provide hands-on gardening workshops at no-cost to members of the Roosevelt community. These monthly sessions teach residents introductory gardening skills, as well as how to grow their own food on a limited budget.

Our **Urban and Community Forestry Department** worked in collaboration with the Birchwood Civic Association and the Town of Oyster Bay to plant trees in the public right-of-way of residential homes in Jericho. CCE Nassau staff and volunteers conducted one-on-one meetings with the homeowners to help them make educated decisions about which tree species to plant on their properties. In the fall of 2021, we hosted a community volunteer event with local high school youth to get our hands dirty and plant over 65 trees that will help improve the environment, lower home energy costs, and increase home values.

Our 4-H Youth Development staff and **Master Gardener Volunteers** worked with the Baldwin School District at Lenox Elementary, Brookside Elementary, and Steele Elementary to establish a "3-Sisters Garden" at each school. This project, inspired by the district's S.T.E.M. Coordinator, aligns with their curriculum on soils and provides the students and parents with bountiful learning opportunities!



**Master  
Gardener**  
Cornell Cooperative Extension

# EAST MEADOW FARM

E A S T  
M E A D O W  
F A R M

East Meadow Farm



The East Meadow Farm is comprised of demonstration gardens and displays that are designed to provide hands-on educational opportunities to the residents of Nassau County. We are committed to teaching sustainable home and garden practices and utilize Cornell University research-based guidelines throughout our operation.

We also maintain sixty community garden beds which we rent to the public for a nominal fee.

Our CCE-Nassau Horticulture staff and Master Gardener Volunteers operate the **Plant Diagnostic and Soil Health Center** as a service to homeowners and professionals. On scheduled days, staff and volunteers are available in-person, by phone or by email to answer questions and provide factual resources on various home gardening, lawn care, and pest management topics. Our staff also provide soil pH tests, nutrient analysis, and heavy metal screenings along with recommendations for improvements. The diagnostic center serves over 10,000 Nassau County businesses and homeowners each year.

After being closed for several months during the pandemic, our soft reopening of the **East Meadow Farm** was greatly welcomed by many! Our dedicated Master Gardener Volunteers worked tirelessly to reclaim the overgrown gardens, and some even used the opportunity to re-envision the garden spaces and their educational purposes. Our Board of Directors and management team had paved the way for a new vision of a "dynamic learning center" that incorporated all the programs of CCE-Nassau, including Horticulture, Natural Resources, Nutrition, Health & Wellness, Food Systems, and 4-H Youth Development. We look forward to new facility additions, new programs, and new faces as we move forward as a community!

Educational tours, field trips, and workshops at the East Meadow Farm have picked up again and seeing the enthusiasm on everyone's faces has been a sight to see! The facility hosts educational workshops, classes and seminars year-round for schools, group living homes, colleges, and professional groups on a wide range of topics.



# NATURAL RESOURCES



The CCE Nassau Natural Resources program connects individuals and professionals with research-based information from Cornell University and other reputable sources in the areas of Urban Forestry, Marine Science, Sustainable Energy, and Environmental Conservation.

The **Urban and Community Forestry** program engages communities and professionals on various Urban Forestry topics through hands-on workshops, demonstrations, webinars, and public outreach campaigns. In the fall of 2020, our team had hosted a Continuing Education program series to provide advanced training to arborists, landscapers, and community members with the goal of increasing the knowledge and

competency of our professional clientele. Through this 8-week program series, over 500 participants received advanced training on a diverse range of urban forestry topics.

The Urban and Community Forestry team hosted the first "**Urban Forestry Academy**" in February of 2021. This 12-week long hybrid program utilized a combination of virtual lectures through zoom and in-person workshops and tours throughout Nassau County. The focus of this program was on community engagement and our audience for this program included teachers, landscapers, municipal staff, non-profit staff, and community influencers. The capstone project for this program was an Arbor Day Celebration and tree planting event at Eisenhower Park.

CCE-Nassau hosted monthly **Region 1 ReLeaf Committee Meetings** in collaboration with the NYS Department of Environmental Conservation (NYS DEC) Regional Forester. The New York ReLeaf program is a partnership between the NYS DEC and the NYS Urban Forestry Council with the purpose of promoting the value of trees, proper tree care, and sound urban forest management practices by connecting communities to technical expertise, information and resources, training, and potential funding sources that will help them meet their local needs and maintain and improve their urban forests. The Region 1 (Long Island) committee regularly hosts professional development workshops, education campaigns, and tours of local parks and arboretums that are open for anyone to attend.

The **Pesticide Education Program** connects homeowners and professionals with resources from the Cornell Pesticide Management Education Program (PMEP). We hosted pesticide applicators training courses and continuing education programs in collaboration with the NYS DEC. Our certified educators hosted a number of 30 - hour training courses for professionals in Category 3A, provided continuing education opportunities for professionals, and provided lawn and garden fact sheets targeted to homeowners.







# 4-H YOUTH DEVELOPMENT

## Dorothy P. Flint Nassau County 4-H Camp

The **Dorothy P. Flint 4-H Camp (DPF)** is an educational facility dedicated to positive youth development through alternative education, and a hands-on learning approach. DPF prides itself on being a fun and safe learning experience while having fun!

We were so happy to have our campers return in the 2021 camping season after being closed due to COVID in 2020. While we were happy to have our campers back, 2021 was faced with challenges. Due to COVID, we had many operational changes. As an example, campers had to navigate camp in Cohorts or Pods. This changed our educational offerings and many of the recreational experiences campers have had in the past. The amazing DPF staff rose to every challenge that was presented, and made sure that the campers had the best experience, which they come to expect from the DPF 4-H Camp.

During all these challenges, we decided to launch the **Flint Day Camp**. The Flint Day Campers were able to experience all the same educational offerings that our traditional sleep-away campers get but in a compressed schedule. This allowed younger campers not ready to sleep-over the opportunity to participate in our program. We also saw many campers in the day camp program transition and make their way into the sleep-away program. We are excited to see this program continue to grow and develop.

The DPF 4-H Camp was also the proud recipient of **SCOPE Scholarships** in 2021! SCOPE believes in the mission of summer camp and bridging the gap in education. They believe that summer camp is an essential component of the year-round educational continuum and plays a critical role in helping children from underserved communities to thrive. The vast majority of children in low-income communities have little or no access to summer opportunities, resulting in an enormous achievement gap and summer learning loss. SCOPE bridges this gap by making summer camp accessible to as many deserving children as possible. Through the generosity of SCOPE donors we were able to offer 5 children a free week of camp.

The DPF 4-H Camp also provides **Camperships** to campers each summer to help offset the cost of camp. These camperships are funded through private donors. We would like to acknowledge and thank our largest campership donation group, the Homemaker's Council of Nassau County.

2021 also gave us the opportunity to pilot a **Family Camp** experience where families can come and rent cabins and participate in camp activities. This was a great way for families to spend time with each other and get outdoors. In 2022 we will be offering more family camp weekends and cabin rental weekends. Cabin rental weeks will differ from family camp as there will be no organized activities at camp. These weekends will permit families to enjoy the outdoors and all the east end has to offer.

Did you know that our **Cliff House** is also available for rental? The cliff house is a great place to gather with a group of friends or host a family reunion. The cliff house offers sleeping for up to 32 people with a center lounge area, small kitchen, 2 half baths and 2 full baths. We had many families and groups rent the Cliff House throughout 2021.



# 4-H YOUTH DEVELOPMENT

The **4-H Youth Development** program at CCE Nassau provides hands-on learning opportunities to youth between the ages of 5 and 19 in the areas of environmental science, healthy living, and Science, Technology, Engineering, and Math (STEM). As the largest youth organization in the nation, our programs are guided by the mission mandates established by the Cooperative Extension Service and the United States Department of Agriculture. In 2021, our 4-H Youth Development program was expanded through an opportunity provided by the Nassau County Department of Human Services, Office of Youth Services, and our 4-H Afterschool and Community Programs were officially launched!

The **4-H Afterschool Programs** are six-week long experiences that allow youth to dive deep into a topic of their choice as they explore their interests, make new friends, and develop essential skills to become competent and contributing adults in our community. The 4-H Afterschool programs have a wide variety of topics to help youth spark their interests including public presentation, computer science, healthy eating, environmental science, and gardening.

Our **4-H Community Programs** engage the youth and families of Nassau County in various Positive Youth Development programs at schools, libraries and other youth and family centers. In 2021 we offered programs virtually and in-person. Examples of such programs are Pet Projects, Silly Science and Local Grown Gardening.



**Agricultural Literacy Week** has been a staple of our program for many years. In 2021 we were able to virtually visit 90 classrooms. Volunteer and staff readers read and discuss the book of the year.

A highlight of our year was the return of the **Long Island Fair** at Old Bethpage Restoration Village. Our 4-H programs occupied the entire Livestock Barn. In the barn we installed several exhibit booths at one end, while the other end was occupied with a variety of animals from the DPF 4-H Camp and the Suffolk County Farm.

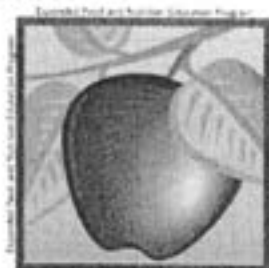
Some of the exhibits on display represented the 4-H programs we offer. Our marine science booth gave participants the opportunity to touch sea life in our touch tank and feel the effects of pollution in our fish stomach. Participants also got to engage with our interactive topography table and also visited our STEM booth to see how 3D printers work.

Our **Marine Education Program**, in collaboration with New York Sea Grant and the New York State Department of Parks, Recreation, and Historic Preservation, was excited to host the summer marine program at the new Jones Beach Energy & Nature Center. This program, offered at no-cost to youth organizations in underserved communities, allows youth the opportunity to explore our unique marine and coastal environments. Youth participating in this program used seine nets to access various fish and other aquatic species living in our bays, tour the beach dunes and marshes, and learn how Long Island and our barrier islands were formed over time.



# NUTRITION, HEALTH & WELLNESS

The **Expanded Food and Nutrition Education Program (EFNEP)** is a community outreach program that currently operates through the 1862 and 1890 Land-Grant Universities (LGUs) in every state, the District of Columbia, and the six U.S. territories. Funded by the U.S. Department of Agriculture, National Institute of Food and Agriculture (USDA/NIFA), EFNEP uses education to support participants' efforts toward self-sufficiency, nutritional health, and well-being.



**EFNEP**



EFNEP combines hands-on learning, applied science, and program data to ensure program effectiveness, efficiency, and accountability.

Free and interactive workshop series allow participants time to make positive behavior changes for improved health, including increased awareness of the benefits of increasing fruit and vegetables, decreasing sugary beverages, increasing physical activity, and improving child-feeding practices. Due to lasting impacts on face-to-face, direct education from the

COVID-19 pandemic, our staff continue to offer virtual programming through Zoom, WhatsApp, and other platforms to deliver youth and adult programs remotely.

Our **Senior Nutrition Education Program** funded by the **Nassau County Office for the Aging (OFA)** traditionally provides free nutrition workshops for older adults at designated senior sites. Program delivery changed significantly due to the COVID-19 pandemic, but we were able to transition back to in-person programming mid-year. We also continued to offer virtual individual nutrition counseling, conducted by Registered Dietitians, in order to reach the most vulnerable seniors in our community. CCE - Nassau also expanded older adult programming at East Meadow Farm, hosting outdoor luncheons in addition to nutrition and garden-based learning activities through the spring, summer, and fall.

Our **Community Nutrition Education Program** provides workshops for youth and adults offered at various community locations, including libraries and community centers. We continued to offer virtual programming, providing live and pre-recorded workshops as requested, in addition to resuming in-person activities, and conducting a total of 19 programs earning over \$2,500. We are looking to expand paid Community Nutrition Education Programs to include cooking and wellness offerings.





# NUTRITION, HEALTH & WELLNESS

## PROGRAM SUCCESS STORIES

### CCE Nassau Mobile Market Expansion

We expanded our mobile market initiative with the Nassau County OFA to support the Senior Farmers' Market Nutrition Program (SFMNP). With additional funding from OFA, we purchased a refrigerated vehicle, allowing us to support efficient transportation of Long Island-grown fruits and vegetables to Nassau County. Produce from our DPF 4-H Camp in Riverhead and other local Long Island farms were showcased. This initiative provided over 2,500 seniors access to fresh produce and the opportunity to redeem their SFMNP vouchers. From June through November, CCE Nassau hosted 86 markets, collected 5,713 FMNP vouchers and had over \$27,000 in sales, which directly supports local farms and farmers.



### Outdoor EFNEP Graduation in Partnership with The Nassau County Office of Hispanic Affairs

Despite lasting impacts from the COVID-19 pandemic on in-person programming, our bilingual Community Nutrition Educator, Eugenia Cuadra, had continued success with virtual EFNEP workshops. In the spring, CCE Nassau partnered with the Office of Hispanic Affairs to offer EFNEP classes in both English and Spanish and celebrated the graduation of the first groups at the CCE Nassau office located in Eisenhower Park. Participants brought their family members to join in the celebration and shared their appreciation for the program and for Eugenia's dedication. We continue to partner with the Office of Hispanic Affairs to offer nutrition programming.



### Senior Programming at EMF

Many senior centers remained closed for the first half of 2021, delaying in-person socialization for many older adults throughout Nassau County. In lieu of indoor programming and a large annual conference, CCE Nassau partnered with the Nassau County OFA to bring nearly 200 older adults to EMF for spring and summertime events, including 5 luncheons and hands-on nutrition workshops. The participants listened to guest speakers, enjoyed catered lunch, and toured the gardens at East Meadow Farm.



# TASTE NY AT THE LONG ISLAND WELCOME CENTER



**Taste NY** highlights the quality, diversity, and economic impact of food and beverages grown, produced, or processed in New York State. Taste NY aims to create new opportunities for producers through events, retail locations, and partnerships. The goal is to promote NYS Agriculture and Small Business.

This year we partnered with CCE Suffolk and NYS Grown & Certified to promote a summer-long **Long Island Fish** initiative featuring education on fish native to Long Island. This program culminated with a special evening of New York State cultivated seafood and Long Island wine pairings prepared by Chef Craig Attwood at Five Ocean Restaurant in Long Beach. This event brought together CCE Nassau, Taste NY, Grown & Certified and NYS Sea Grant as well as some of our vendors for a phenomenal event. Featured Long Island Wines were from Macari Vineyard, Sparking Pointe and Paumanok Vineyard. New York State seafood was from Local Coho, Hudson Valley Fisheries and Peeko Oysters.



