

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue
Carmel, New York 10512
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Toni E. Addonizio *Chairwoman*
Neal L. Sullivan *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
Carl L. Albano	Dist. 5
Paul E. Jonke	Dist. 6
Joseph Castellano	Dist. 7
Amy E. Sayegh	Dist. 8
Neal L. Sullivan	Dist. 9

AGENDA
AUDIT & ADMINISTRATION COMMITTEE MEETING
TO BE HELD IN
ROOM #318 OF THE COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512

Members: Chairman Castellano, Legislators Gouldman & Sayegh

Monday March 30, 2020
(Immediately following Personnel & Physical Meetings beginning at 6:30pm)

1. Pledge of Allegiance
2. Roll Call
3. Correspondence/County Auditor (Attached For Information Only)
 - a. Sales Tax Report
 - b. Board In Revenue Report
 - c. Transfer/Revenue Report
 - d. 2020 Contingency/Sub-Contingency Report
4. Correspondence/Commissioner of Finance
 - a. Overtime/Temporary Report (Attached For Information Only)
 - b. Approval/ Budgetary Amendment 20A008/ District Attorney/ Use of Forfeited Asset Reserve Funds to Enter into a Partnership Initiative (Also reviewed in Protective)
 - c. Approval/ Budgetary Amendment 20A011/ Dept. of Social Services/ Funds Awarded to Child Advocacy Center in Accordance with a Cooperative Agreement with National Children's Alliance for Period January 1, 2020-December 31, 2020 (forwarded per Chair of Health Committee due to meeting cancellation)
5. Approval/ Fund Transfer 20T057/ Sheriff's Dept./ Replace 13 Expiring Body Armor
6. Approval/ Fund Transfer 20T060/ Sheriff's Dept./ Emergency Purchase of 24 Full Face Respirator Kits & 12 Filter Protection Systems for Masks due to COVID-19 Pandemic

- 7. Approval/ Fund Transfer 20T062/ Personnel/ Provide for Funding for the 2020 Salary and Benefit Costs Pursuant to the Ratified Contract Settlement between Putnam County and Putnam County Sheriff's Dept. PBA (Also reviewed in Personnel)**
- 8. Approval/ Bureau of Emergency Services/ FY2020 State Homeland Security Program (SHSP) Grant**
- 9. Approval/ Grant Application/ Office for Senior Resources/ Field Hall Foundation/ Caregiver Respite Grant (forwarded per Chair of Health Committee due to meeting cancellation)**
- 10. Approval/ Resolution Calling on Members of the NYS Senate and Assembly to Reject the Governor's SFY 2020-21 Executive Budget Proposal to Shift 100% of the Cost of 730.20 Competency Restoration Services to the County Mental Health Commissioners (forwarded per Chair of Health Committee due to meeting cancellation)**
- 11. Other Business**
- 12. Adjournment**

#30

SALES TAX	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	*or(-) Same Period
	January	\$ 3,611,493	\$ 3,344,403	\$ 3,525,302	\$ 3,779,880	\$ 4,030,892	\$ 3,910,113	\$ 4,117,955	\$ 4,235,351	\$ 4,472,651	\$ 4,699,597	\$ 4,966,930	
February	3,141,543	2,833,208	2,875,819	3,237,991	3,391,572	3,270,383	3,234,919	3,828,416	3,797,974	4,062,844	4,228,841	4,573,894	345,054
March	3,987,197	4,461,554	4,860,546	5,196,932	5,283,121	5,708,091	4,670,041	5,932,547	5,174,049	5,383,664	5,792,011		
April	3,280,564	3,620,671	3,633,847	3,592,228	3,676,439	4,077,701	4,248,878	4,354,716	4,344,286	4,696,971	4,674,670		
May	4,803,903	5,219,967	5,149,506	5,377,869	5,623,343	5,793,860	6,075,331	5,946,190	6,367,505	6,807,221	7,425,730		
June	3,286,730	3,015,311	3,550,014	3,866,919	3,943,959	4,053,988	3,621,035	4,666,527	3,963,941	4,182,456	4,557,885		
July	3,465,459	3,712,462	3,668,186	3,798,458	4,001,259	4,320,542	4,558,502	4,372,322	4,952,664	4,835,632	5,266,612		
August	3,574,768	3,642,579	3,661,147	3,507,857	3,946,087	4,179,098	4,312,904	4,286,170	4,754,633	4,815,929	5,368,556		
September	5,045,965	5,141,228	5,660,295	5,904,421	6,010,697	5,997,983	5,347,273	6,377,884	5,821,648	7,067,806	7,331,396		
October	3,386,902	3,376,691	3,644,412	3,700,853	3,879,547	4,179,344	4,311,976	4,555,008	4,449,271	4,840,611	5,244,815		
November	3,260,766	3,793,653	3,627,333	3,580,579	3,845,331	4,513,878	4,190,564	4,407,709	4,616,873	4,715,091	5,310,514		
December	5,057,255	5,320,920	5,731,878	5,853,693	5,735,093	5,881,014	5,264,022	6,092,242	6,056,492	7,037,269	6,186,904		
Actual	\$ 45,902,543	\$ 47,482,647	\$ 49,588,285	\$ 51,397,679	\$ 53,367,340	\$ 55,885,996	\$ 53,953,400	\$ 59,055,082	\$ 58,791,988	\$ 63,145,092	\$ 66,354,864	\$ 10,110,872	
Budget/(Rev)	\$ 51,677,872	\$ 47,504,322	\$ 47,454,322	\$ 49,827,038	\$ 51,984,112	\$ 52,495,824	\$ 53,953,400	\$ 54,739,000	\$ 57,366,282	\$ 58,513,608	\$ 60,484,333	\$ 64,408,000	
Over/(Under)Budget	(5,775,329)	(21,675)	2,133,963	1,570,641	1,383,228	3,390,172	(0)	4,316,082	1,425,706	4,631,484	5,870,531	(54,297,128)	915,101

MONTHLY IN REVENUE

	2010	2011	2012	2013	2014*	2015*	2016*	2017*	2018*	2019*	2020	+or(-) Same Period
January	5,565.00	23,310.00	11,730.00	46,390.00	8,370.00	22,190.00	43,680.00	47,160.00	54,980.00	52,490.00	74,950.00	22,460.00
February	6,660.00	25,200.00	9,670.00	41,930.00	9,180.00	17,970.00	41,610.00	41,280.00	52,760.00	45,070.00	72,300.00	27,230.00
March	8,370.00	43,330.00	9,890.00	43,140.00	11,640.00	26,490.00	41,400.00	50,480.00	59,820.00	50,795.00		
April	8,100.00	49,425.00	14,020.00	40,800.00	16,490.00	30,930.00	37,670.00	55,060.00	53,730.00	50,490.00		
May	8,100.00	46,220.00	27,090.00	23,800.00	17,100.00	35,580.00	39,120.00	61,070.00	49,860.00	52,975.00		
June	14,890.00	45,300.00	52,700.00	10,800.00	16,760.00	37,160.00	45,700.00	59,190.00	39,060.00	48,300.00		
July	51,165.00	44,350.00	53,380.00	11,960.00	17,140.00	43,010.00	52,480.00	64,540.00	37,260.00	47,840.00		
August	55,720.00	47,430.00	54,860.00	10,260.00	16,740.00	43,340.00	49,600.00	62,650.00	37,530.00	50,180.00		
September	29,825.00	16,670.00	43,240.00	7,560.00	16,830.00	48,370.00	46,290.00	61,050.00	36,180.00	43,600.00		
October	22,900.00	13,170.00	48,090.00	7,270.00	20,130.00	54,340.00	40,340.00	57,380.00	41,850.00	71,750.00		
November	20,430.00	12,900.00	46,360.00	9,090.00	18,600.00	45,700.00	34,120.00	56,580.00	43,080.00	71,400.00		
December	20,340.00	15,985.00	50,830.00	8,530.00	21,940.00	42,260.00	39,600.00	56,600.00	46,780.00	76,700.00		
Actual	252,065.00	383,290.00	421,860.00	261,530.00	190,920.00	447,340.00	511,610.00	673,040.00	552,890.00	661,590.00	147,250.00	
Budget	285,000.00	781,100.00	450,000.00	217,000.00	129,600.00	155,000.00	525,000.00	484,760.00	535,000.00	550,600.00	908,000.00	
Revised Budget	285,000.00	345,000.00	450,000.00	232,590.00								
Surplus/(Deficit)	(32,935.00)	38,290.00	(28,140.00)	28,940.00	61,320.00	292,340.00	(13,390.00)	188,280.00	17,890.00	110,990.00	(760,750.00)	49,690.00

*2014 revenue includes US Marshalls
 *2015 revenue includes US Marshalls
 *2016 revenue includes US Marshalls
 *2017 revenue includes US Marshalls
 *2018 revenue includes US Marshalls
 *2019 revenue includes US Marshalls
 *2020 revenue includes US Marshalls

#3b

2020 Transfer/Revenue Report - February

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2020 2 19T030	Highway Admin	10149000	54310		OFFICE SUPPLIES	525.00	C	FOR PURCH OF 2 LATERAL FILES
2020 2 19T030	Highway Admin	10149000	52110		FURNITURE AND FURNISHINGS	525.00	D	FOR PURCH OF 2 LATERAL FILES
2020 2 20A006	DSS HEAP	10614100	446411		FED AID FUEL CRISIS HEAP	78,452.00	C	INITIAL FUNDING 19-20 HEAP
2020 2 20A006	DSS HEAP	10614100	54457		HEAP NON PA	15,442.00	D	INITIAL FUNDING 19-20 HEAP
2020 2 20A006	DSS HEAP	10614100	54989		MISCELLANEOUS	63,010.00	D	INITIAL FUNDING 19-20 HEAP
2020 2 20A007	Health Admin	10401000	54320	10118	FOOD	2,500.00	D	PERFORMANCE INCENTIVE AWARD
2020 2 20A007	Health Admin	10401000	434890	10118	STATE AID OTHER HEALTH	8,710.00	C	PERFORMANCE INCENTIVE AWARD
2020 2 20A007	Health Admin	10401000	52130	10118	COMPUTER EQUIPMENT	1,210.00	D	PERFORMANCE INCENTIVE AWARD
2020 2 20A007	Health Admin	10401000	54640	10118	EDUCATION AND TRAINING	5,000.00	D	PERFORMANCE INCENTIVE AWARD
2020 2 20T029	Judicial	10116200	54753		RUBBISH REMOVAL	500.00	D	FOR REFUSE REMOVAL INC
2020 2 20T029	Judicial	10116200	54647		SUB CONTRACTORS	500.00	C	FOR REFUSE REMOVAL INC
2020 2 20T031	DSS Admin	10102000	54664	10152	ADVERTISING	2,322.00	C	COVER OVERTIME FOR JAN-MARCH
2020 2 20T031	DSS Admin	10102000	58002	10152	SOCIAL SECURITY	220.00	D	COVER OVERTIME FOR JAN-MARCH
2020 2 20T031	DSS Admin	10102000	51093	10152	OVERTIME	2,322.00	D	COVER OVERTIME FOR JAN-MARCH
2020 2 20T031	DSS Admin	10102000	54664	10152	ADVERTISING	220.00	C	COVER OVERTIME FOR JAN-MARCH

30

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2020 2 20T032	BCI	32311000	52650		MOTOR VEHICLES	839.86	D	CVR. QUOTE VEHICLE BCI DIVISIO
2020 2 20T032	Sheriff - Communications	13311000	52650		MOTOR VEHICLES	839.86	C	CVR. QUOTE VEHICLE BCI DIVISIO
2020 2 20T033	EMS Indian Point	10014000	54311		PRINTING AND FORMS	500.00	C	PURCHASE VIOLATION NOTICE PADS
2020 2 20T033	Emergency Services	10398900	54311		PRINTING AND FORMS	500.00	D	PURCHASE VIOLATION NOTICE PADS
2020 2 20T034	Sheriff	10311000	54710		MAINT AND REPAIRS	1,995.00	C	LOCKERS FOR SUBSTATION, FEMALE
2020 2 20T034	Sheriff - Patrol	17311000	52110		FURNITURE AND FURNISHINGS	1,995.00	D	LOCKERS FOR SUBSTATION, FEMALE
2020 2 20T035	Central Services	10161000	54210		VEHICLE LEASING/RENTAL	6,358.00	C	XFER TO 10314000 54210
2020 2 20T035	Probation	10314000	54210		VEHICLE LEASING/RENTAL	6,358.00	D	XFER FROM 10161000 54210
2020 2 20T037	DSS Admin	10102000	54682	10152	SPECIAL SERVICES	302.00	D	OT & EXPENSE FOR FAMILY FIRST
2020 2 20T037	DSS Admin	10102000	51093	10152	OVERTIME	1,243.00	D	OT & EXPENSE FOR FAMILY FIRST
2020 2 20T037	DSS Admin	10102000	54646	10152	CONTRACTS	1,243.00	C	OT & EXPENSE FOR FAMILY FIRST
2020 2 20T037	DSS Admin	10102000	58002	10152	SOCIAL SECURITY	96.00	D	OT & EXPENSE FOR FAMILY FIRST
2020 2 20T037	DSS Admin	10102000	54646	10152	CONTRACTS	96.00	C	OT & EXPENSE FOR FAMILY FIRST
2020 2 20T037	DSS Admin	10102000	54410	10152	SUPPLIES AND MAT	1,394.00	D	OT & EXPENSE FOR FAMILY FIRST
2020 2 20T037	DSS Admin	10102000	54646	10152	CONTRACTS	1,394.00	C	OT & EXPENSE FOR FAMILY FIRST
2020 2 20T037	DSS Admin	10102000	54682	10152	SPECIAL SERVICES	2,973.00	D	OT & EXPENSE FOR FAMILY FIRST

YEAR	PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2020	2 20T037	DSS Admin	10102000	54646	10152	CONTRACTS	2,973.00	C	OT & EXPENSE FOR FAMILY FIRST
2020	2 20T037	DSS Admin	10102000	54664	10152	ADVERTISING	302.00	C	OT & EXPENSE FOR FAMILY FIRST
2020	2 20T038	Probation	10314000	52140		AUDIO VISUAL EQUIPMENT	33.00	D	PURCHASE DVD PLAYER
2020	2 20T038	Probation	10314000	52130		COMPUTER EQUIPMENT	33.00	C	PURCHASE DVD PLAYER
2020	2 20T040	DMV	10141100	52130		COMPUTER EQUIPMENT	9,500.00	D	reso 30-2020 adjustment
2020	2 20T040	County Clerk	10141000	52130		COMPUTER EQUIPMENT	9,500.00	C	reso 30-2020 adjustment
2020	2 20T041	Sheriff - Patrol	17311000	54313	10144	BOOKS AND SUPPLEMENTS	180.00	D	MEMBERSHIP NYS TRF ACC RECON
2020	2 20T041	Sheriff - Patrol	17311000	54410	10144	SUPPLIES AND MAT	180.00	C	MEMBERSHIP NYS TRF ACC RECON
2020	2 20T042	Sheriff	10311000	54311		PRINTING AND FORMS	475.00	C	REPLACE PRINTER SHERIFF
2020	2 20T042	Sheriff	10311000	52130		COMPUTER EQUIPMENT	475.00	D	REPLACE PRINTER SHERIFF
2020	2 20T043	Tilly Foster	10084000	54800	10137	INSURANCE	2,064.00	D	TRANSFER FROM 54646
2020	2 20T043	Tilly Foster	10084000	54646	10137	CONTRACTS	2,064.00	C	TRANSFER TO 54800
2020	2 20T044	Early Intervention	10405900	54310		OFFICE SUPPLIES	66.00	C	PURCHASE SPEAKERS
2020	2 20T044	Early Intervention	10405900	54782		SOFTWARE ACCESSORIES	66.00	D	PURCHASE SPEAKERS
2020	2 20T045	Coroner	10118500	54385		UNIFORMS	220.00	C	CASES FOR TABLETS/LAPTOPS
2020	2 20T045	Coroner	10118500	54782		SOFTWARE ACCESSORIES	220.00	D	CASES FOR TABLETS/LAPTOPS

YEAR	PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2020	2 20T046	District Attorney	10116500	52140	10154	AUDIO VISUAL EQUIPMENT	8.00	D	BALANCE FOR COURT ROOM EQUIPMENT
2020	2 20T046	District Attorney	10116500	52120	10154	OFFICE EQUIPMENT	8.00	C	BALANCE FOR COURT ROOM EQUIPMENT
2020	2 20T047	DSS Admin	10102000	52110		FURNITURE AND FURNISHINGS	180.00	D	PURCHASE DESK CHAIR FOR CPS
2020	2 20T047	DSS Admin	10102000	54310		OFFICE SUPPLIES	180.00	C	PURCHASE DESK CHAIR FOR CPS
2020	2 20T048	BCI	32311000	54311		PRINTING AND FORMS	500.00	D	ADJ. BUDGET LINES FOR BCI SPLI
2020	2 20T048	Sheriff	10311000	54311		PRINTING AND FORMS	500.00	C	ADJ. BUDGET LINES FOR BCI SPLI
2020	2 20T049	Audit	10132000	54313		BOOKS AND SUPPLEMENTS	220.00	C	TO REPLACE BROKEN PRINTER
2020	2 20T049	Audit	10132000	52130		COMPUTER EQUIPMENT	220.00	D	TO REPLACE BROKEN PRINTER
2020	2 20T050	Health - EHS	12401000	54782		SOFTWARE ACCESSORIES	115.00	D	ACCESSORIES FOR TABLETS
2020	2 20T050	Health - EHS	12401000	52130		COMPUTER EQUIPMENT	115.00	C	ACCESSORIES FOR TABLETS
2020	2 20T051	Health - Tobacco	11018000	54488		RABIES	200.00	D	COVER PATIENT COPAYS
2020	2 20T051	Health - Tobacco	11018000	54330		MEDICAL SUPPLIES	200.00	C	COVER PATIENT COPAYS
2020	2 R#54/20	Health - EHS	12401000	54210		VEHICLE LEASING/RENTAL	8,426.00	D	XFER FROM 10161000 54210
2020	2 R#54/20	Health - Nursing	11401000	54210		VEHICLE LEASING/RENTAL	3,135.00	D	XFER FROM 10161000 54210
2020	2 R#54/20	Health Admin	10401000	54210		VEHICLE LEASING/RENTAL	4,213.00	D	XFER FROM 10161000 54210
2020	2 R#54/20	County Executive	10123000	54210		VEHICLE LEASING/RENTAL	4,710.00	D	XFER FROM 10161000 54210

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2020 2 R#54/20	Early Intervention	10405900	54210		VEHICLE LEASING/RENTAL	3,135.00	D	XFER FROM 10161000 54210
2020 2 R#54/20	Central Services	10161000	54210		VEHICLE LEASING/RENTAL	46,408.00	C	XFER TO VARIOUS DEPARTMENTS
2020 2 R#54/20	Records Mgmt	10146000	54210		VEHICLE LEASING/RENTAL	4,482.00	D	XFER FROM 10161000 54210
2020 2 R#54/20	Consumer Affairs	10661000	54210		VEHICLE LEASING/RENTAL	9,794.00	D	XFER FROM 10161000 54210
2020 2 R#54/20	Youth Bureau	10731000	54210		VEHICLE LEASING/RENTAL	3,551.00	D	XFER FROM 10161000 54210
2020 2 R#54/20	Probation	10314000	54210		VEHICLE LEASING/RENTAL	4,962.00	D	XFER FROM 10161000 54210
					Debits	166,598.86		
					Credits	166,598.86		

