

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue
Carmel, New York 10512
(845) 808-1020 Fax (845) 808-1933

Paul E. Jonke *Chairman*
Amy E. Sayegh *Deputy Chair*
Diane Schonfeld *Clerk*
Robert Firriolo *Counsel*



Nancy Montgomery Dist. 1
William Gouldman Dist. 2
Toni E. Addonizio Dist. 3
Ginny Nacerino Dist. 4
Greg E. Ellner Dist. 5
Paul E. Jonke Dist. 6
Joseph Castellano Dist. 7
Amy E. Sayegh Dist. 8
Erin L. Crowley Dist. 9

AGENDA
PROTECTIVE SERVICES COMMITTEE MEETING
HELD IN ROOM 318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512

Members: Chairwoman Nacerino & Legislators Addonizio & Sayegh

Tuesday

6:00p.m.

June 18, 2024

(Personnel Mtg. to Immediately Follow)

1. Pledge of Allegiance
2. Roll Call
3. Acceptance/ Protective Services Meeting Minutes/ May 21, 2024
4. Approval/ Budgetary Amendment 24A050/ Reimbursement From Farmers Casualty Insurance and Allstate Insurance Companies/ Risk Manager Mat Bruno
5. Approval/ Budgetary Amendment 24A053/ Required to Adjust Federal Aid Allocated for Stop-DWI HVEC (High Visibility Engagement Campaign)/ Director of Probation John Osterhout
6. Approval/ Budgetary Amendment 24A054/ Use of Federally Seized Asset Forfeiture Funds/ Purchase Computers for Bureau of Criminal Investigation – Digital Evidence Lab Personnel/ Sheriff Kevin McConville
7. Approval/ Budgetary Amendment 24A055/ Use of Federally Seized Asset Forfeiture Funds/ Purchase Crime Scene Camera Equipment and Laser Scanner for Bureau of Criminal Investigation/ Sheriff Kevin McConville
8. Approval/ Budgetary Amendment 24A056/ Use of Federally Seized Asset Forfeiture Funds/ Purchase Cameras and Accessories for Narcotics Division/ Sheriff Kevin McConville
9. Approval/ Budgetary Amendment 24A057/ Additional Revenue for Sheriff Response Team (SRT) / Sheriff Kevin McConville

10. Approval/ Grant Application – FY204 Emergency Management Performance Grant (EMPG)/ Commissioner Bureau of Emergency Services Robert Lipton

11. FYI/ Grant Application - FY2024 State Homeland Security Program (SHSP)/ Commissioner Bureau of Emergency Services Robert Lipton

12. FYI/ Grant Application - FY2023 Domestic Terrorism Prevention Grant/ Commissioner Bureau of Emergency Services Robert Lipton

13. Adjournment

**PROTECTIVE SERVICES COMMITTEE MEETING
HELD IN ROOM 318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Members: Chairwoman Nacerino & Legislators Addonizio, Sayegh

Tuesday

6:30P.M.

May 21, 2024

The meeting was called to order at 6:30PM by Chairwoman Nacerino who requested Legislator Addonizio lead in the Pledge of Allegiance. Upon roll call Legislators Addonizio, Sayegh and Chairwoman Nacerino were present.

Item #3 – Acceptance/Protective Services Meeting Minutes/April 17, 2024

Chairwoman Nacerino stated the minutes were accepted as submitted.

Item #4 – Approval/Appointments and Re-Appointments of Members for the Putnam County Emergency Services Safety Advisory Board/County Executive Kevin Byrne

Chairwoman Nacerino introduced the item. She stated the Memorandum from County Executive Kevin Byrne recommended the appointment of Mr. Robert Cuomo, Mr. Frank DiMarco, Mr. Nat Prentice, Mr. William Walters and the re-appointment of Ms. Eileen Barret to the Putnam County Emergency Services Safety Advisory Board. She said all the candidates are well-qualified and knowledgeable in the area of emergency services.

Legislator Sayegh said she wanted to thank all of them for their volunteerism, it is a great benefit to the residents of Putnam County.

Chairwoman Nacerino made a motion to approve the Appointments and Re-Appointments of members for the Putnam County Emergency Services Safety Advisory Board; Seconded by Legislator Addonizio. All in favor.

Item #5 – Approval/Budgetary Amendment 24A039/Sheriff’s Youth and Community Svcs. Div./Purchase of one Project Lifesaver Bracelet for “Project Lifesaver”/Sheriff Kevin McConville

Chairwoman Nacerino introduced the item and requested Sheriff McConville give an overview of the project.

Sheriff McConville stated at this year’s Fire Police Training, Drones and Operation Lifesaver were included. He stated Howard Stern, Esq., was so impressed with the use of the lifesaver bracelet for older individuals who go missing, he made a donation of \$300 to buy one bracelet which will be added to our inventory.

Chairwoman Nacerino stated that is very generous of Mr. Stern, Esq. She noted that Mr. Stern is a participant of the Putnam/Northern Westchester Fire Police Association.

Legislator Addonizio questioned how many bracelets are in use.

Sheriff McConville stated approximately 35 to 40 are in used in conjunction with the Co-Response Team as well as with the "Are You OK Program".

Legislator Crowley asked if there is an age requirement and is a letter or like required from a doctor or medical professional.

Sheriff McConville stated there is no age requirement, and there is no requirement currently from the medical profession. He stated he has approached organizations and has had discussions about utilizing the bracelets for a number of different scenarios, but to date there have not been any responders.

Legislator Crowley questioned if these would be considered for use with children, as an example, children with autism.

Sheriff McConville said not at this time. He stated to monitor children that would require different devices and would have to field test a few. He also said they would need to find grant money because they are very expensive.

Chairwoman Nacerino asked if there is a collaborative determination between the County's Mental Health Department and law enforcement.

Sheriff McConville stated there is and with the County's Office for Senior Resources.

Chairwoman Nacerino made a motion to approve Budgetary Amendment 24A039/Sheriff's Youth and Community Svcs Div./Purchase of one Project Lifesaver Bracelet for "Project Lifesaver"; Seconded by Legislator Addonizio. All in favor.

Item #6 – Approval/Budgetary Amendment 24A042/NYS Stop-DWI Foundation Inc. Reimbursement to the Sheriff's BCI and Patrol Division Overtime Expenses-DRE Callouts/Sheriff Kevin McConville

Chairwoman Nacerino introduced the item and stated the County is receiving incoming funds in the amount of \$595.22 from the Drug Recognition Expert (DRE) which covers overtime for two deputies.

Sheriff McConville stated the DRE is available to any law enforcement agency in Putnam County as well as New York State. He said Investigator Kevin Radovich is certified as an instructor and recently won the recognition of excellence award. Sheriff McConville said also. DWI Deputy Sheriff Shane Rossiter won recognition also in the patrol division for DWI. He stated these awards are at the State level and the officers and their families traveled to Albany to receive their awards.

Chairwoman Nacerino made a motion to approve Budgetary Amendment 24A042/NYS Stop-DWI Foundation Inc. Reimbursement to the Sheriff's BCI and Patrol Division Overtime Expenses-DRE Callouts; Seconded by Legislator Addonizio. All in favor.

Item #7 – Update/Sheriff's Department:

a. Quarterly Report on the License Plate Reader Program (LPR)

Sheriff McConville requested he be permitted to pass out the LPR Audit Report as an additional to agenda item #7a.

Chairwoman Nacerino made a motion to Waive the Rules and Accept the Additional; Seconded by Legislator Addonizio. All in favor.

Sheriff McConville read from the report which is attached to the minutes.

Sheriff McConville cited a few of the cases in which the LPRs footage provided footage that contributed to the success of the case.

b. Receipt of Federal Funds for the Involvement of the Sheriff's Office in the Equitable Sharing in the Department of Justice and U.S. Treasury Seized Assets Program

Sheriff McConville stated the Putnam County Sheriff's Office was awarded \$1,600,000 in funds under a settlement on seized assets. He said the allocation is for equipment and materials under the guidelines of the seized assets format. He stated the Sheriff's Department Command Staff has been requested to identify items, that meet the guidelines, that the money could be used to purchase. He stated they will be items that will enhance the safety and productivity of the Deputy Sheriffs and Investigators. He stated once the list is finalized, he will request consideration and approval by the Protective Services Committee to move forward in the process.

Legislator Sayegh questioned if this in addition to the District Attorney's Seized Assets Program.

Sheriff McConville said yes, this is a separate account. He stated this money was directly allocated to the Sheriff's Department, based on the Department's personnel involvement in the arrests and convictions of individuals related to the opioid matter. He stated Dutchess, Orange, Rockland, and Westchester Counties also received funding. He stated they received their funding in December of 2023. He explained there was a routing issue that delayed the Putnam Sheriff's Department from receiving the awarded funds. He stated the Deputy Commissioner of Finance assisted with that, it did take a few months, but the matter has been resolved. He stated both Commissioner of Finance Lewis and Director of Purchasing Tully are aware of what can and cannot be purchased with these funds.

c. The NYS Division of Criminal Justice Services (DCJS) has awarded the Sheriff's Office under the LETECH Grant. Funds will be used to purchase License Plate Readers, Body Worn Cameras, In Vehicle Video System and Surveillance Cameras

Sheriff McConville stated under LETECH (Law Enforcement Technology) grant they were awarded \$119,412 in funds. He stated as part of a pilot program, the Correctional Officers are using Body Worn Cameras. He stated that he stated they will identify the positive and negatives in terms of where the cameras should be operated. He stated additionally they are looking to apply the funding to the dash cam systems. He stated these funds come with specifics guidelines in terms of use also.

Legislator Montgomery stated on June 21, 2021, the Police Policy Reform report was passed to increase public access to Police Policies. She stated when the LPRs were established the County also wanted to establish an LPR Policy and make it transparent. She questioned when it can be expected that the policies will be up on the Putnam County Sheriff's Department website.

Sheriff McConville stated as previously addressed, every time this is brought up, the only policy that is required to be posted is the Use of Force Policy, which is on the Putnam County Sheriff's Department website. He stated also as previously stated the Sheriff's Department has filed for accreditation and once awarded it will be determined what, if any policies will be published.

Chairwoman Nacerino facilitated further discussion on the accreditation process. Which the Sheriff explained and concluded a decision could be made by the end of June, give, or take.

Legislator Montgomery questioned Legislative Counsel Firriolo as to what is the recourse since the Police Policy Reform document was passed and submitted by Putnam County to New York State. She stated it clearly states on page 13 of said document that the Policy Policies be made public. She questioned what the Legislature can do if the Sheriff's Department does not comply with the policy.

Robert Firriolo, Counsel stated he did not have the document in front of him. He explained the policy was aspirational in nature, not legally binding. He said he does not believe anything in the document sent to the State is enforceable.

Item #8 – Approval/Grant Application/State and Municipal (SAM) Facilities Grant Program/Putnam County Fire Training Center/Commissioner Planning, Development and Public Transportation Barbara Barosa

Commissioner Planning, Development and Public Transportation Barbara Barosa stated she received notice of eligibility for a \$100,000 in funds from CREST grant through Senator Harckham, with the Bureau of Emergency Services. She stated the news of this came at a great time. She noted that there is a project that the Bureau of Emergency Services needs funding for, and these funds would be a great fit. She stated it will be discussed in the next agenda item. She stated it is related to the demolition of the current Fire Training Center.

Chairwoman Nacerino made a motion to approve Grant Application/State and Municipal (SAM) Facilities Grant Program/Putnam County Fire Training Center; Seconded by Legislator Addonizio. All in favor.

Item #9 – Approval/Budgetary Amendment 24A036/Fire Training Center/Commissioner Bureau of Emergency Services Robert Lipton

Chairwoman Nacerino introduced the item for demolition for the Fire Training Center. She stated the employees from DPW were going to do the work and it was discovered the site is toxic so there is a need for outside resources. She said the total will be \$300,000 for demolition and site work.

Deputy Commissioner of Bureau of Emergency Services Ralph Falloon stated due to the size of the tower and the proximity to another building they were not comfortable taking the structure down.

Chairwoman Nacerino stated we are moving funds around in anticipation of \$100,000, which the application to apply for that grant was just approved, item #8 and in addition to the \$200,000 from the SAM grant. She stated said funding will cover the demolition and site work.

Commissioner Planning, Development and Public Transportation Barbara Barosa stated the \$200,000 from last year was to reimburse the County, but now will be used for the upcoming work.

Chairwoman Nacerino made a motion to approve Budgetary Amendment 24A036/Fire Training Center; Seconded by Legislator Sayegh. All in favor.

Item #10 – Approval/Discussion/Creation of a Rescue Task Force/Commissioner Bureau of Emergency Services Robert Lipton

Chairwoman Nacerino introduced Michael Cairney, Chief of Putnam Lake Fire Department and stated that he did bring this initiative forward a few years back, and she is glad to see that is coming to fruition. She stated he has been very dedicated to this and has seen the benefit it has to the Police, the Fire and Emergency Medical (EMS) employees.

Chief Michael Cairney stated special trained EMS personnel and fire fighters go into an active shooter situation with the Police Department (PD) and they handle and work to get the victims out of the scene and get them to EMS care and to a hospital, if need be. He stated there are three (3) teams: The Alpha Team which covers Putnam Lake, Brewster and Patterson. The Bravo Team: which covers Kent, Carmel, Lake Carmel. The Charlie Team: which covers Philipstown area. There are six (6) team leaders, two (2) for each Team. He stated they are currently receiving additional members to the team. He stated eventually there will be another team that will focus on Mahopac, Mahopac Falls and Putnam Valley. He stated it is a slow process. He stated he continues to do his best.

Chairwoman Nacerino stated this is a wonderful resource and goes to the essence of what needs to be done.

Deputy Commissioner Ralph Falloon stated this is a long time coming. He said the team has been up and running for approximately two (2) years. He stated now there is proof of the concept, which was desired to have before coming before the Legislature requesting a partnership with the Sheriff's Department through the grant process.

Sheriff McConville said it is a great resource for the Sheriff's Department, it reduces a burden on the PD responders in the need to address medical necessities. He stated it also creates a clear pathway for the Sheriff's Response Team to operate. He stated they have done a number of training events with the Putnam Lake team and are pleased with the results, practices and the applications of the program.

Legislator Crowley stated concerns about the team being funded before a resolution is passed. She said she supports it but does not understand why it is being done backwards. She stated three (3) concerns she had: 1. there is no signed resolution, 2. Need to have insurance in place, 3. this grant is from the Emergency Response Team (ERT), and she believes there are outstanding balances with other agencies who have not been paid yet. She stated she would not be in favor of spending these funds until those agencies are paid.

Chairwoman Nacerino stated not getting into details of the ERT, as this is a separate function. She clarified she will have a memorandum sent to Finance Commissioner Michael Lewis to address Legislator Crowley's concerns.

Sheriff McConville stated his understanding is Commissioner Lipton spoke to Commissioner Michael Lewis, Director of Purchasing John Tully and Risk Manager Mat Bruno, He said he was not part of that process and Commissioner Lipton would have to address this matter.

Deputy Commissioner Ralph Falloon stated the members of the County team are insured by their home departments. He stated the home departments would have to adopt a resolution addressing the insurance component, as they have that responsibility.

Legislator Crowley stated that is exactly the arrangement that existed with the Emergency Response Team (ERT), which was reported as not being done properly. She stated she wants to make sure the correct procedure regarding insurance coverage and making sure the County is properly protected is followed. She stated she would not want the same thing to occur with the formation of this team as it did with the ERT.

Chief Cairney stated regardless of what occurs here tonight, they are moving forward, whether they become a County team or not. He stated the training will continue. He stated the members who have joined so far are committed to the mission and want it to move forward.

Legislator Montgomery questioned if there is an MOU in place with the Sheriff's Department, the Fire Departments and EMS.

Chief Cairney stated they will work with whoever wants to work with them and train whoever wants to train with them.

Legislator Ellner stated there is wording in the proposed resolution in the fourth WHEREAS "the County will obtain Authorization etc.". He stated he believes that sets the ground work. He explained he is in support of this team and it's mission. He would like to make sure that it is all done properly and there are no surprises.

Legislator Montgomery stated she would like to see the wording in the resolution to read the "County has obtained" instead of "County will obtain" before anything is finalized.

Chairwoman Nacerino made a motion to move to the Audit Committee and have the clerk send letter to Commissioner Robert Lipton, Commissioner of Finance Michael Lewis and Risk Manager Mat Bruno with clarification before we proceed; Seconded by Legislator Addonizio. All in favor.

Item #11 – FYI/2024 Statewide Interoperable Communications Formula Based Grant Program Application (2024 SICG Formula Program)/Commissioner Bureau of Emergency Services Robert Lipton

Chairwoman Nacerino introduced Deputy Commissioner Ralph Falloon.

Deputy Commissioner Falloon stated the use of the funds from this grant application, if awarded would be used on the County's radio project. He confirmed there is no match required from the County.

Item #12 – Other Business

Chairwoman Nacerino stated a letter of necessity was received from Sheriff McConville, requesting the Protective Services Committee consider for approval Budgetary 24A045 and Budgetary 24A046.

a. Approval/ Budgetary Amendment 24A045/ Use T-Commission Reserve Funds to Purchase Five (5) Lap Top Correctional Facility/ Sheriff Kevin McConville

Chairwoman Nacerino made a motion to waive the Rules and Accept the Other Business; Seconded by Legislator Sayegh. All in favor.

Sheriff McConville stated the Sheriff's Department is required to give internet access to the inmates. He stated the purchase of these devices will meet that requirement. He stated they are using T-Commission funds, which are funds that must be spent on items that benefit the Correctional Facility. He stated because the T-Commission funds are being used, there is no impact to the County Budget.

Chairwoman Nacerino made a motion to Approve/ Budgetary Amendment 24A045 Use T-Commission Reserve Funds to Purchase Five (5) Lap Top Correctional Facility; Seconded by Legislator Sayegh. All in favor.

b. Approval/ Budgetary Amendment 24A046/ Use T-Commission Reserve Funds to Purchase Two (2) New Computer Network Video Recorders (NVR)/ Sheriff Kevin McConville

Sheriff McConville stated the new NVRs will allow the Sheriff's Department to store a greater amount of data from inside the Correctional Facility. He stated using the T-Commission funds will have no impact on the County's budget.

Chairwoman Nacerino made a motion to Approve/ Budgetary Amendment 24A046 Use T-Commission Reserve Funds to Purchase Two (2) New Computer Network Video Recorders (NVR); Seconded by Legislator Sayegh. All in favor.

c. FYI/ Application for the 2024 Public Safety Answering Point (PSAP) Operations Grant/ Commissioner Bureau of Emergency Services Robert Lipton

Chairwoman Nacerino stated this item is an FYI.

Deputy Commissioner Bureau of Emergency Services Ralph Falloon stated if funds are awarded from this application, they will be used to update the last three (3) Dispatch Counsels. He stated if there are funds left over, they would be used to offset salaries in the Dispatch Center. He stated this is a Grant that they apply for annually and there are no matching funds required.

**d. Update/ Community Engagement Police Advisory Board (CEPAB)/ Co-Chair
Ronald Reid**

Chairwoman Nacerino noticed CEPAB Co-Chair Ronald Reid was present and invited him to speak to CEPAB's upcoming event on June 15, 2024.

CEPAB Co-Chair Ronald Reid expressed his appreciation to Chairwoman Nacerino for the opportunity to speak. He stated before promoting the CEPAB item, he wanted to ask a few questions. His questions were related to agenda items #5a. and the purchase of Body Worn Cameras.

Chairwoman Nacerino facilitated discussion on the questions.

CEPAB Co-Chair Ronald Reid stated the County's Culture Festival was coming up on June 15, 2024. He stated they hoped to get support from the Legislature, they are trying to do as much as they can with the small group that they have. He also mentioned an event they recently hosted: Meet the School Board Candidates.

Chairwoman Nacerino requested that CEPAB Co-Chair Reid provide the location and time of the June 15th Culture Festival.

CEPAB Co-Chair Ronald Reid stated the event will be at Veterans Memorial Park from 11:30a.m. to 5:00p.m., on Saturday, June 15, 2024. He stated CEPAB looks forward to continuing to work with the Legislature.

Item #13 – Adjournment

There being no further business at 7:25PM Chairwoman Nacerino made a motion to adjourn; Seconded by Legislator Sayegh. All in favor

Respectfully submitted by Deputy Clerk Diane Trabulsy.

Putnam County Sheriff's Office LPR Audit
Report to Protective Services Committee.

*Ullrich # 7
Sheriff, Night
of Protective Mfg.
5/21/2024
Postal with
minutes*

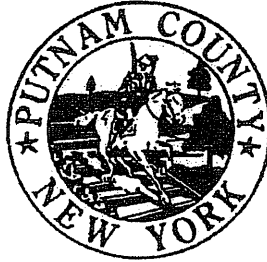
Date: 01-01-2024 to 03-31-2024

- Total number of license plates scanned: 8,137,425 Read and 6336 Alerts.
- Total number of Preservation requests: Zero.
- Total number of disclosure orders: Zero.
- Any changes in the Putnam County Sheriff's Office that affect access, use, and retention of LPR data: None..
- Total number of disclosure orders resulting in Criminal Charges: None.
- Total number of License Plate Readers operated by PCSO: 11.
- Total number of license plate reads retained: All Stored ALPR Data will be retained for the period of time directed in the records retention schedule promulgated by the New York State Commissioner of Education. The data obtained is stored at the RTC in Westchester County, which pursuant to their Policies maintains records for twenty-four (24) months.
- Total number of requests made for the LPR data made by private persons or commercial entities, including requests made under Freedom of Information law and if the requests were approved.
 - One request from NYS Parks under FOIL.
 - FOIL approved and requested search was done with negative results.
- Total number of requests made for LPR data made by law enforcement agencies, to the extent known and whether the request was granted:
 - a. 50 requests, all granted for Police Investigations.
- Any data breaches or unauthorized uses of LPR Database: NONE
If YES explain:

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7. Update/ Sheriff's Department:
 - a. Quarterly Report on the License Plate Reader Program (LPR)
 - b. Receipt of Federal Funds for the Involvement of the Sheriff's Office in the Equitable Sharing in the Department of Justice and U.S. Treasury Seized Assets Program

c. The NYS Division of Criminal Justice Services (DCJS) has awarded the Sheriff's Office under the LETECH Grant. Funds will be used to purchase License Plate Readers, Body Worn Cameras, In Vehicle Video System and Surveillance Cameras

8. Approval/ Grant Application/ State And Municipal (SAM) Facilities Grant Program/ Putnam County Fire Training Center/ Commissioner Planning, Development and Public Transportation Barbara Barosa

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10. Approval/ Discussion/ Creation of a Rescue Task Force/ Commissioner Bureau of Emergency Services Robert Lipton

11. FYI/ 2024 Statewide Interoperable Communications Formula Based Grant Program Application (2024 SICG Formula Program/ Commissioner Bureau of Emergency Services Robert Lipton

12. Other Business

13. Adjournment

Reso #4

2024 JUN 10 PM 4:10



MICHAEL LEWIS
Commissioner Of Finance

SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

May 31, 2024

2024 JUN 10 PM 4:10
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Avenue
Carmel, NY 10512

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the 2024 Sheriff's Department budget:

Increase Revenues:

17311000 426801	Sheriff Patrol- Insurance Recoveries	\$ 23,435.01
32311000 426801	Sheriff BCI - Insurance Recoveries	1,044.95
14311000 426801	Sheriff Narcotics - Insurance Recoveries	<u>1,827.76</u>
		\$ 26,307.72

Increase Expenses:

17311000 54210	Sheriff Patrol - Vehicle Leasing	\$ 23,435.01
32311000 54370	Sheriff BCI - Automotive	1,044.95
14311000 54370	Sheriff Narcotics - Automotive	<u>1,827.76</u>
		\$ 26,307.72

2024 Fiscal Impact - 0
2025 Fiscal Impact - 0

This amendment recognizes reimbursement from Farmers Casualty Insurance and Allstate Insurance companies.

AUTHORIZATION:

Date Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00

Date County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00

Date Chairperson Audit/Designee: \$0 - \$10,000.00

24A050

Date Audit & Administration Committee: \$10,000.01 - \$25,000.00

JOHN B. CHERICO
First Deputy County Attorney

ANNA M. DIAZ
Senior Deputy County Attorney

CONRAD J. PASQUALE
Senior Deputy County Attorney



HEATHER M. ABISSI
Senior Deputy County Attorney

DANIEL J. RAVO
Deputy County Attorney

MAT C. BRUNO, SR.
Risk Manager

C. COMPTON SPAIN
County Attorney

DEPARTMENT OF LAW

MEMORANDUM:

TO: Michael Lewis, Finance
FROM: Mat C. Bruno, Sr., Manager Risk & Compliance
DATE: May 23, 2024
RE: Vehicle Accident Claim Reimbursement

Enclosed please find Allstate check # 106599409 in the amount of \$23,435.01 representing payment for the accident listed below. The Sheriff Department is expecting credit for the check. Please place the reimbursement check into Patrol Leasing 17311000-54210.

Accident Number	Date of Accident	Damage	Reimbursement	Ins. Co	Civilian Driver
08	04/05/24	\$23,435.01	\$23,435.01	Allstate	

Thank you.

MCB/da
Enc.

2024 MAY 23 PM 2:44

48 GLENEIDA AVENUE, CARMEL, NEW YORK 10512

Tel. (845) 808-1150 / Fax (845) 808-1903*
**This office will not accept service via facsimile*

Allstate Insurance Company - Claims Payment Processing

P.O. Box 660636 , Dallas, TX 75265 , United States



PUTNAM COUNTY SHERIFF DEPARTMENT
48 GLENEIDA AVE
CARMEL NY 10512-1702

05/13/2024

PUTNAM COUNTY SHERIFF DEPARTMENT,

ENCLOSED PLEASE FIND PAYMENT IN THE AMOUNT OF \$23,435.01 FOR YOUR LOSS ON 4/5/2024.

PLEASE REFERENCE CLAIM DETAILS BELOW.

CLAIM NUMBER: 0750805953

DATE OF LOSS: 04/05/2024

INSURED:

In payment for Property Damage Liability for Date of Loss 4/5/2024.

ALLSTATE FIRE AND CASUALTY INSURANCE COMPANY
1-800-255-7828



JOHN B. CHERICO
First Deputy County Attorney

ANNA M. DIAZ
Senior Deputy County Attorney

CONRAD J. PASQUALE
Senior Deputy County Attorney



HEATHER M. ABISSI
Senior Deputy County Attorney

DANIEL J. RAVO
Deputy County Attorney

MAT C. BRUNO, SR.
Risk Manager

C. COMPTON SPAIN
County Attorney

DEPARTMENT OF LAW

MEMORANDUM:

TO: Michael Lewis, Finance
FROM: Mat C. Bruno, Sr., Manager Risk & Compliance
DATE: May 21, 2024
RE: Vehicle Accident Claim Reimbursement

A handwritten signature in black ink, appearing to be "Mat C. Bruno, Sr.", written over the "FROM:" line of the memorandum.

Enclosed please find Farmers Casualty check # 1639297018 in the amount of \$1044.95 representing payment for the accident listed below. The Sheriff Department is expecting credit for the check.

Accident Number	Date of Accident	Damage	Reimbursement	Ins. Co	Driver
09	04/03/24	\$1044.95	\$1044.95	Farmers Casualty	

Thank you.

MCB/da
Enc.

48 GLENEIDA AVENUE, CARMEL, NEW YORK 10512

Tel. (845) 808-1150 / Fax (845) 808-1903*
**This office will not accept service via facsimile*

Farmers Auto APD West CA North

Check Number:

1639297018

Date:

05/16/2024

PAY NON-NEGOTIABLE NON-NEGOTIABLE NON-NEGOTIABLE NON-NEGOTIABLE
NON-NEGOTIABLE NON-NEGOTIABLE NON-NEGOTIABLE NON-NEGOTIABLE

\$1,044.95****

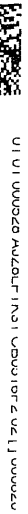
To Putnam County
the 48 Gleneida Ave, att: Matt Bruno
order Carmel, NY, 10512-1702
of

Claimant/Patient:	Putnam County
Insured:	
Date of Loss:	04/03/2024
Claim Number:	7007489067-1-2
Check Number:	1639297018
Payment Under Insured's:	Vehicle
Correspondence Reference:	AJZ8LFTK3
Print Date	05/16/2024 02:46 PM
Requested By	Joseph Mccarthy

PD damages to 2014 Dodge

PLEASE FOLD AND DETACH CHECK ON LINE BELOW

Form #730282 Revision 08/23



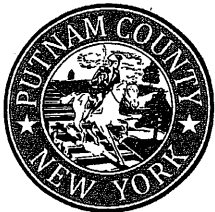
Susanne Galya

From: Kristin VanTassel
Sent: Thursday, May 30, 2024 9:28 AM
To: Susanne Galya
Cc: Timothy Keith
Subject: RE: ANOTHER INS CHECK

Good morning,

Please place into 32311000. 54370 (BCI Automotive)

Thank you!
Kristin



Kristin D. Van Tassel

Fiscal Manager • Putnam County Office of the Sheriff and Correctional Facility

PHONE | 845.225.4300 ext. 42272 • WEBSITE | PUTNAMCOUNTYNY.COM

PUTNAM COUNTY GOVERNMENT NEW YORK

"Empowering Putnam County through dedicated service."

From: Susanne Galya <Susanne.Galya@putnamcountyny.gov>
Sent: Wednesday, May 29, 2024 4:53 PM
To: Kristin VanTassel <Kristin.VanTassel@putnamcountyny.gov>
Subject: ANOTHER INS CHECK

Hi,

Which org does this one belong to? Do you need an amendment done?

Thanks
Sue

JOHN B. CHERICO
First Deputy County Attorney

ANNA M. DIAZ
Senior Deputy County Attorney

CONRAD J. PASQUALE
Senior Deputy County Attorney



HEATHER M. ABISSI
Senior Deputy County Attorney

DANIEL J. RAVO
Deputy County Attorney

MAT C. BRUNO, SR.
Risk Manager

C. COMPTON SPAIN
County Attorney

DEPARTMENT OF LAW

MEMORANDUM:

TO: Michael Lewis, Finance
FROM: Mat C. Bruno, Sr., Manager Risk & Compliance
DATE: May 29, 2024
RE: Vehicle Accident Claim Reimbursement

A handwritten signature in black ink, appearing to be "Mat C. Bruno, Sr.", is written over the "FROM:" line of the memorandum.

