

HARRISON ENGINEERING DEPARTMENT

Town/Village of Harrison
Alfred F. Sulla, Jr. Municipal Building
1 Heineman Place
Harrison, New York 10528

Michael J. Amodeo, P.E., CFM
Town/Village Engineer



August 10, 2023

Supervisor Richard Dionisio and
Members of the Town Board
Town of Harrison
1 Heineman Place
Harrison, New York 10528

E-15

**Re: NYSDOT TAP Award PIN 8762.51 Union Avenue Pedestrian Safety Improvements Project
Equitable Business Opportunities (EBO) Sponsor**

Dear Supervisor Dionisio and Members of the Town Board:

Authorization is requested for the Supervisor and Town Board to approve Michael Amodeo, Town Engineer, as the Town's Equitable Business Opportunities (EBO) Administrator for the Town in regards to the proposed Union Avenue Pedestrian Safety Improvements Project (PIN 8762.51) located along Union Avenue between Mamaroneck Avenue and 130 Union Avenue.

The Town's Equitable Business Opportunities (EBO) Administrator will be the Town's Responsible Local Official who will be authorized to access the EBO System.

It is requested from the NYSDOT to include the attached language to form the Resolution of Approval.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Michael J. Amodeo".

Michael J. Amodeo, PE, CFM
Town/Village Engineer

MJA/mep

Attachments

February 4, 2021

RESOLUTION # 51-21

OFFERED BY STANLEY

**RESOLUTION IDENTIFYING THE TOWN [REDACTED] AS THE RESPONSIBLE LOCAL
OFFICIAL AUTHORIZED TO ACCESS NYSDOT'S EBO SYSTEM**

WHEREAS, the New York State Department of Transportation (NYSDOT) has implemented a web-based reporting system called Equitable Business Opportunities (EBO) to streamline and satisfy Title VI Civil Rights Reporting requirements for Federal-Aid locally sponsored contracts; and

WHEREAS, NYSDOT requires that each local municipality as a sub-recipient to NYSDOT of Federal funds and sponsor of Federal-Aid Contracts to identify a single primary user in order to access and use the system for Title VI compliance reporting requirements.

THEREFORE, BE IT RESOLVED that the Town Board identifies (NAME) [REDACTED], Town Supervisor, as the Town's Responsible Local Official authorized to access the EBO System as the Town's EBO Administrator; and

BE IT FURTHER RESOLVED that this resolution is effective immediately.

AND MOVE ITS ADOPTION

SECONDED BY: STEEN

ROLL CALL -- 4 Ayes, 1 Absent (Storms)

I, [REDACTED] the undersigned Clerk of the Town [REDACTED] New York, Do HEREBY
CERTIFY.

REQUEST FOR EBO SYSTEM LOG-IN/PASSWORD

(Signature Certification for Municipalities)

APPLICANT INFORMATION

Municipality's Legal Name:

Name and Title of Municipality's
Primary Log-in Holder:

E-mail Address:

Mailing Address:

Mailing Address:

City:

State:

Zip Code:

On behalf of the above-listed municipality, I hereby agree to comply with the terms and conditions of access to and use of the Internet Government Solutions (IGS) Equitable Business Opportunities (EBO) system set forth in the System User Agreement attached to this application form.

Signature of Applicant (the Responsible Local Official (RLO):

(Printed Name)

(Signature)

(Title)

A copy of the municipal resolution must accompany this request.

NYSDOT EQUITABLE BUSINESS OPPORTUNITIES (EBO) SYSTEM USER AGREEMENT

This System User Agreement forms an integral part of each application to the New York State Department of Transportation (NYSDOT) for obtaining log-in/password access to the Equitable Business Opportunities (EBO) System maintained and operated by NYSDOT. By signing and submitting such an application, you agree to be bound by the terms of this System User Agreement.

This System User Agreement governs the terms and conditions upon which your municipality, and your municipality's authorized users (referred to collectively as "User") will be allowed to access and use NYSDOT's EBO System.

NYSDOT authorizes the User, and the User agrees, to access and use the EBO System solely for official business purposes associated with the User's participation in construction, consultant engineering and professional services contracts awarded by NYSDOT or other Federal Aid sub-recipients. Such purposes include the administration of civil rights requirements associated with Federal Aid projects.

NYSDOT requires, and the User agrees, that in accessing and using the EBO System, the User will comply with NYSDOT's Information Security policies, procedures and directives, to the full extent required by NYSDOT's Information Security Officer, NYSDOT's Office of Information Services (OIS), and NYSDOT's EBO System Administrator. Such policies and requirements include the following:

- 1) The User's Primary Log-in ID Holder shall be personally responsible for usage of NYSDOT's EBO System by any and all of the User's other authorized users, including compliance with this System User Agreement and NYSDOT Information Security requirements, and shall exercise oversight over usage of the EBO System by such other authorized users.
- 2) The User will access and use the EBO System solely for the official business purposes indicated above. The User will not use access to the EBO System to access or use any other portion of NYSDOT's information technology (IT) Systems.
- 3) The User will maintain the confidentiality and security of the User's EBO System log-in ID and password, will provide such password only to authorized users within the User's business organization, and will not disclose such password to any persons other than authorized users who are officers or employees of the User.
- 4) The User's Primary Log-in Holder shall promptly deactivate the system access of any former employee, or other formerly authorized user, whom the User no longer authorizes to have access to the EBO System.
- 5) The User shall maintain the confidentiality and security of the Social Security Numbers (SSNs) of the User's employees, and any other confidential information obtained or submitted to NYSDOT in connection with use of the EBO System.

Good morning. While reviewing the Award Package, we find the Village does not have an EBO login.

To get the project set up in the EBO system (used for tracking the required 10% Contractor DBE goals and participation) we will need:

- Please complete and **sign** the "EBO Sponsor request" form for the Village (**first** file attached)
- Please provide a copy of a **resolution** from the Village providing a person's name and title that authorizes them to act in EBO (same person as the signer of the request form). I have enclosed a sample wording below.

While our IT team creates EBO access, the Village will also need to create a My.NY.gov login (if the Village does not already have one) using the following steps:

- Complete the instructions from file "**1 Municipality NY.gov access**"
- Wait for our notification that EBO access is ready
- Then complete the instruction from file "**2 EBO Login with NY gov ID – Business**"

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