3d

2020 Contingency Report

Beginning Balance 1/1/20 \$ 1,685,000.00
Res42 Tourism- decrease in State Aid 7,708.00

Subtotal General Contingency \$ 1,692,708.00

Deductions:

Res30 Computer Equipment- DMV (9,500.00)
Res31 Veteran's Radio Communications (2,000.00)

Total (11,500.00)
\$ 1,681,208.00

Proposed Deductions:

20T62 Sheriff's Department PBA contract settlement (865,090.00)

Pending Balance 3/30/20 (865,090.00)
\$816,118.00

Note:

R= resolution

A= proposed budgetary amendment

2020 Subcontingency Report

4983- Special Services (District Attorney)

Beginning Balance 1/1/20 \$ 30,000.00

Subtotal Subcontingency \$ 30,000.00

Deductions:

Total 0.00
\$ 30,000.00

Proposed Deductions:

Pending Balance 3/30/20 \$30,000.00

Note:

R= resolution

A= proposed budgetary amendment

2020 Subcontingency Report

4982- Salaries

Beginning Balance 1/1/20 \$ 75,000.00

Subtotal Subcontingency \$ 75,000.00

Deductions:

Total 0.00
\$ 75,000.00

Proposed Deductions:

Pending Balance 3/30/20 0.00
\$75,000.00

Note:

R= resolution

A= proposed budgetary amendment

2020 Subcontingency Report

4985- Maintenance & Repairs

Beginning Balance 1/1/20 \$ 15,000.00

Subtotal Subcontingency \$ 15,000.00

Deductions:

Total \$ 15,000.00 0.00

Proposed Deductions:

Pending Balance 3/30/20 \$15,000.00

Note:

R= resolution

A= proposed budgetary amendment

2020 Subcontingency Report

4986- Sheriff

Beginning Balance 1/1/20 \$ 32,962.00

Subtotal Subcontingency \$ 32,962.00

Deductions:

Res46 Sheriff Deputy - Upgrade to Sergeant (17,962.00)

Total (17,962.00)
\$ 15,000.00

Proposed Deductions:

Pending Balance 3/30/20 \$15,000.00

Note:

R= resolution

A= proposed budgetary amendment

KEY

LICENSE PLATE READERS 15,000.00
UPGRADE - SHERIFF DEPUTY 17,962.00
TOTAL SUBCONTINGENCY 32,962.00

2020 Subcontingency Report

4988-Vehicle Lease

Beginning Balance 1/1/20 \$ 25,000.00

Subtotal Subcontingency \$ 25,000.00

Deductions:

Total 0.00
\$ 25,000.00

Proposed Deductions:

Pending Balance 3/30/20 \$25,000.00

Note:
R= resolution
A= proposed budgetary amendment

#4a

WILLIAM J. CARLIN, Jr. CPA, CPFO
Commissioner Of Finance



ANITA Z. GILBERT
Chief Deputy Commissioner Of Finance

SHEILA M. BARRETT
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
DATE: March 13, 2020
FROM: William J. Carlin, Jr., Commissioner of Finance *WJC*
SUBJECT: **Overtime/Temporary Help Recap for Audit and Administrative Committee Meeting**

Please include the attached report in the Audit and Administrative Committee Agenda for its next meeting.

Enclosure

2020 MAR 13 AM 9:10
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Overtime Temporary - RECAP - 2020

As of Date:

March 13, 2020

Org Description	Org	Object	Project	Acct. Description	2019 Actual	2020 Original Budget	2020 Revised Budget	2020 Actual	2020 Distributed Budget	2020 Available	2020 Percent
DMV	10141100	51093		OVERTIME	12,064.62	12,000.00	12,000.00	2,342.95	2,769.23	9,657.05	19.52%
DSS - Administration	10102000	51093		OVERTIME	11,095.90	15,000.00	15,000.00	3,683.75	3,461.54	11,316.25	24.56%
DSS - Family First Transit	10102000	51093	10152	OVERTIME	1,234.64	0.00	5,117.36	2,052.54	1,180.93	3,064.82	40.11%
DSS - JD and PINS	10612300	51093		OVERTIME	21,013.70	0.00	9,196.00	3,477.50	2,122.15	5,718.50	37.82%
Finance	10131000	51093		OVERTIME	21,992.67	22,500.00	22,500.00	6,005.41	5,192.31	16,494.59	26.69%
Health - Early Intervention	10405900	51094		TEMPORARY	4,280.38	14,296.00	14,296.00	3,702.66	3,299.08	10,593.34	25.90%
Health - Education	21401000	51093		OVERTIME	-17.77	1,485.00	1,485.00	332.01	342.69	1,152.99	22.36%
Health - EHS	12401000	51094		TEMPORARY	19,468.23	23,049.00	23,049.00	4,298.93	5,319.00	18,750.07	18.65%
Health - Nursing	11401000	51093		OVERTIME	24,125.84	22,000.00	22,000.00	3,723.37	5,076.92	18,276.63	16.92%
Health - Nursing	11401000	51094		TEMPORARY	43,254.74	11,500.00	11,500.00	2,888.60	2,653.85	8,611.40	25.12%
Highway - Administration	10149000	51093		OVERTIME	1,036.06	5,000.00	5,000.00	2,067.15	1,153.85	2,932.85	41.34%
Highway - Snow - County	10514200	51093		OVERTIME	413,234.75	276,000.00	276,000.00	52,790.58	63,692.31	223,209.42	19.13%
Highway - Snow - State	10514400	51093		OVERTIME	56,144.80	75,000.00	75,000.00	11,649.60	17,307.69	63,350.40	15.53%
Jail - Maintenance	10011000	51093		OVERTIME	15,119.71	11,040.00	11,040.00	2,207.53	2,547.69	8,832.47	20.00%
Mental Health - DDP	10031000	51094		TEMPORARY	27,680.64	27,687.00	27,687.00	5,162.40	6,389.31	22,524.60	18.65%
OSR - Federal Nutrition	10677400	51094		TEMPORARY	74,131.72	78,666.00	78,666.00	11,587.88	18,153.69	67,078.12	14.73%
Personnel	10143000	51094		TEMPORARY	25,782.54	25,000.00	25,000.00	4,291.09	5,769.23	20,708.91	17.16%
Probation	10314000	51093		OVERTIME	20,962.63	22,520.00	22,520.00	3,874.73	5,196.92	18,645.27	17.21%
Purchasing	10134500	51094		TEMPORARY	18,490.00	19,110.00	19,110.00	2,835.00	4,410.00	16,275.00	14.84%
Sheriff - BCI	32311000	51094		TEMPORARY	20,499.00	20,000.00	20,000.00	3,386.00	4,615.38	16,614.00	16.93%
Sheriff - BCI	32311000	51093		OVERTIME	217,460.22	210,000.00	210,000.00	32,474.03	48,461.54	177,525.97	15.46%
Sheriff - Communications	13311000	51094		TEMPORARY	45,999.84	34,000.00	34,000.00	7,512.00	7,846.15	26,488.00	22.09%
Sheriff - Communications	13311000	51093		OVERTIME	183,462.77	160,000.00	160,000.00	23,249.44	36,923.08	136,750.56	14.53%
Sheriff - Patrol - ERT Callouts	17311000	51093	10102	OVERTIME	74,508.37	55,000.00	55,000.00	8,565.25	12,692.31	46,434.75	15.57%
Sheriff - Road Patrol	17311000	51093		OVERTIME	924,040.82	520,000.00	520,000.00	82,482.33	120,000.00	437,517.67	15.86%
Sheriff - Security - DSS	19005060	51093		OVERTIME	16,216.98	4,000.00	4,000.00	685.28	923.08	3,314.72	17.13%
Sheriff - Security - Philipstown Court	19311003	51093	10012	OVERTIME	15,566.72	12,000.00	12,000.00	2,517.09	2,769.23	9,482.91	20.98%
Sheriff - SPO	16099000	51094		TEMPORARY	365,500.00	390,000.00	390,000.00	66,600.00	90,000.00	323,400.00	17.08%
Sheriff - Traffic Safety	18311000	51094		TEMPORARY	10,400.00	15,600.00	15,600.00	2,405.00	3,600.00	13,195.00	15.42%
Sheriff - Youth	16311000	51093		OVERTIME	174,109.93	162,000.00	162,000.00	35,978.87	37,384.62	126,021.13	22.21%
Transportation	95630000	51094		TEMPORARY	31,725.00	32,760.00	32,760.00	7,605.00	7,560.00	25,155.00	23.21%
Youth Bureau - Mentoring	10731000	51094	10114	TEMPORARY	11,295.35	7,200.00	7,200.00	1,055.25	1,661.54	6,144.75	14.66%

* New departments in bold.

cc All
Prot
Audit

#46
BCCO



WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance

ANITA Z. GILBERT
Chief Deputy Commissioner Of
Finance

SHEILA BARRETT
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

2020 MAR -5 PM 3:31
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

February 28, 2020

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

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the District Attorney's **2020 Budget** which was submitted for approval:

Increase Revenue:

10001000	District Attorney	
427152	Asset Forfeiture Program	<u>\$13,399</u>

Increase Appropriation:

10001000	District Attorney Asset Forfeiture Program	
54936	Partnership Initiative	<u>\$13,399</u>

2020 Fiscal Impact -0-
2021 Fiscal Impact -0-

The District Attorney respectfully requests the use of forfeited asset reserve funds to enter into ^{two}~~two~~ partnership initiatives² as outlined on the attached memo.

AUTHORIZATION:

3/2/2020

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

Anita Z Gilbert

3.5.20

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

Patricia Annunzio

For Meo

Date Chairperson - Audit between \$0 - \$10,000.00

20A008

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

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

*Prot
A+A
Reso*

TO: Commissioner of Finance

FROM: Robert Tendy, DA

DEPT: District Attorney

DATE: November 8, 2019

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10001000 52110 Furniture	10001000 54936 Partnership Initiatives	\$ 799.00	TO PURCHASE 4 plate readers for Cold Spring Police Department
10001000 52130 Computer	10001000 54936 Partnership Initiatives	\$2000.00	
10001000 54313 Books	10001000 54936 Partnership Initiatives	\$1000.00	
10001000 54640 Education	10001000 54936 Partnership Initiatives	\$3000.00	
10001000 54675 Travel	10001000 54936 Partnership Initiatives	\$1000.00	
10001000 54682 Special Services	10001000 54936 Partnership Initiatives	\$5600.00	
Total		\$13,399.00	

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2019 Fiscal Impact \$ 0
2020 Fiscal Impact \$ 0

Robert Tendy

Department Head Signature/Designee 11/8/19
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

2019 NOV 20 PM 2:59
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

*Revised
19T360*



cc: all Health

#4C

WILLIAM J. CARLIN, Jr. CPA
Commissioner of Finance

ANITA Z. GILBERT
Chief Deputy Commissioner of Finance

SHEILA BARRETT
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

March 2, 2020

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

2020 MAR -5 PM 3:11
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, D dated February 14, 2010, I am advising you of the following request to amend the 2020 Department of Social Services budget.

Increase Estimated Revenues:

22073000 446132 National Children's Alliance \$ 48,932

Increase Appropriations:

22073000	OEOP National Children's Alliance	
51000	Personnel Services	\$ 12,341
54640	Ed/Training	29,023
54782	Software/Accessories	3,825
58001	Retirement	1,816
58002	Social Security	944
58003	Disability	21
58004	Workers Comp	33
58007	Life Insurance	88
58011	Flex	841
		<u>\$ 48,932</u>

2020 Fiscal Impact -0-
2021 Fiscal Impact -0-

This amendment to the 2020 Social Services budget includes funds awarded to the Child Advocacy Center in accordance with a cooperative agreement with the National Children's Alliance for the period January 1, 2020 through December 31, 2020. The CFDA number is 16.834. *no match -*

AUTHORIZATION:

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

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

20A011

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

20A011

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

MARYELLEN ODELL
County Executive

MICHAEL J. PIAZZA, Jr.
Commissioner
37A298@dfa.state.ny.us

JOSEPH A. DeMARZO
Deputy Commissioner
Joseph.Demarzo@putnamcountyny.gov

GRACE M. BALCER
Fiscal Manager
37A279@dfa.state.ny.us



JOANNA GRAINGER
Director of Eligibility
37A252@dfa.state.NY.US

FRANK MAROCCO, ESQ.
Director of Children and
Family Services
Frank.Marocco@dfa.state.ny.us

FAYE THORPE, ESQ.
Counsel for DSS
Faye.Thorpe@dfa.state.ny.us

DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

TO: William Carlin
Commissioner of Finance

FROM: Grace Balcer
Fiscal Manager 

DATE: 2/20/2020 

RE: 2020 DSS Budgetary Amendment

Your approval is requested to amend the 2020 DSS budget to include funds awarded to the Child Advocacy Center in accordance with a cooperative agreement with the National Children's Alliance for the period January 1, 2020 through December 31, 2020. (Supporting documentation attached)

Increase Appropriations:

22073000	OEOP Nat. Child Alliance	
51000	Personnel Services	
	601005103 Prevention & Comm. Outreach Coord.	\$12,341
	3/12/20 – 12/31/20 9 hrs/wk.	
54640	Ed/Training	29,023
54782	Software/Accessories	3,825
58001	Retirement	1,816
58002	Social Security	944
58003	Disability	21
58004	Workers Comp	33
58007	Life Insurance	88
58011	Flex	841
	Total Appropriations	\$48,932

(2)

Increase Estimated Revenues:

22073000	OEOP Nat Child Alliance	
446132	Nat. Childrens Alliance CFDA #: 16.834	\$48,932
	Total Estimated Revenues	\$48,932
	Fiscal Impact (20)	-0-
	Fiscal Impact (21)	-0-

Should you require additional information, please do not hesitate to contact me.

cc: M. Behler
F. Marocco



National Children's Alliance
516 C Street NE
Washington DC 20002
202 548 0090 telephone
202 548 0099 facsimile

Cooperative Agreement between Award Recipient and NCA 2020 Award

This form is for National Children's Alliance (NCA) 2020 approved sub-awardees. This is an official agreement between your agency and NCA acknowledging that your agency accepts the funding awarded by NCA through a cooperative agreement with the United States Department of Justice and will follow all requirements and special conditions: **below, outlined in the Grant Award Notification, NCA Electronic Grantee Handbook, and Request for Proposals.** By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts all such assurances or certifications. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Department of Justice (DOJ) Grants Financial Guide and OMB 2 CFR 200 - Uniform Guidance.

The recipient agrees to cooperate with NCA and OJP monitoring of this award pursuant to NCA's and OJP's guidelines, protocols, procedures and special award conditions, and to cooperate with NCA (including the grant manager for this award and the Office of Chief Financial Officer (OCFO)) requests related to such monitoring, including requests related to desk reviews and/or site visits. The recipient agrees to provide to NCA all documentation necessary for NCA to complete its monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by the deadlines set by NCA for providing the requested documents. Failure to cooperate with NCA's monitoring activities may result in actions that affect the recipient's NCA awards, including, but not limited to: **imposing additional special conditions on the award, withholdings and/or other restrictions on the recipient's access to award funds; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).**

National Children's Alliance has elected to enter into a Cooperative Agreement rather than a grant with the recipient. This decision reflects the mutual interest of the recipient and NCA in the operation of the project as well as the anticipated level of NCA involvement in this project. NCA's participatory role in the project is as follows:

- a. Review and approve major work plans, including changes to such plans, and key decisions pertaining to project operations. This will include a quarterly review of stated expenditure of funds from the approved budget. Any deviation to the spending plan will be reported promptly to NCA. NCA will provide guidance on the de-obligation of funds when projected spending of funds does not meet the timelines.
- b. Review and approve major project generated documents and materials used in the provision of project services.
- c. Provide guidance in significant project planning meetings, and participate in project sponsored training events or conferences. NCA will provide technical assistance to all entities utilizing funds under the NCA awards including but not limited to responding to direct inquiries, inclusion in customized webinars, conference calls and site visits.

d. Any deviation from the timeline provided in the application or revised grant program implementation plan must receive prior approval from NCA.

e. NCA will conduct a final review of all recipients' detailed budgets between October 15th and November 13th through Budget Modifications requests (BMRs) and conduct the de-obligation process. For chapter recipients, the inclusion in the final November disbursed payment batch is contingent upon approval of the detailed grant budget by NCA.

The recipient:

e. The recipient agrees to budget and send one staff member to attend the 2020 NCA Leadership Conference.

f. The recipient agrees to ensure that key grantee staff members complete the webinar and in-person NCA grant trainings as posted on the NCA website.

g. The recipient agrees to comply with additional Terms and Conditions, as established by DOJ and NCA in the Grantee Handbook.

h. If the award amount is equal or greater than \$25,000, the recipient is required to report to NCA the information under the Federal Funding Accountability and Transparency Act (FFATA) as specified in Appendix One.

i. All recipients of CAC award types (i.e. Program Improvement; Program Development; Program Expansion; Tribal Expansion of CAC Services; Victim Advocacy; Improving CAC Response to Physical Abuse; Coordination of CACs Services for Military Installations; CAC Response in US District of Columbia and US Territories, Improving CAC Response to CP Cases and Provision of Services to Victims of CP and HT, and Training Awards on Technology-Facilitated CSEC/CP) with annual actual expenses (as determined by United States generally accepted accounting principles) in excess of \$500,000 are required to submit an electronic copy of their audit no later than 9 months after the recipient's fiscal year end. If there are any audit communications with those charged with governance and/or communicated internal controls identified in the audit, it must be included with the audit report.

j. All recipients of CAC award types with annual actual expenses (as determined by United States generally accepted accounting principles) at or below \$500,000 and above \$200,000 are required to submit an electronic copy of their financial review documents no later than 9 months after the recipient's fiscal year end. The review must be in compliance with SSARS 19. If a management letter is prepared by the independent accountant (CPA), it must be included with the review report.

k. All CAC sub-recipients of hardship sub-awards under the Chapter tier grants are required to submit any management letters/audit communications that may have been issued as part of the most current audit or financial review cycle. If there are any audit communications with those charged with governance and/or communicated internal controls identified in the audit/financial review, they must be included as part of the sub-awardee application.

l. All recipients of Chapter award types (i.e. State Chapter Support to Children's Advocacy Centers for CAC Quality Improvement and Accreditation Advancement) are required to conduct an annual audit and to submit electronic copies of the subsequent audits no later than 9 months after each recipient's fiscal year end. If there are any audit communications with those charged with governance and/or communicated internal controls identified in the audit, they must be included with the audit report.

m. Based on the grant performance, financial stability of the recipient, and other special circumstances, NCA may require an audit to be submitted/conducted by any of the recipient entities regardless of their budget size.

n. All recipients that expend \$750,000 or more in their fiscal year must follow the audit requirements in the OMB 2 CFR 200 - Uniform Guidance.

o. All recipients must permit NCA and auditors to have access to the records and financial statements as part of a scheduled desk review or site visit.

p. If a recipient of Program Improvement and Improving CAC Response to Physical Abuse award, the recipient agrees to submit de-identified mental health outcome data, utilizing NCAtrak as designated software platform to evaluate the improved outcomes for children.

q. If a Chapter recipient, the recipient agrees to meet the participation requirements of the annual GAP Analysis and OMS Projects.

r. If a Chapter recipient, all proposed changes to the sub-awardee process as established by NCA (including the sub-award RFP and application materials) must be submitted to NCA for review and approval prior to the planned release of publication.

s. If a Chapter recipient, the estimate for all regularly scheduled disbursement amounts must reflect the funds that will be expended within that reporting period and as close as possible to the disbursement date to ensure that Federal cash on hand is at the minimum needed level. These funds must be spent within the reporting cycle in which they were disbursed. Chapter recipients may be required to return any unspent funds to NCA as part of the ongoing reporting process.

t. If a Chapter recipient, all sub-awardee reimbursements need to be made within 10 days of receiving the payment from NCA in order to ensure that the Federal cash on hand is at the minimum needed level.

u. If a Chapter recipient, an ACH account with NCA must be established to facilitate disbursement of grant funds. Any changes in related bank account information must be conveyed to NCA no later than 15 business days prior to the next established payment/report schedule.

v. The recipient (and any subrecipient) must ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2). Nothing in this condition shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2). Employment eligibility will be confirmed with E-Verify. The compliance with the condition is part of NCA monitoring responsibilities.

