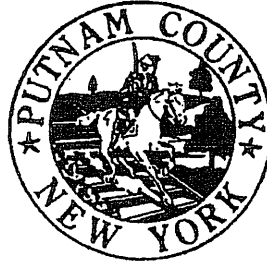


THE PUTNAM COUNTY LEGISLATURE

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

Monday **6:30p.m.** **April 17, 2023**

(Health, Social, Educational & Environmental Comm. to Immediately Follow)

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/ Protective Services Meeting Minutes/ March 21, 2023**
- 4. Approval/ Budgetary Amendment-23A014/ Sheriff's Department/ State Criminal Alien Assistance Program (SCAAP) Grant/ Sheriff Kevin McConville**
- 5. Approval/ Budgetary Amendment-23A017/ Sheriff's Department/ Use of Inmate Commissary Account Funds to Purchase Seven (7) Flat Screen Televisions for the Inmates use in the PC Correctional Facility/ Sheriff Kevin McConville**
- 6. Approval/ Budgetary Amendment-23A018/ Sheriff's Department/ Use of Inmate Commissary Account Funds to Purchase Five (5) Microwaves for the Inmates use in the PC Correctional Facility/ Sheriff Kevin McConville**
- 7. Approval/ Budgetary Amendment-23A019/ Sheriff's Department/ Use of Inmate Commissary Account Funds to Reimburse the Jail's Education and Training Budget Line / Sheriff Kevin McConville**

- 8. Approval/ Budgetary Amendment-23A020/ District Attorney / NYS Division of Criminal Justice Services (DCJS)- Funding to Support Local Law Enforcement Agencies with Expenses Related to Discovery and Pretrial Reforms (that took effect January 1, 2020) Costs during the State Fiscal Year 2022-2023/ District Attorney Tandy**
- 9. Approval/ FY2023 Emergency Management Performance Grant (EMPG)/ Bureau of Emergency Services Interim Commissioner Robert Lipton**
- 10. Update/ FY2023 State Homeland Security Program (SHSP) Grant (*no matching funds*)/ Bureau of Emergency Services Interim Commissioner Robert Lipton**
- 11. School Safety Update/ Putnam County Agencies**
- 12. Update/ Team-Up for School Safety Program/ Sheriff Kevin McConville**
- 13. Other Business**
- 14. Adjournment**

#3

Protective
4/17/23

PROTECTIVE SERVICES COMMITTEE MEETING
40 Gleneida Avenue Room #318
Carmel, NY 10512

Committee Members: Chairwoman Nacerino & Legislators Addonizio, Sayegh

Tuesday

March 21, 2023

(Health Mtg. Immediately Followed)

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

Item #3 - Acceptance/ Protective Services Meeting Minutes/ February 21, 2023

Chairwoman Nacerino stated the minutes were accepted as submitted.

Item #4 – Update/ Community Engagement & Police Advisory Board

Chairwoman Nacerino stated Community Engagement & Policy Advisory Board (CEPAB) Member Jenie Fu and Secretary Tony Salas were present to provide an update.

CEPAB Board Member Jenie Fu expressed her appreciation for being invited on behalf of CEPAB to provide an update. She stated in December of 2022, CEPAB held a toy drive for local children in the area. She stated in February of 2023, CEPAB Members met with the Sheriff's Office to discuss safety issues in Putnam County. She stated in March, CEPAB Members attended a safety forum at the Carmel High School. She stated they continue to add members to CEPAB organization. She stated that the CEPAB Cultural Festival for 2023 will be held at the Putnam County Veterans Memorial Park on Saturday, June 17th. She encouraged everyone to attend the Cultural Festival.

Legislator Sayegh requested an overview of the Cultural Festival.

CEPAB Board Member Jenie Fu stated the first Cultural Festival was held at the Tilly Foster Farm in 2021. She stated the purpose of the festival is to have residents and visitors come together to celebrate diversity. She stated Legislators, the Sheriff and members of the Sheriff's department have all come out. She stated that presents an opportunity for everyone to meet in a neutral and celebratory circumstances. She stated it is also an opportunity for the CEPAB Organization to fund raise. She stated they do support a local charity, Second Chance Foods. She stated CEPAB has a goal to start a scholarship fund this year. She stated it would be for high school students throughout Putnam County and they are looking to expand and grow.

Chairwoman Nacerino stated Legislator Addonizio is very involved with Second Chance Foods, and volunteers there often.

Legislator Addonizio stated this is her third year working with Second Chance Foods. She stated she began volunteering with them in during COVID.

Legislator Montgomery questioned how much CEPAB has done in terms of working and helping the Sheriff's Department. She stated she recalls when this organization was first established the intent was to provide transparency, advise and bring the policies to the public.

CEPAB Board Member Jenie Fu stated the CEPAB members in February of 2023 met with the Sheriff and the Captains. She stated they have been trying to keep a schedule of meeting with the Sheriff's Department once a quarter. She stated in September of 2022 the Sheriff's Department gave them a Body Worn Camera (BWC) demonstration. She stated during the most recent meeting they discussed safety issues in Putnam County.

Legislator Montgomery stated the Sheriff indicated at the 2023 February Protective Services Committee Meeting that the BWC Policy had not been shared with CEPAB. She questioned based on the mission of the CEPAB when it was established do you have an interest in seeing said policy.

CEPAB Board Member Jenie Fu stated they were updated on the process and are aware that the Sheriff's Department is working on finalizing several of their policies. She stated as soon as they are ready for review, they would like to.

Legislator Montgomery stated as a reminder that when the CEPAB was established the Mission was: To support the equity and safety of all Putnam County residents by advocating for police policy changes. She stated related to the BWC Policy, the County has allocated funding for them, they are in use, yet the PBA has not signed onto the policy for them. She stated the BWC have been in use in the County's schools, without the schools having access to the policy. She thanked CEPAB for their work and look forward to their interest in the policies.

Judy Allen, Resident of Putnam Valley, spoke to her perception of the black and brown families who expressed their concerns at the Forum at the Carmel High School. She explained this was in regards to the TikTok videos made by Carmel High School students.

Chairwoman Nacerino stated she would like to stay on topic.

Judy Allen, Resident of Putnam Valley, stated she would like the members of the CEPAB to address this matter.

CEPAB Board Member Jenie Fu stated she was not present at the Safety Forum. She stated other members of CEPAB were. She requested Matina Drew, a member of CEPAB read CEPAB's statement: "On Tuesday, March 6, 2023, members of CEPAB were present at the Safety Forum hosted at Carmel High School and as a community advocacy group we understand there are proper channels in which a situation of this nature must go through. However, we believe that transparency and communication between all parties involved such as the Carmel School District, Parents, School Board, Superintendent and District Attorney are imperative to facilitate trust within our community."

Eileen McDermott, Resident of Brewster, stated she was shocked that the members of CEPAB did not include this topic as part of their update this evening. She stated she sees this matter as a safety matter, and it is not just relegated to the schools. She stated the community at large is concerned about this and that is why they are here tonight. She continued to speak and express her opinion and emotions related to the TikTok videos and the handling of the matter.

Jean Hopper, Resident of Carmel, expressed in her opinion, the lack of communications regarding the TikTok videos matter, which were made available around February 15, 2023. She stated from what she has heard there was no communication about the matter between the Putnam County Elected Officials. She stated she believes they should all have been made aware of this. She stated CEPAB was formed two (2) years ago quote: (source not provided) “in an effort for all residents to feel included, protected, and fairly treated by law enforcement by using an open dialogue to uncover our community’s needs.” She presented questions related to the communication between the different agencies and departments regarding this matter. She stated to her knowledge there has been no public comment by any local elected official regarding the videos. She concluded her statements by listing her requests for action by the County’s elected officials.

Linda Paris, Resident of Kent, stated that she emailed the Legislature regarding the Black History Celebration, Saturday, February 18, 2023. She expressed her opinion and emotions related to an incident in 2018 regarding the arrest of a Brewster High School student versus the handling of this current situation that involved Carmel High School students. She continued expressing, in her opinion, the lack of action and the need for urgency in the handling of this current matter with an action of substance, to discourage a repeat action or an action that will take it even further. She continued to express her requests for action.

Chairwoman Nacerino stated the comments shared this evening did not fall on deaf ears. She stated speaking on her own behalf, she did not personally see the TikTok videos. She stated for the past two (2) years the Legislature has been working with the CEPAB members and support the mission of said board.

Nick Kuvach, Resident of Putnam Valley, urged that the members of the Legislature to view the TikTok videos. He expressed his opinion about the videos and his interpretation of what this type of action leads to.

Legislator Jonke expressed his appreciation for the public attending the meeting and expressing themselves. He stated on behalf of himself, everything described is deplorable. He stated that is not what Putnam County is, should be, or should be perceived as. He requested if someone would send him the information on where to find the videos.

Chairwoman Nacerino thanked the members of the CEPAB for their attendance and participation.

Item#5 - Update/ Body Worn Camera Policy/ Sheriff Kevin McConville

Chairwoman Nacerino stated she will be moving this agenda item to the end of the agenda. She explained the Sheriff has expressed that the discussion that will ensue on Item#5 will need to occur in Executive Session due to the detail of law enforcement information that will be shared and for officer safety. She stated the next item to be addressed would be Item #6.

Item#6 - Discussion-Approval/ Proposal- Fleet Leasing Program for Vehicles Utilized by Sheriff's Office/ Sheriff Kevin McConville (copy of PowerPoint presentation attached)

Chairwoman Nacerino made a motion to waive the rules and accept the additional, a paper copy of the PowerPoint; Seconded by Legislator Sayegh. All in favor.

Chairwoman Nacerino welcomed First Sergeant Tim Keith, Sheriff McConville and Director of Purchasing John Tully to address agenda Item #6.

Sheriff McConville stated First Sergeant Keith and Director of Purchasing Tully have met with several counties throughout the Hudson Valley Region with respect to leasing vehicles for the Sheriff's Department as opposed to purchasing the vehicles. He stated the presentation will show that there is a potential for a substantial cost savings by utilizing the Fleet Leasing Program and reduce the costs for the maintenance of the Sheriff's Department vehicles.

First Sergeant Keith stated due to COVID there has been a supply chain interruption. He stated it has gotten more difficult to source and procure vehicles for the Sheriff's Department. He stated the County has already begun to lease some County Vehicles from Enterprise. He stated Enterprise has reached out to other forms of fleet management that offer several different platforms that are useful to municipalities. He stated the discussions and review of this option began with then Director of Purchasing, Alex Mazzotta. He stated the existing leases were rolled into a "equity base leasing" program. He explained this is different from the original lease programs. He stated at the end of most of the police vehicles lease terms \$1.00 will be owed on the vehicle and the equity is the County's to keep. He presented his PowerPoint presentation. In summary many of the Sheriff's vehicles being considered for said program currently have extremely high mileage. He explained that equates to a higher cost for ownership, due to the cost of maintenance on a vehicle with excessive mileage. He spoke to the different costs that have been incurred due to excessive mileage. He explained the entire aim of the equity leasing structure is to keep the vehicle fleet young and to keep low mileage on the vehicles, so the total cost is reduced, and the money out laid on the vehicles is offset by the money saved in maintenance, full costs etc. He stated in the Sheriff's Department they are currently leasing vehicles in the Narcotics Unit, Bureau of Criminal Investigation and the Civil Division. He stated there have been 10 vehicles decommissioned since January 2022 due to excessive wear and tear: 2- Narcotics, 3- Youth Aid Bureau, 3- Patrol, 1- Administration, 1- Jail. He stated in 2022 due to COVID delays and Manufacturer cancellations there have been no vehicles received to replace these. He stated they have vehicles on order from 2022. He stated one of the Jail Vehicles was received on March 20, 2023. He stated currently there is 1- Jail Vehicle still on back order from 2022. He stated currently \$95,500 is budgeted for Vehicle purchases. He stated

they have a quote, based on research. He stated with a May 2023 vehicle delivery, which is when the payments begin, there would be a costs savings the first year. He stated the money would be moved from a vehicle purchase budget line to a vehicle leasing base line. He provided an overview of the actual models of vehicles they are looking to lease for each department and provided the financials. He provided information on the success of the Equity Leasing Program from Orange County. He stated that Enterprise through their software will be able to determine the equity in the vehicle and make the recommendation to the County that Enterprise be allowed to sell it, cash in on that and enter into another Enterprise lease. He stated for the record the amounts listed on his "Example of Equity Leasing/Revenue Model" slide are theoretical. He stated there is always an out with the leasing structure. He stated for clarity this is not a dealership lease, it is equity. He stated the County owns the vehicle and can do what needs to be done to a vehicle. He stated there are no fixed terms, or mileage restrictions, there are no early term penalties, it is very flexible. He concluded his presentation by stating that last year the Sheriff's Association did a survey to learn how the Equity Fleet Leasing Program is being received. He stated the overwhelming response is that the Enterprise Equity Fleet Leasing Program is a very positive program. He stated that a comment from the Sheriff of Delaware County, New York was that they were very skeptical at first, however the Enterprise Equity Fleet Leasing Program actually beat their projected cost savings since they started the program. He stated the couple of negative comments about the program involved transit vans and prisoner transport vans. He stated in closing, he speaks to the First Sergeant in Orange County quite regularly. He stated he asked him would they consider switching back to purchasing the vehicles. He stated the reply was, "absolutely not".

