JUNE 27, 2022 - 7:00 PM

AGENDA
CORRECTIONS AND LAW ENFORCEMENT
PURSUANT TO RESOLUTION NO. 08-100, RULES I, II, AND III

I. COMMUNICATIONS

II. RESOLUTIONS, MOTIONS, AND NOTICES

1. Resolution authorizing Intermunicipal Agreement between the County of Chemung and the Town of Southport (Resident Deputy)
2. Resolution authorizing agreement with AutoMon, LLC on behalf of the Chemung County Probation Department (Caseload Explorer)
3. Resolution authorizing Purchase Agreement with Howell & Pierson d/b/a/ Main Motorcar on behalf of the Chemung County Sheriff's Office (patrol vehicles - 2022 sedans)
4. Resolution authorizing Purchase Agreement with Joe Basil Chevrolet, Inc. on behalf of the Chemung County Sheriff's Office (patrol vehicle - 2023 SUV)
5. Resolution authorizing application for and acceptance of FY2022 State Homeland Security Program and State Law Enforcement Terrorism Prevention Program Grant on behalf of the Chemung County Office of Fire and Emergency Management
6. Resolution authorizing lease agreement with BATL Management, LLC on behalf of the Chemung County District Attorney's Office
7. Resolution authorizing agreement with Western New York Polygraph Services, Inc. on behalf of the Chemung County Probation Department (SORA Probationers)

III. OLD BUSINESS

IV. NEW BUSINESS

V. ADJOURNMENT

CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing Intermunicipal Agreement between the County of Chemung and the Town of Southport (Resident Deputy)

Resolution #:

Slip Type: CONTRACT

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Requesting a resolution authorizing an inter-municipal agreement with the Town of Southport on behalf of the Chemung County Sheriff for the Resident Deputy Program. The county will be reimbursed $98,044.94 (payable quarterly at $24,511.24) for the salary of the Deputy. Reimbursement does not include the cost of the Deputy's fringe benefits.

Prior Resolution 21-019

Vendor/Provider	Town of Southport				
Term	12 months	Total Amount	$98,044.94	Prior Amount	$55,702.00
Local Share	0	State Share	0	Federal Share	0
Project Budgeted?	Yes	Funds are in Account #			

CREATION:	
Date/Time:	Department:
5/17/2022 7:20:56 AM	County Executive

APPROVALS:			
Date/Time:	Approval:	Department:	
5/17/2022 7:26 AM	Approved	County Executive	
5/20/2022 8:29 AM	Approved	Budget and Research	
6/2/2022 4:17 PM	Approved	Legislature Chairman	

ATTACHMENTS:		
Name:	Description:	Type:
2022_Southport_Deputy_2.10.22_(1).pdf	2022 Agreement	Cover Memo

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Ltr-Sheriff_Schrom_(Southport_Residential_Deputy).pdf	Letter to Sheriff	Cover Memo

AGREEMENT

THIS AGREEMENT made between the **COUNTY OF CHEMUNG** (hereinafter referred to as "**COUNTY"**) a municipal corporation of the State of New York, on behalf of its applicable department(s), having its principal office at 203 Lake Street, Elmira, New York 14902,

AND

TOWN OF SOUTHPORT, (hereinafter referred to as **"TOWN"**), a municipal corporation of the State of New York, on behalf of its applicable department(s), having its principal office at 1139 Pennsylvania Avenue, Elmira New York 14904

WITNESSETH

WHEREAS, the COUNTY employs an individual who holds the position of Deputy Sheriff hereinafter referred to as "Deputy"; and

WHEREAS, the Deputy in accordance with Civil Service job specifications as well as any other pertinent provisions of law and/or regulation, is empowered with certain power and duties; and

WHEREAS, the **TOWN** intends to employ COUNTY'S Deputy to serve as the Resident Deputy on behalf of TOWN; and

WHEREAS, the **COUNTY** agrees to make available to the **TOWN** the services as authorized by the applicable Laws of the State of New York; and as outlined in **ATTACHMENT A;** and

WHEREAS, the **TOWN** desires to contract with **COUNTY** for the furnishing of such services as aforesaid, and said **COUNTY** has agreed to render and furnish such services to the TOWN to the extent indicated herein, and under the terms and conditions hereinafter provided, and

WHEREAS, it is the purpose of this Agreement to establish a formal binding relationship between **TOWN** and **COUNTY** by which **COUNTY** through its Deputy, shall undertake to provide to **TOWN** services consistent with the duties outlined in **ATTACHMENT A**.

