

Nov.
Protective
#3

**PROTECTIVE SERVICES COMMITTEE MEETING
HELD IN ROOM 318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512
Members: Chairwoman Nacerino & Legislators Addonizio, Sayegh**

Wednesday 6:00p.m. September 20, 2023
(The Health Mtg. Immediately Followed)

The meeting was called to order at 6:00PM by Chairwoman Nacerino and who requested Legislator Addonizio lead in the Pledge of Allegiance. Upon roll call Legislators Addonizio, Sayegh, and Chairwoman Nacerino were present.

Item #3 – Acceptance/ Protective Services Meeting Minutes/ July 20th & August 17, 2023

The minutes were accepted as submitted.

Item #4 – Approval/ Re-Establish the Community Engagement and Police Advisory Board (CEPAB)/ CEPAB Board Members

Chairwoman Nacerino stated this is a request to reinstate the Community engagement and Policy Advisory Board. She stated this is done on an annual basis. She read the letter dated September 2, 2023, from the CEPAB Members. She expressed her appreciation for the work done by the CEPAB.

Legislator Addonizio stated her agreement that the work done by CEPAB is an asset to the County.

Legislator Sayegh stated her support for the work and conversations that have occurred thanks to the CEPAB organization. She stated some conversations are not easy to have or comfortable, but are important to have, and CEPAB is an asset in those types of situations.

CEPAB Co-Chair Jenie Fu stated that CEPAB agrees with that and supports open dialogue as much as possible.

Legislator Jonke stated he would like to thank CEPAB Co-Chair Jenie Fu and requested she pass along his sentiments to CEPAB Chairman Scott Rhodes and CEPAB Co-Chair Ronald Reid. He stated volunteerism can at times be a thankless job. He recognized their willingness to continue putting their efforts forward for their community.

CEPAB Co-Chair Jenie Fu explained many of her fellow CEPAB members were not present because they are preparing at Veterans' Park for the Culture Fest, which was scheduled to be held on Saturday, September 23rd, from 11:30a.m. to 5:00p.m. She stated Westchester Circus Arts will be performing at the Culture Fest.

Chairwoman Nacerino made a motion to approve Re-Establish the Community Engagement and Police Advisory Board (CEPAB); Seconded by Legislator Sayegh. All in favor.

Item #5 - Approval/ Fund Transfer 23T272/ Transfer to Cover Bureau of Emergency Services Dispatch Overtime Due to Vacancies/ Bureau of Emergency Services Commissioner Robert Lipton

Bureau of Emergency Services Commissioner Robert Lipton stated there are seven (7) vacancies in the Dispatch Center, which is what is generating the need for the overtime. He stated three (3) of the vacancies last week were filled. He stated they are down to four (4) vacancies. He stated they are using the funding from the vacant positions to cover the overtime.

Chairwoman Nacerino explained that is why there is no fiscal impact. She stated to hire people into a Dispatcher position is an arduous task. She questioned where the County is in terms of looking to fill the four (4) vacancies.

Bureau of Emergency Services Commissioner Robert Lipton explained there are eight (8) people on the current list of candidates to be considered. He stated that is a big change from years back, when there would be 50 people on the list of candidates. He stated the County's capacity to train, is only to train three (3) people at a time. He stated the training takes 16 to 20 weeks to train someone. He continued to speak to the process of training and bringing Dispatchers on board.

Legislator Montgomery stated we are recognizing this is a difficult job. She stated she is concerned with the mental health of the Dispatchers having to do this overtime. She stated she would like to suggest some of the funding from these vacant positions be put towards some kind of counseling for the Dispatchers.

Bureau of Emergency Services Commissioner Robert Lipton stated they are very aware and are monitoring the situation. He stated DSS Commissioner Piazza and Deputy Commissioner Servadio are assisting in the monitoring of the situation. He stated the Dispatchers know that there are services available.

Legislator Crowley questioned if having a Sergeant and a Lieutenant in the Dispatch Center is having an impact on the amount of overtime.

Bureau of Emergency Services Commissioner Robert Lipton stated that is not a factor.

Legislator Crowley questioned if having a Sergeant and a Lieutenant is part of the fast tracking training Commissioner Lipton referred to.

Bureau of Emergency Services Commissioner Robert Lipton stated it is and it is very beneficial. He explained this is the first time that they are using the "fast tracking" approach in the training of the Dispatchers. He explained so at this time there is no projection of how long the process will take. He did provide as a point of reference that the current training process takes 16 – 20 weeks.

Chairwoman Nacerino questioned how the current morale is.

Bureau of Emergency Services Commissioner Robert Lipton stated these are tough times for the Dispatchers. He stated the shifts must be filled, so it is impacting the Dispatchers in terms of their personal lives and getting time off.

Chairwoman Nacerino stated she is glad that Bureau of Emergency Services Commissioner Robert Lipton is monitoring the Dispatchers and taking action to try to fill the vacancies. She stated there are resources through the County that the Dispatchers can take advantage of.

Legislator Jonke questioned if this funding request is to cover overtime that has already occurred or anticipated overtime.

Bureau of Emergency Services Commissioner Robert Lipton stated this is for anticipated overtime and believes this amount will carry them to the end of the year.

Legislator Jonke requested clarification that the funding is coming from three (3) vacant positions, if these positions do get filled before the end of the year will there be enough money in the lines to cover the salaries.

Bureau of Emergency Services Commissioner Robert Lipton stated yes there would be.

Chairwoman Nacerino made a motion to approve/ Fund Transfer 23T272/ Transfer to Cover Bureau of Emergency Services Dispatch Overtime Due to Vacancies; Seconded by Legislator Addonizio. All in favor.

Item #6 - Update/ Radio Project/ IT/ GIS Director Tom Lannon

IT/ GIS Director Tom Lannon expressed his appreciation for being permitted to provide this update on this very important project. He stated there are a number of towers that have been completed. He stated there are still a few they are still working on. He stated the Philipstown tower has been challenging, but glad to say it is moving forward. He stated there has been a recent matter that has arisen regarding property donation. He stated the County's Law Department is working on that. He stated there are some challenges with the Piano Mountain location. He spoke to the fact that Putnam Valley wants all the work to go through their process rather than use the Monroe Balancing Act, which has been used with the other Towers. He stated that will result in a delay of approximately four (4) months. He stated the County Golf Course Tower, is moving forward at a slow pace. He stated there is a parkland alienation process involved with that Tower as well as having the Department of Environmental Protection involved. He stated the Towers that are not available right now will not impact them from going "Live". He stated they are moving ahead with the Towers they have ready. He stated that will result in limited coverage in some areas of the County. He stated they plan to get testing started in October/November of 2023. He spoke to some of the obstacles that have come up with this project that have caused delays. He stated they are still working on the radio equipment (aka subscriber equipment). He stated the Putnam County Sheriff's Office is already saving the County money. He stated they took the radios they were given, the Tri Band Radios. He explained, the

Sheriff's Department started to use those radios and have returned the radios that were on a lease. He stated the Deputies have been providing positive feedback on the Tri Band Radios. He stated there have been some Tri Band Radios ordered for the Fire Departments. He stated there is a bit of a back order with Motorola for that model radio. He stated overall the project is going well. He stated the Memorandum of Agreements still need to be finalized. He stated there will be individual meetings scheduled with the Fire Departments as needed.

Chairwoman Nacerino stated she cannot understand why Putnam Valley would like to use their own process versus using the Monroe Balancing Act which has been used often. Especially in light of the fact that it will delay the progress and that will have an adverse effect on not only the constituents, but also on the interoperability.

Legislator Montgomery expressed her appreciation for the update. She stated the Monroe Balancing Act is a great resource, but also consideration needs to be given to the elected officials in Putnam Valley as they need to answer to the public. She stated there are members of the public that are very critical of these towers. She stated for the members of the Putnam Valley Board to choose to do their due diligence, that is within their purview, and she would never criticize them for that.

Item #7 - FYI/ Fund Transfer 23T255/ Bureau of Emergency Services -911 Center Upgrades and Services/ Bureau of Emergency Services Commissioner Robert Lipton

Bureau of Emergency Services Commissioner Robert Lipton stated they are adding video board equipment to the 911 Center that will carry even more information. He stated this equipment allows them to tap into the video cameras that they have installed in the different towns.

Legislator Montgomery stated she is in support of this upgrade.

Chairwoman Nacerino stated this is an FYI.

Item #8 - FYI/ Fund Transfer 23T260/ Accountability Boards for Fire Department/ Bureau of Emergency Services Commissioner Robert Lipton

Chairwoman Nacerino stated this is an FYI. She requested that Commissioner Lipton provide a brief overview of the purpose of these boards.

Bureau of Emergency Services Commissioner Robert Lipton stated these are used to keep accountability of fire fighters going in and coming out of a fire. He stated they are working to make sure all of the departments have the same systems. He stated Mutual Aid is becoming more of a practice, so when one Department comes into another Department's area to assist, they will all be on the same page.

Chairwoman Nacerino stated she likes to see the continuity.

Item #9 - Other Business - None

Item #10 – Adjournment

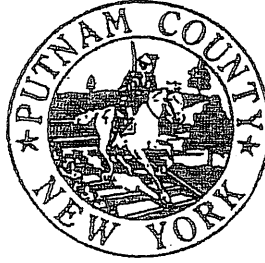
There being no further business at 6:32PM Chairwoman Nacerino made a motion to adjourn;
Seconded by Legislator Sayegh. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.

THE PUTNAM COUNTY LEGISLATURE

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

Wednesday 6:00p.m. September 20, 2023
(Health Meeting to Immediately Follow)

1. Pledge of Allegiance
2. Roll Call
3. Acceptance/ Protective Services Meeting Minutes/ July 20th & August 17, 2023
4. Approval/ Re-Establish the Community Engagement and Police Advisory Board (CEPAB)/ CEPAB Board Members
5. Approval/ Fund Transfer 23T272/ Transfer to Cover Bureau of Emergency Services Dispatch Overtime Due to Vacancies/ Bureau of Emergency Services Commissioner Robert Lipton
6. Update/ Radio Project/ IT/GIS Director Tom Lannon
7. FYI/ Fund Transfer 23T255/ Bureau of Emergency Services -911 Center Upgrades and Services/ Bureau of Emergency Services Commissioner Robert Lipton
8. FYI/ Fund Transfer 23T260/ Accountability Boards for Fire Department/ Bureau of Emergency Services Commissioner Robert Lipton
9. Other Business
10. Adjournment

Nov. mtg

#3

**PROTECTIVE SERVICES COMMITTEE MEETING
BUDGET MEETING
HELD IN COUNTY OFFICE BUILDING- RM#318
40 GLENEIDA AVEUNE, CARMEL, NY 10512
Members: Chairwoman Nacerino & Legislators Addonizio, Sayegh**

Tuesday

October 11, 2023

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

Item #3 – 2024 Budget Review

Judicial Expense (Cnty. Share) – 1162 (page 3)

Commissioner of Finance Mike Lewis stated these expenses are related to the Courthouse and they fall under the purview of the Department of Public Works. He stated the County just submitted a budget well over \$300,000. He stated the County is awaiting the approval from the Office of Court Administration (OCA). He stated the \$275,000 that is in the tentative budget is a conservative amount. He stated if the County is awarded more from the Grant they applied for, he will be back to the Legislature to adjust that amount. He stated the County has been encouraged to do improvements to the “new Courthouse”, which in reality is over 20 years old. He stated some of the things the County is considering doing is some painting and work on the elevators. He stated this work was considered and discussed with the Purchasing Director John Tully and a representative from OCA.

District Attorney – 1165 (pages 4-7)

District Attorney Tandy began with bringing up the topic of his personnel and their salaries.

Chairwoman Nacerino explained all Personnel matters are handled by the Personnel Committee. She stated he will be able to speak to that topic at the Personnel Budget Meeting, which is scheduled for Monday, October 16, 2023.

District Attorney Tandy continued to broadly speak to his challenges of retaining Assistant District Attorneys, (ADAs) which he said is because of the salary rate. He stated he has been conservative in his request. He stated that he has not asked for a Discovery Compliance Bureau because he does not have Trial Prep Assistant. He stated that may be a discussion that will need to be had next year. He continued to speak to the personnel topic. He stated it is not any fault of the County. He stated it is the fault of the State Legislature that has put these incredibly burdensome requirements on ADAs throughout New York.

Vehicle Leasing/Rental (page 5 - 54210)

Chairwoman Nacerino noted that in the Vehicle Leasing/ Rental budget line \$19,200 was requested, \$13,800 is in the tentative budget. She questioned if that would be enough money to meet the needs of his department.

District Attorney Tandy stated he has been informed by Purchasing Director Tully that it will provide enough funding to lease two (2) vehicles for his department.

Special Services (page 5 - 54682)

Legislator Gouldman noted that on page 5, Special Services has been reduced.

District Attorney Tandy stated that line pays for Court Reporters etc. He stated there is less of a need for those types of additional services projected for 2024.

Criminal Justice Discovery Reform – State Aid Other (page 6 – 10171)

Legislator Sayegh questioned the discrepancy in the amount of \$267,804 in 2023, but in 2024 \$119,000 is listed.

Commissioner of Finance Lewis explained this funding is distributed in addition to the District Attorney's Office, who will receive the \$119,000. He stated the District Attorney's Office needs to file the paperwork and that will include the distribution of the balance of the \$267,804: to the Sheriff's Department, Probation Department and the Outside Agencies; Carmel and Kent Police Departments. He stated once that is determined he will be back to the Legislature and request an adjustment to the budget.

District Attorney (page 7 – 1165)

Legislator Ellner stated in reviewing the District Attorney's Budget he sees that the revenue line has gone down and the expense line has increased.

District Attorney Tandy stated that is correct, but there are grants that could cover that in its entirety and may even possibly reduce the District Attorney's budget, if the Legislature gives approval to use it.

Legal Aid – 1170 (page 8)

Commissioner of Finance Lewis stated there was a request for an additional \$50,000, which equaled a 6% increase, to support the Putnam County Veterans Court, which is mandated by the Office of Court Administration as of March 2023. He stated the County Executive approved a 2.75% Cost of Living Allowance (COLA) increase.