Sheriff McConville stated the savings in repairs and maintenance will be substantial. He stated the County will be responsible for essentially monthly maintenance: oil change, wind shield wipers, breaks and tires.

First Sergeant Keith stated the County's garage can address these minor repairs.

Director of Purchasing Tully stated he would like to compliment the members of Sheriff's Department on making his job easy. He stated they gathered all of the information that was necessary to evaluate, and it facilitated the process of analyzing and evaluating this option. He stated also this program satisfies all the County's legal requirements from a procurement perspective. He stated as First Sergeant Keith stated at the end of this lease/purchase program, the County owns the vehicle that has equity. He explained that equity will go towards offsetting future costs of the next round of procurement. He stated there is also going to be an indirect cost savings and efficiency that will be gained in cycling these vehicles at a quicker pace. He continued to speak to his support of this proposal, as the Purchasing Director.

Chairwoman Nacerino stated that she had her reservations at first glance. She explained after speaking with Sheriff McConville, First Sergeant Keith and Personnel Director Tully, before the PowerPoint presentation was provided, she now believes it is a cutting-edge concept. She spoke to the different facets of this program.

Chairwoman Nacerino facilitated further discussion and clarification on the PowerPoint presentation and the future of electric vehicles being brought into the County Fleet.

Linda Paris, Resident of Kent, questioned is the County putting funding aside to build the infrastructure for electric vehicles and will Putnam County be working with the surrounding Counties on this.

Purchasing Director Tully stated the projection of introducing electric vehicles to the County Fleet, will most likely not begin with the Sheriff's Department. He explained because of their need for a 24/7 availability to vehicles. He stated the County will work to secure grant funding, as mentioned earlier by Legislator Montgomery. He stated grant funding would help to fund said infrastructure. He stated Putnam will work with the surrounding Counties. He stated also the hope is that when that time comes the technology of the electric vehicles will be suitable for a Sheriff's Department fleet.

Chairwoman Nacerino made a motion to Approve to the Audit Committee Proposal- Fleet Leasing Program for Vehicles Utilized by Sheriff's Office; Seconded by Legislator Sayegh. All in favor.

Item#5 - Update/ Body Worn Camera Policy/ Sheriff Kevin McConville

7:43P.M.

Chairwoman made a motion to go into Executive Session, due to the detail of law enforcement information that will be shared and Officer safety; Seconded by Legislator Addonizio. All in favor.

8:30P.M.

Chairwoman Nacerino made a motion to come out of Executive Session; Seconded by Legislator Sayegh. All in favor.

Chairwoman Nacerino stated no action was taken in Executive Session.

Item#7 Other Business - None

Item #8 - Adjournment

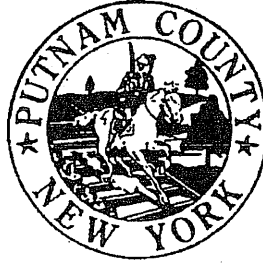
There being no further business at 8:30PM Chairwoman Nacerino made a motion to adjourn; Seconded by Legislator Sayegh. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.

THE PUTNAM COUNTY LEGISLATURE

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

Members: Chairwoman Nacerino & Legislators Addonizio, Sayegh

Tuesday 6:30PM March 21, 2023

(Health Mtg. to Immediately Follow)

1. Pledge of Allegiance
2. Roll Call
3. Acceptance/ Protective Services Meeting Minutes/ February 21, 2023
4. Update/ Community Engagement & Police Advisory Board
5. Update/ Body Worn Camera Policy/ Sheriff Kevin McConville
6. Discussion-Approval/ Proposal- Fleet Leasing Program for Vehicles Utilized by Sheriff's Office/ Sheriff Kevin McConville
7. Other Business
8. Adjournment



KEVIN J. MCCONVILLE
SHERIFF

PUTNAM COUNTY
OFFICE OF THE SHERIFF
AND
CORRECTIONAL FACILITY
THREE COUNTY CENTER
CARMEL, NEW YORK 10512
845-225-4300




THOMAS H. LINDERT
UNDERSHERIFF

cc: All Protective
add'l
#6
Discard
Approve

MEMORANDUM

TO: Ginny Nacerino, Chairwoman
Protective Service Committee

FROM: Kevin McConville 
Sheriff

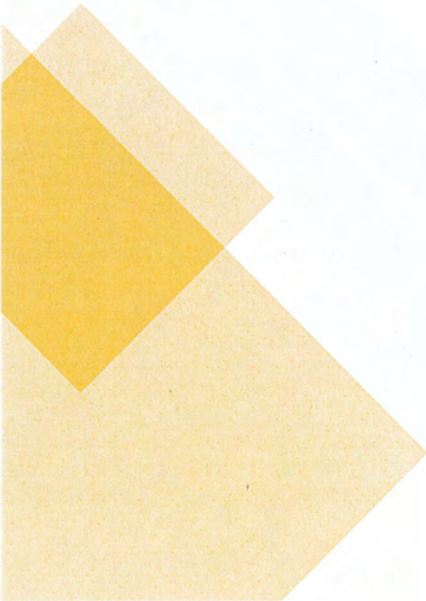
RE: Fleet Leasing Agreement

DATE: March 20, 2023

2023 MAR 20 AM 11:22
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

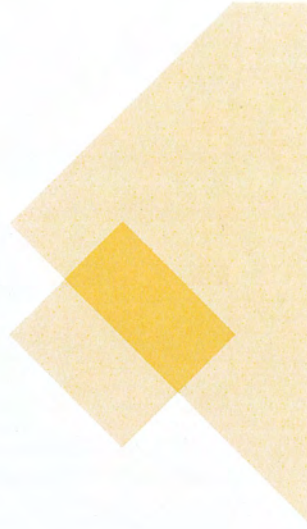
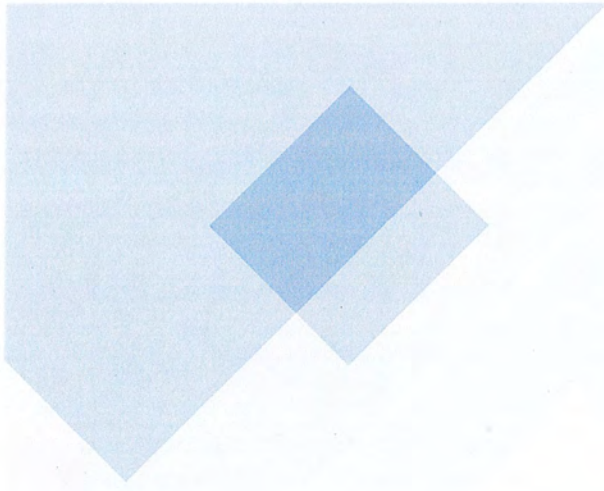
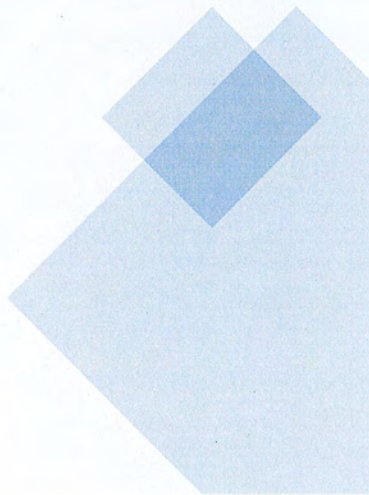
Please consider the attached power point presentation for the March 21st.
Protective meeting as additional, in reference to the Fleet Leasing Agreement.

Thank you for your consideration.



Enterprise Equity Leasing

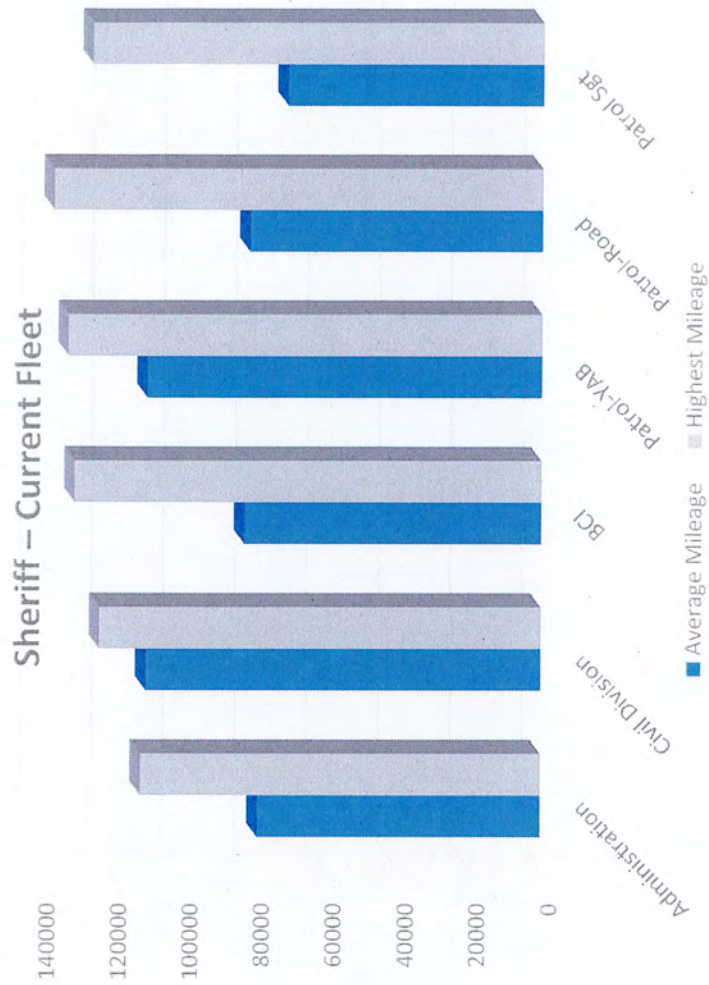
Sheriff's Office Vehicle Fleet



Sheriff's Office Held Fleet Status

*Excluding Narcotics, Corrections, & Special Service Vehicles

- Administration – 10 Vehicles
 - Average Mileage – 78,822
 - 5 Vehicles > 100,000 miles
- Civil Division – 2 Vehicles
 - Average Mileage – 110,112
- Bureau Criminal Investigation - 16
 - Average Mileage - 82,728
 - 7 Vehicles > 100,000 miles
- Patrol Division/Youth Aid Bureau – 10 Vehicles
 - Average Mileage – 109,980
 - 8 Vehicles > 100,000 miles
- Patrol Division/Road Patrol – 19 Vehicles
 - Average Mileage – 81,554
 - 8 Vehicles > 100,000
- Patrol Division Sergeants – 8 Vehicles
 - Average Mileage – 71,215
 - 3 Vehicles > 100,000



Owned Fleet Status – Maintenance Costs

- **\$194,713.65 in Automotive Chargebacks in 2022**

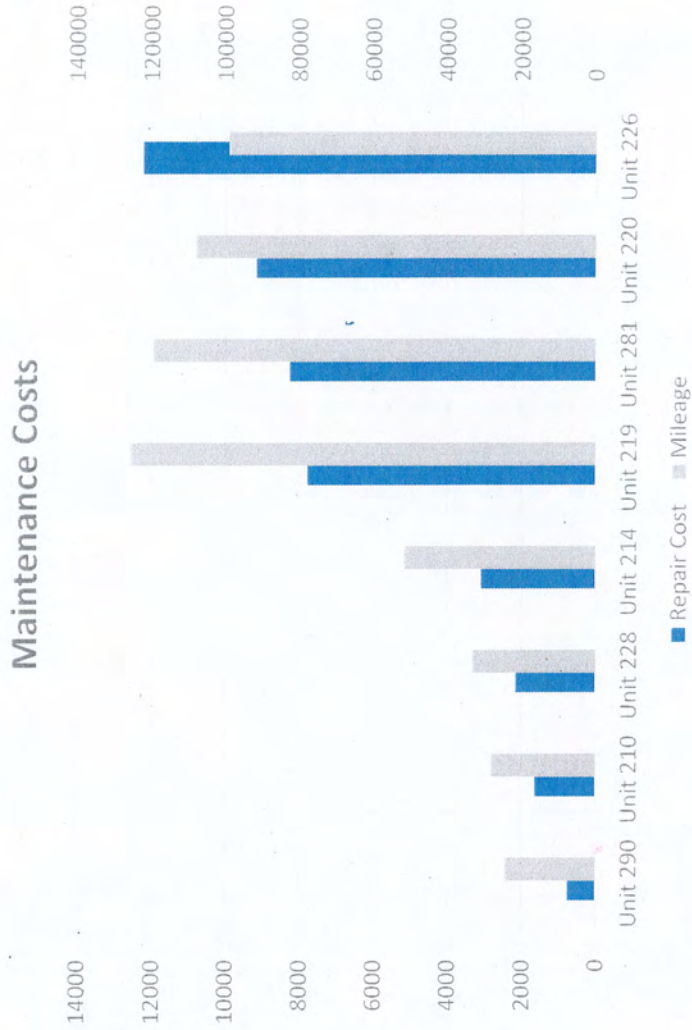
- Late model and high mileage vehicles costing more to maintain

- Unit 220, 2018 Ford Interceptor 107,932 miles - \$9,167.88
- Unit 226, 2019 Dodge Charger 99,201 miles - \$12,243.84
- Unit 219, 2014 Dodge Durango 125,671 miles - \$7,779.61
- Unit 281, 2019 Dodge Charger 119,361 miles - \$8,255.39

- Compared to newer models with lower mileage

- Unit 210, 2021 Ford Interceptor 28,196 miles - \$1,639.95
- Unit 290, 2021 Ford Interceptor 24,454 miles - \$759.87
- Unit 228, 2019 Dodge Charger 33,258 miles - \$2,154.90
- Unit 214, 2019 Dodge Charger 51,732 miles - \$3,085.08

Unit 228 & 214 purchased in 2020



Fleet Status – Current Equity Leasing Contracts

- Narcotics Unit
 - (3) 2023 Model Year Vehicle Ordered in 2022 - \$25,234.68
 - Unknown production date scheduled
 - (2) 2023 Model Year Vehicles Ordered in 2023 - \$21,830.28
 - ETA March 2023 Delivery
- Bureau of Criminal Investigation
 - (2) 2023 Model Year Vehicles Ordered in 2023 - \$28,264.92
 - No ETA
- Civil Division
 - (1) 2022 Model Year Vehicle Ordered in 2023 - \$10,581.84
 - No ETA

Fleet Status (cont.)