WHEREAS, the **TOWN** and the **COUNTY** are desirous of entering into this intermunicipal agreement pursuant to Article 5-G of the General Municipal Law under which **COUNTY** shall provide a Resident Deputy to perform the duties as listed in Attachment A with respect to services and consideration hereinafter provided,

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NOW, THEREFORE, it is mutually agreed between the parties involved as follows:

TERM OF AGREEMENT

1. This agreement shall be effective, beginning January 1, 2022 and shall expire on December 31, 2022.

BUDGET AND TOTAL AMOUNT OF AGREEMENT

2. The **COUNTY** and the **TOWN** agree that the budget attached hereto and made part hereof as **ATTACHMENT B**, accurately lists any personnel and/or costs for services to the **TOWN** to be rendered by the **COUNTY** under this Agreement.

ASSIGNMENTS

3. The **COUNTY** shall not assign, transfer, convey, sublet, sub-contract or otherwise dispose of this contract or the right, title or interest therein or the power to execute such contract to any other person, company or corporation without prior written consent of the **TOWN;** which consent shall not be unreasonable withheld.

COMPLIANCE WITH APPLICABLE LAWS

4. The **COUNTY** shall have the overall administration and responsibility for carrying out the terms of this contract and shall comply with all applicable Federal, State and local statutes, rules and regulations. The Resident Deputy shall remain a **COUNTY** employee in all respects. Nothing herein shall be deemed to authorize the **COUNTY** to infringe upon the discretion and ability of the Deputy to perform his/her duties in and on behalf of the **TOWN**.

The **COUNTY** shall furnish services in accordance with applicable requirements of law and shall cooperate with the **TOWN** as may be required so that the **TOWN** shall be able to fulfill its function and responsibilities in order to meet all of the applicable county, State and Federal requirements pertaining thereto.

NEW FEDERAL AND STATE REQUIREMENTS

5. In the event that Federal or State Departments issue new or revised requirements to the **TOWN** pertaining to services rendered in the performance of this Agreement, then the **TOWN** shall promptly notify the **COUNTY** of said change(s) and the **COUNTY** shall comply with said requirements.

RECORDS RETENTION

6. The **COUNTY** agrees to retain all books, records and other documents relevant to this Agreement for seven years after final payment. Federal and/or State auditors

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and any persons duly authorized by the **TOWN** shall have full access and the right to examine any of said materials during said reporting period.

CONFIDENTIALITY

7. The **COUNTY** and the **TOWN** shall observe and require the observance of applicable COUNTY, Federal and State requirements relating to the confidentiality of records and information.

CLAIMS, PAYMENTS AND AUDITS

8. The **COUNTY** agrees that all claims submitted for reimbursement to the **TOWN** shall be true and correct and that reimbursement by the **TOWN** does not duplicate reimbursement received by the **COUNTY** from any other sources.

TERMINATION

9. Each party shall have the right to terminate this Agreement by giving ninety (90) days prior written notice to the other party.

A. Notwithstanding the above, if, through any cause, **COUNTY** fails to comply with legal, professional, **TOWN**, Federal, or State requirements for the provision of services or with the provisions of this Agreement, or if the **COUNTY** becomes bankrupt or insolvent or falsifies its records or reports, or misuses its funds from whatever source, the **TOWN** may terminate this Agreement effective immediately, or, at its option, effective at a later date, after sending notice of such termination to **COUNTY**.

B. The **TOWN** shall be released from any and all responsibilities and obligations arising from the services covered by this Agreement, effective as of the date of termination, but the **TOWN** shall be responsible for payment of all claims for services provided and costs incurred by the **COUNTY** prior to termination of this Agreement, subject to any adjustments the **TOWN** may have arising out of this agreement

C. In the event of termination of the Agreement prior to the expiration date set forth in paragraph “1” hereinabove, the **COUNTY** agrees to:

(1) Account for and refund to the **TOWN**, within 30 days, any unexpended funds which have been paid to the **COUNTY** pursuant to this Agreement.

(2) Not incur any further obligations pursuant to this Agreement beyond the termination date.