As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), the recipient is required to maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings. For detailed information on this conditions please refer to the document on the special DOJ conditions on the NCA awards posted on the NCA website (www.nca-online.org)

w. If NCA funds are to be used for any product or service in excess of \$10,000.00, at least three quotes must be obtained to ensure that the selection process is competitive. The procurement process is outlined in DOJ Guide to Procurement Procedures, which is included as part of the Electronic Grantee Handbook on the NCA website (www.nca-online.org). Consideration must be given to ensure more economical, cost effective, and efficient ways to obtain or use common or shared goods or services as well as assessment of available resources. Any charges for such expenditures or requests for sole source contracts are subject to prior approval by NCA and review of the procurement documentation to ensure it meets DOJ guidelines. The procurement entity must avoid "splitting" of purchases or transactions to circumvent the dollar threshold limitations.

x. The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement

contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000).

y. No recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ. The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

z. If NCA funds are used to support any part of a revenue producing venture, such as a training or conference at which registration fees are charged, revenues shall be considered program income. The award recipient will report any related program income to NCA within 30 days and submit a budget modification request showing how those revenues will be used to further the purpose of the approved NCA grant. Revenues must be expended within the grant year that they were accrued.

aa. Copyright; Data rights: The recipient acknowledges that OJP reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward (at any tier); and (2) any rights of copyright to which a recipient or subrecipient (at any tier) purchases ownership with Federal support. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (Rights in Data - General). It is the responsibility of the recipient (and of each subrecipient (at any tier), if applicable) to ensure that the provisions of this condition are included in any subaward (at any tier) under this award and to obtain from subrecipients, contractors, and subcontractors (if any) all rights and data necessary to fulfill the recipient's obligations to the Government under this award.

ab. All recipients must disclose, in a timely manner, in writing to NCA all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Per 2 CFR § 200.113, recipients that have received a Federal award including the term and condition for recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures may place the recipient in bad standing with NCA and may result in establishment of special conditions and/or forfeiture of grant funds or other provisions outlined in 2 CFR § 200.338.

ac. All Recipients of OJP grants and cooperative agreements (and any subrecipients at any tier) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee of an OJP recipient by the OJP recipient as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Award Specifications

Grant Award Identification Number (AIN): BREW-NY-TDTVF20

Grant Award Type and Purpose: 2020 DTVF TRAINING

Grant Award Period: January 1, 2020 - December 31, 2020

Catalog of Financial Domestic Assistance (CFDA) #: 16.834

Total Awarded Amount: \$50,000.00

I, the undersigned, have read and understand the conditions outlined in the award notification, the Request for Proposals, NCA Electronic Grantee Handbook, and the conditions below required for the receipt of grant funding from National Children's Alliance. By signing this statement, I am agreeing to comply with the requirements outlined in the grant award notification, the Request for Proposals, NCA Electronic Grantee Handbook, and herein. I understand the term of this grant in January 1, 2020 to December 31, 2020 and that all approved activities must occur within that time period.

- I certify that the recipient agency is a member in good standing with National Children's Alliance. I understand that remaining in good standing is a requirement of receiving these funds. This includes the timely submission of statistical reports as a condition of membership, in January and July.
- I agree to submit, on deadline, all required fiscal and narrative reports as required in NCA Electronic Grantee Handbook. I understand that failure to submit timely reports will result in forfeiture of funds.
- I understand that National Children's Alliance can only reimburse federally allowable expenses that fit within the requirements of the NCA Electronic Grantee Handbook, NCA RFP, and as designated by the U.S. Dept. of Justice and under the OMB 2 CFR 200 - Uniform Guidance. Submissions that fall outside these constraints will be disallowed. NCA may change its requirements regarding allowable expenses at any time to reflect changes in federally allowable costs or policies approved by the NCA Board of Directors. Awardees will be promptly notified of any changes.
- I understand that up to two budget modifications are granted at NCA's discretion and must be submitted no later than November 30 of the current grant year.
- I understand that grant extensions for CAC grants are rarely approved, but that to request one I must submit that request at least 30 days prior to the end of the grant period. These are approved at NCA's sole discretion. As a chapter grant recipient, I understand that there are no grant extensions available.
- I understand that failure to show reasonable progress toward meeting the deliverables agreed upon under this Cooperative Agreement and those outlined in the Electronic Handbook for Grantees may result in additional special conditions from NCA and/or termination of the agreement.
- I understand that our organization needs to provide upon request to the National Children's Alliance (NCA) and the Department of Justice (DOJ) additional fiscal documentation demonstrating the expenditures included in the grant reports such as:
 - 1) Bank statements for personnel, fringe benefits, consultant/contractors, travel, equipment, supplies, & other expenditures;
 - 2) ACH transactions for personnel expenditures; &
 - 3) Proof of payment for credit card transactions and all requested documentation will be submitted to NCA within five business days.
- All backup fiscal documentation will be kept on file for five years after the closeout of the sub-award grant year.
- I understand that any resource material developed under this grant, such as training materials, bibliographies, etc., submitted through this agreement will become property of NCA and will display the logo of NCA and DOJ. There are co-branding and attribution requirements for resource materials. The grant recipient must coordinate with NCA at the beginning of the grant period to determine what will be included in those materials.
- By my signature I am committing to meet the goals and objectives outlined in the grant and approved by National Children's Alliance.

**Appendix One
Required Federal Funding Accountability and Transparency Act (FFATA)
Supplemental Information**

NCA is required to report all awardees information listed below into the FFATA Sub-award Reporting System (FSRS) for awards greater than or equal to \$25,000.

Awardee Required Information:

1. Name of the Entity
2. Amount of the Award
3. Award Title Description and Purpose
4. DUNS Number (Data Universal Numbering System) of the entity receiving the award.

If the awarded entity does not have DUNS #, refer to the PDF file "How to obtain a DUNS Number", explaining the process to obtain the DUNS #.

NCA is required to report Executive Compensation of the awardee if the entity in the preceding fiscal year 1) received 80 percent or more of its annual gross revenues in Federal awards, and \$25,000,000 or more in annual gross revenues from Federal awards; and 2) if the public does not have access to this information about the compensation through periodic reports filed (i.e. IRS tax return 990).

DUNS Number of the Awardee

(If you are not an independent entity but are under an umbrella organization, please enter the DUNS number of your umbrella agency)

110655516

Executive Compensation

Answers: (Y/N)

(If you are not an independent entity but are under an umbrella organization, please answer the questions in regards to your umbrella agency)

1. Did you receive 80 percent or more of your annual gross revenues in Federal awards and \$25,000,000 or more in annual gross revenues from Federal awards? no

2. Does the public **not** have access to information about the compensation through periodic reports filed? (i.e. reports-IRS tax return 990) yes

If you answer yes to either of the "Executive Compensation" questions above, please fill the required information for the top 5 highly compensated officers of the awarded entity:

Name	Title	Annual Salary
Marla Behler	Program Coordinator	85,540
Marie Fabiano	Senior Case Worker	80,663
Yeny McIntyre-Nalbano	Victim Advocate	54,866

Contact Information and Signature page

All future inquiries regarding your grant will be made to the appropriate designee at your agency. Please carefully consider who should be the appropriate grant designee. The grant designee will receive all updates. Her/his email address would be used for sending notifications. All funding will be disbursed in the agency name only. These funds will not be disbursed to those affiliated with the agency including the programmatic or fiscal contact person listed on this agreement, consultants or multidisciplinary team members. Funding checks will be mailed to the address indicated on this form only. If this information changes at any time during the grant period, promptly notify National Children's Alliance in writing.

After filling out the form and signing this document, please scan it in a .pdf format and save a copy for your files. Go to https://www.grantrequest.com/SID_1093/?SA=AM, log in to your account that you have created for your grant application and upload the document no later than 1/13/2020.

Physical Address	Mailing Address (including checks) <i>Fill out only if different from the physical address</i>
Agency name: CAC of Putnam County	Agency name/Fiscal Agent: Putnam County Department of Social Services /Grace Balcer
Address: 121 Main Street	Address: 110 Old Route 6, Building 2
City/State/Zip: Brewster, NY 10509	City/State/Zip: Carmel, NY 10512

Authorized Agency Representative (Executive Director/Chapter State Coordinator)

Name/Title:

Marla Behler

Phone (845) 808-1400

marla.behler@putnamcountyny.gov

E-mail Address marla.behler@putnamcountyny.gov

Board President/Supervisor

Name/Title:

Michael J. Piazza, Jr.

Phone: 845-808-1500

michael.piazzajr@dfa.state.ny.us:

E-mail Address _____

Board Treasurer

Name/Title:

Phone: _____

E-mail Address: _____

Authorized Fiscal Agent Representative for the Grant (Fill out only if the grantee agency uses a fiscal agent for the award)

Agency Name:

Putnam County Department of Finance

Name/Title:

William Carlin, Commissioner

Phone(845) 808-1075

E-mail

Address:william.carlin@putnamcountyny.gov

By my signature I am certifying that the provided information is current and accurate.

Authorized Agency Representative/Title (required):

Marla Behler/Program Director

Signature:



Date:

1/10/2020

Board President/Supervisor (required):

Michael J. Piazza, Jr.

Signature:



Date:

2/9/20

If using a fiscal agent for this grant, the section below is required. A signature denotes agreement with all aforementioned conditions.

Authorized Fiscal Agent Representative/Title:

William J. Carlin, Jr./Commissioner of Finance

Signature:

William J. Carlin Jr

Date:

1/8/2020

Sincerely,

Teresa Huizar

Teresa Huizar
Executive Director
National Children's Alliance

Irina V. Hein

Irina V. Hein
Director of Member Relations & Grants
National Children's Alliance

Balcer, Grace (DFA)

From: Marla Behler <Marla.Behler@putnamcountyny.gov>
Sent: Thursday, February 13, 2020 6:03 PM
To: Balcer, Grace (DFA); Marocco, Frank (DFA)
Subject: Fwd: Approved 2020 Budget

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

Get [Outlook for Android](#)

----- Forwarded message -----

From: "CAC Programs DTVF" <cacprograms-dtvf@nca-online.org>
Date: Thu, Feb 13, 2020 at 4:23 PM -0500
Subject: RE: Approved 2020 Budget
To: "Marla Behler" <Marla.Behler@putnamcountyny.gov>

PUTNAM COUNTY NOTICE

THIS EMAIL IS FROM AN EXTERNAL SENDER! DO NOT click links, DO NOT open attachments, DO NOT forward if you were not expecting this email or if it seems suspicious in any way! REMEMBER: NEVER provide your user ID or password to anyone for any reason!

Hi Marla,

No need to redo the budget. We can make an adjustment later down the line with a budget modification if needed, but it sounds like it won't be needed.

Thank you for reaching out about this and letting me know about the change.

Thank you,

Heather

Heather B Leary
Program Associate, DTVF
National Children's Alliance
516 C Street NE
Washington, DC 20002
Ph. 202-548-0090 ext.109
cacprograms-dtvf@nca-online.org
www.nationalchildrensalliance.org

From: Marla Behler [mailto:Marla.Behler@putnamcountyny.gov]
Sent: Tuesday, February 11, 2020 2:22 PM
To: CAC Programs DTVF <cacprograms-dtvf@nca-online.org>
Subject: RE: Approved 2020 Budget

Heather,

Thank you for sending this. I just learned from our finance department that the fringe rate was increased to 30% rather than the 28% indicated on this budget. Do I need to make an adjustment if we still claim the same amount and make up the difference by reducing the hours in the personnel line or should I redo the budget completely? Please let me know how best to proceed and I apologize for the inconvenience.

Marla Behler, MS, LMSW
Program Coordinator
CAC of Putnam County
121 Main Street
Brewster, NY 10509
845-808-1400 x44120 (phone)
845-808-1925 (fax)
www.putnamcac.org
Like us on Facebook @ <http://www.facebook.com/putnamcac>
Follow us on Twitter @ <https://twitter.com/CACPutnam>



From: CAC Programs DTVF [mailto:cacprograms-dtvf@nca-online.org]
Sent: Monday, February 10, 2020 5:37 PM
To: Marla Behler
Subject: Approved 2020 Budget

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Good afternoon,

Thank you for your patience. I have finished reviewing and approving your budget for grant: BREW-NY-TDTVF20.

A few helpful reminders as we start the grant year:

- All items will need to be submitted with proof of payment and proof of expense. Training expenses should include proof of attendance.
- NCA is unable to reimburse for the cost of tips, gratuities, and meals.
- The current federal mileage rate is \$.575
- Please ensure that all lodging costs do not exceed the federal per diem. Should the rate exceed the maximum per diem rate by even a dollar, NCA is unable to reimburse. This applies to contractors and consultants being reimbursed for travel as well.
- Consultants and Contractors may only be reimbursed up to the federal per diem of \$81.25 per hour, or \$650 per day. There must be a detailed invoice showing hours spent and how they were billed. Should the amount exceed the per diem, you may still be reimbursed up to the per diem rate. Trainers can bill for 1 day of prep for each day of training.
- Budget Modifications are allowable prior to November 13, 2020. Please be sure to contact me if you foresee any changes to your budget.

Also, I have begun scheduling the first programmatic calls for the year. If you have any questions we can schedule a call prior to that, or you may feel free to email me any time.

I look forward to working with you for a successful 2020 grant year!

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Program Coordinator
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121 Main Street
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845-808-1400 x44120 (phone)
845-808-1925 (fax)

www.putnamcac.org

Like us on Facebook @ <http://www.facebook.com/putnamcac>

Follow us on Twitter @ <https://twitter.com/CACPutnam>



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Grant Budget Narrative Template

INSTRUCTIONS - PLEASE READ ALL
 - In preparing your Budget Narrative, please provide details by line item and use the text box above each line item category to include the information contained in the Budget Narrative section of Award Application Checklist in the RFP. The Budget Narrative should thoroughly and clearly describe each category of expense listed in the grants award budget above. NCA expects proposed budgets to be complete, cost-effective, reasonable, allocable, and necessary for project activities.
 Please keep in mind:
 - Please fill out all of the relevant gray cells.
 - Please add rows as needed for itemization.
 - \$1500 must be allocated under category "Travel" for attendance at Leadership Conference (LC) and \$500 conference registration fee under category

NCA USE ONLY
 NCA CONTACT IF AWARDED: Heather Leary
 ORGANIZATION'S CONTACT: Maria Behler
 ORGANIZATION NAME: CAC of Putnam County
 AWARD NUMBER IF APPROVED: BREW-NY-TDVF20
 DATE APPROVED: 2/10/2020

Personnel Narrative: Funding will provide 8 hours a week for the part-time Safe Harbour Coordinator to develop a public awareness campaign about child sex abuse images, coordinate a task force to address issues and education around child pornography and coordinate trainings. 8 hrs/wk x \$32,500/yr

CATEGORY	LINE ITEM	AMOUNT	TOTAL	NCA NOTES	NCA APPROVED AMOUNT	NCA APPROVED TOTAL
Personnel	Safe Harbour Coordinator	\$13,400.00	\$13,400.00			\$13,400.00
	8.5 hrs/wk x \$32,500 per hour (to begin March 2, 2020)					

TO ADD ROWS: Right click on row number where you want the row to be added and select insert

Fringe Benefit Narrative: Approved Fringe rate for current position is 28% or \$3,801

CATEGORY	LINE ITEM	AMOUNT	TOTAL	NCA NOTES	NCA APPROVED AMOUNT	NCA APPROVED TOTAL
Fringe Benefits	28%	\$3,752.00	\$3,752.00			\$3,752.00

Travel Narrative: NCA Leadership Conference: Estimated cost: 3 nights lodging, airfare parking and airport transportation \$1,500.00; FETI Practical Application class: 5 Forensic Interviewers will be sent to the class. Estimated total of mileage and parking for 5 people = \$1,248.00

CATEGORY	LINE ITEM	AMOUNT	TOTAL	NCA NOTES	NCA APPROVED AMOUNT	NCA APPROVED TOTAL
Travel	Leadership Travel	\$1,500.00	\$2,248.00			\$2,248.00
	FETI Practical Application/2 attendees	\$748.00				

Equipment Narrative:

CATEGORY	LINE ITEM	AMOUNT	TOTAL	NCA NOTES	NCA APPROVED AMOUNT	NCA APPROVED TOTAL
Equipment (single items over \$5000)		\$0.00	\$0.00			\$0.00

Supplies Narrative: Encase Forensic Software = \$3,825.00

CATEGORY	LINE ITEM	AMOUNT	TOTAL	NCA NOTES	NCA APPROVED AMOUNT	NCA APPROVED TOTAL
Supplies	Forensic Software	\$3,825.00	\$3,825.00			\$3,825.00

Consultant/Contract Narrative:

CATEGORY	LINE ITEM	AMOUNT	TOTAL	NCA NOTES	NCA APPROVED AMOUNT	NCA APPROVED TOTAL
Consultant/Contract (max \$81.25/hour)		\$0.00	\$0.00			\$0.00

Other Narrative: Leader for one person = \$550.00; FETI Practical Application 3 day class/5 people: \$1295.00 x 5 = \$6,475.00 (Introduction to the Forensic Experiential Trauma Interview; Minimum of 50 attendees at \$395/person = \$19,750)

CATEGORY	LINE ITEM	AMOUNT	TOTAL	NCA NOTES	NCA APPROVED AMOUNT	NCA APPROVED TOTAL
Other	Leadership Registration	\$550.00	\$26,775.00			\$26,775.00
	FETI Practical Application class registration: 1,295 per person x 5 people	\$6,475.00				
	FETI Training for 50 participants @ \$395.00/person	\$19,750.00				
TOTAL			\$50,000.00	NCA TOTAL IF AWARDED:		\$50,000.00

Based on the proposed grant timeline, please enter the amount you plan to spend each quarter.

Estimated Expenses	1 st Quarter (Jan-March)	2 nd Quarter (April - June)	3 rd Quarter (July - September)	4 th Quarter (October - December)	TOTAL
	\$8,040.00	\$26,656.00	\$10,946.00	\$4,358.00	\$50,000.00

* Note: Actual F.B. rate 2020 30% as determined by Finance \$3,741
 Adjustment to budgeted salary for the fringe rate of 30% 9 hrs/wk, effective 3/12/20 \$12,341

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

*ce:all
ATA*

*Sign
#5*

TO: Commissioner of Finance

FROM: Sheriff Robert Langley Jr.

DEPT: Sheriff's Dept.