Legal Defense (County Appointed Indigents) 1171 (page 9)

Commissioner of Finance Lewis stated that budget line funds the 18B Attorneys. He stated this is a State mandated cost. He spoke to the fee rate increase by the State and their proposed portion of reimbursement of said rate.

JP & Constables – 1180 (page 10)

Commissioner of Finance Lewis stated these are the felony fees. He stated they are fees the County receives from DUIs, Bail, etc. He stated the State takes their portion and the County receives the balance.

Legislator Crowley questioned what the percentage is that the County receives.

Commissioner of Finance Lewis stated he would provide that information. *(10/12/23 Commissioner Lewis responded. The State receives 2%)*

Coroners – 1185 (pages 11-12)

Chairwoman Nacerino stated Dr. Nesheiwat, Acting Commissioner of the Health Department and Coordinator of Coroners was unable to attend the meeting, due to a conflict in his schedule. She stated that she did review the Coroners budget with him. She stated the funding is level except for the increase in 54646- Contracts line on page 11. She stated there has been an increase of \$20 per autopsy case by the National Medical Services Laboratory. She stated the number of cases projected was 80 cases. She spoke to the fact that Dr. Nesheiwat is a New York State Certified Coroner and is the only one in Putnam County's history. She explained this gives him the ability to provide in-service to the other Putnam County Coroners to provide death investigations. She continued to explain that the death investigations can result in a reduction of the number of autopsies that need to be performed. She stated Dr. Nesheiwat spoke highly of his fellow Coroners, Wendy Erickson and John Bourges and he stated the Morgue is just about done.

Sheriff - 3110 (pages 60-80)

Legislator Crowley questioned why there was a reduction in the Education and Training line 54640 page 61.

Undersheriff Lindert stated there were many hires in 2023 and the education and training has been done. He stated that is why there is a reduction in that line for 2024.

Sheriff McConville stated additionally they have employees who have received their certification as instructors providing the Sheriff's Department to do some training in-house, which also assists with the reduced Education and Training amount. He explained there are also scenarios where they can utilize the education and training that is being offered by other law enforcement agencies and they do not charge the Sheriff's Department.

Chairwoman Nacerino stated on page 62 52640 - Audio Visual Equipment, there is \$65,000 budgeted. She stated that is for the License Plate Readers, Monitors and the Licensing Fees.

Undersheriff Lindert confirmed that is correct.

Legislator Ellner questioned the increase on page 62 54313 - Books and Supplements, for 2024 the requested amount was \$500 yet the 2024 tentative amount is \$19,250.

Undersheriff Lindert explained the funding that was in the budget line page 62 54300 – Misc Supplies has been moved to the 54313 Books and Supplements budget line.

Chairwoman Nacerino questioned what will be purchased with the funding on page 63 52680 – Other Equipment, \$27,500.

Undersheriff Lindert stated that will be used to purchase an updated Drone.

Sheriff McConville stated the current Drone cannot be deployed for the efficient amount of time needed to achieve the results the Sheriff's Department needs from it.

Chairwoman Nacerino requested information regarding what falls under "Sheriff's Fees" on page 65 415100.

Undersheriff Lindert stated the \$97,000 is projected revenue of which will come from the department's Civil Fees.

Legislator Montgomery questioned page 66 51094 - Temporary line \$560,000.

Undersheriff Lindert stated the Special Patrol Officers (SPOs) are paid out of that line. He stated most of it is paid for.

Commissioner of Finance Mike Lewis stated the \$560,000 funds covers 16 SPOs at a salary of \$35,000.

Sheriff McConville stated, per Chairwoman Nacerino's inquiry, the revenue proposed on page 67 422601 – Deputy Outside Services is funding received when a School hires a School Resource Officer (SRO) to work at a prom, a dance, a football game etc.

Legislator Crowley inquired as to what falls under Weight Enforcement on page 69.

Sheriff McConville stated training is provided to the Deputies by the DOT (Department of Transportation). He explained the DOT provides instruction on the monitoring regarding all of the minutia of operating a heavy-duty vehicle safely

Chairwoman Nacerino requested clarification on page 69 51093 - Bicycle Patrols.

Sheriff McConville stated Captain Schepperly is managing the patrols on the bike path. He explained through Captain Schepperly's strategy on when he believes there needs to be a Sheriff's presence on the County Bike Path, the proposal of \$17,500 will cover the cost.

Legislator Ellner requested explanation for the increase on page 71 54210 - Vehicle Leasing/Rental.

Commissioner of Finance Lewis stated the money was shifted from line 52650 on page 71 Motor Vehicles to the 54210 - Vehicle Leasing/Rental line.

Legislator Sayegh questioned where the funding for Range Supplies page 71 54305 had been moved to.

Undersheriff Lindert stated it was moved to the Corrections Budget.

Sheriff McConville stated the Range Instructor is in the Corrections Division, so it was decided it would be a more accessible placement of the funds.

Legislator Crowley questioned why the Canine Stipend budget increased to \$18,000 page 70 51090.

Sheriff McConville explained two (2) of the Dogs are going to be aging out in approximately two years. He stated the Sheriff's Department has found the tracking Dogs to be most useful. He stated they can get a dog at no cost, and then it takes about three (3) years to get the dog fully trained. He stated the hope is by the time the new dogs are ready to begin work the other dogs will be ready to be retired. He stated the increase in funding is also a direct reflection of having the two (2) elderly dogs, which can result in medical conditions and also all costs, dog food, veterinary care etc. have increased.

Chairwoman Nacerino questioned what falls under Police Traffic Services Prog which is listed on page 74.

Undersheriff Lindert stated that includes seatbelts, cell phones, and aggressive driving.

Sheriff McConville stated it also includes child seats.

Chairwoman Nacerino noted on page 77 the Sheriff's Domestic Violence category has been zeroed out and moved to the Bureau of Criminal Investigation (BCI) budget.

Legislator Crowley inquired if there is a budget line that will cover the Deputy that will ride with the Health Department.

Sheriff McConville stated no, there is not a budget line for that. He explained when this matter was brought to the Protective Services Committee (5/17/2023) it was stated that the federal grant (*FY23 Implementing Crisis Intervention Teams- Community Policing Development Solicitation Grant*), which they hope to hear on soon, would be funding the costs associated to that program (*Co-Responder Team*).

Legislator Montgomery stated she is aware that all inquiries related to Personnel will be handled in the Personnel Meeting on Monday, October 16th. She requested confirmation that the Sheriff will be present at said meeting.

Sheriff McConville confirmed he would be at the Monday, October 16th Personnel Meeting.

Chairwoman Nacerino noted the increase in the Jail Transport Services Expense Line on page 84, the 2023 budgeted amount was \$89,061 and the tentative 2024 budgeted amount is \$99,128.

Undersheriff Lindert stated the cost of gas has had an impact on that increase. He stated the Sheriff's Department provides inmate transportation for court appearances, Dr. Visits, etc.

Chairwoman Nacerino questioned on page 85 52670 – Kitchen Equipment \$15,815.

Sheriff McConville stated that will be replacing a dishwasher and other large appliances.

Legislator Crowley questioned if the food is prepared on-site.

Sheriff McConville explained the products/ingredients are delivered to the Jail and the food is prepared on-site.

Legislator Sayegh stated on page 87 422643 – Prisoner Board In US the revenue line is reduced for 2024.

Sheriff McConville stated there is a reduction in Board Ins Statewide. He stated they are not getting the number of Federal Inmates that they have in the past, which has a significant impact on that revenue line.

Chairwoman Nacerino noted the Commissioner of Finance did add a new budget line, on page 87 51092 – Comp Time Payout PCSEA. She stated this is funding related to anticipated Comp Time.

Probation – 3140 (pages 81-83)

Chairwoman Nacerino spoke to page 82 52610 – Furniture and Furnishings. She stated \$50,000 was requested for 2024, the amount in the tentative line is \$12,500.

Probation Director John Osterhout stated his initial goal was to redo the Probation Office. He stated there are desks and chairs that must be replaced and there are desks and chairs that are still serviceable. He stated he was hoping to redo the office and make everything look uniformed. He stated fiscally that is probably not the most prudent action. He explained the desk and chairs that must be replaced will be addressed in 2024.

Chairwoman Nacerino questioned how many employees are in the Probation Department and how many desk and chairs must be replaced.

Probation Director John Osterhout stated there are 20 staff members and approximately six (6) – eight (8) desks must be replaced and approximately 12 chairs and there are some file cabinets etc. that will be replaced. He stated he believes the \$12,500 will be enough to cover all of that.

Legislator Montgomery stated she wholeheartedly would approve this, because an upgrade in the probation department is much needed.

Deputy County Executive Burpoe stated they are going through all the surplus of furniture in the County and are moving things around. He stated they anticipate using some of the surplus furniture to switch out some of the furniture and furnishings in the Probation Department.

Chairwoman Nacerino stated that is good to hear. She stated next they will address adjusting a budget line on page 90 443890 – Public Safety Other. She stated there was \$17,500 placed in the tentative 2024 budget. She explained the good news is the 2023- 2024 Stop DWI award was received and it was \$24,000. She stated she will be making a motion to make that update to the 2024 budget.

Chairwoman Nacerino made a motion to update 443890 – Public Safety Other to reflect the awarded amount of \$24,000; Seconded by Legislator Addonizio. All in favor.

Bureau of Emergency Services – 3989 (pages 93-100)

Chairwoman Nacerino stated that Bureau of Emergency Services (BES) Commissioner Lipton was not available to attend tonight's meeting. She welcomed BES Deputy Commissioner Ralph Falloon and BES Confidential Secretary Heidi Zatkovich, who would speak to the BES tentative 2024 budget.

Legislator Sayegh questioned on page 90 54371 - Gasoline why is there \$270 in the tentative 2024 line. She stated it has been reported that all the gasoline lines have been move to Central Services.

Commissioner of Finance Lewis stated it was an oversight. He confirmed it should be zeroed out.

Chairwoman Nacerino made a motion to correct the 2024 Tentative Gasoline budget line: 10398900 54371 reducing the \$270 to 0; Seconded by Legislator Addonizio. All in favor.

Legislator Montgomery questioned on page 95 54989 - Miscellaneous. She stated in 2022 the actual amount was \$324.20, the Revised 2023 amount was \$8,500, the actuals spent in 2023 is \$1,831.35, the requested amount for 2024 was \$10,000 the Administration has proposed \$5,000. She questioned why the amounts are all over and what is covered with the funds in the Miscellaneous line.

BES Deputy Commissioner Ralph Falloon stated that budget line is used to cover some other expenses and to cover the costs associated with Emergency Operations Center storm costs, which they cannot prepare for.

Legislator Montgomery stated that she would like that eventually, a line item be made for the Emergency Operations Center costs.

Legislator Crowley questioned page 95 54635 - Cellphones. She stated there is no funding shown in 2022, 2023, but there is a tentative budget request for \$2,500 for 2024.

Commissioner Finance Lewis explained this cost of the Cellphones was moved from Indian Point to the operating budget of the BES page 95 54635 - Cellphones.

Legislator Ellner requested an explanation for the increase in funding from 2023 \$82,370.00 to the tentative 2024 Machine Maintenance funding of \$100,000 on page 98 54510.

BES Deputy Commissioner Ralph Falloon stated that line covers the contracts for the power phone for dispatch, customer care agreements, and servicing of the department's audio-visual equipment.

Legislator Sayegh stated on page 98 52210 - Furniture and Furnishings, the requested amount was \$10,000 but it was reduced by the Administration to \$5,000. She questioned if that will be enough.

BES Deputy Commissioner Ralph Falloon stated there was furniture purchased this year, so the \$5,000 is anticipated to cover the costs of what still needs to be purchased.

Commissioner Finance Lewis stated during the budget meetings Department Heads were encouraged to use their current budget to purchase furniture that was needed.

Legislator Crowley questioned if the furniture that was in the old 911 Center is that still being used.

BES Deputy Commissioner Ralph Falloon stated it is still there and serves as a backup.

Chairwoman Nacerino noted the increase on page 99 54646 - Contracts reflects the Contract negotiated with Empress Ambulance Services.

Item#11 - Other Business - None

Item #12 - Adjournment

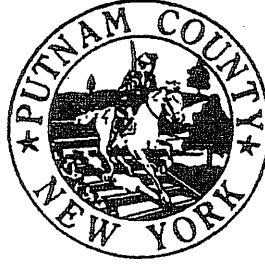
There being no further business at 8:07PM Chairwoman Nacerino made a motion to adjourn; Seconded by Legislator Sayegh. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.

THE PUTNAM COUNTY LEGISLATURE

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
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AGENDA
PROTECTIVE SERVICES COMMITTEE
BUDGET MEETING
TO BE HELD IN ROOM 318 OF THE
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512

Members: Chairwoman Nacerino, Legislators Addonizio & Sayegh

Wednesday

6:30pm

October 11, 2023

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. 2024 Budget Review**
- 4. Other Business**
- 5. Adjournment**

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

*cc: all
Prot - FYI
A+A*

*Sign
FYI
#4*

TO: Commissioner of Finance

FROM: Sheriff Kevin J. McConville

DEPT: Sheriff

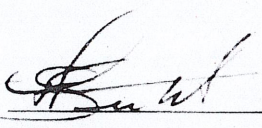
DATE: October 23, 2023

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10311000.55371 (Sheriff Admin: Chargeback Gasoline)	15311000.55371 (Sheriff Civil: Chargeback Gasoline)	\$5,000.00	Cover gas chgbk.3rd and projected 4 th Q.
16311000.55371 (Sheriff Youth: Chargeback Gasoline)	17311000.55371 (Sheriff Patrol: Chargeback Gasoline)	\$5,000.00	Cover gas chgbk. projected 4 th Q.
32311000.55371 (Sheriff BCI: Chargeback Gasoline)	17311000.55371 (Sheriff Patrol: Chargeback Gasoline)	\$5,000.00	Cover gas chgbk. projected 4 th Q.
13311000.55371 (Sheriff Comm: Chargeback Gasoline)	17311000.55371 (Sheriff Patrol: Chargeback Gasoline)	\$5,000.00	Cover gas chgbk. projected 4 th Q.
Total		\$20,000.00	

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2023 Fiscal Impact \$ 0
2024 Fiscal Impact \$ 0



Department Head Signature/Designee

10/24/23

Date

AUTHORIZATION:

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

Date County Executive/Designee: \$5,000.01 - \$10,000.00

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

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

2023 OCT 26 PM 4: 28
LEGISLATURE
PUTNAM COUNTY
DARMELENY

7

23T357

PUTNAM COUNTY SHERIFF'S DEPARTMENT
INTER-OFFICE MEMORANDUM

DATE: October 23, 2023

TO: Undersheriff Thomas H. Lindert
Attn: Sheriff Kevin J. McConville

FROM: Fiscal Manager, Kristin Van Tassel



SUBJECT: BUDGET TRANSFER

I am requesting the following budget transfer to cover the 3rd quarter and projected 4th quarter chargebacks for Gasoline.