(3) Submit, within 30 days of termination, a full report of fiscal and program activities, accomplishments and obstacles encountered related to this Agreement.

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NON-DISCRIMINATION

10. The **COUNTY** and the **TOWN** agree to comply with all applicable rules and regulations regarding non-discrimination regarding work to be performed under this Agreement. In compliance with New York State and Federal Laws, **COUNTY** and **TOWN** shall not discriminate because of age, race, creed, sex, color, disability, national origin, marital status, military status, blindness, sexual preference, sponsorship, employment, source of payment or retaliation in the performance of this Agreement.

EXECUTORY BASED ON AVAILABILITY OF MONIES

11. This contract shall be deemed executory only to the extent of the monies appropriated and available for the purpose of the contract, and no liability on account thereof shall be incurred by the purchase beyond the amount of such monies. It is understood that neither this contract nor any representation by any public employee or officer creates any legal or moral obligation to request, appropriate or make available monies for the purpose of the contract.

INDEMNIFICATION

12. The **COUNTY** indemnifies and holds harmless the **TOWN** from any and all claims, judgments, costs and expenses, including reasonable attorneys' fees, arising as a result of the negligence of the **COUNTY**, its employees, agents and representatives. The **TOWN** indemnifies and holds harmless the **COUNTY** from any and all claims, judgments, costs and expenses, including reasonable attorneys' fees, arising as a result of the negligence of the **TOWN**, its employees, agents and representatives.

COOPERATION

13. The **COUNTY** and the **TOWN** recognize that in the performance of this contract, the greatest benefits will be derived by promoting the interest of both parties, and each of the parties does, therefore, enter into this contract with the intention of loyally cooperating with the other in carrying out the terms of this contract and each party agrees to interpret its provisions insofar as it may legally do, in such manner as will thus promote the interest of both and render the highest service to the public and in accordance with the provisions of this Agreement.

GENERAL PROVISIONS

14. This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated by reference are to be attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

VALIDITY

15. If any term or provision of this Agreement or the application thereof shall, to any extent be held invalid or unenforceable, the remainder of this Agreement, other than those as to which it is held invalid or unenforceable, shall not be affected.

HEADINGS

16. The paragraph headings in this Agreement are inserted for convenience and reference only and shall not be used in any way to interpret this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers on the date herein written.

DATE:_____ **COUNTY OF CHEMUNG**

BY:_____
Christopher J Moss
CHEMUNG COUNTY EXECUTIVE

CHEMUNG COUNTY SHERIFF

DATE:_____ **BY:**_____
William A Schrom
SHERIFF

DATE:_____ **TOWN OF SOUTHPORT**

BY: _____
Kathleen Szerszen
TOWN SUPERVISOR

Attachment A = Job Specification
Attachment B = Budget & Payment Schedule
Exhibit #1 = Authorizing Resolution

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“ATTACHMENT A”

SERVICE RESPONSIBILITIES

Acts as the Resident Deputy answering all calls for service throughout the Town of Southport 40 hours per week. May also be required to assist the Town government in other areas deemed law enforcement related. Work is performed under the general supervision of the Sheriff. The COUNTY will forward a monthly activity log to the TOWN.

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"ATTACHMENT B"

BUDGET & PAYMENT SCHEDULE

In consideration for services to be provided by the **COUNTY,** the **TOWN** shall pay the **COUNTY** the **annual** sum of **NINETY-EIGHT THOUSAND FORTY-FOUR DOLLARS and NINETY-FOUR CENTS ($98,044.94)** payable **$24,511.24** commencing January 1, 2022 and on the first day of each quarter thereafter during the term that this agreement is in effect.

The annual sum is 80% of the actual cost and is subject to change based on any additional salary and fringe negotiations that are passed during the term of this contract. Should this occur, the **TOWN** will be notified by the **COUNTY** and the quarterly payable will need to be adjusted accordingly.