Enclosed please find Farmers Casualty check # 1639304458 in the amount of \$1827.76 representing payment for the accident listed below. The Sheriff Department is expecting credit for the check.

Accident Number	Date of Accident	Damage	Reimbursement	Ins. Co	Driver
09	04/03/24	\$1827.76	\$1827.76	Farmers Casualty	---

Thank you.

MCB/da
Enc.

48 GLENEIDA AVENUE, CARMEL, NEW YORK 10512

Tel. (845) 808-1150 / Fax (845) 808-1903*
**This office will not accept service via facsimile*

Farmers Auto APD West CA North

Check Number:

1639304458

Date:

05/17/2024

PAY NON-NEGOTIABLE NON-NEGOTIABLE NON-NEGOTIABLE NON-NEGOTIABLE
NON-NEGOTIABLE NON-NEGOTIABLE NON-NEGOTIABLE NON-NEGOTIABLE

\$1,827.76****

To Putnam County
the 48 Gleneida Ave
order CARMEL, NY, 10512
of

Claimant/Patient:	Putnam County
Insured:	
Date of Loss:	04/03/2024
Claim Number:	7007587311-1-1
Check Number:	1639304458
Payment Under Insured's:	Vehicle
Correspondence Reference:	VSXW6ZT53
Print Date	05/17/2024 10:33 AM
Requested By	Joseph Mccarthy

PD Damages to 2023 Volvo XC40

PLEASE FOLD AND DETACH CHECK ON LINE BELOW

Susanne Galya

From: Kristin VanTassel
Sent: Friday, May 31, 2024 11:07 AM
To: Susanne Galya
Subject: RE: ANOTHER ONE

Good morning Sue,

This one should go to Narcotics Automotive : 14311000.54370

Thank you!
Kristin



Kristin D. Van Tassel

Fiscal Manager • Putnam County Office of the Sheriff and Correctional Facility

PHONE | 845.225.4300 ext. 42272 • WEBSITE | PUTNAMCOUNTYNY.COM

PUTNAM COUNTY GOVERNMENT NEW YORK

"Empowering Putnam County through dedicated service."

From: Susanne Galya <Susanne.Galya@putnamcountyny.gov>
Sent: Thursday, May 30, 2024 6:59 PM
To: Kristin VanTassel <Kristin.VanTassel@putnamcountyny.gov>
Subject: ANOTHER ONE

Hi,

Let me know what account you need increased.

Thanks,
Sue

MICHAEL LEWIS
Commissioner Of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

June 6, 2024

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Avenue
Carmel, NY 10512

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, D dated February 14, 2010, I am advising you of the following request to amend the 2024 Probation Department's budget:

Increase Revenues:

10331500 443890 Probation DWI – Public Safety Other \$ 7,500.00

Increase Expenses:

10331500 54936 Probation DWI – Partnership Initiative \$ 7,500.00

2024 Fiscal Impact - 0
2025 Fiscal Impact - 0

This amendment is required to adjust the federal aid allocated for Stop-DWI HVEC checks to the latest approved levels per notification from the New York State Stop-DWI Foundation, Inc.
Memo attached.

* HVEC - High Visibility Engagement Campaign

AUTHORIZATION:

Date _____
Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00

Date _____
County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00

Date _____
Chairperson Audit/Designee: \$0 - \$10,000.00

24A053

Date _____
Audit & Administration Committee: \$10,000.01 - \$25,000.00

cc all
2024
RFAA

2024
#5

2024 JUN 10 PM 4: 10
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

JOHN F. OSTERHOUT II
Director



RICHARD McCAULEY
Probation Supervisor

AMY DEHAIS
Probation Supervisor

DEPARTMENT OF PROBATION

MEMORANDUM

To: Michael Lewis
Susanne Galya

From: Joanne Kinash

Date: June 7, 2024

Re: Budget Adjustment

Attached, please find a letter from the STOP DWI Foundation increasing our HVEC Funding for 2024.

Please make the following 2024 budget adjustment:

Increase Revenue:

10331500 443890	\$ 7,500.00
Public Safety Other	

Increase Expenditure:

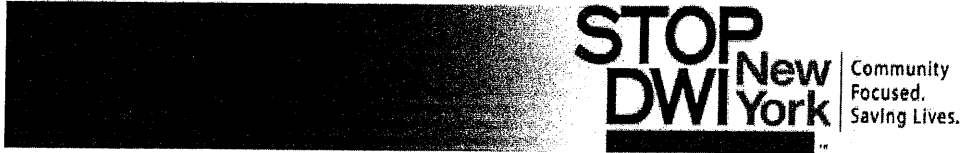
10331500 54936	\$7,500.00
Partnership Initiative	

Please let me know if you need anything further.

Thank you

Enc.

New York State
STOP-DWI Foundation, Inc.



May 31, 2024

John Osterhout
Putnam County STOP-DWI
Via E-Mail

Re: Allocation of Additional Crackdown Funds

Dear John:

As you are aware Putnam County was allocated \$24,000 in HVEC funds for the grant cycle of October 1, 2023 through September 30, 2024.

Please accept this letter as official notification that effective today the NYS STOP-DWI Foundation has increased the Putnam County allotted HVEC funding by an additional \$7,500. This additional allocation is subject to use under the same criteria as the original funds granted.

Should you have any questions or require any additional information, please feel free to contact me or Grant Administrator, Pam Aini.

Sincerely,

Tracy Mance

Tracy Mance, Chairperson
NYS STOP-DWI Foundation, Inc.

Tracy Mance (Albany) – Chairperson
Jason Widrick (Jefferson) – Vice Chairperson

Melanie Churakos (Cattaraugus) - Secretary
John Winchell (Washington) – Treasurer

BOARD OF DIRECTORS: Patricia Tomassi (Westchester), Matthew Morrow (Lewis),
Barry Weiss (Onondaga), Matthew Nash (Albany), Kim Wiley-Schwartz (NYC)

MICHAEL LEWIS
Commissioner Of Finance



cc: call
PFC+
AAA

Rec'd #6

SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

June 10, 2024

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Avenue
Carmel, NY 10512

2024 JUN 11 PM 4:10
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the 2024 Putnam County Sheriff Department's budget:

Increase Revenues:

32311000 427151 Sheriff BCI – Proceeds of Seized Assets \$ 74,712.33

Increase Expenses:

32311000	Sheriff BCI	
52630	Computer Equipment	\$ 73,003.00
52130	Computer Equipment	1,269.92
54782	Software Accessories	<u>439.41</u>
		<u>\$ 74,712.33</u>

2024 Fiscal Impact - 0

2025 Fiscal Impact - 0

Sheriff McConville requests the use of Federally Seized Asset Forfeiture funds to purchase forensic computers for use by the Bureau of Criminal Investigation – Digital Evidence Lab personnel. Any unused funds from these purchases will be deposited back into the Sheriff's federal seized asset reserve account.

AUTHORIZATION:

Date Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00

Date County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00


Date Chairperson Audit/Designee: \$0 - \$10,000.00 **24A054**

Date Audit & Administration Committee: \$10,000.01 - \$25,000.00

P-1

PUTNAM COUNTY SHERIFF'S OFFICE
INTER-OFFICE MEMORANDUM

June 10, 2024

TO: Ginny Nacerino, Chair, Protective Services
FROM: Sheriff Kevin McConville 
SUBJECT: Protective Services Committee Meeting, June 18, 2024,

The PCSO intends to utilize the Federally Seized Asset Forfeiture monies to purchase the following items:

These items are utilized by the Bureau of Criminal Investigation – Digital Evidence Lab personnel. As technology has advanced, the tools utilized by this Unit are essential in the digital aspect of criminal investigations and crime scene documentation.

- a. Performance Degradation
- b. Security vulnerabilities –
- c. Influence on Criminal Investigations –
- d. The BCI – Forensics Identification Unit seeks to purchase a FARO 360 – degree crime scene camera, allowing a crime scene to be reproduced with precise replication.
- e. The use of this technology simplifies and enhances law enforcement's ability to record and preserve crime scenes, while simultaneously improving accuracy.
- f. Remote camera system for use in criminal narcotics investigations, includes licensing fees.

Item # 1 – BCI / Forensic Computers – Budget Lines 32311000- 52630, 5213054782 (Network Adapter), 54782 (keyboard, mouse), 54782 Ethernet Adapter) 52630 Network Switch

24 A 054
This is to purchase IT reviewed and approved Forensic computers and components.
Compatibility issues,
Security Vulnerabilities, and
Reduced Analytical Capabilities.

The amount of the Transfer is \$74,712.33 which will have no Fiscal Impact on the PCSO or County Budget, and no costs added to the taxpayer.

#1

24 A054

	QUOTE	QUOTE	QUOTE	TOTAL
	GOVCONNECT	SUMURI	AMAZON	
52630	17,449.00	55,554.00		73,003.00
52130			1,269.92	1,269.92
54782			439.41	439.41
	<u>17,449.00</u>	<u>55,554.00</u>	<u>1,709.33</u>	<u>74,712.33</u>



Estimate

P.O. Box 121
 Magnolia, DE 19962
 DUNS: 968093398
 UEI: SC68XCGHTKK3
 GSA Number: GS35F363DA
 EIN: 27-2834740

Estimate Number: E10492

Date: 5/31/2024

Expires on: 6/30/2024

Payment Terms:

Net 30

BILL TO

Putnam County Sheriff's FDept
 John Hyla Jr
 3 County Center
 Carmel, NY 10512

SHIP TO

Product/Service	Quantity	Price	Total Amount
- One (1) 4 Port USB 3.0 Hub			
- One (1) 10 Port USB 2.0 Hub			
- Tableau T3iu Forensic Bridge			
- Tableau T356789iu Forensic Bridge - Includes 5-piece PCIe Adapter Kit			
- One (1) 1600 Watt Power Supply Unit			
- High End Whisper Quiet Fans throughout the Entire System (Hydraulic Fluid Ball Bearing rated at 300,000 hour lifespan)			
- Microsoft Windows 11 Pro 64 Bit			
- Three (3) Year Standard Warranty			
- Onboard 10GbE Networking			
Shipping and Handling within the contiguous US on all TALINO workstations and laptops is included		0.00	0.00

Total:

USD 55,554.00

- Please send any PO's or requests related to this quote to sales@sumuri.com to expedite your order and/or service.
- Maximum shipping times for TALINO Workstations is three (3) weeks or less. If any exceptions or delays occur which could affect the stated shipping times the customer will be notified immediately.
- There will be a late fee of 1.5% in addition to a 1.5% interest charge per month on past due invoices.
- For technical questions about TALINO please contact hello@sumuri.com. For questions about software or training please contact sales@sumuri.com.
- Payments by Credit Cards over the amount of \$10,000 USD will be charged an additional 3% fee. Orders over \$250,000.00 require a 50% deposit. All International Orders require a 50% deposit.
- For International orders:Unless otherwise indicated on the Estimate all Shipping, Duties, Taxes and Fees are the sole responsibility of the recipient.



Estimate

P.O. Box 121
 Magnolia, DE 19962
 DUNS: 968093398
 UEI: SC68XCGHTKK3
 GSA Number: GS35F363DA
 EIN: 27-2834740

Estimate Number: E10492

Date: 5/31/2024

Expires on: 6/30/2024

Payment Terms:

Net 30

BILL TO

Putnam County Sheriff's FDept
 John Hyla Jr
 3 County Center
 Carmel, NY 10512

SHIP TO

Product/Service	Quantity	Price	Total Amount
TALINO KA-701X Forensic Workstation	3	18,518.00	55,554.00
<ul style="list-style-type: none"> - Two (2) Intel Xeon Gold 6426Y 2.5 GHz (4.1 GHz Max Turbo) 16-Core LGA 4677 Processors - Active Cooling for the Central Processing Units - 256GB of DDR5 4800 MHz ECC RAM - One (1) 1TB SSD for the Operating System - One (1) 4TB M.2 NVMe SSD for Temporary Files and Processing - One (1) 2TB M.2 NVMe SSD for Database(s) - Eight (8) 12TB Hard Drives configured in RAID 10 for Evidence - One (1) High End RAID Controller Card with 12 Gb/s Processing - One (1) RTX 4070 Ti with 12GB GDDR6X ECC VRAM Graphics Processing Unit - One (1) 2.5" Hot Swap Bay with Four (4) Removable Trays - One (1) 3.5" Hot Swap Tray with Five (5) Removable Bays - One (1) Blu-Ray 16x BD-R 4MB Cache SATA Blu-Ray Burner - Front Panel Forensic Card Reader 			

Total:

IT/GIS Dept. Reviewed
 Approved Not Approved
Aileen Miller



SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Timothy Vanasse
Phone: (800) 800-0019 ext. 33011
Fax: (603) 683-1204
Email: tim.vanasse@connection.com

25621446.02

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 5/7/2024
Valid Through: 6/6/2024
Account #:

Customer Contact: John Hyla
Email: john.hyla@putnamcountyny.gov

Phone: (845) 225-4300 x42365
Fax:

QUOTE PROVIDED TO:	SHIP TO:
AB#: 13250684 PUTNAM COUNTY SHERIFFS DEPT ACCOUNTS PAYABLE 3 COUNTY CTR CARMEL, NY 10512 US (845) 225-4300	AB#: 13250691 Putnam County Sheriffs Dept 3 County Ctr CARMEL, NY 10512 US (914) 225-3641

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
		Small Pkg Ground Service Level	20.00 lbs	Net 30	NCPA 01-144

Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our NCPA Contract # NCPA 01-144. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext	
1	1	41798750	3000175347905.1	Cust. Putnam County 48-port Ruckus ICX 7650-48ZP-E2 Switch 6 / 2 Dell Networking	Dell Networking	\$ 17,449.00	\$ 17,449.00	
Subtotal							\$	17,449.00
Fee							\$	0.00
Shipping and Handling							\$	0.00
Tax								Exempt!
Total							\$	17,449.00

IT/GIS Dept. Reviewed
 Approved Not Approved
[Signature]

Connection™

PUBLIC SECTOR SOLUTIONS

we solve IT™

ORDERING INFORMATION
GovConnection, Inc. DBA Connection
NCPA Contract # NCPA 01-144

Please contact your account manager with questions.

Ordering Address
GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Remittance Address
GovConnection, Inc.
PO Box 536477
Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

TERMS & CONDITIONS

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
Delivery Time:	1-30 DAYS ARO
FEIN:	52-1837891
DUNS Number:	80-967-8782
Cage Code:	OGTJ3
Business Size:	LARGE

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

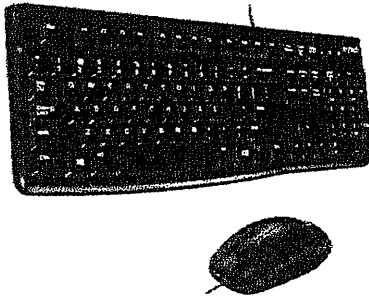
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If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one: <https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

Please forward your Contract or Purchase Order to:
SLEDOPS@connection.com
QUESTIONS: Call 800-800-0019
FAX: 603.683.0374

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5K+ bought in past month

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FREE Returns

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Extra Savings Amazon ... 1 Applicable Promotion

Brand	Logitech
Color	Black
Connectivity Technology	Usb
Special Feature	nv. Connections^2 x USB - 4 pin USB Type A Features^Spillproof, tilt legs Pointing Device / Manipulator^Mous...
Compatible Devices	Laptop, Personal Computer

About this item

- Durable and Reliable: This USB keyboard features a thin profile and curved space bar, spill-resistant design, durable keys that can withstand 10 million keystrokes and sturdy, adjustable tilt
- Comfortable, Quiet Typing: You'll enjoy a comfortable and quiet typing experience thanks to the low-profile keys that barely make a sound and standard layout with full-size F-keys and number pad
- Full-size Sculpted Mouse: The high-definition optical USB mouse puts comfort and control in your hands with smooth, accurate tracking and an ambidextrous shape that feels good hour after hour
- Simple Set-Up: Simply plug the keyboard and mouse into the USB ports on your desktop, laptop, or netbook and you're ready to work; compatible with Windows 7, 8, 10 or later
- Clear and Convenient: The bold, bright white and long-lasting characters make the keys on this PC or laptop keyboard easy to read and extra durable
- Upgrade to Logitech MK270 Wireless Combo: Experience more freedom of movement with MK270 wireless keyboard and



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Try Prime and start saving today with fast, free delivery

\$16.49

Get Fast, Free Shipping with Amazon Prime
FREE Returns

FREE delivery Saturday, June 8 on orders shipped by Amazon over \$35

Or fastest delivery Wednesday, June 5. Order within 11 hrs 5 mins

Arrives before Father's Day

Delivering to New York 10005 - Update location

In Stock

Quantity: 1

Add to Cart

Buy Now

Ships from Amazon.com
Sold by Amazon.com
Returns Eligible for Return, Refund or Replacement within 30 days of receipt
Payment Secure transaction
See more

Add a gift receipt for easy returns

Add to List

Other sellers on Amazon

New & Used (6) from \$16.55
FREE Shipping on orders over \$35.00 shipped by Amazon.

3

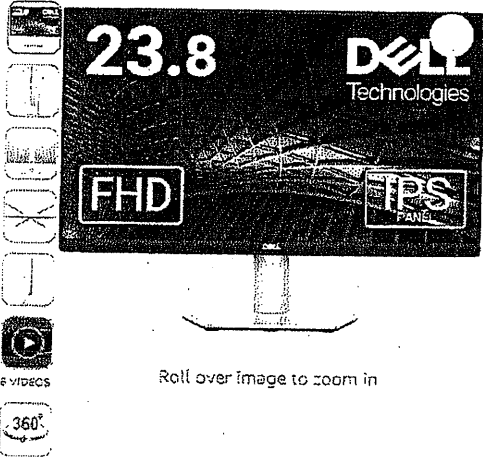
#49.47

IT/GIS Dept. Reviewed
Approved [] Not Approved
Queen Duler

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Electronics > Computers & Accessories > Monitors

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Dell S2421HS Full HD 1920 x 1080, 24-Inch 1080p LED, 75Hz, Desktop Monitor with Adjustable Stand, 4ms Grey-to-Grey Response Time, AMD FreeSync, IPS Technology, HDMI, DisplayPort, Silver, 24.0" FHD

Visit the Dell Store
4.7 3,088 ratings | Search this page

Amazon's Choice **✓** in Computer Monitors by Dell

1K+ bought in past month

\$158⁷⁴

FREE Returns

Get \$10 off instantly: Pay \$148.74 ~~\$158.74~~ upon approval for the Amazon Store Card. No annual fee.

Available at a lower price from other sellers that may not offer free Prime shipping.

Extra Savings: Amazon ... 1 Applicable Promotion

Display Size: 24 Inches

24 Inches 27 Inches

Style: S2421HS

S2421HS S2425HS S2721HS S2725HS

Brand Dell
Screen Size 24 Inches
Resolution FHD 1080p
Aspect Ratio 16:9
Screen Surface Matte
Description

About this item

- **BEAUTIFUL LOOK:** An elegant desktop monitor with an adjustable stand has a modern design, allowing you to pivot, tilt, and swivel for a comfortable viewing angle
- **SEAMLESS SWITCHING:** Built-in HDMI connectivity ports keep your devices always plugged in and let you effortlessly switch between streaming and your PC
- **NEAR VIEWS WITH LESS DISTRACTION:** The three-sided ultrathin bezel design on this 24 inch LED monitor lets you enjoy superb screen clarity in 1920 x 1080 Full HD 1080p LED resolution
- **CONSISTENT COLORS:** Get virtually seamless views with consistent colors across a wide angle 178°/178° viewing with In-Plane Switching (IPS) technology
- **DELL SERVICES:** 1 Year Advanced Exchange Service and Premium Panel Exchange. Find one "bright pixel" and Dell will

prime

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\$158⁷⁴

FREE Returns

FREE delivery **Saturday, June 8**

Or fastest delivery **Wednesday, June 5.** Order within 11 hrs 6 mins

Delivering to New York 10005 - Update location

In Stock

Quantity: 1

Add to Cart

Buy Now

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Sold by Amazon.com
Returns Eligible for Return, Refund or Replacement within 30 days of receipt
Support Product support included
See more

Add a Protection Plan:

- 3-Year Protection for \$25.99
- 4-Year Protection for \$34.99
- Asurion Complete Protect: One plan covers all eligible past and future purchases (Renews Monthly Until Cancelled) for \$16.99/month
- Add a gift receipt for easy returns

Save with Used - Very Good

\$78⁸⁵

FREE delivery **Saturday, June 8**

Ships from: Amazon
Sold by: Amazon Warehouse

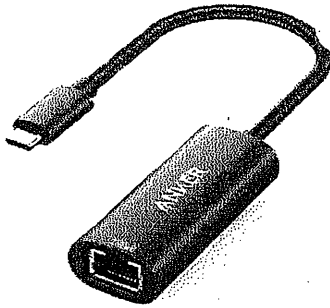
8

\$1,269.92

IT/GIS Dept. Reviewed
Approved [] Not Approved
Celeem Hult

Electronics > Computers & Accessories > Networking Products > Network Adapters > USB Network Adapters

Sponsored



Roll over image to zoom in

3

\$119.97

Anker USB C to 2.5 Gbps Ethernet Adapter, PowerExpand USB C to Gigabit Ethernet Adapter, Aluminum Portable USB C Adapter, for MacBook Pro, MacBook Air 2018 and Later, iPad Pro 2018 and Later, XPS

Visit the Anker Store

4.3 823 ratings | Search this page

Amazon's Choice in USB Computer Network Adapters by Anker

1 sustainability feature

500+ bought in past month

\$39.99

FREE Returns

Get \$10 off instantly; Pay \$29.99 ~~\$39.99~~ upon approval for the Amazon Store Card. No annual fee.

Brand	Anker
Hardware Interface	USB, Ethernet
Color	Gray
Compatible Devices	Laptop
Product	2.3"L x 0.9"W x 0.5"H

See more

About this item

- The Anker Advantage: Join the 65 million+ powered by our leading technology.
- High-Speed Internet: Connect to the internet via your USB-C device and enjoy high-speed, reliable internet up to 2.5 Gbps.
- Plug and Play: Just connect your Ethernet cable to the adapter and plug the adapter into your laptop for an instant connection.

IT/GIS Dept. Reviewed
 [X] Approved [] Not Approved
 Keller

Lightweight and Compact: The space-saving and portable design measures just over half an inch thick and weighs about the same as a AA battery.

- What You Get: PowerExpand USB-C to 2.5 Gbps Ethernet Adapter, welcome guide, 18-month worry-free warranty, and friendly customer service.

Report an issue with this product or seller

Similar item to consider

Amazon's Choice

Amazon Basics Aluminum USB 3.1 Type-C to RJ45 Gigabit Ethernet Adapter, Grey, 2.07 x 0.81 x 0.6 inches

(1543)



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Delivery Pickup

\$39.99

FREE Returns

FREE delivery Saturday, June 8

Or fastest delivery Wednesday, June 5. Order within 11 hrs 5 mins

Delivering to New York 10003 - Update location

In Stock

Quantity: 1

Add to Cart

Buy Now

Ships from Amazon | Sold by AnkerDirect | Returns Eligible for Return, Refund or Replacement within 30 days of receipt | Payment Secure transaction

Add a gift receipt for easy returns

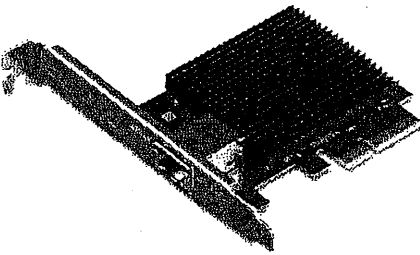
Add to List

Add other items:

Anker Ultra Magnetic for iPhone 15 Pro Max Case with Sturdy 360° Ring Stand, Military-Grade Sh... \$29.99 Add to Cart

Anker Ultra Magnetic for iPhone 15 Pro Case with Sturdy 360° Ring Stand, Military-Grade Sh... \$29.99 Add to Cart

Anker Screen Protector for iPhone 15 Pro Max, Bubble-and-Dust-Free iPhone HD Tempera...



Roll over image to zoom in



\$269.97

TRENDnet 10 Gigabit PCIe Network Adapter, Converts A PCIe Slot Into A 10G Ethernet Port, Supports 802.1Q Vlan, Includes Standard & Low-Profile Brackets, PCIe 2.0, PCIe 3.0, Silver, TEG-10GECTX

Visit the TRENDnet Store

4.2 229 ratings | Search this page

50+ bought in past month

\$89.99

FREE Returns

Get \$10 off instantly: Pay \$79.99 ~~\$89.99~~ upon approval for the Amazon Store Card. No annual fee.

Available at a lower price from other sellers that may not offer free Prime shipping.

Extra Savings! Amazon ... 1 Applicable Promotion

Brand	TRENDnet
Hardware Interface	Ethernet
Color	Silver
Compatible Devices	Desktop
Product	7"L x 6"W x 2"H

See more

About this item

- HARDWARE INTERFACE:** 1 x 10Gbps RJ-45 Ethernet port (Supported Speeds: 10Gbps / 5Gbps / 2.5Gbps / 1Gbps / 100Mbps), PCIe 3.0 x4 interface, LED indicators
- PCI EXPRESS:** This 10GbE PCIe card converts a PCIe 2.0 or 3.0 x4 slot into a 10G Ethernet Port
- 10G PORT:** 10G PCIe card adapter supports speeds: 10Gbps, 2.5Gbps, 1Gbps
- ETHERNET SUPPORT:** 2.5/5GBASE-T specification (802.3bz) supports 2.5G and 5G speeds over standard Cat5e cables at distances up to 100m
- COMPATIBLE OPERATING SYSTEMS:** The 10G adapter is compatible with Windows, Windows Server. Windows 10,8.1,8, Windows Server 2016,2012,2012 R2
- BRACKETS INCLUDED:** The network adapter supports most installations and standard and low-profile brackets are included
- COMPLIANT STANDARDS:** IEEE 802.3u; IEEE 802.3ab; IEEE 802.3bz 2.5G/5GBASE-T; IEEE 802.3an 10GBASE-T; IEEE 802.1Q
- NDA / TAA compliant (U.S. and Canada only)**

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Buy new:

\$89.99

FREE Returns

FREE delivery **Saturday, June 8**

Or fastest delivery **Wednesday, June 5.** Order within 11 hrs 7 mins

Arrives before Father's Day

Delivering to New York 10005 - Update location

In Stock

Quantity: 1

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Returns Eligible for Return, Refund or Replacement within 30 days of receipt

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\$62.99

\$9.99 delivery June 7 - 11

Ships from: TRENDnet-Direct

Sold by: TRENDnet-Direct

Add to List

Other sellers on Amazon

IT/GIS Dept. Reviewed
 Approved Not Approved
Cellen

MICHAEL LEWIS
Commissioner Of Finance



cc all
subject
AOP

Res
#7

SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

June 10, 2024

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Avenue
Carmel, NY 10512

2024 JUN 11 PM 4:10
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the 2024 Putnam County Sheriff Department's budget:

Increase Revenues:

32311000 427151 Sheriff BCI – Proceeds of Seized Assets \$100,379.07

Increase Expenses:

32311000	Sheriff BCI	
52680	Other Equipment	\$ 58,610.00
52180	Other Equipment	1,200.00
54510	Machine Maintenance	10,710.00
54782	Software Accessories	610.00
52630	Computer Equipment	5,590.00
54640	Education & Training	11,428.13
54410	Supplies & Materials	1,610.00
54783	Licensing	5,500.00
54510	Machine Maintenance	4,900.00
54314	Postage	220.94
		<u>\$100,379.07</u> ✓

2024 Fiscal Impact - 0

2025 Fiscal Impact - 0

Sheriff McConville requests the use of Federally Seized Asset Forfeiture funds to purchase crime scene camera equipment and a FARO laser scanner for use by the Bureau of Criminal Investigation. This equipment will permit advanced and enhanced analysis of crime scenes, permitting the creation of a 3D model for review and inquiry. Any unused funds from these purchases will be deposited back into the Sheriff's federal seized asset reserve account.

24A055

AUTHORIZATION:

Date Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00


Date County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00

<u>Date</u>	<u>Chairperson Audit/Designee: \$0 - \$10,000.00</u>
<u>Date</u>	<u>Audit & Administration Committee: \$10,000.01 - \$25,000.00</u>

	QUOTE 1	QUOTE 2	TOTAL
52680	41,860.00	16,750.00	58,610.00
54510	10,710.00		10,710.00
52180	1,200.00		1,200.00
54782	610.00		610.00
52630	5,590.00		5,590.00
54640	8,678.47	2,749.66	11,428.13
54410	1,610.00		1,610.00
54783	5,500.00		5,500.00
54510	4,900.00		4,900.00
54314	157.68	63.26	220.94
	<u>80,816.15</u>	<u>19,562.92</u>	<u>100,379.07</u>

PUTNAM COUNTY SHERIFF'S OFFICE
INTER-OFFICE MEMORANDUM

June 10, 2024

TO: Ginny Nacerino, Chair, Protective Services
FROM: Sheriff Kevin McConville 
SUBJECT: Protective Services Committee Meeting, June 18, 2024,

The PCSO intends to utilize the Federally Seized Asset Forfeiture monies to purchase the following items:

These items are utilized by the Bureau of Criminal Investigation – Digital Evidence Lab personnel. As technology has advanced, the tools utilized by this Unit are essential in the digital aspect of criminal investigations and crime scene documentation.

- a. Performance Degradation
- b. Security vulnerabilities –
- c. Influence on Criminal Investigations –
- d. The BCI – Forensics Identification Unit seeks to purchase a FARO 360 – degree crime scene camera, allowing a crime scene to be reproduced with precise replication.
- e. The use of this technology simplifies and enhances law enforcement's ability to record and preserve crime scenes, while simultaneously improving accuracy.
- f. Remote camera system for use in criminal narcotics investigations, includes licensing fees.

24A054
Item # 1 –BCI / Forensic Computers – Budget Lines 32311000- 52630, 5213054782 (Network Adapter), 54782 (keyboard, mouse), 54782 Ethernet Adapter) 52630 Network Switch

This is to purchase IT reviewed and approved Forensic computers and components.
Compatibility issues,
Security Vulnerabilities, and
Reduced Analytical Capabilities.