\$5,000.00 **FROM** 10311000.55371 (Sheriff Admin: Chargeback Gasoline)
TO 15311000.55371 (Sheriff Civil: Chargeback Gasoline)

\$5,000.00 **FROM** 16311000.55371 (Sheriff Youth: Chargeback Gasoline)
TO 17311000.55371 (Sheriff Patrol: Chargeback Gasoline)

\$5,000.00 **FROM** 32311000.55371 (Sheriff BCI: Chargeback Gasoline)
TO 17311000.55371 (Sheriff Patrol: Chargeback Gasoline)

\$5,000.00 **FROM** 13311000.55371 (Sheriff Comm: Chargeback Gasoline)
TO 17311000.55371 (Sheriff Patrol: Chargeback Gasoline)



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
Non-Protective
Discussion*

#5

MEMORANDUM

TO: Ginny Nacerino, Chairwoman
Protective Service Committee

FROM: Kevin McConville
Sheriff

RE: DCJS Law enforcement Technology (Letech) Grant

DATE: October 19, 2023

2023 OCT 20 AM 3:05
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY


I respectfully request the attached memo from First Sergeant Timothy Keith to Sheriff Kevin McConville and the Grant Application Form, from the Division of Criminal Justice Services, be placed on the November, Protective Service Committee meeting for discussion.

Thank you for your consideration.

**PUTNAM COUNTY SHERIFF'S OFFICE
INTER-OFFICE MEMORANDUM**

October 18, 2023

TO: Sheriff Kevin J. McConville

FROM: First Sergeant Timothy Keith 

SUBJECT: DCJS LAW ENFORCEMENT TECHNOLOGY (LETECH) GRANT

The Putnam County Sheriff's Office has been notified by the NYS Division of Criminal Justice Services of a current non-matching grant opportunity to support law enforcement technology purchases. This grant opportunity is aimed at enhancing public safety through the application of emerging technologies by law enforcement agencies.

The attached application itemizes law enforcement technology solutions that the Putnam County Sheriff's Office would benefit from which include:

- (1) Axon Air Fotokite UAV with integrated camera systems for the protracted monitoring of mass-gathering events, disaster areas, and active crime or search scenes.
- (1) Fixed, 2-Lane License Plate Reader (LPR) system to enhance crime prevention activities, intelligence gathering, and investigative lead generation. LPR will be installed in a high crime area of community concern.
- (5) Panasonic Toughbook Cf-33 Mobile Data Terminals for patrol vehicle CAD/RMS integration
- (10) Brother PocketJet 8 thermal printers for patrol vehicles

It is respectfully requested that this grant opportunity be forwarded to the Putnam County Legislature's Protective Services Committee for discussion.



Division of Criminal Justice Services

Law Enforcement Technology Application Form

Instructions: Save this form to your computer, and complete the following information. If the submit button at the bottom does not work with your agency's individual technology settings, send the file (not a scan or copy) to LEtechapplication@dcjs.ny.gov with the subject LE Technology Application Form Submission.

Agency Name:

County:

Number of Sworn Officers:

Technology Items Being Requested (complete all that apply, leave other rows blank):

	Estimated Number of Units	Estimated Cost
Surveillance Cameras (Mobile/Fixed)		
License Plate Readers (Mobile/Fixed)	1	\$ 13,476.67
Acoustic Gunshot Detection Systems		
Unmanned Aerial Vehicles	1	\$ 75,324.84
3-D Crime Scene Laser Scanner		
Handheld Scanners/Readers/Radios		
Software Applications, Development and Deployment		
Patrol Vehicle Equipment (PC/Tablet, Scanners, Printer, etc.)	15	\$ 30,610.00
Body Worn Equipment (Camera, Software, etc.)		
Lighting Systems		
Other Equipment (specify)		
<input type="text"/>		
TOTAL	17	\$ 119,411.51



Division of Criminal Justice Services

An SFS number is needed for payment. Provide your agency's State Financial System (SFS) number registered with New York State. If you don't have an SFS number, please contact: sfs.sm.HelpDesk@sfs.ny.gov

SFS Number: *Note: SFS Numbers should be 10-digits*

Please provide a brief but specific description of what the requested funding amount will be used for (equipment, personnel, program, etc.)

(1) Axon Air Fotokite UAV with integrated camera systems for the protracted monitoring of mass-gathering events, disaster areas, and active crime or search scenes.
(1) Fixed 2-Lane License Plate Reader (LPR) system to enhance crime prevention activities, intelligence gathering, and investigative lead generation. LPR will be installed in a high crime area of community concern.
(5) Panasonic Toughbook Cf-33 Mobile Data Terminals for patrol vehicle CAD/RMS integration
(10) Brother PocketJet 8 thermal printers for patrol vehicles

Primary Contact Information:

Name: Email:
Address:

City: State: Zip:
Phone:

Fiscal Contact Information:

Name: Email:
Address:

City: State: Zip:
Phone:

I attest that all of the above information is true and accurate.

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

*cc: all
Prot - FYI
A+A - sign*

*3.90
FYI
#6*

TO: Commissioner of Finance
FROM: Robert Lipton, Commissioner
DEPT: Bureau of Emergency Services
DATE: 10/26/23

2023 OCT 27 AM 11:11
 LEGISLATURE
 PUTNAM COUNTY
 CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
10398900 54313 Books & Supplements	10398900 54410 Supplies & Materials	\$1,100.00	Additional funds needed for Hazmat Team Supplies

20 _____ Fiscal Impact \$ _____

20 _____ Fiscal Impact \$ _____

Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

Date Commissioner of Finance/Designee: Initiated 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

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

23T362



505 SAWMILL RIVER RD
 ELMSFORD, NY 10523
 www.grainger.com
 (800)472-4643

Quotation

Customer Information
 PUTNAM COUNTY BUREAU OF EMER SVCS
 112 OLD ROUTE 6
 CARMEL NY 10512-2110

Billing Information
 PUTNAM COUNTY BUREAU OF EMER SVCS
 112 OLD ROUTE 6
 CARMEL NY 10512-2110

Shipping Information
 PUTNAM COUNTY BUREAU OF EMER SVCS
 112 OLD ROUTE 6
 CARMEL NY 10512-2110

Information

Grainger Quote Number	2055783289
Quote Start Date	10/11/2023
Quote Expiration Date	11/10/2023
Creation Date	10/11/2023
Grainger EIN Number	36-1150280
PO #	
PO Create Date	
PO Release #	NONE
Customer Number	873955736
Department Number	NONE
Project/Job Number	NONE
Requisitioner Name	RALPH FALLOON
Attention	RALPH FALLOON
Caller	RALPH FALLOON
Telephone Number	9144902739
Page	1 / 2

Freight Forwarder

We will deliver according to the following terms and conditions:

Incoterms@ 2020: FOB DESTINATION
 Freight Terms: Prepaid + Fee
 Carrier: * See line item detail
 Payment Terms: Net 30 days after invoice date

Special Instructions:

Item PO-Line	Material	Description	Expected Del. Date	Qty	Unit	Price	Total in USD
10	6FHA1	Traffic Cone,28In,Orange		60.00	EA	16.96	1,017.60
		Manufacturer: GRAINGER APPROVED					
		Part Number: 6FHA1					
		Carrier:					
		Origin: CN					
						Sub Total	1,017.60
						Estimated Shipping	0.00
						Estimated Other Shipping	0.00

23T362



PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES

cc: All
Nov Prot
11-16-23



Robert A. Lipton
Commissioner of Emergency Services

J. Ralph Falloon
Deputy Commissioner of Emergency Services

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, Commissioner
Re: October Protective Services Meeting
Date: October 4, 2023

I would like to add the FY2021 Technical Rescue & Urban Search and Rescue Grant Program to the Protective Services agenda for October. The application deadline for this grant is November 1, 2023.

This grant is being used to support our Tech Rescue Team. There are no matching funds required for this Grant.

The information package is attached.

Thank you.

2023 OCT -5 AM 10:29
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY



Homeland Security and Emergency Services

FY2021 Technical Rescue & Urban Search and Rescue Grant Program Request for Applications (RFA)

Application Deadline: November 1, 2023 by 5:00 pm

In order to ensure adequate time to respond, substantive written questions regarding this Request for Applications will be accepted until 12:00 noon on October 25, 2023.

Technical Assistance for E-Grants will not be available after 5:00 pm on **November 1, 2023**

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I. Introduction

The purpose of this Request for Applications (RFA) is to solicit applications for up to \$225,000 in federal FY2021 State Homeland Security Program (SHSP) funding made available by the NYS Division of Homeland Security and Emergency Services (DHSES), for counties with Technical Rescue and Urban Search and Rescue (USAR) teams. There is a total of up to \$500,000 in funding made available under this grant program and funds will be awarded competitively based on the submission of applications by eligible counties. The focus of this grant opportunity is to improve Technical Rescue & USAR capabilities and help to develop new response capabilities as it relates to high-risk incidents missions.

Funds will be awarded competitively based on the submission of applications by eligible applicants. This grant focuses on the enhancement of Technical Rescue and USAR teams (including Type IV or higher Urban Search and Rescue (USAR) Task Forces) that provide services involving *structural collapse rescue, structural collapse search, trench rescue, confined space rescue, and rope rescue* which help New Yorkers respond to and recover from acts of terrorism and other catastrophic events.

The purpose and goals of the Technical Rescue & USAR Grant Program are:

- Ensure that New York State provides tools and opportunities in support of the vision and major mission areas of the New York State Homeland Security Strategy. This grant program primarily supports the response mission area.
- Ensure that counties within New York State and the City of New York have access to a grant program to develop and enhance Technical Rescue and USAR capabilities.
- Ensure that grant dollars are applied to identified gaps and vulnerabilities.
- Encourage the development of regional response partnerships to enhance multi-jurisdictional response capabilities.
- Develop and maintain Technical Rescue and USAR plans at the county level.
- Assess and standardize Technical Rescue and USAR resources through implementation of the DHSES Office of Fire Prevention and Control's Technical Rescue Accreditation Program.

II. Eligibility

As a primary objective of this grant program, DHSES supports the statewide development of regional Technical Rescue and USAR response capabilities and encourages multiple-county partnerships to apply for funding. As an incentive for those teams that wish to submit a multi-county application, they are now eligible to apply for up to **\$225,000** through this grant program (\$75,000 per participating county in a region up to a maximum of \$225,000 per region). Applicants that submit an application as a single county are eligible to apply for up to **\$75,000**.

For the purposes of this grant program, both single-county teams and multiple-county teams are expected to provide technical rescue services countywide or regionally to multiple counties. However, only multi-county teams will be considered as Regional Response Partnerships eligible for up to \$225,000.

- **Option 1 – Single County Applicant:** A county is eligible to apply for the FY2021 Technical Rescue & USAR Grant Program on behalf of Technical Rescue/USAR teams within that county that provide services countywide. (Application Cap: Single County applicants may request up to \$75,000).

- **Option 2 – Multiple-County Applicant (Regional Response Partnership):** Two or more counties are eligible to apply jointly as a Regional Response Partnership for the FY2021 Technical Rescue & USAR Grant Program on behalf of Technical Rescue/USAR teams within those counties that provide services for a multiple-county region. For this option, one county must be identified as the “submitting partner” who submits the application and has fiduciary responsibility for the grant. All other counties will be deemed “participating partners” for purposes of this option. For the purposes of this grant program, any jurisdiction that wholly contains two or more counties within its borders also qualifies to apply as a Regional Response Partnership as a multi-county region. (Application Cap: \$75,000 per participating county up to a maximum of \$225,000 for a multiple-county application).

In the event that a Multiple-County applicant applies, it must designate the **Submitting Partner (County)** and **Participating Partner(s) (County or Counties)**:

- A. Submitting Partner Guidelines:** The submitting partner will be the fiduciary agent for the application and agrees to be responsible to (1) complete all required grant reporting forms in coordination with and on behalf of the applicant’s region; (2) review and forward all reimbursement claims to DHSES on behalf of the team; and (3) act as the point of contact to DHSES on all grant-related matters.

- B. Participating Partner Guidelines:** The participating partner(s) will be responsible for coordinating with the submitting partner on the development of an application for the FY2021 Technical Rescue & USAR Grant Program and implementation and evaluation of projects.

Application Limit: Eligible applicants can only submit **ONE** application for the FY2021 Technical Rescue & USAR Grant Program. If a county submits a single county application, it cannot be involved in any multiple-county application. All counties involved in a multiple-county application, even the participating partners, **cannot** be involved in any additional multiple-county applications nor can they submit an additional single county application.

For the purposes of this grant, the Technical Rescue/USAR team(s) must provide response capabilities in one (or more) of the six (6) technical rescue capability areas listed below:

1. Confined Space Rescue
2. Rope Rescue
3. Structural Collapse Rescue
4. Structural Collapse Search
5. Trench Rescue
6. USAR Task Force

Note: Rescue-related activities including vehicle acquisition and/or machinery that do not fall within the six listed categories are not eligible.