**Taste NY at the LI Welcome Center** featured many different Long Island products each weekend at the Farmers' Market at Eisenhower Park throughout the summer. This year we also worked to connect our vendors with one another. Mongo's Coffee makes their own granola and were using commercially produced Maple Syrup. We were able to successfully connect them with Maple Leaf Sugaring so they could use NY Maple in their granola. Additionally, Subtle Tea developed two new tea brews featuring honey as an ingredient. They were also using commercial honey. We successfully connected them to NY Honey and were able to now use local honey in their products.



We were excited to open the Taste NY Kiosk at Moynihan Train Terminal in January of 2021.

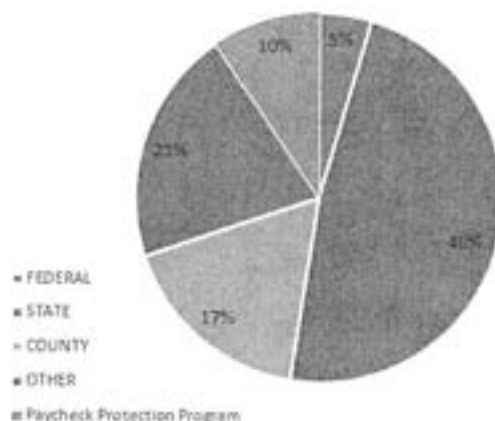
This kiosk promotes New York State products to Amtrak customers traveling to and from NYC and Long Island.





# 2021 FUNDING OVERVIEW

Nassau County began its Cooperative Extension program in 1914, pursuant to the Smith-Lever Act and NYS County Law 224, under the auspices of community leaders who formed the first Board of Directors. For over a century, Cornell Cooperative Extension of Nassau County has been a trusted steward and accessible resource for university research-based information and education with deep local connections to multiple stakeholder constituencies – adept at creating and working in partnerships while making Cornell knowledge, resources and programs useful and readily available, addressing an array of issues of interest and/or concern, typically at little or no direct cost to Nassau County residents.



## Federal

Federal Grants / Contracts	40,149.38
Smith Lever	123,504.71
Paycheck Protection Program Contributions	339,637.00
<b>Total Federal Support</b>	<b>\$503,291.09</b>

## State

State Grants / Contracts	693,582.83
State 224	68,461.41
Fringe Benefits	946,533.27
<b>Total State Support</b>	<b>\$1,708,577.51</b>

## County

County Appropriation	200,000.00
County Buildings	113,730.00
County Agreements / Contracts Federal	189,259.66
County Agreements / Contracts County	113,331.05
<b>Total County Support</b>	<b>\$616,320.71</b>

## Other

Other Grants / Contracts	25,056.45
Contributions	40,086.00
Program / Operating Revenues	695,392.12
Non-Operating Income	14,497.78
<b>Total Other Support</b>	<b>\$739,032.35</b>

**GRAND TOTAL OF ALL SUPPORT** **\$3,567,221.66**

### 2021 Cornell Cooperative Extension of Nassau County programs were made possible via funding from:

- Nassau County Executive and Legislature
- Nassau County Department of Parks, Recreation, and Museums
- Nassau County Department of Health and Human Services
- Nassau County Office for the Aging
- New York State Department of Environmental Conservation
- New York State Department of Agriculture and Markets
- New York State Office of Temporary Disability and Assistance
- United States Department of Agriculture
- US Forest Service / APHIS

### Public Funding Partners

2021 Nassau County, County Executive  
Laura Curran

### 2021 County Legislators by District #

#1 Kevan Abrahams	#11 Delia DeRiggi-Whitton
#2 Siela A. Bynoe	#12 James Kennedy
#3 Carrie Solages	#13 Thomas McKevitt
#4 Denise Ford	#14 Laura Schaefer
#5 Debra Mule	#15 John R. Ferretti Jr.
#6 C. William Gaylor III	#16 Arnold W. Drucker
#7 Howard J. Kopel	#17 Rose Marie Walker
#8 John J. Giuffrè	#18 Joshua A. Lafazan
#9 Richard J. Nicoletto	#19 Steven D. Rhoads
#10 Mazi Melesa Pilip	

# THANK YOU TO OUR GENEROUS DONORS

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Covanta

## \$5,000 to \$10,000

Levin, Jahn

## \$2,000 to \$4,999

Hicks Nurseries

Valente, Patricia

Wolfer, Randall

## \$1,000 to \$1,999

Kozlowsky, Bruce C

Rolnick, David & Dale

Sobey, Barbara

Wilansky, Judith & Barry

Wonderland Tree Care

## \$500 to \$999

Boll, Christopher

HCNC - Bellerose Floral Park

Padula, Joy

Parrott, David

Rueck, Karl

Rodriguez, Katie

Sobey, Jenny

Sobey, Lisa

Sullivan, Alice for Anne Sullivan

Memorial Fund

## \$250 to \$499

Ace Landscaping Services

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Congregation

## \$0 to \$249

Armstrong, Roellyn

Autino, Daniel

Badalamente, Jill

Barber, Andrea

Becker, Cara

Belitsky, Jason

Berger, Lawrence

Berkley, Patricia

Bloch, Jessica

Blumenthal, Richard

Boles, Lorraine Jensen

Boll, Robin

Bona, Christopher

Booth, Kelley

Brodman, Leigh

Brown, Gina

Browne, Roxanne

Bucaria, Alicia

Burger, Susan

Calabrese & Sons Landscaping

Cambi, Felicia

Cantanno, Michelle

Cicciari, Matthew

Colgan Tree and Landscape Service

Contreras, Krystal

Costa, Ashley

Costanzo, Camille

Curry, Jennifer

Decarlo, Paula

Delany, Elizabeth

Deleo, Louis

Dickes, Susan

Dies, Nancy

Dijkstra, Kimberly

Dom's Tree Service

Donnelly, Emmet

Donohue, Noel

Dooling, Karen

Edmonds, Timothy

Ehlers, Mary

Elite Appraisal Services

Feigenbaum, Ariel

Ferraro, Mildred

Fontana, Christine

Frede, Francine

Gaccino, Dom

Gardens by Rachel

Gil, Mirtha

Giordano's Landscape Design

Gonzalez, Lindsey

Grand, Arlene

Harris, Janine

Hedges, Collin

Heilbron, Chris

Heilbron, Donald

Heilbron, Joan

Herbst, Todd

Hoyer, Judith

Johnson, Robert E.

Jolly Green Tree & Shrub Care

Katz, Wendy

Kennedy, Thomas

Kilgus, Jessica

Klein, Leah

Kopech, Susan

Kosowski, Doreen

Labelson, Norman

Lampiasi, Elizabeth

Lee, Lakeya

Lennox Landscape Service

Lewald, William

MacLellan, Sean

Manning, Steven

Masterson, Donna

McCloskey, Deirdre

McDade, Kathleen

McGuire, Robert

McNamara, Diane

Menna, Natanyah

Mid-Island Dahlia Society - Robert

Fackovec

Morgan, Nancy

Morrison, Donna

Murphy, Christina

Muscarella, Ronald

Nash, Karen

Nasso, Samantha

Netska, Cynthia

O'Kelly, Sinead

O'Neill, Thomas

Padavan, Kelly

Padula, Christopher

Paladino, Dominic

Parrott, Matthew

Pitaro, Maria

Pollack, Ronni

Pormigiano, Erica

Redlich, Bill

Reichenbach, Herb

Reilly, Linda

Robert Wong Landscape

Rousseau, Kathy

Ruggiero, Marissa

Scarnato, Angela

Scheer, Elizabeth

Schneider, Suzy

Simon, Ellis

Sobey, Cindy

Sobey, Daniel

Sobey, Douglas

Sobey, Loti

Starkie Bros Garden Center

Stokes, Star

Totura, Jane

Tree Believers, Inc.

Triangle Urban Farm

Turner, Kristine

Valentin, Teresa

Valley Tree & Landscape Service

Vitti, Mary

Wagner, Maureen

Waldren, Rebecca

Walsh, Christine

Weir III, Richard

Wilcha, George & Muriel

Worthington, Lisa

Ziesel, Peter

Zunich, Karen

# OUR LOCATIONS



Cornell Cooperative Extension of Nassau County  
Eisenhower Park  
SAC Building, Parking Field 8  
East Meadow, NY 11554  
516-832-2591



Horticulture Center and Demonstration  
Gardens at East Meadow Farm  
832 Merrick Avenue  
East Meadow, NY 11554  
516-565-5265



Dorothy P. Flint Nassau County 4-H Camp  
3186 Sound Avenue  
Riverhead, NY 11901  
631-727-9762



LI Taste NY at LI Welcome Center  
5100 Long Island Expressway  
Dix Hills, NY 11746  
631-254-0414



Email: [Nassau@Cornell.edu](mailto:Nassau@Cornell.edu)

Website: [www.ccenassau.org](http://www.ccenassau.org)

Facebook: [www.facebook.com/ccenassau](http://www.facebook.com/ccenassau)

Twitter: [www.twitter.com/ccenassau](http://www.twitter.com/ccenassau)

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Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities.

COUNTY OF NASSAU

CONSULTANT'S, CONTRACTOR'S AND VENDOR'S DISCLOSURE FORM

1. Name of the Entity: Cornell Cooperative Extension of Nassau County

Address: Eisenhower Park

City: East Meadow State/Province/Territory: NY Zip/Postal Code: 11554

Country: US

2. Entity's Vendor Identification Number: 11-6081423

3. Type of Business: Other (specify) Not for Profit

4. List names and addresses of all principals; that is, all individuals serving on the Board of Directors or comparable body, all partners and limited partners, all corporate officers, all parties of Joint Ventures, and all members and officers of limited liability companies (attach additional sheets if necessary):

1 File(s) uploaded: 2022-Principal and BOD Contact List December 2022.pdf

5. List names and addresses of all shareholders, members, or partners of the firm. If the shareholder is not an individual, list the individual shareholders/partners/members. If a Publicly held Corporation, include a copy of the 10K in lieu of completing this section.

If none, explain.

NONE

6. List all affiliated and related companies and their relationship to the firm entered on line 1. above (if none, enter "None"). Attach a separate disclosure form for each affiliated or subsidiary company that may take part in the performance of this contract. Such disclosure shall be updated to include affiliated or subsidiary companies not previously disclosed that participate in the performance of the contract.

NONE

7. List all lobbyists whose services were utilized at any stage in this matter (i.e., pre-bid, bid, post-bid, etc.). If none, enter "None." The term "lobbyist" means any and every person or organization retained, employed or designated by any client to influence - or promote a matter before - Nassau County, its agencies, boards, commissions, department heads, legislators or committees, including but not limited to the Open Space and Parks Advisory Committee and Planning Commission. Such matters include, but are not limited to, requests for proposals, development or improvement of real property subject to County regulation, procurements. The term "lobbyist" does not include any officer, director, trustee, employee, counsel or agent of the County of Nassau, or State of New York, when discharging his or her official duties.

Are there lobbyists involved in this matter?

YES ☐ NO ☒

(a) Name, title, business address and telephone number of lobbyist(s):

NONE

(b) Describe lobbying activity of each lobbyist. See below for a complete description of lobbying activities.

NONE

(c) List whether and where the person/organization is registered as a lobbyist (e.g., Nassau County, New York State):

NONE

8. VERIFICATION: This section must be signed by a principal of the consultant, contractor or Vendor authorized as a signatory of the firm for the purpose of executing Contracts.

The undersigned affirms and so swears that he/she has read and understood the foregoing statements and they are, to his/her knowledge, true and accurate.

Electronically signed and certified at the date and time indicated by:

Gregory M Sandor [GMS8@CORNELL.EDU]

Dated: 01/31/2023 12:37:26 pm

Title: Executive Director



**The term lobbying shall mean any attempt to influence:** any determination made by the Nassau County Legislature, or any member thereof, with respect to the introduction, passage, defeat, or substance of any local legislation or resolution; any determination by the County Executive to support, oppose, approve or disapprove any local legislation or resolution, whether or not such legislation has been introduced in the County Legislature; any determination by an elected County official or an officer or employee of the County with respect to the procurement of goods, services or construction, including the preparation of contract specifications, including but not limited to the preparation of requests for proposals, or solicitation, award or administration of a contract or with respect to the solicitation, award or administration of a grant, loan, or agreement involving the disbursement of public monies; any determination made by the County Executive, County Legislature, or by the County of Nassau, its agencies, boards, commissions, department heads or committees, including but not limited to the Open Space and Parks Advisory Committee, the Planning Commission, with respect to the zoning, use, development or improvement of real property subject to County regulation, or any agencies, boards, commissions, department heads or committees with respect to requests for proposals, bidding, procurement or contracting for services for the County; any determination made by an elected county official or an officer or employee of the county with respect to the terms of the acquisition or disposition by the county of any interest in real property, with respect to a license or permit for the use of real property of or by the county, or with respect to a franchise, concession or revocable consent; the proposal, adoption, amendment or rejection by an agency of any rule having the force and effect of law; the decision to hold, timing or outcome of any rate making proceeding before an agency; the agenda or any determination of a board or commission; any determination regarding the calendaring or scope of any legislature oversight hearing; the issuance, repeal, modification or substance of a County Executive Order; or any determination made by an elected county official or an officer or employee of the county to support or oppose any state or federal legislation, rule or regulation, including any determination made to support or oppose that is contingent on any amendment of such legislation, rule or regulation, whether or not such legislation has been formally introduced and whether or not such rule or regulation has been formally proposed.



Cornell University  
Cooperative Extension  
Nassau County

Eisenhower Park, SAC Building,  
Parking Field 8  
P.O. Box 148  
East Meadow, NY 11554  
Tel: 516-832-2591  
Fax: 516-832-2597  
[nassau@cornell.edu](mailto:nassau@cornell.edu)  
[www.cce.cornell.edu/nassau](http://www.cce.cornell.edu/nassau)

CORNELL COOPERATIVE EXTENSION OF NASSAU COUNTY

2023 BOARD OF DIRECTORS – Revised December, 2022

NAME/TITLE	TELEPHONE /FAX/EMAIL	OCCUPATION	TERM ENDS
<b><u>EXECUTIVE COMMITTEE:</u></b>			
<b><u>PRESIDENT</u></b> <b>David G. Rolnick</b> 31 Eagle Chase Woodbury, NY 11797	H: 516-623-7095 C: 516-610-3822 <a href="mailto:dgrdmd@aol.com">dgrdmd@aol.com</a>	Dentist- Retired	2 <sup>nd</sup> Term ends Dec. 2023
<b><u>VICE PRESIDENT</u></b> <b>Judith Wilansky</b> 2425 Knob Hill Dr. North Bellmore, NY 11710	C: 516-318-3171 <a href="mailto:Judithwilansky11@gmail.com">Judithwilansky11@gmail.com</a>	Superintendent of Schools, Cold Spring Harbor - Retired	2 <sup>st</sup> Term Ends Dec. 2024
<b><u>TREASURER</u></b> <b>Open</b>			
<b><u>SECRETARY</u></b> <b>Open</b>			
<b><u>EXECUTIVE DIRECTOR</u></b> <b>Gregory M. Sandor</b> Eisenhower Park, SAC Building, Parking Field 8 PO Box 148 East Meadow, NY 11554	O: 516-832-2591 C: 516-282-4415 F: 516-832-2597 <a href="mailto:gms8@cornell.edu">gms8@cornell.edu</a>	Executive Director	

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Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities.