The amount of the Transfer is \$74,712.33 which will have no Fiscal Impact on the PCSO or County Budget, and no costs added to the taxpayer.

24A055
Item # 2 – BCI /Crime Scene Camera Equipment Reproduction FARO Laser Scanner 32311000-52680, 5 Year Warranty 54510, Tripod Carbon Fiber 52180, Battery Pack 54782, VP Ready Notebook 52630, Training Course 54640, T3D Premium Kit 54410, Licensing 54782, and Zone 3D Expert 54510 CPO-Freestyle Faro 52680, Mobile Phone 52680, Battery Pack 52680, Battery dock 52680, 3D AC LS Focus Power Supply 52680, Scanner Training 54640

The purchase of this equipment, which has also been reviewed and approved by the IT Department, will permit advanced and enhanced analysis of crime scenes, permitting the creation of a 3D Model for review and inquiry.

The amount of this Transfer is ^{100,379.07}~~101,378.22~~ which will have no Fiscal Impact on the PCSO or County Budget, and no costs added to the taxpayer.

24A056
Item # 3 –Cameras for investigative purposes – Budget Lines Camera and accessories 143110002640 and 143110005783.
52640 4

The purchase of this equipment is to provide greater investigation and prosecution of narcotics involved investigations.

The amount of this Transfer is \$16,409.00 which will have no Fiscal Impact on the PCSO or County Budget, and no costs added to the taxpayer.

Item # 4 – Update on The Bus Patrol Program

For the Month of May 2024:

661 Citations Reviewed

603 Citations Approved

Approval Rate of 91.2%

Tickets Mailed 488

In State 79.7%

Hearings Requested 10

The expenditure involved totals \$192,499.55 and all devices, software and hardware have been reviewed and approved by the Putnam County IT Department.

The use of the Federal Seized Asset Funds will have no fiscal impact on the PCSO nor the County Budgets.

The expenditure results in a cost savings to the taxpayer.



FARO Technologies Inc
 125 Technology Park, Lake Mary FL
 32746-6204
 Phone No: 407-333-9911

#2

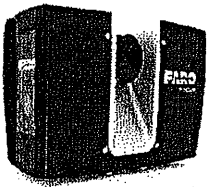
Account Manager: Bob Zink
Email: bob.zink@faro.com
Sales Support: Jody Westfall
Contact Person: Thomas Lindert

Quotation No: 02290827
Quotation Date: 03/27/2024
Expiration Date: 06/30/2024

Lead Time: 2-6 weeks
Ship: Express Premium
Payment Terms: 30 Days net
Delivery Terms: Ex Works

Bill To:	Ship To:
Putnam County Sheriff (NY) 3 County Ctr Carmel, NY, 10512-1323 US	Putnam County Sheriff (NY) Carmel, United States 3 County Ctr Carmel, NY, 10512-1323 US

Notes:

UNIT COSTS					
ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	DISCOUNT	TOTAL AMOUNT
LS9-HU 	FARO Focus Premium USA Laser Scanner Focus Premium ships with: 1x Focus Premium scanner head, 1x Status Indicator, 1x Quick Release, 1x Power Block Battery, 1x Battery Power Dock, 1x Power Supply, 1x 64GB High-Speed SD Card and reader, 1x rugged transport case, 1x calibration certificate, 1x quick start guide, manufacturer warranty	1	\$ 43,990.00	\$ 2,130.00	\$ 41,860.00

Check Payments:
 FARO Technologies, Inc.
 PO Box 116908
 Atlanta, GA 30368-6908

FARO Technologies Inc., 125 Technology Park, Lake Mary FL 32746-6204

Electronic Payments:
 FARO Technologies, Inc.
 ABA: 061000104
 Swift Nbr: SNTRUS3A
 USD Account #: 1000009578609

Phone No: 407-333-9911
 www.faro.com
 Nasdaq: FARO

Continued

Quotation No: 02290827

SVZ-SCN-Y5	FOCUS Premium Complete Care - Year 5 Complete care coverage for Focus Premium scanners. Includes parts and labor for repairs and annual cleaning and calibration. Covers through year 5 from point of sale.	1	\$ 11,700.00	\$ 990.00	\$ 10,710.00
ACSS8032	3D_AC_LS_Standard Carbon Fiber Tripod Carbon fiber tripod, super lightweight, highly stable, low-vibration, customized for Focus scanners for perfect performance and increased durability.	1	\$ 1,300.00	\$ 100.00	\$ 1,200.00
ACCS-PWR-0014	Focus Battery Power Block Power Block battery for Focus laser scanner and Freestyle.	1	\$ 610.00	\$ 0.00	\$ 610.00
COMP0123X64	VR Ready Notebook High-end notebook computer. Contact your FARO representative for current specifications.	1	\$ 5,930.00	\$ 340.00	\$ 5,590.00

IT/GIS Dept. Reviewed
 Approved Not Approved
Deleon



Check Payments:
 FARO Technologies, Inc.
 PO Box 116908
 Atlanta, GA 30368-6908

FARO Technologies Inc., 125 Technology Park, Lake Mary FL 32746-6204
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 USD Account #: 1000009578609

Phone No: 407-333-9911
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 Nasdaq: FARO

Continued

Quotation No: 02290827

<p>TR-SCN-POS-FOR-O</p>	<p>OnSite Forensics Cust-Site Upg. 5 Day</p> <p>Available only at point of FARO system sale. Customer Site Upgrade - five day course that discusses forensic applications with FARO Scanner with FARO Software, setup, and basic measurements. Customer Site Trainings are designed for up to 4 people to ensure proper transfer of knowledge and understanding. Price per class. Training days must be taken together on consecutive days, and cannot be split into individual days.</p>	<p>1</p>	<p>\$ 9,610.00</p>	<p>\$ 931.53</p>	<p>\$ 8,678.47</p>
<p>ACCS0285</p>	<p>T3D Premium M Kit</p>	<p>1</p>	<p>\$ 1,690.00</p>	<p>\$ 80.00</p>	<p>\$ 1,610.00</p>
<p>SSA0900-3Y</p>  <p>SCENE</p>	<p>SSA0900-Scene</p> <p>SCENE. New License. Includes standard maintenance. License containers sold separately.</p> <p>Contract Date: 09/26/2023 - 09/26/2026</p>	<p>1</p>	<p>\$ 5,850.00</p>	<p>\$ 350.00</p>	<p>\$ 5,500.00</p>
<p>SOFTL0001</p>	<p>Single User Soft Lock</p>	<p>1</p>	<p>\$ 0.00</p>	<p>\$ 0.00</p>	<p>\$ 0.00</p>
<p>SSA51007-3Y</p>  <p>Z3D Zone Expert</p>	<p>SSA51007-FARO Zone 3D Expert</p> <p>Contract Date: 09/26/2023 - 09/26/2026</p>	<p>1</p>	<p>\$ 5,280.00</p>	<p>\$ 380.00</p>	<p>\$ 4,900.00</p>

Check Payments:
 FARO Technologies, Inc.
 PO Box 116908
 Atlanta, GA 30368-6908

FARO Technologies Inc., 125 Technology Park, Lake Mary FL 32746-6204
 Electronic Payments:
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 ABA: 061000104
 Swift Nbr: SNTRUS3A
 USD Account #: 1000009578609

Phone No: 407-333-9911
 www.faro.com
 Nasdaq: FARO

Continued

Quotation No: 02290827

SOFTL0001	Single User Soft Lock	1	\$ 0.00	\$ 0.00	\$ 0.00
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RECURRING COSTS					
ITEM NO.	DESCRIPTION	YRS	ANNUAL PRICE	DISCOUNT	SUBTOTAL

Total Unit Price:	\$ 85,960.00
Total Recurring Costs:	\$ 0.00
Total Discount:	-(\$ 5,301.53)
Sub Total:	\$ 80,658.47
Shipping & Handling:	\$ 157.68
Total Excluding Tax:	\$ 80,816.15
Total Taxes:	\$ 0.0

Total Due: (USD)	\$ 80,816.15
-------------------------	---------------------

Check Payments:
FARO Technologies, Inc.
PO Box 116908
Atlanta, GA 30368-6908

FARO Technologies Inc., 125 Technology Park, Lake Mary FL 32746-6204

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Phone No: 407-333-9911
www.faro.com
Nasdaq: FARO

Continued

Quotation No: 02290827

****Note: Taxes on this quote are budgetary estimates and are not binding. Taxes charged will be based on applicable tax rates assessed at the time of final invoice.**

Quote, including FARO Standard Delivery Terms and Conditions, accepted

Signature: _____ Print: _____

Title: _____ Date: _____

Accounts Payable Name: _____ Email: _____

Do you require a PO number to be referenced on the invoice () No () Yes - PO #: _____

Check Payments:
FARO Technologies, Inc.
PO Box 116908
Atlanta, GA 30368-6908

FARO Technologies Inc., 125 Technology Park, Lake Mary FL 32746-6204

Electronic Payments:
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Phone No: 407-333-9911
www.faro.com
Nasdaq: FARO

Continued

Quotation No: 02290827

PURCHASE AGREEMENT AND CONDITIONS OF SALE: As a condition of this agreement, the applicable contract terms are FARO's Standard Terms and Conditions of Sale, or, if the Parties have entered into current master sales terms, such negotiated master terms.

The FARO Standard Terms and Conditions can be found at the following Web link (if such is not an active link, please copy and paste the Web address into a Web browser):
<https://www.faro.com/terms/>

You can also obtain the terms from your FARO sales representative or please email Contracts.AMER@faro.com for a copy.

The following article contains all our calibration information under their respective product headings
[https://knowledge.faro.com/Essentials/Hardware/Compensation Calibration and Certification Standards for FARO Devices](https://knowledge.faro.com/Essentials/Hardware/Compensation%20Calibration%20and%20Certification%20Standards%20for%20FARO%20Devices)

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Atlanta, GA 30368-6908

FARO Technologies Inc., 125 Technology Park, Lake Mary FL 32746-6204

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Phone No: 407-333-9911
www.faro.com
Nasdaq: FARO



FARO Technologies Inc
 125 Technology Park, Lake Mary FL
 32746-6204
 Phone No: 407-333-9911

Account Manager: Bob Zink
Email: bob.zink@faro.com
Sales Support: Jody Westfall
Contact Person: Thomas Lindert

Quotation No: 02290828
Quotation Date: 03/27/2024
Expiration Date: 06/30/2024

Lead Time: 2-6 weeks
Ship: Express Premium
Payment Terms: 30 Days net
Delivery Terms: Ex Works

Bill To:	Ship To:
Putnam County Sheriff (NY) 3 County Ctr Carmel, NY, 10512-1323 US	Putnam County Sheriff (NY) Carmel, United States 3 County Ctr Carmel, NY, 10512-1323 US

Notes:

UNIT COSTS					
ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	DISCOUNT	TOTAL AMOUNT
900-000119-000-CPO	CPO-Freestyle2.5Faro CPO-Freestyle2.5Faro	1	\$ 15,410.00	\$ 810.00	\$ 14,600.00
ACCS8039	3D_AC_FS2_Mobile_Phone High-end Smartphone compatible with FARO® Cobalt Detail 3D.	1	\$ 870.00	\$ 50.00	\$ 820.00
ACCS-PWR-0014	Focus Battery Power Block Power Block battery for Focus laser scanner and Freestyle.	1	\$ 610.00	\$ 0.00	\$ 610.00

Check Payments:
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 PO Box 116908
 Atlanta, GA 30368-6908

FARO Technologies Inc., 125 Technology Park, Lake Mary FL 32746-6204

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 Swift Nbr: SNTRUS3A
 USD Account #: 1000009578609

Phone No: 407-333-9911
 www.faro.com
 Nasdaq: FARO

Continued

Quotation No: 02290828

ACCS-PWR-0013	3D_AC_LS_FocusS Battery Power Dock Power Dock charging cradle for Focus laser scanner.	1	\$ 610.00	\$ 0.00	\$ 610.00
ACCS-PWR-0010	3D_AC_LS_FocusS 90W Power Supply Power supply for Focus laser scanner S, M, S Plus	1	\$ 120.00	\$ 10.00	\$ 110.00
TR-AS-SCN-O	Scanner Tr. AS-Customer Site. One day hands-on Scanner training session to help solve customer specific applications. Customer site trainings are designed for up to four people to ensure proper transfer of knowledge and understanding. Price per class.	1	\$ 3,050.00	\$ 300.34	\$ 2,749.66

RECURRING COSTS					
ITEM NO.	DESCRIPTION	YRS	ANNUAL PRICE	DISCOUNT	SUBTOTAL

Total Unit Price:	\$ 20,670.00
Total Recurring Costs:	\$ 0.00
Total Discount:	-\$ 1,170.34
Sub Total:	\$ 19,499.66
Shipping & Handling:	\$ 63.26
Total Excluding Tax:	\$ 19,562.92
Total Taxes:	\$ 0.0

IT/GIS Dept. Reviewed
 Approved Not Approved
Aileen Hill

Check Payments:
 FARO Technologies, Inc.
 PO Box 116908
 Atlanta, GA 30368-6908

FARO Technologies Inc., 125 Technology Park, Lake Mary FL 32746-6204

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 Swift Nbr: SNTRUS3A
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Phone No: 407-333-9911
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Continued

Quotation No: 02290828

Total Due: (USD)

\$ 19,562.92

FARO Technologies Inc., 125 Technology Park, Lake Mary FL 32746-6204

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Nasdaq: FARO

Continued

Quotation No: 02290828

****Note: Taxes on this quote are budgetary estimates and are not binding. Taxes charged will be based on applicable tax rates assessed at the time of final invoice.**

Quote, including FARO Standard Delivery Terms and Conditions, accepted

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Title: _____ Date: _____

Accounts Payable Name: _____ Email: _____

Do you require a PO number to be referenced on the invoice () No () Yes - PO #: _____

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Phone No: 407-333-9911
www.faro.com
Nasdaq: FARO

MICHAEL LEWIS
Commissioner Of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

June 10, 2024

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Avenue
Carmel, NY 10512

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the 2024 Putnam County Sheriff Department's budget:

2024 JUN 11 PM 4:10
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Increase Revenues:

14311000 427151 Sheriff Narcotics – Proceeds of Seized Assets \$ 16,291.00

Increase Expenses:

14311000 Sheriff Narcotics
52640 Audio-Visual Equipment \$ 10,411.00
54783 Licensing 5,880.00
\$ 16,291.00

2024 Fiscal Impact - 0
2025 Fiscal Impact - 0

Sheriff McConville requests the use of Federally Seized Asset Forfeiture funds to purchase cameras and accessories for use by the Narcotics division to enhance their investigation and aid in the prosecution of narcotics related cases. Any unused funds from these purchases will be deposited back into the Sheriff's federal seized asset reserve account.

AUTHORIZATION:

Date _____ Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00

Date _____ County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00


Date _____ Chairperson Audit/Designee: \$0 - \$10,000.00

24A056

Date _____ Audit & Administration Committee: \$10,000.01 - \$25,000.00

PUTNAM COUNTY SHERIFF'S OFFICE
INTER-OFFICE MEMORANDUM

June 10, 2024

TO: Ginny Nacerino, Chair, Protective Services
FROM: Sheriff Kevin McConville 
SUBJECT: Protective Services Committee Meeting, June 18, 2024,

The PCSO intends to utilize the Federally Seized Asset Forfeiture monies to purchase the following items:

These items are utilized by the Bureau of Criminal Investigation – Digital Evidence Lab personnel. As technology has advanced, the tools utilized by this Unit are essential in the digital aspect of criminal investigations and crime scene documentation.

- a. Performance Degradation
- b. Security vulnerabilities –
- c. Influence on Criminal Investigations –
- d. The BCI – Forensics Identification Unit seeks to purchase a FARO 360 – degree crime scene camera, allowing a crime scene to be reproduced with precise replication.
- e. The use of this technology simplifies and enhances law enforcement's ability to record and preserve crime scenes, while simultaneously improving accuracy.
- f. Remote camera system for use in criminal narcotics investigations, includes licensing fees.

24A054
Item # 1 –BCI / Forensic Computers – Budget Lines 32311000- 52630, 5213054782 (Network Adapter), 54782 (keyboard, mouse), 54782 Ethernet Adapter) 52630 Network Switch

This is to purchase IT reviewed and approved Forensic computers and components.
Compatibility issues,
Security Vulnerabilities, and
Reduced Analytical Capabilities.

The amount of the Transfer is \$74,712.33 which will have no Fiscal Impact on the PCSO or County Budget, and no costs added to the taxpayer.

24A055

Item # 2 – BCI /Crime Scene Camera Equipment Reproduction FARO Laser Scanner 32311000-52680, 5 Year Warranty 54510, Tripod Carbon Fiber 52180, Battery Pack 54782, VP Ready Notebook 52630, Training Course 54640, T3D Premium Kit 54410, Licensing 54782, and Zone 3D Expert 54510 CPO-Freestyle Faro 52680, Mobile Phone 52680, Battery Pack 52680, Battery dock 52680, 3D AC LS Focus Power Supply 52680, Scanner Training 54640

The purchase of this equipment, which has also been reviewed and approved by the IT Department, will permit advanced and enhanced analysis of crime scenes, permitting the creation of a 3D Model for review and inquiry.

The amount of this Transfer is ^{100,379.07}~~\$101,378.22~~ which will have no Fiscal Impact on the PCSO or County Budget, and no costs added to the taxpayer.

24A056

Item # 3 –Cameras for investigative purposes – Budget Lines Camera and accessories 143110002640 and 143110005783.

The purchase of this equipment is to provide greater investigation and prosecution of narcotics involved investigations.

The amount of this Transfer is ^{\$ 16,291.00}~~\$16,409.00~~ *licensing quote reduced* which will have no Fiscal Impact on the PCSO or County Budget, and no costs added to the taxpayer.

Item # 4 – Update on The Bus Patrol Program

For the Month of May 2024:
661 Citations Reviewed
603 Citations Approved
Approval Rate of 91.2%

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In State 79.7%
Hearings Requested 10

The expenditure involved totals \$192, 499.55 and all devices, software and hardware have been reviewed and approved by the Putnam County IT Department.

The use of the Federal Seized Asset Funds will have no fiscal impact on the PCSO nor the County Budgets.

The expenditure results in a cost savings to the taxpayer.



digital surveillance solutions

Keith Puhekker

Putnam County Sheriff's Department
3 County Center
Carmel, NY 10512

6/6/2024

Dear Keith Puhekker,

Warranty:

1. Equipment warranty is established by the manufacturers unless specified otherwise in the scope of work.
2. Should any defects develop during the warranty period due to equipment failure, Digital Surveillance Solutions shall send to the manufacturer to revert to working order at no expense to Putnam County Sheriff's Department.
3. Any painted over serial numbers will not be accepted for warranty claim by the manufacturer.

Warranty exclusions:

1. System abuse or misuse.
2. Floods, fires, earthquakes, lightning strikes, or other events beyond the control of Digital Surveillance Solutions.
3. Environmental conditions required by hardware manufacturers will be maintained by Putnam County Sheriff's Department for the term of the system warranty. If environmental conditions required by manufacturer are not maintained, repairing damage to equipment will be at the expense of the Putnam County Sheriff's Department.

Exchange Return Policy

1. Return Product(s) are subject to a ten percent (10%) restocking fee if not returning for the following reasons - return of defective items and/or delivery of the wrong items.
2. Please email Jessica Pitarresi a confirmation that you have received your order correctly or report any errors in the delivery. If email is not received within 60 days no returns or exchanges will be accepted.

I appreciate the opportunity to submit this proposal. If you have any questions, or comments, or require further details, feel free to contact me.

Best Regards,

Jessica Pitarresi
Digital Surveillance Solutions
485 Cayuga Road
Buffalo, NY 14225



State Contract Items

Prepared For:

Keith Puhekker
 Putnam County Sheriff's Department
 3 County Center
 Carmel, NY 10512
 United States
 Keith.Puhekker@putnamcountyny.gov

Prepared By:

Jessica Pitarresi
 Digital Surveillance Solutions, Inc.
 485 Cayuga Road
 Buffalo, NY 14225
 jessicap@dssvideo.com
 716-597-0369

Order #	Sales Rep	Payment Terms	State Contract #
DSSQ5986	Jessica Pitarresi	30	PT68787

Item Number	Manufacturer	Description	Qty	Unit Price	Total Price
Mx-S74A	Mobotix	S74 Body for 4 Sensor- and Functional Modules	1	\$805.00	\$805.00
Mx-F-S7A-RJ45	Mobotix	S74 Network slide in board with RJ45 socket	1	\$112.50	\$112.50
Mx-O-M7SA-8D080	Mobotix	60° 4K Day Sensor Module WIDE	2	\$312.00	\$624.00
Mx-A-S7A-CBL02-AN	Mobotix	Sensor cable 2m for S7x straight-angled	2	\$55.00	\$110.00
Mx-M-PTMA	Mobotix	PTMount S7x, white	2	\$75.00	\$150.00
SVP-14127	DDB Unlimited	Pole/Wall Small Box 14"H X 12"W X 7"D	1	\$482.00	\$482.00
F15-115T	DDB Unlimited	110 VOLTS, SINGLE FAN KIT WITH ADJUSTABLE THERMOSTAT	1	\$148.00	\$148.00
MB01-19005GB-GA	Cradlepoint	1-yr NetCloud Mobile Performance Essentials Plan and R1900 router with WiFi (5G modem, 4FF SIM optional but not included), no AC power supply or antennas, Global	1	\$1,899.05	\$1,899.05
MB-RX30-POE	Cradlepoint	R1900 Managed Accessory - PoE Switch	1	\$284.99	\$284.99
170869-000	Cradlepoint	Power Supply, 12V, Small 2x2 C8 (C7 line cord not include), -30C to 70C; Used with R1900, IBR1700, IBR900, R500-PLTE	1	\$42.74	\$42.74
170623-001	Cradlepoint	Line Cord, 125V C7 1.8M (North America Type A); Used with 170869-000	1	\$12.34	\$12.34
Mx-M73A-RJ45	Mobotix	M73 Body with RJ45 Connector Box (white)	1	\$1,089.00	\$1,089.00
Mx-O-M7SA-8D280	Mobotix	15° 4K Day Sensor Module TELE	1	\$312.00	\$312.00
Mx-O-M7SA-8L280	Mobotix	15° 4K LPF Sensor Module TELE	1	\$406.00	\$406.00

Item Number	Manufacturer	Description	Quantity	Unit Price	Total Price
Mx-F-IRA-T	Mobotix	M73 IR Light Module for Tele Lens (15° - 30°)	1	\$188.00	\$188.00
MX-OPT-CBL-LAN-1	Mobotix	Ethernet Patch Cable, 1 m	1	\$10.80	\$10.80

Subtotal	\$6,676.42
Taxes	\$0.00
Shipping	\$0.00
Total	\$6,676.42

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

To accept this proposal, sign here and return: _____

Signature

Date



Keith Puhikker

Putnam County Sheriff's Department
3 County Center
Carmel, NY 10512

6/6/2024

Dear Keith Puhikker,

Warranty:

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I appreciate the opportunity to submit this proposal. If you have any questions, or comments, or require further details, feel free to contact me.

Best Regards,

Jessica Pitarresi
Digital Surveillance Solutions
485 Cayuga Road
Buffalo, NY 14225



Company Address 6721 Columbia Gateway Dr. Suite 400
Columbia, Maryland 21046
United States

Expiration Date 6/28/2024

Created Date 6/11/2024

Quote Number 00005453

Prepared By Robert Reid
Phone (301) 642-0995
Email rreid@rekor.ai

Bill To Name Putnam County Sheriffs Department - NY
Bill To 3 County Ctr
Carmel, New York 10512
United States

Ship To Name Putnam County Sheriffs Department - NY
Ship To United States

Product Code	Product	Quantity	Sales Price	Total Price
PSG-US-ANN	Annual Software Maintenance (US)	2.00	\$1,940.00	\$3,880.00
PSG-PER-US	Rekor Scout (Perpetual US)	2.00	\$1,000.00	\$2,000.00

Totals

Subtotal	\$5,880.00
Discount	0.00%
Total Price	\$5,880.00
Grand Total	\$5,880.00

Privacy and Terms

In any given 30-day period, up to 15 gigabytes of high-definition video may be downloaded through the video clip and download feature. Additional data downloads may be purchased in 15 gigabyte increments, which will be billed at a rate of \$75 per month.

For a full copy of the terms and conditions, please visit this link: [Terms](#)

Signature

- Software license/key(s) will be issued once payment is received

Signature: _____

Date: _____

Title: _____



Non-Contract Items

Prepared For:
 Keith Puhekker
 Putnam County Sheriff's Department
 3 County Center
 Carmel, NY 10512
 United States
 Keith.Puhekker@putnamcountyny.gov

Prepared By:
 Jessica Pitarresi
 Digital Surveillance Solutions, Inc.
 485 Cayuga Road
 Buffalo, NY 14225
 jessicap@dssvideo.com
 716-597-0369

Order #	Sales Rep	Quantity	Order Date
DSSQ5984	Jessica Pitarresi	30	7/6/2024

Item Number	Description	Qty	Unit Price	Total Price
WMM4G-6-60-5SP	Panorama Antenna - cellular - 6 - 9 dBi - directional - wall-mountable, mast, flush mount, screw mount, bolt mount	1	\$397.00	\$397.00
SDSQUAC-1T00-AN6MA	Sandisk SanDisk Ultra 1 TB UHS-I microSDXC - 120 MB/s Read - 10 Year Warranty U1 A1 CARD+ADAP	1	\$119.00	\$119.00
SDSQUAC-1T00-AN6MA	Sandisk SanDisk Ultra 1 TB UHS-I microSDXC - 120 MB/s Read - 10 Year Warranty U1 A1 CARD+ADAP	1	\$119.00	\$119.00
945-13730-0050-000	Nvidia Jetson AGX Orin 64GB Developer Kit	1	\$2,298.85	\$2,298.85
MZ-V9P2T0B/AM	Samsung 2TB 990 PRO PCIe Gen.4 X4 NVMe 2.0 M.2 (2280)	1	\$249.99	\$249.99
Shipping	Shipping Shipping/Freight	1	\$550.00	\$550.00

SUBTOTAL	\$3,733.84
TAXES	\$0.00
SHIPPING	\$0.00
TOTAL	\$3,733.84

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

To accept this proposal, sign here and return: _____

Signature

Date

MICHAEL LEWIS
COMMISSIONER OF FINANCE



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Prob Audit *Res 0* *#9*

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: Sheila M. Barrett, First Deputy Commissioner of Finance *OMB*
Re: Budgetary Amendment - **24A057**
Date: June 11, 2024

At the request of the Sheriff's Department, the following budgetary transfer is required.

Increase estimated revenue:

17311000.422601.10102 Sheriff Patrol -Outside Services Callouts \$15,709

Increase estimated appropriations:

17311000.51093.10102 Sheriff Patrol - Overtime - Callouts \$ 14,593
17311000.58002.10102 Sheriff Patrol - FICA - Callouts \$ 1,116
\$ 15,709

Fiscal Impact - 2024 - \$ 0
Fiscal Impact - 2025 - \$ 0

This Resolution is required to recognize additional revenue for SRT Program.

SRT - Sheriff Response Team

Approved:

Kevin M. Byrne
County Executive

2024 JUN 12 PM 12: 25
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY



PUTNAM COUNTY

VOUCHER

SHIP AND BILL TO: County of Putnam
 DEPARTMENT: _____
 ADDRESS: 40 Gleneida Ave
Carmel, NY 10512

VENDOR NUMBER: 10495

CLAIMANT NAME AND ADDRESS: Putnam County Sheriff's Dept. 3 County Center Carmel, New York 10512	ORG CODE	OBJECT CODE	PROJECT CODE	AMOUNT
	103645010	54646	10200	\$27,708.74

LIST ALL INVOICE NUMBERS AND ATTACH ALL ORIGINAL INVOICES AND RECEIPTS

INVOICE DATE	INVOICE #	DESCRIPTION	CONTRACT #	UNIT PRICE	AMOUNT
1/1/24-3/31/24		SRT TRAINING - SHSP GRANT (Sheriff Response Team)	C190164	\$27,708.74	\$27,708.74
				TOTAL	\$27,708.74

CLAIMANT'S CERTIFICATION

I, Thomas Lindert CERTIFY THAT THE ABOVE ACCOUNT IN THE AMOUNT OF \$ 27,708.74 IS TRUE AND CORRECT; THAT THE ITEMS, SERVICES AND DISBURSEMENTS CHARGED WERE RENDERED TO OR FOR THE COUNTY OF PUTNAM ON THE DATES STATED; THAT NO PART HAS BEEN PAID OR SATISFIED, AND THAT THE AMOUNT CLAIMED IS ACTUALLY DUE.

DATE 5/30/24 SIGNATURE [Signature] TITLE Undersheriff

DEPARTMENT APPROVAL	APPROVAL FOR PAYMENT
THE ABOVE SERVICES WERE RENDERED OR FURNISHED TO THE COUNTY OF PUTNAM ON THE DATE STATED AND THE CHARGES ARE CORRECT.	AUDITED BY: _____ DATE: _____
DATE _____ AUTHORIZED OFFICIAL _____	



PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES



cc: all
Prot Reso #10

Kevin M. Byrne
County Executive

Robert A. Lipton
Commissioner of Emergency Services

J. Ralph Falloon
Deputy Commissioner of Emergency Services

Christopher E. Shields
Director of Emergency Management

Robert Cuomo
Director of Emergency Medical Services

MEMORANDUM

To: Ginny Nacerino, Chair, Protective Services
From: Robert A. Lipton, Commissioner
Re: June Protective Services Meeting
Date: May 29, 2024

I would like to add the FY2024 Emergency Management Performance Grant (EMPG) Program to the Protective Services agenda for June. The application deadline for this Grant is June 11, 2024.

Putnam County has received an allocation amount of \$39,382 under the FY2024 EMPG Program which is 50% matching funds required for this Grant. It will be used to offset salaries. The information package is attached.

Thank you.

2024 MAY 30 PM 12:01
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY



Homeland Security and Emergency Services

FY2024 Emergency Management Performance Grant (EMPG) Program Local Grant Program Guidance

Application Deadline: June 11, 2024 by 5:00 pm

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I. Program Overview, Objectives, and Priorities

Overview

The Fiscal Year (FY) 2024 Emergency Management Performance Grant (EMPG) Program is one of the grant programs that constitute DHS/FEMA's focus on all-hazards emergency preparedness, including the evolving threats and risks associated with climate change. These grant programs are part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the goals noted in the DHS Strategic Plan, the EMPG program supports the goal to Strengthen Preparedness and Resilience.