DATE: March 9, 2020

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
17311000.54385 (Uniforms)	17311000.52180 (Other Equipment)	\$10,881.00	Purchase body armour for 13 deputies whose Expire in 2020; finance Requiring purchase From 52180

Total \$10,881.00

2020 Fiscal Impact \$ 0
2021 Fiscal Impact \$ 0


Department Head Signature/Designee

3/9/20
Date

2020 MAR 19 PM 1:28
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

20T057

RECEIVED MAR 06 2020

P-1

PUTNAM COUNTY SHERIFF'S DEPARTMENT

INTER-OFFICE MEMORANDUM

DATE: January 12th, 2020

TO: Sheriff Robert L. Langley Jr.
(Attention: Captain Harry Tompkins) *HT*

FROM: Sergeant Timothy C. Keith

SUBJECT: FUND TRANSFER

This member requests a fund transfer be completed to purchase body armor, at the cost of \$837.00 per item, for thirteen deputies whose body armor expires in 2020. Reason for fund transfer is due to finance department requiring this specific uniform component to be purchased from "other equipment" line.

\$10,881.00 From line 01 17311000 54385 (Uniforms)

to line 01 17311000 52180 (Other Equipment)



APPROVED BY
SHERIFF

20T057



QUOTATION

Quote Date: 09.11.19
Quote Title: Body Armor
Contact: Timothy Keith

Customer Name: Putnam County Sheriff's Office
Address: 3 County Center
Carmel Hamlet, NY 10512

Phone Number: 845-222-9672

Fax Number:

Email Address: Timothy.Keith@putnamcountyny.gov

Quantity	Item Number / Item Description	Unit Price	Line Total
1	Point Blank AXII with Two Black Hilite Inner Carrier #HL6AXACSOM	\$837.00	\$837.00
	Price Based on Point Blank NYS Contract PC67147		
		Grand Total	\$837.00

Comments:

Delivery Time: approx 4-5 weeks
Payment Terms: Net 30 Days
Freight Terms: No Charge Per NYS Contract - Expires 9/30/2020
Validity Date: 12.31.19
Quoted By: Richard Kosakowski 518-586-4024 *quote still valid.*

Thank you for allowing Federal Eastern International, Inc. to provide you with a quote. If you require further assistance, or have any additional questions, please contact us at:

Corporate Mailing Address: 4320 Deerwood Lake Pkwy Suite 101-460 Jacksonville FL 32216
Telephone Number: 727-827-2997 Fax Number: 727-954-8804
Website: www.fedeastintl.com

Local Address: 595 Loudon Road #319, Latham, NY 12110 * 518-951-6999 or 716-870-8990

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

*cc: all
A+A*

5197 #6

TO: Commissioner of Finance
FROM: Sheriff Robert Langley Jr.
DEPT: Sheriff's Dept.
DATE: March 17, 2020

2020 MAR 19 PM 1:28
 LEGISLATURE
 PUTNAM COUNTY
 CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.54300 (Misc. Supplies)	10315000.52190 (Medical Equipment)	\$5,763.24	Approved Emergency purchase of 24 Full Face Respirator Kits And 12 Filter protection Systems for masks. COVID-19
10315000.54300 (Misc. Supplies)	17311000.52190 (Medical Equipment)	\$5,762.00	Approved Emergency purchase of 24 Full Face Respirator Kits And 12 Filter protection Systems for masks. COVID-19
Total		\$11,525.24	

2020 Fiscal Impact \$ 0
2021 Fiscal Impact \$ 0


 Department Head Signature/Designee 03/17/2020
 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

20T060

Putnam County Sheriff's Department
Inter - Office Memorandum

Date: March 16, 2020

To: Sheriff Robert L. Langley, Jr.
Attn: Undersheriff Kevin Cheverko

From: Captain James Greenough

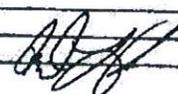
Subject: BUDGET LINE TRANSFER

Request the following funding and budget transfers:

Reduce 10315000.54300 Miscellaneous Supplies by \$5,763.14 and
Increase 10315000.52190 Medical Equipment by \$5,763.14
Reduce 10315000.54300 Miscellaneous Supplies by \$5,762.00 and
Increase 17311000.52190 Medical Equipment by \$5,762.00.

These previously used funds will cover an approved emergency purchase of 24 Full Face Respirator Kits and 12 Filter protection systems for the masks. This money is being moved at the request of Auditing for purchase order number 20000921.

RECEIVED AND FORWARDED FOR ACTION

SGT	_____
LT	_____
LT	_____
CAPT	_____
US	_____
SHERIFF	

20T060



Quotation

505 SAWMILL RIVER RD
 ELMSFORD, NY 10523
 Ph : (914) 347-6800
 Fax: (914) 692-3220

Information	
Grainger Quote Number	2043838162
Validity Start Date	03/09/2020
Validity End Date	04/09/2020
Creation Date	03/09/2020
Grainger EIN Number	36-1150280
PO #	QUOTE
PO Create Date	
PO Release #	
Customer Number	863721577
Department Number	
Project/Job Number	
Requisitioner Name	
Attention	
Caller	TIMOTHY KEITH
Telephone Number	8452254300
Page	1 / 2

Freight Forwarder

Customer Information
PUTNAM COUNTY SHERIFFS OFFICE 3 COUNTY CTR CARMEL NY 10512-1323

Billing Information
PUTNAM CO SHERIFFS OFFIC 3 COUNTY CTR CARMEL NY 10512-1323

Shipping Information
PUTNAM COUNTY SHERIFFS OFFICE 3 COUNTY CTR CARMEL NY 10512-1323

We will deliver according to the following terms and conditions:

Incoterms# 2020: **FOB ORIGIN**
 Freight Terms: **Prepaid**
 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	21LP13	Full Face Respirator Kit, Threaded, L Customer Part No.: 21LP13 NYS #PC67235 Mfg Brand Name: AVON PROTECTION SYSTEMS Manufacturer Part No: 70501-628-1 Carrier:		4.00	EA	404.65	1,618.60
20	21LP15	Full Face Respirator Kit, Threaded, S		4.00	EA	404.65	1,618.60

BR211H

20T060



Quotation

505 SAWMILL RIVER RD
 ELMSFORD, NY 10523
 Ph : (914) 347-8800
 Fax: (914) 592-3220

Information	
Grainger Quote Number	2043838162
Creation Date	03/09/2020
Customer Number	863721577
Page	2 / 2

Item PO-Line	Material	Description	Expected Del Date	Qty	Unit	Price	Total in USD
		Customer Part No.: 21LP15 NYS #PC67235 Mfg Brand Name: AVON PROTECTION SYSTEMS Manufacturer Part No: 70501-628-3 Carrier:					
30	21LP14	Full Face Respirator Kit, Threaded, M Customer Part No.: 21LP14 NYS #PC67235 Mfg Brand Name: AVON PROTECTION SYSTEMS Manufacturer Part No: 70501-628-2 Carrier:		18.00	EA	354.30	5,668.80
40	35ZU82	Filter, CN, CS, P100, Threaded, PK4 Customer Part No.: 35ZU82 NYS #PC67235 Mfg Brand Name: AVON PROTECTION SYSTEMS Manufacturer Part No: GTCF50 Carrier:		12.00	EA	218.27	2,619.24
Sub Total							11,525.24
Total USD							\$ 11,525.24

Please reference our Grainger Quote Number, your Grainger Customer Number, and method of payment when remitting payment.

These items are sold for domestic consumption in the United States. If exported, purchaser assumes full responsibility for compliance with US export controls.

This transaction is subject to W.W. Grainger, Inc. sales terms and conditions. For a copy, please visit the website at <http://www.grainger.com> or refer to the current catalog.

Thank you for the opportunity to provide this quotation. Please note that all the prices are based on products and quantities quoted. Any changes to the products and/or quantities may result in different pricing. The non-catalog freight policy applies unless freight amount is listed above. Please contact the Grainger office shown above if you have further questions or need to submit a new request.

20T060



Purchase Order

Fiscal Year 2020 Page 1 of 1

Purchase Order # 20000921-00

CORRECTIONAL FACILITY
3 COUNTY CENTER
CARMEL NY 10512

W.W. GRAINGER, INC.
505 SAW MILL RIVER ROAD
ELMSFORD NY 10523-1093

CORRECTIONAL FACILITY
3 COUNTY CENTER
CARMEL NY 10512

877-202-2594		1155		B.CARROLL 845.225.5255	
03/11/2020	5162	03/12/2020		JAIL	
No changes may be made to this order without the written consent of the Purchasing Agent. EQUIPMENT MAINTENANCE AND REPA					
1	ITEM #21LP13 FULL FACE RESPIRATOR KIT - L AVON PROTECTION SYSTEMS 10315000 - 54300	4.0	EACH	\$404.650	\$1,618.60
					\$1,618.60
2	ITEM #21LP15 FULL FACE RESPIRATOR KIT - S AVON PROTECTION SYSTEMS 10315000 - 54300	4.0	EACH	\$404.650	\$1,618.60
					\$1,618.60
3	ITEM #21LP14 FULL FACE RESPIRATOR KIT - M AVON PROTECTION SYSTEMS 10315000 - 54300	16.0	EACH	\$354.300	\$5,668.80
					\$5,668.80
4	ITEM #35ZU82 FILTER, CN, CS, P100 THREADED AVON PROTECTION SYSTEMS 10315000 - 54300	12.0	EACH	\$218.270	\$2,619.24
					\$2,619.24
QUOTE #2043838162 ATTACHED CUSTOMER #863721577 NYS CONTRACT AWARD 22918 FOR 03/12/2020 PC67235 - ATTACHED DO NOT MAIL PURCHASE ORDER ITEMS ORDERED ONLINE VIA WEB-SITE ***** GL SUMMARY *****					
10315000 - 54300		11,525.24			

FILE COPY

\$11,525.24

Purchasing Agent's Approval
This order is approved for issue subject to the availability of funds.
Alessandro Mazzotta
Alessandro Mazzotta
Date: _____ Purchase Agent

Certification of Funds
Funds are available and have been encumbered to meet this
Michele Alfano-Sharkey
Michele Alfano-Sharkey
Date: _____ County Auditor

207060

Kristin VanTassel

From: Michele Alfano-Sharkey
Sent: Tuesday, March 10, 2020 12:04 PM
To: Alessandro Mazzotta; William Meyer
Cc: Anita Gilbert; Kristin VanTassel
Subject: RE: Emergency Equipment Order

Bill,
I just spoke with Anita and Bernadette.
Once the order is placed, a transfer will be needed to put kits in the correct budget line.
Thank you.
Michele

From: Alessandro Mazzotta <Alessandro.Mazzotta@putnamcountyny.gov>
Sent: Tuesday, March 10, 2020 11:53 AM
To: William Meyer <William.Meyer@putnamcountyny.gov>
Cc: Anita Gilbert <Anita.Gilbert@putnamcountyny.gov>; Michele Alfano-Sharkey <Michele.Alfano-Shark@putnamcountyny.gov>; Kristin VanTassel <Kristin.VanTassel@putnamcountyny.gov>
Subject: RE: Emergency Equipment Order

Bill,
Please confirm budget lines with Finance first. Then move ahead with expediting order. Thanks.

Alex

From: William Meyer <William.Meyer@putnamcountyny.gov>
Sent: Tuesday, March 10, 2020 11:51 AM
To: Alessandro Mazzotta <Alessandro.Mazzotta@putnamcountyny.gov>
Subject: RE: Emergency Equipment Order

Alex, These products are becoming unavailable. We were advised to order today in we want to secure these items. Can we place the order through Grainger while we get a PO in place. We have the money in the budget.

From: Alessandro Mazzotta
Sent: Tuesday, March 10, 2020 11:46 AM
To: William Meyer
Subject: RE: Emergency Equipment Order

Bill,

Grainger is an approved vendor/contract. No procurement issue.
The budget line question must be presented to Audit and/or Finance.

Thanks.

207060

Alex

From: William Meyer <William.Meyer@putnamcountyny.gov>
Sent: Tuesday, March 10, 2020 11:42 AM
To: Alessandro Mazzotta <Alessandro.Mazzotta@putnamcountyny.gov>
Subject: Emergency Equipment Order

Hi Alex, We are looking to place an order with Grainger for first responder respirators. We would like to take it out of misc. supplies line in the jail. The order will be in the \$10,000 range. Do you see any issues with this?

William Meyer
1st Sergeant
Putnam County Sheriff's Department
3 County Center
Carmel NY 10512
845-225-4300 Ext. 42242
845-222-9776 Cell



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Reso #7

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: William J. Carlin, Jr., Commissioner of Finance
Re: Budgetary Amendment - 20T062
Date: March 24, 2020

WJC

2020 MAR 24 AM 11:26
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Commissioner of Finance, the following budgetary transfer is required.

Increase estimated appropriations:

10311000 51000	Personnel Services	10,972
10311000 58002	Social Security	839
13311000 51000	Personnel Services	38,251
13311000 58002	Social Security	2,926
14311000 51000	Personnel Services	87,187
14311000 58002	Social Security	6,670
15311000 51000	Personnel Services	28,696
15311000 58002	Social Security	2,195
16311000 51000	Personnel Services	128,442
16311000 58002	Social Security	9,826
17311000 51000	Personnel Services	357,826
17311000 58002	Social Security	27,374
19005060 51000	Personnel Services	9,268
19005060 58002	Social Security	709
19311000 51000	Personnel Services	9,268
19311000 58002	Social Security	709
20311000 51000	Personnel Services	10,160
20311000 58002	Social Security	777
32311000 51000	Personnel Services	123,544
32311000 51000	Social Security	9,451
		<hr/>
		865,090

Decrease Estimated Appropriations:

10199000 54980	Contingency	865,090
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Fiscal Impact - 2020 - \$ 865,090

Fiscal Impact - 2021 - \$ 886,717

This Resolution is required to provide for the funding for the 2020 salary and benefit costs pursuant to the ratified contract settlement between Putnam County and the Putnam County Sheriff's Department PBA.

Please forward to the appropriate committee.

Approved:

MaryEllen Odell
County Executive



PUTNAM COUNTY
BUREAU OF EMERGENCY SERVICES

*per Paul
Council
ATA*



MaryEllen Odell, County Executive

Kenneth W. Clair
Commissioner

Robert A. Lipton
Deputy Commissioner

Casey P. Quake
Director of EMS

MEMORANDUM

To: Paul Jonke, Chairman, Protective Services
From: Robert A. Lipton, Dep. Comm.
Re: March Audit Meeting
Date: March 12, 2020

I would like to add the FY2020 State Homeland Security Program (SHSP) to the Audit agenda for March.

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

Thank you.

2020 MAR 12 PM 4:39
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY



**Homeland Security
and Emergency Services**

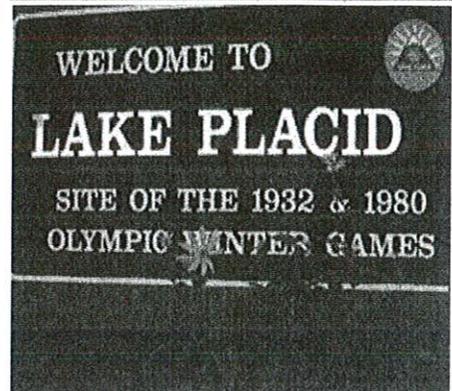
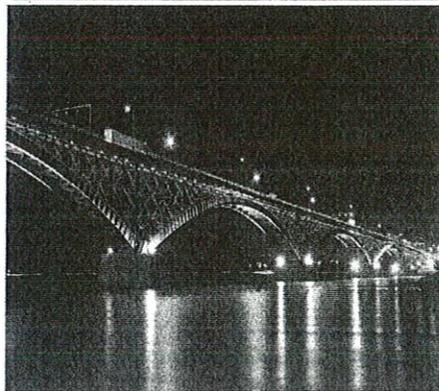
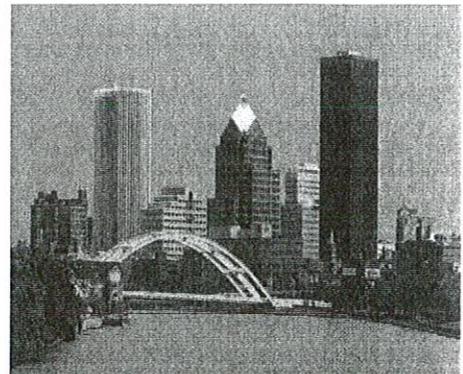
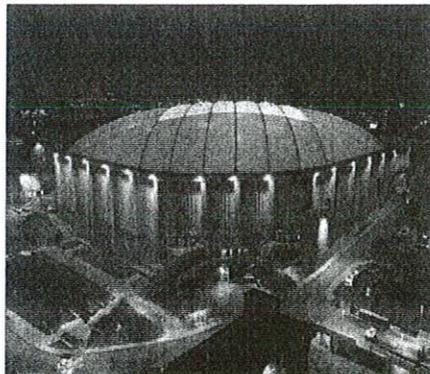
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FY2020

Local Sub-Recipient Program Guidance

State Homeland Security Program

State Law Enforcement Terrorism Prevention Program



NYS Division of Homeland Security and Emergency Services (DHSES)

March 2020

Table of Contents

Section I: Program Overview..... 3

Section II: FY2020 State Priorities for the SHSP/SLETPP.....5

Section III: FEMA Priorities and Spending Requirements for the SHSP/SLETPP.....11

Section IV: Application Requirements and Instructions.....13

Section V: Authorized Program Expenditures.....15

Appendix A: FY2020 SHSP/SLETPP Priorities and Associated Preparedness Objectives Certification Form.....22

Appendix B: Federal Programmatic Reporting Requirements “Instructions and Guidance”.....24

Appendix C: *NYS Critical Capabilities List and DHS/FEMA Core Capabilities Crosswalk*.....26

Section I: Program Overview

Program Descriptions

The FY2020 State Homeland Security Program (SHSP) and the State Law Enforcement Terrorism Prevention Program (SLETPP) are the two-core homeland security grant programs in New York State. Every county in the State, along with the City of New York, receives funding under these programs. The SHSP and SLETPP are designed to build and sustain critical homeland security capabilities across the State.

The Federal Emergency Management Agency (FEMA) and the NYS Division of Homeland Security and Emergency Services (DHSES) identify key programmatic priorities for the SHSP and SLETPP grants. New to this funding cycle, FEMA has determined four (4) new National Priorities and is requiring spending requirements of 20% of our award within these areas of Cyber Security (with election security), Protection at Soft Targets/Crowded Places (with election security), Intelligence and Information Sharing, and Addressing Emerging Threats. This fundamental change will require a re-alignment of some of your projects to ensure that the spending goals are met. There still will be some flexibility in determining priorities based on your own unique risk profiles and some of your long-standing grant projects could apply to these priority areas. To ensure statewide coordination, all funding must be spent in support of the new priorities and the State's 2017-2020 Homeland Security Strategy and must be allowable per Federal and State guidelines.

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

Important Funding Reminders

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

Notice of Waiver for FY2020 SHSP/SLETPP Grants: Jurisdictions may choose from the following options if they do not want to accept their FY2020 SHSP/SLETPP award:

1. Jurisdictions may request that the State retain the local unit of government's allocation of grant funds and spend it on their jurisdictions' behalf; or

2. Jurisdictions may refuse an allocation for their jurisdiction with the understanding that the allocation will be expended by the State of New York in direct support of other local homeland security efforts in accordance with FY2020 grant guidelines.

If your jurisdiction wishes to exercise either of the above options, please contact DHSES at (866) 837-9133.