- 10 Vehicles Decommissioned since January 2022 due to excessive wear & tear
 - 2 – Narcotics
 - 3 – YAB
 - 3 – Patrol
 - 1 – Admin
 - 1 – Jail
- No vehicles received in 2022 due to COVID delays and manufacturer cancellations
 - 2022 Orders ETA April-May 2023 Delivery
 - 5 Patrol Vehicles
 - 1 Civil Vehicle
 - 1 BCI Vehicle
 - 2 Jail Vehicles

Proposal for Equity Leasing of 2023 Motor Vehicles

Administrative Division

- Sheriff - \$1208.85/mo 2023 Chevrolet Tahoe SSV
- Undersheriff - \$947.39/mo 2022 Ford Explorer XLT
 - Requires upfitting of siren/emergency lighting (52650 already funded)
- 2023 Lease Cost: (Assuming May Delivery)
 - \$8,461.95 – Sheriff
 - \$6,631.73 – Undersheriff

Annual Leasing Costs: \$25,874.88

1st year savings = \$84,406.32

Total Cost through April 2028: \$129,374.40

Proposal for Equity Leasing of 2023 Motor Vehicles

Bureau of Criminal Investigation – Crime Scene Unit

- \$1208.85/mo 2023 Chevrolet Tahoe SSV
- \$1208.85/mo 2023 Chevrolet Tahoe SSV
- 2023 Lease Cost: \$16,923.90

Annual Leasing Costs: \$29,012.40

1st year savings: \$68,576.10 (Motor Vehicles)

Total Cost through April 2028: \$145,062.00

Proposal for Equity Leasing of 2023 Motor Vehicles

Patrol Division

- (6) \$1608.17/mo 2023 Chevrolet Tahoe SSV
- 2023 Lease Cost: \$67,543.14

Annual Leasing Costs: \$115,788.24

1st year savings = **\$297,757.86**

Total Cost through April 2028: \$578,941.20

Orange County, N.Y. Example

Orange County - Sheriff - Fleet Profile

Fleet Profile

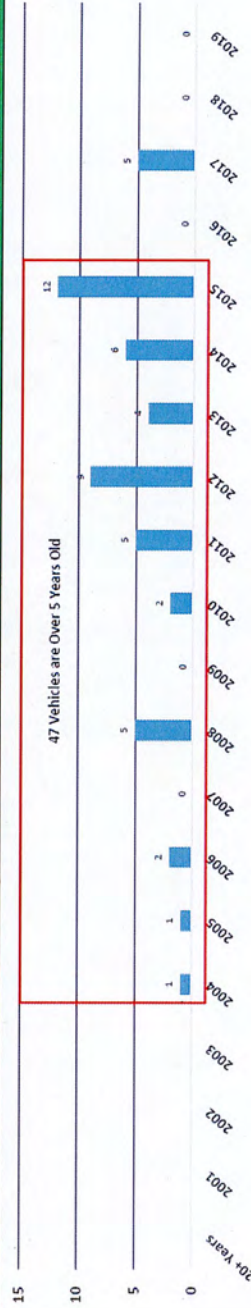
Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage	2019	2020	2021	2022	Under-Utilized
Compact SUV 4x4- Admin	3	9.1	9,100	1	1	0	1	0
Full Size SUV 4x4- Admin	2	7.6	7,600	0	0	0	1	0
Full-size Sedan- Admin	5	4.0	10,200	0	0	2	3	0
Full-size Sedan- Investigations	9	9.1	13,600	4	2	3	0	0
1/2 Ton Van Cargo- Investigations	1	13.2	8,400	0	1	0	0	0
Full Size SUV 4x4- Investigations	2	5.1	12,800	0	0	1	1	0
Full-size Sedan- K-9	1	8.1	13,600	0	1	0	0	0
Mid Size SUV 4x4- K-9	3	4.7	13,900	0	0	2	1	0
1/2 Ton Van Cargo- Road	1	13.2	8,300	0	1	0	0	0
Full-size Sedan- Road	19	5.5	24,700	11	4	2	2	0
Full Size SUV 4x4- Road	4	6.6	15,300	2	0	1	1	0
1 Ton Van Cargo- Road	2	6.6	10,700	0	0	1	1	0
Totals/Averages	52	6.7	16,700	18	11	12	11	0

Fleet Replacement Schedule

* Fiscal Year 2019 = 14 years old and older, or odometer over 100,000
 * Fiscal Year 2020 = 10 years old and older, or odometer over 130,000
 * Fiscal Year 2021 = 6 years old and older, or odometer over 100,000
 * Fiscal Year 2022 = Remaining Vehicles
 * Underutilized = Annual Mileage less than 1,200

Replacement Criteria

Model Year Analysis

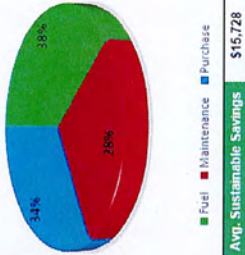


Orange County, N.Y. Example

Orange County - Sheriff - Fleet Planning Analysis

Current Fleet	52	Fleet Growth	0.00%	Proposed Fleet	52
Current Cycle	10.50	Annual Miles	16,700	Proposed Cycle	4.00
Current Maint.	\$200.00	Insurance	\$0.00	Proposed Maint.	\$55.29
Fuel Info		MPG	12	Price/Gallon	\$2.40

Fleet Costs Analysis



Fiscal Year	Fleet Mix			Fleet Cost			Annual Net Cash
	Owned	Leased	Lease*	Maintenance	Insurance	Fuel	
Average	52	0	151,422	0	124,800	0	173,880
'19	52	18	34	0	157,176	0	153,640
'20	52	11	23	0	243,489	74,440	141,393
'21	52	12	11	0	343,342	53,601	128,033
'22	52	11	0	0	307,626	34,499	115,787
'23	52	18	0	0	284,038	34,499	115,787
'24	52	11	0	0	280,712	34,499	115,787
'25	52	12	0	0	287,591	34,499	115,787
'26	52	11	0	0	251,935	34,499	115,787
						8 Year Savings	\$37,260
						Avg. Sustainable Savings	\$16,728

Current Fleet Equity Analysis

YEAR	2019	2020	2021	2022
QTY	18	11	12	11
RESALE	\$2,000	\$4,000	\$6,500	\$8,500
TOTAL	\$36,000	\$44,000	\$78,000	\$93,500
Estimated Current Fleet Equity**				\$251,500

Summary

8 Year Savings	\$37,260
Estimated Fleet Equity	\$251,500
Net Cash***	\$288,760

Key Objectives

- Lower the Average Age of The Fleet
 - 90% of the fleet is over 5 years old
 - Goal is to reduce Total Cost of Ownership by reducing the average age.
 - Current Cycle is 10.5 years based on purchasing trends, which we would reduce to a 4 year cycle
- Reduce Operating Cost
 - Newer vehicles have a significantly lower maintenance expense
 - Goal is to reduce the overall maintenance budget.
 - New vehicles have increased fuel efficiency with new technology implemented. Analysis assumes 12 MPG today vs 18 MPG on average with a new fleet on a 4 year cycle
- Maintain a Manageable Vehicle Budget
 - Goal is to bridge any gap between capital and operating budgets and annual replacement needs.
 - The Goal is to bridge any gap between capital and operating budgets and annual replacement needs.

* Lease Rates are conservative estimates

**Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection

**Net Cash is the sum of the 10 year savings from the Fleet Planning Analysis and the Estimated Current Fleet Equity

*** In years 5-8 Enterprise has included only half of the aftermarket cost assuming half of the equipment can be transferred to the new vehicle

***Enterprise is unable to fix and guarantee maintenance on ERV units - Proposed maintenance rate is an Estimated Cost

Lease Rate Quote

Quote No: 7086206

Open-End (Equity) Lease Rate Quote

FLEET MANAGEMENT

Date 03/10/2023
AE/AM MV7/ARO

Prepared For: Putnam County
Pinto, Michele

Unit #
Year 2023 Make Chevrolet Model Tahoe
Series Special Service Vehicle 4x4
Vehicle Order Type Ordered Term 60 State NY Customer# 553139

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name
Exterior Color (0 P) Summit White
Interior Color (0 I) Jet Black w/Cloth Seat Trim
Lic. Plate Type Government
GVWR 0

\$74,467.09 Capitalized Price of Vehicle¹
\$0.00 * Sales Tax @ 8.1250% State NY
\$103.00 * Initial License Fee
\$0.00 Registration Fee
\$300.00 Other/Courtesy Delivery Fee
\$0.00 Capitalized Price Reduction
\$0.00 Tax on Capitalized Price Reduction
\$0.00 Gain Applied From Prior Unit
\$0.00 Tax on Gain On Prior
\$0.00 * Security Deposit
\$0.00 * Tax on Incentive (Taxable Incentive Total: \$0.00)

\$74,767.09 Total Capitalized Amount (Delivered Price)
\$1,246.07 Depreciation Reserve @ 1.6665%
\$362.10 Monthly Lease Charge (Based on Interest Rate - Subject to a Floor)²
\$1,608.17 Total Monthly Rental Excluding Additional Services

Additional Fleet Management
Master Policy Enrollment Fees
Commercial Automobile Liability Enrollment
Liability Limit \$0.00
Physical Damage Management
Full Maintenance Program³ Contract Miles 0
Incl: # Brake Sets (1 set = 1 Axle) 0
Additional Services SubTotal
Sales Tax 8.1250%
\$1,608.17 Total Monthly Rental Including Additional Services
\$2.89 Reduced Book Value at 60 Months
\$400.00 Service Charge Due at Lease Termination

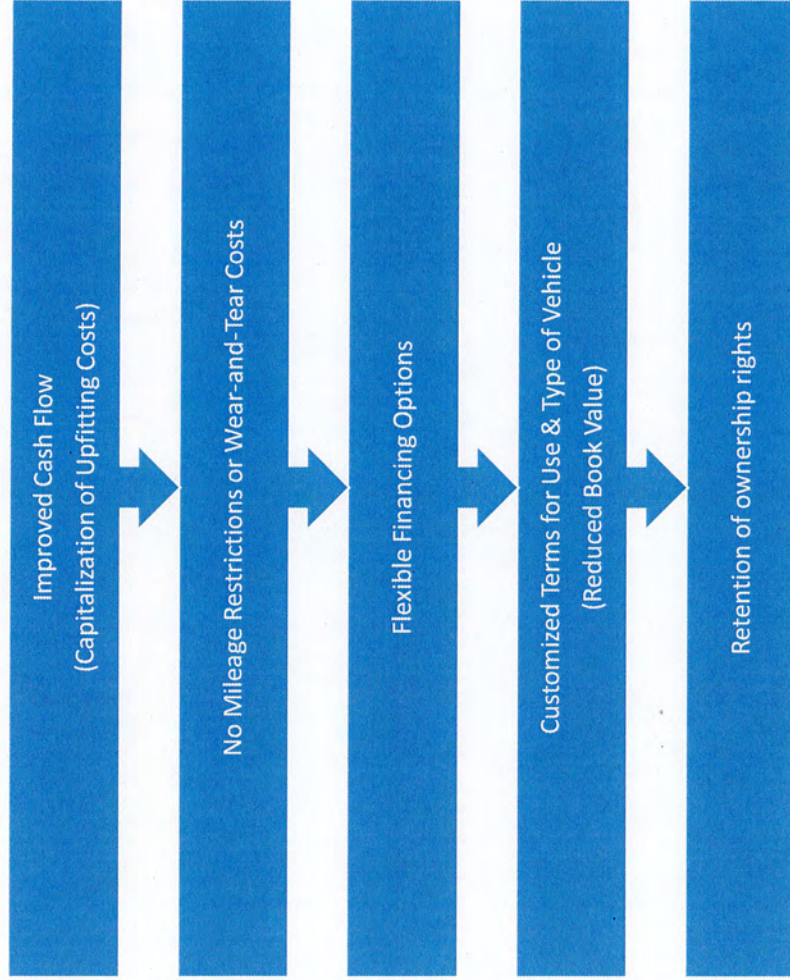
Comp/Cool Deductible 0 / 0
OverMileage Charge \$0.0700 Per Mile
Tires 0
Loaner Vehicle Not Included