- **Nationwide Cyber Security Review (NCSR) Requirement:** All applicants that receive funding through the FY2021 Technical Rescue/Urban Search and Rescue Grant Program will be required to participate in the Nationwide Cyber Security Review (NCSR) as a condition of receiving federal homeland security funding. Details concerning accessing and registering for the Nationwide Cyber Security Review (NCSR) can be found at: <https://www.cisecurity.org/ms-isac/services/ncsr/>. It is advised that you coordinate closely with your Information Security Officer (ISO) to determine if your jurisdiction has already completed this requirement – please note that you are only required to submit once for your specific jurisdiction.

III. FY2021 Technical Rescue & USAR Grant Program Objectives

DHSES has identified four primary objectives for the FY2021 Technical Rescue & USAR Grant Program: (1) Advance Technical Rescue and USAR capabilities statewide; (2) Encourage the Development of Regional Response Partnerships to enhance multi-county response capabilities; (3) Encourage the development and maintenance of county level Technical Rescue and USAR plans, and (4) Assess and Standardize Technical Rescue and USAR resources through implementation of the DHSES-Office of Fire Prevention and Control’s Technical Rescue and USAR Accreditation Program.

A. Advance Technical Rescue and USAR Capabilities statewide:

Technical Rescue and USAR teams require extensive training and specialized equipment in order to locate, rescue, and provide treatment for imperiled citizens in often dangerous environments.

Since terrorist events or disasters requiring a Technical Rescue & USAR response often demand that teams display their proficiency in multiple Technical Rescue & USAR capabilities, the FY2021 Technical Rescue & USAR grant program is designed to develop or sustain multiple capability areas within the discipline. Applicants should request projects that advance Technical Rescue and USAR capabilities to close capability gaps or sustain existing capabilities in order to ensure the best possible emergency response within their jurisdiction.

B. Develop Regional Response Partnerships to enhance multi-county response capabilities:

The development of regional capabilities in an era of increasingly limited fiscal resources is critical. Many Technical Rescue and USAR teams and assets exist across New York State and the objective of DHSES is to encourage these resources to collaborate through formalized regional partnerships.

Through the Technical Rescue and USAR targeted grant program, DHSES is providing a financial incentive to develop Multiple-County Regional Response Partnerships that are responsible for providing a multiple-county regional response capability. In order to support these integral relationships, multiple-county applicants that request to develop or sustain Regional Response Partnership capabilities through this funding opportunity are eligible to apply for up to \$225,000 to support the advancement of regional capabilities.

C. Encourage the development and maintenance of county-level Technical Rescue/USAR plans:

To ensure the most effective use of Technical Rescue/USAR grant program funding, the Divisions' Office of Fire Prevention and Control (OFPC) is strongly encouraging that all counties develop and maintain a Technical Rescue/USAR plan. An effective plan will help ensure that capabilities developed through this grant program are coordinated at the county level and provide the maximum return on investment and will facilitate the provision of Technical Rescue/USAR resources to other counties when required. To support this goal, DHSES is making available Bonus Points for applicants that submit a county level Technical Rescue/USAR plan at the time of application.

The plan should describe how the community's resources will be organized, lines of authority, the chain of command, communications systems that will be used, and assign responsibilities for various aspects of emergency response. As a note, Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs) are not considered to be plans. Please refer to Section VI B of this RFA for additional information on how applications will be scored, and how bonus points will be awarded.

D. Assess and Standardize Technical Rescue and USAR resources through participation in the DHSES-Office of Fire Prevention and Control Technical Rescue/USAR Accreditation Program:

The Division's Office of Fire Prevention and Control (OFPC) developed the framework and methodology to accredit Technical Rescue and USAR teams in order to standardize performance measures, type resources in compliance with NIMS, and meet the greater accountability demanded by DHS and FEMA. DHSES is requesting that applicants provide detailed information about their current Technical Rescue and USAR capabilities and their threat environment at the point of application so it can be utilized to inform OFPC's initiative. **Important Note: As OFPC revised the Technical Rescue and USAR Accreditation Program in FY2019, please be sure you are utilizing the current version of the forms as prior versions are no longer valid.**

The FY2021 Technical Rescue and USAR Grant Program continues OFPC's goal to develop technical rescue and USAR capabilities statewide consistent with the capabilities of a Type IV (or higher) USAR team. To meet this goal, this grant program will support development of the core technical rescue and USAR disciplines that lead to the development of a Type IV USAR task force (Rope Rescue, Confined Space Rescue, Trench Rescue, Structural Collapse

Search, and Structural Collapse Rescue). DHSES OFPC encourages the use of the resources available through this program to develop Type IV (or higher) USAR task forces.

Applicants should refer to the DHSES Office of Fire Prevention and Control's Technical Rescue and USAR Accreditation Program worksheets to inform their requests for funding. All funding requests should support the applicant's capability advancement or sustainment within OFPC's Technical Rescue and USAR Accreditation Program. Applicants are advised that they will only need to complete the Technical Rescue and USAR Accreditation forms that pertain to the specific capability areas that they are applying for in the FY2021 Technical Rescue and USAR Grant Program.

To reduce the administrative burden on applicants for accreditation, OFPC is not requiring that applicants transfer all training records to the accreditation forms if they are otherwise able to provide documentation of the required training for team members in another format (i.e., printout of existing database or roster showing training requirements).

The NYS OFPC Technical Rescue/USAR Accreditation Program information is available on the DHSES website at the following link: <https://www.dhSES.ny.gov/targeted-grants>.

IV. Authorized Program Expenditures

A. Permissible Costs:

Grant funding under the FY2021 Technical Rescue & USAR Grant Program may be used for certain planning, OFPC-approved training, exercises, and equipment costs allowable under the State Homeland Security Program (SHSP) in order to develop or sustain capabilities in accordance with the NYS Technical Rescue and USAR Accreditation Program for structural collapse rescue teams, structural collapse search teams, trench rescue teams, confined space rescue teams, rope rescue teams, and USAR Task Forces (Type IV or higher). While these team types are generally supported by the program, applicants should refer to "Exhibit A", "Allowable Costs Matrix" for detailed information on allowable costs as not all items listed in the accreditation program are allowable costs under this program. In addition, applicants are required to utilize the Resource Typing Worksheets as a reference point to assist in determining eligible equipment and capability advancement.

Applicants should refer to the Authorized Equipment List (AEL) at: <https://www.fema.gov/authorized-equipment-list> for specific equipment allowability and standards. In addition, as an additional resource, applicants should also refer to Exhibit C (Tech Rescue and USAR Allowable/Non-Allowable Item Clarification Form), as it includes a matrix that is a cross-walk from the AEL to the appropriate NYS Accreditation sheets. This reference document can be utilized to develop appropriate funding requests and confirm eligible expenses.

It is generally expected that equipment and training requests will align with the needs of the team(s) applying for funding in accordance with the items identified in the NYS

Technical Rescue and USAR Accreditation Program. All requests for items or training not included on the team accreditation forms must be fully justified and explained in detail. Applicants are advised that requests for items and/or training that are unallowable or do not align with the accreditation program may be denied and potential awards will be adjusted accordingly.

Applicants seeking to acquire equipment that is unique to the USAR Task Force Accreditation Forms must demonstrate that they have the requisite number of trained personnel required to utilize the specialized equipment for such task force prior to requesting such equipment. Applicants requesting such equipment must submit with your application either proof of existing recognition as a Type IV or higher USAR Task Force (NYS OFPC Accreditation or FEMA designation) or complete and submit the current USAR Task Force accreditation program sheets for any such request to be considered.

- **Grants Programs Directorate Information Bulletin (IB) 426:** This bulletin is in support of Executive Order 13809 and rescinds restrictions placed on certain controlled equipment that was previously articulated in Information Bulletins 407 and 407a issued by DHS/FEMA. In addition, IB#426 outlines specific policy and documentation requirements for some equipment which continue to require DHS/FEMA approval. If your agency requests equipment identified as requiring pre-approval and are disapproved, your grant award will decrease by the amount of the disapproved item(s). Please refer to "Exhibit A" for the specific category of equipment.
- **50% Personnel Cap:** Under the FY2021 Technical Rescue & USAR Grant Program, there is a 50% cap on personnel costs. Personnel costs include: Overtime/Backfill for approved training and exercises; fringe benefits; most consultant costs (unless the consultant is developing a defined deliverable product or installing equipment), and the hiring of staff (part or full-time).
- **Training Requests:** Any training that is requested through this grant program must be vetted and approved by DHSES in advance. Accordingly, in this year's application for funding, detailed training information is requested at the point of application and will be considered as part of the competitive review process. Applicants are reminded that training requests should be for specialized courses supporting the technical rescue disciplines outlined in Section II of this RFA that are supported by this grant program.

B. Costs Not Permissible:

Organizational, management and administration, and construction costs are not allowable under the FY2021 Technical Rescue & USAR Grant Program. Applicants should refer specifically to "Exhibit A" and "Exhibit C" of this RFA to obtain clear guidance on allowable costs under this grant program. Funded applicants need to ensure that the equipment requested is allowable within the grant program and consistent with the previously outlined

objectives. For successful applicants, any items requested that are determined to not be allowed will automatically be deducted from the applicant's award amount.

Unallowable Technical Rescue/USAR Costs: Under the FY2021 Technical Rescue & USAR Grant Program, technical rescue and USAR projects for disciplines not specifically listed in Section IV A above are not allowable costs under this program. Exclusions include, but are not limited to, Wildland Search and Rescue, Surface Ice Rescue, and Swiftwater/Flood Search and Rescue.

Costs related to canines and canine handling are not allowable under the FY2021 Technical Rescue & USAR Grant Program for any technical rescue discipline. Please refer to Exhibits A and C for additional information on Allowable and Unallowable Costs.

V. Application Format and Content

A. Format

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

B. Required Application Content

The following information must be addressed in your FY2021 Technical Rescue & Urban Search and Rescue Grant Program application. You must answer these grant specific questions in the required RFA worksheet.

1. Description of Regional Technical Rescue Partnership (5 points)

- a. **Identification of Single or Multiple-County Application:** First, indicate if you are applying as a single county or multiple-county regional response team. Please identify the submitting partner and, if applicable, the participating partners that are requesting funding under this grant program. The applicant should also identify the capability or capabilities that they are seeking to sustain or build through this grant program.

For the purposes of this grant program, a sustainment tract means that the emergency response team would utilize this targeted grant funding to sustain a Technical Rescue/USAR capability previously developed through homeland security grant funding or other local sources. A building tract means that the emergency response team would utilize grant funding to either improve an existing Technical Rescue/USAR capability or develop a new Technical Rescue capability.

- b. Description of Regional Technical Rescue Partnership (Personnel):** For the single county or multiple-county applicant providing Technical Rescue/USAR services, identify the number of personnel (discipline, career and/or volunteer) that provide the technical rescue services. Please list the number of personnel that serve at the Awareness, Operations, and Technician levels for each discipline (Trench Rescue, Rope Rescue, Collapse Rescue, and Confined Space Rescue) that you are seeking funding to support.
- c. Description of Regional Technical Rescue Partnership (Call Volume):** For the single county or multiple-county applicant providing Technical Rescue/USAR services, identify by county the number of technical rescue related calls the county or counties responded to during the last four years and sort them by the specific capability required by the incident (i.e., structural collapse, trench, confined space, and/or rope rescue). This count can include instances when your team provided mutual aid assistance to neighboring jurisdictions.
- **Verification of Call Data:** As part of the review process for this grant, DHSES may reach out to regional partnerships to request verification of call data. Please ensure that the call data, to the best of your knowledge, is reflective of Technical Rescue or USAR response operations only.

2. Risk Profile and Assessment (30 Points)

Risk Profile (15 points)

Applicants must provide information explaining how their proposed Technical Rescue projects would address the threat of terrorism in their jurisdiction. The applicant **must** broadly describe their concerns of a **terrorist attack** within their response jurisdiction and provide ample details of the of the threat, vulnerability and potential consequence of an attack. Please leverage any existing assessments (e.g., County Emergency Preparedness Assessment) for a summary of the risks and capabilities and where gaps in capabilities may exist. In answering this question, applicants should address the following question and considerations:

Primary Question:

Describe the terrorist attack scenario or scenarios of greatest concern that could occur in your community that would pose the greatest response challenge(s) from a Technical Rescue and USAR perspective. Please describe why Technical Rescue/USAR resources would be required for the response and how your proposed Technical Rescue/USAR projects in this application would address this threat.

Considerations:

- This assessment should be informed by existing risk assessments. It should consider the threat, vulnerability, and the potential consequences of an attack.
 - a. Threat – likelihood of an attack being attempted by an adversary;

- b. Vulnerability – likelihood that an attack is successful, given that it is attempted; and
 - c. Consequence – effect of an event, incident or occurrence.
- Jurisdictions should leverage their County Emergency Preparedness Assessment (CEPA) for a summary of the risks and capabilities within their jurisdiction and where gaps in capabilities may exist.
 - While the applicant may also discuss the likelihood of a natural disaster within their jurisdiction, the primary focus of this grant program is on the impacts of terrorism and the answer to this question must address the risk of terrorism in order to receive credit.

Risk Assessment (15 Points)

The following core variables will be considered in the risk assessment process under the FY2021 Technical Rescue and USAR Targeted Grant Program: population and population density; proximity to international border or waterway; critical infrastructure within the region, and the threat level in that jurisdiction. DHSES will assign these points based upon a risk formula.

3. Proposed Budget (15 points)

Project Description: Please provide a high-level overall description of your proposed Technical Rescue/USAR project(s). What are your objectives and how do you plan to achieve those objectives using FY2021 Technical Rescue/USAR grant funding? How do the items in your budget relate to the ability to respond to the terrorist risk scenario outlined in your risk profile? Please provide a high-level narrative describing the overall project and what you intend to accomplish.