Cornell University  
Cooperative Extension  
Nassau County

Eisenhower Park, SAC Building,  
Parking Field 8  
P.O. Box 148  
East Meadow, NY 11554  
Tel: 516-832-2591  
Fax: 516-832-2597  
[nassau@cornell.edu](mailto:nassau@cornell.edu)  
[www.cce.cornell.edu/nassau](http://www.cce.cornell.edu/nassau)

<b><u>AT LARGE BOARD MEMBERS:</u></b>			
<b>Patricia A Valente</b> 43 Firwood Rd Port Washington NY 11050	H: 516-883-4177 C: 516-458-6240 <a href="mailto:pav2352@gmail.com">pav2352@gmail.com</a>	<b>BOD- President</b> Native Greenway Corp <b>BOD-Secretary</b> ReWild Long Island <b>BOD – Member</b> Science Museum of LI	2nd <sup>st</sup> Term ends Dec. 2025
<b>Maureen Hannah</b> 708 Naple Ave, Franklin Square, NY 11010	H: 516-732-5509 C: <a href="mailto:Harmelody96@outlook.com">Harmelody96@outlook.com</a>	<b>Licensed Broker</b> Janel Group Inc.	1 <sup>st</sup> Term ends Dec. 2023
<b>Susan D. Kopech</b> 40 Aspen Drive West, Woodbury, New York 11797	H: (516) 921-4320 C: (516) 824-5560 <a href="mailto:divalaw@optonline.net">divalaw@optonline.net</a>	Attorney-Retired	1 <sup>st</sup> Term ends Dec. 2023
<b>Angie Ng</b> PO Box 118, Manhasset, NY 11030	H: (516) 229-1268 C: (631) 559-3851 <a href="mailto:angie@symcsinc.com">angie@symcsinc.com</a>	Chief Creative Producer Symphonic Creative Inc	1 <sup>st</sup> Term ends Dec. 2024
<b>Larry Rubinstein</b> 1323 Cayuga Ave. North Bellmore, NY 11710	C: 516382-1654 <a href="mailto:videomano@gmail.com">videomano@gmail.com</a>	Metrovision: Television Production, Engineer	1 <sup>st</sup> Term ends Dec. 2024
<b><u>CCE State Extension Specialist:</u></b> <b>Renee Smith Mooneyhan</b> Cornell University 352 Roberts Hall Ithaca, NY 14853	W: 607-255-8894	Cornell Cooperative Ext. State Specialist Representative	

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Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities.



# Certificate of No Change Form



All fields must be filled.

A materially false statement willfully or fraudulently made in connection with this certification, and/or the failure to conduct appropriate due diligence in verifying the information that is the subject of this certification, may result in rendering the submitting entity non-responsible for the purpose of contract award.

A materially false statement willfully or fraudulently made in connection with this certification may subject the person making the false statement to criminal charges.

I, Gregory Sandor state that I have read and understand all the items contained in the disclosure documents listed below and certify that as of this date, these items have not changed. I further certify that, to the best of my knowledge, information and belief, those answers are full, complete, and accurate; and that, to the best of my knowledge, information, and belief, those answers continue to be full, complete, and accurate.

In addition, I further certify on behalf of the submitting vendor that the information contained in the principal questionnaire(s) have not changed and have been verified and continue, to the best of my knowledge, to be full, complete and accurate.

I understand that Nassau County will rely on the information supplied in this certification as additional inducement to enter into a contract with the submitting entity.

## Vendor Disclosures

*This refers to the vendor integrity and disclosure forms submitted for the vendor doing business with the County.*

Name of Submitting Entity: Cornell Cooperative Extension of Nassau County

Vendor's Address: Eisenhower Park, 1899 Hempstead Tpk East Meadow NY US 11554

Vendor's EIN or TIN: 11-608-1423

Forms Submitted:

Political Campaign Contribution Disclosure Form: 11/09/2020 04:53:19 pm

Lobbyist Registration and Disclosure Form: 11/09/2020 04:54:29 pm

Business History Form certified: 11/17/2020 12:41:44 pm

Consultant's, Contractor's, and Vendor's Disclosure Form: 11/17/2020 12:44:36 pm

## Principal Questionnaire(s)

*This refers to the most recent principal questionnaire submissions.*

No principal questionnaires have been selected.

I, Gregory Sandor hereby acknowledge that a materially false statement willfully or fraudulently made in connection with this form may result in rendering the submitting business entity and/or any affiliated entities non-responsible, and, in addition, may subject me to criminal charges.

I further certify that I have read and understand all the items contained in this form; that I supplied full and complete answers to each item therein to the best of my knowledge, information and belief; that I will notify the County in writing of any change in circumstances occurring after the submission of this form; and that all information supplied by me is true to the best of my knowledge, information and belief. I understand that the County will rely on the information supplied in this form as additional inducement to enter into a contract with the submitting business entity

### CERTIFICATION

A MATERIALLY FALSE STATEMENT WILLFULLY OR FRAUDULENTLY MADE IN CONNECTION WITH THIS QUESTIONNAIRE MAY RESULT IN RENDERING THE SUBMITTING BUSINESS ENTITY NOT RESPONSIBLE WITH RESPECT TO THE PRESENT BID OR FUTURE BIDS, AND, IN ADDITION, MAY SUBJECT THE PERSON MAKING THE FALSE STATEMENT TO CRIMINAL CHARGES."

Gregory M Sandor GMS8@CORNELLEDU

Name

Executive Director

Title

Cornell Cooperative Extension of Nassau County

Name of Submitting Entity

08/23/2022 10:37:03 am

Date

THIS AGREEMENT, dated as of January 1, 2023 (together with the schedules, appendices, attachments and exhibits, if any, this "Agreement"), is entered into by and between (i) Nassau County, a municipal corporation having its principal office at 1550 Franklin Avenue, Mineola, New York 11501 (the "County"), acting on behalf of the Nassau County Department of Human Services, Office of Youth Services having its principal office at 60 Charles Lindbergh Boulevard, Suite 220, Uniondale, New York 11553-3691 (the "Office" or "Department"), and (ii) Cornell Cooperative Extension of Nassau County, a New York State not-for-profit corporation, having its principal office at Eisenhower Park, East Meadow New York, 11554 (the "Contractor").

WITNESSETH:

WHEREAS, the County desires to retain the Contractor to perform the services described in this Agreement; and

WHEREAS, this is a personal service contract within the intent and purview of Section 2206 of the County Charter;

WHEREAS, the Contractor desires to perform the services described in this Agreement.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained in this Agreement, the parties agree as follows:

1. Term. This Agreement shall commence on January 1, 2023 and terminate on December 31, 2025, unless sooner terminated in accordance with the provisions of this Agreement, subject to all the terms and conditions of this Agreement including that the County may terminate this Agreement.
2. Services. The services to be provided by the Contractor under this Agreement ("Services") shall consist of a comprehensive program entitled 4-H Youth Development Program ("Program"). By hiring additional dedicated educators and adding staff time for existing 4H staff, the Program will be able to create and/or expand the 4H youth development programs. The Program which is more fully described in Appendix A attached hereto and incorporated herein by reference shall be subject to the direction, approval and control of the Office.
3. Payment.
  - a. Amount of Consideration. The maximum amount to be paid to the Contractor as full consideration for the Contractor's services under this Agreement (the "Maximum Amount") shall not exceed Fifty Thousand and 000/100 Dollars (\$50,000.00), payable as follows:
    - (i) one third (1/3) of the First Agreement Year Maximum Amount shall be paid in advance upon the final execution of this Agreement; and
    - (ii) Starting with claims submitted for Services performed in April and continuing until September, the total advance will be deducted in equal installments from the monthly claims submitted. If claims for any of the six (6) months are less than the

monthly amount being deducted, the Contractor shall submit with its claim a check payable to the County for the difference.

- (iii) Subsequent payments shall be on a reimbursement basis for actual expenses incurred and solely in accordance with the budget attached hereto.
- b. Funding for Additional Agreement Years. Funding for additional Agreement Years is contingent on availability of funds for this purpose and shall not exceed a maximum amount of Fifty Thousand and 00/100 Dollars (\$50,000.00) per additional Agreement Year, so that together with the First Agreement Year Maximum Amount, shall not exceed One Hundred Fifty Thousand and 00/100 Dollars (\$150,000.00) (the "Total Authorized Maximum Amount") as full consideration for the Contractor's Services provided under this Agreement. If funds are made available by the County Executive for additional Agreement Years, and the County Legislature makes a budgetary appropriation for this purpose, the Department may allocate a portion of the funds for that particular Agreement Year. Such allocation of funding for additional Agreement Years shall be accomplished by written notification from the Department to the Contractor, and subsequent processing of a contract advisement to add the additional Agreement Year funds. The Department shall notify the Contractor by letter of the availability of funds for additional Agreement Year(s), including the amount of available funds to advance the Contractor. The availability of additional Agreement Year funds shall be subject to necessary County approvals for the budgetary appropriation for this purpose and the encumbrance of funds. Payment to the Contractor of any such funds shall be made in accordance with the terms of this Agreement, including but not limited to all reconciliation and voucher requirements and additional funding provisions as well as the approved budget for the Agreement Year and the funding available is within the Total Authorized Maximum Amount. In the event that funds are not approved by the County Executive for any given Agreement Year, the County is under no obligation to provide funds for the Agreement for the given period, and the Contractor has no claim under the Agreement for funds that have not been duly authorized by the County.
- c. Partial Encumbrance. Each partial encumbrance is subject to all requisite County and other governmental approvals and the availability of funds. The Maximum Amount is to be encumbered as follows:
  - i. initial encumbrance shall be Fifty Thousand and 00/100 Dollars (\$50,000.00)
- d. Vouchers; Voucher Review, Approval and Audit. All payments shall be contingent upon (i) the Contractor submitting a claim voucher (the "Voucher") in a form satisfactory to the County, that (a) states with reasonable specificity the services provided and the payment requested as consideration for such services, (b) certifies that the services rendered and the payment requested are in accordance with this Agreement, and (c) is accompanied by a certified statement of expenses and income for the applicable period, in a form that includes in each expense row the name of the person or entity to whom or which payment was made and the amount of the payment, and states at the bottom of the payment column the aggregate amount of all payments for which reimbursement is claimed, and (d) if requested by the Office and/or the County Comptroller or his/her duly designated representative (the "Comptroller") is accompanied by specific documentation supporting the amount claimed, including, but not limited to, a certified payroll statement setting forth the names, positions and salaries paid by the Contractor during the preceding month, and (ii) review, approval and audit of the Voucher by the Office and/or the Comptroller.

- e. Timing of Payment Claims. The Contractor shall submit claims, accompanied by invoices, no later than thirty (30) days from the last day of the prior month, and not more frequently than once a month.
- f. No Duplication of Payments. Payments for the work to be performed under this Agreement shall not duplicate payments for any work performed, or to be performed, under other agreements between the Contractor and any funding source, including the County.
- g. Payments in Connection with Termination or Notice of Termination. Unless a provision of this Agreement expressly states otherwise, payments to the Contractor following termination of this Agreement shall not exceed payment made as consideration for services that were (i) performed prior to termination, (ii) authorized to be performed by this Agreement, and (iii) not performed after the Contractor received notice that the County did not desire to receive such services.
- h. Reimbursement by the Contractor upon Loss of Funding. In addition to any other remedies available to the County, in the event the County loses funding, including reimbursement, from the State government or federal government for any Services arising out of or in connection with any act or omission of the Contractor or a Contractor Agency (i) the County will have no further obligations to the Contractor under this Agreement and (ii) the Contractor shall pay the County the full amount of lost funds on demand, but not in excess of the amount paid to the Contractor under this Agreement.
- i. Budget. The amount to be paid to the Contractor for the Services shall be in accordance with the line-item annual budgets (the "Budgets") attached to this Agreement. The Contractor shall not use contract funds to pay the direct salary of the Executive Director at a rate in excess of the 10% salary rate limitation proscribed by the department. The Office is not required to reimburse the Contractor for costs incurred in excess of the salary limitation. Budget modifications shall not be used by the contractor during the contract year to transfer amounts to the salary budget line that would result in salary being paid in excess of the 10% limitation. Notwithstanding the foregoing and in accordance with State rules and regulations:
  - i. the Contractor may make adjustments of not more than ten percent (10%) to any line item, except as noted in subsection 3(i)(iii) below, in the Budget provided that the maximum amount authorized for that particular Agreement Year is not increased as a result of any change or combination thereof;
  - ii. the Contractor may, with prior written approval of the Department/Office Head, adjust the amount of any line item in the Budget above ten percent (10%), except as noted in subsection 3(i)(iii) below, and provided that the maximum amount authorized for that particular Agreement Year is not increased as a result of any change or combination thereof;
  - iii. the Contractor may not make a downward adjustment to any line-item in the Budget related to technical and capacity building unless the Contractor provides documentation acceptable to the Department evidencing that technical and capacity building can be achieved with reduced or no funding under this Agreement. Such downward adjustment is subject to prior written approval by the Department/Office Head;
  - iv. the Department Head may, in its sole discretion, extend the period of time for the Contractor to utilize remaining funding at the end of any Agreement Year up to three (3) months. Any extension permitted by the Department Head shall be under the same terms and conditions of this Agreement. Any extension of this Agreement pursuant to this Section shall not include payments to the Contractor



that will, together with other payments made to the Contractor, pursuant to this Agreement, exceed the maximum amount authorized for that particular Agreement Year.