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

Section II: FY2020 State Priorities for the SHSP/SLETPP

Overview

New York State is committed to ensuring that SHSP/SLETPP funds are used effectively to build and sustain the critical capabilities that are needed to address the diverse risks that the State faces. New York State has been the target of at least 30 terrorism plots since 9/11 and the State has more Federal Disaster Declarations than all but three other states. In the past seven years alone, the State has endured the catastrophic impacts of Superstorm Sandy (2012), significant terrorist-linked bombing incidents (Chelsea Bombings, and the NYC Subway Bombings) as well as other major incidents ranging from natural disasters (i.e. Lake Ontario Flooding) to cyberattacks. The increased frequency and scope of these events has been coined the “**New Normal**” in New York State by Governor Cuomo. Given these risks, it is imperative that SHSP/SLETPP funds are leveraged effectively to build capabilities based on the State’s risk profile and in support of the State’s new Homeland Security Strategy.

NYS Homeland Security Strategy

The New York State Homeland Security Strategy was developed in conjunction with hundreds of local, State, and Federal stakeholders, and other partners from the “Whole Community”. The Strategy includes 10 major goals (ranging from Citizen Preparedness to Cyber Security). Each Goal has supporting Objectives and each Objective has associated Targets and Measures. **All SHSP/SLETPP funding must directly support of the State Homeland Security Strategy.** The Strategy is available online: <http://www.dhSES.ny.gov/media/documents/NYS-Homeland-Security-Strategy.pdf>

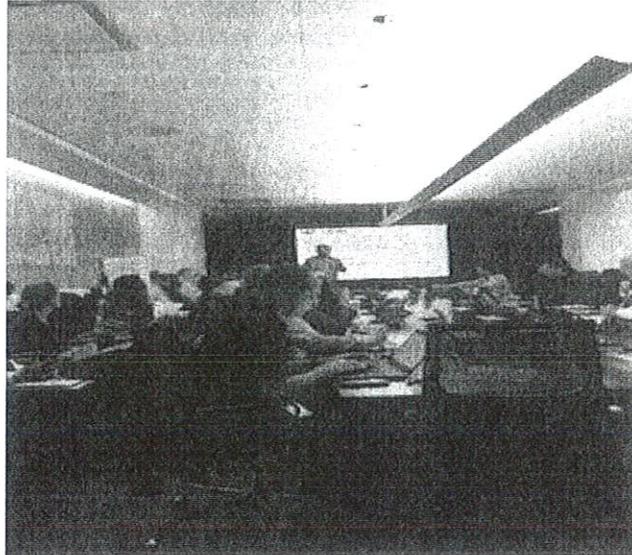
NYS Critical Capabilities List

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

County Emergency Preparedness Assessment (CEPA) Program

In 2014, DHSES launched the County Emergency Preparedness Assessment (CEPA) Program. The CEPA is a framework and tool to help State and local stakeholders assess risk, capabilities, and the potential need for support and resources during emergencies or disasters. The CEPA Process was initially conducted in 2015, in which all New York State counties participated and then again in 2018. CEPA Updates happen on a three-year planning cycle. **Counties are strongly encouraged to use the results of their completed CEPAs to inform their priorities under the FY2020 SHSP/SLETPP grant programs.** It is important to note that the CEPA program does not impact how much funding counties receive under the SHSP/SLETPP grants (this is determined by the DHSES Risk Formula); rather, the CEPA results may inform how a county chooses to allocate their SHSP/SLETPP funding. This update occurs on a three-year

cycle – counties should use their most current CEPA results to inform their applications. In addition to CEPA, DHSES maintains the right to request (at any time during the life of the grant contract) information related to the nature and extent of any threats/hazards faced by the sub-recipient and the status of a sub-recipient’s capabilities related to these threats/hazards.



CEPA Update Session conducted in NYC

Statewide Engagement in Critical Programs

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

FY2020 SHSP/SLETPP DHSES Priorities

DHSES has identified a series of Priorities for the FY2020 SHSP and SLETPP funding programs. In addition to meeting the requisite federal requirements and supporting the larger NYS Homeland Security Strategy, all Counties/Cities receiving FY2020 SHSP/SLETPP funding must certify compliance with the Preparedness Objectives outlined below. If these objectives have not been addressed, homeland security funding, or other local resources, must be dedicated to meet compliance in these areas. DHSES reserves the right to monitor compliance and withhold funding until compliance is achieved. A template for signature for the Priorities and Associated Preparedness Objectives can be found in Appendix A of this Program Guidance. **A signed copy of this form is due to DHSES along with your application by March 25, 2020.**

Priority 1 - Advancement of Regional Partnerships: DHSES continues to promote the advancement of multi-disciplinary, multi-jurisdictional regional partnerships across New York State. These partnerships allow capabilities to be developed in a coordinated and cost-effective way. Over the past 5-10 years, effective regional partnerships have been developed in a number of different areas, including regional Counter Terrorism Zones (CTZs), HazMat Partnerships, Interoperable Communications Consortiums, Explosive Detection Canine Team partnerships, Tactical Team Partnerships (formalized via Inter-Municipal Agreements), Bomb Squad regional coordination efforts, etc. Under the FY2020 SHSP/SLETPP grants, support for these (and other) regional partnerships and programs are strongly encouraged.

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

Priority 2 - Maturation of Citizen Preparedness Efforts: The presence of an active and engaged citizenry is a critical component of the State's preparedness posture. While several jurisdictions in the State have developed innovative citizen preparedness programs, the CEPA Program (along with other capability assessments) has found that this remains one of the lowest rated capabilities across the State. Under Governor Cuomo's leadership, the State has worked to address this issue through the State's Citizen Preparedness Corps Program, however, there is still additional work that local jurisdictions can do, building on and in support of existing models in the State. SHSP funds can be used for a variety of Citizen Preparedness projects, including the development (or sustainment) of citizen preparedness campaigns, training/outreach efforts involving Citizen Corps Councils and Community Emergency Response Teams, and for citizen preparedness kits and supplies.

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

Priority 3 - Development of Effective Cyber Security Programs and Policies: All levels of government, the private sector, and the general public have been impacted by the dramatic increase in cyberattacks over the past five years. The proper detection, interdiction, and remediation of cyber vulnerabilities is critical. Through the CEPA program, DHSES has found that counties tend to be very concerned about the threat of cyberattacks, however, their capabilities to prevent and address these attacks are often underdeveloped. As such, DHSES is emphasizing the importance of cyber security in the FY2020 SHSP and SLETPP grant programs. This core capability is not only a focus of New York State but also a concern nationwide. To that end, DHS/FEMA has prioritized this capability by requiring 5% of SHSP/SLETPP grant funding be spent in the area of Cyber Security to include election security. Grant funding can be used for cyber security planning, cyber security enhancement equipment (including encryption software, malware protection, intrusion/detection prevention systems, and vulnerability scanning), cyber security training (which may require pre-approval; please consult with your Contracts Representative at DHSES); and cyber security exercises.

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

Priority 4 - Enhancement of Law Enforcement Information-Sharing Capabilities: Since 9/11, the enhancement of law enforcement information-sharing capabilities has been a top priority in New York State. In addition, this core capability is a fundamental focus of DHS/FEMA and as such there is a requirement of 5% of your SHSP/SLETPP grant funding to be spent in the area of Intelligence and Information Sharing. The importance of this mission remains in the forefront, jurisdictions are encouraged to sustain and enhance their information-sharing efforts with the New York State Intelligence Center (NYSIC) and their local CTZ. Not only should the information-sharing efforts be from local, county, and state, but also must incorporate federal law enforcement intelligence agencies as well. Within this area, support for major outreach programs is prioritized, including participation in the Field Intelligence Officer (FIO) Program, and the engagement of Fire/EMS personnel in information-sharing activities through the Intelligence Liaison Officer (ILO) Program.

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

Priority 5 - Continued Coordination of Emergency Management Planning Efforts: Proper Emergency Management planning provides the foundation for effective response, recovery, and mitigation activities. Jurisdictions are encouraged to utilize their grant awards to maintain and update critical plans including Comprehensive Emergency Management Plans (CEMPs), HazMat Response Plans, COOP/COG plans, and Fatality Management Plans. Planning gaps identified during your county's CEPA process can often be addressed by leveraging SHSP (or SLETPP) funding.

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

Priority 6 - Sustainment of Effective Programs and Existing Capabilities: In the last decade, New York State has effectively leveraged homeland security grant program funds to build critical programs to enhance our prevention, protection, response, recovery, and mitigation capabilities. Under the FY2020 SHSP/SLETPP grants, the sustainment and advancement of effective programs is a top priority in ensuring that core capabilities are maintained statewide.

Emphasis will be placed on building, maintaining, and assessing sustainable programs, rather than simply purchasing disparate pieces of equipment.

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

Alignment of FY2020 SHSP/SLETPP to Requirements for Specialty Teams

Starting in FY2016, DHSES began to set standard priorities and requirements associated with Specialty Teams. DHSES will continue to support this alignment for FY2020.

Bomb Squads: Sub-recipients using FY2020 SHSP/SLETPP funding for Bomb Squads should:

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

Explosive Detection Canine Teams: Sub-recipients using FY2020 SHSP/SLETPP funding to develop or sustain an Explosive Detection Canine Team should:

- Ensure that the **Certification and Re-Certification** of the Canine Handler is done through a program that is certified by the NYS Division of Criminal Justice Services (DCJS).
- Align requests with the Team's **Capability Assessment** conducted in conjunction with DHS Office for Bombing Prevention (OBP).
- Note that construction of kennels (including concrete pads) are **not eligible** under the FY2020 SHSP/SLETPP Program.

Tactical Teams: Sub-recipients using FY2020 SHSP/SLETPP funding for Tactical Teams should:

- Ensure that existing capabilities are being sustained. New investments being made to increase Tactical Team capabilities should be in line with the NYS SWAT Team Standards issued by DCJS with the priority being focused on the team's attainment of DCJS certification, if not already a certified team.
- Note that all training requests for Tactical Teams under the FY2020 SHSP/SLETPP must be pre-approved by DHSES. Please refer to Section V for more details.

HazMat Teams: Sub-recipients using FY2020 SHSP/SLETPP funding for HazMat Teams should:

- Update your jurisdiction's **Hazardous Materials Response Plan** every three years and submit it to OFPC in accordance with the NYS Homeland Security Strategy.
- In 2016, HazMat teams were required to complete the HazMat Team Accreditation Program as a part of the HazMat Targeted Grant Program. The results of the HazMat Team Accreditation Program should be used to guide new investments into HazMat team capabilities.

- Note that all HazMat Team training requests under the FY2020 SHSP/SLETPP must be pre-approved by DHSES. Please refer to Section V for more details.
- Note that **biological detection** equipment is not eligible under the FY2020 SHSP/SLETPP.

Technical Rescue/USAR Teams: Sub-recipients using FY2020 SHSP/SLETPP funding for Technical Rescue/USAR Teams should:

- Align requests with DHSES Office of Fire Prevention and Control (OFPC) Typing Standards for Technical Rescue Teams.
- It is important to keep in mind that the purchase of SWIFT water equipment is not an allowable expense under FY2020 SHSP/SLETPP funding.
- Note that all training requests for Technical Rescue/USAR Teams under the FY2020 SHSP/SLETPP must be pre-approved by DHSES. Please refer to Section V for more details.

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

FY2020 FEMA SHSP/SLETPP Priorities and Spending Requirements

For FY2020 SHSP/SLETPP program funding, DHS/FEMA has identified four (4) National priority areas and has required that at least twenty (20%) of your overall highest target allocation amount are spent in support of these key areas (at least 5% per priority). The National Priority areas are as follows:

- 1) Cyber Security (with election security);
- 2) Protection of Soft Targets/Crowded Places (with election security);
- 3) Intelligence and Information Sharing, and
- 4) Addressing Emerging Threats

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

Cyber Security National Priority Project (Minimum Spending Requirement – 5%)

Cybersecurity investments must support the security and functioning of critical infrastructure and core capabilities as they relate to preventing, preparing for, protecting against, or responding to acts of terrorism. The frequency of and sophistication of cyber threats continues to evolve. Given the frequency of these threats and the severe risk cyber incidents pose to our government information systems and critical infrastructure, placing our security, economy, and public health and safety at risk, at least one project must be in support of improving your jurisdictions overall cyber security posture. Subrecipients are encouraged to utilize the Nationwide Cyber Security Review (NCSR) results to help inform their project development.

In addition, DHS/FEMA has designated the infrastructure used in elections as critical infrastructure, thus deeming these as systems of vital importance. Securing infrastructure and ensuring an election secure free from foreign interference are national priorities. Threats to election systems are constantly evolving, so defending these requires constant vigilance, innovation, and adaptation. Given the important, subrecipients should consider incorporating election security into their cyber investment. Additional resources and information regarding election security are available at the following link: <https://www.cisa.gov/sites/default/files/publications/CISA-Insights-FY20-Preparedness-Grant-Guidance.pdf>

Soft Target /Crowded Places National Priority Project (Minimum Spending Requirement - 5%)

Soft targets and crowded places are increasingly appealing to terrorists and other extremist actors because of their relative accessibility and the large number of potential targets. This challenge is complicated by the frequent use of simple tactics and less sophisticated attacks. Given the increased frequency for terrorist to target these types of

venues and inflict harm in public areas, it is vital that public and private sectors collaborate to enhance security of locations such as transportation centers, parks, restaurants, shopping centers, special event venues, and similar facilities. That said, at least one project must be in support of enhancing your jurisdiction's ability to prevent, prepare for, protect against, and respond these types of attacks. Subrecipients should also consider including an election security project within this investment which can include projects such as increasing patrols at polling stations during elections.

Additional resources and information regarding election security are available at the following link:
<https://www.cisa.gov/sites/default/files/publications/CISA-Insights-FY20-Preparedness-Grant-Guidance.pdf>

Intelligence and Information Sharing National Priority Project (Minimum Spending Requirement – 5%)

Effective homeland security operations rely on timely information sharing and actionable intelligence to accurately access and prevent threats against the United States. Given the importance of information sharing and collaboration to effective homeland security solutions, at least one project must be in support of your jurisdiction's efforts to enhance information sharing and cooperation with local, state, and federal agencies.

Emerging Threats National Priority Project (Minimum Spending Requirement – 5%)

The spread of rapidly evolving and innovative technology, equipment, techniques, and knowledge presents new and emerging dangers for homeland security in the years ahead. Terrorists remain intent on acquiring weapons of mass destruction capabilities working to develop, acquire and modernize WMDs so that can be used against the homeland. Meanwhile, biological and chemical materials and technologies have become more accessible throughout the global market. Devices such as unmanned aircraft systems, artificial intelligence, and biotechnology increase opportunities of threat actors to acquire and use them for harm. Given the importance of these emerging threats, at least one project must be in support of enhancing your jurisdiction's abilities to mitigate these threats.

Reminder - Mutual Aid Requirements

All new capabilities supported in part (or entirely) with FY2020 SHSP/SLETPP funding must be readily deployable to support emergency or disaster operations, per existing Emergency Management Assistance Compact (EMAC) agreements. In addition, funding may be used to sustain critical capabilities that may not be physically deployable but would support national response capabilities (e.g. interoperable communications systems).

Section IV: Application Process and Requirements

Application Process

Please review this Program Guidance document before completing your application materials. It will provide you with all the pertinent requirements for receiving funding under the FY2020 SHSP and SLETPP grants. Please note that only one application per county will be accepted. Coordination within your county will be required. All budgetary and programmatic information must be entered onto the Excel-Based Application Worksheet provided by DHSES. **This information must be submitted to DHSES by March 25, 2020 in order to receive funding.** Completed applications must be sent to the Grants Inbox (grant.info@dhses.ny.gov).

Revised Excel-Based Application Worksheet

In an effort to ensure that your requested projects are aligned properly and the spending requirements within DHS/FEMA's national priority areas are met, the Application Worksheet has been modified extensively. Formulas have been embedded to calculate the percentage of your targeted allocation amount (highest amount) in an effort to verify that 20% of your projects meet those required thresholds. In addition to the alignment of your projects, DHS/FEMA will be evaluating the Grant Effectiveness of your projects that are within each of the four (4) National Priority areas. Much more detail will be required even at the application phase. Funding decisions will be based on the quality of your project and if it is deemed "effective". The following criteria is outlined in the Funding Opportunity will be required and will be used to make those decisions:

- 1) Implementation Strategy (30%): Proposals will be evaluated based on the quality and extent to which applicants describe an effective strategy that demonstrates that proposed projects support program objectives of preventing, preparing for, protecting against and responding to acts of terrorism, to meet its target capabilities, and otherwise reduce the overall risk to the high-risk urban area, the State, or Nation
- 2) Budget (10%): Proposals will be evaluated based on the extent to which applicants describe a budget plan for each investment demonstrating how the applicant will maximize cost effectiveness of grant expenditures.
- 3) Impact/Outcomes (30%): Proposals will be evaluated how this investment helps the jurisdiction close capability gaps identified in its Stakeholder Preparedness Review and addresses national priorities outlines in the FY2020 NOFO. Further, proposals will be evaluated on their identification and estimated improvement of core capabilities, the associated standardized targets that align to their proposed investment, and the ways in which the applicant will measure and/or evaluate improvement.
- 4) Collaboration (30%): Proposals will be evaluated based on the degree to which the proposal adequately details how the recipient will use investments and other means to overcome existing logistical, technological, legal, policy, and other impediments to collaborating, networking, sharing information, cooperating, and fostering a culture of national preparedness with federal, state, tribal, and local governments, as well as other regional and nonprofit partners in efforts to prevent, prepare for, protect against, and respond to acts of terrorism, to meet its target capabilities, support the national security mission of DHS and other federal agencies, and to otherwise reduce the

overall risk to the high-risk urban area, the State, or the Nation. In evaluating applicants under this factor FEMA will consider the information provided by the applicant and may also consider relevant information from other sources.

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

Bonus Projects (15% above your Highest Targeted Allocation Amount)

Subrecipients can submit one (1) project that is fifteen (15) percent over your overall highest target allocation amount. That said, this project must align to the four (4) National Priority Areas of Cyber Security, Intelligence and Information Sharing, Soft Targets/Crowded Places, or Emerging Threats. Calculations within the Application Worksheet will help to determine the funding level for that project, if you chose to submit one. As previously mentioned, DHS/FEMA will be making funding decisions by project so if there is a capability gap you have that you feel as though would fall under one of the four priority areas, we encourage you to submit that project.

Application Submission

Sub-recipients will not have to enter information directly into the E-Grants System; rather, staff from DHSES will enter application materials into E-Grants for sub-recipients after the Application Worksheet is submitted. Once this information is entered, DHSES will contact the sub-recipient's authorized Point of Contact to accept the certified assurances within E-Grants.

Please note that the Period of Performance for the FY2020 SHSP and SLETPP grants is 36 months; the anticipated performance period is estimated to be from 9/1/2020 through 8/31/2023. When you develop your applications for these funds, please be sure to select critical projects that can be implemented within a 36-month period. FEMA has indicated that extensions will not be issued, so projects must be completed within the performance period. As you develop your application for these funds, DHSES strongly recommends that your jurisdiction carefully consider what projects you prioritize and select this year. FEMA has dramatically increased the level of project detail required from sub-recipients and with the shifts in priority areas and spending requirements in the national priority, you must submit projects that you will complete within the period of performance. Changes to projects without a strong justification will not be possible to consider.