The 2022-2026 FEMA Strategic Plan outlines a bold vision and three ambitious goals to address key challenges the agency faces during a pivotal moment in the field of emergency management. Wide-ranging and long term, the goals defined in the plan respond to the changing landscape in which we find ourselves. The goals to meet this challenge are:

- Goal 1 – Instill equity as a foundation of emergency management
- Goal 2 – Lead whole of community in climate resilience
- Goal 3 – Promote and sustain a ready FEMA and prepared nation

These goals complement the nation's growing expectations of the emergency management community. All EMPG Program applicants are encouraged to review the <https://www.fema.gov/about/strategic-plan> and consider how FY2024 EMPG Program funding can be used to support the Plan's goals and objectives as they apply to your jurisdiction's specific needs and the needs of the whole community.

Changes From FY2023

For FY2024, there are two new FEMA imposed requirements that applicants must comply with under the EMPG Program.

1. All applicants must work toward implementation of FEMA's National Qualification System (NQS) by developing an Implementation Plan using FEMA's two-page template by the end of calendar year 2024. Additional information on this requirement is available on Page 6 of this guidance.
2. If applicants are using FY2024 EMPG funds to conduct exercises, applicants shall include exercise objectives centered on practicing and validating their plans and procedures for sending emergency alerts to the public through the FEMA Integrated Public Alert and Warning System (IPAWS). Additional information on this requirement is available on Page 13 of this guidance.

Objectives

The FY2024 Local EMPG Program will provide funds to assist local emergency management agencies in the implementation of the National Preparedness System and the National Preparedness Goal (the Goal) of a secure and resilient nation.

To that end, program objectives include: 1) Building or sustaining those capabilities that are identified as high priority through the Threat and Hazard Identification and Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR) process and other relevant information sources 2) Closing capability gaps that are identified in the state or territory's most recent SPR; and 3) Building continuity capabilities to ensure governmental essential functions and services resilience.

When developing priorities, applicants should consider the following national priorities, which correspond directly to the 2022-2026 FEMA Strategic Plan:

- Equity
- Climate Resilience
- Readiness

To the extent possible, equity considerations must be factored into all FY2024 EMPG Program-funded investments across all national priority areas. This is a requirement for FY2024. Climate resilience considerations will also be a continued area of focus for FY2025.

Additional information on these priorities, including examples of allowable activities, is available from FEMA at www.fema.gov/grants/preparedness/emergency-management-performance.

Local applicants should continue to use their CEPA assessment results to inform the development of projects for their local EMPG Program applications as local CEPAs are used by the State to inform the development of the THIRA. Other relevant information sources, such as: 1) after-action reports (AARs) following exercises and/or real-world events; 2) audit and monitoring findings; 3) Hazard Mitigation Plans; and/or 4) other deliberate planning products may also be used to inform local and State projects.

Period of Performance

The period of performance for FY2024 EMPG funds is 36 months, from October 1, 2023 to September 30, 2026. Although extensions to the period of performance may be granted by FEMA when, due to circumstances beyond the control of the applicant, activities associated with the award cannot be completed within the stated performance period, applicants should only propose projects that can and will be completed within the performance period.

SAFECOM

Applicants who receive awards under EMPG that wholly or partially provide funding for emergency communication projects and related activities must comply with the SAFECOM Guidance on Emergency Communications Grants. Additional information can be accessed online at: <http://www.dhs.gov/safecom/funding>. In addition proposed communications investments must align to needs identified in the Statewide Communication Interoperability Plan (SCIP), which can be found at: <http://www.dhSES.ny.gov/oiec/plans-policies-guidelines/>, and coordinate the development of their communication investment with the Statewide Interoperability Coordinator (SWIC).

National Incident Management System (NIMS) Implementation

Applicants must ensure and maintain adoption and implementation of NIMS. **DHSES will engage applicants as needed to collect basic information required for NIMS certification.** If you have any questions regarding NIMS, please contact DHSES.NIMS@dhSES.ny.gov.

Incident management activities require carefully managed resources (personnel, teams, facilities, equipment, and/or supplies). Utilization of the standardized resource management concepts, such as typing, credentialing, and inventorying, promotes a strong national mutual aid capability needed to support delivery of core capabilities. Applicants should manage resources purchased or supported with FEMA grant funding according to NIMS resource management guidance. Additional information on resource management and NIMS resource typing definitions and job titles/position qualifications is available under <http://www.fema.gov/resource-management-mutual-aid>.

National Qualification System (NQS)

FY2024 EMPG Program applicants are required to work toward implementation of NQS by developing an Implementation Plan by the end of calendar year 2024. FEMA's two-page template for this plan is available on FEMA's [National Qualification System Supplemental Documents](#) page.

DHSES will, as necessary, collect data regarding the implementation of the NQS during the NIMS survey of applicants or through other appropriate means. The NQS Implementation Plan must be submitted to DHSES upon completion either by email to Grant.Info@dhSES.ny.gov or by uploading it as an attachment to your FY2024 EMPG quarterly reports.

II. Allowable Costs

Management and Administration (M&A)

Management and Administration (M&A) activities are those defined as directly relating to managing and administering the award, such as financial management and monitoring. It should be noted that salaries of local emergency managers are not typically categorized as M&A, unless the local Emergency Management Agency (EMA) chooses to assign personnel to specific M&A activities.

M&A costs are allowable for local EMAs. Local EMAs may retain and use up to five percent (5%) of the amount received from the State for local M&A purposes.

Planning

Planning spans all five National Preparedness Goal (the Goal) mission areas and provides a methodical way to engage the whole community in the development of a strategic, operations, and/or community-based approach to preparedness.

EMPG Program funds may be used to develop or enhance emergency management planning activities. Some examples include:

Emergency Operations Plan (EOP)/Comprehensive Emergency Management Plan (CEMP)

- Maintaining a current EOP/CEMP that is aligned with guidelines set out in CPG 101 which is available in Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans
- Modifying existing incident management and emergency operations plans
- Developing/enhancing large-scale and catastrophic event incident plans

Communications Plans

- Developing and updating Statewide Communication Interoperability Plans
- Developing and updating Tactical Interoperability Communications Plans

Administrative Plans

- Developing/enhancing financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program

Whole Community engagement/planning

- Developing or enhancing mutual aid agreements/compacts.

- Developing/enhancing emergency operations plans to integrate citizen/volunteer and other non-governmental organization resources and participation.
- Integrating program design and delivery practices that ensure representation and services for under-represented, diverse populations that may be more impacted by disasters, including children, seniors, individuals with disabilities or access and functional needs, individuals with diverse culture and language use, individuals with lower economic capacity, and other underserved populations.

Resource Management Planning

- Developing/enhancing logistics and resource management plans
- Developing/enhancing volunteer and/or donations management plans

Shelter and Evacuation Planning

- Developing/enhancing sheltering and evacuation plans, including plans for: alerts/warning, crisis communications, pre-positioning of equipment for areas potentially impacted by mass evacuations, sheltering, and re-entry

Recovery Planning

- Disaster housing planning, such as creating/supporting a state disaster housing task force and developing/enhancing state disaster housing plans
- Pre-event response, recovery, and mitigation plans in coordination with state, local, and tribal governments
- Developing/enhancing other response and recovery plans
- Developing recovery plans and preparedness programs consistent with the principles and guidance in the National Disaster Recovery Framework (NDRF) that will provide the foundation for recovery programs and whole community partnerships.

Continuity Planning

Continuity planning and operations are an inherent element of each core capability. Continuity operations increase resilience and the probability that organizations can perform essential functions. FEMA develops and promulgates Federal Continuity Directives (FCDs) to establish continuity program and planning requirements for executive departments and agencies and Continuity Guidance Circulars (CGCs) for state, local, tribal, and territorial governments, non-governmental organizations, and private sector critical infrastructure owners and operators. This direction and guidance assist in developing capabilities for continuing the essential functions of federal, state, local, tribal, territorial governmental entities as well as the public/private critical infrastructure owners, operators, and regulators enabling them.

Presidential Policy 40, FCD 1, FCD 2, CGC 1, and CGC 2 outline the overarching continuity requirements and guidance for organizations and provide guidance, methodology, and checklists. For additional

information on continuity programs, guidance, directives, and available technical assistance, visit [Continuity Resources and Technical Assistance](#) and [National Continuity Programs](#).

Allowable continuity planning activities include the development of the following:

- Continuity of operations and Continuity of Government planning products for the continuance of essential functions and associated leadership;
- Risk-based needs assessments based on the THIRA to inform risk mitigation efforts to ensure the continuity of essential functions and associated leadership; and
- Public and private sector outreach and messaging regarding continuity resilience benefits and strategies.

Organization

Per the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended, (42 U.S.C. §§ 5121-5207), EMPG funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management including staffing Community Emergency Response Team (CERT) and Citizen Corps positions at the local levels in order to promote whole community engagement in all phases of emergency management; performing closeout activities on FEMA Disaster Assistance grants; staffing permanent technical advisors on children's needs at the local level, and supporting fusion center analysts who are directly involved in all-hazards preparedness activities as defined by the Stafford Act. Proposed staffing activities should be linked to accomplishing the activities outlined in the EMPG Work Plan.

Personnel costs, including salary, overtime, compensatory time off, and associated fringe benefits, are allowable costs with EMPG funds. These costs must comply with 2 C.F.R. Part 200, Subpart E – Cost Principles.

Equipment

Allowable equipment categories for EMPG are listed on the web-based version of the Authorized Equipment List (AEL) at <https://www.fema.gov/authorized-equipment-list>. Unless otherwise stated, equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Allowable equipment includes equipment from the following AEL categories:

- Personal Protective Equipment (PPE) (Category 1)
- Information Technology (Category 4)
- Cybersecurity Enhancement Equipment (Category 5)

- Interoperable Communications Equipment (Category 6)
- Detection Equipment (Category 7)
- Power Equipment (Category 10)
- Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11)
- CBRNE Incident Response Vehicles (Category 12)
- Physical Security Enhancement Equipment (Category 14)
- CBRNE Logistical Support Equipment (Category 19)
- Other Authorized Equipment (Category 21)

In addition to the above, general-purpose vehicles are allowed to be procured in order to carry out the responsibilities of the EMPG Program. If local governments have questions concerning the eligibility of equipment not specifically addressed in the AEL, they should contact their DHSES Contracts Representative for clarification.

Applicants must analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 C.F.R. Part 200, including 2 C.F.R. §§ 200.310, 200.313, and 200.316.

Requirements for Small Unmanned Aircraft System

All requests to purchase small Unmanned Aircraft System (sUAS) must comply with https://www.fema.gov/sites/default/files/documents/fema_policy-prohibited-controlled-equipment-fema-awards.pdf and must include the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties in the jurisdiction that will purchase, take title to, or otherwise use the sUAS equipment. Requests for sUAS must be submitted to your DHSES Contracts Representative for pre-approval.

FEMA Policy #405-143-1

Please note that effective August 13, 2020, DHS/FEMA issued a policy and directive which prohibited expending any FEMA Award funds for covered Telecommunications Equipment or Services provided through certain entities for national security reasons. Please be sure to be mindful as you develop your telecommunication equipment projects and procure your grant funded equipment (e.g., communication, surveillance equipment – e.g., Unmanned Aerial Systems, etc.). If you have any questions, please reach out to your Contract Representative for clarification.

The policy can be found at [Prohibition on Certain Telecommunications Equipment Services](#).

Funding for Critical Emergency Supplies

Applicants may acquire critical emergency supplies such as: shelf stable products, water, and basic medical supplies are an allowable expense under the EMPG Program. Acquisition of critical emergency supplies requires FEMA approval of a five-year viable inventory management plan prior to allocating grant funds for stockpiling purposes. The five-year plan should include a distribution strategy and related sustainment costs if the grant expenditure is over \$100,000.

Training

EMPG funds may be used for a range of emergency management-related training activities to enhance the capabilities of local emergency management personnel through the establishment, support, conduct, and attendance of training. Training activities should align to the State's current, Multi-Year Integrated Preparedness Plan (IPP) that is developed through an annual Integrated Preparedness Planning Workshop (IPPW) and built from training gaps identified in the THIRA/SPR/CEPA process. Further guidance concerning the IPP and the IPPW can be found at [Preparedness Toolkit Program Management Templates](#). Training should foster the development of a community-oriented approach to emergency management that emphasizes engagement at the community level, strengthens best practices, and provides a path toward building sustainable resilience.

EMPG Program funds used for training should support the nationwide implementation of NIMS. The NIMS Training Program establishes a national curriculum for NIMS and provides information on NIMS courses. Applicants are encouraged to place emphasis on the core competencies as defined in the NIMS Training Program. NIMS is also included in the curriculum of the EMI Basic Academy. The NIMS Training Program can be found at <https://www.fema.gov/emergency-managers/nims/implementation-training>.

Prior Approval Requirements

Any non-DHS training course to be supported with EMPG funds must be submitted in advance to DHSES for written approval. Attendance at conferences, workshops, and/or out-of-state travel for training opportunities will require prior approval from DHSES.

Allowable Training Costs

Training should:

- Foster the development of a community-oriented approach to emergency management that emphasizes engagement at the community level;
- Strengthen best practices; and
- Provide a path toward building sustainable resilience.

Allowable training-related costs include the following:

Funds Used to Develop, Deliver, and Evaluate Training: Includes costs related to administering training, such as planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment. Training should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills. Any training or training gaps, including those for children and individuals with disabilities or access and functional needs, should be identified in the Multi-Year IPP and addressed in the training cycle.

Overtime and Backfill: The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of attendance at FEMA and/or approved training courses and programs are allowable. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the unit(s) of local government and has the approval of the state or FEMA, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government *and* from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.

Travel: Travel costs (e.g., airfare, mileage, per diem, and lodging costs) are allowable as expenses by employees who are on travel status for official business related to approved training. International travel is not an allowable cost under this program unless approved in advance by FEMA.

Hiring of Full- or Part-Time Staff or Contractors/Consultants: Full- or part-time staff or contractors/consultants may be hired to support direct training-related activities. Hiring of contractors/consultants must follow the applicable federal procurement requirements at 2 C.F.R. §§ 200.317-200.327. Payment of salaries and fringe benefits must be in accordance with the policies of the state or unit(s) of local government and have the approval of the state or FEMA, whichever is applicable.

Certification/Recertification of Instructors: Costs associated with the certification and re-certification of instructors are allowed. States are encouraged to follow the FEMA Instructor Quality Assurance Program to ensure a minimum level of competency and corresponding levels of evaluation of student learning. This is particularly important for those courses which involve training of trainers.

Additional types of allowable training or training-related activities include, but are not limited to:

- Developing/enhancing systems to monitor training programs
- Conducting all-hazards emergency management training

- Attending EMI training or delivering EMI train-the-trainer courses
- Attending other FEMA-approved emergency management training
- State-approved, locally sponsored CERT training
- Mass evacuation training at local, state, territorial and tribal levels

When applying EMPG funding to exercises, applicants shall include exercise objectives centered on practicing and validating their plans and procedures for sending emergency alerts to the public through the FEMA Integrated Public Alert and Warning System (IPAWS). Exercise objectives for public alert and warning should include practice of analysis and decision-making in sending an alert to the public; public alert message writing; procedures for coordination, review, and approval to send the alert; and practice in sending an alert through the IPAWS. Applicants should develop After-Action Reports and Improvement Plans following drills and exercises that identify gaps and successes and define changes to continue to improve their capabilities to alert the public during emergent incidents that present a risk to the safety of the people and property in their communities.

Allowable exercise-related costs include:

Funds Used to Design, Develop, Conduct and Evaluate Preparedness Exercises: This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation. Recipients are encouraged to use free public space/locations/facilities, whenever available, prior to the rental of space/locations/facilities. Exercises should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills. Gaps identified during an exercise, including those for children and individuals with disabilities or access and functional needs, should be identified in the After-Action Report (AAR)/Improvement Plan (IP) and addressed in the exercise cycle.

Hiring of Full- or Part-Time Staff or Contractors/Consultants: Full- or part-time staff may be hired to support direct exercise activities. Payment of salaries and fringe benefits must be in accordance with the policies of the unit(s) of local government and have the approval of the state or DHS/FEMA, whichever is applicable. The services of contractors/consultants may also be procured to support the design, development, conduct, and evaluation of exercises. Hiring of contractors/consultants must follow the applicable federal procurement requirements at 2 C.F.R. §§ 200.317-200.327.

Overtime and Backfill: The entire amount of overtime costs, including payments related to backfilling personnel, that are the direct result of time spent on the design, development and

conduct of exercises are allowable expenses. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the unit(s) of local government and has the approval of the state or FEMA, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government *and* from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.

Travel: Travel costs (e.g., airfare, mileage, per diem, lodging costs) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise activities.

Supplies: Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise activities (e.g., gloves, non-sterile masks, and disposable protective equipment).

Homeland Security Exercise and Evaluation Program (HSEEP) Implementation: This refers to costs related to developing and maintaining an exercise program consistent with HSEEP. For more information on HSEEP, please refer to Exhibit A on page 29 of this guidance document.

Other Items: These costs are limited to items consumed in direct support of exercise activities, such as space/locations rentals for planning and conducting an exercise, equipment rentals, and the procurement of other essential nondurable goods. Applicants are encouraged to use free public space/locations, whenever available, prior to the rental of space/locations. Costs associated with inclusive practices and the provision of reasonable accommodations and modifications that facilitate full access for children and adults with disabilities are allowable.

Unauthorized exercise-related costs include:

- Reimbursement for maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle costs that are reimbursable are fuel/gasoline or mileage.
- Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs).
- Durable and nondurable goods purchased for installation and/or use beyond the scope of exercise conduct.

Construction and renovation projects for a local government's principal Emergency Operations Center (EOC) as defined by the State Administrative Agency (SAA) are allowable under the EMPG Program.

Written approval must be provided by FEMA through DHSES prior to the use of any EMPG Program funds for construction or renovation. Requests for EMPG Program funds for construction of an EOC must be accompanied by an EOC Investment Justification, SF-424c, and SF-424d submitted through DHSES to their Regional FEMA Program Manager for review. Please contact your assigned DHSES Contracts Representative to obtain the form and for additional information and requirements for EOC construction.

The above examples are not intended to exclude other construction projects as potentially allowable costs. For example, construction of a facility for the storage of critical emergency supplies, as a Point of Distribution (POD) for emergency distribution, and/or to serve as a staging area for deployment of emergency response resources is potentially an allowable expense. Other construction or renovation projects, such as a secondary or local EOC, will be considered on a case-by-case basis, as described below in the guidance regarding advance written approval.

Additionally, any construction projects that are being funded through HSGP funding, must also comply with the Build America, Buy America Act (BABAA). The BABAA requires that no financial assistance for "infrastructure" projects is provided "unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States. Information with regards to this policy and its impact are available at:

https://www.fema.gov/sites/default/files/documents/fema_build-america-buy-america-act-policy.pdf

Environmental and Historic Preservation (EHP) Compliance

As a federal agency, DHS/FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with federal EHP regulations, laws, and executive orders, as applicable. Applicants proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures, and facilities, or new construction including replacement of facilities, must participate in the DHS/FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, DHS/FEMA also is required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed and approved before funds are released to carry out the proposed

project; otherwise, DHS/FEMA may not be able to fund the project due to non-compliance with EHP laws, executive order, regulations, and policies.

All applicants are required to comply with DHS/FEMA EHP Policy Guidance, FEMA Policy 108-023-1. The EHP screening form can be found [here](#) and further EHP guidance can be found at <https://www.dhSES.ny.gov/environmental-planning-and-historic-preservation-ehp>.

Applicants proposing projects that have the potential to impact the environment, including, but not limited to, the construction of communication towers, modification or renovation of existing buildings, structures, and facilities, new construction including replacement of facilities, and some training activities, must participate in the FEMA EHP review process.

Applicants are also encouraged to have completed as many steps as possible for a successful EHP review in support of their proposal for funding (e.g., coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects, compliance with all state and EHP laws and requirements). Projects for which the applicant believes an Environmental Assessment (EA) may be needed, as defined in [Implementation of the National Environmental Policy Act](#), and [FEMA Directive 108-1](#) and [FEMA Instruction 108-1-1](#), must also be identified through DHSES to the FEMA EMPG Regional Program Manager within six months of the award, and completed EHP review materials must be submitted no later than 12 months before the end of the period of performance. EHP review packets should be sent to DHSES by email to Grant.Info@dhSES.ny.gov.

Advance Approval Requirement

Advance written approval through DHSES from FEMA prior to the use of any annual EMPG Program funds for construction or renovation, including such activities at the applicant level. Such costs would need to fall within the scope of the recipient's final approved Work Plan, otherwise an updated Work Plan may be required. Such requests should be submitted in writing through DHSES to the applicable FEMA Regional Grant Program Office. FEMA's review and approval will involve both the regional office and FEMA Grant Programs Directorate.

Real Property Use and Disposition Requirements

Real property improved under a federal award fall under the 2 C.F.R. Part 200 guidance for real property. In accordance with 2 C.F.R. § 200.311, an applicant may only use real property acquired or improved under a federal award for the originally authorized purpose, as long as it is needed for that purpose, during which time the applicant must not dispose of or encumber its title or other interests. However, upon the end of that period where it needs the property for the originally authorized purpose

(i.e., the functional use of the property for which FEMA awarded the grant), the applicant will then dispose of the property in keeping with the requirements set forth in 2 C.F.R. § 200.311.

When a grant-funded property is no longer needed for the originally authorized purpose, the applicant (through the pass-through entity) must obtain disposition instructions from the cognizant FEMA Regional Administrator or the pass-through entity.

Construction of Communication Towers

When applying for funds to construct communication towers, applicants must submit evidence that the Federal Communication Commission's (FCC) Section 106 review process has been completed and submit all documentation resulting from that review to FEMA prior to submitting materials for EHP review.

Davis-Bacon Act Compliance

EMPG Program recipients using funds for construction projects must comply with the Davis-Bacon Act and subsequent legislation (40 U.S.C. §§ 3141 et seq.). See 42 U.S.C. § 5196(j)(9). Grant recipients must ensure that their contractors or subcontractors for construction projects pay workers no less than the prevailing wages for laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the state in which the work is to be performed. Additional information regarding compliance with the Davis-Bacon Act, including Department of Labor (DOL) wage determinations, is available at <https://www.dol.gov/whd/govcontracts/dbra.htm>.

Accessibility Compliance

EMPG Program recipients using funds to build or alter buildings must comply with accessibility requirements under the *Rehabilitation Act of 1973 and Architectural Barriers Act of 1968 (ABA)*, as well as the Americans with Disabilities Act (ADA), if applicable, to ensure individuals with disabilities have access to such buildings. Accessibility standards under the ABA and ADA are highly similar. Additional information regarding compliance with the *Architectural Barriers Act* is available at [Guide to the ABA](#).

Acquisition of Real Property

Acquisition of real property is permissible if such property is needed to support other allowable program costs or activities. Please contact your contract representative for additional information if you are proposing the acquisition of real property.

Advance Approval Requirement

Consistent with the requirements outlined above regarding construction activities, applicants must obtain advance written approval through DHSES from the cognizant FEMA Regional Administrator prior to obligating EMPG Program funds for acquisition of real property. Additionally, in cases of acquisition or improving real property, applicants are required to submit to DHSES a SF-429-B, Real Property Status Report, Attachment B providing details of the relevant property to be acquired.

Property Use, Reporting, and Disposition Requirements

The acquisition, use, and disposition of real property shall be subject to the provisions of 2 C.F.R. Part 200. In accordance with 2 C.F.R. Part 200, applicants are required to report on the status of the acquired property on an annual basis using SF-429-A Real Property Status Report, Attachment A (General Reporting). Such reporting shall continue as long as the property is being used for the originally authorized purpose. Please refer to [IB 458a](#) for additional guidance on disposition requirements.

Leasing of Real Property

Leasing of real property is permissible if the property is needed to support other allowable annual EMPG Program activities.

Advance Approval Requirement

Applicants must obtain advance written approval through DHSES from the cognizant FEMA Regional Administrator prior to obligating annual EMPG Program funds for the leasing of real property.

Allowable Period of Lease Expenses

In cases where a property will be leased and the lease will be paid in full or in part EMPG Program funds, any costs associated with the lease that are charged to an EMPG Program award must occur within the period of performance of the associated award(s). Real property lease costs must also comply with 2 C.F.R. Part 200.

Maintenance and Sustainment

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active grant awards, unless otherwise noted.

EMPG Program funds are intended to support the Goal and fund activities and projects that build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation. In order to provide recipients the ability to meet this objective, the policy set forth in FEMA Grant Program Directorate's Information Bulletin (IB) 379 (Guidance to State Administrative Agencies to Expedite the Expenditure of Certain DHS/FEMA Grant Funding) allows for the expansion of eligible maintenance and sustainment costs, which must be: (1) in direct support of existing capabilities; (2) an otherwise allowable expenditure under the applicable grant program; (3) tied to one of the core capabilities in the five mission areas contained within the Goal, and; (4) shareable through the EMAC.

Additionally, eligible costs may also be in support of equipment, training, and critical resources that have previously been purchased with either federal grant funding or any other source of funding other than DHS/FEMA preparedness grant program dollars.

Unallowable Costs

EMPG Program funds may not be used for:

- **Unallowable Equipment:** Grant funds must comply with FEMA Policy 207-22-0002, Prohibited or Controlled Equipment Under FEMA Awards and may not be used for the purchase of the following equipment: firearms, ammunition, grenade launchers, bayonets, or weaponized aircraft, vessels, or vehicles of any kind with weapons installed.
- Expenditures for weapons systems and ammunition.
- Costs associated with hiring, equipping, training, etc. sworn public safety officers whose **primary** job responsibilities include fulfilling traditional public safety duties such as law enforcement, firefighting, emergency medical services, or other first responder duties
- Costs that supplant traditional public safety positions and responsibilities
- Activities and projects unrelated to the completion and implementation of the EMPG Program.
- Clothing used for everyday wear by emergency management employees or other personnel.

In general, applicants should consult with their DHSES Contract Representative prior to making any investment that does not clearly meet the allowable expense criteria established in this guidance.

Supplanting

Grant funds will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purpose.

III. Application Linkages

Alignment of EMPG to the National Preparedness System

The EMPG Program contributes to the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities. Core capabilities are essential for the execution of critical tasks for each of the five mission areas outlined in the Goal. The EMPG Program's allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas described in the Goal.

FEMA requires recipients to prioritize grant funding to demonstrate how EMPG Program-funded investments support 1) building or sustaining those capabilities that are identified as high priority through the Threat and Hazard Identification and Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR) process and other relevant information sources, such as: i) after-action reports (AARs) following exercises or real-world events; ii) audit and monitoring findings; iii) Hazard Mitigation Plans; and/or iv) other deliberate planning products; and 2) closing capability gaps that are identified in the State's most recent SPR. To better understand the relationship between building capabilities and closing capability gaps, refer to Comprehensive Preparedness Guide (CPG) 201: Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) Guide.

FEMA continues to emphasize capabilities that address the greatest risks to the security and resilience of the United States. When applicable, funding should support deployable assets that can be used anywhere in the Nation through automatic assistance and mutual aid agreements, including, but not limited to, the Emergency Management Assistance Compact (EMAC).

The EMPG Program supports investments that improve the ability of jurisdictions nationwide to:

- Prevent a threatened or an actual act of terrorism;
- Protect our citizens, residents, visitors, and assets against the greatest threats and hazards;
- Mitigate the loss of life and property by lessening the impact of future disasters;
- Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident; or
- Recover through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.

New York State utilizes its Critical Capabilities and the County Emergency Preparedness Assessment (CEPA) process to assess hazards, evaluate capabilities, and identify gaps in preparedness. New York State crosswalks the results of the CEPA process to meet the requirements of the THIRA and SPR for New York State.

Bunding and Sustaining Core Capabilities

Applicants must describe how proposed EMPG Program-funded projects will close capability gaps or sustain capabilities identified through the CEPA/THIRA/SPR process or other relevant information sources that identify capability needs.

IV. Required Activities:

a. New York State Requirement

Additionally, pursuant to Article 26 of the NYS Executive law, DHSES is authorized to undertake periodic drills and simulations designed to assess and prepare responses to terrorist acts or threats and other natural and man-made disasters. Funded applicants agree to attend and participate in any DHSES-sponsored conferences, training, workshops or meetings (excluding those identified by DHSES as voluntary) that may be conducted, by and at the request of DHSES, during the life of the grant contract.

b. Mandatory Training:

All EMPG funded personnel and personnel used as match for the federal share shall complete and maintain proof of completion of the mandatory training courses required by the EMPG program. Funding personnel will need to attest to the completion of the mandatory training. A copy of the attestation form must be submitted along with your completed application, for applicable projects .

All EMPG funded personnel are expected to be trained emergency managers. In addition to training activities aligned to and addressed in the IEP, all EMPG funded personnel (including full- and part-time state, local, tribal and territorial [SLTT] personnel funded by EMPG or matching funds) shall complete the following training requirements and maintain proof of completion:

- NIMS Training - Independent Study (IS) 100, IS 200, IS 700, and IS 800 (any versions).

AND

- The Independent Study courses identified in the Professional Development Series, **or** the National Emergency Management Basic Academy delivered either by the Emergency Management Institute (EMI) or at a sponsored State, local, tribal, territorial, regional, or other designated location.

Professional Development Series or FEMA Basic Academy		
Professional Development Series (PDS)	OR	Basic Academy
		Basic Academy Pre-requisites and Courses
IS-120.a An Introduction to Exercises		IS-100 (any version) Introduction to the Incident Command System*
IS-230.d Fundamentals of Emergency Management		IS-700 (any version) National Incident Management System (NIMS)- An Introduction*
IS-235.b Emergency Planning		IS-800 (any version) National Response Framework. An Introduction*
IS-240.b Leadership and Influence		IS-230.d Fundamentals of Emergency Management*
IS-241.b Decision Making and Problem Solving		E/L101 Foundations of Emergency Management
IS-242.b Effective Communication		E/L102 Science of Disasters
IS-244.b Developing and Managing Volunteers	E/L103 Planning Emergency Operations	
	E/L104 Exercise Design	
	E/L105 Public Information & Warning	

*IS-100, IS-700, IS-800, and IS-230.d are pre-requisites that must be completed prior to enrolling in E/L101.