- v. Failure to Use Encumbered Funds: Contractor must provide the Department with written notice of any funds expected to not be utilized in any Agreement Year by September 30 of each Agreement Year. Failure to utilize Agreement funds and to provide notification as outlined herein may result in a reduction of any amounts authorized for subsequent Agreement Years.
  - j. Short Agreement Year. Each Agreement Year maximum amount and, if applicable, the Budgets, are based upon a full three hundred sixty five (365) day calendar year. The maximum amount and amount payable with respect to any Budgets shall be reduced pro rata to reflect that portion of a calendar year during which this Agreement is not effective.
  - k. Additional Payment Provisions. The following provisions shall also govern payment with respect to the items to which they relate: (i) the funds herein provided shall be used only and solely for the purpose(s) herein set forth, and any contrary use of the funds shall be cause for the termination of this Agreement at the County's option; and (ii) any anticipated increase in staff costs cannot result in or cause a reduction in Services unless first approved by the County.
4. Independent Contractor. The Contractor is an independent contractor of the County. The Contractor shall not, nor shall any officer, director, employee, servant, agent or independent contract of the Contractor (a "Contractor Agent") be (i) deemed a County employee, (ii) commit the County to any obligation, or (iii) hold itself, himself, or herself out as a County employee or Person with the authority to commit the County to any obligation. As used in this Agreement the word "Person" mean any individual person, entity (including partnerships, corporations and limited liability companies), and government or political subdivision thereof (including agencies, bureaus, offices and departments thereof).
5. No Arrears or Default. The Contractor is not in arrears to the County upon any debt or contract and it is not in default as surety, contractor, or otherwise upon any obligation to the County, including any obligation to pay taxes to, or perform services for or on behalf of the County.
6. Compliance with Law.
- a. Generally. The Contractor shall comply with any and all applicable Federal, State and local Laws, including, Title VI of the Civil Rights Act of 1964 (CRA Title VI), Federal Executive Order 13166, Section 504 of the Rehabilitation Act of 1973, Titles II and III of the Americans with Disabilities Act (ADA) and The New York State Human Rights Law, but not limited to those relating to conflicts of interest, discrimination, living wage, disclosure of information, agency financial controls disclosure, and vendor registration, in connection with its performance under this Agreement. In furtherance of the foregoing, the Contractor is bound by and shall comply with the terms of Appendix EE attached hereto and with the County's vendor registration protocol. In addition, if the Contractor is a not-for-profit corporation, by executing this Agreement, the Contractor certifies that it has completed, executed and submitted to the Comptroller an Agency Financial Controls Questionnaire. As used in this Agreement the word "Law" includes any and all statutes, local laws, ordinances, rules, regulations, applicable order, and/or decrees, as the same may be amended from time to time, enacted, or adopted.

- b. Nassau County Living Wage Law. Pursuant to LL 1-2006, as amended, and to the extent that a waiver has not been obtained in accordance with such law or any rules of the County Executive, the Contractor agrees as follows:
- i. Contractor shall comply with the applicable requirements of the Living Wage Law, as amended;
  - ii. Failure to comply with the Living Wage Law, as amended, may constitute a material breach of this Agreement, the occurrence of which shall be determined solely by the County. Contractor has the right to cure such breach within thirty (30) days of receipt of notice of breach from the County. In the event that such breach is not timely cured, the County may terminate this Agreement as well as exercise any other rights available to the County under applicable law.
  - iii. It shall be a continuing obligation of the Contractor to inform the County of any material changes in the content of its certification of compliance, attached to this Agreement as Appendix L, and shall provide to the County any information necessary to maintain the certification's accuracy.
- c. Records Access. The parties acknowledge and agree that all records, information, and data ("Information") acquired in connection with performance or administration of this Agreement shall be used and disclosed solely for the purpose of performance and administration of the contract or as required by law. The Contractor acknowledges that Contractor Information in the County's possession may be subject to disclosure under Article 6 of the New York State Public Officer's Law ("Freedom of Information Law" or "FOIL"). In the event such a request for disclosure is made, the County shall make reasonable efforts to notify the Contractor of the request prior to disclosure of the Information, so that the Contractor may take such action as it deems appropriate.
- d. Protection of Client Information. The Contractor shall, and shall cause Contractor's Agency, to hold in confidence and not to directly or indirectly reveal, report, publish, use, copy disclose or transfer any client information, (including, but not limited to names, addresses, telephone numbers, social security numbers, date of birth and medical information of any kind) ("Confidential Information"), or utilize any of such information, for any purpose, except as may be necessary in the course of the Contractor's use of Confidential Information for the purposes of this Agreement. The Contractor agrees to exercise reasonable efforts to preserve the confidentiality of all Confidential Information. Contractor acknowledges that its nondisclosure obligations under this Agreement also apply to all documents prepared by it in the course of performing this Agreement, including, without limitation, notes, data, reference materials, information, memoranda, reports, recommendations, analyses, documentation and records, that in any incorporate or reflect any Confidential Information, except as otherwise provided in this Agreement. The Contractor shall also comply with the Health Insurance Portability and Accountability Act ("HIPPA"), 42 USC section 1320a, and federal privacy and security regulations (CFR Parts 160 and 164). The provisions of this subsection shall survive termination of this Agreement.
- e. Prohibition of Gifts. In accordance with County Executive Order 2-2018, the Contractor shall not offer, give, or agree to give anything of value to any County employee, agent, consultant, construction manager, or other person or firm representing the County (a "County Representative"), including members of a County Representative's immediate family, in connection with the performance by such County Representative of duties involving



transactions with the Contractor on behalf of the County, whether such duties are related to this Agreement or any other County contract or matter. As used herein, "anything of value" shall include, but not be limited to, meals, holiday gifts, holiday baskets, gift cards, tickets to golf outings, tickets to sporting events, currency of any kind, or any other gifts, gratuities, favorable opportunities or preferences. For purposes of this subsection, an immediate family member shall include a spouse, child, parent, or sibling. The Contractor shall include the provisions of this subsection in each subcontract entered into under this Agreement.

- f. Disclosure of Conflicts of Interest. In accordance with County Executive Order 2-2018, the Contractor has disclosed as part of its response to the County's Business History Form, or other disclosure form(s), any and all instances where the Contractor employs any spouse, child, or parent of a County employee of the agency or department that contracted or procured the goods and/or services described under this Agreement. The Contractor shall have a continuing obligation, as circumstances arise, to update this disclosure throughout the term of this Agreement.
  - g. Vendor Code of Ethics. By executing this Agreement, the Contractor hereby certifies and covenants that:
    - (i) The Contractor has been provided a copy of the Nassau County Vendor Code of Ethics issued on June 5, 2019, as may be amended from time to time (the "Vendor Code of Ethics"), and will comply with all of its provisions;
    - (ii) All of the Contractor's Participating Employees, as such term is defined in the Vendor Code of Ethics (the "Participating Employees"), have been provided a copy of the Vendor Code of Ethics prior to their participation in the underlying procurement;
    - (iii) All Participating Employees have completed the acknowledgment required by the Vendor Code of Ethics;
    - (iv) The Contractor will retain all of the signed Participating Employee acknowledgements for the period it is required to retain other records pertinent to performance under this Agreement;
    - (v) The Contractor will continue to distribute the Vendor Code of Ethics, obtain signed Participating Employee acknowledgments as new Participating Employees are added or changed during the term of this Agreement, and retain such signed acknowledgments for the period the Contractor is required to retain other records pertinent to performance under this Agreement; and
    - (vi) The Contractor has obtained the certifications required by the Vendor Code of Ethics from any subcontractors or other lower tier participants who have participated in procurements for work performed under this Agreement.
  - h. The provisions of this subsection shall not prohibit the disclosure of information to appropriate state or local officials in connection with a report of child abuse, neglect or maltreatment and any investigation conducted pursuant to such report. The provisions of this subsection "Protection of Client Information" shall survive the termination of this Agreement.
7. Minimum Service Standards. Regardless of whether or required by Law:
- a. The Contractor shall, and shall cause Contractor Agents to, conduct its, his or her activities in connection with this Agreement so as not to engender or harm any Person or property.

- b. The Contractor shall deliver Services under this Agreement in a professional manner consistent with the best practices of the industry in which the Contractor operates. The Contractor shall take all actions necessary or appropriate to meet the obligation described in the immediately preceding sentence, including obtaining and maintain, and cause all Contract Agents to obtain and maintain, all approvals, licenses, and certifications ("Approvals") necessary or appropriate in connection with this Agreement. In furtherance of the foregoing, the Contractor shall comply with all requirements set forth in Attachment "B" incorporated herein by reference and attached hereto.
- c. The Contractor shall establish written methods for performance and achieving deliverables under this Agreement and provide a copy to the Department as part of Appendix A and upon request. These methods must identify indicators of success that provides a framework for assessing its effectiveness over the term of this Agreement. The Contractor must also review, analyze, document and report differences between planned versus actual performance as part of their written methods.
- d. The Contractor shall collect and report data regarding the clients served under this Agreement to the Department on a quarterly basis and upon request by the Department. Such data shall contain client-specific information set forth by the Department and shall include, without limitation, demographic data, the kind of services provided, and the duration and outcome of those services.
- e. The Contractor shall provide outcome reports to the Department on a quarterly basis and upon request by the Department, detailing both quantitative and qualitative assessment of activities/processes and short-term outcomes. Reports must also include long term impacts or cumulative impact on youth development in the target demographic or impact on the target issue the program is designed to address.
- f. The Contractor will attempt to provide Services to low income minority individuals in at least the same proportion as the population of these individuals bears to the population of other individuals in the area served by the Contractor.
- g. The Contractor shall employ adequate numbers of qualified staff to assure satisfactory conduct of the project. Further, project staff shall be, to the extent feasible, minority individuals in number in proportion to minority project participants.
- h. The Contractor shall electronically record, all required information for each individual seeking Services from the Contractor, in accordance with the requirements set forth by the Nassau County Department of Human Services, Office for Youth Services. All new cases shall be electronically entered during the month in which the individual accesses Services from the Contractor. Failure to comply with this section for any three (3) months during a six (6) month period may result in forfeiture of reimbursement. Failure to comply with this section for any four (4) months during a calendar year may result in termination of the contract and/or refusal to renew the contract or award a contract the following year.
- i. The Contractor shall maximize its contract performance through ongoing technical growth and capacity building in areas such as fiscal soundness, fundraising and fund diversification as well as board development.
- j. The County is authorized under this Agreement to conduct contract administration and oversight of the Contractor's compliance with the terms of this Agreement, including the

Minimum Services Standards described in this Section. Such administration and oversight may include, but is not limited to, field inspections, assessment of program fidelity and implementation, as well as Contractor governance and operation.

- k. Any County owned premises that is provided to the Contractor to use for purposes of delivering Services under this Agreement shall be used solely for the purposes of this Agreement. No personal use shall be allowed, made or permitted to be made on said premises by the Contractor or a Contractor Agent. The Contractor shall provide written notice to all Contractor Agents, including its board members, located on County premises of this requirement and have them acknowledge this requirement in writing.

8. Indemnification; Defense; Cooperation.

- a. The Contractor shall be solely responsible for and shall indemnify and hold harmless the County, the Office and its officers, employees, and agents (the "Indemnified Parties") from and against any and all liabilities, losses, costs, expenses (including, without limitation, attorneys' fees and disbursements) and damages ("Losses"), arising out of or in connection with any acts or omissions of the Contractor or Contractor Agent(s), regardless of whether due to negligence, fault or default, including Losses in connection with any threatened investigation, litigation or other proceeding or preparing a defense to or prosecuting, the same; provided, however, that the Contractor shall not be responsible for that portion, if any, of a Loss that is caused by the negligence of the County.
- b. The Contractor shall, upon the County's demand and at the County's direction, promptly and diligently defend, at the Contractor's own risk and expense, any and all suits, actions, or proceedings which may be brought or instituted against one or more Indemnified Parties for which the Contractor is responsible under this Section, and, further, to the Contractor's indemnification obligations, the Contractor shall pay and satisfy any judgment, decree, loss or settlement in connection therewith.
- c. The Contractor shall, and shall cause Contractor Agent(s) to, cooperate with the County and the Office in connection with the investigation, defense or prosecution of any action, suit or proceeding in connection with this Agreement, including the acts or omissions of the Contractor and/or a Contractor Agency in connection with this Agreement.
- d. The provisions of this Section shall survive the termination of this Agreement.

9. Insurance.

- a. Types and Amounts. The Contractor shall obtain and maintain throughout the term of this Agreement, at its own expense: (i) one or more policies for commercial general liability insurance, which policy(ies) shall name "Nassau County" as an additional insured and have a minimum single combined limit of liability of not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate coverage, (ii) if contracting in whole or part to provide professional services, one or more policies for professional liability insurance, which policy(ies) shall have a minimum single combined limit liability of not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate coverage, (iii) compensation insurance for the benefit of the Contractor's employees ("Workers' Compensation Insurance"), which insurance is in compliance with the New York State Workers' Compensation Law, (iv) if operation under this Agreement include the use of owned, non-owned or hired vehicles,

Comprehensive Business Automobile Liability Insurance with a limit of not less than one million dollars (\$1,000,000) for each accident or occurrence, (v) if the operations under this Agreement include the preparation or serving of food or beverages, products hazard liability, and (vi) such additional insurance as the County may from time to time specify.

- b. Acceptability; Deductibles; Subcontractors. All insurance obtained and maintained by the Contractor pursuant to this Agreement shall be (i) written by one or more commercial insurance carriers licensed to do business in New York State and acceptable to the County, and which is (ii) in form and substance acceptable to the County. The Contractor shall be solely responsible for the payment of all deductibles to which such policies are subject. The Contractor shall require any subcontractor hired in connection with this Agreement to carry insurance with the same limits and provisions required to be carried by the Contractor under this Agreement.
- c. Delivery; Coverage Change; No Inconsistent Action. Prior to the execution of this Agreement, copies of current certificates of insurance evidencing the insurance coverage required by this Agreement shall be delivered to the Office. Not less than thirty (30) days prior to any expiration or renewal of, or actual, proposed or threatened reduction or cancellation of coverage under, any insurance required hereunder, the Contractor shall provide written notice to the Office of the same and deliver to the Office renewal or replacement certificates of insurance. The Contractor shall cause all insurance to remain in full force and effect throughout the term of this Agreement and shall not take, or omit to take, any action that would suspend or invalidate any of the required coverages. The failure of the Contractor to maintain Workers' Compensation Insurance shall render this contract void and of no effect. The failure of the Contractor to maintain the other required coverages shall be deemed a material breach of this Agreement upon which the County reserves the right to consider this Agreement terminated as of the date of such failure.