State NY

Benefits of Equity Leasing

Feature	Benefit
No fixed term or mileage restrictions	Most flexibility available
No early term penalties	Allows for options as business changes
Equity gained belongs to customer	Allows for greater credit line and lowers delivered cost of future vehicles
No chargeable damage	There are no turn in "penalties"
More options at term end	Can extend, reprogram, renew, or turn in vehicle, maximizing flexibility

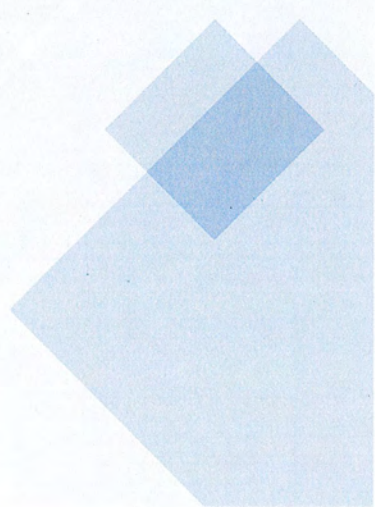
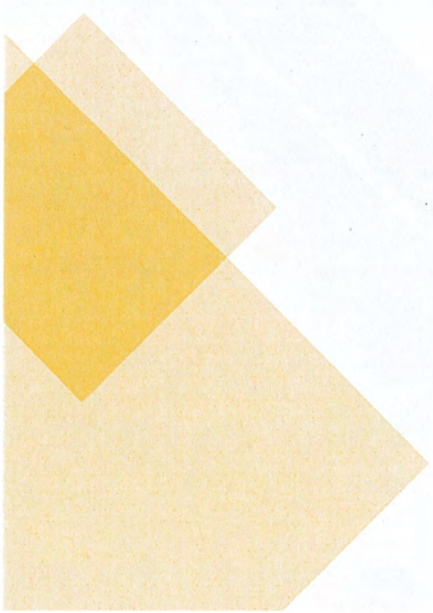
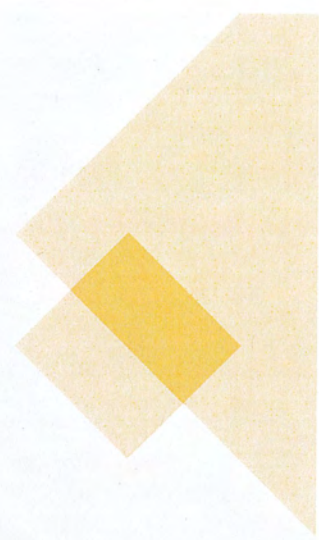
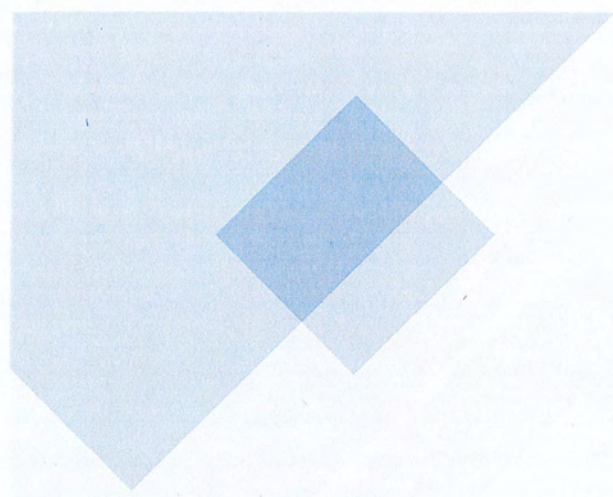
Benefits of Equity Leasing



Enterprise Fleet Management Accounts in NY

Suffolk County District Attorney's Office	Suffolk County	County of Erie, New York	County of Otsego, NY
County of Ontario, New York	County of Chemung, NY	County of Delaware, New York	County of Allegany, NY
County of Columbia	Orange County New York	County of Sullivan	County of Oneida, NY

QUESTIONS?



WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



cc: all
Prot.
A+A

Reso
#4

MICHAEL LEWIS
Chief Deputy Commissioner of
Finance

SHEILA BARRETT
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

March 30, 2023

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

2023 APR - 3 PM 3: 28
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 Putnam County Sheriff Department's 2023 budget:

Increase Revenues:

10315001 44389F 10032 Jail Fed/Scaap - Crim Alien - Scaap Grant \$ 8,782

Increase Expenses:

10315001 54370 10032 Jail Fed/Scaap - Crim Alien - Automotive \$ 8,782

2023 Fiscal Impact -0-
2024 Fiscal Impact -0-

The PC Correctional Facility requests the use of Federal Scaap funds to upfit a new 2023 Chevrolet Tahoe. The total cost for this is \$16,358 - \$7,576 was transferred to the expense line on 3/28/23 (23T077). This amendment is required to complete the purchase. The funds will be a drawdown of unspent funds from previous Scaap awards that have been deferred until it was determined by the Sheriff as to how the funds would be used.

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

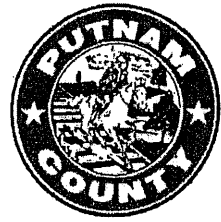
Date _____ Chairperson Audit/Designee: \$0 - \$10,000.00 **23A014**

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



KEVIN J. MCCONVILLE
SHERIFF

PUTNAM COUNTY
OFFICE OF THE SHERIFF
AND
CORRECTIONAL FACILITY
THREE COUNTY CENTER
CARMEL, NEW YORK 10512
845-225-4300



THOMAS H. LINDERT
UNDERSHERIFF

March 23, 2023

Mr William Carlin
Commissioner of Finance
40 Gleneida Avenue
Carmel, N.Y. 10512

To Commissioner Carlin:

I hereby request the following regarding SCAAP funds.

Increase revenue line 10315001.44389F.10032 by \$8,782.00.
These funds will be out of the deferred revenue line.

Would also request to increase expenditure lines as follows:

10315001.54370.10032 Automotive by \$8,782.00.

Thank You for your attention to this matter.

Very truly yours,

James E. Greenough
Captain

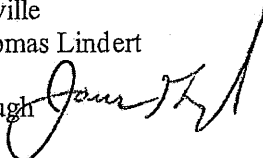
P-1

Putnam County Sheriff's Department

Inter - Office Memorandum

Date: March 23, 2023

To: Sheriff Kevin McConville
Attn: Undersheriff Thomas Lindert

From: Captain James Greenough 

Subject: BUDGET LINE TRANSFER

Request the following funding and budget transfers:

Reduce 10315001.52650 Project 10032 Motor Vehicle by \$7,576.00 *From SCAAP*
Increase 10315001.54370 Project 10032 Automotive by \$7,576.00 *23T077*
Auto Eqpt.

These funds will be used to upfit a new 2023 Chevrolet Tahoe. The upfitting was originally included for a Ford Explorer but had to be changed because the original Ford Explorer ordered could not be filled and the type of vehicle was switched to an available Chevrolet Tahoe, resulting in a higher cost.

RECEIVED AND FORWARDED FOR ACTION

SGT _____
LT _____
LT _____
CAPT _____
US _____
SHERIFF _____

No fiscal impact SCAAP funding 8/3/23/23





EMERGENCY VEHICLE SPECIALIST

(Physical) 1518 Rt. 9 Suite 1
Wappingers Falls, New York 12590
(Billing) 17 Spoor Ave.
Poughkeepsie, New York 12603

Estimate

Date	Estimate #
1/26/2023	705

Name / Address
PUTNAM COUNTY SHERIFF OFFICE 3 COUNTY CENTER CARMEL, NEW YORK 10512

Description	Qty	Rate	MPN	Project	Total
LAGUNA REAR PARTITION WITH REPLACEMENT SEAT/CENTER PULL BELTS	1	1,118.00	CT-6503-RB		1,118.00T
LAGUNA ELECTRONICS TRAY	1	518.00	CT6503-ITE		518.00T
SETINA WINDOW BARRIER	1	284.00	WK0514TAH21		284.00T
SETINA DOOR PANELS CHEVY TAHOE	1	259.00	DK0100TAH21		259.00T
SETINA SINGLE T RAIL MOUNT UNIVERSAL XL	1	309.00	GK10271UHRS SCAXL		309.00T
CONSOLE					
HAVIS 2021 TAHOE CONSOLE 9" WIDE BODY POLICE-PPV	1	604.82	C-VS-1012-TA H		604.82T
HAVIS ARM REST PRINTER	1	260.16	C-ARBP-1014		260.16T
HAVIS SELF ADJUSTING CUP HOLDER	1	52.00	CUP-1001		52.00T
HAVIS EQUIPMENT BRACKET WHELEN CARBIDE	1	0.00	C-EB40-CCS-1 P		0.00T
HAVIS EQUIPMENT BRACKET KENWOOD	1	0.00			0.00T
HAVIS 3" ACCESSORY POCKET	1	40.00	C-AP-0325		40.00T
HAVIS FACE PLATE 4 INCH	1	0.00	C-FP-4		0.00T
HAVIS MIC BRACKET	2	13.00	C-MCB		26.00T
HAVIS FILLER PLATE 3'	1	0.00	C-FP-3		0.00T
EVS ELECTRICAL PACKAGE	1	385.00	ELECTRICAL		385.00T
SHIPPING	1	200.00			200.00T
INSTALLATION OF EMERGENCY LIGHTING, CUSTOMER SUPPLIED EQUIPMENT	1	3,600.00			3,600.00T
				Subtotal	\$15,772.11
				Sales Tax (0.0%)	\$0.00
				Total	\$15,772.11

BA 23A 014

8782 SCRAP DEP REV

AVAILABLE BAL 7576 TRANSFER FROM FROM RES 8/9/2022 10315001 52650

16,359.11
+ 500



EMERGENCY VEHICLE SPECIALIST

(Physical) 1518 Rt. 9 Suite 1
 Wappingers Falls, New York 12590
 (Billing) 17 Spoor Ave.
 Poughkeepsie, New York 12603

Estimate

Date	Estimate #
1/26/2023	705

Name / Address
PUTNAM COUNTY SHERIFF OFFICE 3 COUNTY CENTER CARMEL, NEW YORK 10512

				Project
Description	Qty	Rate	MPN	Total
2023 CHEVY TAHOE PPV (CORRECTIONS)				
WHELEN LEGACY 54 DUO LIGHT BAR	1	4,280.00	GB2DDDD	4,280.00T
WHELEN ADJUSTABLE LIGHTBAR MOUNT	1	0.00	MKAJ101	0.00T
WHELEN COMMON CORE WCX CONTROL CENTER	1	0.00	C399	0.00T
WHELEN CORE OBD II CANPORT KIT 2021+ TAHOE	1	0.00	C399K6	0.00T
WHELEN WCX CONTROL HEAD ROTARY KNOB	1		CCTL6	0.00T
WHELEN WCX LOW FREQUENCY SIREN SYSTEM (HOWLER)	1	580.15	CHOWLER	580.15T
WHELEN HOWLER BRACKET FOR 2021 TAHOE	1	0.00	HWLRB32	0.00T
WHELEN 100 WATT SPEAKER	1	190.00	SA315P	190.00T
WHELEN SPEAKER MOUNT 2021 TAHOE	1	33.00	SAK70	33.00T
SOUND OFF INTERSECTION 3 " SIDE MIRROR RED/WHITE	2	198.00	ENT3B3D	396.00T
SOUNDOFF MPOWER DRIVER BRACKET	1	22.00	PMP2BKUMB5-D	22.00T
SOUNDOFF MPOWER PASSENGER BRACKET	1	22.00	PMP2BKUMB5P	22.00T
WHELEN ION DUO RED/BLUE (REAR WINDOWS / SIDE WINDOWS)	4	115.00	I2J	460.00T
WHELEN ION REVERSED BRACKET	4	9.50	IONBKT5	38.00T
WHELEN ION T RED/BLUE DUO (INSIDE TAILGATE)	2	122.00	TLI2J	244.00T
WHELEN STRIP LITE COMPARTMENT LIGHT	1	86.00	PSCOMPH	86.00T
SETINA 4 LIGHT PUSHBUMPER WHELEN IONS	1	930.00	BK2019TAH21	930.00T
SETINA 10XL FRONT PARTITION CHEVY TAHOE	1	834.98	PK1156TAH15	834.98T
			Subtotal	
			Sales Tax (0.0%)	
			Total	

Estimate

Date	Estimate #
1/26/2023	4964

(845)225-0674 Fax (845)225-0837
www.extremedesignsny.com

Name / Address
Putnam County Sheriff's Dept. 3 County Center Carmel, NY 10512

Project

Description	Qty	Rate	Total
PRINTED REFLECTIVE LETTERING & ROOF NUMBER	1	585.00	585.00
		Subtotal	\$585.00
		Sales Tax (8.375%)	\$0.00
		Total	\$585.00



Bill To

CORRECTIONAL FACILITY
3 COUNTY CENTER
CARMEL, NY 10512

Purchase Order

Fiscal Year 2022

Page: 1 of 2

**THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.**

Purchase Order # **22002814 - 00**

Delivery must be made within doors of specified destination.