Further information on the National Emergency Management Basic Academy and the Emergency Management Professional Program can be found at: <https://training.fema.gov/empp/basic.aspx>. Previous versions of the IS courses meet the NIMS training requirement. A complete list of Independent Study Program Courses may be found at <http://training.fema.gov/is>.

Where possible, program activities included in the EMPG Program are defined as broadly as possible to allow participants the flexibility to utilize funding for as many emergency management activities as possible. However, the completion of certain activities is required. Applicants are expected to show regular progress in meeting these mandatory training requirements through the quarterly reports.

If EMPG (or matching) funds are NOT used for salaries, the above training requirements do not apply.

c Regional Coordination

To further promote regionalization, applicants are expected to regularly participate in local, regional, and statewide meetings with federal, state, and local agencies, the private sector, and not-for-profits, as appropriate.

V. Application Format and Content

Applications must be completed in the required format described below and submitted via email to the DHSES Grants Inbox at Grant.Info@dhses.ny.gov. **Applications that are not received by the due date of June 11, 2024, at 5:00 p.m. may not be considered for funding.**

Application Requirements

The period of performance of this grant is 36 months (October 1, 2023 – September 30, 2026). Applications should only include projects that can be completed by September 30, 2026.

Applicants must use the EMPG Application Worksheet (Microsoft Excel format spreadsheet) to submit all required information. Applications must be submitted to DHSES by emailing the EMPG application worksheet in Microsoft Excel (not pdf) format to Grant.Info@dhses.ny.gov.

Additionally, applicants must submit an attestation form to DHSES at the time of application for each EMPG Program funded employee (and those being used as match) for all EMPG Program required training courses that have not yet been submitted to DHSES.

- The Local EMPG Application Worksheet must include the following details:
 - Programmatic, fiscal, and signatory points of contact on the “Contact Information” tab (mandatory for all applicants)
- Staff and budget data for EMPG and non-EMPG funded staff on the “Personnel Data Table” tab (all fields are mandatory for all applicants)
- A roster of EMPG funded staff and other staff that are used as match, with training completed to date, on the “Staffing Roster & Training” tab. All fields on this form including salary information are required if staff are being funded by the EMPG Program or being used as match.
- A short narrative summary (250 words or less) of the proposed project for which Local EMPG funds will be used and budget information on the “Budget” tab (mandatory for all applicants).
- A completed Budget Tab with details for all projects.

Applicants are encouraged to consult with their DHSES Contract Representative at 1-866-837-9133 to discuss the eligibility of potential projects. For more information on allowable costs, please refer to ***Exhibit B: Allowable Cost Matrix***.

Cost Match

In FY2024, the federal share of funds made available under the program shall not exceed 50 percent (50%) of the total budget. Unless otherwise authorized by law, federal funds cannot be matched with other federal funds. FEMA administers the EMPG Program cost matching requirements in accordance with 2 C.F.R. §200.306.

To meet matching requirements, the applicant contributions must be verifiable, reasonable, allowable, allocable, and necessary under the grant program and must comply with all federal requirements and regulations.

Matching funds must be treated as grant funds therefore any personnel used to meet the match requirement will need to meet the same training requirements as EMPG funded personnel.

Contracting

DHSES will use the E-Grants system to contract with local applicants. Once the projects have been approved by DHSES, GPA staff will enter grant information into E-Grants and when complete, DHSES staff will contact the applicant's authorized point of contact to accept the certified assurances within the E-Grants system.

Minority and Women Owned Businesses

Pursuant to New York State Executive Law Article 15-A, the New York State Division of Homeland Security and Emergency Services recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority and women-owned business enterprises (MWBE) and the employment of minority group members and women in the performance of New York State Division of Homeland Security and Emergency Services contracts. Minority and women-owned business enterprises can be readily identified on the directory of certified businesses at: <https://ny.newnycontracts.com/>.

All qualified applicants shall be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability, or marital status.

Consistent with 2 CFR §200.321, non-federal contracting entities must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

For purposes of this solicitation, applicants and subcontractors are hereby notified the State of New York has set an overall goal of **30% for MWBE participation** or more, **15% for Minority-Owned Business Enterprises** ("MBE") participation and **15% for Women-Owned Business Enterprises** ("WBE") participation, based on the current availability of qualified MBEs and WBEs for your project needs.

An applicant on any contract resulting from this procurement ("Contract") must incorporate the affirmative steps above into its grant management policies and procedures.

Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and federal statutory and constitutional non-discrimination provisions, the applicant will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, citizenship or immigration status, sexual orientation, gender identity or expression, military status, age, disability, predisposing genetic characteristic, familial status, marital status or domestic violence victim status, and shall also follow the requirements of Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Uniform Administrative Requirements, Cost Principles, and Audit Requirements

In this guidance document, the term applicant shall refer to the unit of local government that is receiving the funding passed through by the New York State Division of Homeland Security and Emergency Services (DHSES) (either a county or the City of New York).

Cost Principles

Costs charged to this award must be consistent with the Cost Principles for Federal Awards located in the Code of Federal Regulations (C.F.R.) at 2 C.F.R. Part 200.

Financial and Compliance Audit Report

For audits of fiscal years beginning on or after December 26, 2014, entities that expend \$750,000 or more from all federal funding sources during the fiscal year are required to submit an organization-wide

financial and compliance audit report. The audit must be performed in accordance with the requirements of U.S. Government Accountability Office's (GAO) Government Auditing Standards, located at www.gao.gov/yellowbook/overview, and the requirements of Subpart F of 2 C.F.R. Part 200, located at www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F.

Funding Restrictions

Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal award, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

VI. Quarterly Reports

The Division of Homeland Security and Emergency Services (DHSES) Grant Program Administration (GPA) unit will utilize the E-Grants system for quarterly reporting.

- ✓ **Please contact your DHSES Contract Representative at 1-866-837-9133 if you need assistance in completing the Quarterly Report.**
- ✓ **All applicants are required to complete and submit the EMPG Quarterly Reports (and applicable attachments) electronically. Submission of the materials must be completed in the E-Grants electronic grants management system.**

Required Quarterly Reporting:

- Submission to DHSES of a roster of Local EMPG Program funded personnel (and staff used as match) along with the required training completed to date is to be included with each Quarterly Progress Report.
- Updated attestation forms to document the completion of any mandatory training during the quarter, if applicable.
- Submission of the NQS Implementation Plan using the FEMA provided two-page template in the quarter in which it is completed. Completion of this plan is a new requirement for FY2024 EMPG and should be completed by the end of calendar year 2024 and submitted to DHSES through your quarterly reports.

Completed work products, e.g., plan revisions, exercise critiques, etc., that support the completion of a work item should be submitted with the report. DHSES Contract Representatives will verify program accomplishments during programmatic monitoring visits at the applicant's offices. **All applicants that are using EMPG or matching funds for personnel expenses must also include an update on the**

required training in the quarterly progress report.

VII. Local EMPG Program Summary of Requirements

The table below is a summary of requirements that must be completed for eligible EMPG Program applicants. **Please note:** Some requirements are met at the state-level.

<u>Requirement</u>	<u>STATE</u>	<u>LOCAL</u>
EMAC membership	Yes	No
EMPG funded personnel complete listed training requirements & maintain documentation. ¹ Report progress in completing required training via quarterly reports.	Yes	Yes
Cost match (50%)	Yes	Yes
Integrated Preparedness Planning Workshop	Yes	No
Multi-Year Integrated Preparedness Plan	Yes	No
Exercise reporting for any EMPG funded exercises	Yes	Yes
All exercises must include objectives centered on practicing and validating their plans and procedures for sending emergency alerts to the public through the FEMA Integrated Public Alert and Warning System (IPAWS)	Yes	Yes
NQS Implementation	Yes	Yes
THIRA	Yes	NYC Urban Area only

VIII. Application Review Process

Each application will be reviewed carefully by representatives from the Division of Homeland Security and Emergency Services (DHSES). DHSES reserves the right to contact applicants to request clarification and/or additional information to substantiate their requests. All requests for funding must ultimately be approved by the Commissioner of DHSES.

IX. Timeline

Applications are due to DHSES by 5:00 p.m. on **June 11, 2024**. Applications must be submitted to DHSES via email (Grant.Info@dhses.ny.gov). Applications received after the due date and time may not be considered for funding.

X. Administration of Grant Contracts

DHSES will negotiate and develop a grant contract with the applicant based on the contents of the submitted application and intent of the grant program as outlined in this guidance. The grant contract is

¹ Required course list included in the FY2024 FEMA guidance includes NIMS Training: IS 100, IS 200, IS 700, and IS 800 as well as the FEMA Professional Development Series: IS 120.a, IS 230.d, IS 235.b, IS 240.b, IS 241.b, IS 242.b, and IS 244.b. The National Emergency Management Basic Academy is an alternative to the Professional Development Series courses.

subject to approval by the NYS Office of the Attorney General and the Office of the State Comptroller before grant funding may actually be disbursed to reimburse project expenses.

The period of performance for contracts supported by FY2024 EMPG Program funds will be determined once awards have been approved but cannot extend beyond **September 30, 2026**. Although the contract format may vary, the contract will include such standard terms and conditions included in DHSES grant contracts which are available for review on the DHSES website: <https://www.dhSES.ny.gov/grant-reporting-forms>.

Exhibit A: Homeland Security Exercise Evaluation Program (HSEEP)

Exercises

All exercises conducted using EMPG Program funds should be designed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) guidance. HSEEP highlights include:

- **Basic Guidelines:** HSEEP policy and guidance can be obtained online at: <https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>

- **HSEEP Courses**
 - **Mobile Courses:** HSEEP mobile courses are scheduled periodically, as requested and as conditions allow, throughout the State to help increase understanding of HSEEP guidelines. For more information, please refer to DHSES' Training programs: <https://www.dhSES.ny.gov/dhSES-training>.

 - **On-line Course:** FEMA's Emergency Management Institute (EMI) also offers *Course # K0146 – Homeland Security Exercise Evaluation Program (HSEEP) Basic Course, a distance learning (on-line) course.*

- **Exercise Notification:** All planned exercises must be submitted for review to the DHSES Office of Emergency Management (OEM) Training and Exercise Section, using NY Responds, **sixty days** prior to the start of each exercise supported with EMPG Program funds, including any exercise supported by the county through a sub-allocation of its award. DHSES will place exercise information on the National Exercise Schedule, in accordance with HSEEP guidelines.

- **Exercise Evaluation:** HSEEP requires all exercises to be evaluated. Within **sixty days** of the completion of an exercise, a jurisdiction must submit an After-Action Report and Improvement Plan (AAR/IP) to the DHSES OEM Training and Exercise Section for review, identification and initiation of any necessary state-level activity. Applicants **must** submit the AARs/IPs in the NY Responds system and also by email to Exercises@dhSES.ny.gov.

Exercise Assistance: The DHSES OEM Training and Exercise Section is available to provide exercise assistance to jurisdictions. Please contact the OEM Exercise Branch at Exercises@dhSES.ny.gov or at 518-292-2351 if you are interested in conducting an exercise using EMPG Program funds.

Exhibit B: Allowable Cost Matrix

Allowable Costs

Allowable Management & Administration Costs
Hiring of full or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, compliance with reporting & data collection requirements.
Development of operating plans for information collection & processing necessary to respond to FEMA data calls.
Costs associated with achieving emergency management that is inclusive of the access and functional needs of workers and citizens with disabilities.
Overtime and backfill costs.
Travel.
Meeting related expenses.
Authorized office equipment.
Recurring expenses such as those associated with cell phones & faxes during the period of performance of the grant program.
Leasing or renting of space for newly hired personnel during the period of performance of the grant program.
Allowable Planning Costs
Emergency management planning activities, including threat and hazard assessments, development of THIRA that is representative of the jurisdiction, hazard analysis and risk assessment, development of an all-hazards mitigation plan based on identified risks and hazards.
Emergency management/operation plans including maintaining a current Emergency Operations Plan that is aligned with guidelines set out in CPG 101v.2 http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf , modifying existing incident management and emergency operations plans, developing/enhancing comprehensive emergency management plans, and developing/enhancing large-scale and catastrophic event incident plans.
Continuity/Administrative Plans including developing/enhancing Continuity of Operations (COOP)/Continuity of Government (COG) plans and developing/enhancing financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program.

Whole Community engagement/planning including developing/enhancing emergency management and operations plans to integrate citizen/volunteer and other non-governmental organization resources and participation, community-based planning to advance "whole community" security and emergency management, public education and awareness on emergency management and preparedness, and planning to foster public-private sector partnerships.

Development or enhancement of mutual aid agreements/compacts, including required membership in Emergency Management Assistance Compact (EMAC).

Resource management planning including developing/enhancing logistics and resource management plans, supply preparation, developing/enhancing volunteer and/or donations management plans, acquisition of critical emergency supplies defined as: shelf stable food products, water, and/or basic medical supplies.

Acquisition of critical emergency supplies requires each State to have FEMA's approval of a viable inventory management plan; an effective distribution strategy; sustainment costs for such an effort; and logistics expertise to avoid situations where funds are wasted because supplies are rendered ineffective due to lack of planning.

Evacuation planning to include developing/enhancing evacuation plans, plans for alerts/warning, crisis communications, pre-positioning of equipment for areas potentially impacted by mass evacuations sheltering, and re-entry.

Pre-disaster recovery planning including disaster housing planning, such as creating/supporting a State disaster housing task force and developing/enhancing State disaster housing plans, pre-event response/recovery/mitigation plans in coordination with State, local, and tribal governments, developing/enhancing other response and recovery plans

Recovery planning

The National Disaster Recovery Framework (NDRF) sets national policy and doctrine to define a new era of disaster recovery across federal, State, and local government. The NDRF aims to achieve a disaster recovery system that is more responsive to whole-community needs. EMPG Program recipients and applicants should, as feasible, take steps to develop recovery plans and preparedness programs consistent with the principles and guidance in the NDRF that will provide the foundation for recovery programs and whole-community partnerships. Preparedness and pre-disaster planning was given special attention within the NDRF with specific guidance: *Planning for a Successful Disaster Recovery* (pages 63-70). For more information on the NDRF see <http://www.fema.gov/pdf/recoveryframework/ndrf.pdf>.

Program evaluations

Allowable Organization Costs
All-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management.
Personnel costs, including salary, overtime, compensatory time off, and associated fringe benefits.
Allowable Equipment Costs
Personal Protective Equipment (PPE) (Category 1) Information Technology (Category 4) Cybersecurity Enhancement Equipment (Category 5) Interoperable Communications Equipment (Category 6) Detection Equipment (Category 7) Power Equipment (Category 10) Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11) CBRNE Incident Response Vehicles (Category 12) Physical Security Enhancement Equipment (Category 14) CBRNE Logistical Support Equipment (Category 19) Other Authorized Equipment (Category 21)
General purpose vehicles (such as sports utility vehicles) are allowed to be procured in order to carry out the responsibilities of the EMPG Program. May require pre-approval. Please contact your Contracts Unit representative.
Allowable Training Costs
Support the nationwide implementation of NIMS.
Developing/enhancing systems to monitor training programs.
Conducting all hazards emergency management training.
Attending Emergency Management Institute (EMI) training or delivering EMI train-the-trainer courses.
Attending other FEMA-approved emergency management training.
Mass evacuation training at local, State, and tribal levels.
<i>Funds Used to Develop, Deliver, and Evaluate Training.</i> Includes costs related to administering the training: planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment.
<i>Overtime and Backfill.</i> The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of attendance at FEMA and/or approved training courses and programs are allowable.

Travel. Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to approved training.

Hiring of Full or Part-Time Staff or Contractors/Consultants. Full- or part-time staff may be hired to support direct training-related activities.

Certification/Recertification of Instructors. Costs associated with the certification and re-certification of instructors are allowed.

Allowable Exercise Costs

Funds Used to Design, Develop, Conduct and Evaluate an Exercise. This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation.

Hiring of Full or Part-Time Staff or Contractors/Consultants. Full- or part-time staff may be hired to support direct exercise activities. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of exercises.

Overtime and Backfill. The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of time spent on the design, development and conduct of exercises are allowable expenses.

Travel. Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise projects.

Supplies. Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise projects (e.g., gloves, non-sterile masks, and disposable protective equipment).

Implementation of HSEEP. This refers to costs related to developing and maintaining a self-sustaining State HSEEP which is modeled after the national HSEEP.

Other Items. These costs are limited to items consumed in direct support of exercise activities such as the rental of space/locations for planning and conducting an exercise, rental of equipment, and the procurement of other essential nondurable goods.

Allowable Construction and Renovation Costs and Acquisition and Leasing of Real Property Costs

Construction and renovation activities for a local government's principal EOC as defined by the SAA are allowable. Written approval through DHSES from FEMA is required prior to the use of any EMPG Program funds for construction and/or renovation projects. The submission of an EOC Investment Justification (FEMA Form 089-0-0-3, OMB Control Number 1660-0124) is also required.

Acquisition or leasing of real property is permissible if such property is needed to support other allowable program costs or activities. Advance approval from FEMA through DHSES is required.

Allowable Maintenance and Sustainment Costs

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active awards, unless otherwise noted.

The eligible costs for maintenance and sustainment must be an otherwise allowable expenditure under the applicable grant programs and be tied to one of the core capabilities in the five mission areas contained within the NPG and be deployable through EMAC, where applicable.

Unallowable Costs

Unallowable Costs

Expenditures for weapons systems and ammunition.

Costs to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.

Activities unrelated to the completion and implementation of the EMPG Program.

Biological detection equipment.

Equipment and supplies from AEL categories not specified as allowable in this guidance document.

Expenses not associated with an Emergency Management Agency.

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle costs that are reimbursable are fuel/gasoline or mileage.
- Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs).
- Durable and non-durable goods purchased for installation and/or use beyond the scope of exercise conduct.

Supplanting

Grant funds will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purpose.



PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES



cc: all
Prot
FYI
6/18/24
#11

Kevin M. Byrne
County Executive

Robert A. Lipton
Commissioner of Emergency Services

J. Ralph Falloon
Deputy Commissioner of Emergency Services

Christopher E. Shields
Director of Emergency Management

Robert Cuomo
Director of Emergency Medical Services

MEMORANDUM

To: Ginny Nacerino, Chair, Protective Services
From: Robert A. Lipton, Commissioner
Re: June Protective Services Committee Meeting
Date: May 29, 2024

I would like to add the FY2024 State Homeland Security Program (SHSP) to the Protective Services agenda for June. The application deadline for this Grant is June 13, 2024.

There are no matching funds required for this Grant and it will be used for equipment and supplies, support and maintenance of teams and other equipment. The information package is attached.

Thank you.

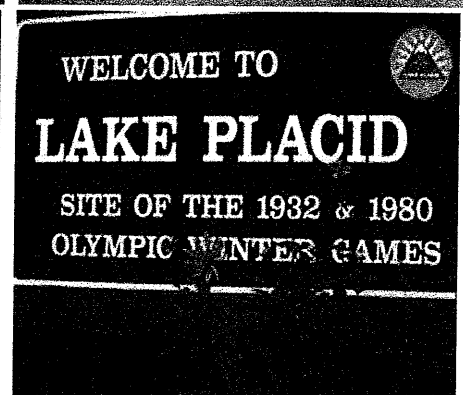
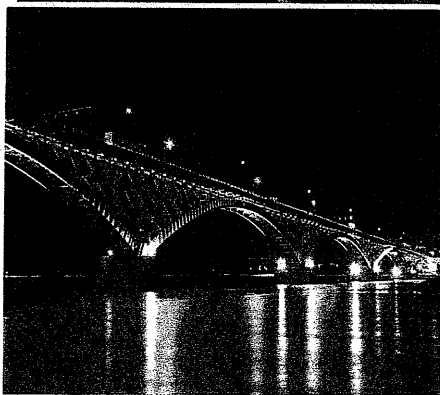
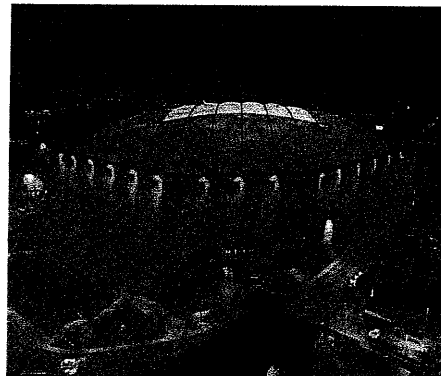
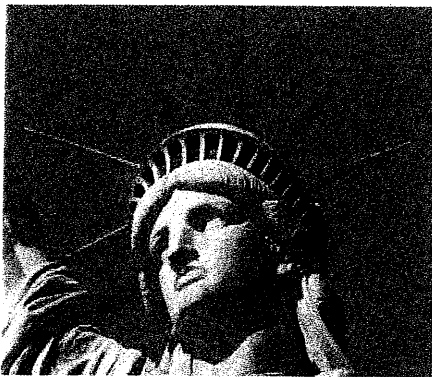
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LEGISLATURE
PUTNAM COUNTY
CARMEL, NY



Homeland Security and Emergency Services

FY2024 Local Subrecipient Program Guidance

State Homeland Security Program
State Law Enforcement Terrorism Prevention Program



NYS Division of Homeland Security and Emergency Services (DHSES)
May 2024

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Section I: Program Overview

Program Descriptions

The FY2024 State Homeland Security Program (SHSP) and the State Law Enforcement Terrorism Prevention Program (SLETPP) are the two core homeland security grant programs in New York State. Every county in the State, along with the City of New York, receives funding under these programs. The SHSP and SLETPP are designed to build and sustain critical homeland security capabilities across the State.

The Federal Emergency Management Agency (FEMA) and the NYS Division of Homeland Security and Emergency Services (DHSES) identify key programmatic priorities for the SHSP and SLETPP grants. The areas of domestic violent extremism and cybersecurity are of particular concern as the preeminent threat to our homeland. This funding cycle, FEMA has continued with the six (6) National Priorities from the FY2023 SHSP/SLETPP cycle (see Section III for details). There are no associated spending requirements for any of the six (6) priority areas individually, however you **must** meet a minimum of **30% of your overall award amount** within these six (6) outlined priority areas. Your jurisdiction will have the flexibility in determining which of the national priorities you want to assign 30% of your total allocation amount to support based on your most pressing needs within your jurisdiction.

For example:

Empire County received a \$100,000 allocation

- 30% of their projects must fall within the six (6) National Priority Areas (must meet a minimum of \$30,000)
- Based on a gap analysis, the county determined that they had viable projects that fell within two (2) of the National Priority Areas. That said, they wanted to conduct a full-scale Cybersecurity exercise as well as add an additional training project under the Combating Domestic Violent Extremism to meet the \$30,000 threshold.

Their application included the following projects

Enhancing Information and Intelligence Sharing and Analysis: \$0

Enhancing Community Preparedness and Resilience: \$0

Enhancing the Protection of Soft Targets/Crowded Places: \$0

Combating Domestic Violent Extremism: \$20,000

Enhancing Cybersecurity: \$10,000

Enhancing Election Security Project: \$0

Total Projects under National Priority Areas = \$30,000

Please note that there still will be some flexibility in determining priorities based on your own unique risk profiles and some of your long-standing grant projects could apply to any and all of these priority areas. To ensure statewide coordination, all funding must be spent in support of the new priorities and the State's 2022-2025 Homeland Security Strategy and must be allowable per federal and State guidelines.

Activities implemented under the SHSP and SLETPP must support terrorism preparedness, by building or sustaining capabilities that relate to terrorism prevention, protection, and/or response activities. However, many of the capabilities that support terrorism preparedness simultaneously support preparedness for other hazards. Subrecipients must demonstrate this “dual use” quality for any activities implemented under these grants that are not explicitly focused on terrorism preparedness. **Also, please note that ALL SLETPP funding (totaling a minimum of 35% of your allocation) must be used in support of law enforcement terrorism prevention-oriented planning, organization, equipment, training, and exercise activities.**

Important Funding Reminders

Drawdown of Funds/Interest: This is a reimbursement program; however, subrecipients may request an advance of funds (if needed). If DHSES approves such a request, subrecipients may drawdown funds for up to 120 days prior to expenditure/disbursement. Advanced funds must be placed in an interest-bearing account and are subject to the rules outlined in 2 C.F.R. Part 200. Subrecipients must account for this interest earned. Local units of government may keep interest earned on federal grant funds up to \$500 per fiscal year. This maximum limit is not per award; rather, it is inclusive of all interest earned as a result of all federal grant programs received per year. Interest earned in excess of \$500 must be remitted to DHSES.

Notice of Waiver for FY2024 SHSP/SLETPP Grants: Jurisdictions may choose from the following options if they do not want to accept their FY2024 SHSP/SLETPP award:

1. Jurisdictions may request that the State retain the local unit of government's allocation of grant funds and spend it on their jurisdictions' behalf; or
2. Jurisdictions may refuse an allocation for their jurisdiction with the understanding that the allocation will be expended by the State of New York in direct support of other local homeland security efforts in accordance with FY2024 grant guidelines.

If your jurisdiction wishes to exercise either of the above options, please contact DHSES at (866) 837-9133 or send an e-mail to Grant.Info@dhSES.ny.gov.

NIMS Implementation: All subrecipients must ensure and maintain adoption and implementation of the National Incident Management System (NIMS). Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment, supplies) to meet incident needs. Information on FEMA's NIMS Resource Typing can be accessed online: <https://www.fema.gov/resource-management-mutual-aid>. **DHSES engages counties statewide regarding NIMS and annually captures information regarding NIMS compliance. Updates to NIMS Typing have occurred this year, please review carefully. Every county must maintain a NIMS point of contact and supply DHSES with any requested information in support of the NIMS compliance reporting.**

Section II: FY2024 State Priorities for the SHSP/SLETPP

Overview

New York State is committed to ensuring that SHSP/SLETPP funds are used effectively to build and sustain the critical capabilities that are needed to address the diverse risks that the State faces. New York State has been the target of at least 40 foreign terrorist plots and attacks since 9/11, and at least 15 domestic violent extremist plots and attacks since 2020, and the State has more Federal Disaster Declarations than all but three other states. In the past decade alone, the State has endured significant terrorist-linked attacks (Chelsea Bombings, NYC Subway Bombings, and the New Year's Eve Attack), and has contended with significant domestic violent extremist activities to include a hate-motivated attack at a supermarket in Buffalo, NY, that killed 10 innocent citizens, as well as other major incidents ranging from natural disasters, continuing effects of the COVID-19 health emergency, to an explosion in the number cyberattacks. Given these risks, it is imperative that SHSP/SLETPP funds are leveraged effectively to build capabilities based on the State's risk profile and in support of the State's Homeland Security Strategy.

NYS Homeland Security Strategy

The New York State Homeland Security Strategy was developed in conjunction with hundreds of local, State, and federal stakeholders, and other partners from the "Whole Community". The Strategy includes 10 major goals (ranging from Citizen Preparedness to Cybersecurity). Each Goal has supported Objectives and each Objective has associated Targets and Measures. **All SHSP/SLETPP funding must support the State Homeland Security Strategy.** The current strategy is available online: [New York State's Homeland Security Strategy | Division of Homeland Security and Emergency Services \(ny.gov\)](#).

NYS Critical Capabilities List

In 2012, DHSES developed the NYS Critical Capabilities List to provide a capabilities-based framework for the State's homeland security and emergency management efforts. The Critical Capabilities List includes 28 distinct capabilities that address the five primary mission areas identified by FEMA (prevent, protect, respond, recover, mitigate). These capabilities were developed in conjunction with State Agency Partners, the NYS Emergency Managers Association (NYSEMA), and other key local stakeholders. The Critical Capabilities List includes the functions that State and local governments actually perform in terms of homeland security and emergency management. That said, alignment to DHS/FEMA's Core Capabilities this year will be essential in your project discussions. A crosswalk from DHS/FEMA's Core Capabilities list to the NYS Target Capability List is available at **Appendix B** of this Program Guidance.

County Emergency Preparedness Assessment (CEPA) Program

In 2014, DHSES launched the County Emergency Preparedness Assessment (CEPA) Program. The CEPA is a framework and tool to help State and local stakeholders assess risks, capabilities, and the potential need for support and resources during emergencies or disasters. The CEPA Process was initially conducted in 2015, in which all New York State counties participated and then again in 2018, and 2022. CEPA updates happen on a three-year planning cycle. **Counties are strongly encouraged to use the results of their completed CEPAs to inform their priorities under the FY2024 SHSP/SLETPP grant programs.** It is important to note that the

CEPA program does not impact how much funding counties receive under the SHSP/SLETPP grants (this is determined by the DHSES Risk Formula); rather, the CEPA results may inform how a county chooses to allocate their SHSP/SLETPP funding. Counties should use their most current CEPA results to inform their applications. In addition to CEPA, DHSES maintains the right to request (at any time during the life of the grant contract) information related to the nature and extent of any threats/hazards faced by the subrecipient and the status of a subrecipient's capabilities related to these threats/hazards.

Statewide Engagement in Critical Programs

DHSES is committed to engaging key stakeholders across New York State in our preparedness efforts. **Funded subrecipients must agree to attend and participate in any DHSES-sponsored conferences, training, workshops, or meetings (excluding those identified by DHSES as voluntary) that may be conducted by, and at the request of DHSES during the life of the grant contract.** This includes county participation in initiatives such as the County Emergency Preparedness Assessment (CEPA) Program and the Emergency Management Certification and Training (EMC & T) Program. Additionally, pursuant to Article 26 of NYS Executive law, DHSES is authorized to undertake periodic drills and simulations designed to assess and prepare responses to terrorist acts (or threats) and natural disasters. These efforts will generally involve local stakeholders.

Threat Assessment and Management (TAM) Training Requirement

In recognition of the evolving threat environment to include the growing trend of domestic violent extremism, particularly given the mass shooting event in Buffalo, through Governor Hochul's leadership, DHSES has developed and implemented a program on prevention frameworks as it relates to the threat of targeted violent extremism. One of the core prevention strategies that is currently being deployed is the creation of county-level Threat Assessment and Management (TAM) teams. Under the FY2024 SHSP/SLETPP guidance, as a condition of funding, subrecipients will be required to attend DHSES-sponsored event(s) as they are made available.