To assist with your application development process, DHSES has developed a **“Project Linkages Standardization Form”** for your use. This form will guide you through how projects should be linked appropriately to the new Investment Justifications (which include the four(4) National Priority Areas), the NYS Homeland Security Strategy, DHS/FEMA Core Capabilities List, FEMA NIMS Typing Standards, etc. This document has changed substantially, so please be sure to read it carefully and ask questions. Your Contract Representative will be available to assist with any questions throughout the entire application process. Alternatively, you may send an e-mail to the Grant Info mailbox at grant.info@dhSES.ny.gov to obtain a written response, if needed.

Section V: Authorized Program Expenditures

SLETPP Reminder

All SLETPP funding must be used in support of allowable law enforcement terrorism prevention-oriented planning, organization, training, exercise, equipment activities, and/or management and administration (M&A) costs. Please be sure that you meet the minimum twenty-five (25) percent of your overall highest target allocation amount. As previously mentioned, new to this year, you must submit one application per county and coordinate appropriately across your jurisdiction to meet this requirement. Please note that a large number of projects that fall within the given National Priority areas (20% of your projects) would count towards meeting the twenty-five (25) percent Law Enforcement Terrorism Prevention activity requirement.

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 March of 2016. In addition, IB#426 outlines specific policy and documentation requirements for some equipment which continues to require DHS/FEMA approval. Please note that specific guidance with regards to the information required for approvals of Unmanned Aerial Systems (UAS's) is articulated as they are categorized as aircraft. For further details on that process, please refer to the IB at: <https://www.fema.gov/media-library/assets/documents/128691>.

Interoperable Communications Reminder

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

Additional Guidance for Cybersecurity Project Development

1. **Information Bulletin #429a:** In July of 2018, DHS/FEMA issued IB#429a outlining recommendations and resources to aid in the development of cyber security projects that recipients (including sub-recipients) who receive awards under HSGP are encouraged to consider. In addition, specific examples with regards to types of projects (planning, organization, equipment, training, and exercise costs) that are allowable and encouraged can be found at the following link: [Information Bulletin #429a](#)
2. **Required participation in the Nationwide Cybersecurity Review (NCSR):** Recipients of FY2020 SHSP/SLETPP awards will be required to complete the 2020 Nationwide Cybersecurity Review. This process will enable agencies to benchmark and measure progress of improving their cybersecurity posture. The CIO or CISO or

equivalent for each recipient should complete the NCSR. The NCSR will be open from October-December 2020. More detailed information can be found in Information Bulletin #439 – see link: Information Bulletin #439

Personnel Cap Reminder

Per the PRICE Act, there is a 50% cap on personnel-related costs associated with your FY2020 SHSP/SLETPP awards. Based on guidance from FEMA, the following costs count towards the 50% personnel cap:

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

Maintenance and Sustainment Reminder

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

As outlined in Information Bulletin #379, FEMA allows preparedness grant funds to be used to sustain and maintain equipment that has previously been purchased with both Federal grant funding and equipment purchased using other funding sources. Sub-recipients still need to ensure that eligible costs for maintenance and sustainment be an allowable expenditure under applicable grant programs.

Differentiating maintenance and sustainment costs (vs. new costs) in your budget for FY2020 SHSP/SLETPP funding is important (as FEMA requires different information depending on what type of project is being funded). As you are completing your application for FY2020 SHSP/SLETPP funding (in the Excel template provided), please keep the following guidelines in mind (please refer to **Appendix B** for additional instructions and guidance on completing the federal programmatic reporting requirements collected in your application):

Planning

Planning activities are central to both the FY2020 SHSP/SLETPP grants. Funding can be used for a variety of allowable costs related to planning, including hiring part or full-time consultants and/or staff to develop and maintain critical homeland security plans.

Organizational – SHSP/SLETPP

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

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

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

3. **Operational Overtime:** Operational overtime costs are allowable for increased security measures at critical infrastructure sites or other high-risk locations and to enhance public safety during mass gatherings and high-profile events. In that regard, SHSP recipients are urged to consider using grant funding to support soft target preparedness activities. This is one of the project types that is listed under the Soft Target/Crowded Places National Priority and can be counted towards meeting the 5% spending requirement within that required category. **Important Note:** Prior approval in writing from the FEMA Administrator is required for all

Operational Overtime requested other than those that are security measures in response in the threat level under the National Terrorism Advisory System (NTAS) as an “elevated” or “imminent” alert status.

FY2020 SHSP/SLETPP funds may be used to support select operational expenses associated with increased security the following authorized categories (note this list is not exhaustive – DHS/FEMA retains the discretion to approve):

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

Additional details with regards to these authorized categories can be found in the FEMA Preparedness Grants Manual on (A-17-A-19) at the following link: [Preparedness Grants Manual](#).

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

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

Equipment

FY2020 SHSP funds may be used for equipment acquisition from the 21 equipment categories lists on the Authorized Equipment List (AEL). For more information on the AEL, please visit FEMA’s website at: <http://www.fema.gov/authorized-equipment-list>. Please note that activities eligible for use of LETPA focused funds are outlined in the [National Prevention Framework](#) (and where capabilities are shared with the protection mission area, the National Protection Framework). **Reminder on ALL vehicle purchases: All types of vehicles must be pre-approved by DHSES.**

Training

To support training activities, FY2020 SHSP/SLETPP funds can be used for OT/Backfill costs, for travel costs, and for the hiring of full-time or part-time staff or consultants to support training activities. Any non-DHS training course to be supported with SHSP/SLETPP funds must be submitted in advance to DHSES for written approval. Attendance at Conferences, Workshops, and/or Out-of-State travel for training opportunities will also require DHSES prior approval. **Training conducted using SHSP/SLETPP funds should address a performance gap identified through an After-Action Report/Improvement Plan or contribute to building a capability that will be evaluated via an exercise.** Any training gaps should be identified in the AAR/IP and addressed in the State or Urban Area's training cycle. All training and exercises conducted with SHSP/SLETPP funds should support the development and testing of the jurisdiction's Emergency Operations Plan (EOP), or specific annexes, where applicable.

If you have questions regarding training, please contact the Training and Exercise Section at DHSES's Office of Emergency Management (OEM) at OEM.Training@dhses.ny.gov or call 518-292-2351.

Exercises

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

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

- **Exercise Assistance:** The DHSES OEM Training and Exercise Section is available to provide exercise assistance to jurisdictions. Please contact the OEM Exercise Branch at Exercises@dhses.ny.gov or at 518-292-2351 if you are interested in conducting an exercise using FY2020 SHSP/SLETPP funds.

Management and Administration (M&A)

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

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

Environmental Planning and Historic Preservation (EHP) Compliance

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

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

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

Construction and Renovation

Use of FY2020 HSGP funds for construction and renovation is generally prohibited except as outlined below. For construction costs to be allowed, they must be specifically approved by DHS/FEMA in writing prior to the use of any program funds for construction or renovation. Additionally, sub-recipients are required to submit a SF-424C Budget and Budget detail citing the project costs.

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

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

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

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

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

Supplanting

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

Grant Contracting Process

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

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

Minority and Women-Owned Businesses

Pursuant to New York State Executive Law Article 15-A, 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.

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 sub-recipients 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.

Uniform Administrative Requirements, Costs Principles, and Audit Requirements

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

Appendix A:

FY2020 SHSP/SLETPP Priorities and Associated Preparedness Objectives Certification Form

In addition to meeting the requisite federal requirements and supporting the broader NYS Homeland Security Strategy, all Counties/Cities receiving FY2020 State Homeland Security Program (SHSP) funding must certify compliance with the following Preparedness Objectives. If these objectives have not been addressed, homeland security funding or other resources must be dedicated to meet compliance in these areas. DHSES reserves the right to audit compliance and withhold funding until compliance is achieved. **Important Note: A fillable form has been included for your convenience.**

By accepting FY2020 SHSP funding, _____ County/City agrees to:

- Preparedness Objective 1:** Ensure the lead law enforcement agency in the County/City maintains active participation in Counter Terrorism Zone (CTZ) activities, including the Operation Safeguard Program. The County's/City's lead law enforcement agency must attend at least one (1) CTZ meeting per quarter, support Operation Safeguard related taskings, and participate in Red Team exercises as requested by DHSES.
- Preparedness Objective 2:** Maintain a Citizen Preparedness Coordinator to collaborate Citizen Preparedness efforts with New York State.

CP Coordinator Name	
CP Coordinator Title	
CP Coordinator Organization	
CP Coordinator Email Address	
CP Coordinator Phone Number	

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

ISO Name	
ISO Title	
ISO Organization	
ISO Email Address	
ISO Phone Number	

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

- Preparedness Objective 4B:** Maintain participation in the Intelligence Liaison Officer (ILO) Program (to ensure information sharing between the NYSIC and local Fire and Emergency Medical Services agencies within your jurisdiction).
- Preparedness Objective 5A:** Develop and maintain a Comprehensive Emergency Management Plan or basic emergency plan in accordance with Article 2-B of Executive Law. The plan should be reviewed annually and submitted by December 31 each year to the DHSES Office of Emergency Management.
- Preparedness Objective 5B:** Participate in the Emergency Management Certification and Training (EMC & T) Program, to include the County Chief Elected Official (Tier 1) and the County Emergency Manager (Tier 2).
- Preparedness Objective 5C:** Maintain a County Hazardous Materials Response Plan that is updated every three years and submitted to the DHSES Office of Fire Prevention and Control.
- Preparedness Objective 6:** Participate in updates to the County Emergency Preparedness Assessment (CEPA) process every three years or as otherwise directed by DHSES.

As the Chief Executive Officer, I hereby certify that _____ County/City will comply with the Preparedness Objectives outlined above.

Name (Printed): _____

Signature: _____

Date: _____

Appendix B

Federal Programmatic Reporting Requirements “Instructions and Guidance”

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

NIMS Resource Typing

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

Project Support to Previously Awarded Investment and Project Milestones

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

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

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

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

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

II. Previously Supported Fiscal Year: DHS requires that for any current project investment which supports a previously awarded investment, that the most recent fiscal year of that prior investment be identified. Presently, this goes back 4 years from the current fiscal year (i.e. for FY2020, please identify the most recent fiscal year supported between FY2016-FY2019).

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

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

Project Details

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

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

Deployable	Is the core capability supported by this project deployable to other jurisdictions? DHS identifies a deployable asset as any capability that is physically mobile and can be used anywhere in the United States. Examples include response teams (e.g. HazMat, Tactical or CERT), mobile radios, CBRNE detection equipment, sheltering supplies, etc.
Sharable	Is the core capability supported by this project sharable (if it cannot be physically deployed) with other jurisdictions? DHS identifies a sharable asset as any non-deployable capability that can be utilized to augment and sustain reinforced response at the regional, state or national level. Examples include a fusion center, emergency operations center, etc.

Appendix C:

NYS Critical Capabilities List and DHS/FEMA Core Capabilities Crosswalk

Common Capabilities (5)

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

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

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

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

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

Prevention and Protection Capabilities (5)

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

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

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

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

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

Response Capabilities (12)

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

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

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

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

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

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

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

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

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

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

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

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

Disaster Recovery/Mitigation Capabilities (6)

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

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

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

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

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

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

CORE CAPABILITIES

Common	Prevention	Protection	Mitigation	Response	Recovery
Planning					
Public Information and Warning					
Operational Coordination					
Forceful and Abolition					
Isolation and Sealing					
Interdiction and Disruption					
Screening, Search and Detection					
Access Control and Identity Verification					
Cybersecurity					
Intel and Info Sharing					
Inspection and Disruption					
Physical Protective Measures					
Risk Mitigation for Protective Programs					
Screening, Search and Detection					
Supply Chain Integrity and Security					
Community Resilience					
Long-Term Vulnerability Reduction					
Risk and Disaster Resilience Assessment					
Threat and Hazard Identification					
Critical Transportation					
Evacuation Response Health and Safety					
Facility Management Services					
Infrastructure Systems					
Mass Care Services					
Mass Care and Rescue Operations					
On-Scene Security and Protection					
Operational Communications					
Public and Private Resources					
Public Health and Medical Services					
Restoration of Utilities					
Situational Assessment					
Economic Recovery					
Health and Social Services					
Housing					
Infrastructure Systems					
Natural and Cultural Resources					

New York State Critical Capabilities

2020 Investment Justifications

Investment Justification 1: Strengthen Intelligence and Information Sharing
Investment Justification 2: Enhance Cyber Security Capabilities
Investment Justification 3: Enhance the Protection of Soft Targets/Crowded Places
Investment Justification 4: Addressing Emerging Threats & Build and Sustain CBRNE Detection and Response Capabilities
Investment Justification 5: Strengthen Counter-Terrorism and Law Enforcement Response Capabilities
Investment Justification 6: Enhance Emergency Management and Response Capabilities
Investment Justification 7: Advance Interoperable and Emergency Communications
Investment Justification 8: Enhance Citizen and Community Preparedness
Investment Justification 9: Projects to Consider - 15% Over Highest Target Allocation

2017-2020 Homeland Security Strategy Goals

Goal 1: Strengthen Intelligence and Information-Sharing Capabilities
Goal 2: Strengthen Counter-Terrorism and Law Enforcement Capabilities
Goal 3: Protect Critical Infrastructure and Key Resources
Goal 4: Enhance Cyber Security Capabilities
Goal 5: Enhance Citizen and Community Preparedness Capabilities
Goal 6: Enhance Emergency Management and Response Capabilities
Goal 7: Strengthen CBRNE Preparedness and Response Capabilities
Goal 8: Advance Interoperable and Emergency Communication Capabilities
Goal 9: Support Health Emergency Preparedness
Goal 10: Become More Resilient Against Future Events

**NYS Division of Homeland Security and Emergency Services
Local Application for FY2020 State Homeland Security Program (SHSP) and
State Law Enforcement Terrorism Prevention Program (SLETPP) Funding**

DIRECTIONS: Applicants are required to complete this application worksheet once for their tentative SHSP award and SLETPP awards (at the Highest target allocation amount). Please note that ONLY one application per county can be submitted, counties must coordinate their submissions. Applicants will need to complete all cells shaded white (all non-colored cells, bordered in green), unless instructed otherwise. Below is the application summary section, where applicants must provide basic information about themselves and their tentative award. The application summary section also provides a roll-up of the information the applicant will complete in the "Project" tabs within this application worksheet, providing the applicant with a summary of project costs and how much of those costs are being applied towards the sustainment of capabilities or the development of new capabilities.

Application Summary

Sub-Recipient/Entity Name:				SLETPP Project	Amount
Allocation Amount (Highest):				NO	\$0
SHSP Amount				NO	\$0
SLETPP Amount (Min)				NO	\$0
I/Project Number	Project Name	G & T Code	SLETPP Project	Amount	
Intelligence and Information Sharing Investment Justification	Goal 1: Intelligence Analysis Technology Support	02. Establish/enhance agro-terrorism preparedness capabilities.	NO	\$0	
Cyber Security Investment Justification	Goal 4: Cyber Security Program Management	03. Establish/enhance cyber security program.	NO	\$0	
Emerging Threats Investment Justification	Goal 7: CBRNE and HazMat Planning	04. Establish/enhance emergency operations center.	NO	\$0	
SOR Targets/Crowded Places Investment Justification	Goal 2: Operational Overtime for Counter-Terrorism Missions	05. Establish/enhance regional response teams.	YES	\$0	
Project 1	Please Select a "Project Title" (These are Based off of State Strategy Goal Objectives)	Please Select a "G & T Code" that corresponds to this project	Please Select an Answer	\$0	
Project 2	Please Select a "Project Title" (These are Based off of State Strategy Goal Objectives)	Please Select a "G & T Code" that corresponds to this project	Please Select an Answer	\$0	
Project 3	Please Select a "Project Title" (These are Based off of State Strategy Goal Objectives)	Please Select a "G & T Code" that corresponds to this project	Please Select an Answer	\$0	
Project 4	Please Select a "Project Title" (These are Based off of State Strategy Goal Objectives)	Please Select a "G & T Code" that corresponds to this project	Please Select an Answer	\$0	
Project 5	Please Select a "Project Title" (These are Based off of State Strategy Goal Objectives)	Please Select a "G & T Code" that corresponds to this project	Please Select an Answer	\$0	
Bonus Project - 15%	Please Select a "Project Title" (These are Based off of State Strategy Goal Objectives)	Please Select a "G & T Code" that corresponds to this project	Please Select an Answer	\$0	
				Application Project Total	\$0
				SLETPP PROJECT TOTAL	\$
				SLETPP MIN TOTAL MET	#DIV/0!

**NYS Division of Homeland Security and Emergency Services
Local Application for FY2020 State Homeland Security Program (SHSP) and
State Law Enforcement Terrorism Prevention Program (SLETPP) Funding**

DIRECTIONS: Sub-recipients are required to complete the "Federal Documentation" criteria below. As outlined in the Federal Funding Accountability and Transparency Act (FFATA), DHSES must report information regarding subawards \$25,000 or greater in the FFATA Subaward Reporting System (FSRS).

Federal Documentation

Sub-Recipient/Entity Name (i.e. Empire County):	0
Primary Contact (Name/Title):	
Agency:	
Address:	
City:	
Zip + 4 (note that zip + 4 is required):	
Phone Number:	
DUNS # (You must maintain the currency of your information in the System for Award Management {SAM} throughout the performance period @ https://www.sam.gov)	

Question 1: In the preceding fiscal year, did your entity receive 80 percent or more of its annual gross revenues from Federal awards and \$25,000,000 or more in annual gross revenues from Federal awards?	Please Select an Answer
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Question 2: If you answered "YES" to question #1, does the public have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15 (d) of the Securities Exchange Act of 1934 {15 U.S.C. Subsection 78m(a), 78o(d)} or section 6104 of the Internal Revenue Code of 1986. See FFATA Section 2(b)(1)?	Please Select an Answer
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Question 3: If you answered "NO" to question #2, please provide the names and total compensation of the five most highly compensated officers of the entity.

<i>Name:</i>		<i>Total Compensation:</i>	
<i>Name:</i>		<i>Total Compensation:</i>	

Coordination and Integration

A: Stakeholder Participation Summary - To advance the "Whole Community" Approach to Security and Emergency Management as well as integral Collaboration among various stakeholders within the jurisdictions, sub-recipients must describe in their application for funding how they coordinated with appropriate stakeholders both at the county level of government as well as with town, village, and city governments within the county to develop their application for FY2020 SHSP/SLETPP funding.

Please use the drop down lists below to identify those stakeholders that were involved in the development of your application. In the description box below, please detail how this coordination occurred (Meetings, Conference Calls, etc.) and what jurisdictions were involved. – Please provide specific details when possible.

Emergency Management		Law Enforcement		Fire Service/HazMat
Public Health		EMS		Local & County Elected Officials
Information Technology Officer (IT) / Information Officer	Chief	Educational Institutions		Citizen Corp/Volunteer Groups
Public Works		Tribal		Other (Please Specify in the Description Box)

Description:

Law Enforcement Terrorism Prevention Activities (SLETPP Projects)

A: Involvement of Local Law Enforcement (SLETPP projects only)- For State Law Enforcement Terrorism Prevention Program (SLETPP) applications, sub-recipients should demonstrate how they coordinated with local law enforcement in the development of their FY2020 SLETPP projects (e.g. participation of town and city police departments with a county sheriff's office in establishing law enforcement projects).

Description:

NYS SHSP/SLETPP Priorities and Preparedness Objectives

A: Engagement with NYS SHSP/SLETPP Priorities and Preparedness Objectives - NYS has identified a series of specific priorities for the FY2020 SHSP/SLETPP grants. All sub-recipients are highly encouraged to engage these priorities, where it is appropriate to do so, with their project investments. Please articulate how your proposed projects will meet the following NYS Priorities. For any NYS Priorities that your application will not directly address, please describe how you are doing so through compliance with the NYS Preparedness Objectives and/or with alternative funding streams (e.g. a targeted grant) or local revenues.