Vendor

NORTH SHORE CHEVROLET LLC
920-926 MIDDLE COUNTRY ROAD
ST. JAMES, NY 11780

Ship To

CORRECTIONAL FACILITY
3 COUNTY CENTER
CARMEL, NY 10512

VENDOR PHONE NUMBER	VENDOR FAX NUMBER	REQUISITION NUMBER	DELIVERY REFERENCE	
		3540	B. CARROLL 845.225.5255	
DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
12/12/2022	22523	12/16/2022		JAIL
NOTES				

No changes may be made to this order without the written consent of the Purchasing Agent.
AUTOMOBILES, SCHOOL BUSES, SUVS, AND VANS (INCLUDI
NYS CONTRACT #PC69143
NYS CONTRACTOR VENDOR ID #1100057985
NYS VEHICLE MARKETPLACE MINI-BID #11882
REF #0007528
(SCAPP GRANT)

PLEASE EMAIL ATTACHED BACKUP WITH PO TO
THOMAS MAHONEY AT
Thomas@rockbustofleet.com

**CONTINUED ON
NEXT PAGE**



Bill To

CORRECTIONAL FACILITY
3 COUNTY CENTER
CARMEL, NY 10512

Purchase Order

Fiscal Year 2022

Page: 2 of 2

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.

Purchase Order # **22002814 - 00**

Delivery must be made within doors of specified destination.

Vendor

NORTH SHORE CHEVROLET LLC
920-926 MIDDLE COUNTRY ROAD
ST. JAMES, NY 11780

Ship To

CORRECTIONAL FACILITY
3 COUNTY CENTER
CARMEL, NY 10512

VENDOR PHONE NUMBER	VENDOR FAX NUMBER	REQUISITION NUMBER	DELIVERY REFERENCE
		3540	B. CARROLL 845.225.5255

DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
12/12/2022	22523	12/16/2022		JAIL

ITEM #	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	Contract Number: PC69143 Contractor Business Name: North Shore Chevrolet d/b/a Chevrolet of Smithtown Contractor NYS Vendor ID #: 1100057985 NYS Vehicle Marketplace Mini-Bid Number: 11882 General Description of Vehicle: 2023 Chevy Tahoe SSV for Sheriff's Department Make, Model and Model Code for the Vehicle: Chevrolet Tahoe SSV CK10706 AWD Option Code(s) and descriptions, if applicable: See attached Make, Model, part numbers and descriptions of aftermarket components: n/a NYS Base Price for Vehicle: \$49,897.76 NYS Discount: 7.78% Quantity Ordered: 1 Total Price for Mini-Bid: \$46,015.71 Total Aftermarket Component Cost: n/a SEE ATTACHED FOR DETAILS	1.0	EACH	\$49,897.76	\$49,897.76

Discount: \$3882.05
 GL Account: 10315001 - 52650 - 10032 \$46,015.71

GL SUMMARY	
10315001 - 52650 - 10032	\$46,015.71

Purchase Order Total **\$46,015.71**

Purchasing Agent's Approval
 This order is approved for issue subject to the availability of funds.

 Date: _____ MaryEllen Odell County Executive

Certification of Funds
 Funds are available and have been encumbered to meet this expenditure.

 Date: _____ Michele Alfano-Sharkey County Auditor

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



Protective 4/17
Audit 4/24

MICHAEL LEWIS
Chief Deputy Commissioner Of Finance

Reso #5

SHEILA BARRETT
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

April 7, 2023

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

2023 APR 10 PM 4:53
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 budgetary amendment 23A017 which was submitted for approval:

Increase Revenue:
10315000 427701

Sheriff-Jail - Unclassified

\$1,595.93

Increase Appropriations:
10315000 52140

Sheriff-Jail - Audio Visual Equipment

\$1,595.93

2023 Fiscal Impact -0-
2024 Fiscal Impact -0-

Sheriff McConville has authorized the use of Inmate Commissary Account funds to purchase 7 flat screen televisions for the inmates use in the PC Correctional Facility. He respectfully requests this amendment to his 2023 budget be approved. Please forward to the appropriate committee.

AUTHORIZATION:

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

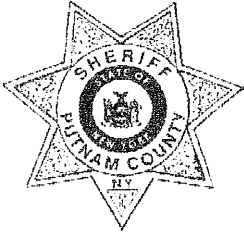
Date _____ County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000

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

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

Putnam County Correctional Facility Inmate Commissary Acct check # 1012 ~ \$1,595.93

(23A017)



KEVIN J. MCCONVILLE
SHERIFF

**PUTNAM COUNTY
OFFICE OF THE SHERIFF
AND
CORRECTIONAL FACILITY
THREE COUNTY CENTER
CARMEL, NEW YORK 10512
845-225-4300**



THOMAS H. LINDERT
UNDERSHERIFF

April 4, 2023

Mr. William Carlin
Commissioner of Finance
County Office Building
40 Gleneida Avenue
Carmel, NY 10512

Dear Commissioner Carlin:

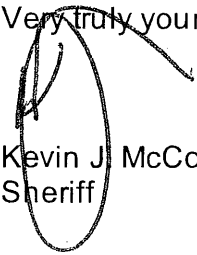
I have authorized the expenditure of Inmate Commissary Account Funds to purchase Televisions for the Incarcerated Individuals of the Sheriff's Office and Correctional Facility.

Accordingly, enclosed find check #1012 in the amount of one thousand five hundred ninety-five and 93/100 dollars (\$1,595.93). It is respectfully requested that \$1,595.93 be placed into Munis budget line #10315000, account code #52140, so that the purchase can be completed.

Please ensure that the necessary information is provided to the legislature to meet the seven (7) day notice for committee action.

Thank you for your attention to this matter.

Very truly yours,


Kevin J. McConville
Sheriff

KJM/jg
Enclosure

Hello Select your address All ▾ 32 led tv

Hello, sign in Account & Lists Returns & Orders

Subtotal \$649.99

All Clinic Customer Service Amazon Basics Best Sellers Prime ▾ New Releases Today's Deals Music Books Registry Shop Easter

All Electronics Deals Best Sellers TV & Video Audio & Home Theater Computers Camera & Photo Wearable Technology Car Electronics & GPS



Back to results



SAMSUNG 32-inch Class LED Smart FHD TV 1080P (UN32N5300AFXZA, 2018

1 ratings questions

Get \$50 off instantly: Pay \$177.99 upon approval for the Amazon Rewards Visa Card.

from other sellers that may shipping.

Size: 32 Inch (1080p)

32 Inch (720p) **32 Inch (1080p)** 40 Inch

Style: TV Only

TV Only TV w/S50B Soundbar TV w/S60B Soundbar TV w/S61B Soundbar

- Screen Size 32 Inches
- Brand SAMSUNG
- Supported Internet Services Netflix, Prime Video, YouTube, HULU, HBO Now
- Display Technology LCD

See more

About this item

- Full HD 1080p Resolution - Enjoy a viewing experience that is 2x the clarity of standard HD TVs..Power Supply (V) AC110-120V 50/60Hz
- Smart TV - Get to your entertainment the faster, easier, and more intelligent way. Easily access your streaming services all in one place using the Samsung Remote Control.
- Micro Dimming Pro - Reveal a more true-to-life picture with enhanced contrast.
- Quad Core Processor: enjoy a Fluid browsing experience and faster control switching between apps, streaming content and other media effortlessly.
- Dimensions: Without Stand 28.9" W x 17.3" H x 3.1" D | With Stand 28.9" W x 18.2" H x 6.4" D. Stand Size (WxHxD)-5.4 x 6.5 x 1.8 inches
- Inputs Outputs: Two HDMI Input, One Component Video Input, One RF In (Satellite Input), One RF In (Terrestrial Cable Input), One USB Input, One



Enjoy fast, FREE delivery, exclusive deals and award-winning movies & TV shows with Prime

Try Prime and start saving today with Fast, FREE Delivery

Buy new:

\$227⁹⁹

FREE Returns

FREE delivery Tuesday, April 4

Or fastest delivery Friday, March 31. Order within 9 hrs 42 mins

Select delivery location

In Stock

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from Amazon.com
 Sold by Amazon.com
 Returns Eligible for Return...
 Support Free Amazon pro...
 Packaging Shows what's inside

Details

Add a Protection Plan:

- 4-Year Protection for \$31.99
- 3-Year Protection for \$23.99
- Asurion Tech Unlimited for \$16.99/month
- Add a gift receipt for easy returns

Save with Used - Good

\$180²⁸

FREE delivery: Tuesday, April 4

Ships from: Amazon
Sold by: Amazon Warehouse

Add to List

13

Hello
Select your address

All Search Amazon

EN

Hello, sign in
Account & Lists

Returns
& Orders

7

All Clinic Customer Service Amazon Basics Best Sellers Prime New Releases Today's Deals Music Books Shop Mother's Day



Send an Easter eGift Card instantly

Shop now

Shopping Cart

Your order qualifies for FREE Shipping.
Choose this option at checkout. See details

Price

SAMSUNG 32-inch Class LED
Smart FHD TV 1080P

\$227.99

Subtotal (7 items): \$1,595.93

This order contains a gift



In Stock
Eligible for FREE Shipping & FREE Returns
 This is a gift [Learn more](#)
Size: 32 Inch (1080p)
Style: TV Only

Proceed to checkout

Qty: 7 Delete Save for later
[Compare with similar items](#) [Share](#)

Subtotal (7 items): \$1,595.93

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



*Relective 4/17
April mtg. 4/24*

Reso

MICHAEL LEWIS
Chief Deputy Commissioner of Finance #6

SHEILA BARRETT
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

April 7, 2023

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

2023 APR 10 PM 4:53
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 budgetary amendment 23A018 which was submitted for approval:

Increase Revenue:
10010000 427701

Sheriff-Jail – Unclassified \$876.50

Increase Appropriations:
10010000 52170

Sheriff-Jail – Kitchen Equip App \$876.50

2023 Fiscal Impact -0-
2024 Fiscal Impact -0-

Sheriff McConville has authorized the use of Inmate Commissary Account funds to purchase 5 microwaves for the inmates use in the PC Correctional Facility. He respectfully requests this amendment to his 2023 budget be approved. Please forward to the appropriate committee.

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

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

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

Putnam County Correctional Facility Inmate Commissary Acct check # 1013 ~ \$876.50

(23A018)



Kevin J. McConville
SHERIFF

**PUTNAM COUNTY
OFFICE OF THE SHERIFF
AND
CORRECTIONAL FACILITY
THREE COUNTY CENTER
CARMEL, NEW YORK 10512
845-225-4300**



Thomas H. Lindert
UNDERSHERIFF

April 4, 2023

Mr. William Carlin
Commissioner of Finance
County Office Building
40 Gleneida Avenue
Carmel, NY 10512

Dear Commissioner Carlin:

I have authorized the expenditure of Inmate Commissary Account Funds to purchase Microwaves for the Incarcerated Individuals of the Sheriff's Office and Correctional Facility.

Accordingly, enclosed find check #1013 in the amount of eight hundred seventy-six and 50/100 dollars (\$876.50). It is respectfully requested that \$876.50 be placed into Munis budget line #10010000, account code #52170, so that the purchase can be completed.

Please ensure that the necessary information is provided to the legislature to meet the seven (7) day notice for committee action.

Thank you for your attention to this matter.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Kevin J. McConville', enclosed within a hand-drawn oval.

Kevin J. McConville
Sheriff

KJM/jg
Enclosure

Hello
Select your address

All ▾ Search Amazon



Hello, sign in
Account & Lists

Returns
& Orders

5

All Clinic Customer Service Amazon Basics Best Sellers Prime New Releases Today's Deals Music Books Shop Mother's Day



Send an Easter eGift Card instantly

Shop now

Shopping Cart

Subtotal (5 items): **\$876.50**

Price

Proceed to checkout

**Magic Chef MCM1611B 1100W
Oven, 1.6 cu. ft, Black Microwave**

\$175.30



In Stock

Shipped from: KART IT

Gift options not available. [Learn more](#)

Qty: 5

Delete

Save for later

[Compare with similar items](#)

[Share](#)

Subtotal (5 items): **\$876.50**

Hello
Select your address

All ▾ microwave ovens 1100 watt countertop

EN ▾ Hello, sign in
Account & Lists ▾

Returns
& Orders

1

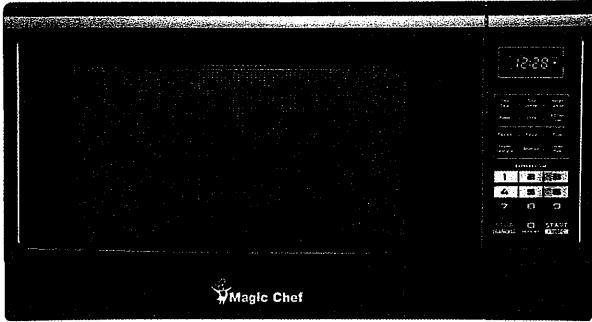
Subtotal
\$649.99

All Clinic Customer Service Amazon Basics Best Sellers Prime ▾ New Releases Today's Deals Music Shop women-owned businesses

Amazon Home Shop by Room Discover Shop by Style Home Décor Furniture Kitchen & Dining Bed & Bath Garden & Outdoor Home Improvement



Back to results



Roll over image to zoom in



Magic Chef MCM1611B 1100W Oven, 1.6 cu. ft, Black Microwave

Brand: Magic Chef

162 ratings

-20% \$176⁴⁹

List Price: ~~\$221.78~~

Get 3% back on this item with the Amazon Rewards Visa Card.