Please list each component of your project in order of priority (Project Component #1, Project Component #2, etc.) – this information should align to the budget details in the “Budget” tab of your E-Grants application. For each project component:

- a. **Identify the Specific Capability:** Please identify what prioritized technical rescue capability that the requested project component most clearly supports. As noted previously, your project components must support allowable components of the Type IV (or higher) USAR Task Force or one of the five (5) technical rescue disciplines that include: (1) Confined Space Rescue, (2) Rope Rescue, (3) Structural Collapse Rescue, (4) Structural Collapse Search, and (5) Trench Rescue.
- b. **Project Component/Description:** Please list the name of the project component(s) and a brief description of each component for which the applicant is requesting FY2021 Targeted Technical Rescue & USAR Grant funds. Please provide sufficient detail so the reviewers are able to clearly understand what you are trying to accomplish.

- c. **Total Cost:** Identify the total cost of each project component in your application for FY2021 Technical Rescue & USAR Grant funds. The application cap for this grant is **\$75,000 for Single-County Applications** and **\$225,000 for Multi-County Team applications** (\$75,000 per County, not to exceed \$225,000 total). Any application that is above the cap will be automatically eliminated from consideration.
- d. **Solution Area:** Please indicate what the Solution Area is for each of your requested projects, (Planning, Equipment, Training or Exercise).
- e. **Budget Category:** Please identify the budget category that your requested project falls under. These categories include Equipment, Personnel, Fringe, Consultants, Supplies, Rental, Travel, and All Other.
- f. **Deployable/Sharable:** Please indicate if your requested project is deployable to other jurisdictions. Also, please indicate if the project is shareable with other jurisdictions.
- g. **Authorized Equipment List (AEL) Number:** When appropriate, please include the AEL number for the piece of equipment that you are requesting. Please refer to Section IV Authorized Program Expenditures for additional details and resources.
- h. **Training:** If you are proposing a Training project you must provide detailed information about each training that you are requesting in the Budget-Training Tab broken out by course.

Applicants must provide the following information for each training project:

1. Course Title; and
2. Estimated number of participants; and
3. Estimated quarter within the period of performance that your team members would ideally want to take the training course.

4. Capability Enhancement (20 points)

Applicants must provide a brief narrative description of current Technical Rescue/USAR capabilities and current capability gaps. Applicants must describe how the proposed budget for the FY2021 Technical Rescue/USAR Grant program will address those identified gaps in the ability to respond to terrorist incidents and improve your team's Technical Rescue and USAR Accreditation Program status. Be specific. For each project, applicants must clearly link specific capability enhancement to accreditation benchmarks, and describe how the anticipated capability enhancement will improve your ability to respond to the terrorist attack scenario outlined in your risk profile.

In addition, it is required that the applicant also address the requirements below:

Technical Rescue and USAR Accreditation Program: Baseline Status. All applicants are required to complete baseline Technical Rescue and USAR Accreditation Program forms

that reflect the current status of any Technical Rescue/USAR assets that the county currently has in existence for any of the Technical Rescue/USAR disciplines eligible under this grant program that you are seeking funding to support. The assessment should be completed at the team level for each team that will be participating in the application. For example, if three (3) separate fire departments each have a stand-alone team and are participating in the application for a given county, then accreditation paperwork should be completed separately for each of those three (3) teams. However, if personnel and equipment from several departments or agencies must come together to respond in order to be considered as a single team, then the accreditation should be completed for the combined resources that would be considered a technical rescue response team. A combined regional accreditation document that incorporates all of the participating counties into a single typing document is not required for the FY2021 grant program.

Anticipated Accreditation Status Changes: Describe how your application for FY2021 Technical Rescue & USAR Grant Program funding will assist in improving the county/region's baseline capabilities as described in the Technical Rescue and USAR Accreditation Program baseline assessment that is being submitted with your application. Include what your anticipated status will be for each county included in the application after FY2021 Technical Rescue & USAR Grant Program funds are expended. Additionally, regional applicants should describe the expected impact of the investments on the capabilities of the region as a whole. Be specific and include how the proposed investments will impact team typing wherever possible.

NYS OFPC's Technical Rescue and USAR Accreditation Program documents supported by this grant program can be found on the DHSES website at <https://www.dhSES.ny.gov/targeted-grants>.

5. Regional Implementation Plan (10 points)

Describe how your regional partnership (for the purposes of this grant program) will implement and/or deploy the projects outlined in your budget. Be sure to include how your implementation plan will improve your ability to respond to the terrorist attack scenario outlined in your risk profile.

- a. **Equipment:** Describe how the equipment will be stored, dispatched, and used in response operations within the region and made available to regional partners, if applicable, upon request.
- b. **Planning:** Detail how planning activities (if applicable) will be implemented by your regional partnership and describe how such activities will address identified technical rescue and USAR capability gaps.
- c. **Training:** Identify all related training programs (if applicable) that will be funded by this grant program and identify how the training relates to the emergency response team's capability enhancement goals.

Note: Training funded under this grant program must be pre-approved by DHSES OFPC. Additionally, if your application is funded, you must submit **all** your training requests to DHSES via your Contracts Representative within six (6) months if awarded funding through this program.

- d. **Exercises:** Identify all related exercises (if applicable) that will be funded by this grant program and explain how the exercise(s) relates to the emergency response team's capability enhancement goals.

6. Multi-Year Planning Cycle (10 Points)

Sustainment or enhancement of capabilities built under the FY2021 Technical Rescue & USAR Grant Program will be the responsibility of each emergency response team providing technical rescue service to a designated region.

Applicants must provide a Multi-Year Plan that describes how capabilities (including the maintenance of equipment) will be developed under the FY2021 Technical Rescue and USAR Targeted Grant Program and how those capabilities will be enhanced and/or sustained after the successful completion of the projects proposed in your application upon the conclusion of the performance period. Information that should be provided includes:

- Describe the activity that demonstrates how you will develop or sustain and enhance the projects highlighted in your application.
- Identify which partner (if applicable) is responsible for the activity.
- Identify if the activity is developing a new capability or sustaining and/or enhancing an existing capability.
- Identify the funding stream that will support this activity.
- Provide a brief description of the activity and how it would support your technical rescue response.

Note: The Technical Rescue & USAR Grant Program should not be considered as a future resource in your sustainment plan. The grant has been approved for this year, but there are no guarantees that it will be renewed in the future. Therefore, it should not be included in your sustainment plan for this application.

7. Bonus Points for County Level Technical Rescue Plans (10 Points)

Based on the programmatic objectives established for the FY2021 Technical Rescue Grant Program, this grant will provide up to a maximum of **10 "Bonus Points"** to applicants who submit a current county-level technical rescue plan with their application for funding. To receive points, the county-level technical rescue/USAR plan must address at least one of the six technical rescue disciplines addressed by this grant program (Rope Rescue, Trench

Rescue, Confined Space Rescue, Structural Collapse Search, Structural Collapse Rescue, and/or USAR Task Force).

Only applicants with currently existing Technical Rescue plans are eligible for bonus points. For Multi-County partnerships, the submitting partner (fiduciary) must have and submit a Technical Rescue/USAR plan for the regional partnership to be eligible for Bonus Points; however, not all members of the regional partnership need to have existing plans in order to participate in the partnership.

Counties that do not currently have Technical Rescue/USAR plans are encouraged to develop those plans and may apply for Technical Rescue/USAR funding to develop those plans. Bonus points are only available for those entities with plans that exist at the time of application for the FY2021 Technical Rescue and USAR grant program.

To be eligible for Bonus Points, applicants must upload a county-level Technical Rescue/USAR Plan that addresses at least one of the capabilities that you are applying for under this grant program (multi-county applicants must include a Technical Rescue/USAR Plan from the fiduciary county). The plan need only address the capability that you are applying for in this application. For example, if your application is for Rope Rescue and Trench Rescue, you would need to submit a plan that addresses both Rope Rescue and Trench Rescue to qualify for the maximum bonus points based on your application type (single county or multi-county). Likewise, if you are applying for both Trench Rescue and Rope Rescue, but your plan only addresses Rope Rescue, you would be eligible for a reduced number of bonus points. Standard Operating Procedures (SOPs) or Standard Operating Guidelines (SOGs) will not receive bonus points.

Bonus points will be assigned based on how many partners have Technical Rescue/USAR plans at the time of application, and whether those plans cover all of the eligible disciplines that the applicant is seeking funding to support through the FY2021 Technical Rescue and USAR Grant Program.

8. Overall Assessment of Application (10 Points)

Under the FY2021 Technical Rescue & USAR Grant Program, applicants will receive a maximum of **10 points** based on an overall assessment of the application. Points will be determined by reviewers based on a complete assessment of the application.

Applicants will be evaluated on whether their proposed projects establish a strong nexus to terrorism, highlight the need for funding, and align with overall program objectives. Furthermore, applicants will be scored based on the completeness and thoroughness of their applications.

9. Grant Management Performance History:

The Code of Federal Regulations (CFR) 2 CFR Part 200 requires DHSES to assess the risk posed by subrecipients of federal funding passed through DHSES. For previously funded

subrecipients, DHSES will assess how well they have historically managed federal grant funds. This will include reporting compliance, successful spend-down of awarded funds, and program objective compliance. Once a prospective applicant's final overall average score is determined by the review panel, DHSES may subtract up to 10 points based on the "Grant Management Performance History" criteria.

VI. Application Evaluation Criteria

The following multi-tiered criteria will be used by DHSES to evaluate each application and to determine grant awards. DHSES will select a multi-agency review panel to evaluate applications. All grant awards are approved by the Commissioner of DHSES.

A. Tier 1 Criteria

Tier 1 criteria are rated either "yes" or "no" and serve as a baseline review by DHSES to determine if applicants are eligible and have appropriately submitted all of the required application materials prior to review by the multi-agency review committee. If any of the answers to the criteria below is "no," the application is immediately disqualified without further review and consideration for an award.

1. Was the application submitted on time?
2. Was the application submitted via E-Grants?
3. Is the application complete? The required attachments listed below must be attached in E-Grants by the submission due date.
 - Was the FY2021 Technical Rescue & Urban Search and Rescue RFA Worksheet submitted?
 - Is the Notice of Endorsement (see "Exhibit B") completed and submitted?
 - Are the appropriate accreditation form(s)* submitted?
4. Did the application meet the eligibility requirements?

*Copies of pertinent Technical Rescue/USAR Accreditation forms for each discipline are available on the DHSES website at: <https://www.dhSES.ny.gov/targeted-grants>.

B. Tier 2 Criteria

Applications meeting the Tier 1 review set forth above will be reviewed and evaluated using the criteria specified in the chart on the following page. Scores per criterion will be totaled to establish a ranked list of eligible applications for consideration of awards. At the sole discretion of DHSES, applications may be disqualified due to untimely submission of any requested supporting documentation.

Tier 2 Evaluation Criteria	Point Score Range
Description of Regional Technical Rescue Partnership	0-5 points
Risk Profile and Assessment	0-30 points
Proposed Budget	0-15 points
Capability Enhancement	0-20 points
Implementation Plan	0-10 points
Sustainment Plan	0-10 points
Overall Assessment of Application	0-10 points
Sub-Total	100 Points Maximum
Bonus Points for Technical Rescue Plans	0-10 points
Grants Management Performance History	0-10 points (To be subtracted)
Total	110 Points Maximum

Applications receiving the highest average score based upon panel review will be selected for recommendation to the Commissioner for award. The total scores will be averaged and ranked in order from highest to lowest. The State reserves the right, for the purpose of ensuring the completeness and comparability of proposals, to analyze submissions and make adjustments or normalize submissions in the proposals, including the applicants' technical assumptions, and underlying calculations and assumptions used to support the computation of costs, or to apply such other methods, as it deems necessary to make comparisons. In the event of a tie score where one or more applications may not be fully funded, the applicant with the highest score in the "Capability Enhancement" section will be ranked higher. If still tied, the partnership with the greatest overall population served will be ranked higher.

Proposed budgets will be reviewed, and items deemed inappropriate, unallowable, or inconsistent with project or program activities will be eliminated. Budgets that include inappropriate and/or unallowable proposed expenditures will receive a reduced score. Grant awards in the amount of the budgets, as adjusted, will be made to the highest scoring applicants until funds are insufficient to fund the next ranking application in full. The State also reserves the right, at its discretion, to make amendments and/or alter funding levels of one or more applicants based on any new information discovered that would have originally affected the scoring or to not award funding to any application with a final average score of 60 or less.

VII. Checklist of Required Documents

Requirements: Due by 5:00 p.m. on November 1, 2023. **Any application received after the application deadline will not be considered.**

- Completed application in E-Grants (with the required attachments uploaded and attached).

Completed applications must include:

- The FY2021 Technical Rescue & Urban Search and Rescue RFA Worksheet
- **Accreditation Worksheets:** The appropriate Accreditation worksheet(s) must be completed for each county participating in the application. Copies of pertinent NYS Accreditation Worksheets for each resource are available on the DHSES website at: <https://www.dhSES.ny.gov/targeted-grants>
 - **Notice of Endorsement (“Exhibit B”):** A Notice of Endorsement document with all appropriate signatures must be submitted as an attachment in E-Grants. All applicants, regardless of if they are applying as a Single County or a Multi-County Regional Response Partnership, must submit a Notice of Endorsement as part of the application (“Exhibit B”).

Please note: Endorsement by the County Fire Coordinator or County Emergency Manager serves as a verification that this applicant does provide the technical rescue service as defined in this RFA, provides those services countywide through the **County Fire Mobilization and Mutual Aid Plan** or the **County Comprehensive Emergency Response Plan**, and awarding of this application will benefit the technical rescue response capabilities of the county or region.

VIII. Timeline

DHSES must receive completed grant applications by **5:00 p.m. on November 1, 2023**. Applications received after the due date and time will not be considered. Applications must be submitted via DHSES E-Grants System. Please note that E-Grants Technical Assistance will only be available during business hours on the date the application is due. Furthermore, all written questions must be submitted to DHSES by **12:00 noon on October 25, 2023**, to ensure that a timely response is provided to the applicant.