Priority #1 - Advancement of Regional Partnerships: DHSES continues to promote the advancement of multi-disciplinary, multi-jurisdictional regional partnerships across New York State. These partnerships allow capabilities to be developed in a coordinated and cost-effective way. Over the past 10-12 years, effective regional partnerships have been developed in a number of different areas, including regional Counter Terrorism Zones (CTZs), HazMat Partnerships, Interoperable Communications Consortiums, Tactical Team Partnerships (formalized via Inter-municipal Agreements), Bomb Squad Regional coordination efforts, etc. Under the FY2019 SHSP/SLETPP grants, support for these (and other) regional partnerships and programs are strongly encouraged.

Description:

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

Description:

Priority #2 - Maturation of Citizen Preparedness Efforts: The presence of an active, engaged citizenry is a critical component of the State's preparedness posture. While several jurisdictions in the State have developed innovative citizen preparedness programs, the CEPA Program (along with other capability assessments) has found that this remains one of the lowest rated capabilities across the State. Under Governor Cuomo's leadership, the State has worked to address this issue through the State's Citizen Preparedness Corps Program, however, there is still additional work that local jurisdictions can do, building on and in support of existing models in the State. SHSP funds can be used for a variety of Citizen Preparedness projects, including the development (or sustainment) of citizen preparedness campaigns, training/outreach efforts involving Citizen Corps Councils and Community Emergency Response Teams, and for citizen preparedness kits and supplies.

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

Description:

Priority #3 - Development of Effective Cyber Security Programs and Policies: All levels of government, the private sector, and the general public have been impacted by the dramatic increase in cyber attacks over the past five years. The proper detection, interdiction, and remediation of cyber vulnerabilities is critical. Through the CEPA program, DHSES has found that counties tend to be very concerned about the threat of cyber attacks, however, their capabilities to prevent and address these attacks are often underdeveloped. As such, DHSES is emphasizing the importance of cyber security in the FY2019 SHSP and SLETPP grant programs. Grant funds can be used for cyber security planning, cyber security enhancement equipment (including encryption software, malware protection, intrusion/detection prevention systems, and vulnerability scanning), cyber security training (which may require pre-approval; please consult with your Program Representative at DHSES); and cyber security exercises.

Preparedness Objective #3: Maintain an Information Security Officer (ISO) to coordinate cyber security efforts with New York State.

Description:

Priority #4 - Enhancement of Law Enforcement Information-Sharing Capabilities: Since 9/11, the enhancement of law enforcement information-sharing capabilities has been a top priority in New York State. The importance of this mission remains unchanged this year, as jurisdictions are encouraged to sustain and enhance their information-sharing efforts with the New York State Intelligence Center (NYSIC) and their local CTZ. Within this area, support for major outreach programs is prioritized, including participation in the Field Intelligence Officer (FIO) Program, and the engagement of Fire/EMS personnel in information-sharing activities through the Intelligence Liaison Officer (ILO) Program.

Preparedness Objective #4A: Maintain participation in the Field Intelligence Officer (FIO) Program (to ensure information sharing between the New York State Intelligence Center and local law enforcement within your jurisdiction).

Preparedness Objective #4B: Maintain participation in the Intelligence Liaison Officer (ILO) Program (to ensure information sharing between the NYSIC and local Fire and Emergency Medical Services agencies within your jurisdiction). All counties are required to conduct at least six (6) course deliveries during the three-year performance period of this grant.

Description:

Priority #5 - Continued Coordination of Emergency Management Planning Efforts: Proper Emergency Management planning provides the foundation for effective response, recovery, and mitigation activities. Jurisdictions are encouraged to utilize their grant awards to maintain and update critical plans including Comprehensive Emergency Management Plans (CEMPs), HazMat Response Plans, COOP/COG plans, and Fatality Management Plans. Planning gaps identified during your county's CEPA process can often be addressed by leveraging SHSP (or SLETPP) funding.

Preparedness Objective #5A: Develop and maintain a Comprehensive Emergency Management Plan or basic emergency plan in accordance with Article 2-B of Executive Law. The plan should be reviewed annually and submitted by December 31 each year to the DHSES Office of Emergency Management.

Preparedness Objective #5B: Participate in the Emergency Management Certification and Training (EMC & T) Program, to include the County Chief Elected Official (Tier 1) and the County Emergency Manager (Tier 2).

Preparedness Objective #5C: Maintain a County Hazardous Materials Response Plan that is updated every three years and submitted to the DHSES Office of Fire Prevention and Control.

Priority #6 - Sustainment of Effective Programs and Existing Capabilities: In the last decade, New York State has effectively leveraged homeland security grant program funds to build critical programs to enhance our prevention, protection, response, recovery, and mitigation capabilities. Under the FY2020 SHSP/SLETPP grants, the sustainment and advancement of effective programs is a top priority, in order to ensure that core capabilities are maintained statewide. Emphasis will be placed on building, maintaining, and assessing sustainable programs, rather than simply purchasing disparate pieces of equipment.

Description:

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

Project Information and Linkages

DIRECTIONS: Please complete the following drop-down menus in order to make the appropriate linkages to the New York State Strategy and the Core Capabilities List. Applicants **MUST** submit at least one project under this Investment Justification that represents at LEAST five (5) percent of their Highest Target Allocation amount.

Investment Justification:	Intelligence and Information Sharing		
Minimum Investment	\$0		
Sub-Recipient (Grantee):	Zip Code (Primary Location of Project)		
State Strategy Goal:	Goal 1: Strengthen Intelligence and Information Sharing Capabilities		
Project Title:	Goal 1: Intelligence Analysis Technology Support		
Core Capability:	Intelligence and Information Sharing		
G & T Code:	02. Establish/enhance agro-terrorism preparedness capabilities.		
Construction Activity Involved?			
Is this an SLETPP Project	NO		

Project Description/Budget Plan (10%)

PROJECT DESCRIPTION - Please provide a description of your project, clearly highlighting what capabilities will be sustained or developed and the impacts on your jurisdiction.

Description:

Project Budget Plan

DIRECTIONS: Applicants must provide clear budget descriptions, with a justification for each budget item identified in the budget plan. Please use the "Budget Item Description and Justification" column to provide this information. When completing this worksheet, please fill out each column for every row you complete. Incomplete columns will result in the "Totals" not being calculated correctly.

Item #	Budget Item Description	Budget Item Justification	Federal Spending Category	NYS Budget Category	Total Cost	Authorized Equipment List (AEL) Number	Discipline
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Equipment Subtotal					\$0	#DIV/0!	
Exercise Subtotal					\$0	#DIV/0!	
M&A Subtotal					\$0	#DIV/0!	
Organization Subtotal					\$0	#DIV/0!	
Planning Subtotal					\$0	#DIV/0!	
Training Subtotal					\$0	#DIV/0!	
PROJECT TOTAL					\$0		

Project Information and Linkages

DIRECTIONS: Please complete the following drop-down menus in order to make the appropriate linkages to the New York State Strategy and the Core Capabilities List. Applicants MUST submit at least one project under this Investment Justification that represents at LEAST five (5) percent of their Highest Target Allocation amount.

Investment Justification:	Cyber Security		
Minimum Investment	\$0		
Sub-Recipient (Grantee):	Zip Code (Primary Location of Project)		
State Strategy Goal:	Please Select a "State Strategy Goal" from the Drop-Down Menu		
Project Title:	Goal 4: Cyber Security Program Management		
Core Capability:	Cyber Security		
G & T Code:	03. Establish/enhance cyber security program.		
Construction Activity Involved?			
Is this an SLETPP Project	NO		

Project Description/Budget Plan (10%)

PROJECT DESCRIPTION - Please provide a description of your project, clearly highlighting what capabilities will be sustained or developed and the impacts on your jurisdiction.

Description:

Project Budget Plan

DIRECTIONS: Applicants must provide clear budget descriptions, with a justification for each budget item identified in the budget plan. Please use the "Budget Item Description and Justification" column to provide this information. When completing this worksheet, please fill out each column for every row you complete. Incomplete columns will result in the "Totals" not being calculated correctly.

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				Equipment Subtotal	\$0	#DIV/0!	
				Exercise Subtotal	\$0	#DIV/0!	
				M&A Subtotal	\$0	#DIV/0!	
				Organization Subtotal	\$0	#DIV/0!	
				Planning Subtotal	\$0	#DIV/0!	
				Training Subtotal	\$0	#DIV/0!	
				PROJECT TOTAL	\$0		

Project Information and Linkages

DIRECTIONS: Please complete the following drop-down menus in order to make the appropriate linkages to the New York State Strategy and the Core Capabilities List. Applicants **MUST** submit at least one project under this Investment Justification that represents at LEAST five (5) percent of their Highest Target Allocation amount.

Investment Justification:	Emerging Threats	
Minimum Investment	\$0	
Sub-Recipient (Grantee):	Zip Code (Primary Location of Project)	
State Strategy Goal:	Goal 7: Strengthen CBRNE Preparedness and Response Capabilities	
Project Title:	Goal 7: CBRNE and HazMat Planning	
Core Capability	Planning	
G & T Code:	04. Establish/enhance emergency operations center.	
Construction Activity Involved?		
Is this an SLETPP Project	NO	

Project Description/Budget Plan (10%)

PROJECT DESCRIPTION - Please provide a description of your project, clearly highlighting what capabilities will be sustained or developed and the impacts on your jurisdiction.

Description:

Project Information and Linkages

DIRECTIONS: Please complete the following drop-down menus in order to make the appropriate linkages to the New York State Strategy and the Core Capabilities List. Applicants **MUST** submit at least one project under this Investment Justification that represents at **LEAST** five (5) percent of their Highest Target Allocation amount.

Investment Justification:	Soft Target/Crowded Places
Minimum Investment	\$0

State Strategy Goal:	Goal 2: Strengthen Counter-Terrorism and Law Enforcement Capabilities
Project Title:	Goal 2: Operational Overtime for Counter-Terrorism Missions
Core Capability:	Operational Coordination
G & T Code:	05. Establish/enhance regional response teams.
Construction Activity Involved?	
Is this an SLETPP Project	YES

Project Description/Budget Plan (10%)

PROJECT DESCRIPTION - Please provide a description of your project, clearly highlighting what capabilities will be sustained or developed and the impacts on your jurisdiction.

Description:

Project Budget Plan

DIRECTIONS: Applicants must provide clear budget descriptions, with a justification for each budget item identified in the budget plan. Please use the "Budget Item Description and Justification" column to provide this information. When completing this worksheet, please fill out each column for every row you complete. Incomplete columns will result in the "Totals" not being calculated correctly.

Item #	Budget Item Description	Budget Item Justification	Federal Spending Category	NYS Budget Category	Total Cost	Authorized Equipment List (AEL) Number	Discipline
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				Equipment Subtotal	\$0	#DIV/0!	
				Exercise Subtotal	\$0	#DIV/0!	
				M&A Subtotal	\$0	#DIV/0!	
				Organization Subtotal	\$0	#DIV/0!	
				Planning Subtotal	\$0	#DIV/0!	
				Training Subtotal	\$0	#DIV/0!	
				PROJECT TOTAL	\$0		

Project Information and Linkages

DIRECTIONS: Please complete the following drop-down menus in order to make the appropriate linkages to the New York State Strategy and NYS Critical Capabilities List.

Sub-Recipient (Grantee):	Zip Code (Primary Location of Project Execution)
Investment Justification:	Please Select a "Investment Justification" from the Drop-Down Menu
State Strategy Goal:	Please Select a "State Strategy Goal" from the Drop-Down Menu
Project Title:	Please Select a "Project Title" (These are Based off of State Strategy Goal Objectives)
Core Capability	Please Select a DHS/FEMA "Core Capability" from the Drop-Down Menu
G & T Code:	Please Select a "G & T Code" that corresponds to this project
Construction Activity Involved? Is this an SLETPP Project	Please Select an Answer

Project Description, Outcomes, and Impacts

PROJECT DESCRIPTION - Please provide a description of your project, clearly highlighting what capabilities will be sustained or developed and the impacts on your jurisdiction.

Description:

COUNTY EMERGENCY PREPAREDNESS ASSESSMENT (CEPA): The CEPA serves as a beneficial tool to help guide the sustainment of your current capabilities or inform those areas where it's appropriate to build or enhance capabilities. Please describe how you have utilized your CEPA to guide project investments through this grant opportunity. In addition to the CEPA, please select any additional assessment tools you may have used through the drop-down lists below (if other, please specify below).

Description:

Additional Assessment Tool(s) Utilized to Help Select Project:	<p>Please Select an "Assessment Tool" Used to Inform this Investment from the Drop-Down Menu</p> <p>Please Select an "Assessment Tool" Used to Inform this Investment from the Drop-Down Menu</p> <p>Please Select an "Assessment Tool" Used to Inform this Investment from the Drop-Down Menu</p>
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NIMS TYPED RESOURCE LINKAGE: Please use the following link for more detailed information on the federal NIMS Typed Resource construct and how your project may support a typed resource:
<https://www.fema.gov/national-incident-management-system/nims-doctrine-supporting-guides-tools>

Please Select a "NIMS Typed Resource" Supported by this Project

Please Select a "NIMS Typed Resource" Supported by this Project

Please Select a "NIMS Typed Resource" Supported by this Project

CAPABILITY DEVELOPMENT: As you complete your application, it is important to distinguish the type of investment you are making. DHS has identified two project types: 1) Build Capabilities - building refers to activities that start a new capability or increase a capability; 2) Sustain Capabilities - sustaining refers to activities that maintain a capability at its current level. When assessing the project type, if your project is both sustaining and building capabilities, please select the project type that best represents the majority of your project.

Please also identify whether this project supports a "Previously Awarded Investment." You may select the most recent grant fiscal year that is being supported through the proposed project. Finally, for each fiscal grant year that is supported, please select the "Last Completed Milestone" for each applicable federal spending category. (We recommend that you review the last quarterly progress report that was submitted to determine the most recently completed milestone)

Are you "Sustaining" or "Building" Capabilities through this project?

Please Select a "Project Type"

Does this Project Support a Previously Awarded Project:	Please Select an Answer	If Yes, from Which Year:	Please Select a "Year" this Project Supports	Last Milestone(s) Completed:
				Please Select the Last Completed "Project Milestone"
				Please Select the Last Completed "Project Milestone"
				Please Select the Last Completed "Project Milestone"

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

Future Project Sustainment: Please identify whether additional funding would be required to sustain this project beyond the period of performance of this grant.

Please Select an Answer

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

Additionally, per DHS, new capabilities should not be built at the expense of maintaining current and critically needed core capabilities. If you are developing new capabilities, they must be deployable outside of the community to support regional and national efforts or otherwise shareable with regional partners.

Is the core capability supported by this project deployable to other jurisdictions?

Note: FEMA identifies a deployable asset as any capability that is physically mobile and can be used anywhere in the United States. Examples would include response teams (e.g. HazMat, Tactical or CERT), mobile radios, CBRNE detection equipment, sheltering supplies, etc.

Is the core capability supported by this project shareable (if it cannot be physically deployed) with other jurisdictions?

Note: FEMA identifies a shareable asset as any non-deployable capability that can be utilized to augment and sustain reinforced response at the regional, state or national level. Examples would include a fusion center, emergency operations center, etc.

Please Select an Answer

Please Select an Answer

Project Information and Linkages

DIRECTIONS: Please complete the following drop-down menus in order to make the appropriate linkages to the New York State Strategy and NYS Critical Capabilities List.

Sub-Recipient (Grantee):	Zip Code (Primary Location of Project Execution)
Investment Justification:	Please Select a "Investment Justification" from the Drop-Down Menu
State Strategy Goal:	Please Select a "State Strategy Goal" from the Drop-Down Menu
Project Title:	Please Select a "Project Title" (These are Based off of State Strategy Goal Objectives)
NYS Critical Capability:	Please Select a "NYS Critical Capability" from the Drop-Down Menu
G & T Code:	Please Select a "G & T Code" that corresponds to this project
Construction Activity Involved?	
Is this an SLETPP Project	Please Select an Answer

Project Description, Outcomes, and Impacts

PROJECT DESCRIPTION - Please provide a description of your project, clearly highlighting what capabilities will be sustained or developed and the impacts on your jurisdiction.

Description:

COUNTY EMERGENCY PREPAREDNESS ASSESSMENT (CEPA): The CEPA serves as a beneficial tool to help guide the sustainment of your current capabilities or inform those areas where it's appropriate to build or enhance capabilities. Please describe how you have utilized your CEPA to guide project investments through this grant opportunity. In addition to the CEPA, please select any additional assessment tools you may have used through the drop-down lists below (if other, please specify below).

Description:

Additional Assessment Tool(s) Utilized to Help	Please Select an "Assessment Tool" Used to Inform this Investment from the Drop-Down Menu
	Please Select an "Assessment Tool" Used to Inform this Investment from the Drop-Down Menu

Please Select an "Assessment Tool" Used to Inform this Investment from the Drop-Down Menu

NIMS TYPED RESOURCE LINKAGE: Please use the following link for more detailed information on the federal NIMS Typed Resource construct and how your project may support a typed resource: <https://www.fema.gov/national-incident-management-system/nims-doctrine-supporting-guides-tools>

Does this Project Support a federal NIMS Typed Resource(s):

Please Select a "NIMS Typed Resource" Supported by this Project

Please Select a "NIMS Typed Resource" Supported by this Project

Please Select a "NIMS Typed Resource" Supported by this Project

CAPABILITY DEVELOPMENT: As you complete your application, it is important to distinguish the type of investment you are making. DHS has identified two project types: 1) Build Capabilities - building refers to activities that start a new capability or increase a capability; 2) Sustain Capabilities - sustaining refers to activities that maintain a capability at its current level. When assessing the project type, if your project is both sustaining and building capabilities, please select the project type that best represents the majority of your project.

Please also identify whether this project supports a "Previously Awarded Investment." You may select the most recent grant fiscal year that is being supported through the proposed project. Finally, for each fiscal grant year that is supported, please select the "Last Completed Milestone" for each applicable federal spending category. (We recommend that you review the last quarterly progress report that was submitted to determine the most recently completed milestone)

Are you "Sustaining" or "Building" Capabilities through this project? Please Select a "Project Type"

Does this Project Support a Previously Awarded Project:	Please Select an Answer	If Yes, from Which Year:	Please Select a "Year" this Project Supports	Last Milestone(s) Completed:	Please Select the Last Completed "Project Milestone"
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Anticipated Project Completion Date: For each project, DHS requires the anticipated completion date. Please select which quarter you anticipate completing the proposed project within the period of performance.

Future Project Sustainment: Please identify whether additional funding would be required to sustain this project beyond the period of performance of this grant.

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

Additionally, per DHS, new capabilities should not be built at the expense of maintaining current and critically needed core capabilities. If you are developing new capabilities, they must be deployable outside of the community to support regional and national efforts or otherwise shareable with regional partners.

Is the core capability supported by this project deployable to other jurisdictions?

Note: FEMA identifies a deployable asset as any capability that is physically mobile and can be used anywhere in the United States. Examples would include response teams (e.g. HazMat, Tactical or CERT), mobile radios, CBRNE detection equipment, sheltering supplies, etc.

Is the core capability supported by this project shareable (if it cannot be physically deployed) with other jurisdictions?