The TOWN shall also provide office space, a telephone, computer service and any other equipment deemed necessary to perform the aforesaid duties. The **COUNTY** shall also provide use of a patrol vehicle. The **COUNTY** will be responsible for the automobile liability insurance and shall name the TOWN as an Additional Insured on a primary basis. The cost of any repairs to the vehicle other than normal maintenance performed at the Transit garage would be split between the **COUNTY** and the **TOWN.**

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Office of the Executive
County of Chemung
203 Lake Street
P.O. Box 588
Elmira, New York 14902
(607) 737-0351 FAX
www.chemungcountyny.gov

Christopher J. Moss
County Executive
(607) 737-2912
cmoss@chemungcountyny.gov

David J. Sheen
Deputy County Executive
(607) 873-1199
dsheen@chemungcountyny.gov

September 20, 2021

Sheriff William A. Schrom
Chemung County Sheriff's Office
203 William St.
Elmira, NY 14901

RE: Southport Residential Deputy

Sheriff Schrom:

I have had the opportunity to review the shared service agreement involving the Sheriff's Office, the County of Chemung and the Town of Southport pertaining to the Residential Deputy Program. As you are aware, we have been reviewing all of our shared service agreements throughout the county with various municipalities. When many of these agreements were first initiated, some of the municipalities involved were in financial straits or the agreements were entered into due to the municipalities receiving lower revenues, sometimes involving sales tax distribution. We have amended multiple shared service agreements with the City of Elmira and the Town of Southport over the past 18 months, and there are some additional agreements that will simply expire. Several of these agreements weren't actually shared service agreements and were simply agreements whereupon the county was offsetting costs for local municipalities.

The shared service agreement with the Town of Southport concerning a residential deputy was first entered into in 2007. At that time, Southport had its own police department which was a one-man agency, and upon that individual exiting the position, the town simply felt that entering into an agreement with the Sheriff's Office as opposed to operating and supervising their own on-man department was beneficial for multiple reasons. In December 2020, I forwarded a letter to Southport Supervisor Kathy Szerszen advising her that the overall cost for this position has risen substantially since the agreement was first established, and that 2021 would be the final year of the agreement unless the town was willing to pay 100% of salary and fringe. As you are aware, the town is currently paying approximately 45% of the overall salary and fringe, and this amount does not include uniforms, overtime, vehicle, vehicle maintenance as well as other ancillary costs.

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If the Town of Southport is still interested in contracting for Residential Deputy service, I would be willing to graduate the Town of Southport to the 100% by offering that they cover 80% of salary and fringe in 2022, 90% in 2023 and 100% in 2024. Keep in mind the county is still covering the additional costs as previously indicated. For informational purposes, 80% of total salary and fringe under the current contract equates to approximately $ 98,044.94. Also remember that the Deputy Sheriffs' Association will be negotiating a new contract in the near future as the current contract expires December 2021, and any additional salary and fringe negotiated will be reflected in the town's portion.

If you have any additional questions or concerns, please feel free to reach out to me.

Sincerely,

Christopher J. Moss
Chemung County Executive

Attachments (2)

cc: K. Szerszen, Southport Supervisor

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DEPUTY DEGARMO ANNUAL COST

YEAR	SALARY	EDUSTIPEND HRLY RATE	OT & HOLIDAY BRIEFING	RETRO	TOTAL EARNINGS	FRINGE	UNIFORM ALLOWANCE	VEHICLE COST	TOTAL	SP CONTRACT	PERCENTAGE PAID BY TOWN
2016	$ 62,744.81		$ 5,179.80	$ 13,451.17	$ 81,375.78	$ 43,942.92	$ 700.00	$ 3,224.95	$ 129,243.65	$ 53,560.00	41.44%
2017	$ 67,074.80		$ 6,585.87		$ 73,660.67	$ 42,428.55	$ 700.00	$ 5,974.26	$ 122,763.48	$ 53,560.00	43.63%
2018	$ 69,888.00		$ 5,863.18		$ 75,751.18	$ 39,822.40	$ 725.00	$ 5,469.73	$ 121,768.31	$ 55,702.00	45.74%
2019	$ 70,156.80		$ 5,233.19		$ 75,389.99	$ 40,861.37	$ 725.00	$ 7,653.25	$ 124,629.61	$ 55,702.00	44.69%
2020	$ 73,386.42		$ 4,553.13	$ 5,849.31	$ 83,788.86	$ 45,463.84	$ 750.00	$ 5,479.19	$ 135,481.89	$ 55,702.00	41.11%
2021	$ 79,801.00	$ 79,951.54	$ 3,238.22	$ -	$ 83,189.76	$ 43,549.84	$ 750.00	$ 5,779.93	$ 133,269.53	$ 60,000.00	45.02%
2022*	$ 79,801.00	$ 79,951.54	$ -	$ -	$ 79,951.54	$ 41,854.63	$ 750.00	$ -	$ 122,556.17	$ 60,000.00	48.96%
2023*	$ 79,801.00	$ 79,951.54	$ -	$ -	$ 79,951.54	$ 41,854.63	$ 750.00	$ -	$ 122,556.17	$ 60,000.00	48.96%