FY2024 SHSP/SLETPP DHSES Priorities

DHSES has identified a series of priorities for the FY2024 SHSP and SLETPP funding programs. In addition to meeting the requisite federal requirements and supporting the larger NYS Homeland Security Strategy, all Counties/Cities receiving FY2024 SHSP/SLETPP funding must certify compliance with the Preparedness Objectives outlined below. If these objectives have not been addressed, homeland security funding, or other local resources, must be dedicated to meet compliance in these areas. DHSES reserves the right to monitor compliance and withhold funding until compliance is achieved. A template for signature has been included as a fillable PDF document attached to your funding allocation e-mail. Please be sure to include all the relevant details requested in this document. **A signed copy of this form with all the required information is due to DHSES along with your application by June 13, 2024.**

Priority 1 - Advancement of Regional Partnerships: DHSES continues to promote the advancement of multi-disciplinary, multi-jurisdictional regional partnerships across New York State. These partnerships allow capabilities to be developed in a coordinated and cost-effective way. Effective regional partnerships have been developed in a number of different areas, including regional Counter Terrorism Zones (CTZs), HazMat Partnerships, Interoperable Communications Consortiums, Explosive Detection Canine Team partnerships, Tactical Team Partnerships, Bomb Squad regional coordination efforts, etc. Under the FY2024 SHSP/SLETPP grants, support for these (and other) regional partnerships and programs are strongly encouraged.

- **Preparedness Objective 1:** Ensure the lead law enforcement agency in the County/City maintains active participation in Counter Terrorism Zone (CTZ) activities; including the Operation Safeguard and the Red Team Program. The County/City's lead law enforcement agency must attend at least one (1) CTZ meeting per quarter, support Operation Safeguard related taskings, and participate in Red Team exercises as requested by DHSES.

Priority 2 - Maturation of Citizen Preparedness Efforts: The presence of an active and engaged citizen participation is a critical component of the State's preparedness posture. While several jurisdictions in the State have developed innovative citizen preparedness programs, the CEPA Program (along with other capability assessments) has found that this continues to remain a low rated capability across the State. The State has worked to address this issue through the State's Citizen Preparedness Corps Program, however, there is still additional work that local jurisdictions can do, building on and in support of existing models in the State. This core capability is not only a focus of New York State but also a concern nationwide. To that end, DHS/FEMA has added the national priority of Enhancing Community Preparedness and Resilience to enhance and support citizen preparedness efforts across the nation. SHSP funds can be used for a variety of Citizen Preparedness projects, including the development (or sustainment) of citizen preparedness campaigns, training/outreach efforts involving Citizen Corps Councils and Community Emergency Response Teams, and for citizen preparedness kits and supplies.

- **Preparedness Objective 2:** Maintain a Citizen Preparedness Coordinator to collaborate on Citizen Preparedness efforts with New York State.

Priority 3 - Development of Effective Cybersecurity Programs and Policies: All levels of government, the private sector, and the general public have been impacted by the dramatic increase in cyberattacks over the past five years. The proper detection, interdiction, and remediation of cyber vulnerabilities is critical. Through the CEPA program, DHSES has found that counties tend to be very concerned about the threat of cyberattacks, however, their capabilities to prevent and address these attacks are often underdeveloped. As such, DHSES is emphasizing the importance of cybersecurity in the FY2024 SHSP and SLETPP grant programs. This core capability is not only a focus of New York State but also a concern nationwide and remains a national priority. Grant funding can be used for cybersecurity planning, cybersecurity enhancement equipment (including encryption software, malware protection, intrusion/detection prevention systems, and vulnerability scanning), cybersecurity training (which may require pre-approval; please consult with your Contracts Representative at DHSES); and cybersecurity exercises.

- **Preparedness Objective 3:** Maintain an Information Security Officer (ISO) to coordinate cybersecurity efforts with New York State.

Priority 4 - Enhancement of Law Enforcement Information-Sharing Capabilities: Since 9/11, the enhancement of law enforcement information-sharing capabilities has been a top priority in New York State. Additionally, this capability remains a fundamental focus of DHS/FEMA through the national priority of Enhancing Information and Intelligence Sharing and Analysis. Additionally, this capability remains a fundamental focus in the Combating Domestic Violence Extremism national priority, given the criticality of the sharing of information and intelligence in instances where there are threats of domestic extremists. The importance of this mission remains in the forefront. Jurisdictions are encouraged to sustain and enhance their information-sharing efforts with the New York State Intelligence Center (NYSIC) and their local CTZ. Not only should the information-sharing efforts be from local, county, and state agencies, but also must incorporate federal law enforcement intelligence agencies

as well. Within this area, support for major outreach programs is prioritized, including participation in the Field Intelligence Officer (FIO) Program, and the engagement of Fire/EMS personnel in information-sharing activities through the Intelligence Liaison Officer (ILO) Program.

- **Preparedness Objective 4A:** Maintain participation in the Field Intelligence Officer (FIO) Program (to ensure information sharing between the New York State Intelligence Center and local law enforcement within your jurisdiction).
- **Preparedness Objective 4B:** Maintain participation in the Intelligence Liaison Officer (ILO) Program (to ensure information sharing between the New York State Intelligence Center and local Fire and Emergency Medical Services agencies within your jurisdiction).

Priority 5 - Continued Coordination of Emergency Management Planning Efforts: Proper Emergency Management planning provides the foundation for effective response, recovery, and mitigation activities. Jurisdictions are encouraged to utilize their grant awards to maintain and update critical plans including Comprehensive Emergency Management Plans (CEMPs), HazMat Response Plans, COOP/COG plans, and Fatality Management Plans. Participation in the Emergency Management Accreditation Program (EMAP) is highly encouraged. Additional information to include the program guidance and standards can be found at: <https://www.dhSES.ny.gov/local-emergency-management-accreditation-program>. Planning gaps identified during your county's CEPA process can often be addressed by leveraging SHSP (or SLETPP) funding.

- **Preparedness Objective 5A:** Develop and maintain a Comprehensive Emergency Management Plan or basic emergency plan in accordance with Article 2-B of Executive Law. The plan should be reviewed annually and submitted by December 31 each year to the DHSES Office of Emergency Management.
- **Preparedness Objective 5B:** Participate in the Emergency Management Certification and Training (EMC & T) Program, to include the County Chief Elected Official (Tier 1) and the County Emergency Manager (Tier 2).
- **Preparedness Objective 5C:** Maintain a County Hazardous Materials Response Plan that is updated every three years and submitted to the DHSES Office of Fire Prevention and Control.

Priority 6 - Sustainment of Effective Programs and Existing Capabilities: In the last decade, New York State has effectively leveraged homeland security grant program funds to build critical programs to enhance our prevention, protection, response, recovery, and mitigation capabilities. Under the FY2024 SHSP/SLETPP grants, the sustainment and advancement of effective programs is a top priority in ensuring that core capabilities are maintained statewide. Emphasis will be placed on building, maintaining, and assessing sustainable programs, rather than simply purchasing disparate pieces of equipment.

- **Preparedness Objective 6:** Participate in updates to the County Emergency Preparedness Assessment (CEPA) process every three years or as otherwise directed by DHSES.

Alignment of FY2024 SHSP/SLETPP to Requirements for Specialty Teams

Starting in FY2016, DHSES began to set standard priorities and requirements associated with Specialty Teams. DHSES will continue to support this alignment for FY2024.

Bomb Squads: Subrecipients using FY2024 SHSP/SLETPP funding for Bomb Squads should:

- Align requests with the Bomb Squad's **Capability Assessment** conducted in conjunction with the DHS Office for Bombing Prevention (OBP) and that is updated annually.
- Ensure that incidents and activities as it relates to all counter-IED response operations are reported within the U.S. Bomb Data Centers' Bomb Arson and Tracking System (BATS).

Note: All Bomb Squad training requests under the FY2024 SHSP/SLETPP must be pre-approved by DHSES. Please refer to Section V for more details.

Explosive Detection Canine Teams: Subrecipients using FY2024 SHSP/SLETPP funding to develop or sustain an Explosive Detection Canine Team should:

- Ensure that the **Certification and Re-Certification** of the Explosive Detection Canine Team is done through a program that is certified by the NYS Division of Criminal Justice Services (DCJS).
- Align requests with the Team's **Capability Assessment** conducted in conjunction with DHS Office for Bombing Prevention (OBP).
- Report incidents and activities as it relates to all counter-IED response operations in the U.S. Bomb Data Centers' Bomb Arson and Tracking System (BATS)

Note: All Explosive Detection Canine Team training requests under the FY2024 SHSP/SLETPP must be pre-approved by DHSES. Please refer to Section V for more details.

Tactical Teams: Subrecipients using FY2024 SHSP/SLETPP funding for Tactical Teams should:

- Ensure that existing capabilities are being sustained. New investments being made to increase Tactical Team capabilities should be in line with the NYS SWAT Team Standards issued by DCJS with the priority being focused on the team's attainment of DCJS certification, if not already a certified team.

Note: All training requests for Tactical Teams under the FY2024 SHSP/SLETPP must be pre-approved by DHSES. Please refer to Section V for more details.

HazMat Teams: Subrecipients using FY2024 SHSP/SLETPP funding for HazMat Teams should:

- Update your jurisdiction's **Hazardous Materials Response Plan** every three years and submit it to OFPC in accordance with the NYS Homeland Security Strategy.
- In 2016, HazMat teams were required to complete the HazMat Team Accreditation Program as a part of the HazMat Targeted Grant Program. The results of the HazMat Team Accreditation Program should be used to guide new investments into HazMat team capabilities. Please feel free to reach out to OFPC for additional information on the HazMat Team Accreditation Program at OFPC.Fire@dhses.ny.gov.

Note: Under the FY2024 SHSP/SLETPP, **biological detection** equipment is not eligible **AND** all HazMat Team training requests must be pre-approved by DHSES (refer to Section V for more details).

Technical Rescue/USAR Teams: Subrecipients using FY2024 SHSP/SLETPP funding for Technical Rescue/USAR Teams should:

- Align requests with DHSES Office of Fire Prevention and Control (OFPC) Typing and Accreditation Standards for Technical Rescue/USAR Teams. Please reach out to OFPC for additional information on the standards at OFPC.Fire@dhses.ny.gov.
- It is important to keep in mind that the purchase of SWIFT water equipment is not an allowable expense under FY2024 SHSP/SLETPP funding.

Note: All training requests for Technical Rescue/USAR Teams under the FY2024 SHSP/SLETPP must be pre-approved by DHSES. Please refer to Section V for more details.

Section III: FEMA Priorities and Spending Requirements for the SHSP/SLETPP

FY2024 FEMA SHSP/SLETPP Priorities and Spending Requirements

For FY2024 SHSP/SLETPP program funding, DHS/FEMA has identified six (6) National Priority Areas and has required that at least **thirty percent (30%)** of your allocation to be spent in support of any combination of these key areas. The National Priority Areas are as follows:

- 1) Enhancing Information and Intelligence Sharing and Analysis
- 2) Enhancing the Protection of Soft Targets/Crowded Places
- 3) Combating Domestic Violence Extremism
- 4) Enhancing Community Preparedness and Resilience
- 5) Enhancing Election Security
- 6) Enhancing Cybersecurity

DHS/FEMA has provided various resources in each area to assist subrecipients in developing their projects and determining their needs. In addition, please be reminded your project for each of these priorities will be evaluated for Grant Effectiveness. Details on that scoring process are under Section IV

Enhancing Information and Intelligence on Sharing and Analysis National Priority Project

Effective homeland security operations rely on access to, analysis of, and the timely sharing of open source, unclassified, and classified information, suspicious activity reports, tips/leads, and actionable intelligence on indicators and behaviors to accurately assess and mitigate a wide array of threats against the United States, including terrorism, threats to life, targeted violence, among others. Cooperation and coordination between local, state and federal partners is key to ensuring that missions to eradicate those threats are successful and first responders remain safe while protecting our communities. Additional resources and information regarding collaboration and information sharing are available at [Office of Intelligence and Analysis](#). Projects within this priority will count towards meeting the 30% National Priority Area spending requirement.

Enhancing the Protection of Soft Targets/Crowded Places National Priority Project

Soft targets and crowded places are increasingly appealing to terrorists and other extremist actors because of their relative accessibility and the large number of potential targets. This challenge is complicated by the frequent use of simple tactics and less sophisticated attacks. Given the increased frequency for terrorist to target these types of venues and inflict harm in public areas, it is vital that public and private sectors collaborate to enhance security of locations such as transportation centers, parks, restaurants, shopping centers, special event venues, and similar facilities. Additional resources and information regarding securing soft targets and crowded places are available through the DHS Cybersecurity and Infrastructure Security Agency (<https://www.cisa.gov/>). Projects within this priority will count towards meeting the 30% National Priority Area spending requirement.

Enhancing Community Preparedness and Resilience National Priority Project

DHS/FEMA recognizes the importance of engagement of effective citizenry in all areas of preparedness and to this end has incorporated the Community Preparedness and Resilience national priority. New York State faces a wide variety of natural, human-caused, and accidental type threats and hazards. As such, the State maintains an “all hazards” approach to addressing these threats and hazards by developing and maintaining the capabilities necessary to prevent or mitigate all types of disasters. Through investments in the areas of citizen preparedness (e.g., education, awareness training, outreach events, and the development of the Citizen Preparedness Corps), it has sought to move the needle to help strengthen relationships, foster confidence, and build resilience in our communities. Citizen Preparedness has been an integral component to all jurisdictions’ emergency planning and response efforts, but it continues to be a prevalent need in terms of funding those important initiatives. Additional resources and information regarding community preparedness and resilience can be found at (<https://www.fema.gov/emergency-managers/individuals-communities>). Projects within this priority will count towards meeting the 30% National Priority Area spending requirement.

Below is a list of projects that are applicable in each of the identified planning, organizational, equipment, training and exercises category that would support this specific priority. Please note that this list is not exhaustive, if you have questions, please refer to the “Project Linkages Standardization Form” and/or reach out to your contract representative for further guidance and clarification:

- **Planning:** The hiring of consultants to analyze capability gaps and develop plans and protocols to engage the communities in emergency response efforts. This can include engagement with faith-based organizations, local businesses, educational institutions and community-based organizations such as homeless shelters, food pantries, nonprofit medical providers and senior care facilities to bolster their resilience to all hazards. This can also include identifying community resources and characteristics in order to identify gaps and resources, identify hazards and vulnerabilities and inform action to promote resilience. Additionally, planning projects under this national priority can include the purchase of See-Something-Say-Something materials, procuring media ads and advertising materials to help educate communities of safety and preparedness measures as well as the purchase of first aid kits, brochures, etc.
- **Organizational:** Hiring staff to oversee the jurisdiction’s Community Emergency Response Teams (CERT) and other community preparedness efforts.
- **Equipment:** Purchasing of application software that can make information available online for the public to help aid in their preparedness efforts for all types of hazards (e.g., “ReadyNY” campaigns).
- **Training:** Develop and deliver training events that help bolster community preparedness, this includes the purchase of supplies to support training efforts. Such training can include local delivery of CERT train-the-trainer and CERT Program manager courses to build and maintain local program capacity, provide continuity training such as “DHS/FEMA’s Organizations Preparing for Emergency Needs” training to the whole community, conduct “You are the Help Until the Help Arrives” workshops in concert with community-based organizations, and provide Active Shooter Response training to community groups, to name a few.
- **Exercises:** Develop, conduct an exercise that measures the community preparedness and resilience to respond to an emergency.

Combating Domestic Violent Extremism National Priority Project

As stated in the 2024 DHS Homeland Threat Assessment, domestic violent extremists, including ideologically motivated lone offenders and small groups, continue to be one of the most persistent and lethal terrorist threats to the Homeland. These violent extremists capitalize on social and political tensions, which have resulted in an elevated threat environment. They utilize social media platforms and other technologies to spread violent extremist ideologies that encourage violence and influence action within the United States. The COVID-19 pandemic has further created an environment that may lead to accelerated mobilization to targeted violence and/or radicalization to domestic terrorism, including driving lawful protests to incite violence, intimidate targets, and promote their violent extremist ideologies. This uptick in violent extremism activities was evident in the attack in Buffalo, NY where 10 innocent people were killed and 3 wounded in an unprovoked, racially motivated attack. The prevention of these types of targeted violence and extremist beliefs should be at the forefront of your SHSP/SLETPP projects. DHSES is highly recommending you consider projects that fall within this National Priority Area as this need is so prevalent. Projects within this priority will count towards meeting the 30% National Priority Area spending requirement.

Projects within this given area should focus on planning, organizational, equipment, training and exercises that support the mitigation of this prevalent threat. The projects under this national priority must articulate how the specific activity will support combating domestic violent extremism. Such activities may include (please note that this list is not exhaustive):

- **Planning:** The development of plans and protocols to operationalize response to these types of events; hiring consultants to analyze misinformation campaigns to include reviewing social media and other technology platforms to identify the threats; development of Threat Assessment Management teams to coordinate the flow of a multitude of resources expanding above and beyond law enforcement (e.g. education, mental health offices, corrections/parole, etc.) to aid in identifying individuals prone to extremism.
- **Organizational:** Hiring of intelligence analysts to research, compile and develop products to be disseminated and shared to help law enforcement identify potential threat actors; hiring a program manager to oversee the implementation of a Threat Assessment Management team to include program development (on-line or otherwise); Operational Overtime for counter terrorism missions.
- **Equipment:** The purchasing of information technology systems and software to help aid in analysis of open source and/or classified intelligence, physical protective measures utilized for target hardening of critical infrastructure and mass gathering sites (e.g. CCTV, lighting, bollards, perimeter fencing, access controls, etc.); purchasing of emergency alerting, warning and notification systems for first responders and the public, specialized equipment for law enforcement and CBRNE first responders.
- **Training:** Development and implementation of training and awareness programs to educate the public and first responders on suspicious activity and how to report (e.g., Operation Safeguard); training for law enforcement to include both specialized teams (Bomb, Explosive Detection Canine Teams, Tactical Teams), patrol, and fire response operations to prepare for a response to these types of incidents.
- **Exercise:** The development, execution, and evaluation of exercises aimed at identifying capability gaps as it results to responding to incidents involving domestic terrorism and targeted violence.

Enhancing Election Security National Priority Project

Election security has been identified as a National Priority and this year. In 2017, DHS designated the infrastructure used to administer the Nation's elections as critical infrastructure. This designation recognizes how vitally important the election security is to the American way of life. Threats to election systems are constantly evolving, so defending these systems require constant vigilance, innovation, and adaption. This specific priority can be linked to several of the other National Priority Areas including Enhancing Cybersecurity and Enhancing the Protection of Soft Targets/Crowded Places. That said, it can include projects that are associated with physical security measures and planning support at soft targets to include critical infrastructure sites that may also serve as polling stations. In addition, it can also include cyber risk assessments on network systems connected to elections, interactive backups, encrypted backups and software to monitor/scan as well as endpoint protection and services. Projects within this priority will count towards meeting the 30% National Priority Area spending requirement.

Enhancing Cybersecurity National Priority Project

NYS DHSES recognizes the impacts that cyber incidents pose to our government information systems and critical infrastructure, placing our security, economy, and public health and safety at risk. As New York State's dependencies on computer networks and information systems grow, so do threats of cyber incidents. Government entities at every level and of every size use cyber-based systems to some degree. All sectors of critical infrastructure, including transportation, energy, communications, emergency services, and water systems rely on Information Technology (IT)-based controls, thus placing them at risk of cyberattacks. Minimizing risk is key to maintaining the security of these systems. With the cybersecurity threat landscape expanding in size and complexity, all levels of government must ensure their cybersecurity measures are kept current and updated regularly, relative to emerging threats. Therefore, it is highly encouraged that you consider cybersecurity projects in your application. Projects within this priority will count towards meeting the 30% National Priority Area spending requirement.

Cybersecurity investments must support the security and functioning of critical infrastructure and core capabilities as they relate to preventing, preparing for, protecting against, or responding to acts of terrorism. Subrecipients are encouraged to utilize the Nationwide Cybersecurity Review (NCSR) results to help inform their project development. As noted, the NCSR is required to be completed by February 29, 2025 for all subrecipients of SHSP/SLETPP funding.

In addition, several resources at the state-level are available to help inform your cybersecurity investments to include coordinating with the DHSES Office of Counter Terrorism's Cyber Incident Response Team (OCT-CIRT) and Cyber Support Element (CSE). Available information can be found on DHSES website at <https://www.dhSES.ny.gov/cyber-incident-response-team>. Although not a requirement, jurisdictions are encouraged to also apply for membership to the Multi-State Information Sharing and Analysis Center (MS-ISAC). The MS-ISAC is the focal point for cyber threat prevention, protection, response and recovery for the nation's state, local, Tribal and territorial (SLTT) governments. Direct membership in the MS-ISAC and access to all its resources are available at no cost to New York's local governments. More information is available at: <https://www.cisecurity.org/ms-isac/>.

Reminder - Mutual Aid Requirements

All new capabilities supported in part (or entirely) with FY2024 SHSP/SLETPP funding must be readily deployable to support emergency or disaster operations, per existing Emergency Management Assistance Compact (EMAC) agreements. In addition, funding may be used to sustain critical capabilities that may not be physically deployable but would support national response capabilities (e.g., interoperable communications systems).

Section IV: Application Process and Requirements

Application Process

Please review this Program Guidance document before completing your application materials. It will provide you with all the pertinent requirements for receiving funding under the FY2024 SHSP and SLETPP grants. Please note that only one application per jurisdiction will be accepted. Coordination across your jurisdiction will be required. All budgetary and programmatic information must be entered onto the Excel-Based Application Worksheet provided by DHSES. **This information must be submitted to DHSES by June 13, 2024 in order to receive funding.** Completed applications must be sent to the Grants Inbox (Grant.Info@dhses.ny.gov).

Revised Excel-Based Application Worksheet

In an effort to ensure that your requested projects are aligned properly and the spending requirements within DHS/FEMA's National Priority Areas are met, the Application Worksheet has formulas embedded to calculate the percentage of your allocation amount in an effort to verify that at least 30% of your projects support the National Priority Areas. In addition to the alignment of your projects, DHS/FEMA will be evaluating the Grant Effectiveness of your projects that are within each of the six (6) National Priority Areas. Much more detail will be required even at the application phase. Funding decisions will be based on the quality of your project and if it is deemed "effective". The following criteria is outlined in the Notice of Funding Opportunity and will be used to make those decisions:

- 1) Implementation Strategy (40%):** Proposals will be evaluated based on the quality and extent to which applicants describe an effective strategy that demonstrates that proposed projects support the program objectives of preventing, preparing for, protecting against and responding to acts of terrorism, to meet its target capabilities, and otherwise reduce the overall risk to the high-risk urban area, the State, or Nation.
- 2) Budget (20%):** Proposals will be evaluated based on the extent to which applicants describe a budget plan for each investment demonstrating how the applicant will maximize cost effectiveness of grant expenditures.
- 3) Impact/Outcomes (40%):** Proposals will be evaluated as to how this investment helps the jurisdiction close capability gaps identified in its Stakeholder Preparedness Review and addresses the national priorities outlined in the FY2024 NOFO. Further, proposals will be evaluated on their identification and estimated improvement of core capabilities, the associated standardized targets that align to their proposed investment, and the ways in which the applicant will measure and/or evaluate improvement.

Please note that you may submit additional descriptions of your projects along with your application if the space required is not enough to describe your project. This can be submitted as an additional attachment to your Excel-based Application Worksheet. DHSES will then collate the information and attach it to our application submission.

Application Submission

Subrecipients will not have to enter information directly into the E-Grants System; rather, staff from DHSES will enter application materials into E-Grants for subrecipients after the Application Worksheet is submitted. Once this information is entered, DHSES will contact the subrecipient's authorized Point of Contact to review and verify that projects have been captured correctly and accept the certified assurances within E-Grants.

Please note that the Period of Performance for the FY2024 SHSP and SLETPP grants is 36 months; the anticipated performance period is estimated to be from 9/1/2024 through 8/31/2027. When you develop your applications for these funds, please be sure to select critical projects that can be implemented within a 36-month period. FEMA has indicated that extensions will not be issued, so projects must be completed within the performance period. As you develop your application for these funds, DHSES strongly recommends that your jurisdiction carefully consider what projects you prioritize and select this year. FEMA has dramatically increased the level of project detail required from subrecipients and you must submit projects that you will complete within the period of performance. You must maintain the 30% spending requirement to your assigned National Priority Area projects for the entire three-year period of performance for the FY2024 SHSP/SLETPP funding cycle.

To assist with your application development process, DHSES has developed a “**Project Linkages Standardization Form**” for your use. This form will guide you through how projects should be linked appropriately to the Investment Justifications (which includes the six (6) National Priority Areas), the NYS Homeland Security Strategy, DHS/FEMA Core Capabilities List, FEMA NIMS Typing Standards, etc. This document has changed substantially, so please be sure to read it carefully and ask questions. Your contract representative will be available to assist with any questions throughout the entire application process.

Section V: Authorized Program Expenditures

SLETPP Reminder

All SLETPP funding must be used in support of allowable law enforcement terrorism prevention-oriented planning, organization, training, exercise, equipment activities, and/or management and administration (M&A) costs. Please be sure that you meet the minimum **thirty-five (35) percent** of your overall allocation amount. We will once again only accept one application per county which means you must coordinate appropriately across your jurisdiction to meet this requirement. Please note that a large number of projects that fall within the given National Priority Areas (30% of your projects) would count towards meeting the Law Enforcement Terrorism Prevention Activity requirement.

FEMA Policy #207-22-002

Please note that on December 26, 2022, DHS/FEMA issued a policy and directive which outlined certain Prohibited or Controlled Equipment under FEMA awards, effective January 1, 2023. In general, many of the prohibited equipment items have always been unallowable under the SHSP program, however this policy outlined some additional requirements for controlled equipment and prohibited equipment with exceptions. For some controlled equipment that is allowable under SHSP, additional justifications, reviews, and approvals are required, including but not limited to proof of policies and procedures to safeguard individuals' privacy, civil rights, and civil liberties. You may not expend federal funding on these items until they are approved by FEMA, a process that will be coordinated with your contract representative. The summary of the policy can be found at: [FEMA Policy 207-22-0002: Prohibited or Controlled Equipment Under FEMA Awards](#). More information will be forthcoming, including how to submit for approvals.

FEMA Policy #405-143-1

Please note that effective August 13, 2020, DHS/FEMA issued a policy and directive which prohibited expending any FEMA award funds for covered telecommunications equipment or services provided through certain entities for national security reasons. Please be mindful as you develop your telecommunication equipment projects (e.g., communication, surveillance equipment – e.g., Unmanned Aerial Systems, etc.) As you procure your grant-funded equipment, please ensure that you are mindful of this requirement. If you have any questions, please reach out to your contract representative for clarification.

The summary of the policy can be found at [Prohibition on Certain Telecommunications Equipment Services](#).

Interoperable Communications Reminder

Recipients (including subrecipients) who receive awards under HSGP that wholly or partially provide funding for emergency communication projects and related activities must comply with the SAFECOM Guidance on Emergency Communications Grants. Additional information can be accessed online at: <http://www.dhs.gov/safecom/funding>. In addition, subrecipients must describe how proposed communications investments align to needs identified in the Statewide Communication Interoperability Plan (SCIP), which can be found at: <http://www.dhSES.ny.gov/oiec/plans-policies-guidelines/>, and coordinate the development of their communication investment with the Statewide Interoperability Coordinator (SWIC).

Additional Guidance for Cybersecurity Project Development

- **Information Bulletin #429a:** In July of 2018, DHS/FEMA issued IB#429a outlining recommendations and resources to aid in the development of cybersecurity projects that recipients (including subrecipients) who receive awards under HSGP are encouraged to consider. In addition, specific examples with regards to types of projects (planning, organization, equipment, training, and exercise costs) that are allowable and encouraged can be found at the following link: [Information Bulletin #429a](#)

- **Required participation in the Nationwide Cybersecurity Review (NCSR):** Recipients (including subrecipients) of FY2024 SHSP/SLETPP awards will be required to complete the 2024 Nationwide Cybersecurity Review. This process will enable agencies to benchmark and measure progress of improving their cybersecurity posture. The CIO or CISO or equivalent for each subrecipient should complete the NCSR. The NCSR will be open from October 2024-February 2025. More detailed information can be found in Information Bulletin #439 – see link: [Information Bulletin #439](#).

Personnel Cap Reminder

Per the PRICE Act, there is a 50% cap on personnel-related costs associated with your FY2024 SHSP/SLETPP awards. Based on guidance from FEMA, the following costs count towards the 50% personnel cap:

- Organizational Costs:
 - Operational overtime, salaries and personnel costs.
 - Overtime to participate in information-sharing activities, as well as salaries and personnel costs for intelligence analysts.
- Salaries and personnel costs for planners, equipment managers, training coordinators, exercise coordinators, etc.
- Salaries and personnel costs (up to 5% of your award amount) for Management and Administrative (M&A) costs
- Overtime/backfill to participate in approved training and/or exercise deliveries
- Contractor/Consultant costs associated with performing the above duties. Note: A Contractor that is procured for a set period of time to produce a defined product or deliverable (i.e., the development of a HazMat Plan, installation of equipment items) does not count towards the personnel cap. However, if a Contractor is hired to do general support activities (i.e., a Training Director), then this expense would count towards the personnel cap.

Maintenance and Sustainment Reminder

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and users' fees are allowable under all active and future grant awards, unless otherwise noted. With the exception of maintenance plans purchased incidental to the original purchase of the equipment, the period covered by a maintenance or warranty plan must not exceed the period of performance of the specific grant funds used to purchase the plan or warranty.

As outlined in Information Bulletin #379, FEMA allows preparedness grant funds to be used to sustain and maintain equipment that has previously been purchased with both federal grant funding and other funding sources.

Subrecipients still need to ensure that eligible costs for maintenance and sustainment be an allowable expenditure under applicable grant programs.