- Brand** Magic Chef
- Color** Black
- Capacity** 1.6 Cubic Feet
- Special Feature** Manual
- Recommended Uses For** Residential

See more

About this item

- 1.6 Cu. Ft. - 1100 Watts
- 11 Power Levels
- Black Front/Black Cabinet
- Auto Cook Menus
- Kitchen Timer
- Included components: Microwave
- Glass Turntable

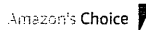
Show more

Customer ratings by feature

Easy to clean	4.7
Easy to use	4.5
Sheerness	4.3
Noise level	4.2

See all reviews

Consider this Amazon's Choice product that delivers quickly



\$176⁴⁹

FREE delivery April 3 - 6. Details

Select delivery location

In Stock

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from KART IT

Sold by KART IT

Returns Eligible for Return, Re...

Details

Add a Protection Plan:

- 4-Year Protection for \$29.99
- 3-Year Protection for \$21.99

Add to List

New (15) from \$176⁴⁹ & FREE Shipping

Other Sellers on Amazon

\$178.80 Add to Cart

& FREE Shipping

Sold by: OJCommerce

\$178.82 Add to Cart

& FREE Shipping

Sold by: stores123

\$188.21 Add to Cart

& FREE Shipping

Sold by: BisonOffice

Have one to sell?

Sell on Amazon

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



Protective 4/17
Meeting 4/13/24
MICHAEL LEWIS
Chief Deputy Commissioner Of Finance
Reso #7

SHEILA BARRETT
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

April 7, 2023

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

2023 APR 10 PM 4:53
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 budgetary amendment 23A019 which was submitted for approval:

Increase Revenue:
10315000 427701

Sheriff-Jail – Unclassified

\$3,800

Increase Appropriations:
10315000 54640

Sheriff-Jail – Education

\$3,800

2023 Fiscal Impact -0-
2024 Fiscal Impact -0-

Sheriff McConville has authorized the use of Inmate Commissary Account funds to reimburse the Jail's Education and Training line as detailed in the attached memo. He respectfully requests Legislative approval of this amendment. Please forward to the appropriate committee.

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

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

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

Putnam County Correctional Facility Inmate Commissary Acct check # 1014 ~ \$3,800

(23A019)



KEVIN J. MCCONVILLE
SHERIFF

**PUTNAM COUNTY
OFFICE OF THE SHERIFF
AND
CORRECTIONAL FACILITY
THREE COUNTY CENTER
CARMEL, NEW YORK 10512
845-225-4300**



THOMAS H. LINDERT
UNDERSHERIFF

April 4, 2023

Mr. William Carlin
Commissioner of Finance
County Office Building
40 Gleneida Avenue
Carmel, NY 10512

Dear Commissioner Carlin:

I have authorized the expenditure of Inmate Commissary Account Funds to reimburse the Putnam County Training Account for Sergeant Richard Greagor having attended a Cleaning for Health Training Course on January 25th and 26th of this year. This course, given by the International Sanitary Supply Association, has enabled the Correctional Facility to provide invaluable training for incarcerated individuals and provide them with the skills and abilities to clean not only for appearance, but also for health. This train the trainer program enables Sgt. Greagor to teach incarcerated individuals the methodologies of the ISSA and upon completion of training, issue a certificate of completion which can be used by the individual to find gainful employment upon reentry to the community. It is my hope that giving valuable skills and certifications such as this one will assist in lowering the recidivism rate of our current incarcerated individuals.

Accordingly, enclosed find check #1014 in the amount of three thousand eight hundred dollars (\$3,800.00). It is respectfully requested that \$3,800.00 be placed into Munis budget line #10315000, account code #54640.

Please ensure that the necessary information is provided to the legislature to meet the seven (7) day notice for committee action.

Thank you for your attention to this matter.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Kevin J. McConville'.

Kevin J. McConville
Sheriff

KJM/jg
Enclosure



NYSSA

Train the Trainer –Syllabus

Class Schedule

Daily: 8:30am – 4:00pm

Required Text & Materials:

CMI Custodial Technician Basic & Advanced Version 7

CMI Folder:

- Value of Clean Presentation
- ISSA Clean Standard
- Partner Supporting Documents
- CMM Subscription Form
- Issue of CMM Magazine

Pen

Highlighter

Course Objectives:

Course attendees will be able to:

1. Understand the core competencies for Custodial Technicians
2. Strategize, Plan and Implement Annual Training & Certification Plan
3. Identify personal trainer weaknesses and strategies to overcome
4. Define the impact of vocational custodial training and certifications in a jail setting

Class and Assignment Schedule

Day 1- Morning

- Custodial Technician Basic Review of Content
- Custodial Advanced Technician Hard Floor Care Review of Content

Day 1- Morning/Afternoon

- Custodial Technician Basic and Advanced Performance Based Training
 - Chemical Safety and Proper Usage
 - Basic & Advanced Hard Floor Care
 - Basic Carpet Care
 - Basic Restroom Care



Day 2- Morning

- ISSA Value of Clean and ISSA Clean Standards
- Instructor Skills for the Cleaning Industry
- Understanding Your Resources
 - Training Room Setup
 - Tools and Equipment
 - Checklists, Presentations etc.
- Understanding New Learning Habits

Day 2- Afternoon

- Training Schedules and Plans

James Greenough

From: nyssacovid@gmail.com
Sent: Tuesday, January 3, 2023 10:44 AM
To: James Greenough; Kevin McConville
Cc: 'Jon Greenwalt'; 'thomas.mitchell'; 'Chuck Gallo'; 'Brant Insero'; 'Alex Wilson'
Subject: NYSSA COVID Cleaning for Health Program
Attachments: NYS Sheriff Order Form.xls

Colonel McConville and Captain Greenough;

I am pleased to announce the first of several Train the Trainer class for the **Cleaning for Health Program** will be hosted by **Ulster County Correctional Facility January 24 & 25, 2023**. We are keeping the classes regional and between 13-15 participates. During our COVID visit you expressed interest in this program. Once you signed up, we will start to make arrangements to get you the items you need to move forward for the course and help fulfill the recommendations from your COVID Detection and Mitigation on site Visit.

These Items Include:

1. **Portion controlled chemical system throughout the jail** – *Paid for by the Grant for initial purchase*
2. **Electrostatic Sprayer System & initial Chemical** – *Paid for by the Grant for initial purchase*
3. **Microfiber Mopping equipment** – *Paid for by Grant and or Commissary funding*
4. **Color Coded Microfiber system** – *Paid for my Grant and or Commissary funding*
5. **Auto Scrubbers** – *Paid for my Grant and or Commissary funding*
6. **No Touch Cleaning equipment** - *Paid for my Grant and or Commissary funding*
7. **iMop** – *Paid for my Grant and or Commissary funding*
8. **Backpack vacuum** – *Paid for my Grant and or Commissary funding*
9. **Tracking** – ATP Meter – *Paid for by Grant*
10. **Auditing** – *see below Additional Costs paid for by Commissary*

ISSA, the worldwide cleaning industry association, has partnered with the New York State Sheriffs' Association (NYSSA) to launch the first-ever statewide training and certification program for incarcerated individuals in New York's County jail system. Those incarcerated in the state's county jail system will now have the opportunity to be certified as experts on cleaning for health from ISSA's Cleaning Management Institute (CMI).

Training will roll out in a phased approach starting with "Train the Trainer" which will certify correctional employees as Certified Professional Trainers in the field of commercial cleaning. The second phase includes the deployment of a new cleaning for health initiative within correctional facilities, followed by vocational instruction of incarcerated individuals.

COSTS:

Train the Trainer Program Costs \$3,800.00 per agency (can be paid for by the incarcerated individuals Commissary Account)

1. \$1,500.00 per county for the certification of your staff as a train the trainer
2. Classroom Material and exams per facility \$2,300.00 includes:
 1. 10 CMI Custodial Technician Basic Handbooks
 2. 10 CMI Custodial Technician Basic Exams
 3. Classroom Instructional DVD Set
3. All checks are to be made payable to ISSA and the attached worksheet must be filled out and returned to me as soon as possible but no later than January 6, 2023.

Auditing:

Additional optional startup costs:

The following pricing is for the **Annual Cleaning for Health Program Startup Support**. Price is based on the physical setup, installation, and instruction on methodology for one housing custodial closet, one common area custodial closet and initial integration of new tools. Additional closet setup will be executed by jail. Based on each Jails unique needs and size increased start up support can be provided at additional cost. A customized quote will be provided to facility leadership:

1. ISSA Normal Rate: \$10,000 starting based on size of facility
2. **NYSSA Rate: \$5,000** for one onsite visit and virtual conference calls to discuss planning and execution of new program.

The following pricing is for the **Annual Cleaning for Health Ongoing Support**. Price based on monthly review of ATP scores collected by the staff at the jail, annual site visit to verify execution of cleaning program, and six-month virtual review of results from ATP trends and comparison to the ISSA Clean Standard. Based on each Jails unique needs and size, increased frequency and ongoing support can be provided to increase frequency of testing at the same rate below.

3. ISSA Normal Rate: \$10,000 starting based on size of facility
4. **NYSSA Rate: \$5,000** for onsite and virtual conference call to discuss planning and execution of new program.

In order to get ready for the class and to get your agency ready with the supplies you will need to move forward I need to know if you're interested in getting this training as soon as possible If interested please fill out the attached form and return it to me by weeks end

Thank you

If any of you have any questions please reach out to me

Bob

Bob Cuttita

NYSSA Detection and Mitigation Manager

NYS Sheriffs' Association
27 Elk Street



RETURN ORDERS TO:
 Cleaning Management Institute
 421 New Karner Road, Suite 6
 Albany NY 12205
 Phone: 847.982.3485 ▪ Fax: 847.982.1012
 deanm@issa.com ▪ http://www.issa.com

Payment:
 Check _____ PO # _____ Credit Card: ___ Visa ___ MasterCard ___ American Express
 Card Number _____ Exp. Date _____ Security Code: _____

ISSA Cleaning for Health

Name: _____ CMI Member #: _____
 Company: _____
 Address: _____
 City, State, Zip: _____
 Country: _____
 Phone: _____ Fax: _____
 E-mail: _____

Quantity	Item #	Product Title	Price	Total
1	CMI-CUST	1 Registration for Train the trainer	1500.00	\$ 1,500.00
1	CMI-MAT	10 CMI Custodial Technician Basic Handbooks	2300.00	\$ 2,300.00
		10 CMI Custodial Technician Advanced Handbooks		\$ -
		1 Classroom Instructional DVD Set		\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Additional Comments: (R. Cuttita NYSSA)			Sub Total:	\$ 3,800.00
			State Sales Tax*:	\$ -
			Shipping & Handling	\$ -
			Total (US):	\$ 3,800.00

ALL ORDERS ARE FINAL

This Form Will Expire On

5/11/2023



RETURN ORDERS TO:
 Cleaning Management Institute
 421 New Karner Road, Suite 6
 Albany NY 12205
 Phone: 847.982.3485 ▪ Fax: 847.982.1012
 deanm@issa.com ▪ http://www.issa.com

Payment:
 Check _____ PO # _____ Credit Card: Visa MasterCard American Express
 Card Number _____ Exp. Date _____ Security Code: _____

ISSA Cleaning for Health

Name: Sgt. Richard Greagor CMI Member # _____
 Company: POTNAM COUNTY Correctional Facility
 Address: 3 COUNTY CENTER
 City, State, Zip: CARMEL, NY 10512
 Country: US
 Phone: 845-225-5255 Fax: 845-228-1681
 E-mail: richard.greagor@potnamcountyny.gov

Quantity	Item #	Product Title	Price	Total
1	CMI-CUST	1 Registration for Train the trainer	1500.00	\$ 1,500.00
1	CMI-MAT	10 CMI Custodial Technician Basic Handbooks	2300.00	\$ 2,300.00
		10 CMI Custodial Technician Advanced Handbooks		\$ -
		1 Classroom Instructional DVD Set		\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Additional Comments: (R. Cuttita NYSSA)			Sub Total:	\$ 3,800.00
			State Sales Tax*:	\$ -
			Shipping & Handling	\$ -
			Total (US):	\$ 3,800.00

ALL ORDERS ARE FINAL

This Form Will Expire On **1/27/2023**



Bill To

CORRECTIONAL FACILITY
3 COUNTY CENTER
CARMEL, NY 10512

Purchase Order

Fiscal Year 2023

Page: 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.

Purchase Order # **23000140 - 00**

Delivery must be made within doors of specified destination.