Grant applicants can expect to be notified of award decisions sometime in early 2024.

IX. Approval and Notification of Award

The Commissioner of DHSES will provide oversight of the grant review process. The Commissioner will announce the final grant award decisions based on the review panel’s rating of applications and recommendations. DHSES will notify all applicants in writing as to final grant award determinations. Nothing herein requires or prohibits DHSES to approve grant funding for any one applicant, certain applicants, all applicants or no applicants. Any disbursement of an award is contingent upon entering into a contract with DHSES, as explained in further detail below.

Pursuant to Section 163(9)(c) of the State Finance Law, any unsuccessful Bidder may submit a written request for a debriefing regarding the reasons that the Bid submitted by the Bidder was

not selected for award. Requests for a debriefing must be made within 15 calendar days of notification by DHSES that the Bid submitted by the Bidder was not selected for award. An unsuccessful Bidder's written request for a debriefing shall be submitted to DHSES Director of Grants Program Administration. The debriefing shall be scheduled within 10 business days of receipt of the written request by DHSES or as soon as practicable under the circumstances.

Due to the competitive nature of this grant application proposed changes to the scope of the program may not be approved post-award.

X. Administration of Grant Contracts

DHSES will negotiate and develop a grant contract with the applicant or the submitting partner of successful regional partnerships based on the contents of the submitted application and intent of the grant program as outlined in this RFA. The grant contract is subject to approval by the NYS Office of the Attorney General and the Office of the State Comptroller before grant funding may actually be disbursed to reimburse project expenses.

The period of performance for contracts supported by the Technical Rescue & USAR Grant Program funds will be determined once awards have been approved but cannot extend beyond **August 31, 2024**. Although the contract format may vary, the contract will include such standard terms and conditions included in DHSES grant contracts available for review on the DHSES website: <https://www.dhSES.ny.gov/grant-reporting-forms>.

Applicants agree to adhere to all applicable state and federal regulations.

A. Issuing Agency

This RFA is issued by DHSES, which is responsible for the requirements specified herein and for the evaluation of all applications.

B. Filing an Application

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

A detailed tutorial on how to use the E-Grants system can also be found at the following Internet address: <https://www.dhSES.ny.gov/targeted-grants>. It will guide you in a step-by-step process through the E-Grants application submission.

C. Reservation of Rights

The issuance of this RFA and the submission of a response or the acceptance of such response by DHSES does not obligate DHSES in any manner. DHSES reserves the right to:

1. Reject any and all applications received in response to this RFA;
2. Withdraw the RFA at any time at DHSES' sole discretion;
3. Make an award under the RFA in whole or in part;
4. Disqualify any applicant whose conduct and/or application fails to conform to the requirements of the RFA;
5. Seek clarifications and revisions of the applications;
6. Use application information obtained through site visits, management interviews and the State's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to DHSES' request for clarifying information in the course of evaluation and/or selection under the RFA;
7. Prior to the application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available;
8. Prior to the application opening, direct applicants to submit application modifications addressing subsequent RFA amendments;
9. Change any of the scheduled dates;
10. Eliminate any mandatory, non-material specifications that cannot be complied with by all the prospective applicants;
11. Waive any requirements that are not material;
12. Negotiate with successful applicants within the scope of the RFA in the best interests of the State;
13. Conduct contract negotiations with the next responsible applicant, should DHSES be unsuccessful in negotiating with the selected applicant;
14. Utilize any and all ideas submitted in the applications received;
15. Unless otherwise specified in the RFA, every offer is firm and not revocable for a period of 60 days from the application opening; and,
16. Communicate with any applicant at any time during the application process to clarify responses and /or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of this RFA.
17. Award grants based on geographic or regional considerations to serve the best interests of the State.
18. Terminate, renew, amend or renegotiate contracts with applicants at the discretion of DHSES.
19. Periodically monitor the applicant's performance in all areas mentioned above, in addition to the activities in the contract.
20. Revoke funds awarded to an applicant, or enforce any available sanction against any applicant, who materially alters the activities or is in material noncompliance under the grant award, or who does not implement an approved project within 60 days of the final contract approval.

21. Consider all applications and documentation submitted as State agency records subject to the New York State Freedom of Information Law (Public Officers Law, Article 6). Any portion of the application that an applicant believes constitutes proprietary or critical infrastructure information entitled to confidential handling, as an exception to the Freedom of Information Law, must be clearly and specifically designated in the application.
22. Applicants funded through this program agree to provide DHSES, upon request at any time during the life of the grant contract, such cooperation and information deemed necessary by DHSES to ascertain: (1) the nature and extent of any threats or hazards that may pose a risk to the applicant; and (2) the status of any corresponding applicant or applicant plans, capabilities, or other resources for preventing, protecting against, mitigating, responding to, and recovering from such threats or hazards.
23. Require applicants 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.
24. In its sole discretion, reserves the sole discretion to increase or decrease the total funding available for this program at any time, resulting in more or fewer applications funded under this RFA.

DHSES may exercise the foregoing rights at any time without notice and without liability to any responding applicant or any other party for its expenses incurred in preparation of responses hereto or otherwise. All costs associated with responding to this RFA will be at the sole cost and expense of the applicant.

D. Term of the Contract

Any resulting contract or agreement for more than \$50,000 from this RFA will be effective only upon approval by both the NYS Office of the Attorney General and State Comptroller. Any resulting contract for \$50,000 and under from this RFA will be effective upon signature of both parties. For grants valued at \$10,000 or less, a Purchase Order invoking a "Letter of Agreement" between DHSES and the successful applicant will be issued.

E. Payment and Reporting Requirements of Grant Awardees

1. Standard Cost Reimbursement Contract

Each successful applicant must enter into a standard cost reimbursement contract with DHSES. Such contract will include this Request for Applications, the successful applicant's proposal, any attachments or exhibits and the standard clauses required by the NYS Attorney General for all State contracts (available upon request). The contract will be subject to approval by the Attorney General and State Comptroller.

Although the contract format may vary, the contract will include such clauses, information, and rights and responsibilities as can be found on the DHSES website, including:

APPENDIX A-1 -	Agency Specific Clauses or a Letter of Agreement (Depending upon Funding Amount)
APPENDIX B -	Budget
APPENDIX C -	Payment and Reporting Schedule
APPENDIX D -	Workplan/Special Conditions

For purposes of this RFA, these terms and conditions are incorporated by reference and the applicant must agree to the inclusion of all of these terms and conditions in any resulting grant contracts as part of the application submission. Copies of the standard terms and conditions included in DHSES grant contracts are available for review on the DHSES website at <https://www.dhSES.ny.gov/grant-reporting-forms>. Payments will be made subject to proper documentation and compliance with reimbursement procedures and all other contractual requirements.

2. Compliance with State and Federal Laws and Regulations, Including Procurement and Audit Requirements

2 CFR Part 200

Applicants (also referred to herein as “Subrecipients”) are responsible to become familiar with and comply with all state and federal laws and regulations applicable to these funds. Applicants are required to consult with the DHSES standard contract language (referenced above) for more information on specific requirements. Additionally, applicants must comply with all the requirements in 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). Applicants are required to understand and adhere to all federal requirements. You may access 2 CFR Part 200 at: <https://www.ecfr.gov/cgi-bin/text-idx?SID=1c9afe07b881b32365c2f4ce1db64860&mc=true&node=pt2.1.200&rgn=div5>

Procurements

Additionally, applicants must follow and comply with all procurement procedures under General Municipal Law 5A and 2 CFR Part 200, Subpart D (see 2 CFR §§200.317-.327), and/or any other state or federal regulations applicable to these funds and will be subject to monitoring by DHSES to ensure compliance.

Single Audit

Applicants that expend \$750,000 or more from all Federal funding sources during their 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 <http://www.gao.gov>, and the requirements of Subpart F of 2 CFR Part 200 located at: <http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f>.

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 DHS/FEMA, including grant-funded projects, comply with Federal EHP regulations, laws and Executive Orders, as applicable. Sub-recipients proposing projects that have the potential to impact the environment, including but not limited to the 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 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; otherwise DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive order, regulations, and policies.

Conflict of Interest

Pursuant to 2 CFR §200.112, in order to eliminate and reduce the impact of conflicts of interest in the sub-award process, applicants must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making sub-awards. Applicants are also required to follow any applicable state, local, or Tribal statutes or regulations governing conflicts of interest in the making of sub-awards.

The applicant must disclose to the respective Contract Representative, in writing, any real or potential conflict of interest as defined by the Federal, state, local, or Tribal statutes or regulations or their own existing policies, which may arise during the administration of the Federal award within five days of learning of the conflict of interest. Similarly, applicants must disclose any real or potential conflict of interest to the pass-through entity (State) as required by the applicant's conflict of interest policies, or any applicable state, local, or Tribal statutes or regulations.

Conflicts of interest may arise during the process of DHS/FEMA making a Federal award in situations where an employee, officer, or agent, any members of his or her immediate family, his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an applicant, sub-applicant, recipient, subrecipient, or DHS/FEMA employees.

Additionally, applicants must disclose, in writing to the Federal Awarding Agency or to the pass-through entity (State) all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in § 200.339. Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180 and 31 U.S.C. 3321).

Contracting with Small and Minority Firms, Women's Business Enterprise and Labor Surplus Area Firms

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.

Sexual Harassment Prevention

By submitting this application, Applicants are certifying that Applicant has a policy addressing sexual harassment prevention and that applicant provides sexual harassment training to all its employees on an annual basis that meets the Department of Labor's model policy and training standards. If Applicant cannot make the certification, the Applicant may provide an explanatory statement with its bids detailing the reasons why the certification cannot be made.

Use of Service-Disabled Veteran-Owned Business Enterprises in Contract Performance

Article 3 of the Veterans' Services Law acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economics of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at

<https://online.ogs.ny.gov/SDVOB/search>

Bidders/proposers need to be aware that all authorized users of this contract will be strongly encouraged to the maximum extent practical and consistent with legal requirements of applicable federal laws and regulations including 2 CFR Part 200, State Finance Law, General Municipal Law and the Executive Law to use responsible and responsive SDVOBs in purchasing and utilizing commodities, services and technology that are of equal quality and functionality to those that may be obtained from non-SDVOBs. Furthermore, bidders/proposers are reminded that they must continue to utilize small, minority and women-owned businesses consistent with current State Law. Utilizing SDVOBs in State contracts will help create more private sector jobs, rebuild New York State's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its SDVOB partners. SDVOBs will promote the contractor's optimal performance under the contract, thereby fully benefiting the public sector programs that are supported by associated public procurements.

Public procurements can drive and improve the State's economic engine through promotion of the use of SDVOBs by its contractors. The State, therefore, expects bidders and proposers to provide maximum assistance to SDVOBs in their contract performance. The potential participation by all kinds of SDVOBs will deliver great value to the State and its taxpayers.

For purposes of this solicitation, applicants and subrecipients are hereby notified the State of New York has set an overall goal of 6% for SDVOB participation or more.

Contractor will report on actual participation by each SDVOB during the term of the contract to the contracting agency/authority according to policies and procedures set by the contracting agency/authority.

Worker's Compensation and Disability Benefits Insurance Coverage

By submitting this application, Applicants are certifying that Applicant has workers' compensation and disability coverage. If Applicant cannot make the certification, the Applicant may provide an exemption statement with its bids detailing the reasons why the certification cannot be made.

3. Iran Divestment Act

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date, at which time it will be posted on the OGS website.

By submitting a proposal in response to this RFA, or by assuming the responsibility of a Contract awarded hereunder, the applicant (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, applicants are advised that once the list is posted on the OGS website, any applicant seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should DHSES receive information that a person is in violation of the above-referenced certification, DHSES will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then DHSES shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default. DHSES reserves the right to reject any bid or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

4. Vendor Responsibility

State Finance Law §163(9)(f) requires a State Agency to make a determination that an applicant is responsible prior to awarding that applicant a State contract which may be based on numerous factors, including, but not limited to the applicants: (1) financial and organizational capacity; (2) legal authority to do business in this State; (3) integrity of the owners, officers, principals, members, and contract managers; and (4) past performance of the applicant on prior government contracts. Thereafter, applicants shall at all times during the Contract term remain responsible. The applicant agrees, if requested by the Commissioner of DHSES, or his or her designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity. DHSES requires that vendors

file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System, see the VendRep System Instructions available at: http://www.osc.state.ny.us/vendrep/info_vrsystem.htm or go directly to the VendRep system online at <https://onlineservices.osc.state.ny.us/Enrollment/login?0>. Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at ITServiceDesk@osc.ny. Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website http://www.osc.state.ny.us/vendrep/forms_vendor.htm or may contact the Office of the State Comptroller's Help Desk for a copy of the paper form. Applicants will also be required to complete and submit a Vendor Responsibility Questionnaire prior to contracting.

a) Suspension of Work for Non-Responsibility:

The Commissioner of DHSES or his or her designee, in his or her sole discretion, reserves the right to suspend any or all activities under the Contract, at any time, when he or she discovers information that calls into question the responsibility of the applicant. In the event of such suspension, the applicant will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the Commissioner of DHSES or his or her designee issues a written notice authorizing the resumption of performance under the Contract.

b) Termination for Non-Responsibility:

Upon written notice to the applicant, and a reasonable opportunity to be heard by appropriate DHSES officials or staff, the Contract may be terminated by the Commissioner of DHSES or his or her designee at the applicant's expense where the applicant is determined by the Commissioner of DHSES or his or her designee to be non-responsible. In such event, the Commissioner of DHSES or his or her designee may complete the contractual requirements in any manner he or she may deem advisable and pursue legal or equitable remedies for breach. Applicants shall at all times during the Contract term remain responsible. The applicant agrees, if requested by the Commissioner of DHSES, or his or her designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.

F. Satisfactory Progress

Satisfactory progress toward implementation includes but is not limited to; executing contracts and submitting payment requests in a timely fashion, retaining consultants, completing plans, designs, reports, or other tasks identified in the work program within the time allocated for their completion. DHSES may recapture awarded funds if satisfactory progress is not being made on the implementation of a grant project.