Differentiating maintenance and sustainment costs (vs. new costs) in your budget for FY2024 SHSP/SLETPP funding is important (as FEMA requires different information depending on what type of project is being funded). As you are completing your application for FY2024 SHSP/SLETPP funding (in the Excel-based Application Worksheet provided), please keep the following guidelines in mind (please refer to **Appendix A** for additional instructions and guidance on completing the federal programmatic reporting requirements collected in your application):

Planning

Planning activities are central to the FY2024 SHSP/SLETPP grants. Funding can be used for a variety of allowable costs related to planning, including hiring part or full-time consultants and/or staff to develop and maintain critical homeland security plans.

Organizational – SHSP/SLETPP

Under the SHSP/SLETPP grant, up to 50% of your award may be spent on allowable organizational activities (outlined below). Please keep in mind that all organizational activities, count towards the 50% personnel cap.

1. **Overtime Costs:** Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security and specifically requested by a federal agency. Allowable costs are limited to overtime associated with federally requested participation in eligible fusion activities, including Anti-Terrorism Task Forces, Joint Terrorism Task Forces, Area Maritime Security Committees, DHSES Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams. Grant funding can only be used in proportion to the federal man-hour estimate, and only after funding for these activities from other federal sources (e.g., FBI JTTF payments to State and local agencies) have been exhausted. **Under no circumstances should FEMA grant funding be used to pay for costs already supported by funding from another federal source.**
2. **Intelligence Analysts:** SHSP/SLETPP funds may be used to hire new staff and/or contractor positions to serve as Intelligence Analysts to enable information/intelligence-sharing capabilities, as well as to support existing Intelligence Analysts funded with previous years' SHSP/SLETPP funding. In order to be hired as an Intelligence Analyst, staff and/or contract personnel must meet at least one of the following criteria:
 - a. Successfully complete training to ensure baseline proficiency in intelligence analysis and production within six months of being hired; and/or
 - b. Previously served as an Intelligence Analyst for a minimum of two years either in a Federal Intelligence Agency, the Military, or a State or Local Law Enforcement Intelligence Unit.

All fusion center analytic personnel must demonstrate qualifications that meet or exceed competencies identified in the *Common Competencies for State, Local, and Tribal Intelligence Analysts*, which outlines the minimum categories of training needed for intelligence analysts. **A certificate of completion of such training must be kept on file and made available to FEMA upon request.**

3. **Operational Overtime:** Operational overtime costs are allowable for increased security measures at critical infrastructure sites or other high-risk locations and to enhance public safety during mass gatherings and high-profile events. In that regard, SHSP subrecipients are urged to consider using grant funding to support soft target preparedness activities and other counter-terrorism activities with a link to domestic violent extremism. This is one of the project types that is listed under both the Enhancing the Protection of Soft Targets/Crowded Places and Combating Domestic Violent Extremism National Priorities and can be counted towards meeting the overall 30% requirement for the National Priorities. **Important Note:** Prior approval in writing from the FEMA Administrator is required for all Operational Overtime requested other than those that are security measures in response to the threat level under the National Terrorism Advisory System (NTAS) as an “elevated” or “imminent” alert status. Additionally, please be mindful of the 50% personnel cap in your calculations.

FY2024 SHSP/SLETPP funds may be used to support select operational expenses associated with increased security the following authorized categories (note this list is not exhaustive – DHS/FEMA retains the discretion to approve):

- a. National Security Special Event (NSSE) as deemed by DHS.
- b. Special Event Assessment Rating (SEAR) Level 1 through Level 4 event
- c. States of Emergency declared by the Governor associated with a terrorism-related threat or incident (excludes Presidentially declared major disasters or emergencies).
- d. National Critical Infrastructure Prioritization Program (NCIPP) – Protection of Level 1 and Level 2 facilities as defined by the NCIPP.
- e. Directed Transit Patrols – Targeted security patrols in airports and major transit hubs based on a terrorism-related threat to transportation systems.
- f. Other Related Personnel Overtime Costs – Overtime costs may be authorized for personnel assigned to support any of the security relating to the above categories.
- g. Operational Support to a federal agency - Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities related to homeland security/terrorism preparedness and specifically requested by a federal agency.

Additional details with regards to these authorized categories can be found in the FEMA Preparedness Grants Manual on (A-4-A-6) at the following link: [Preparedness Grants Manual](#).

Important Reminders for Operational Overtime Requests: Requests for Operational Overtime must be completed in advance and must include the following details:

1. Written requests must clearly explain how the request meets the criteria of one or more of the authorized categories (listed above) with relevant details.
2. Request must be within the award’s period of performance. FEMA will consider requests for special events up to one year in advance.
3. Under no circumstances may SHSP/SLETPP funding be used to pay for costs already supported by funding from another federal source.
4. FEMA will consult and coordinate with appropriate DHS components as necessary to verify information used to support operational overtime requests. Start the process as soon as practical, especially for planned events.

Equipment

FY2024 SHSP funds may be used for equipment acquisition from the 21 equipment categories listed on the Authorized Equipment List (AEL). For more information on the AEL, please visit FEMA's website at: <http://www.fema.gov/authorized-equipment-list>. Please note that activities eligible for use of LETPA focused funds are outlined in the National Prevention Framework (and where capabilities are shared with the protection mission area, the National Protection Framework). **Reminder on ALL vehicle purchases: All types of vehicles must be pre-approved by DHSES.**

Training

To support training activities, FY2024 SHSP/SLETPP funds can be used for OT/Backfill costs, for travel costs, and for the hiring of full-time or part-time staff or consultants to support training activities. Any non-DHS training course to be supported with SHSP/SLETPP funds must be submitted in advance to DHSES for written approval. Attendance at conferences, workshops, and/or out-of-State travel for training opportunities will also require DHSES prior approval. Any training gaps should be identified in the AAR/IP and addressed in the State or Urban Area's training cycle. All training and exercises conducted with SHSP/SLETPP funds should support the development and testing of the jurisdiction's Emergency Operations Plan (EOP), or specific annexes, where applicable.

The DHSES OEM Training and Exercise Section is available to provide training assistance to jurisdictions. Please contact the Training and Exercise Section at the DHSES Office of Emergency Management (OEM) at OEM.Training@dhSES.ny.gov or call 518-292-2351.

Exercises

All exercises conducted using SHSP/SLETPP funds are recommended to be designed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) guidance. HSEEP highlights include:

- **Basic Guidelines:** HSEEP policy and guidance can be obtained online at the following link:
<https://www.fema.gov/media-library/assets/documents/32326>
- **HSEEP Courses:**
 - **Mobile Courses:** HSEEP mobile courses are scheduled periodically, as requested, throughout the State to help increase understanding of HSEEP guidelines. For more information, please refer to DHSES's Training Calendar: <https://www.dhSES.ny.gov/oem-training-calendar>
 - FEMA's Emergency Management Institute (EMI) also offers *Course # K0146 – Homeland Security Exercise Evaluation Program (HSEEP) Basic Course*, a distance learning (online) course.
- **Exercise Notification:** All planned exercises must be submitted for review to the DHSES Office of Emergency Management (OEM) Training and Exercise Section, using the method prescribed by DHSES OEM, **sixty (60) days** prior to the start of each exercise supported with SHSP/SLETPP funds, including any exercise supported by the county through a sub-allocation of its award. DHSES will place exercise information on the National Exercise Schedule, in accordance with HSEEP guidelines.
- **Exercise Evaluation:** HSEEP requires all exercises to be evaluated. Within **sixty (60) days** of the completion of an exercise, a jurisdiction must submit an After-Action Report/Improvement Plan (AAR/IP) to the DHSES OEM Training and Exercise Section for review and identification and initiation of any necessary state-level activity. Subrecipients must submit the AARs/IPs through NY Responds.

- **Exercise Assistance:** The DHSES OEM Training and Exercise Section is available to provide exercise assistance to jurisdictions. Please contact the OEM Training and Exercise Branch at Exercises@dhses.ny.gov or at 518-292-2351 if you are interested in conducting an exercise using FY2024 SHSP/SLETPP funds.

Management and Administration (M&A)

Up to 5% of the award amount may be used to support Management and Administrative costs associated with the implementation of the grant award. Examples of allowable M&A costs include:

- Hiring of full or part time staff to administer grants
- Travel costs
- Meeting related expenses
- Authorized office equipment
- Leasing or renting of space for newly hired personnel during the period of performance for the grant program

Environmental Planning and Historic Preservation (EHP) Compliance

As a federal agency, DHS/FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grant-funded projects, comply with federal EHP regulations, laws and Executive Orders as applicable. Recipients and subrecipients proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the DHS/FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, DHS/FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project. DHS/FEMA will not fund projects that are initiated without the required EHP review.

Additionally, all subrecipients are required to comply with DHS/FEMA EHP Policy Guidance. This EHP Policy Guidance can be found in FP 108-023-1, [Environmental Planning and Historic Preservation Policy Guidance](#) and FP 108.24.4, [Environmental Planning and Historical Preservation Policy](#).

Projects that were initiated or completed before an EHP review was concluded are unallowable for reimbursement using SHSP and SLETPP funds. For more information on FEMA's EHP requirements, subrecipients should refer to FEMA's Information Bulletin #329 "Environmental Planning and Historical Preservation Requirements for Grants" available online at: <http://www.fema.gov/pdf/government/grant/bulletins/info329.pdf>

Construction and Renovation

Use of FY2024 HSGP funds for construction and renovation is generally prohibited except as outlined below. For construction costs to be allowed, they must be specifically approved by DHS/FEMA in writing prior to the use of any program funds for construction or renovation. Additionally, subrecipients are required to submit a SF-424C Budget and Budget detail citing the project costs.

Project construction and renovation not exceeding \$1,000,000 or 15% of the grant award is allowable, as deemed necessary. For the purposes of the limitations on funding levels, communications towers are not considered construction.

Written approval must be provided by FEMA prior to the use of any HSGP funds for construction or renovation. When applying for construction funds, including communications towers, at the time of application, subrecipients must submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits, and a notice of federal interest.

When applying for funds to construct communications towers, recipients and subrecipients must submit evidence that the FCC's Section 106 review process has been completed and submit all documentation resulting from that review to GPD using the guidelines in EHP Supplement prior to submitting materials for EHP review.

HSGP subrecipients using funds for construction projects must comply with the Davis-Bacon Act (40 U.S.C. § 3141 et seq.). Subrecipients must ensure that their contractors or subcontractors for construction projects pay workers no less than the prevailing wages for laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the state in which the work is to be performed. Additional information regarding compliance with the Davis-Bacon Act, including Department of Labor (DOL) wage determinations, is available from the following website <http://www.dol.gov/whd/govcontracts/dbra.htm>.

Additionally, any construction projects that are being funded through HSGP funding must also comply with the Build America, Buy America Act (BABAA). The BABAA requires that no financial assistance for "infrastructure" projects is provided "unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States." Information with regards to this policy and its impact are available at: https://www.fema.gov/sites/default/files/documents/fema_build-america-buy-america-act-policy.pdf

Finally, projects that were initiated or completed before an EHP review was concluded are unallowable for reimbursement using SHSP and SLETPP funds. For more information on FEMA's EHP requirements, subrecipients should refer to FEMA's Information Bulletin #329 "Environmental Planning and Historical Preservation Requirements for Grants" available online at: <http://www.fema.gov/pdf/government/grant/bulletins/info329.pdf>

Supplanting

Grant funds will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purpose.

Grant Contracting Process

Any resulting contract or agreement is contingent upon the continued availability of funding and will be effective only upon approval by the New York State Office of the Comptroller and the Office of the Attorney General.

Subrecipients must agree to DHSES terms and conditions included in DHSES grant contracts. Sample grant contract language, including but not limited to Appendices A-1 and C are available for review on the DHSES website at: <https://www.dhSES.ny.gov/grant-reporting-forms>.

Minority and Women-Owned Businesses

Pursuant to New York State Executive Law Article 15-A, the New York State Division of Homeland Security and Emergency Services recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority and women-owned business enterprises and the employment of minority group members and women in the performance of New York State Division of Homeland Security and Emergency Services contracts. Minority and women-owned business enterprises can be readily identified on the directory of certified businesses at: <https://ny.newnycontracts.com/>.

All qualified applicants shall be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Consistent with 2 CFR §200.321, non-Federal contracting entities must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

For purposes of this solicitation, applicants and subcontractors are hereby notified the State of New York has set an overall goal of **30% for MWBE participation** or more, **15% for Minority-Owned Business Enterprises** ("MBE") participation and **15% for Women-Owned Business Enterprises** ("WBE") participation, based on the current availability of qualified MBEs and WBEs for your project needs.

An applicant on any contract resulting from this procurement ("Contract") must incorporate the affirmative steps above into its grant management policies and procedures.

Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional non-discrimination provisions, the applicant and subrecipients will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Uniform Administrative Requirements, Costs Principles, and Audit Requirements

The U.S. Department of Homeland Security adopted 2 C.F.R. Part 200. Now that DHS has adopted 2 C.F.R. Part 200, these regulations will apply to all new Federal Emergency Management Agency (FEMA) grant awards that are made on or after December 26, 2014. These regulations will supersede 44 C.F.R. Part 13, and the Office of Management and Budget (OMB) Circulars A-21, A-87, A-89, A-102, A-110, A-122, A-133, and sections of A-50 for all FEMA awards made on or after December 26, 2014. This means that subrecipients of HSGP funding must follow new administrative requirements and Cost Principles codified in 2 C.F.R. Part 200 instead of the previous regulations in 44 C.F.R. Part 13.

Appendix A

Federal Programmatic Reporting Requirements “Instructions and Guidance”

Instructions: The following provides some summary background on the federal programmatic reporting requirements on which grant subrecipients are required to report in order for DHSES to satisfy its reporting obligations to DHS. Please refer to the associated instructions to appropriately complete the requirements throughout the application process.

NIMS Resource Typing

NIMS Resource Typing: For all projects that support a NIMS Resource, subrecipients must identify the typed asset being supported through the investment. At this point, only one typed asset can be identified in the BSIR; therefore, if multiple typed assets are being supported, please identify the asset with the largest budget.

Project Support to Previously Awarded Investment and Project Milestones

I. Sustain vs. Build: As you complete your application, it is important to distinguish the type of investment you are making. DHS has identified two project types:

1) Sustain Capabilities - Refers to activities that maintain a capability at its current level (this includes replacing and/or upgrading outdated equipment),

2) Build Capabilities - Refers to activities that start a new capability or increase a capability.

If your project is both sustaining and building capabilities, please select the project type that best represents the majority of your project.

Sustain	Applicants who are utilizing a resource to sustain a capability previously developed through homeland security grant funding or local revenues should select "Sustain" from the drop-down menu. An example would be purchasing Personal Protective Equipment (PPE) to replace PPE that was purchased several years ago and is no longer safe to use at an incident.
Build	Increase a Current Capability: Applicants who are utilizing a resource to increase a capability previously developed through homeland security grant funding or local revenues should select "Build" from the drop-down menu. An example of increasing a current capability would be the purchase of communications equipment for first responders, in order for them to communicate using an interoperable communications system previously developed by the subrecipient.
	Build a New Capability: Applicants who are utilizing a resource to build a new capability should select "Build" from the drop-down menu. An example of building a new capability would be a subrecipient developing an explosive detection canine team to enhance explosive device response operations capabilities in their jurisdiction, where they presently have no ability to perform this capability and/or currently rely on regional or state partners to perform the capability in their jurisdiction.

II. Previously Supported Fiscal Year: DHS requires that for any current project investment which supports a previously awarded investment, that the most recent fiscal year of that prior investment be identified. Presently, this goes back 4 years from the current fiscal year (i.e., for FY2024, please identify the most recent fiscal year supported between FY2020-FY2023).

III. Last Completed Milestone for Previously Awarded Investment: DHS requires that the recipient identify the last completed milestone of the previously awarded investment that is being supported through the current fiscal year. These milestones align with the federal POETE criteria (Planning, Organization, Equipment, Training and Exercises) and follow the performance metrics utilized in your E-Grants workplan.

IV. Anticipated Project Completion Date: For each project, DHS requires the anticipated completion date. Please select which quarter you anticipate completing the proposed project within the period of performance.

Project Details

I. Construction, Renovation and Retrofits to Existing Structures: DHS requires prior approval, and often EHP review, of any project that will involve construction, renovation, retrofits and modifications to existing structures. If this project requires any such activity, please select "Yes."

II. Deployability of Capabilities: DHS is seeking more information on whether capabilities supported through this grant opportunity are either deployable or sharable outside of the host jurisdiction. When assessing the deployability of the capabilities supported through this project, please assess this at the "core capability" level (e.g., HazMat Team capability or mass sheltering capability) rather than at the individual budget item level. For example, if you are making an investment to support the ability of your HazMat Team to perform its core functions, please determine if these core functions are by and large deployable and/or sharable.

Deployable

Is the core capability supported by this project deployable to other jurisdictions? DHS identifies a deployable asset as any capability that is physically mobile and can be used anywhere in the United States. Examples include response teams (e.g., HazMat, Tactical or CERT), mobile radios, CBRNE detection equipment, sheltering supplies, etc.

Sharable

Is the core capability supported by this project sharable (if it cannot be physically deployed) with other jurisdictions? DHS identifies a sharable asset as any non-deployable capability that can be utilized to augment and sustain reinforced response at the regional, state or national level. Examples include a fusion center, emergency operations center, etc.

Appendix B:

NYS Critical Capabilities List and DHS/FEMA Core Capabilities Crosswalk

Common Capabilities (5)

Planning: *The ability to develop, validate, and maintain plans to address identified threats and hazards.*

Interoperable and Emergency Communications: *The ability to ensure public safety agencies and other community partners can communicate with one another on demand, in real time, when needed, and when authorized.*

Public Information and Warning: *The ability to deliver coordinated, prompt, and actionable information to the public through the use of clear, consistent approaches and leveraging multiple delivery methods.*

Citizen Awareness and Preparedness: *The ability to ensure citizens are fully aware, trained, and practiced on how to prevent, protect, prepare for, respond to, and recover from any threat or hazard.*

Private Sector/Non-Governmental Organizations (NGO): *The ability to coordinate with the private sector and other non-governmental organizations to leverage their resources and subject-matter expertise.*

Prevention and Protection Capabilities (5)

Information-Sharing and Intelligence Analysis: *The ability to receive, analyze and distribute accurate, timely, and actionable information and intelligence to agencies and key stakeholders, including the private sector.*

Critical Infrastructure/Key Resources Protection: *The ability to identify and protect critical infrastructure and key resource sites through risk management and by improving protections against all threats and hazards.*

Cybersecurity: *The ability to protect cyber networks and services from damage, unauthorized use, and exploitation and restore systems that are compromised.*

CBRNE Detection and Interdiction: *The ability to detect and interdict CBRNE materials at points of manufacture, transport, and use.*

Law Enforcement Counter-Terrorism Operations: *The ability to support the range of activities taken by law enforcement to detect, investigate, and conduct operations related to potential terrorist activities.*

Response Capabilities (12)

EOC Management: *The ability to establish and operate an Emergency Operations Center to support onsite incident management activities during an event.*

Onsite Incident Management: *The ability to establish a unified and coordinated operational structure at the scene of an incident.*

CBRNE Response and Decontamination: *The ability to assess and manage the consequences of a hazardous materials release, either accidental or intentional.*

Search and Rescue Operations: *The ability to deliver search and rescue capabilities and assets to affected communities, with the goal of saving the greatest number of endangered lives in the shortest time possible.*

Law Enforcement Response Operations: *The ability to leverage law enforcement assets and specialty teams (e.g. Bomb Squads, SWAT Teams, Dive Teams) to support site security and response to terrorist attacks and other hazards.*

Firefighting Support and Operations: *The ability to coordinate and implement fire suppression operations and support mutual aid within the fire service.*

Mass Care and Sheltering: *The ability to provide life-sustaining services to communities in need, with a focus on evacuating, sheltering, hydrating, and feeding the individuals most impacted during an event, including special needs populations.*

Transportation: *The ability to prioritize transportation infrastructure restoration to provide for the efficient movement of citizens, responders, and goods into and out of areas impacted during an event through the utilization of various transportation systems and routes.*

Health Emergency Preparedness: *The ability to support health emergency preparedness by developing and maintaining the ability to identify public health threats, provide medical countermeasures, and surge the hospital system to manage large numbers of sick or injured during any incident.*

Emergency Medical Services (EMS) Operations: *The ability to appropriately dispatch EMS and provide suitable pre-hospital treatment and support to healthcare facilities.*

Fatality Management: *The ability to provide effective, efficient mass fatality services to communities in need, including body recovery and victim identification, the development of temporary mortuary solutions, and coordination with victims' families.*

Logistics and Resource Management: *The ability to identify, inventory, mobilize, and dispatch available critical resources (including those obtained via mutual aid and donations) and human capital throughout the duration of an incident.*

Disaster Recovery/Mitigation Capabilities (6)

Continuity of Operations/Continuity of Government (COOP/COG): *The ability to develop and implement plans and programs to maintain essential operations and government services during an emergency.*

Damage Assessment: *The ability to conduct damage assessments in conjunction with partners at multiple levels of government to help inform resources needed to ensure an efficient recovery from an incident.*

Restoration of Infrastructure and Critical Services: *The ability to initiate and sustain the restoration of critical services to affected communities, including drinking water, wastewater, electricity, transportation services, and economic services through effective planning and other related efforts.*

Debris Management: *The ability to develop and maintain debris management plans to restore public services and ensure public health and safety in the aftermath of a disaster.*

Recovery: *The ability to provide ongoing support to communities after a major incident occurs to help re-build affected areas and to increase their resiliency to face future incidents to include long-term housing and infrastructure replacement.*

Mitigation: *The ability to, through traditional mitigation programs and other efforts build and sustain resilient systems, communities, and infrastructure to reduce their vulnerability to any threat or hazard.*

Core Capabilities

New York State Critical Capabilities

Core Capabilities	Common	Prevention	Protection	Mitigation	Response	Recovery
Planning	X					
Public Information and Warning	X					
Operational Coordination						
Forensics and Attribution						
Intelligence and Information Sharing		X				
Interdiction and Disruption						
Screening, Search and Detection						
Access Control and Identify Verification						
Cybersecurity		X				
Intelligence and Information Sharing			X			
Interdiction and Disruption						
Physical Protective Measures			X			
Risk Management for Protective Programs			X			
Screening, Search and Detection			X			
Supply Chain Integrity and Security				X		
Community Resilience				X		
Long-Term Vulnerability Reduction				X		
Risk and Disaster Resilience Assessment				X		
Threat and Hazard Identification				X		
Critical Transportation						
Environmental Response Health and Safety						
Fatality Management Services						
Fire Management and Suppression						
Infrastructure Systems						
Logistics and Supply Chain Management						
Mass Care Services						
Mass Care and Rescue Operations						
On-Scene Security and Protection						
Operational Communications	X					
Public Health and Medical Services						
Situational Assessment						
Economic Recovery						
Health and Social Services						
Housing						
Infrastructure Systems						
Natural and Cultural Resources						
Planning						
Interop & Emergency Communications						
Public Information and Warning						
Citizen Awareness and Preparedness						
Continuity of Operations/Government						
Information Sharing and Intelligence Analysis						
CIKR Protection						
Cybersecurity						
CBRNE Detection and Interdiction						
Law Enforcement and Counter Terrorism Operations						
EOC Management						
Onsite Incident Management						
CBRNE Response and Decontamination						
Search and Rescue Operations						
Law Enforcement Response Operations						
Firefighting Support Operations						
Mass Care, Sheltering						
Transportation						
Health & Emergency Preparedness						
EMS Operations						
Fatality Management						
Logistics and Resource Management						
Damage Assessment						
Debris Management						
Restoration of Infrastructure and Critical Services						
Private Sector/NGOs						
Recovery						
Mitigation						



PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES



Kevin M. Byrne
County Executive

Robert A. Lipton
Commissioner of Emergency Services

J. Ralph Falloon
Deputy Commissioner of Emergency Services

Christopher E. Shields
Director of Emergency Management

Robert Cuomo
Director of Emergency Medical Services

MEMORANDUM

To: Ginny Nacerino, Chair, Protective Services
From: Robert A. Lipton, Commissioner
Re: June Protective Services Committee Meeting
Date: May 29, 2024

I would like to add the FY2023 Domestic Terrorism Prevention Grant Program to the Protective Services agenda for June. The application deadline for this Grant is July 10, 2024.

There are no matching funds required for this Grant. The information package is attached.

Thank you.

2024 MAY 30 PM 12: 01
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY



FY2023 DHSES Domestic Terrorism Prevention Grant Guidelines and Application Kit



Application Submission Deadline: July 10, 2024, at 5:00pm

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I. Introduction

The NYS Division of Homeland Security and Emergency Services (DHSES) through Governor Hochul's leadership, is making \$10 million in State funding available to build New York State's capability to prevent targeted violence and domestic terrorism through the utilization of Threat Assessment and Management (TAM) teams and the development of comprehensive Domestic Terrorism Prevention Plans. On May 14th, 2022, a domestic terrorist, motivated by a conspiracy-driven white-supremacist ideology, attacked Black Americans at a Tops Friendly Markets Store in the East Side neighborhood of Buffalo, killing ten and injuring three others. This event illustrates the need for more robust prevention efforts to educate, identify and intervene in situations where a 'Pathway to Violence' is evident.

The evolving threat environment and increasing frequency of targeted violence requires a shift in prevention strategy, with renewed emphasis on holistic prevention efforts and a public health approach. Such an approach requires purposely engaging a broad and diverse set of stakeholders to ensure the safety and well-being of New York State.

Almost every jurisdiction has signaled their intention to form a multi-disciplinary team focused on the prevention of targeted violence. New York State is committed to ensuring that appropriate measures are in place to keep our communities and citizens safe, and Threat Assessment and Management (TAM) teams are a proven way to help mitigate these threats. This grant program supports the development of local efforts to prevent targeted violence, to include providing support to both new and existing TAM Teams.

In response to this evolving threat environment, DHSES has devoted funding through the Domestic Terrorism Prevention Grant Program to aid local jurisdictions in building and enhancing their capability to prevent targeted violence and domestic terrorism.

The primary objectives of this grant program are as follows:

1. Developing plans, policies, and protocols, inclusive of services and resources to help implement threat assessment management strategies.
2. Ensure members of the whole community have access to multi-disciplinary Threat Assessment and Management teams.
3. Raising awareness of why and how individuals radicalize to violence through education of the whole community on the behavioral indicators of individuals on a pathway to violence and how to intervene and prevent acts of violence.
4. Ensure community members understand the role of Domestic Terrorism Prevention Plans and TAM teams and are aware of how to act on their awareness training by knowing how, who, and by what means to contact their resident TAM team.

This grant opportunity will ensure that critical grant program funding addresses prioritized capability development goals and objectives, as recognized by State and local stakeholders in the 2022-2025 New York State Homeland Security Strategy, specifically, Goal 2: Strengthen Counterterrorism and Law Enforcement Capabilities; *Objective 2.12: Enhance measures to prevent targeted violence to include gun violence in New York State through a model of education, disruption, and mitigation in coordination with support of federal, state, and local partners.*

II. Eligibility

All New York State counties and New York City will receive funding through this program through a noncompetitive process. Although funding will be directly allocated to the counties and New York City (herein named "Applicants"), efforts should be made to include local, municipal-level entities within the jurisdictional boundaries in the application development process, when possible.

Additionally, as a condition of receiving funding, Applicants must submit their updated Domestic Terrorism Prevention Plans to DHSES by **June 1, 2025**. Details with regards to the process are available in the 2024 Domestic Terrorism Prevention Plan Guidance document.

III. Allocations

Applicants will receive an allocation of **\$172,413** in State grant funding to support allowable planning, training, exercise and organizational costs associated with TAM team development and Domestic Terrorism Prevention Planning efforts.

Applicants can decide to combine their awards in an effort to support a regional approach to their project. The identification of a Fiduciary Agent (FA) of the region would be required to facilitate this process. This can be accomplished by designating the Grantee in the E-Grants application (please refer to the E-Grants Tutorial for additional information) and designating the partners in the application worksheet. The FA must be an eligible Applicant. There is no limit to the number of applicants who may participate within the designated region.

The responsibilities of the FA would be as follows:

- Serving as the primary Point of Contact (POC) for DHSES on the grant.
- Conducting regular meetings (e.g., monthly, bi-monthly) within the region and ensuring the primary objectives of the Domestic Terrorism Prevention Grant Program are met.
- Ensuring that all recognized jurisdictions within the region are included in the program implementation efforts.
- Submitting budgets for the Domestic Terrorism Prevention Grant Program funds in coordination with and on behalf of the region.
- Coordinating purchasing and other efforts related to the Domestic Terrorism Prevention Grant Program on behalf of the region.
- Completing all required grant reporting forms in coordination with and on behalf of the region.

The period of performance of this grant program will be a total of 2 years, beginning on 9/1/2024 and ending on 8/31/2026, with a possibility of an extension based on need. Please note that expenditures submitted for reimbursement must be incurred during this period of performance in order to be paid.

IV. Grant Objectives

DHSES has identified the following objectives for the **FY2023 Domestic Terrorism Prevention Grant Program**:

A. Developing plans, policies, and protocols, inclusive of services and resources to help implement threat assessment management strategies.

A Domestic Terrorism Prevention Plan (DTPP) is the Applicant's strategy for identifying, addressing, and mitigating the risk of domestic terrorism and targeted violence. DTPPs should be tailored to the respective region and plans are expected to include input from the same stakeholders that have formed multidisciplinary Threat Assessment and Management (TAM) teams. DTPPs must include input from law enforcement, mental health professionals, school officials and other key stakeholders specific to that jurisdiction at a minimum. Input from additional stakeholders, such as those identified serving on TAM teams and those listed as key stakeholders in the TAM Team Primer, is critical to effective targeted violence and domestic terrorism prevention. Plans must cover all areas within the geographic boundaries of a jurisdiction, and Applicants may choose to work together to develop regional plans.

Revised DTPP Guidance has been issued, and the guidance is organized into four main sections modeled upon the New York State Targeted Violence Prevention Strategy, which can also be used to structure the DTPP. Each section includes a series of questions that should be addressed in each DTPP.

- **Jurisdiction Profile:** consider local threats, unique characteristics, information sharing networks, and highlight the current status of your efforts.
- **Educate:** discuss how you are increasing community awareness about targeted violence and domestic terrorism, and note trainings that you have received or intend to receive.
- **Disrupt:** include information on your TAM team and efforts to facilitate bystander reporting as a means of disrupting individuals on the Pathway to Violence.
- **Mitigate:** consider measures taken to reduce the impacts of targeted violence and domestic terrorism in your community, including target hardening and safety planning.