- 10. Assignment; Amendment; Waiver; Subcontracting. This Agreement and the rights and obligations hereunder may not be in whole or part (i) assigned, transferred or disposed of, (ii) amended, (iii) waived, or (iv) subcontracted, without the prior written consent of the County Executive or his/her duly designated deputy (the "County Executive"), and any purported assignment, other disposal or mediation without such prior written consent shall be null and void. The failure of a party to assert any of its rights under this Agreement, including the right to demand strict performance shall not constitute a waiver of such rights.

11. Termination.

- a. Generally. This Agreement may be terminated (i) for any reason by the County upon thirty (30) days' written notice to the Contractor, (ii) for "Cause" by the County immediately upon the receipt by the Contractor of written notice of termination, (iii) upon mutual written Agreement of the County and the Contractor, and (iv) in accordance with any other provisions of this Agreement expressly addressing termination.

As used in this Agreement the word "Cause" includes: (i) a breach of this Agreement; (ii) the failure to obtain and maintain in full force and effect all Approvals required for the services described in this Agreement to be legally and professionally rendered; and (iii) the termination or impending termination of Federal or State funding for the Services to be provided under this Agreement; and (iv) the failure to electronically report in accordance with Section 7(h).



- b. By the Contractor. This Agreement may be terminated by the Contractor if performance becomes impracticable through no fault of the Contractor, where the impracticability relates to the Contractor's ability to perform its obligations, and not to a judgment as to convenience or the desirability of continued performance. Termination under this subsection shall be effected by the Contractor delivering to the Commissioner of other head of the Office (the "Commissioner"), at least sixty (60) days prior to the termination date (or a shorter period if sixty (60) days' notice is impossible), a notice stating (i) that the Contractor is terminating this Agreement in accordance with this subsection, (ii) the date as of which this Agreement will terminate, and (iii) the facts giving rise to the Contractor's right to terminate under this subsection. A copy of the notice given to the Commissioner shall be given to the Deputy County Executive who oversees the administration of the Office (the "Applicable DCE") on the same day that notice is given to the Commissioner.
- c. Contractor Assistance upon Termination. In connection with the termination of impending termination of this Agreement, the Contractor shall, regardless of the reason for termination, assist the County in transitioning the Contractor's responsibilities, and shall take all actions reasonably requested by the County (including those set forth in other provisions of this Agreement) to assist the County in transitioning the Contractor's responsibilities under this Agreement. The provisions of this subsection shall survive the termination of this Agreement.

## 12. Accounting Procedures; Records.

- a. The Contractor shall maintain and retain, for a period of six (6) years following the later of termination of or final payment under this Agreement, complete and accurate records, documents, accounts and other evidence, whether maintained electronically or manually ("Records"), pertinent to performance under this Agreement. Records shall be maintained in accordance with Generally Accepted Accounting Principles and, if the Contractor is a non-profit entity, must comply with the accounting guidelines set forth in the applicable provisions of the Code of Federal Regulations, 2 C.F.R. Part 200, as may be amended. Such Records shall at all times be available for audit, inspection and copying by the Comptroller, the Office, any other governmental authority with jurisdiction over the provision of services hereunder and/or the payment therefore, and any of their duly designated representatives. Failure to provide access within ten (10) days of a request for access shall be deemed a material breach of this Agreement. The provisions of this Section shall survive the termination of this Agreement.
- b. Within forty-five (45) days of the termination of this Agreement, Contractor shall file with the Office and the Comptroller of the County, reports as follows: (i) A complete and verified reconciliation report to include all monies received and monies expended during the term of this Agreement, must be submitted with the final claim voucher. Any unexpended funds remaining shall be repaid to the County simultaneously with the filing of the final reconciliation report; and (ii) A final project report to the Office, covering the achievement of the program goals and objectives and all personnel, administrative and other transactions which will describe how the program has operated and succeeded in providing the Services described in this Agreement.
- c. All organizations may be required to provide annual agency budgets. All organizations must submit an annual audit of financial statements. Those organizations expending five hundred thousand dollars (\$500,000) or more of Federal funding (from all sources) within

the Contractor's fiscal year must also obtain an annual Single Audit in compliance with Federal A-33 regulations. It is further stipulated that audits shall be made on an annual basis and that two copies of the audit must be provided to the Office within nine (9) months of the end of the Contractor's fiscal year.

13. Inventory.

- a. Title to all equipment, supplies, and material purchased with funds paid under this Agreement (the "Equipment") shall vest in the County, and the Equipment shall not be disposed of without prior written approval of the County.
- b. The Contractor shall maintain and retain, for a period of six (6) years following the later of termination of or final payment under this Agreement, a complete and accurate inventory (the "Inventory") of the Equipment. The Inventory shall describe the Equipment with reasonable specificity so that the Equipment can be readily identified. The Inventory shall at all times be available for audit and inspection by the Comptroller, the Office, any other governmental authority with jurisdiction over the disposition or use of funds paid to the Contractor in connection with this Agreement, and any of their duly designated representatives.
- c. Within thirty (30) days of the termination of this Agreement, the Contractor shall file final Inventory with the Office and the Comptroller. The Contractor shall dispose of the Equipment in accordance with the County's instructions. If the County does not provide disposition instructions within thirty (30) days of termination, then the Contractor shall contact the Commissioner in writing and request disposition instructions.
- d. The provisions of this Section shall survive the termination of this Agreement.

14. Limitations on Actions and Special Proceedings Against the County. No action or special proceeding shall lie or be prosecuted or maintained against the County upon any claims arising out of or in connection with this Agreement unless:

- a. Notice. At least thirty (30) days prior to seeking relief the Contractor shall have presented the demand or claim(s) upon which such action or special proceeding is based in writing to the Applicable DCE for adjustment and the County shall have neglected or refused to make an adjustment or payment on the demand or claim for thirty (30) days after presentment. The Contractor shall send or deliver copies of the documents presented to the Applicable DCE under this Section to each of (i) the Office and the (ii) County Attorney (at the address specified above for the County) on the same day that documents are sent or delivered to the Applicable DCE. The complaint or necessary moving papers of the Contractor shall allege that the above-described actions or inactions preceded the Contractor's action or special proceeding against the County.
- b. Time Limitation. Such action or special proceeding is commenced within the earlier of (i) one (1) year of the first to occur of the (a) final payment under or termination of this Agreement, and (b) the accrual of the cause of action, and (ii) the time specified in any other provision of this Agreement.

15. Work Performance Liability. The Contractor is and shall remain primarily liable for the successful completion of all work and provision of Services in accordance with this Agreement, regardless of whether the Contractor is using Contractor Agent(s) to perform some or all of the

work contemplated by this Agreement, and regardless of whether the County approved the use of such Contractor Agent(s).

16. Consent to Jurisdiction and Venue; Governing Law. Unless otherwise specified in this Agreement or required by Law, exclusive original jurisdiction for all claims and/or actions with respect to this Agreement shall be in the Supreme Court, Nassau County, New York and the parties expressly waive any objections to the same on any grounds, including venue and forum non conveniens. This Agreement is intended as a contract under, and shall be governed and construed in accordance with the Laws of New York State, without regard to the conflict of laws provisions thereof.
17. Notices. Any notice, request, demand or other communication required to be given or made in connection with this Agreement shall be (a) in writing, (b) delivered or sent (i) by hand delivery, evidenced by a signed, dated receipt, (ii) postage prepaid via certified mail, return receipt requested, or (iii) overnight delivery via a national recognized courier service, (c) deemed given or made on the date the delivery receipt was signed by a County employee, three (3) business days after it is mailed or one (1) business day after it is released to the courier service, as applicable, and (d) (i) if to the Department, (ii) if to an Applicable DCE, to the attention of the Applicable DCE at the address specified above for the County, (iii) if to the Comptroller, to the attention of the Comptroller at 240 Old Country Road, Mineola, NY 11501, and (iv) if to the Contractor, to the attention of the person who executed this Agreement on behalf of the Contractor at the address specified above for the Contractor, or to such other persons or addresses as shall be designated by written notice.
18. All Legal Provisions Deemed Included; Severability; Supremacy.
  - a. Every provision required by Law to be inserted into or referenced by this Agreement is intended to be a part of this Agreement. If any such provision is not inserted or referenced or is not inserted or referenced in correct form then (i) such provisions shall be deemed inserted into or referenced by this Agreement for purposes of interpretation and (ii) upon the application of either party this Agreement shall be formally amended to comply strictly with the Law, without prejudice to the rights of either party.
  - b. In the event any Agreement provision shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.
  - c. Unless the application of this subsection will cause a provision required by Law to be excluded from this Agreement, in the event of an actual conflict between the terms and conditions set forth above the signature page to this Agreement and those contained in any schedule, exhibit, appendix, or attachment to this Agreement, the terms and conditions set forth above the signature page shall control. To the extent possible, all the terms of this Agreement should be read together as not conflicting.
  - d. Each party has cooperated in the negotiation and preparation of this Agreement. Therefore, in the event that construction of this Agreement occurs, it shall not be construed against either party as drafter.
19. Section and Other Headings. The section and other headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.



20. Entire Agreement. This Agreement represents the full and entire understanding and agreement between both parties regarding the subject matter hereof and supersedes all prior agreements (written and/or oral) of the parties relating to the subject matter of this Agreement.
21. Prohibited Hirings. The Contractor agrees that no current officers, directors, or incorporators of the Contractor shall be hired or retained by the Contractor to fill any staff position or perform any service required under the Agreement and that parents, spouses, siblings, and children of current officers, directors, or incorporators will not be employees paid from these funds without prior written approval of the Office.
22. Executory Clause. Notwithstanding any other provision of this Agreement:
- a. Approval and Execution. The County shall have no liability under this Agreement (including any extension or other modification of this Agreement) to any Person unless (i) all County approvals have been obtained, including, if required, approval by the County Legislature, and (ii) this Agreement has been executed by the County Executive (as defined in this Agreement).
  - b. Availability of Funds. The County shall have no liability under this Agreement (including any extension or other modification of this Agreement) to any Person beyond funds appropriated or otherwise lawfully available for this Agreement, and, if any portion of the funds for this Agreement are from the New York State and/or Federal governments, then beyond funds available to the County from the New York State and/or Federal governments.

[Remainder of Page Intentionally Left Blank.]

IN WITNESS WHEREOF, the Contractor and the County have executed this Agreement as of the date first above written.

CORNELL COOPERATIVE EXTENSION OF NASSAU COUNTY, INC

By: \_\_\_\_\_

Name: Gregory M. Sandor

Title: Executive Director

Date: 3/1/23

NASSAU COUNTY

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: County Executive

☐ Title: Chief Deputy County Executive

☐ Title: Deputy County Executive

Date: \_\_\_\_\_

PLEASE EXECUTE IN BLUE INK

STATE OF NEW YORK)

)ss.:

COUNTY OF NASSAU )

On the 1<sup>st</sup> day of March in the year 2023 before me personally came Gregory M. Sander to me personally known, who, being by me duly sworn, did depose and say that he or she resides in the County of Suffolk; that he or she is the Executive Director of Cornell Cooperative Extension of Nassau County, the corporation described herein and which executed the above instrument; and that he or she signed his or her name thereto by authority of the board of directors of said corporation.

NOTARY PUBLIC



ERIKA HULVER

NOTARY PUBLIC-STATE OF NEW YORK  
No. 01HU6392400  
Qualified in Nassau County  
My Commission Expires 05-28-2023

STATE OF NEW YORK)

)ss.:

COUNTY OF NASSAU )

On the \_\_\_\_ day of \_\_\_\_\_ in the year 202\_\_ before me personally came \_\_\_\_\_ to me personally known, who, being by me duly sworn, did depose and say that he or she resides in the County of \_\_\_\_\_; that he or she is a Deputy County Executive of the County of Nassau, the municipal corporation described herein and which executed the above instrument; and that he or she signed his or her name thereto pursuant to Section 205 of the County Government Law of Nassau County.

NOTARY PUBLIC

## APPENDIX A

CONTRACTING AGENCY: Cornell Cooperative Extension of Nassau County, Inc

CONTRACT

AUTHORIZED AGENCY PERSON: Gregory M. Sandor

AUTHORIZ

ADDRESS: Eisenhower Park, East Meadow, New York 11554

ADDRESS: :

TERM OF CONTRACT: 01/01/23-12/31/25

TERM OF C

CONTRACT AMOUNT: \$50,000.00

CONTRACT

### OBJECTIVE:

#### Activity:

#### DETAILED DESCRIPTION OF SERVICES:

. By maintaining current 4H staff, we will be able to sustain continued 4H youth development programs in the following areas:

- East Meadow Farms – continued visits, continued programming, and continued classes
- Expanded Marine Camp – more youth able to take advantage of this opportunity
- DPF 4-H Camp – day and overnight visits
- 4H Entrepreneur Program- further development of program that builds upon the previous success of incorporating local youth in farmstand operations and entrepreneur class training.

All programs are currently monitored and evaluated through ongoing internal and external evaluations. All program participant's complete final evaluation surveys which are reviewed and evaluated for program improvements/changes. Additionally, program evaluations are compared to nationwide 4-H program evaluations to ensure that the integrity of the 4-H program is maintained and that program goals have been reached. All CCE-NC programs are required to provide quarterly and final reports, these will be submitted to Nassau County as well.

#### Technical and Capacity Building Instruction:

Use of contract funds:

The Contractor of funds exceeding \$50,000 shall utilize a percentage of the contract amount to comply with the technical and capacity building requirement. Contractor shall utilize funds of not less than \$1,000 and not greater than \$2,000 of the total amount of the Contract. Contractor of funds totaling less than \$50,000 shall receive an additional \$1,000 for the strict purpose of complying with the Technical and Capacity Building Requirement

Attachment B

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans,  
and Cooperative Agreements


The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Cornell Cooperative Extension of Nassau County Inc. New York  
Organization State

 Executive Director 3/1/23  
Authorized Signature Title Date



Appendix L

Certificate of Compliance

In compliance with Local Law 1-2006, as amended (the "Law"), the Contractor hereby certifies the following:

1. The chief executive officer of the Contractor is:

Gregory M Sandor (Name)

219 Gerritsen Ave., Bayport, NY 11705 (Address)

516-282-4415 (Telephone Number)

2. The Contractor agrees to either (1) comply with the requirements of the Nassau County Living Wage Law or (2) as applicable, obtain a waiver of the requirements of the Law pursuant to section 9 of the Law. In the event that the contractor does not comply with the requirements of the Law or obtain a waiver of the requirements of the Law, and such contractor establishes to the satisfaction of the Office that at the time of execution of this agreement, it had a reasonable certainty that it would receive such waiver based on the Law and Rules pertaining to waivers, the County will agree to terminate the contract without imposing costs or seeking damages against the Contractor
3. In the past five years, Contractor \_\_\_\_\_ has ☒ has not been found by a court or a government agency to have violated federal, state, or local laws regulating payment of wages or benefits, labor relations, or occupational safety and health. If a violation has been assessed against the Contractor, describe below:

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4. In the past five years, an administrative proceeding, investigation, or government body-initiated judicial action ☒ has \_\_\_\_\_ has not been commenced against or relating to the Contractor in connection with federal, state, or local laws regulating payment of wages or benefits, labor relations, or occupational safety and health. If such a proceeding, action, or investigation has been commenced, describe below:



CCE-NC is currently undergoing a Department of Labor Audit. CCE-NC

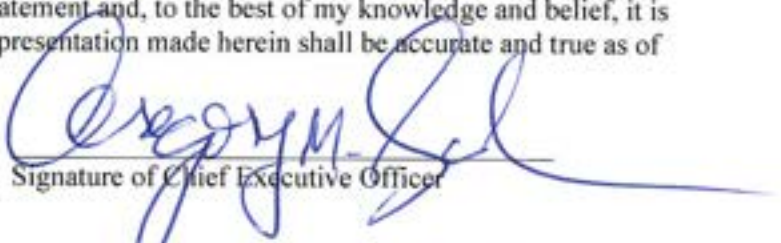
has had no contact from the DOL regarding this audit since 2018.