Vendor

CLEANING MANAGEMENT INSTITUTE
421 NEW KARNER ROAD
ALBANY, NY 12205

Ship To

CORRECTIONAL FACILITY
3 COUNTY CENTER
CARMEL, NY 10512

VENDOR PHONE NUMBER	VENDOR FAX NUMBER	REQUISITION NUMBER	DELIVERY REFERENCE	
		154	B. CARROLL 845.225.5255	
DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
01/17/2023	22560	01/13/2023		JAIL
NOTES				

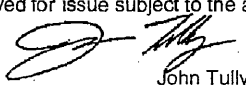
No changes may be made to this order without the written consent of the Purchasing Agent.
EDUCATIONAL/TRAINING SERVICES
CLEANING FOR HEALTH TRAINER COURSE FOR SGT. GREAGOR - JANUARY 24 & 25, 2023
ULSTER COUNTY SHERIFF'S OFFICE

TRAVEL REQUEST ATTACHED
COUNTY EXECUTIVE APPROVAL ATTACHED

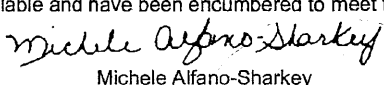
ITEM #	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	CLEANING FOR HEALTH COURSE JANUARY 24, 2023 - JANUARY 25, 2023 GL Account: 10315000 - 54640	1.0	EACH	\$3,800.00	\$3,800.00
GL SUMMARY					
	10315000 - 54640				\$3,800.00

Purchase Order Total \$3,800.00

Purchasing Agent's Approval
This order is approved for issue subject to the availability of funds.

Date:  John Tully Purchasing Agent

Certification of Funds
Funds are available and have been encumbered to meet this expenditure.

Date:  Michele Alfano-Sharkey County Auditor



PUTNAM COUNTY REQUEST FOR EDUCATION/TRAINING

Name Richard Greagor Department Sheriff's/Corrections

Description of Education/Training Requested:
Dates: From 01/24/2023 To 01/25/2023

Destination: Ulster County Sheriff's Office

Purpose (supporting documentation must be attached): Cleaning for Health Train the Trainer Course Program to educate incarcerated individuals in cleaning methods

All of the following sections must be completed and submitted before any education/training occurs.

A) County Vehicle Requested: Yes No County Executive Approval: (Signature)

B) Mandated Education/Training: Yes No

C) Education/Training Expenses Requested (include estimates if necessary):

LODGING (NIGHTS) *			
BREAKFASTS * (overnight only)		\$8.00	
LUNCHES * (overnight only)		\$10.00	
DINNERS * (overnight only)		\$20.00	
PARKING/TOLLS *			
AIRFARE *			
BUS/TRAIN/TAXI *			
PERSONAL CAR (miles)			
REGISTRATION FEE **	1	3,800.00	3,800.00
OVERTIME/COMP TIME			
GAS (County Car) *			
TOTAL			3,800.00

D) List those job responsibilities which will be missed during absence and indicate arrangements:
No coverage required, 8 hours of overtime for member for both days.

E) Employee Signature: (Signature) Date: 12/15/2022

F) Appropriations:
- Budget Line _____ Org _____ Object _____ Project _____
- Education/Training Amount Budgeted for Department \$ _____
- Education/Training Amount Used to Date by Department \$ _____

Department Head/Elected Official: (Signature) Date: 12/22/22

County Executive Approval: (Signature) Date: 12.22.22

* Receipts required per Resolution #59-2012, no meals for same day travel.
** Receipts required as well as literature on conference showing registration costs.
** Registration includes webinars, online courses or any non-travel courses.

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



Protective 4/17
audit 4/24
Reso #8

MICHAEL J. LEWIS
Chief Deputy Commissioner Of Finance

SHEILA BARRETT
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Chief Deputy Commissioner of Finance
RE: Budgetary Amendment – 23A020
DATE: April 10, 2023

At the request of the District Attorney's Office, the following budgetary amendment is required:

Increase Appropriations:

10116500 54936 10171	Partnership Initiative	\$	41,647
10199000 54980	General Contingencies	\$	101,157

Increase Estimated Revenues:

10116500 430890 10171	State Aid - Criminal Justice Discovery Reform Grant FY 22-23	\$	142,804
	Fiscal Impact - 2023 - (\$101,157)		
	Fiscal Impact - 2024 - \$ 0		

The New York State Division of Criminal Justice Services (DCJS) is providing funding to support local law enforcement agencies with expenses related to the discovery and pretrial reforms that took effect January 1, 2020. All funding provided is intended to support estimated costs during the SFY 2022-23.

Please forward to the appropriate committee.

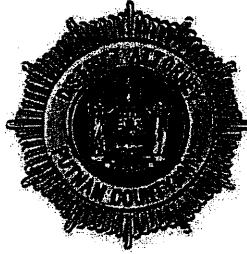
Approved:

Kevin M. Byrne
County Executive

2023 APR 10 PM 4:53
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

CHIEF ASSISTANT DISTRICT ATTORNEY
Chana Krauss

FIRST ASSISTANT DISTRICT ATTORNEY
Breanne Smith



ASSISTANT DISTRICT ATTORNEYS
Todd Carpenter
Joseph Charbonneau
Mackenzie Ferguson
Larry Glasser
Melissa Lynch
Kerianne Morrissey

ROBERT V. TENDY
District Attorney

MEMORANDUM

March 7, 2023

TO: Kevin Byrne, County Executive
FROM: Robert V. Tendy, District Attorney
SUBJECT: Criminal Justice Discovery Reform Grant
(April 1, 2021, to March 31, 2022 submission)

Enclosed is the documentation for this year's Discovery Reform Grant. We were awarded \$267,804, which is \$19,527 more than the \$248,277 awarded to us last year.

This grant is intended to compensate:

- District Attorney's Offices
- Probation Departments
- Sheriff's Offices
- local police departments

for expenses these departments and agencies incurred as a result of the newly enacted bail and discovery reform laws.

While the grant funds are disbursed to the County, they are required to be shared by and distributed to the agencies and departments named above. Based on requests and documentation received by those agencies, upon receipt of the grant funds, it should be distributed as follows:

To non-county agencies:

Town of Kent Police Department - \$22,748
Town of Carmel Police Department - \$18,899

To county agencies:

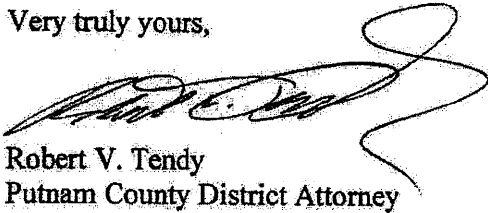
District Attorney's Office - \$118,985
Probation Department - \$35,596
Sheriff's Department - \$67,577

It is the intent of the grant that the funding be provided to these departments/agencies to compensate and reimburse them for the unforeseen and additional expenses imposed on them by the new laws.

It is required that the chief elected official of the county sign off on the grant and funding plan. Therefore, if you approve this year's grant application, please sign the letter that was submitted to you today and return it to us. We will then file the letter and necessary paperwork with the state.

If you have any questions in these regards, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert V. Tendy", with a large, stylized flourish extending from the end of the signature.

Robert V. Tendy
Putnam County District Attorney

Cc: James Burpoe, Deputy County Executive
Maria Donovan, Esq., Director of Compliance and Intergovernmental Relations
Matthew Covucci, Chief of Staff, County Executive Kevin Byrne



Division of Criminal Justice Services

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

YVONNE TURNER
Director of Funding

Grant Award Notice

Grantee/Contractor: Putnam County	Date: 6/28/2022
Program Name: Criminal Justice Discovery Reform Grant	Award Amount: \$267,804
Name of Official: MaryEllen Odell County Executive	SFY 2022-23 (April 1, 2022 to March 31, 2023)
Email: maryellen.odell@putnamcountyny.gov	Contract #: C460096

Criminal Justice Discovery Reform Grant - Additional Information:

The New York State Division of Criminal Justice Services (DCJS) is pleased to provide funding to your county to support local law enforcement agencies with expenses related to the implementation of discovery and pretrial reforms that took effect January 1, 2020. Your county's maximum award amount has been determined based on the prorated share of criminal court arraignments statewide.

Funding is contingent upon the submission by the county and subsequent DCJS approval of a Discovery Reform Funding Plan. Please see the attached *2022-23 Discovery Reform Application* and the *Discovery Reform Funding Plan* for additional information. All funding provided is primarily intended to support estimated costs during the state fiscal year 2022-23; however, this funding may also be used to cover any costs incurred in SFY 2021-22 (April 1, 2021 to March 31, 2022).

The county Discovery Reform Funding Plan should be submitted to DCJS using the DCJS Grants Management System (GMS). Additional information about GMS is provided in the attached Application document. Questions about the submission of the Plan should be emailed to DCJS at dcjsfunding@dcjs.ny.gov. Please include "Discovery Reform Question" in the subject line of your email. Any questions about GMS access or other technical assistance can also be directed to dcjsfunding@dcjs.ny.gov.

DCJS will assist counties in amending submitted Plans if needed. Once Plans are approved by DCJS, grantees will be notified and shall receive payment for their entire award. Thank you for all you do to enhance public safety. DCJS remains committed to working with you in our continued efforts to support the well-being and safety of all New York residents and visitors.

Attachment (2)

Cc: The Honorable Robert Tendy, Putnam County District Attorney
John Osterhout, Putnam County Probation Director



PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES

*cc: all
Prot. 4/17
RESO*



Robert A. Lipton
Interim Commissioner of Emergency Services

John P. O'Connor, CEM, CSP, CPP
Director, Office of Emergency Management

Kevin M. Byrne
County Executive

Alex Roehner, EMT-P
Director of Emergency Medical Services

MEMORANDUM

To: Ginny Nacerino, Chairwoman, Protective Services
From: Robert A. Lipton, Interim Commissioner
Re: April Protective Services Meeting
Date: April 3, 2023

I would like to add the FY2023 Notice Opportunity for the Emergency Management Performance Grant (EMPG) Program to the Protective Services agenda for April.

Putnam County has received an allocation amount of \$39,382 under the FY2023 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.

2023 APR -4 PM 3:04
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY



KATHY HOCHUL
Governor

JACKIE BRAY
Commissioner

FY2023 Emergency Management Performance Grant (EMPG)
Attestation of Completed Mandatory Training

Following is a list of the FY2023 Emergency Management Performance Grant (EMPG) Program mandatory training:

Table with 1 column and 5 rows: NIMS Training Course, ICS-100: Introduction to the Incident Command System, ICS-200: ICS for Single Resources and Initial Action Incidents, IS-700: National Incident Management System, An Introduction, IS-800: National Response Framework, An Introduction

AND

Table with 2 columns: FEMA Professional Development Series (PDS) and National Emergency Management Basic Academy. Includes courses like IS-120.c, IS-139.a, IS-230.d, IS-235.c, IS-240.b, IS-241.b, IS-242.b, IS-244.b, IS-230.d, E/L101, E/L102, E/L103, E/L104, E/L105. Includes 'OR' in the center.

By signing this document below you are attesting that for each EMPG funded employee (and those used as match) on your FY2023 EMPG Program application that proof of completion for the required courses as noted on the application worksheet is on file and available for review, and that you agree to maintain the proof of completion with your grant records.

*If all courses above have not yet been completed, they must be completed before the end of the Period of Performance for the EMPG grant program cycle in order for the sub-recipient to remain in compliance.

Name: _____

Signature: _____

(of Signatory or authorized representative submitting EMPG Application and attesting to completion by employees as indicated on application worksheet)

Title: _____

Date: _____



Homeland Security and Emergency Services

FY2023 Emergency Management Performance Grant (EMPG) Program Local Grant Program Guidance

Application Deadline: April 19, 2023 by 5:00 pm

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I. Program Overview, Objectives, and Priorities

Overview

The Fiscal Year (FY) 2023 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 sub-recipients are encouraged to review the <https://www.fema.gov/about/strategic-plan> and consider how FY2023 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.

Objectives

The FY2023 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) closing capability gaps that are identified in the state's most recent Stakeholder Preparedness Review (SPR); and 2) building or sustaining those capabilities that are identified as high priority through the Threat and Hazard Identification and Risk Assessment (THIRA)/SPR process and other relevant information sources.

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 FY2023 EMPG Program-funded investments across all national priority areas. This is a requirement for FY2023. Climate resilience considerations will also be a continued area of focus for FY2024.

Additional information on these priorities, including examples of allowable activities, is available from FEMA at <https://www.fema.gov/grants/preparedness/emergency-management-performance/fy-23-nofo>.

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 FY2023 EMPG funds is 36 months, from October 1, 2022 to September 30, 2025. Although extensions to the period of performance may be granted by FEMA when, due to circumstances beyond the control of the subrecipient, 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

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, recipients must describe how proposed communications investments align to needs identified in the Statewide Communication Interoperability Plan (SCIP), which can be found at: <http://www.dhss.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

Subrecipients must ensure and maintain adoption and implementation of NIMS. **DHSES will engage subrecipients 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. Subrecipients 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)

FY 2023 EMPG Program sub-recipients are required to work toward implementation of the National Qualification System (NQS) by developing an Implementation Plan using the [FEMA provided two-page template](#). Please see the [Preparedness Grants Manual, Appendix H](#) for more information on NIMS and NQS implementation requirements.

DHSES will, as necessary, collect data regarding the implementation of the NQS during the NIMS survey of sub-recipients or through other appropriate means.

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

Sub-recipients 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 (TEPW) 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. Sub-recipients 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

Exercises

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.

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. Sub-recipients 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

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. 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 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 sub-recipients 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>.

Sub-recipients 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.