Note: FEMA identifies a shareable asset as any non-deployable capability that can be utilized to augment and sustain reinforced response at the regional, state or national level. Examples would include a fusion center, emergency operations center, etc.

Please Select an Answer

Please Select an Answer

Please Select an Answer

Project Information and Linkages

DIRECTIONS: Please complete the following drop-down menus in order to make the appropriate linkages to the New York State Strategy and NYS Critical Capabilities List.

Sub-Recipient (Grantee):	Zip Code (Primary Location of Project Execution)
Investment Justification:	Please Select a "Investment Justification" from the Drop-Down Menu
State Strategy Goal:	Please Select a "State Strategy Goal" from the Drop-Down Menu
Project Title:	Please Select a "Project Title" (These are Based off of State Strategy Goal Objectives)
NYS Critical Capability:	Please Select a "NYS Critical Capability" from the Drop-Down Menu
G & T Code:	Please Select a "G & T Code" that corresponds to this project
Construction Activity Involved?	
Is this an SLETPP Project	Please Select an Answer

Project Description, Outcomes, and Impacts

PROJECT DESCRIPTION - Please provide a description of your project, clearly highlighting what capabilities will be sustained or developed and the impacts on your jurisdiction.

Description:

COUNTY EMERGENCY PREPAREDNESS ASSESSMENT (CEPA): The CEPA serves as a beneficial tool to help guide the sustainment of your current capabilities or inform those areas where it's appropriate to build or enhance capabilities. Please describe how you have utilized your CEPA to guide project investments through this grant opportunity. In addition to the CEPA, please select any additional assessment tools you may have used through the drop-down lists below (if other, please specify below).

Description:

Additional

Please Select an "Assessment Tool" Used to Inform this Investment from the Drop-Down Menu

Assessment Tool(s)
Utilized to Help
Select Project:

Please Select an "Assessment Tool" Used to Inform this Investment from the Drop-Down Menu

Please Select an "Assessment Tool" Used to Inform this Investment from the Drop-Down Menu

NIMS TYPED RESOURCE LINKAGE: Please use the following link for more detailed information on the federal NIMS Typed Resource construct and how your project may support a typed resource:
<https://www.fema.gov/national-incident-management-system/nims-doctrine-supporting-guides-tools>

Does this Project
Support a federal
NIMS Typed
Resource(s):

Please Select a "NIMS Typed Resource" Supported by this Project

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Are you "Sustaining" or "Building" Capabilities through this project?
Please Select a "Project Type"

Does this Project
Support a Previously
Awarded Project:

Please Select an Answer

If Yes, from Which Year:

Please Select a "Year"
this Project Supports

Last Milestone(s)
Completed:

Please Select the Last Completed "Project Milestone"

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

Please Select the Anticipated Completion Period for this Project

Future Project Sustainment: Please identify whether additional funding would be required to sustain this project beyond the period of performance of this grant.

Please Select an Answer

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

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Note: FEMA identifies a shareable asset as any non-deployable capability that can be utilized to augment and sustain reinforced response at the regional, state or national level. Examples would include a fusion center, emergency operations center, etc.

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Project Information and Linkages

DIRECTIONS: Please complete the following drop-down menus in order to make the appropriate linkages to the New York State Strategy and NYS Critical Capabilities List.

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Project Title:	Please Select a "Project Title" (These are Based off of State Strategy Goal Objectives)		
NYS Critical Capability:	Please Select a "NYS Critical Capability" from the Drop-Down Menu		
G & T Code:	Please Select a "G & T Code" that corresponds to this project		
Construction Activity Involved?			
Is this an SLETPP Project	Please Select an Answer		

Project Description, Outcomes, and Impacts

PROJECT DESCRIPTION - Please provide a description of your project, clearly highlighting what capabilities will be sustained or developed and the impacts on your jurisdiction.

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Description:

Additional Assessment Tool(s) Utilized to Help	Please Select an "Assessment Tool" Used to Inform this Investment from the Drop-Down Menu Please Select an "Assessment Tool" Used to Inform this Investment from the Drop-Down Menu
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Select Project: Please Select an "Assessment Tool" Used to Inform this Investment from the Drop-Down Menu

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Does this Project Support a federal NIMS Typed Resource(s):

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Please Select the Last Completed "Project Milestone"

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Please Select a "NIMS Typed Resource" Supported by this Project

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Please Select a "Project Type"

Does this Project Support a Previously Awarded Project:

Please Select an Answer

If Yes, from Which Year:

Please Select a "Year" this Project Supports

Last Milestone(s) Completed:

Please Select the Last Completed "Project Milestone"

Please Select the Last Completed "Project Milestone"

Please Select the Last Completed "Project Milestone"

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

Please Select the Anticipated Completion Period for this Project

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Please Select an Answer

Note: FEMA identifies a shareable asset as any non-deployable capability that can be utilized to augment and sustain reinforced response at the regional, state or national level. Examples would include a fusion center, emergency operations center, etc.

Project Information and Linkages

DIRECTIONS: Please complete the following drop-down menus in order to make the appropriate linkages to the New York State Strategy and the Core Capabilities List. Applicants MUST submit a project under this Investment Justification that represents the four (4) National Priority areas (*Strengthen Intelligence and Information Sharing, Cyber Security, Soft Targets-Crowded Places, Addressing Emerging Threats*).

Bonus Investment Justification: Projects to Consider- 15% Over Highest Target

Maximum Project Investment (15% of Award) \$0

Project Investment Justification: Please Select a National Priority Investment Justification

State Strategy Goal: Please Select a "State Strategy Goal" from the Drop Down Menu

Project Title: Please Select a "Project Title" (These are Based off of State Strategy Goal Objectives)

Core Capability: Please Select a DHS/EMA "Core Capability" from the Drop Down Menu

G & T Code: Please Select a "G & T Code" that corresponds to this project

Construction Activity Involved?

Is this an SLETPP Project

Please Select an Answer

Project Description/Budget Plan (10%)

PROJECT DESCRIPTION - Please provide a description of your project, clearly highlighting what capabilities will be sustained or developed and the impacts on your jurisdiction.

Description:

DIRECTIONS: Applicants must provide clear budget descriptions, with a justification for each budget item identified in the budget plan. Please use the "Budget Item Description and Justification" column to provide this information. When completing this worksheet, please fill out each column for every row you complete. Incomplete columns will result in the "Totals" not being calculated correctly.

Item #	Budget Item Description	Budget Item Justification	Federal Spending Category	NYS Budget Category	Total Cost	Authorized Equipment List (AEL) Number	Discipline	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
						Equipment Subtotal	\$0	#DIV/0!
						Exercise Subtotal	\$0	#DIV/0!
						M&A Subtotal	\$0	#DIV/0!
						Organization Subtotal	\$0	#DIV/0!
						Planning Subtotal	\$0	#DIV/0!
						Training Subtotal	\$0	#DIV/0!
						PROJECT TOTAL	\$0	
						IJ MAX TOTAL MET		#DIV/0!

Cost Effectiveness-In addition to the budget items depicted above, please explain how you will maximize the cost effectiveness of this grant expenditure. This can include information such as "This project will be regional in nature and benefit multiple disciplines and jurisdictional boundaries in an effort to close XYZ gap identified through XYZ capability assessment within the county."

Description:

Implementation Plan (30%)

Please explain in detail how your project under this National Priority area will support the program objectives of preventing, preparing for, protecting against and responding to acts of terrorism and otherwise reduce the overall identified risk to your jurisdiction.

Description:

Impacts and Outcomes (30%)

Please explain how this investment will help your jurisdiction close capability gaps identified in your County Emergency Preparedness Assessment (CEPA) and what your estimated improvement will be to this National Priority area and how you will measure and/or evaluate results.

Description:

Collaboration (30%)

Collaboration is a key component to implementing successful projects. Please articulate how your jurisdiction collaborated and coordinated this specific project (e.g. who was involved, etc.) and how this investment will be used to overcome any existing impediments to fostering a culture of national preparedness with federal, state, and local government under this National Priority area.

Description:

Federal Programmatic Reporting Requirements Data Element Summary and Instructions

<p>Instructions: The following provides some summary background on the federal programmatic reporting requirements that grant recipients are required to report on in order for DHSES to satisfy its reporting obligations to DHS/FEMA. Please refer to the associated instructions to appropriately complete the requirements through the application process.</p>	
<p>NIMS Resource Typing</p>	
<p>I. NIMS Resource Typing: For all projects that support a NIMS Resource, recipients must identify the typed asset being supported through the investment. At this point, only one typed asset can be identified in the BSIR; therefore, if multiple typed assets are being support, please identify the asset with the largest budget.</p>	
<p>Project Support to Previously Awarded Investment and Project Milestones</p>	
<p>I. Sustain vs Build: As you complete your application, it is important to distinguish the type of investment you are making. DHS/FEMA has identified two project types: 1) Build Capabilities - building refers to activities that start a new capability or increase a capability; 2) Sustain Capabilities - sustaining refers to activities that maintain a capability at its current level.</p> <p>When assessing the project type, if your project is both sustaining and building capabilities, please select the project type that best represents the majority of your project.</p>	
<p>Sustain =</p>	<p>Sustain a Current Capability: Applicants who are utilizing a resource to sustain a capability previously developed through homeland security grant funding or local revenues should select "Sustain" from the drop-down. An example would be purchasing Personal Protective Equipment (PPE) to replace PPE that was purchased several years ago and is no longer safe to use at an incident.</p>
<p>Build =</p>	<p>Increases a Current Capability: Applicants who are utilizing a resource to improve a capability previously developed through homeland security grant funding or local revenues should select "Build" from the drop-down menu. An example of improving a current capability would be the purchase of communications equipment for first responders, in order for them to communicate off of an interoperable communications system previously developed by the sub-recipient.</p> <p>Builds a New Capability: Applicants who are utilizing a resource to build a new capability should select "Build" from the drop-down menu. An example of a new capability would be a sub-recipient developing an explosive detection canine team to enhance explosive device response operations capabilities in their jurisdiction, where they presently have no ability to perform this capability and/or currently rely on regional or State partners to perform the capability in their jurisdiction.</p>
<p>II. Previously Supported Fiscal Year: DHS requires that for any current project investment which supports a previously awarded investment, that the most recent fiscal year of that prior investment be identified. Presently, this goes back 4 years from the current fiscal year (i.e. for FY2020, please identify the most recent fiscal year supported between FY2016-FY2019)</p>	
<p>III. Last Completed Milestone for Previously Awarded Investment: DHS/FEMA requires that the recipient identify the last completed milestone of the previously awarded investment that is being supported through the current fiscal year. These milestones align with the federal POETE (i.e. Planning, Organization, Equipment, Training, and Exercises), and follow the performance metrics utilized in your E-Grants workplan.</p>	
<p>IV. Anticipated Project Completion Date: For each project, DHS/FEMA requires the anticipated completion date. Please select which quarter you anticipate completing the proposed project within the period of performance.</p>	

Project Details

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

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

<p align="center">Deployable =</p>	<p>Is the core capability supported by this project deployable to other jurisdictions? DHS identifies a deployable asset as any capability that is physically mobile and can be used anywhere in the United States. Examples would include response teams (e.g. HazMat, Tactical or CERT), mobile radios, CBRNE detection equipment, sheltering supplies, etc.</p>
<p align="center">Shareable =</p>	<p>Is the core capability supported by this project shareable (if it cannot be physically deployed) with other jurisdictions? DHS identifies a shareable asset as any non-deployable capability that can be utilized to augment and sustain reinforced response at the regional, state or national level. Examples would include a fusion center, emergency operations center, etc.</p>

Mary Ellen
Odell
County
Executive



Michael
Cunningham
Director

#9

MEMORANDUM

DATE: March 9, 2020

TO: Honorable Amy Sayegh
Chairwoman, Health, Social, Educational & Environmental Committee

CC: Diane Schonfeld
Clerk to the Legislature

FROM: Michael Cunningham
Director *Michael Cunningham*

RE: OSR 2020 Grant Application for Field Hall Foundation

2020 MAR 10 PM 1:39
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

The Office for Senior Resources (OSR) is seeking approval from the Legislature to apply for a grant to provide funding through the Field Hall Foundation for Caregiver Respite. It is our intent to apply for funding in order to target caregivers in need of respite to supplement care for their loved one. We are planning to serve thirty (30) caregivers with a \$500.00 respite grant for each totaling \$15,000.00. There is no county match. A draft copy of the grant application is attached for your review.

It is respectfully requested that this matter be placed on the agenda for the meeting of the Health, Social, Educational & Environmental Committee to be held on March 19, 2020.

Thank you for your consideration.



Summer 2020

Small Grant Application Cover Sheet

Date: March 2020

Name of Organization (Exact Legal Name): Putnam County Office for Senior Resources

Program/Project Name: Caregiver Respite Grant

Purpose of Program/Project (one sentence): Respite services for spouses or relatives caring for older adults at home.

Grant Amount Requested: \$15,000.00

Number of Seniors/Caregivers Directly Impacted by the Requested Funding: We are targeting 30 Caregivers in need of respite care whether it be for health reasons or respite time with family, to supplement care for their loved one in the amount of \$500.

Organization's Executive Director: Michael Cunningham

Contact Person and Title (if not the Executive Director): Doreen Crane, Coordinator of Services

Telephone Number: 845-808-1700

E-mail: doreen.crane@putnamcountyny.gov

Address: 110 Old Route 6, Bldg. #3, Carmel, New York 10512

Type of Organization: _____ 501(c)(3) Not-for-Profit Local Unit of Government

Federal Tax Identification #:

Organization's 2020 Operating Budget: \$7,705,351.00

Dates Covered by Budget (mo/day/year): 06/2020 through 06/2021

Program/Project's Operating Budget (if already in operation): \$

B. Introduction to Organization

The Putnam County Office for Senior Resources (formally the Office for Aging) was first funded by the Older Americans Act and the Putnam County Board of Directors in 1969. This office was designed to develop needed services, opportunities and facilities for older persons. We soon became the major planner, coordinator and direct service provider for seniors 60+ in Putnam County. Programs such as Information and Referral, RSVP, Congregate Meals and sites and Legal Services became a reality. During the next 50 years, programs continued to be added as additional needs of the aging populations were identified. Home delivered meals, 4 senior centers, Adult Day Care, EISEP, HEAP, HIICAP, Medical Transportation and Caregivers Resources Centers were some programs developed to meet the challenges facing older Americans who wish to remain in their community.

Our Mission is to stimulate, promote, coordinate and administer local programs and services for older Putnam County residents. Our primary emphasis is on the development of long term care programs and services necessary to meet the long term care needs of Putnam County's elderly and to support informal caregivers in their journey. Our goal is to put in place mechanisms which improve access to all available services and benefits, and to ensure delivery of quality services to all elderly people, especially those who are frail, dependent and in greatest social or economic need, giving particular attention to the low-income minority elderly.

We accomplish our goals with the help of our 70 dedicated employees and over 400 RSVP volunteers.

C. The Need

Every year, 4.1 million New Yorkers assume the role of caregivers providing 2.6 billion hours of direct care to loved ones. We know that informal caregivers face financial, emotional, and physical burdens placing an impact on their families, careers, and health. But, we also know that these caregivers are crucial to the continuum of care and that the long term care services and support offered by OSR and other community based organizations would not be able to function or fill a gap without these caregivers.

When a caregiver is faced with an unexpected event, namely their own hospitalization, family event or just being overwhelmed with the care, this grant will provide a short but much needed respite.

How can we support these caregivers and sustain their critical role? We would like to offer a limited respite program to help temporarily relieve caregivers from their responsibilities. A respite program would provide short term breaks through various types of care. One such type of care or respite would be through the assignment of an aide to work in the home of their loved one and to relieve them of their duties for a specified situation or period of time.

The provision of caregiver respite would be income-based and prioritized by need to ensure the maximum benefit of this resource. OSR would draw upon its contracts with aide agencies for

experienced and trained home health care aides with the intent of providing a level of confidence to caregivers to step away from their role for a short period.

D. The Solution

We will target caregivers from our 4 Support Groups, Adult Day Care Program and home delivered meal recipients to provide them with this one time specific respite. The grant allowance, \$15,000, will be divided among 30 caregivers based on EISEP eligibility.

The caregiver will have to use our contracted / licensed agencies, and the \$500 allowance will be paid directly to the designated agency.

E. Evaluation

In order to gauge whether the respite project was successful, it will be necessary for the caregiver to fill out an evaluation form to our agency. This form will include a comment area for the caregiver to fill out in order for our agency to improve the program.

cc:all
Health

#10

Diane Schonfeld

From: Fierko, Marie (DFA) <Marie.Fierko@dfa.state.ny.us>
Sent: Friday, March 06, 2020 3:17 PM
To: Diane Schonfeld
Subject: Proposed Resolution
Attachments: DOC030620-03062020133820.pdf

Hi Diane:

For the agenda for the Health Committee Meeting.

Marie

-----Original Message-----

From: marie.fierko <marie.fierko@putnamcountyny.gov>
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To: marie.fierko@putnamcountyny.gov
Subject: Send data from MFP11512620 03/06/2020 13:38

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User Name: marie.fierko
Date:03/06/2020 13:38
Pages:2
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RESOLUTION calling on members of the NYS Senate and Assembly to reject the Governor's SFY 2020-21 Executive Budget Proposal to Shift 100% of the Cost of 730.20 Competency Restoration Services to the County Mental Health Commissioners

WHEREAS, the Governor's proposal would require counties to pay 100% of the Office of Mental Health (OMH) State Operations costs for certain individuals receiving mental health treatment at State-operated Forensic Psychiatric Centers;

WHEREAS, historically, counties have paid 50% of the per diem rate set by OMH, which has now reached an unsustainable cost burden on county budgets;

WHEREAS, the derivation of Section 43.03 of Mental Hygiene Law (MHL), dates back to 1907 and allows the State to offset the costs of operating its Forensic Psychiatric Centers at county expense;

WHEREAS, this statute no longer reflects the current mental hygiene system or the NYS Unified Court System and needs to be updated to be consistent with other statutes that makes the State responsible for its own costs for the treatment of mentally ill individuals in State-operated Forensic Psychiatric Centers;

WHEREAS, despite the fact that counties are now paying half of such restoration services, the Executive Budget proposal shifts 100% of these costs to the counties;

WHEREAS, OMH has also taken the position that the County Mental Health Commissioners are not entitled to any information about the treatment they are paying for;

WHEREAS, other payors for medical services are clearly entitled both under HIPAA and the MHL to receive information about the services for which payment is sought;

WHEREAS, OMH also indicates counties should be responsible for any medical or hospitalization costs incurred for individuals mandated to competency restoration which, depending on the medical or surgical treatment required could hundreds of thousands of dollars and have devastating impacts on county budgets;

WHEREAS, in NYS the counties through county tax levy, already bear an overwhelming portion of the financial burden for supporting individuals suffering from serious mental illness and assuming 100% in 730.20 competency restoration costs will take away millions of dollars for critical behavioral health programming in the community;

WHEREAS, Counties are requesting members of the NYS Senate and Assembly reject the Governor's proposal to shift 100% of the cost of 730.20 competency restoration services to the County Mental Health Commissioners in the SFY 2020-21 Enacted State Budget;

NOW, THEREFORE BE IT RESOLVED: that Putnam County calls on the Governor and the Office of Mental Health to strongly reconsider the enactment of this proposal which will cripple county budgets and have a devastating impact on the counties' ability to pay for behavioral health programs that are critical for serving the State's most vulnerable populations.