G. General Specifications

By submitting the application, the applicant attests that:

1. Applicant has express authority to submit on behalf of the applicant's agency.
2. Submission of an application indicates the applicant's acceptance of all conditions and terms contained in this RFA, including Appendices A-1 and C, and all other terms and conditions of the award contract.
3. The application and any resulting grant, if awarded, must adhere to, and be in full compliance with any, resulting contract(s) and relevant federal and states policies and regulations or be subject to termination.
4. Any not-for-profit subrecipients are required to be prequalified, prior to contract execution, by the State of New York upon application submission through the New York State Grants Gateway (<https://grantsgateway.ny.gov>)
5. If your organization is not currently doing business with NYS, you will need to submit a Substitute W-9 form to obtain a NYS Vendor ID. The form is available on the Office of the State Comptroller website at: <http://www.osc.state.ny.us/state-agencies/forms>.
6. Contract Changes - Contracts with applicants/subrecipients may be executed, terminated, renewed, increased, reduced, extended, amended, or renegotiated at the discretion of the Commissioner of DHSES, in light of applicants/subrecipients performance, changes in project conditions, or otherwise.
7. Records – Applicants/subrecipients must keep books, ledgers, receipts, work records, consultant agreements and inventory records pertinent to the project; and in a manner consistent with DHSES contractual provisions and mandated guidelines.
8. Liability - Nothing in the contract between DHSES and the applicant shall impose liability on the State of New York or DHSES for injury incurred during the performance of approved activities or caused by use of equipment purchased with grant funds.
9. Reports - A provider agency shall submit to the DHSES reports in a format and time schedule specified in the grant contract, which shall include a description of the program efforts undertaken during the report period and the current status of the project.
10. Tax Law Section 5-a Certification – In accordance with section 5-a of the Tax Law, sub-recipients will be required, prior to the approval of any contract awarded as a result of this RFA, to certify that it and its affiliates, subcontractors, and subcontractors' affiliates have registered with the New York State Tax Department for the purpose of collection and remittance of sales and use taxes. In order to trigger this certification requirement, a subrecipient or its affiliates, subcontractor, or subcontractors' affiliates must have made more than \$300,000 in sales of tangible personal property or taxable services to location within New York State and the contract must be valued in excess of \$100,000. Certification will take the form of a completed Tax Form ST-220 (1/05).
11. Standard Contract Provisions - Grant contracts executed as a result of this RFA process will be subject to the standard clauses for New York State Contracts as

referenced herein and as located at:

<https://ogs.ny.gov/system/files/documents/2023/06/appendix-a-june-2023.pdf>.

12. Compliance with Procurement Requirements - The applicant shall certify to DHSES that all applicable federal and contractual procurement procedures were followed and complied with for all procurements.

H. Special Conditions

New York State Emergency Management Certification and Training Program

1. Participation in, and successful completion of, the New York State Emergency Management Certification and Training Program (EMC Training Program) is a mandatory requirement under this Contract and a condition of funding. The EMC Training Program will be made available to, and required for, DHSES-specified county and city government officials in order to ensure a consistent emergency management preparedness and response strategy across the State. Attendee substitutions, except as expressly approved by DHSES, shall not be permitted or deemed to be in compliance with this requirement.
2. To fulfill the EMC Training Program requirement of the Contract and in order to be eligible for funding under this Contract, applicants must arrange for DHSES-specified applicant employees to receive and acknowledge receipt of EMC Training no later than 180 days after execution of this Contract. Copies of the training certificates for each required participant must be submitted to DHSES upon execution of the Contract, or, in the event that training is scheduled, but not yet complete, the applicant will be required to submit a signed statement indicating the scheduled future dates of attendance, and no later than thirty (30) days after the training is complete, forward such training certificates to DHSES. Continued compliance with the EMC Training Program also requires an annual refresher training of one day per 365 day-cycle from the date of initial training for previously trained individuals if such person remains employed by the applicant and fulfilling the same functions as he or she fulfilled during the initial training. Should a new employee be designated to serve in the DHSES-specified positions, then he or she must come into compliance with the EMC Training Program requirements not later than 180 days after taking office.
3. Applicants must commit to active participation in a DHSES Annual Capabilities Assessment as a condition of funding. Active participation includes making reasonable staff, records, information, and time resources available to DHSES to perform the Annual Capabilities Assessment and meet the objectives and goals of the program. Applicants must be aware that the process of conducting a DHSES Annual Risk Assessment is an ongoing process and requires a continued commitment on the part of the applicant to ensure that it is effective.
4. All applicants funded through this program agree to provide DHSES, upon request at any time during the life of the grant contract, such cooperation and information deemed necessary by DHSES to ascertain: (1) the nature and extent of any threats or hazards that may pose a risk to the recipients or subrecipients; and (2) the status of any corresponding recipients or subrecipients plans, capabilities, or other resources for preventing, protecting against, mitigating, responding to, and recovering from such threats or hazards.

5. Additionally, pursuant to Article 26 of the NYS Executive law, DHSES is authorized to undertake periodic drills and simulations designed to assess and prepare responses to terrorist acts or threats and other natural and man-made disasters. Funded applicants agree to attend and participate in any DHSES-sponsored conferences, training, workshops or meetings (excluding those identified by DHSES as voluntary) that may be conducted, by and at the request of DHSES, during the life of the grant contract.
6. Failure to comply with any of the requirements, as listed above, may result in sanctions up to and including the immediate suspension and/or revocation of the grant award.

XI. Questions

Questions regarding the FY2021 Technical Rescue & USAR Grant Program should be directed to the following email address: Grant.Info@dhses.ny.gov. To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. Written questions will be accepted until **12:00 noon on October 25, 2023.**

Updates and frequently asked questions will be posted on the NYS Division of Homeland Security and Emergency Services website: <https://www.dhses.ny.gov/targeted-grants>. Please check the website frequently for updates.

All questions regarding the E-Grants System should be directed to DHSES via email (Grant.Info@dhses.ny.gov) or telephone (866-837-9133). No technical assistance will be available **after 5:00 p.m. on November 1, 2023.**

Exhibit A: Allowable Costs Matrix

Reminder: Allowable costs for the FY2021 Technical Rescue & USAR Grant Program are more restrictive than the more general FY2021 State Homeland Security Program (SHSP) because of the specialized nature of this targeted grant program. Accordingly, please refer only to “Exhibit A” and “Exhibit C” of this RFA for details on allowable costs. “Exhibit C” can also be utilized as a reference resource for specific items within these categories.

Important Note: Applicants should be aware that while the NIMS and NFPA Typing Information and Worksheets indicate minimum levels of equipment needed to reach the different typing levels for Technical Rescue and USAR entities, not all of the equipment is eligible for purchase under this grant. Applicants should refer to the Authorized Equipment List (AEL) at: <https://www.fema.gov/authorized-equipment-list> and “Exhibit C” to determine the eligibility of any equipment being considered for purchase under this award. Any equipment purchased under this award must be certified as compliant with applicable NIOSH CBRN and NFPA standards.

Planning Costs
Develop and implement homeland security support programs and adopt ongoing DHS National Initiatives, including State Preparedness Reports
Develop and enhance plans and protocols
Develop and conduct assessments
Conferences to facilitate planning activities
Materials required to conduct planning activities
Travel/per diem related to planning activities
Overtime and backfill costs (IAW Personnel Activities Cost Guidance)
Other project areas with prior approval from FEMA
Equipment Categories
Personal Protective Equipment
CBRNE Operational and Search & Rescue Equipment ¹
Information Technology that supports rescue operations
Interoperable Communications Equipment (must be P-25 Compliant)
Detection Equipment
Decontamination Equipment
Medical Equipment that supports rescue operations
Power Equipment
CBRNE Reference Materials
CBRNE Incident Response Vehicles
CBRNE Logistical Support Equipment
Other authorized equipment related to rescue from the DHS/FEMA Authorized Equipment List
Training Costs
Overtime and backfill costs including expenses for part-time and volunteer emergency response personnel attending FEMA-sponsored and DHSES/OFPC approved training classes
Contractors/consultants to conduct training
Travel
Supplies

¹ Certain equipment (not all) within this category require DHS/FEMA approval pursuant to Information Bulletin 426.

Training Props
Exercise Related Costs
Design, Develop, Conduct and Evaluate an Exercise
Exercise planning workshop
Full- or part-time staff or contractors/consultants
Overtime & backfill costs, including expenses for part-time & volunteer emergency response personnel participating in FEMA exercises
Travel
Supplies

Unallowable Costs

Equipment Categories
Explosive Device Mitigation & Remediation Equipment
Cyber Security Enhancement Equipment
Terrorism Incident Prevention Equipment
Physical Security Enhancement Equipment
Inspection and Screening Systems
Animal and Plants
CBRNE Prevention and Response Watercraft
CBRNE Aviation Equipment
Intervention Equipment
Training Costs
Tuition for Higher Education
Management and Administrative (M&A) 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
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
Construction Related Costs
Construction Costs

Exhibit B: Notice of Endorsement Acknowledgement

My signature below indicates that I understand and agree to the purpose, conditions and rules surrounding the FY2021 Technical Rescue & USAR Grant Program and that by signing this document, I acknowledge these conditions and pledge to work cooperatively to fulfill the purpose of the grant, if awarded.

I. Application Type (select only one)

Option 1 – Single County Applicant: A county is eligible to apply for the FY2021 Technical Rescue & USAR Grant Program on behalf of an emergency response team that provides services countywide.

County name: _____

Name (County Fire Coordinator or County Emergency Manager¹): _____

Signature: _____

Option 2: Multiple County Applicant (Regional Response Partnership): For use by an eligible county submitting an application on behalf of emergency response teams that provide technical rescue and USAR related services regionally across two or more counties, including any city that wholly contains within its borders two or more counties.
Complete sections II, III and IV below.

II. Submitting County

County: _____

Name and Title: _____
(County Fire Coordinator, County Emergency Manager, or FDNY Chief¹)

Signature: _____

III. Participating Counties(s) (if Multiple county application)

County: _____ Fire Coordinator (name): _____

Signature: _____

County: _____ Fire Coordinator (name): _____

Signature: _____

County: _____ Fire Coordinator (name): _____

Signature: _____

Attach additional sheets as necessary

¹ Signature serves as a verification that this applicant will coordinate the provision of the technical rescue service(s) as defined in this Request For Applications (RFA), and awarding of this application will benefit the technical rescue response capabilities of the county or region. For regional applications, signature of Fire Coordinator indicates concurrence with objectives of application and validates existence of regional partnership.

Exhibit C. Tech Rescue and USAR Allowable/Non-Allowable Item Clarification

Reminder: Exhibit C is a reference document that is a cross-walk from the AEL to the NYS-developed Resource Typing Sheets. Please use Exhibit C to aid in the development of appropriate funding requests but note that it is not an exhaustive list.					
Tech Rescue Team	Item(s) Listed	Allowable?	Reasoning (if applicable)	Section Reference	Notes
	Portable and Mobile Radios	Yes		Communications/Navigation Equipment	Radios must be P-25.
	Admin Kit/ICS Agency Forms/Member Paperwork/Cell Phones	No		Communications/Navigation Equipment	
	BLS Trauma Kit (including oxygen, bag valve mask, AED)	Yes*		Team Equipment- Medical and Patient Packaging	*Items per AEL
	9mm utility cord	Yes		Team Equipment- Confined Space Rescue	Must meet NFPA Standards.
	Permit, confined space entry, pre-made	No		Air & Ventillation Space Equipment	
	Helmet and gloves- rope rescue, clothing, footwear	Yes		Team member Confined Space Rescue PPE	Must meet NFPA Standards.
	ID/Documentation/Cash/Credit Card as needed	No		Personal Gear Items	
Confined Space Rescue Team	All other items listed are allowable	Yes to all		Communications/Navigation Equipment, Team Equipment- medical and patient packaging, Team Equipment- confined space rescue, Air and Ventillation system equipment, vehicle & transportation, Team Member confined space rescue PPE, personal gear items.	

Exhibit C. Tech Rescue and USAR Allowable/Non-Allowable Item Clarification

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Tech Rescue Team	Item(s) Listed	Allowable?	Reasoning (if applicable)	Section Reference	Notes
	Portable and Mobile Radios	Yes		Communications/Equipment	Radios must be P-25.
	Admin Kit/ICS Agency Forms/Member Paperwork/Cell Phones	No		Communications/Equipment	
	Personal Protective Equipment kit	Yes	Respiratory protection must be N100 for grant eligibility.	Personal Protective Equipment	Must meet NFPA standards where applicable.
	Carpenter belts	No		Stabilization and Shoring	
	Water can, pressurized	No		Cutting	
	Emergency Response Guide (DOT), current version	No		HazMat Operations Equipment	
	Duct tape	No		Miscellaneous	
	Deployment go bag/travel bag; 24 hour pack with ID/Documentation/Cash/Credit Card as needed	Maybe	Depends on items in bag/kit	Personal Gear Items	
	Eye and Hearing PPE, Foul weather gear	Yes		Personal Gear Items	Must meet NFPA standards.
	BLS Trauma Kit (including oxygen, bag valve mask, AED)	Yes*		Medical	*Items per AEL
	All other equipment items listed are allowable	Yes to all			

Structural Collapse Rescue Team

Exhibit C. Tech Rescue and USAR Allowable/Non-Allowable Item Clarification

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Tech Rescue Team	Item(s) Listed	Allowable?	Reasoning (if applicable)	Section Reference	Notes
	Portable and Mobile Radios	Yes		Communications	Radios must be P-25.
	Admin Kit/ICS Agency Forms/Member Paperwork/Cell Phones	No		Communications	
	Personal Protective Equipment (PPE)	Yes		PPE	Must meet NFPA standards where applicable. Respiratory PPE must be N100.
	Water can, pressurized	No		Cutting	
	Emergency Response Guide (DOT), current version	No		HazMat Operations Equipment	
	Canine Search Equipment (all equipment and canine)	No		Canine Search Equipment, Canine Search Specialist	
	Duct tape	No		Miscellaneous	
	ID/Documentation/Cash/Credit Card as needed	No		Personal Gear Items	
	Eye and Hearing PPE, Foul Weather Gear	Yes		Personal Gear Items	Must meet NFPA standards.
	BLS Trauma Kit (including oxygen, bag valve mask, Deployment go bag/travel bag; 24 hour pack with	Yes*		Medical	* Items per AEL
		Maybe	Depends on items in bag/kit	Personal Gear Items	

Exhibit C. Tech Rescue and USAR Allowable/Non-Allowable Item Clarification

Reminder: Exhibit C is a reference document that is a cross-walk from the AEL to the NYS-developed Resource Typing Sheets. Please use Exhibit C to aid in the development of appropriate funding requests but note that it is not an exhaustive list.