Sub-recipients 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 sub-recipient 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 sub-recipient 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 falls under the 2 C.F.R. Part 200 guidance for real property. In accordance with 2 C.F.R. § 200.311, a recipient or subrecipient 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 recipient or subrecipient 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 recipient or subrecipient 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 recipient or subrecipient (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, recipients and subrecipients 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, sub-recipients 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, sub-recipients 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, sub-recipients 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

Sub-recipients 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 grant 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 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, subrecipients 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 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 or territory'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.

Building and Sustaining Core Capabilities

Subrecipients 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 recipients and sub-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.

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, if your projects are applicable.

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) recipients and subrecipients) 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)	Basic Academy
IS-120.a An Introduction to Exercises	Basic Academy Pre-requisites and Courses 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

OR

*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. Sub-recipients 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, sub-recipients 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 April 19, 2023 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, 2022 – September 30, 2025). Applications should only include projects that can be completed by September 30, 2025.

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 for each EMPG funded employee (and those being used as match) for all EMPG required training courses that have not yet been submitted to DHSES for all EMPG funded staff (and staff used as match) must be provided to DHSES at the time of application.

- 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 EMPG 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 FY2023, 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 EMPG Program cost matching requirements in accordance with 2 C.F.R. §200.306.

To meet matching requirements, the sub-recipient 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 sub-recipient'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 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, Cost Principles, and Audit Requirements

In this guidance document, the term subrecipient 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 https://www.gao.gov/yellowbook/overview_, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.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 FY2023 EMPG and should be completed by the end of calendar year 2023 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 sub-recipient's offices. **All subrecipients 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 applicants. Please note that some of the 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
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 **April 19, 2023**. 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 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 EMPG Program funds will be determined once awards have been approved but cannot extend beyond **September 30, 2025**. Although the contract

¹ Required course list included in the FY2023 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.

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 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's 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 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 in NY Responds an After-Action Report and Improvement Plan (AAR/IP) to the DHSES OEM Training and Exercise Section for review and identification and initiation of any necessary state-level activity. Sub-recipients **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 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 sub-recipients 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.

Funds Used to Develop, Deliver, and Evaluate Training. Includes costs related to administering the training: planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment.

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.

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 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 and future grant 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

CCAL
Prot
4/17/23

update #10



Robert A. Lipton
Interim Commissioner of Emergency Services
John P. O'Connor, CEM, CSP, CPP
Director, Office of Emergency Management

Kevin M. Byrne
County Executive
Alex Roehner, EMT-P
Director of Emergency Medical Services

MEMORANDUM

To: Ginny Nacerino, Chairwoman, Protective Services
From: Robert A. Lipton, Interim Commissioner
Re: April Protective Services Meeting
Date: April 3, 2023

I would like to add the FY2023 State Homeland Security Program (SHSP) to the Protective Services agenda for April.

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.

2023 APR -3 PM 1:25
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY



Homeland Security and Emergency Services

FY2023 Local Subrecipient Program Guidance

State Homeland Security Program
State Law Enforcement Terrorism Prevention Program



NYS Division of Homeland Security and Emergency Services (DHSES)
March 2023

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Section I: Program Overview

Program Descriptions

The FY2023 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 FY2022 SHSP/SLETPP cycle (see Section III for details). Please note that Enhancing Cybersecurity and Enhancing Election Security are now tracked as separate investments and priority areas. There are no associated spending requirements for any of the six (6) priority areas, 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 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

Cybersecurity Project: \$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 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 35% of your allocation) must be used in support of law enforcement terrorism prevention-oriented planning, organization, equipment, training, and exercise activities. Please note that this is a 5% increase from the FY2022 SHSP/SLETPP cycle so be mindful when developing your projects.**

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 FY2023 SHSP/SLETPP Grants: Jurisdictions may choose from the following options if they do not want to accept their FY2023 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 FY2023 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: FY2023 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 44 terrorism plots since 9/11 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), has contended with significant domestic violent extremist activities with the most recent 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, 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 the DHS/FEMA's Core Capabilities this year will be essential in your project discussions. A crosswalk from the 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 FY2023 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. This update occurs on a three-year cycle – 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 Management (TAM) Training Requirement

In recognition of the evolving threat environment to include the growing trend of domestic violent extremism, particularly given the recent 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 Management (TAM) teams. Under the FY2023 SHSP/SLETPP guidance, as a condition of funding, subrecipients will be required to attend DHSES-sponsored event(s) as they are made available.

FY2023 SHSP/SLETPP DHSES Priorities

DHSES has identified a series of priorities for the FY2023 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 FY2023 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 April 19, 2023.**

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. Over the past 10-12 years, 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 FY2023 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. 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 FY2023 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 in the new Combating Domestic Violence Extremism national priority requirement, 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, 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 FY2023 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 FY2023 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 FY2023.

Bomb Squads: Subrecipients using FY2023 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 FY2023 SHSP/SLETPP must be pre-approved by DHSES. Please refer to Section V for more details.

Explosive Detection Canine Teams: Subrecipients using FY2023 SHSP/SLETPP funding to develop or sustain an Explosive Detection Canine Team should:

- Ensure that the **Certification and Re-Certification** of the Canine Handler 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 FY2023 SHSP/SLETPP must be pre-approved by DHSES. Please refer to Section V for more details.

Tactical Teams: Subrecipients using FY2023 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 FY2023 SHSP/SLETPP must be pre-approved by DHSES. Please refer to Section V for more details.

HazMat Teams: Subrecipients using FY2023 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 FY2023 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 FY2023 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 FY2023 SHSP/SLETPP funding.

Note: All training requests for Technical Rescue/USAR Teams under the FY2023 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

FY2023 FEMA SHSP/SLETPP Priorities and Spending Requirements

For FY2023 SHSP/SLETPP program funding, DHS/FEMA has identified six (6) National priority areas and has required that at least thirty (30%) of your allocation amount are required to be spent in support of these key areas (each area has its own spending requirement). 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

Intelligence and Information Sharing 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. Given the importance of information sharing and collaboration to effective homeland security solutions, at least one project must be in support of your jurisdiction's efforts to enhance information sharing and cooperation with local, state, and federal agencies. Additional resources and information regarding collaboration and information sharing are available at [Office of Intelligence and Analysis](#).

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/>).

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 required SHSP investments by adding the new Community Preparedness and Resilience federal 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 jurisdiction’s 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 and be found at (<https://www.fema.gov/emergency-managers/individuals-communities>).

Below is a list of projects that are applicable in each of the identified planning, organizational, equipment, training and exercises that would support this specific priority. Please note that this list is not exhaustive, if you have questions, please refer to the “Project Linkage Document” 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, non-profit medical providers and senior care facilities to bolster their resilience to all hazards. This can 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 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 on-line 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 October 2020 [DHS Homeland Threat Assessment](#), domestic violent extremists, including ideologically motivated lone offenders and small groups, present the most persistent and lethal terrorist threat 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 most recent attacks in Buffalo, NY where 10 innocent people were killed and 2 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 federal priority area as this need is so prevalent.

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.

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 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 infrastructures 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.

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 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, 2024 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 to 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 FY2023 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 FY2023 SHSP and SLETPP grants. Please note that only one application per jurisdiction will be accepted. Coordination with 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 April 19, 2023 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 meet the National Priorities. 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 Funding Opportunity will be required 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 national priorities outlined in the FY2023 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 FY2023 SHSP and SLETPP grants is 36 months; the anticipated performance period is estimated to be from 9/1/2023 through 8/31/2026. 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 with the shifts in priority areas and spending requirements in the national priority, 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 FY2023 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 new 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, this is a 5% increase from prior cycles. 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 sure to 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, recipients 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

1. **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](#)
2. **Required participation in the Nationwide Cybersecurity Review (NCSR):** Recipients of FY2023 SHSP/SLETPP awards will be required to complete the 2023 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 recipient should complete the NCSR. The NCSR will be open from October 2023-February 2024. More detailed information can be found in Information Bulletin #439 – see link: [Information Bulletin #439](#). *Please note that if you do not fulfill that requirement within the allotted timeframe your award will be at risk.*

Personnel Cap Reminder

Per the PRICE Act, there is a 50% cap on personnel-related costs associated with your FY2023 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 FY2023 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 FY2023 SHSP/SLETPP funding (in the Excel template 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 FY2023 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 recipients 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. **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 in 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.

FY2023 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

FY2023 SHSP funds may be used for equipment acquisition from the 21 equipment categories lists 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, FY2023 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 DHSES's 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 (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 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 FY2023 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 grants-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 recipients 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 FY2023 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, recipients 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.

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/e-grants>

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 recipients 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 recipients 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, recipients 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 FY2023, please identify the most recent fiscal year supported between FY2019-FY2022).

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	<p>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.</p>
Sharable	<p>Is the core capability supported by this project sharable (if it cannot be physically deployed) with other jurisdictions? DHS identifies are 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.</p>

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.*

THE PUTNAM COUNTY LEGISLATURE

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

CC: All
Protective
4/17
#11

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

MEMORANDUM

DATE: April 11, 2023

TO: Kevin Byrne
County Executive

FROM: Ginny Nacerino
Chairwoman Protective Services Committee

CC: Michael Piazza
Commissioner Youth Bureau, Social Services and Mental Health

Sara Servadio
Deputy Commissioner Youth Bureau, Social Services and Mental Health

RE: April 17, 2023, Protective Services Meeting – School Safety Update/
Putnam County Agencies

Ginny Nacerino

Respectfully, I request that Commissioner Piazza and Deputy Commissioner Servadio attend the Monday, April 17, 2023, Protective Services Meeting at 6:30p.m.

At said meeting, the matter of School Safety and the role of the County Departments will be clarified. Also, I will be requesting a representative from the District Attorney's Office and the Sheriff's Department be present to participate.

A letter will be sent to the members of the CEPAB and request they send a representative.

Please confirm attendance with the Legislative Office. Thank you.

THE PUTNAM COUNTY LEGISLATURE

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

cc: All
Protective
4/17
11

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

MEMORANDUM

DATE: April 11, 2023

TO: Robert Tendy
Putnam County District Attorney

Kevin McConville
Putnam County Sheriff

FROM: Ginny Nacerino
Chairwoman Protective Services Committee

RE: April 17, 2023, Protective Services Meeting – School Safety Update/
Putnam County Agencies

Ginny Nacerino

Respectfully, I request that you and/or a representative from your respective departments please attend the Monday, April 17, 2023, Protective Services Meeting at 6:30p.m.

At said meeting, the matter of School Safety and the role County Departments play will be clarified. Also, I will be requesting Commissioner of Youth Bureau, DSS and Mental Health Mike Piazza and Deputy Commissioner of Youth Bureau, DSS and Mental Health Sara Servadio be present to participate. The members of the CEPAB will be requested to send a representative as well.

Please confirm attendance with the Legislative Office. Thank you.

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April 11, 2023

Scott Rhodes
Chairman, Community Engagement & Policy Advisory Board
(via email: srhodes@cepabputnamny.org)

Dear Chairman Rhodes,

Respectfully, I request that you and/or a representative from the Community Engagement & Policy Advisory Board (CEPAB) attend the Monday, April 17, 2023, Protective Services Meeting.

At said meeting the matter of school safety and the Putnam County agencies' role will be an agenda item. I look forward to a productive dialogue related to this important subject, and I welcome the representative(s) of CEPAB to contribute to the discussion.

Please confirm your availability with the Legislative Staff. Thank you.

Regards,

Ginny Nacerino
Chairwoman, Protective Services Committee

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Update #12

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



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MEMORANDUM:

Date: April 4, 2023

To: Ginny Nacerino
Chairwoman, Protective Services Committee

From: Erin Crowley *Erin L. Crowley*
Legislator Dist. 9

Re: Update- Use of ARPA Funding for "School Safety-Infrastructure Upgrades"

Considering the current climate and in response to constituents who have contacted me related to school safety, I respectfully request Sheriff McConville attend the April 17, 2023, Protective Services Committee Meeting to speak to this topic.

Specifically, I would like Sheriff McConville to provide a status on the use of the \$2,000,000 ARPA funds allocated for "School Safety - Infrastructure Upgrades", that was approved at the July 5, 2022, Full Meeting of the Legislature.

Thank you.

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MEMORANDUM

DATE: April 4, 2023

TO: Erin Crowley
Legislator Dist. #9

FROM: Ginny Nacerino
Chairwoman Protective Services Committee

RE: Response - To Inquiry Regarding School Safety – Infrastructure Upgrades

Ginny Nacerino

Legislator Crowley, thank you for your memo of April 4, 2023, requesting an update from Sheriff McConville regarding ARPA Funding for “School Safety- Infrastructure Upgrades”.

Please be advised that I have been in communication with the Sheriff McConville on this very important topic. I have an update from the Sheriff on the April 17th Protective Services agenda. He will be speaking about the “Team-Up For School Safety” program that he, along with his staff and colleagues, have been working on. The funding for said program will come from the ARPA - “School Safety- Infrastructure Upgrades” budget.

We all recognize the severity of the situation and the need for a continued focus on actions that will keep our students, staff members, and visitors safe when they are in our schools. No one bears the weight of that responsibility more than our Sheriff and his Department. I will continue to make certain that the Legislature, through the Protective Services Committee, remains informed and engaged regarding school safety measures.

Thank you again for your correspondence.