5. Contractor agrees to permit access to work sites and relevant payroll records by authorized County representatives for the purpose of monitoring compliance with the Living Wage Law and investigating employee complaints of noncompliance.

I hereby certify that I have read the foregoing statement and, to the best of my knowledge and belief, it is true, correct and complete. Any statement or representation made herein shall be accurate and true as of the date stated below.

3/1/2023

Dated



Signature of Chief Executive Officer

Gregory M Sandor, Executive Director

Name of Chief Executive Officer

Sworn to before me this

1<sup>st</sup> day of March, 2023



Notary Public

ERIKA HULVER  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01HU6392400  
Qualified in Nassau County  
My Commission Expires 05-28-2023

**Appendix EE**  
**Equal Employment Opportunities for Minorities and Women**

The provisions of this Appendix EE are hereby made a part of the document to which it is attached.

The Contractor shall comply with all federal, State and local statutory and constitutional anti-discrimination provisions. In addition, Local Law No. 14-2002, entitled "Participation by Minority Group Members and Women in Nassau County Contracts," governs all County Contracts as defined herein and solicitations for bids or proposals for County Contracts. In accordance with Local Law 14-2002:

(a) The Contractor shall not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status in recruitment, employment, job assignments, promotions, upgradings, demotions, transfers, layoffs, terminations, and rates of pay or other forms of compensation. The Contractor will undertake or continue existing programs related to recruitment, employment, job assignments, promotions, upgradings, transfers, and rates of pay or other forms of compensation to ensure that minority group members and women are afforded equal employment opportunities without discrimination.

(b) At the request of the County contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, union, or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability, or marital status and that such employment agency, labor union, or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein.

(c) The Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the County Contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

(d) The Contractor shall make best efforts to solicit active participation by certified minority or women-owned business enterprises ("Certified M/WBEs") as defined in Section 101 of Local Law No. 14-2002, for the purpose of granting of Subcontracts.

(e) The Contractor shall, in its advertisements and solicitations for Subcontractors, indicate its interest in receiving bids from Certified M/WBEs and the requirement that Subcontractors must be equal opportunity employers.

(f) Contractors must notify and receive approval from the respective Office Head prior to issuing any Subcontracts and, at the time of requesting such authorization, must submit a signed Best Efforts Checklist.

(g) Contractors for projects under the supervision of the County's Department of Public Works shall also submit a utilization plan listing all proposed Subcontractors so that, to the greatest extent feasible, all Subcontractors will be approved prior to commencement of work. Any additions or changes

to the list of subcontractors under the utilization plan shall be approved by the Commissioner of the Department of Public Works when made. A copy of the utilization plan any additions or changes thereto shall be submitted by the Contractor to the Office of Minority Affairs simultaneously with the submission to the Department of Public Works.

(h) At any time after Subcontractor approval has been requested and prior to being granted, the contracting agency may require the Contractor to submit Documentation Demonstrating Best Efforts to Obtain Certified Minority or Women-owned Business Enterprises. In addition, the contracting agency may require the Contractor to submit such documentation at any time after Subcontractor approval when the contracting agency has reasonable cause to believe that the existing Best Efforts Checklist may be inaccurate. Within ten working days (10) of any such request by the contracting agency, the Contractor must submit Documentation.

(i) In the case where a request is made by the contracting agency or a Deputy County Executive acting on behalf of the contracting agency, the Contractor must, within two (2) working days of such request, submit evidence to demonstrate that it employed Best Efforts to obtain Certified M/WBE participation through proper documentation.

(j) Award of a County Contract alone shall not be deemed or interpreted as approval of all Contractor's Subcontracts and Contractor's fulfillment of Best Efforts to obtain participation by Certified M/WBEs.

(k) A Contractor shall maintain Documentation Demonstrating Best Efforts to Obtain Certified Minority or Women-owned Business Enterprises for a period of six (6) years. Failure to maintain such records shall be deemed failure to make Best Efforts to comply with this Appendix EE, evidence of false certification as M/WBE compliant or considered breach of the County Contract.

(l) The Contractor shall be bound by the provisions of Section 109 of Local Law No. 14-2002 providing for enforcement of violations as follows:

- a. Upon receipt by the Executive Director of a complaint from a contracting agency that a County Contractor has failed to comply with the provisions of Local Law No. 14-2002, this Appendix EE or any other contractual provisions included in furtherance of Local Law No. 14-2002, the Executive Director will try to resolve the matter.
- b. If efforts to resolve such matter to the satisfaction of all parties are unsuccessful, the Executive Director shall refer the matter, within thirty days (30) of receipt of the complaint, to the American Arbitration Association for proceeding thereon.
- c. Upon conclusion of the arbitration proceedings, the arbitrator shall submit to the Executive Director his recommendations regarding the imposition of sanctions, fines or penalties. The Executive Director shall either (i) adopt the recommendation of the arbitrator (ii) determine that no sanctions, fines or penalties should be imposed or (iii) modify the recommendation of the arbitrator, provided that such modification shall not expand upon any sanction recommended or impose any new sanction, or increase the amount of any recommended fine or penalty. The Executive Director, within ten days (10) of receipt of the arbitrators award and recommendations, shall file a determination of such matter and shall cause a copy of such determination to be served upon the respondent by personal service or by certified mail return receipt requested. The award of the arbitrator, and the fines and penalties imposed by the

Executive Director, shall be final determinations and may only be vacated or modified as provided in the civil practice law and rules ("CPLR").

(m) The contractor shall provide contracting agency with information regarding all subcontracts awarded under any County Contract, including the amount of compensation paid to each Subcontractor and shall complete all forms provided by the Executive Director or the Office Head relating to subcontractor utilization and efforts to obtain M/WBE participation.

Failure to comply with provisions (a) through (m) above, as ultimately determined by the Executive Director, shall be a material breach of the contract constituting grounds for immediate termination. Once a final determination of failure to comply has been reached by the Executive Director, the determination of whether to terminate a contract shall rest with the Deputy County Executive with oversight responsibility for the contracting agency.

Provisions (a), (b) and (c) shall not be binding upon Contractors or Subcontractors in the performance of work or the provision of services or any other activity that are unrelated, separate, or distinct from the County Contract as expressed by its terms.

The requirements of the provisions (a), (b) and (c) shall not apply to any employment or application for employment outside of this County or solicitations or advertisements therefore or any existing programs of affirmative action regarding employment outside of this County and the effect of contract provisions required by these provisions (a), (b) and (c) shall be so limited.

The Contractor shall include provisions (a), (b) and (c) in every Subcontract in such a manner that these provisions shall be binding upon each Subcontractor as to work in connection with the County Contract.

As used in this Appendix EE the term "Best Efforts Checklist" shall mean a list signed by the Contractor, listing the procedures it has undertaken to procure Subcontractors in accordance with this Appendix EE.

As used in this Appendix EE the term "County Contract" shall mean (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of Twenty Five Thousand and 00/100 Dollars (\$25,000.00), whereby a County contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the County; or (ii) a written agreement in excess of One Hundred Thousand and 00/100 Dollars (\$100,000.00), whereby a County contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon. However, the term "County Contract" does not include agreements or orders for the following services: banking services, insurance policies or contracts, or contracts with a County contracting agency for the sale of bonds, notes or other securities.

As used in this Appendix EE the term "County Contractor" means an individual, business enterprise, including sole proprietorship, partnership, corporation, not-for-profit corporation, or any other person or entity other than the County, whether a contractor, licensor, licensee or any other party, that is (i) a party to a County Contract, (ii) a bidder in connection with the award of a County Contract, or (iii) a proposed party to a County Contract, but shall not include any Subcontractor.

As used in this Appendix EE the term "County Contractor" shall mean a person or firm who will manage and be responsible for an entire contracted project.

As used in this Appendix EE "Documentation Demonstrating Best Efforts to Obtain Certified



Minority or Women-owned Business Enterprises" shall include, but is not limited to the following:

- a. Proof of having advertised for bids, where appropriate, in minority publications, trade newspapers/notices and magazines, trade and union publications, and publications of general circulation in Nassau County and surrounding areas or having verbally solicited M/WBEs whom the County Contractor reasonably believed might have the qualifications to do the work. A copy of the advertisement, if used, shall be included to demonstrate that it contained language indicating that the County Contractor welcomed bids and quotes from M/WBE Subcontractors. In addition, proof of the date(s) any such advertisements appeared must be included in the Best Effort Documentation. If verbal solicitation is used, a County Contractor's affidavit with a notary's signature and stamp shall be required as part of the documentation.
- b. Proof of having provided reasonable time for M/WBE Subcontractors to respond to bid opportunities according to industry norms and standards. A chart outlining the schedule/time frame used to obtain bids from M/WBEs is suggested to be included with the Best Effort Documentation
- c. Proof or affidavit of follow-up of telephone calls with potential M/WBE subcontractors encouraging their participation. Telephone logs indicating such action can be included with the Best Effort Documentation
- d. Proof or affidavit that M/WBE Subcontractors were allowed to review bid specifications, blue prints and all other bid/RFP related items at no charge to the M/WBEs, other than reasonable documentation costs incurred by the County Contractor that are passed onto the M/WBE.
- e. Proof or affidavit that sufficient time prior to making award was allowed for M/WBEs to participate effectively, to the extent practicable given the timeframe of the County Contract.
- f. Proof or affidavit that negotiations were held in good faith with interested M/WBEs, and that M/WBEs were not rejected as unqualified or unacceptable without sound business reasons based on (1) a thorough investigation of M/WBE qualifications and capabilities reviewed against industry custom and standards and (2) cost of performance. The basis for rejecting any M/WBE deemed unqualified by the County Contractor shall be included in the Best Effort Documentation
- g. If an M/WBE is rejected based on cost, the County Contractor must submit a list of all sub-bidders for each item of work solicited and their bid prices for the work.
- h. The conditions of performance expected of Subcontractors by the County Contractor must also be included with the Best Effort Documentation
- i. County Contractors may include any other type of documentation they feel necessary to further demonstrate their Best Efforts regarding their bid documents.

As used in this Appendix EE the term "Executive Director" shall mean the Executive Director of the Nassau County Office of Minority Affairs; provided, however, that Executive Director shall include a designee of the Executive Director except in the case of final determinations issued pursuant to Section (a) through (l) of these rules.

As used in this Appendix EE the term "Subcontract" shall mean an agreement consisting of part or parts of the contracted work of the County Contractor.

As used in this Appendix EE, the term "Subcontractor" shall mean a person or firm who performs part or parts of the contracted work of a prime contractor providing services, including construction services, to the County pursuant to a county contract. Subcontractor shall include a person or firm that provides labor, professional or other services, materials or supplies to a prime contractor that are necessary for the prime contractor to fulfill its obligations to provide services to the County pursuant to a county contract. Subcontractor shall not include a supplier of materials to a contractor who has contracted to provide goods but no services to the County, nor a supplier of incidental materials to a contractor, such as office supplies, tools and other items of nominal cost that are utilized in the performance of a service contract.

Provisions requiring contractors to retain or submit documentation of best efforts to utilize certified subcontractors and requiring the Office head approval prior to subcontracting shall not apply to inter-governmental agreements. In addition, the tracking of expenditures of County dollars by not-for-profit corporations, other municipalities, States, or the federal government is not required.