Team	Item(s) Listed	Allowable?	Reasoning (if applicable)	Section Reference	Notes	
Rope Rescue Team	Portable and Mobile Radios	Yes		Communications/Navigation Equipment	Radios must be P-25.	
	Admin Kit/ICS Agency Forms/Member	No		Communications/Navigation Equipment		
	Helmet, gloves, appropriate clothing, and	Yes		Equipment Kits - 1 for each team member	Must meet NFPA standards.	
	ID/Documentation/Cash/Credit Card as needed	No		Personal Gear Items		
	Eye and Hearing PPE, foul weather gear	Yes		Personal Gear Items	Must meet NFPA standards	
	BLS Trauma Kit (including oxygen, bag valve mask, AED)	Yes*		Scene Support	*Items per AEL	
	Deployment go bag/travel bag; 24 hour pack with	Maybe		Personal Gear Items		
				Depends on items in bag/kit		

Exhibit C. Tech Rescue and USAR Allowable/Non-Allowable Item Clarification

Reminder: Exhibit C is a reference document that is a cross-walk from the AEL to the NYS-developed Resource Typing Sheets. Please use Exhibit C to aid in the development of appropriate funding requests but note that it is not an exhaustive list.

Team	Item(s) Listed	Allowable?	Reasoning (if applicable)	Section Reference	Notes
Trench Collapse Rescue Team	Portable and Mobile Radios	Yes		Communications	Radios must be P-25
	Admin Kit/ICS Agency Forms/Member Paperwork/Cell Phones	No		Communications	
	Personal Protective Equipment (PPE)	Yes		PPE	Must meet NFPA standards where applicable. Respiratory PPE must be N100.
	Tool Kit- "any other tools required for maintenance and repair of equipment"	Maybe	Requires DHSES review of items	Tool Kits	
	Carpenter belts	No		Stabilization and Shoring	
	BLS Trauma Kit (including oxygen, bag valve mask, AED)	Yes*		Scene Support	* Items per AEL
	Scene Support Kit	No		Tool Kits- Scene Support Kit	
	Water can, pressurized	No		Cutting	
	Duct tape	No		Miscellaneous	
	Utility Ropes, 1/2" dia X 25'	Yes		Miscellaneous	Must meet NFPA standards
	ID/Documentation/Cash/Credit Card as needed	No		Personal Gear Items	
	Eye/Hearing PPE	Yes		Personal Gear Items	Must meet NFPA standards
	Foul Weather Gear	Yes		Personal Gear Items	Must meet NFPA standards
	Deployment go bag/travel bag; 24 hour pack with personal survival kit	Maybe	Depends on items in bag/kit	Personal Gear Items	

Exhibit C. Tech Rescue and USAR Allowable/Non-Allowable Item Clarification

Reminder: Exhibit C is a reference document that is a cross-walk from the AEL to the NYS-developed Resource Typing Sheets. Please use Exhibit C to aid in the development of appropriate funding requests but note that it is not an exhaustive list.

Tech Rescue Team	Item(s) Listed	Allowable?	Reasoning (if applicable)	Section Reference	Notes
Urban Search And Rescue (USAR) Teams	Scale, Photography, Track, Reversible, "L" Shape	No		Tech Info Specialist Cache	
	Markers, Engraved, Photo Identification, Set, numbers 1-25	No		Tech Info Specialist Cache	
	Markers, Arrow, Photo Identification, (20/pkg)	No		Tech Info Specialist Cache	
	Ruler, Tape, Evidence, 12", adhesive	No		Tech Info Specialist Cache	
	Scale, Adhesive, Photo Evidence, 2", White, roll of 1000	No		Tech Info Specialist Cache	
	Tech Info Specialist Cache- All other items	Yes		Tech Info Specialist Cache	
	Tech Rope Cache- All items	Yes		Tech Rope Cache	
	Compass, navigation, high quality	No		Structure Specialist Cache	GPS is allowable
	Documentation kit, including documents, forms, pens, pencils, mylar sheets	No		Structure Specialist Cache	
	Paper, Weather Proof, 8x8 GRID, 8 - 1/2" x 11, 100 Shts / pkg	No		Structure Specialist Cache	
	Pen, all weather	No		Structure Specialist Cache	
	Gauge, crack	No		Structure Specialist Cache	
	Detector, metal, handheld	No		Structure Specialist Cache	
	Plumb bob, 8 oz, with lines	No		Structure Specialist Cache	
Epoxy, Rapid set, 2 part putty, paste grade	No		Structure Specialist Cache		
Calculator, scientific	No		Structure Specialist Cache		

Exhibit C. Tech Rescue and USAR Allowable/Non-Allowable Item Clarification

Reminder: Exhibit C is a reference document that is a cross-walk from the AEL to the NYS-developed Resource Typing Sheets. Please use Exhibit C to aid in the development of appropriate funding requests but note that it is not an exhaustive list.

Tech Rescue Team	Item(s) Listed	Allowable?	Reasoning (if applicable)	Section Reference	Notes
Urban Search And Rescue (USAR) Teams	Clinometer, foresters type, calibrated for 100 feet with rubber protective cover	No		Structure Specialist Cache	
	Penetrometer, Pocket	No		Structure Specialist Cache	
	Telescope, compact, 30 x 50 w/tripod, case	No		Structure Specialist Cache	
	Total Station Nivo 5M+, Kit, each kit to include 1 of each items TA-0133.01 & TA-0133.05	No		Structure Specialist Cache	
	Charger, Dual, for Nivo Total Station	No		Structure Specialist Cache	
	Battery, spares, for Nivo Total Station (2 required for each unit)	No		Structure Specialist Cache	
	Pole, Sectional, for Total Station Mini Prism	No		Structure Specialist Cache	
	Prism, Mini, with Holder, for Total Station	No		Structure Specialist Cache	
	Straps, Carrying, Total Station Case Carrying Straps	No		Structure Specialist Cache	
	Eyeiece, Diagonal, for Nivo Total Station	No		Structure Specialist Cache	
	Field Operations Guide, USACE SIS, Current Edition	No		Structure Specialist Cache	
	Notebook, Universal, 4 5/8" x 7" Spiral, All Weather, Polydura Cover	No		Structure Specialist Cache	
	Notebook, Field, 4 5/8" x 7" Spiral, All Weather, Polydura Cover	No		Structure Specialist Cache	
	Notebook, Journal, 3 1/4" x 5", Spiral, All Weather, Polydura Cover	No		Structure Specialist Cache	
	Structure Specialist Cache- all other items	Yes		Structure Specialist Cache	

Exhibit C. Tech Rescue and USAR Allowable/Non-Allowable Item Clarification

Reminder: Exhibit C is a reference document that is a cross-walk from the AEL to the NYS-developed Resource Typing Sheets. Please use Exhibit C to aid in the development of appropriate funding requests but note that it is not an exhaustive list.

Tech Rescue Team	Item(s) Listed	Allowable?	Reasoning (if applicable)	Section Reference	Notes
	Radios, radio accessories, repeaters, repeater accessories	Yes		Communications Cache	All must be p25 compliant
	Cellular telephone and accessories	No		Communications Cache	Must be Band 14 capable
	Communications cache- all other items	Yes		Communications Cache	
	Alarm Device, Audible, personal	Yes		Logistics Cache	Yes - must meet standards of AEL
	Cartridge, Respirator, P100	Yes		Logistics Cache	Yes - must be P100
	Line, utility, nylon shroud, 3mm x 100 yards, roll	Yes		Logistics Cache	Must meet NFPA standards
	Extinguisher, fire, 10 lb, ABC type	No		Logistics Cache	
	Netting, mosquito, 32" x 84"	No		Logistics Cache	
	Repellent, insect	No		Logistics Cache	
	Sunscreen	No		Logistics Cache	
	Gloves, work, leather, sized as needed, pair, for resupply	Yes		Logistics Cache	Must meet standards of AEL
Urban Search And Rescue (USAR) Teams	Administrative support items: box of rubber bands, log book, handheld calculator, clipboards, paper clips, portable all-in-one (copy/scan/fax) printer, FEMA US&R Operations Systems Description Manual	No		Logistics Cache	
	ICS Resource Status kit including "I" cards and holders	No		Logistics Cache	
	Administrative support items: note pads (self-stick), steno pads, writing pads, graph paper pads, copy paper, pencils, pens, notebooks, ICS 214 Unit Log, document protectors, architectural scale, stapler, staples, duct, cellophane and masking tape	No		Logistics Cache	
	Database system, Cache and Personnel, to include software and peripheral hardware required to operate the system	No		Logistics Cache	
	Reference library, cache transport and certification manuals and software (AFMAN 24-204/IATA DGR/CFR)	No		Logistics Cache	
	Field Flex Kit, Field Flex Bound Book, All weather tactical pen, Cordura cover	No		Logistics Cache	
	Personal Bag- ball cap, lip balm, bandanas, FEMA US&R Field Operations Guide	No		Logistics Cache	

Exhibit C. Tech Rescue and USAR Allowable/Non-Allowable Item Clarification					
Reminder: Exhibit C is a reference document that is a cross-walk from the AEL to the NYS-developed Resource Typing Sheets. Please use Exhibit C to aid in the development of appropriate funding requests but note that it is not an exhaustive list.					
Tech Rescue Team	Item(s) Listed	Allowable?	Reasoning (if applicable)	Section Reference	Notes
	Wide brim "boonie" style hat, safety boots, rescue helmet, leather work gloves, rain gear set, uniform (pants and overshirt or blouse), uniform jumpsuits, uniform jacket, uniform BDU shorts, heavyweight sweatshirt	Yes		Logistics Cache	Must meet NFPA standards
	Cold weather system inc. jacket, pants, fleece or fiberpile liners, socks, gator, gloves, knit cap, neoprene mask, expedition long underwear, safety boot, medium weight long underwear, boot socks, T-shirt with team logos	Yes		Logistics Cache	Must meet NFPA standards
	Toiletry Kit	Maybe*		Logistics Cache	*Some items like lip balm are not allowable
	Respirator, half face piece, cartridge-type	Yes		Logistics Cache	Must meet standards of AEL
	Logistics cache- all other items	Yes		Logistics Cache	
	Water cache	No	Category is excluded unless items are also found on the NYS Accreditation Forms for the Confined Space Rescue Team, Rope Rescue Team, Structural Collapse Rescue Team, Structural Collapse Search Team, or Trench Rescue Team.	Water Cache	
	Plans cache	No		Plans Cache	

Any items not listed above should be assumed allowable.

Exhibit D: Best Practices for Preparing an Effective Grant Application

What to do when you have received the Request for Applications (RFA):

- It is important to start early in preparing your application, highlighting deadlines and/or tasks that must be completed as part of the application process.
- Review all plans, strategies, policies and documents related to the grant you are applying for to ensure you can appropriately address the goals and objectives pertaining to the nature of the grant opportunity.

What to do when you are completing the application:

- Ensure that the proposed budget is realistic, reasonable, and articulates how your budget will address the objectives of the grant opportunity.
- Do not resubmit last year's forms. Make sure that you are completing your application using the current year's application forms and that your answers to all questions are up to date.
- Review and evaluate the scoring criteria. Pay close attention to the sections that are weighted the most first as they have a greater impact on your overall score.
- If your grant application requires you to reference goals and/or objectives, make sure the goals and objectives you cite are measurable. Goals should reflect the long-term and global impact of a program or project. Meanwhile, objectives should be specific and measurable building blocks designed to meet your goals.
- Create an evaluation plan that demonstrates how you will assess your proposed projects for effectiveness and/or meeting the objectives of the grant opportunity, even if such a plan is not required.
- Address steps that will be taken to institutionalize, sustain, or enhance the capabilities or proposed project being developed after grant funding has been exhausted.

What to do prior to submitting your application:

- Make sure that you have completed all the required sections of the application. Applicants are strongly recommended to share their completed applications with a colleague to ensure that the application is clearly written and addresses all the objectives of the grant opportunity.
- Ensure that you have obtained the required signatures for the Notice of Endorsement (Exhibit B).
- Ensure that all required documents are attached to your application in E-grants prior to submission. Please refer to Section VII - Checklist of Required Documents in this RFA for the list of required documents.

Exhibit E: Technical Rescue and USAR Accreditation Program

The DHSES Office of Fire Prevention and Control implemented an updated Technical Rescue and USAR Accreditation Program beginning with the FY2019 Technical Rescue and USAR Grant Program.

The Accreditation Program includes disciplines across the spectrum of Technical Rescue and USAR. Applicants are advised that not all of the disciplines in the Accreditation Program are eligible disciplines for funding under the FY2021 Technical Rescue and USAR Accreditation Program.

All applicants for funding under the FY2021 Technical Rescue and USAR Grant Program are required to complete the documents required for the Technical Rescue and USAR Accreditation Program conducted by the DHSES Office of Fire Prevention and Control. Applicants are required to complete the NYS accreditation sheets for the team(s) (Rope Rescue, Trench Rescue, Structural Collapse Rescue, Structural Collapse Search, Confined Space Rescue, or USAR Task Force) that they are seeking to develop or sustain through this program.

The required forms for the eligible disciplines are posted on the DHSES website in the section for the FY2021 Technical Rescue and USAR Grant Program at <https://www.dhSES.ny.gov/targeted-grants>.