For additional information and details, please review the Domestic Terrorism Prevention Planning guidance which can be found at: <https://www.dhSES.ny.gov/state-funded-programs>. Please note that each Applicant is required to submit the Domestic Terrorism Prevention Plan to DHSES by **June 1, 2025**, and will be a condition of receiving funding through the FY2023 Domestic Terrorism Prevention Grant Program.

B. Ensure members of the whole community are provided with awareness training and have access to multi-disciplinary Threat Assessment and Management teams.

Threat Assessment and Management (TAM) teams are multi-disciplinary groups that help identify, assess, and mitigate potential threats, to include threats of domestic terrorism and/or other acts of targeted violence (e.g., hate crimes, school shootings, active shooters). The teams work collaboratively to share information to better understand relevant risk factors, and what resources might be available to address individuals displaying concerning behavior. The creation of a TAM team may be considered a central component of targeted violence and domestic terrorism prevention planning efforts. DHSES will provide resources and technical assistance to support the creation and operation of these teams. Applicants may choose to work together to develop regional TAM teams or TAM teams in partnership with one another. However, it is incumbent on each jurisdiction to consider establishing (or participating in) a TAM team, which must include representation from law enforcement, mental health organizations, schools, and other key agencies and relevant private sector and community partners. DHSES encourages working with all interested local level stakeholders when developing the TAM team. The planning team and TAM team can be one and the same, but the TAM team must include a coordinating agency and supporting agencies and organizations. **Please note that it is strongly recommended that there be a multi-disciplinary approach to the TAM Team of which that partnership should include a co-lead that is not only law enforcement based.** Additional information can be found in the TAM Team Primer document located at: <https://www.dhSES.ny.gov/state-funded-programs>.

Jurisdictions will be requested to articulate their coordination efforts with other disciplines across their jurisdiction with regards to the creation of their TAM team in their application. Additionally, guidance has been developed and will be provided that articulates the steps to the development of the TAM team that provides the framework that can be utilized as the TAM team is established. Fortunately for New York State, efforts have been underway for some time with several applicants already standing up their TAM team to include existing teams that have been formalized with many jurisdictions in various development phases. The Rochester Threat Advisory Committee (ROCTAC) in Monroe County was the first jurisdiction-level TAM Team in New York State and has served as a model of which other applicants have been able to replicate elements of and tailor to meet their own needs. For each applicant, the composition of a TAM team will be unique based on identified risks, but the core partners will often remain the same.

C. Raising awareness of why and how individuals radicalize to violence through education of the whole community on the behavioral indicators of individuals on a pathway to violence and how to intervene and prevent acts of violence.

Training is a critical component to the development of an effective TAM team. While a great deal of time and effort has been spent on physical assessment training since 9/11, TAM training is new to many stakeholders. Keeping a TAM team trained will require ongoing attention. Ensuring that all membership personnel have baseline Behavioral Threat Assessment and Management training is an important component and key to success. Therefore, all funded applicants under this program are encouraged to have the membership agencies as outlined in the TAM Team Primer, if applicable. Members of the TAM team are highly encouraged to attend the 'Foundations of Targeted Violence Prevention' eLearning

available through the U.S. Department of Homeland Security. This training can be accessed by utilizing the following link: <https://www.dhs.gov/foundations-targeted-violence-prevention>. Applicants should keep accurate records of the names of the members that attended the training, the discipline they represent, and date(s) it was conducted. DHSES may request that this information be provided to ensure compliance with the overarching objectives of this grant program. DHSES highly encourages all TAM members to attend this baseline training where applicable. This type of training is continually evolving and as such, it is critical to keep current with advanced training opportunities and new prevention strategies as the TAM team develops.

Additionally, all members of the DHSES Office of Counter Terrorism, Domestic Terrorism Prevention Unit (DTPU) are certified to deliver the Threat Evaluation and Reporting Course (TERC) training suite. Applicants are encouraged to reach out to their regional DTPU contact or PreventDT@dhSES.ny.gov to schedule deliveries of these courses designed to educate on identifying, investigating, assessing, and managing threats of targeted violence.

There are a wide variety of training programs to prevent or mitigate the threat of domestic terrorism and other forms of targeted violence which are also encouraged for TAM teams. These trainings include but are not limited to training on domestic terrorism and targeted violence prevention awareness; threat assessment and management training for TAM team members and other professionals; bystander reporting; training for call center operators; and Health Insurance Portability and Accountability Act (HIPAA)/Family Educations Rights and Privacy Act (FERPA) training.

D. Ensure community members understand the role of Domestic Terrorism Prevention Plans and TAM teams and are aware of how to act on their awareness training by knowing how, who, and by what means to contact their resident TAM team.

Raising community awareness is an important component to the operations of a TAM team once established and operational. As part of the marketing and messaging of the TAM team, it is necessary to support opportunities for the community to be provided with a basic understanding of what the TAM team does and the resources available. This ensures the TAM team is transparent and facilitates reporting that will serve as a driver of future threat cases for TAM team consideration. From the very beginning of planning, Applicants should consider how best to publicize the creation and purpose of the TAM team to potential stakeholders and the community it will serve. This may include press releases, paid advertising, the use of social media, or other means of getting the word out.

V. Authorized Program Expenditures

- A. Permissible Costs:** In further support of the objectives of this grant program, funding must be focused on certain planning, organizational, training and exercise costs associated with building/enhancing a Threat Assessment and Management Team and the development of a Domestic Terrorism Prevention Plan. Samples of some of those types of requests are outlined below (not fully inclusive):

Category	Samples
Planning	<ul style="list-style-type: none"> • Costs associated with the hiring of consultants or personnel to conduct risk assessments, develop Domestic Terrorism Prevention Plans, and formalize policies and procedures for TAM team implementation. • Devising relevant outreach materials for community stakeholders to include brochures, fliers and other relevant marketing materials as well as advertising costs.. • Costs associated with the development of a website for the purpose of raising awareness and/or reporting concerning behavior of individuals.
Training	<ul style="list-style-type: none"> • Support training initiatives of staff, cover overtime and/or backfill costs for attendees and relevant personnel from the TAM team. • Costs associated with the development and delivery of awareness training to staff and the community in support of mitigating risks and identifying potential threats. • Costs associated with the design, development and delivery of domestic terrorism prevention related training. These costs can include overtime and/or backfill for participation, travel, registration fees, meals and refreshments for training, marketing costs, and supplies.
Exercises	<ul style="list-style-type: none"> • Costs associated with the design, development, conducting, and evaluation of exercises (regionally or locally) to determine the viability of the Domestic Terrorism Prevention Plans in place and assess the capabilities of the TAM team. These costs can include OT/Backfill for participation, travel costs, and supplies.
Organizational	<ul style="list-style-type: none"> • Costs associated with hiring part or full-time staff and/or consultants to oversee the implementation of a TAM Team.

Training Pre-Approval: Please note that any training request will **require DHSES approval in advance** of participating in the training. DHSES will review and sign-off to ensure that the requested training is appropriate and supports the objectives of this grant program. Training requests can be submitted to your contract representative to facilitate the approval process. Please refer to **“Exhibit A” Threat Assessment & Management (TAM) Team Training Opportunities** for available training opportunities.

B. Costs Not Permissible: Equipment costs are **not allowable** under the FY2023 Domestic Terrorism Prevention Grant Program.

VI. Application Format and Content

- A. **Format:** Grant applications MUST be submitted via the automated E-Grants System operated by DHSES. The system allows an agency to complete an application electronically and submit it over the Internet using a secure portal. If upon reading this RFA you are interested in completing a grant application, and you have not previously been registered to use the DHSES E-Grants system, your agency will need to register and be assigned a username and password. The Registration Request Form to use the E-Grants system is available at: <https://www.dhSES.ny.gov/e-grants>

A detailed tutorial on how to use the E-Grants system has been included along with the application materials and can be found at: <https://www.dhSES.ny.gov/state-funded-programs>. It will guide you in a step-by-step process through the E-Grants application submission.

- B. **Required Application Content:** All applicants must complete the Application Worksheet. The Application Worksheet must be completed in its entirety including relevant budget information and the associated TAM coordination tab. The Application Worksheet must be attached to the E-Grants application and are located at the following link: <https://www.dhSES.ny.gov/state-funded-programs>. **Incomplete applications will not be accepted.**

After the successful submission of an application, the E-Grants system will email a notification of receipt to the Signatory Point of Contact that is listed in the application. The Primary Point of Contact will receive a message displayed on their screen that says that the project has been submitted. Please refer to the E-Grants tutorial for more details on the process.

VII. Timeline and Checklist of Required Documents

Requirements: Due by 5:00 p.m. on July 10, 2024

- Applications must be submitted via E-Grants and include the completed Application Worksheet as an attachment. Applications that are not received by the due date and time will not be considered for funding.
- Complete applications must include answers to all questions listed in the application.
- Applicants may attach documents to the E-Grants application if they would like to provide additional explanations of their projects.

VIII. Award of Funds and Vendor Responsibility

Final grant award determinations are made by DHSES. DHSES will issue award letters to successful applicants and enter into reimbursement-based grant contracts with recipients.

By law, State contracting entities may only award contracts to responsible vendors. A responsible vendor must have:

- the integrity to justify the award of public dollars; and
- the capacity to perform the requirements of the contract fully.

Vendor Responsibility: The applicant and its vendors shall at all times during the contract term remain responsible. A recipient and/or its vendors must, if requested by the Commissioner of DHSES or his or her designee, present evidence of the vendor's continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.

State Finance Law §163(9)(f) requires a State Agency to make a determination that an Applicant is responsible prior to awarding that Applicant a State contract which may be based on numerous factors, including, but not limited to the Applicants: (1) financial and organizational capacity; (2) legal authority to do business in this State; (3) integrity of the owners, officers, principals, members, and contract managers; and (4) past performance of the Applicant on prior government contracts. Thereafter, recipient and its subcontractors shall at all times during the Contract term remain responsible. The recipient and its subcontractors agree, if requested by the Commissioner of DHSES, or his or her designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity. DHSES requires that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System, see the VendRep System Instructions available at: http://www.osc.state.ny.us/vendrep/info_vrsystem.htm or go directly to the VendRep system online at <https://onlineservices.osc.state.ny.us>. Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at ITServiceDesk@osc.state.ny.us. Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website http://www.osc.state.ny.us/vendrep/forms_vendor.htm or may contact the Office of the State Comptroller's Help Desk for a copy of the paper form. Applicants will also be required to complete and submit a Vendor Responsibility Questionnaire prior to contracting.

Suspension of Work for Non-Responsibility: The Commissioner of DHSES or designee, in his or her sole discretion, reserves the right to suspend any or all activities under a contract, at any time, when he or she discovers information that calls into question the responsibility of the recipient and its vendors. In the event of such suspension, the recipient will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the recipient

and the vendor must comply with the terms of the suspension order. Contract activity may resume at such time as the Commissioner of DHSES or his or her designee issues a written notice authorizing the resumption of performance under the contract.

Termination for Non-Responsibility: Upon written notice to the recipient, and a reasonable opportunity to be heard by appropriate DHSES officials or staff, the contract may be terminated by the Commissioner of DHSES or his or her designee at the vendor's expense where the vendor is determined by the Commissioner of DHSES or his or her designee to be non-responsible. In such event, the Commissioner of DHSES or his or her designee may complete the contractual requirements in any manner he or she may deem advisable and pursue legal or equitable remedies for such breach.

IX. Administration of Grant Contracts

DHSES will negotiate and develop a grant contract with the recipient based on the contents of the recipient's submitted application and the intent of the grant program as outlined in this RFA. The grant contract is subject to approval by the NYS Office of the Attorney General and the Office of the State Comptroller before grant funding may actually be disbursed to reimburse project expenses.

The period of performance for contracts supported by FY2023 Domestic Terrorism Prevention Grant Program funds will be from September 1, 2024 - August 31, 2026, with a possibility of an extension based on need.

Although the contract format may vary, the contract will include such standard terms and conditions included in DHSES grant contracts (available for review on the DHSES website at <http://www.dhSES.ny.gov/grants>).

A. Issuing Agency

This guidance document is issued by DHSES, which is responsible for the requirements specified herein and for the evaluation of all applications.

B. Filing an Application

Grant applications must be submitted via the automated DHSES E-Grants System. The system allows an agency to complete an application electronically and submit it over the Internet using a secure portal. If you have not previously been registered to use the DHSES E-Grants system, your agency will need to register and be assigned a username and password. The Registration Request Form can be found at the following Internet address: <https://www.dhSES.ny.gov/e-grants>

C. Reserved Rights

The issuance of this RFA and the submission of a response or the acceptance of such response by DHSES does not obligate DHSES in any manner. DHSES reserves the right to:

1. Reject any and all applications received in response to this RFA;

2. Withdraw the RFA at any time at DHSES' sole discretion;
3. Make an award under the RFA in whole or in part;
4. Disqualify any applicant whose conduct and/or application fails to conform to the requirements of the RFA;
5. Disqualify applicants due to untimely submission of any requested supporting documentation;
6. Seek clarifications and revisions of the applications;
7. Use application information obtained through site visits, management interviews and the State's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to DHSES' request for clarifying information in the course of evaluation and/or selection under the RFA;
8. Prior to the application opening, direct applicants to submit application modifications addressing subsequent RFA amendments;
9. Prior to the application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available;
10. Make amendments and/or alter funding levels of any recipient based on any new information discovered;
11. Waive or modify minor irregularities in applications received after prior notification to the applicant;
12. Adjust or correct cost figures with the concurrence of the applicant if errors exist and cannot be documented to the satisfaction of DHSES and the State Comptroller;
13. Change any of the scheduled dates;
14. Eliminate any mandatory, non-material specifications that cannot be complied with by all the prospective applicants;
15. Waive any requirements that are not material;
16. Negotiate with successful applicants within the scope of the RFA in the best interests of the State;
17. Utilize any and all ideas submitted in the applications received;
18. Unless otherwise specified in the RFA, every offer is firm and not revocable for a period of 60 days from the application opening;
19. Require clarification at any time during the application process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of this RFA;
20. Award grants based on geographic or regional considerations to serve the best interests of the State;
21. Terminate, renew, amend or renegotiate contracts with recipients at the discretion of DHSES;
22. Periodically monitor the applicant's performance in all areas mentioned above, in addition to the activities in the contract;
23. Revoke funds awarded to an applicant, or enforce any available sanction against any applicant, who materially alters the activities or is in material noncompliance under the grant award, or who does not implement an approved project within 60 days of the final contract approval;
24. Not fund any application that fails to submit a clear and concise work plan and/or budget;

25. Consider all applications and documentation submitted as State agency records subject to the New York State Freedom of Information Law (Public Officers Law, Article 6). Any portion of the application that an applicant believes constitutes proprietary or critical infrastructure information entitled to confidential handling, as an exception to the Freedom of Information Law, must be clearly and specifically designated in the application;
26. Recipients funded through this program agree to provide DHSES, upon request at any time during the life of the grant contract, such cooperation and information deemed necessary by DHSES to ascertain: (1) the nature and extent of any threats or hazards that may pose a risk to the recipient; and (2) the status of any corresponding recipient plans, capabilities, or other resources for preventing, protecting against, mitigating, responding to, and recovering from such threats or hazards;
27. Funded recipients agree to attend and participate in any DHSES-sponsored conferences, training, workshops or meetings (excluding those identified by DHSES as voluntary) that may be conducted, by and at the request of DHSES, during the life of the grant contract; and,
28. DHSES reserves the sole discretion to increase or decrease the total funding available for this program at any time, resulting in more or fewer applications funded under this RFA.

DHSES may exercise the foregoing rights at any time without notice and without liability to any responding applicant or any other party for its expenses incurred in preparation of responses hereto or otherwise. All costs associated with responding to this RFA will be at the sole cost and expense of the Applicant.

D. Term of the Contract and Conditions Precedent

Any resulting contract or agreement for more than \$50,000 from this RFA will be effective only upon approval by both the NYS Office of the Attorney General and the State Comptroller. Any resulting contract for \$50,000 and under from this RFA will be effective upon signature of both parties.

E. Payment and Reporting Requirements of Grant Recipients

1. Standard Cost Reimbursement Contract

Each successful applicant must enter into a standard cost reimbursement contract with DHSES. Such contract will include this Request for Applications, the successful applicant's proposal, any attachments or exhibits and the standard clauses required by the NYS Attorney General for all State contracts (available upon request) and any other special conditions as determined by DHSES. The contract will be subject to approval by the Attorney General and State Comptroller. Although the contract format may vary, the contract will include such clauses, information and rights and responsibilities as can be found on the DHSES website, including:

- APPENDIX A-1 - Agency Specific Clauses
- APPENDIX B - Budget

- APPENDIX C - Payment and Reporting Schedule
- APPENDIX D - Workplan/Special Conditions

For purposes of this RFA, these terms and conditions are incorporated by reference and the applicant must agree to the inclusion of all of these terms and conditions in any resulting grant contracts as part of the application submission. Copies of the standard terms and conditions included in DHSES grant contracts are available for review on the DHSES website at <https://www.dhSES.ny.gov/grant-reporting-forms>. Payments will be made subject to proper documentation and compliance with reimbursement procedures and all other contractual requirements.

Procurements

Applicants must follow and comply with all procurement procedures under General Municipal Law 5-A and/or any other States regulations applicable to these funds and will be subject to monitoring by DHSES to ensure compliance.

Contracting with Small and Minority Firms, Women's Business Enterprises

Pursuant to New York State Executive Law Article 15-A, DHSES recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority and women-owned business enterprises (MWBE) and the employment of minority group members and women in the performance of DHSES contracts. Minority and women-owned business enterprises can be readily identified on the directory of certified businesses at: <https://ny.newycontracts.com/>.

For purposes of this solicitation, applicants and subcontractors are hereby notified that the State of New York has set an overall goal of **30% for MWBE participation** or more, **15% for Minority-Owned Business Enterprises (MBE) participation** and **15% for Women-Owned Business Enterprises (WBE) participation**, based on the current availability of qualified MBEs and WBEs for your project needs. Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional non-discrimination provisions, the Applicant and subcontractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of Human Rights Law with regards to non-discrimination on the basis of prior criminal conviction and prior arrest.

Use of Service-Disabled Veteran-owned Business Enterprises in Contract Performance

Article 3 of the Veterans' Services Law acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economics of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, Grant recipients are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as vendors, contractors, subcontractors, suppliers, protégés, or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at <https://online.ogs.ny.gov/SDVOB/search>.

Applicants need to be aware that all authorized users of this contract will be strongly encouraged to the maximum extent practical and consistent with legal requirements of the

applicable laws to use responsible and responsive SDVOBs in purchasing and utilizing commodities, services, and technology that are of equal quality and functionality to those that may be obtained from non-SDVOBs. Furthermore, bidders/proposers are reminded that they must continue to utilize small, minority and women-owned businesses consistent with current State Law. Utilizing SDVOBs in State contracts will help create more private sector jobs, rebuild New York State's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its SDVOB partners. SDVOBs will promote the recipient's optimal performance under the contract, thereby fully benefiting the public-sector programs that are supported by associated public procurements.

Public procurements can drive and improve the State's economic engine through promotion of the use of SDVOBs by its contractors. The State, therefore, expects recipients to provide maximum assistance to SDVOBs in their contract performance. The potential participation by all kinds of SDVOBs will deliver great value to the State and its taxpayers.

For purposes of this solicitation, applicants are hereby notified the State of New York has set an overall goal of 6% for SDVOB participation or more.

Grant recipients will report on actual participation by each SDVOB during the term of the contract to DHSES per the policies and procedures set by DHSES. Applicants are reminded that they must continue to utilize small, minority, and women-owned businesses consistent with current State law. A business enterprise can be either a MWBE or a SDVOB for the purposes of achieving the set goals of MWBE and SDVOB participation, but not both.

Sexual Harassment Prevention

Applicants must submit a certification with their bid stating that Applicant has a policy addressing sexual harassment prevention and that applicant provides sexual harassment training to all its employees on an annual basis that meets the Department of Labor's model policy and training standards. Bids that do not contain this certification will not be considered for awards; provided, however, that if Applicant cannot make the certification, the Applicant may provide a statement with its bids detailing the reasons why the certification cannot be made.

Worker's Compensation and Disability Benefits Insurance Coverage Applicants must provide evidence of appropriate workers' compensation and disability insurance coverage, or proof of a legal exemption, prior to being awarded a contract. Failure to do so will result in the rejection of the application.

Iran Divestment Act: The Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, added section 165-a to the State Finance Law effective April 12, 2012. The Act is available at: <https://ogs.ny.gov/iran-divestment-act-2012>.

The Act imposes limitations on "persons" that are determined to be engaged in investment activities in the Iranian energy sector, as defined in the Act. Under the Act, the Commissioner of the Office of General Services (OGS) is required to develop and maintain a list of "persons" who are engaged in "investment activities in Iran." Once an entity appears on the prohibited entities list, it will be considered a non-responsive bidder/offeree and prohibited from entering into contracts with the State or local governments. This list is available at: <https://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>.

By submitting a response to this RFA or by assuming the responsibility of a contract awarded hereunder, the applicant (or any assignee) certifies that it will not utilize on such contract any entity that is identified on the prohibited entities list.

During the term of the contract, should DHSES receive information that a person is in violation of the above-referenced certification, DHSES will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, DHSES shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the contractor in default.

DHSES reserves the right to reject any bid or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

a) Suspension of Work for Non-Responsibility:

The Commissioner of DHSES or his or her designee, in his or her sole discretion, reserves the right to suspend any or all activities under the Contract, at any time, when he or she discovers information that calls into question the responsibility of the Recipient. In the event of such suspension, the Recipients/Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the Commissioner of DHSES or his or her designee issues a written notice authorizing the resumption of performance under the Contract.

b) Termination for Non-Responsibility:

Upon written notice to the Recipients/Contractor, and a reasonable opportunity to be heard by appropriate DHSES officials or staff, the Contract may be terminated by the Commissioner of DHSES or his or her designee at the Contractor's expense where the Recipients/Contractor is determined by the Commissioner of DHSES or his or her designee to be non-responsible. In such event, the Commissioner of DHSES or his or her designee may complete the contractual requirements in any manner he or she may deem advisable and pursue legal or equitable remedies for breach. Recipients shall at all times during the Contract term remain responsible. The Recipient agrees, if requested by the Commissioner of DHSES, or his or her designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.

F. Satisfactory Progress

Satisfactory progress toward implementation includes, but is not limited to: executing contracts and submitting payment requests in a timely fashion; retaining consultants; or completing plans, designs, reports, or other tasks identified in the work program within the time allocated for their completion.

DHSES may recapture awarded funds if satisfactory progress is not being made on the implementation of a grant project.

G. General Specifications

By submitting the application, the Applicant attests that:

- 1) Applicant's signatory contact person has express authority to submit on behalf of the applicant's agency.
- 2) Submission of an application indicates the applicant's acceptance of all conditions and terms contained in this document, including Appendices A-1 and C, and all other terms and conditions of the award contract.
- 3) The application and any resulting grant, if awarded, must adhere to, and be in full compliance with any, resulting contract(s), and relevant federal and State policies and regulations or be subject to termination; and
- 4) Any not-for-profit recipients are required to be prequalified, prior to contract execution, by the State of New York upon application submission through the New York Statewide Financial System (SFS) (<https://grantsmanagement.ny.gov/get-prequalified>)
- 5) If your organization is not currently doing business with NYS, you will need to submit a Substitute W-9 form to obtain a NYS Vendor ID. The form is available on the Office of the State Comptroller website at: http://www.osc.state.ny.us/vendor_management/forms.htm.
- 6) Contract Changes - Contracts with Recipients/Contractors may be executed, terminated, renewed, increased, reduced, extended, amended, or renegotiated at the discretion of the Commissioner of DHSES, considering a Recipient's/Contractor's performance, changes in project conditions, or otherwise.
- 7) Records – Recipients/Contractors must keep books, ledgers, receipts, work records, consultant agreements and inventory records pertinent to the project; and in a manner consistent with DHSES contractual provisions and mandated guidelines.
- 8) Reports - A provider agency shall submit to the DHSES reports in a format and time schedule specified in the grant contract, which shall include a description of the program efforts undertaken during the report period and the status of the project.
- 9) Tax Law Section 5-a Certification – In accordance with section 5-a of the Tax Law, recipients will be required, prior to the approval of any contract awarded as a result of this RFA, to certify that it and its affiliates, subcontractors, and subcontractors' affiliates have registered with the New York State Tax Department for the purpose of collection and remittance of sales and use taxes. In order to trigger this certification requirement, a Recipient or its affiliates, subcontractor, or subcontractors' affiliates must have made more than \$300,000 in sales of tangible personal property or taxable services to location within New York State and the contract must be valued in excess of \$100,000. Certification will take the form of a completed Tax Form ST-220.

- 10) Standard Contract Provisions - Grant contracts executed as a result of this RFA process will be subject to the standard clauses for New York State Contracts as referenced herein and as located at: <https://ogs.ny.gov/procurement/appendix>
- 11) Compliance with Procurement Requirements - The applicant shall certify to DHSES that all applicable statutory and contractual procurement procedures were followed and complied with for all procurements.

H. Special Conditions

- a. New York State Emergency Management Certification and Training Program
 - i. Participation in, and successful completion of, the New York State Emergency Management Certification and Training Program (EMC Training Program) is a mandatory requirement under this Contract and a condition of funding. The EMC Training Program will be made available to, and required for, DHSES- specified county and city government officials in order to ensure a consistent emergency management preparedness and response strategy across the State. Attendee substitutions, except as expressly approved by DHSES, shall not be permitted or deemed to be in compliance with this requirement.
 - ii. To fulfill the EMC Training Program requirement of the Contract and in order to be eligible for funding under this Contract, Contractors must arrange for DHSES-specified Contractor employees to receive and acknowledge receipt of EMC Training no later than 180 days after execution of this Contract. Copies of the training certificates for each required participant must be submitted to DHSES upon execution of the Contract, or, in the event that training is scheduled, but not yet complete, the Contractor will be required to submit a signed statement indicating the scheduled future dates of attendance, and no later than thirty (30) days after the training is complete, forward such training certificates to DHSES. Continued compliance with the EMC Training Program also requires an annual refresher training of one day per 365 day-cycle from the date of initial training for previously trained individuals if such person remains employed by the Contractor and fulfilling the same functions as he or she fulfilled during the initial training. Should a new employee be designated to serve in the DHSES-specified positions, then he or she must come into compliance with the EMC Training Program requirements not later than 180 days after taking office.
- b. Applicant must provide DHSES with their Domestic Terrorism Prevention Plans by June 1, 2025. Failure to comply with this requirement may result in a revocation of grant funding through this program.
- c. Applicant must commit to active participation in a DHSES Annual Capabilities Assessment as a condition of funding. Active participation includes making reasonable staff, records, information, and time resources available to DHSES to perform the Annual Capabilities Assessment and meet the objectives and goals of the program. Recipients must be aware that the process of conducting a DHSES Annual Risk Assessment is an ongoing process and requires a continued commitment on the part of the Contractor to ensure that it is effective.

- d. Additionally, pursuant to Article 26 of the NYS Executive law, DHSES is authorized to undertake periodic drills and simulations designed to assess and prepare responses to terrorist acts or threats and other natural and man-made disasters. Funded recipients agree to attend and participate in any DHSES-sponsored conferences, training, workshops or meetings (excluding those identified by DHSES as voluntary) that may be conducted, by and at the request of DHSES, during the life of the grant contract.
- e. Failure to comply with any of the requirements, as listed above, may result in sanctions up to and including the immediate suspension and/or revocation of the grant award.
- f. Pursuant to Section 163(9)(c) of the State Finance Law, any unsuccessful Bidder may request a debriefing regarding the reasons that the Bid submitted by the Bidder was not selected for award. Requests for a debriefing must be made with 15 calendar days of notification by DHSES that the Bid submitted by the Bidder was not selected for award. An unsuccessful Bidder's written request for a debriefing shall be submitted to DHSES Director of Grants Program Administration. The debriefing shall be scheduled with 10 business days of receipt of the written request by DHSES or as soon as practicable under the circumstances.

X. Questions

Questions regarding the **FY2023 Domestic Terrorism Prevention Grant Program** should be directed to the following email address: Grant.Info@dhses.ny.gov. To the degree possible, each inquiry should cite the Grant Guidelines and Application Kit section and paragraph to which it refers.

“Exhibit A”

Threat Assessment & Management (TAM) Team Training Opportunities

Available Training Opportunities: Below is a list of available training opportunities that are free of charge through the U.S. Department of Homeland Security to support your jurisdiction’s domestic terrorism prevention efforts. **Important Note:** *It is recommended that you reach out to your assigned Domestic Terrorism Regional Representatives in advance to assess and make recommendations as to what training may be best suited for your specific TAM Team. You may also contact the group at PreventDT@dhses.ny.gov for further information and guidance. As a reminder, all training must be pre-approved by DHSSES prior to participating in the training. Please be sure to coordinate with your Contract Representative on the pre-approval process for training.*

Threat Evaluation and Reporting Overview (TERO)

The Threat Evaluation and Reporting Overview (TERO) is a one- to two-hour briefing, tailored to a specific audience or public interest group, focusing on raising awareness about targeted violence and outlining the BTAM model. [TERO One-Pager \(dhs.gov\)](#)

Basic Threat Evaluation and Reporting Course (B-TERC)

The Basic Threat Evaluation and Reporting Course (B-TERC) is a one-day training tailored for F/SLTT homeland security partners who may encounter threats or observable behaviors that may concern others during the course of their official duties. This training focuses on raising awareness about targeted violence, outlining the BTAM model, and building state and local capacity to identify the signs of potential acts of targeted violence. [Basic Threat Evaluation and Reporting Course One-Pager | Homeland Security \(dhs.gov\)](#)

Threat Evaluation and Reporting Course (TERC)

The Threat Evaluation and Reporting Course (TERC) is a three-day training tailored for F/SLTT homeland security partners who are tasked with the vetting and analysis of tips and leads within their AOR. This course includes the first three days of materials, modules one through three, from the ID-TERC. These modules cover targeted violence, the Behavioral Threat Assessment and Management (BTAM) model, and how to apply the model through interactive activities. [TERC One-Pager \(dhs.gov\)](#)