**Nassau County Human Services  
Universal Budget Form**



**Face Sheet**

***Please complete the following information about this contract:***

***To Be Completed By The Contract Vendor:***

**Contractor Name:** Cornell Cooperative Extension of Nassau County

**Program Name:** Youth Development Services

**[To Start Working on Your Budget Click Here](#)**

***The Section Below Will Be Completed By the Human Service Department You Are Contracting With:***

**Contract #** CQHS23000007

**Contract Period Start: (MM/DD/YY)** 01/01/23

**End: (MM/DD/YY)** 12/31/23

**Enter Whole # Only**

**State Reimbursement %**

**Federal Reimbursement %**

**HS Only:** [Click Here To See The Fiscal Summary](#)

**[To Start Working on Your Budget Click Here](#)**



# Nassau County Human Services Universal Budget Form

Return to Face Sheet

Contract # CQHS23000007

Contract Name: Cornell Cooperative Extension of Nassau County

Program Name: Youth Development Services

Select Line To  
Work On Here

## Budget Summary

	Line #	Expense type	Total \$
	1a	Salary	\$50,000
<u>Work on Salary and Fringe</u>	1b	Fringe	\$0
	1 Total	Personnel (Salary plus Fringe)	\$50,000
<u>Work on Line 2</u>	2	Consultant(s)	\$0
<u>Work on Line 3</u>	3	Travel / Per Diem / Transportation	\$0
<u>Work on Line 4</u>	4	Equipment	\$0
<u>Work on Line 5</u>	5	Supplies	\$0
<u>Work on Line 6</u>	6	Contractual Services	\$0
<u>Work on Line 7</u>	7a	Rent	\$0
	7b	Utilities	\$0
<u>Work on Line 8</u>	8	Department Specific Costs	\$0
<u>Work on Line 9</u>	9	Other Costs	\$0
<u>Work on Line 10</u>	10	Administrative Overhead	\$0
		Gross Expenditures (Lines 1 – 10)	\$50,000
<u>Work on Line 11</u>	11	Revenue, Income, Agency Contribution, Matches	\$0
		Net Budget Total (Lines 1 – 10 minus line 11)	\$50,000
<u>Agency Contribution</u>		Agency Contribution	\$0
		Net Contract Total (Net Budget Total minus Agency Contribution)	\$50,000

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Administrative Approval of Universal Budget Form:

Department Head Approval

Fiscal Approval

Program Head Approval



Nassau County Human Services  
Universal Budget Form

2/14/2023

**Universal Budget Form**  
**Nassau County Human Services**

**Line 1 - Personnel**

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Cost of salaries and/or wages of personnel assigned to the project

----- Contract Amount Only -----

Staff Title/Name	# of Staff	Explanation/Description of Function/Expense	FTE	Salary \$	Fringe \$	Total \$
Program Leader 1	1	2,080 Hours p/y \$65,000, yrly salary	0.11	\$7,020		\$7,020
Program Leader 2	1	2,080 Hours p/y \$65,000, yrly salary	0.05	\$2,990		\$2,990
Educator 1	1	2080 Hours p/y \$46,800, yrly salary	0.21	\$10,015		\$10,015
Educator 2	1	2080 Hours p/y, \$47,500 yrly salary	0.21	\$10,023		\$10,023
Educator 3	1	2080 Hours p/y, hourly rate \$23	0.23	\$9,980		\$9,980
Educator 4	1	2080 Hours p/y, hourly rate \$19	0.27	\$9,972		\$9,972
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
Line 1 Total		n/a	n/a	\$50,000	\$0	\$50,000

**Notes:**

1. Personnel cost is salaries and/or wages (including base, OT, differentials, etc.) of personnel assigned to the project.
2. For each position, provide the: job title; name, if known; time commitment to the project as a full-time equivalent; annual salary; and/or hourly wage rate. If salary other than 100% of FTE note salary amount in description
3. All Direct Personnel Costs or Allocations are to be included in this section, not in Other.
4. Hourly Workers: Note hourly wage and number of hours worked in comments. Salary = Wage x Hours.
5. Fringe may be allocated or reported as a lump sum. Check with the department.
6. For FTE: Enter in the whole number if FTE represents the number of people (e.g., 3.5 staff). Enter a decimal if FTE represents a percentage of a person's salary and fringe (e.g., .5 for 50% of salary and fringe).

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**Universal Budget Form**  
**Nassau County Human Services**

**Line 2 - Consultants**

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Costs of professional consultant services provided by persons who are members of a particular profession or possess a special skill, and who are not employees of the contractor. Excludes Line 2 Personnel Costs and Line 9 Other Costs

[illegible]

Note(s):

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1. For each position, provide the: job title; name, if known; time commitment to the project as a percentage of a full-time equivalent; annual salary; and/or hourly wage rate. For hourly wage rate position provide annual hours to
2. Consultants must either provide a direct client service (e.g., case manager) or support a direct client service (e.g., file clerk).
3. For FTE: Enter in the whole number if FTE represents the number of people (e.g., 3.5 staff). Enter a decimal if FTE represents a percentage of a person's salary and fringe (e.g., .5 for 50% of salary and fringe).

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[Return to Summary Page](#)

[illegible]

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**Universal Budget Form**  
**Nassau County Human Services**

**Line 4 - Equipment**

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Costs of all nonexpendable, tangible personal property.

Expense type: Equipment Rental	Explanation - Description of Expense	Total \$

Note(s):

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1. Rental costs of all nonexpendable, tangible personal property. Includes rental costs of furniture and office equipment such as printers, copy machines, computers, etc. For each type of equipment / furniture requested provide: a description of the item, cost per unit, the number of units, and total rental cost.

Expense type: Equipment Purchase	Explanation - Description of Expense	Total \$

Note(s):

[Return to Summary Page](#)

1. Purchase costs of all nonexpendable, tangible personal property. Includes purchase costs of furniture and office equipment such as printers, copy machines, desktop computers, etc. For each type of equipment / furniture requested provide: a description of the item, cost per unit, the number of units, and total purchase cost.  
2. Some smaller equipment purchases may be recorded as supplies (e.g., fax machines, etc). Check with the Department.

Line 4 Total	n/a	\$0
--------------	-----	-----

Note(s):

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1. Total the cost of equipment purchases and rentals.

[Return to Summary Page](#)



**Universal Budget Form**  
**Nassau County Human Services**

**Line 5 - Supplies**

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Cost of supplies

[illegible]

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Note(s):

1. Costs of all tangible personal property other than that included under the Equipment expense type. Includes supplies and materials used on a regular, daily basis to directly support the delivery of the project. Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.
2. Supplies can include some types of small equipment (e.g., fax machine). Please consult with the department regarding equipment that can be recorded as a supply.



**Universal Budget Form**  
**Nassau County Human Services**

[Line 6 - Contractual Services](#) [Return to Summary Page](#)

Costs of indirect services acquired by the contractor under a separate contract or subcontract.

Expense type: Contractual Services	Explanation - Description of Expense	Total \$
Line 6 Total	n/a	\$0

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Note(s):

1. Costs of indirect services acquired by the contractor under a separate contract or subcontract.
2. Costs of all contracts for indirect services and goods except for those that belong under other expense types such as equipment, supplies, etc. Provide computations, a narrative description and a justification for each contract under this expense.
3. Indirect services include contract consultants providing services such as computer support, payroll, accounts, legal, etc.

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**Universal Budget Form**  
**Nassau County Human Services**

**Line 7 a - Rent**

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Cost related to rent and utilities associated with provide direct client services.

[illegible]

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Note(s):

1. Costs of all rent and utility expenses used to directly support the delivery of the project. Specify physical address in the description.

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**Universal Budget Form**  
**Nassau County Human Services**

**Line 7 b- Utilities**

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Cost related to rent and utilities associated with provide direct client services.

[illegible]

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Note(s):

1. Costs of all rent and utility expenses used to directly support the delivery of the project. Specify physical address in the description.

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**Universal Budget Form**  
**Nassau County Human Services**

**Line 8 - Department Specific Costs**

Please itemize all expenses [Return to Summary Page](#)

[illegible]

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Note(s):

1. List any department specific cost or expense that cannot be listed on any other budget line. Provide computations (where appropriate), a narrative description and a justification for each cost under this expense type.

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**Universal Budget Form**  
**Nassau County Human Services**

**Line 9 - Misc./Other Costs**  
Please itemize all expenses

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<b>Expense type: Misc./Other Costs</b>	<b>Explanation - Description of Expense</b>	<b>Total \$</b>
<b>Line 9 Total</b>	n/a	\$0

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Note(s):

1. Such costs may include but are not limited to: printing and publication, training, conferences and other costs. Provide computations, a narrative description and a justification for each cost under this expense type.

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**Universal Budget Form**  
**Nassau County Human Services**

*Line 10 - Administrative Overhead*

Administrative Overhead costs

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----- Contract Amount Only -----

[illegible]

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Note(s):

1. Includes total administrative and overhead costs indirectly associated with the project but attributable to the overall operation of the contractor such as: costs for the overall direction of the contractor's organization; central executive functions that do not directly support the specific project; costs for general record keeping, budgeting, fiscal management, accounting, personnel and procurement; etc. Provide total administrative / overhead costs as a percentage of total Personnel and Fringe costs.

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**Universal Budget Form  
Nassau County Human Services**

**Line 11 - Revenue**

Please itemize all revenue, income, agency contribution, and matches, if any, expected to be generated from this project.

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Revenue type: Income/Matches	Explanation - Description of Revenue	Total \$
Line 11 Total	n/a	\$0

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Note(s):

1. Describe the nature, source and anticipated use of project revenue, income, agency contribution, and matches, if any. Provide computations, a narrative description and a justification for each category.

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**Nassau County Human Services  
Universal Budget Form**

**Fiscal Summary**

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Contract # CQHS23000007

Contract Period Start: 01/01/23

End: 12/31/23

Contractor Name: Cornell Cooperative Extension of Nassau County

Program Name: Youth Development Services

Expense type	Total \$
Personnel (Salary plus Fringe)	\$50,000
OTPS	\$0
Administrative Overhead	\$0
Gross Expenditures (Lines 1 – 10)	\$50,000
Revenue, Income, Agency Contribution, Matches	\$0
Net Budget Total (Lines 1 – 10 minus line 11)	\$50,000
Agency Contribution	\$0
Net Contract Total (Net Budget Total minus Agency Contribution)	\$50,000

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Source	Total \$	Percentage
State	\$-	0
Federal	\$-	0
Sub Total – State/Fed	\$0	0
Local	\$-	100
Total	\$0	100

[Return to Face Sheet](#)

*COUNTY OF NASSAU*  
*INTER-DEPARTMENTAL MEMO*

**TO:** Timothy Carter, Assistant to the President.  
CSEA, Local 380

**FROM:** Seema Zaki  
Fiscal Director  
Department of Human Services

**DATE:** February 14, 2023

**SUBJECT:** Nassau County Office of Youth Services Contracts-Section 32-County-CSEA

.....

The attached Office of Youth Services contract does not apply to Section 32 of the C.S.E.A. contracts but is being forwarded to you as a courtesy to CSEA.

Cornell Cooperative Extension of Nassau County

  
\_\_\_\_\_  
Seema Zaki  
Fiscal Director  
Department of Human Services

SZ:ar  
Atts.





COUNTY OF NASSAU  
DEPARTMENT OF HUMAN SERVICES

60 Charles Lindbergh Boulevard Uniondale, New York 11553-3687  
Phone: (516) 227-8930 Fax: (516) 227-8971

**TO:** Robert Cleary  
**FROM:** Seema Zaki  
**SUBJECT:** Delay Memo for Cornell Cooperative Extension of Nassau County , Inc.  
**DATE:** 03/09/23

There was a delay in the RFP evaluation/approval process. Final selection of the agencies was on 12/10/22. Contracts were emailed to the agencies for review and signature on 12/28/22.

Principal Questionnaires were submitted 02/27/23. Signed contract received 03/07/23.  
Compilation of contract documents from the Vendor Portal was done after that.  
Review and signature of the required contract documents-Budget, Comptroller's forms, completed and reviewed by OYS's authorized representatives.

The Contract was submitted into the ECRS only when the Contract documents were complete.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/26/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
P.W. Wood & Son, Inc.  
2333 N Triphammer Road  
Suite 501  
Ithaca NY 14850

CONTACT NAME: Karen J Supek  
PHONE (A/C, No, Ext): 607-266-3303 FAX (A/C, No): 607-266-9663  
E-MAIL ADDRESS: ccecontracts@thewoodoffice.com

INSURED  
Cornell Cooperative Extension Nassau County  
PO Box 148  
East Meadow NY 11554

License# PC614568  
CORNCOO-27

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Philadelphia Indemnity Ins Co	18058
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

## COVERAGES

CERTIFICATE NUMBER: 401353521

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	PHPK2413063	5/24/2022	5/24/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPROP AGG \$ 3,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK2413063	5/24/2022	5/24/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB814149	5/24/2022	5/24/2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
2022 County Appropriations 1/1/2012-12/31/2022. County of Nassau is an additional insured if required by written contract, per endorsement number PI-GLD-HS NY (10/11).

## CERTIFICATE HOLDER

## CANCELLATION

County of Nassau  
1550 Franklin Ave  
Mineola NY 11501

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Karen J Supek*

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****GENERAL LIABILITY DELUXE ENDORSEMENT:  
HUMAN SERVICES**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE**

The following is a summary of the Limits of Insurance and additional coverage provided by this endorsement. For complete details on specific coverages, consult the policy contract wording.

It is our stated intention that the various endorsements, coverage parts or policy issued to you by us, or any company affiliated with us, do not provide any duplication or overlap of coverage for the same claim or "suit." If this endorsement and any other coverage part or policy issued to you by us, or any company affiliated with us, apply to the same claim, "suit," or medical expenses, we shall not be liable under this endorsement for a greater proportion of the total loss for that claim than this endorsement's applicable Limit of Insurance bears to the total applicable Limits of Insurance under all such endorsements, coverage parts or policies.

This condition does not apply to any excess or umbrella policy issued by us specifically to apply as excess insurance over the underlying Commercial General Liability policy.

Coverage Applicable	Limit of Insurance	Page #
Extended Property Damage	Included	2
Limited Rental Lease Agreement Contractual Liability	\$50,000 limit	2
Non-Owned Watercraft	Less than 58 feet	2
Damage to Property You Own, Rent, or Occupy	\$30,000 limit	3
Damage to Premises Rented to You	\$1,000,000	3
HIPAA	Clarification	4
Medical Payments	\$20,000	5
Medical Payments – Extended Reporting Period	3 years	5
Athletic Activities	Amended	5
Supplementary Payments – Bail Bonds	\$5,000	5
Supplementary Payment – Loss of Earnings	\$1,000 per day	5
Key and Lock Replacement – Janitorial Services Client Coverage	\$10,000 limit	5
Additional Insured – Newly Acquired Time Period	Amended	6
Additional Insured – Medical Directors and Administrators	Included	7
Additional Insured – Managers and Supervisors (with Fellow Employee Coverage)	Included	7
Additional Insured – Broadened Named Insured	Included	7
Additional Insured – Funding Source	Included	7
Additional Insured – Home Care Providers	Included	7
Additional Insured – Managers, Landlords, or Lessors of Premises	Included	7
Additional Insured – Lessor of Leased Equipment	Included	7

We will pay for the cost to replace keys and locks at the "clients" premises due to theft or other loss to keys entrusted to you by your "client," up to a \$10,000 limit per occurrence and \$10,000 policy aggregate.

We will not pay for loss or damage resulting from theft or any other dishonest or criminal act that you or any of your partners, members, officers, "employees", "managers", directors, trustees, authorized representatives or any one to whom you entrust the keys of a "client" for any purpose commit, whether acting alone or in collusion with other persons.

The following, when used on this coverage, are defined as follows:

a. "Client" means an individual, company or organization with whom you have a written contract or work order for your services for a described premises and have billed for your services.

b. "Employee" means:

(1) Any natural person:

(a) While in your service or for 30 days after termination of service;

(b) Who you compensate directly by salary, wages or commissions; and

(c) Who you have the right to direct and control while performing services for you; or

(2) Any natural person who is furnished temporarily to you:

(a) To substitute for a permanent "employee" as defined in Paragraph (1) above, who is on leave; or

(b) To meet seasonal or short-term workload conditions;

while that person is subject to your direction and control and performing services for you.

(3) "Employee" does not mean:

(a) Any agent, broker, person leased to you by a labor leasing firm, factor, commission merchant, consignee, independent contractor or representative of the same general character; or

(b) Any "manager," director or trustee except while performing acts coming within the scope of the usual duties of an "employee."

c. "Manager" means a person serving in a directorial capacity for a limited liability company.

#### K. Additional Insureds

**SECTION II – WHO IS AN INSURED** is amended as follows:

1. If coverage for newly acquired or formed organizations is not otherwise excluded from this Coverage Part, Paragraph 3.a. is deleted in its entirety and replaced by the following:

a. Coverage under this provision is afforded until the end of the policy period.

2. Each of the following is also an insured:

- a. **Medical Directors and Administrators** – Your medical directors and administrators, but only while acting within the scope of and during the course of their duties as such. Such duties do not include the furnishing or failure to furnish professional services of any physician or psychiatrist in the treatment of a patient.
- b. **Managers and Supervisors** – Your managers and supervisors are also insureds, but only with respect to their duties as your managers and supervisors. Managers and supervisors who are your "employees" are also insureds for "bodily injury" to a co-"employee" while in the course of his or her employment by you or performing duties related to the conduct of your business.

This provision does not change Item 2 a.(1)(a) as it applies to managers of a limited liability company.

- c. **Broadened Named Insured** – Any organization and subsidiary thereof which you control and actively manage on the effective date of this Coverage Part. However, coverage does not apply to any organization or subsidiary not named in the Declarations as Named Insured, if they are also insured under another similar policy, but for its termination or the exhaustion of its limits of insurance.
- d. **Funding Source** – Any person or organization with respect to their liability arising out of:
  - (1) Their financial control of you; or
  - (2) Premises they own, maintain or control while you lease or occupy these premises.

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.

- e. **Home Care Providers** – At the first Named Insured's option, any person or organization under your direct supervision and control while providing for you private home respite or foster home care for the developmentally disabled.
- f. **Managers, Landlords, or Lessors of Premises** – Any person or organization with respect to their liability arising out of the ownership, maintenance or use of that part of the premises leased or rented to you subject to the following additional exclusions:

This insurance does not apply to:

- (1) Any "occurrence" which takes place after you cease to be a tenant in that premises; or
- (2) Structural alterations, new construction or demolition operations performed by or on behalf of that person or organization.

- g. **Lessor of Leased Equipment – Automatic Status When Required in Lease Agreement With You** – Any person or organization from whom you lease equipment when you and such person or organization have agreed in writing in a contract or agreement that such person or organization is to be added as an additional insured on your policy. Such person or organization is an insured only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

A person's or organization's status as an additional insured under this endorsement ends when their contract or agreement with you for such leased equipment ends.

With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

- h. Grantors of Permits** – Any state or political subdivision granting you a permit in connection with your premises subject to the following additional provision:

  - (1) This insurance applies only with respect to the following hazards for which the state or political subdivision has issued a permit in connection with the premises you own, rent or control and to which this insurance applies:

    - (a) The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners or decorations and similar exposures;
    - (b) The construction, erection, or removal of elevators; or
    - (c) The ownership, maintenance, or use of any elevators covered by this insurance.
- i. Vendors** – Only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:

  - (1) The insurance afforded the vendor does not apply to:

    - (a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
    - (b) Any express warranty unauthorized by you;
    - (c) Any physical or chemical change in the product made intentionally by the vendor;
    - (d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
    - (e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
    - (f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;
    - (g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or



- (h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
    - (i) The exceptions contained in Sub-paragraphs (d) or (f); or
    - (ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.
  - (2) This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing.
  - j. **Franchisor** – Any person or organization with respect to their liability as the grantor of a franchise to you.
  - k. **As Required by Contract** – Any person or organization where required by a written contract executed prior to the occurrence of a loss. Such person or organization is an additional insured for "bodily injury," "property damage" or "personal and advertising injury" but only for liability arising out of the negligence of the named insured. The limits of insurance applicable to these additional insureds are the lesser of the policy limits or those limits specified in a contract or agreement. These limits are included within and not in addition to the limits of insurance shown in the Declarations
  - l. **Owners, Lessees or Contractors** – Any person or organization, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by:
    - (1) Your acts or omissions; or
    - (2) The acts or omissions of those acting on your behalf;in the performance of your ongoing operations for the additional insured when required by a contract.
- With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:
- This insurance does not apply to "bodily injury" or "property damage" occurring after:
- (a) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
  - (b) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.
- m. **State or Political Subdivisions** – Any state or political subdivision as required, subject to the following provisions:

- (1) This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit, and is required by contract.
- (2) This insurance does not apply to:
  - (a) "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
  - (b) "Bodily injury" or "property damage" included within the "products-completed operations hazard."

**L. Duties in the Event of Occurrence, Claim or Suit**

**SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, Paragraph 2.** is amended as follows:

a. is amended to include:

This condition applies only when the "occurrence" or offense is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership; or
- (3) An executive officer or insurance manager, if you are a corporation.

b. is amended to include:

This condition will not be considered breached unless the breach occurs after such claim or "suit" is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership; or
- (3) An executive officer or insurance manager, if you are a corporation.

**M. Unintentional Failure To Disclose Hazards**

**SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 6. Representations** is amended to include the following:

It is agreed that, based on our reliance on your representations as to existing hazards, if you should unintentionally fail to disclose all such hazards prior to the beginning of the policy period of this Coverage Part, we shall not deny coverage under this Coverage Part because of such failure.

**N. Transfer of Rights of Recovery Against Others To Us**

**SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 8. Transfer of Rights of Recovery Against Others To Us** is deleted in its entirety and replaced by the following:



Workers'  
Compensation  
Board

CERTIFICATE OF  
NYS WORKERS' COMPENSATION INSURANCE COVERAGE

<p>1a. Legal Name &amp; Address of Insured (use street address only) CORNELL COOPERATIVE EXTENSION ASSOCIATIONS OF NYS NASSAU COUNTY EISENHOWER PARK, SAC BLDG PARKING FIELD 8 EAST MEADOW, NY 11554</p> <p>Work Location of Insured (Only required if coverage is specifically limited to certain locations in New York State, i.e., a Wrap-Up Policy)</p>	<p>1b. Business Telephone Number of Insured 516-832-2591</p> <p>1c. NYS Unemployment Insurance Employer Registration Number of Insured</p> <p>1d. Federal Employer Identification Number of Insured or Social Security Number 11-6081423</p>
<p>2. Name and Address of Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder)</p> <p>COUNTY OF NASSAU 1550 FRANKLIN AVE MINEOLA, NY 11501</p>	<p>3a. Name of Insurance Carrier SENTINEL INSURANCE COMPANY LTD</p> <p>3b. Policy Number of Entity Listed in Box "1a" 01 WE AV5GA0</p> <p>3c. Policy effective period 1/1/2023 to 1/1/2024</p> <p>3d. The Proprietor, Partners or Executive Officers are <input checked="" type="checkbox"/> included. (Only check box if all partners/officers included) <input type="checkbox"/> all excluded or certain partners/officers excluded.</p>

This certifies that the insurance carrier indicated above in box "3" insures the business referenced above in box "1a" for workers' compensation under the New York State Workers' Compensation Law. **(To use this form, New York (NY) must be listed under Item 3A on the INFORMATION PAGE of the workers' compensation insurance policy).** The Insurance Carrier or its licensed agent will send this Certificate of Insurance to the entity listed above as the certificate holder in box "2".

The insurance carrier must notify the above certificate holder and the Workers' Compensation Board within 10 days IF a policy is canceled due to nonpayment of premiums or within 30 days IF there are reasons other than nonpayment of premiums that cancel the policy or eliminate the insured from the coverage indicated on this Certificate. (These notices may be sent by regular mail.) **Otherwise, this Certificate is valid for one year after this form is approved by the insurance carrier or its licensed agent, or until the policy expiration date listed in box "3c", whichever is earlier.**

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy listed, nor does it confer any rights or responsibilities beyond those contained in the referenced policy.

This certificate may be used as evidence of a Workers' Compensation contract of insurance only while the underlying policy is in effect.

**Please Note:** Upon cancellation of the workers' compensation policy indicated on this form, if the business continues to be named on a permit, license or contract issued by a certificate holder, the business must provide that certificate holder with a new Certificate of Workers' Compensation Coverage or other authorized proof that the business is complying with the mandatory coverage requirements of the New York State Workers' Compensation Law.

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has the coverage as depicted on this form.

Approved by: ERIN M. SHOEMAKER  
(Print name of authorized representative or licensed agent of insurance carrier)

Approved by: Erin M. Shoemaker  
(Signature) (Date)

Title: ACCOUNT EXECUTIVE 1/5/2023

Telephone Number of authorized representative or licensed agent of insurance carrier: 607-266-3303

**Please Note:** Only insurance carriers and their licensed agents are authorized to issue Form C-105.2. Insurance brokers are **NOT** authorized to issue it.

## **Workers' Compensation Law**

### **Section 57. Restriction on issue of permits and the entering into contracts unless compensation is secured.**

1. The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, and notwithstanding any general or special statute requiring or authorizing the issue of such permits, shall not issue such permit unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any compensation to any such employee if so employed.
2. The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter.



# CERTIFICATE OF INSURANCE COVERAGE

## NYS DISABILITY AND PAID FAMILY LEAVE BENEFITS LAW

### PART 1. To be completed by NYS disability and Paid Family Leave benefits carrier or licensed insurance agent of that carrier

<p>1a. Legal Name &amp; Address of Insured (use street address only)          CORNELL COOPERATIVE EXTENSION OF NASSAU COUNTY NFP          ATTN: ERIKA HULVER          PO BOX 148          EAST MEADOW, NY 11554</p> <p>Work Location of Insured (Only required if coverage is specifically limited to certain locations in New York State, i.e., Wrap-Up Policy)</p>	<p>1b. Business Telephone Number of Insured          516-832-2591</p> <p>1c. Federal Employer Identification Number of Insured or Social Security Number          116081423</p>
<p>2. Name and Address of Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder)          COUNTY OF NASSAU          1550 FRANKLIN AVENUE          MINEOLA, NY 11501</p>	<p>3a. Name of Insurance Carrier          ShelterPoint Life Insurance Company</p> <p>3b. Policy Number of Entity Listed in Box "1a"          DBL441675</p> <p>3c. Policy effective period          01/01/2022 to 12/31/2023</p>

4. Policy provides the following benefits:

☐ A. Both disability and paid family leave benefits.

☒ B. Disability benefits only.

☐ C. Paid family leave benefits only.

5. Policy covers:

☐ A. All of the employer's employees eligible under the NYS Disability and Paid Family Leave Benefits Law.

☒ B. Only the following class or classes of employer's employees:  
 F/T EE'S 35 HRS OR<A WEEK,P/T EE'S 20 HRS A WEEK & >35HRS.WK

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has NYS Disability and/or Paid Family Leave Benefits insurance coverage as described above.

Date Signed 12/2/2022 By   
 (Signature of insurance carrier's authorized representative or NYS Licensed Insurance Agent of that insurance carrier)

Telephone Number 516-829-8100 Name and Title Richard White, Chief Executive Officer

IMPORTANT: If Boxes 4A and 5A are checked, and this form is signed by the insurance carrier's authorized representative or NYS Licensed Insurance Agent of that carrier, this certificate is COMPLETE. Mail it directly to the certificate holder.

If Box 4B, 4C or 5B is checked, this certificate is NOT COMPLETE for purposes of Section 220, Subd. 8 of the NYS Disability and Paid Family Leave Benefits Law. It must be emailed to PAU@wcb.ny.gov or it can be mailed for completion to the Workers' Compensation Board, Plans Acceptance Unit, PO Box 5200, Binghamton, NY 13902-5200.

### PART 2. To be completed by the NYS Workers' Compensation Board (Only if Box 4B, 4C or 5B have been checked)

#### State of New York Workers' Compensation Board

According to information maintained by the NYS Workers' Compensation Board, the above-named employer has complied with the NYS Disability and Paid Family Leave Benefits Law (Article 9 of the Workers' Compensation Law) with respect to all of their employees.

Date Signed \_\_\_\_\_ By \_\_\_\_\_  
 (Signature of Authorized NYS Workers' Compensation Board Employee)

Telephone Number \_\_\_\_\_ Name and Title \_\_\_\_\_

**Please Note:** Only insurance carriers licensed to write NYS disability and paid family leave benefits insurance policies and NYS licensed insurance agents of those insurance carriers are authorized to issue Form DB-120.1. Insurance brokers are NOT authorized to issue this form.



## Additional Instructions for Form DB-120.1

By signing this form, the insurance carrier identified in Box 3 on this form is certifying that it is insuring the business referenced in Box 1a for disability and/or Paid Family Leave benefits under the NYS Disability and Paid Family Leave Benefits Law. The insurance carrier or its licensed agent will send this Certificate of Insurance Coverage (Certificate) to the entity listed as the certificate holder in Box 2.

The insurance carrier must notify the above certificate holder and the Workers' Compensation Board within 10 days IF a policy is cancelled due to nonpayment of premiums or within 30 days IF there are reasons other than nonpayment of premiums that cancel the policy or eliminate the insured from coverage indicated on this Certificate. (These notices may be sent by regular mail.) Otherwise, this Certificate is valid for one year after this form is approved by the insurance carrier or its licensed agent, or until the policy expiration date listed in Box 3c, whichever is earlier.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This Certificate does not amend, extend or alter the coverage afforded by the policy listed, nor does it confer any rights or responsibilities beyond those contained in the referenced policy.

This Certificate may be used as evidence of a NYS disability and/or Paid Family Leave benefits contract of insurance only while the underlying policy is in effect.

**Please Note:** Upon the cancellation of the disability and/or Paid Family Leave benefits policy indicated on this form, if the business continues to be named on a permit, license or contract issued by a certificate holder, the business must provide that certificate holder with a new Certificate of Insurance Coverage for NYS disability and/or Paid Family Leave Benefits or other authorized proof that the business is complying with the mandatory coverage requirements of the NYS Disability and Paid Family Leave Benefits Law.

## NYS DISABILITY AND PAID FAMILY LEAVE BENEFITS LAW

### §220. Subd. 8

(a) The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in employment as defined in this article, and notwithstanding any general or special statute requiring or authorizing the issue of such permits, shall not issue such permit unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that the payment of disability benefits and after January first, two thousand and twenty-one, the payment of family leave benefits for all employees has been secured as provided by this article. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any disability benefits to any such employee if so employed.

(b) The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in employment as defined in this article and notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that the payment of disability benefits and after January first, two thousand eighteen, the payment of family leave benefits for all employees has been secured as provided by this article.