2016 Retro is for 2013.-Mar. 2016

2020 Retro is 2019 - Aug 2020

FUEL EXPENSES		VEHICLE MAINTENANCE		TOTAL
2016	$ 3,224.95	2016		$ 3,224.95
2017	$ 3,775.25	2017	$ 2,199.01	$ 5,974.26
2018	$ 4,523.50	2018	$ 946.23	$ 5,469.73
2019	$ 5,475.59	2019	$ 2,177.66	$ 7,653.25
2020	$ 2,814.23	2020	$ 2,664.96	$ 5,479.19
2021	$ 2,668.21	2021	$ 3,111.72	$ 5,779.93

NEWLY PROPOSED AGREEMENT - ANNUAL COST OF 80% AND 90%

	PROPOSED SP CONTRACT	PERCENTAGE PAID BY TOWN	AMOUNT INCREASE	PERCENTAGE INCREASE
2022	$ 98,044.94	**80.00%**	$ 38,044.94	31.04%
2023	$ 110,300.55	**90.00%**	$ 50,300.55	41.04%

***Salary and fringe for 2022 and 2023 are based on 2021 figures.**

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Deputy County Executive
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dsheen@chemungcountyny.gov

December 7, 2020

Kathy Szerszen, Supervisor
Town of Southport
1139 Pennsylvania Avenue
Elmira, New York 14904

RE: Southport Resident Deputy

Dear Supervisor Szerszen:

Please be advised, I have had the opportunity to speak with Sheriff Schrom in reference to the agreement involving the Southport Resident Deputy. After reviewing the agreement, I am having the County Attorney's Office amend the agreement from a two-year term to a one-year term and will leave the payment structure agreed upon with the Office of the Sheriff in place for the 2021 calendar year. According to Attachment B, the Town shall pay the County for the services of a Resident Deputy at a sum of $60,000 for the 2021 calendar year. Please note, that since the inception of the original agreement, the overall cost to the County to provide these services has continued to increase due to multiple factors including wage increases, fringe, supplying a vehicle, and etc.

I have attached a breakdown of all costs for your review and, as you will see, the County's cost has been increasing substantially over time. With that being said, in the future, the Town will have to decide if they are still interested in contracting for these services beyond 2021, as the County would be seeking 100% of salary and fringe for these services. I just want you to have this information well in advance of your budget plans for 2022. Obviously, you are aware, we cannot officially enter into the agreement absent a Legislative Resolution which is scheduled to go in front of the Legislature on January 4, 2021. There is no December meeting scheduled due to the holidays.

If you have any questions in reference to this correspondence or the attachment(s), please free to contact me.

Sincerely,

Christopher J. Moss
County Executive

cc: David Sheen, Deputy County Executive
Sheriff William Schrom
M. Hyder Hussain, County Attorney

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CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing agreement with AutoMon, LLC on behalf of the Chemung County Probation Department (Caseload Explorer)

Resolution #:

Slip Type: CONTRACT

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Prior Resolution 21-365 giving authorization to enter into an agreement with AutoMon, LLC (Caseload Explorer). The cost for the annual maintenance has increased by 8% from 2021 and is covered in our approved 2022 Departmental Budget. AutoMon is under contract with NY State Office of General Services (OGS) #PM67988 and is a Sole Source vendor.

Vendor/Provider	AutoMon, LLC				
Term	7/9/2022-7/8/2023	Total Amount	$11,718.01	Prior Amount	$10,852.82
Local Share	88%	State Share	12%	Federal Share	
Project Budgeted?	Yes	Funds are in Account #			

CREATION:	
Date/Time:	Department:
5/20/2022 11:48:39 AM	County Executive

APPROVALS:			
Date/Time:	Approval:	Department:	
5/20/2022 11:51 AM	Approved	County Executive	
5/24/2022 3:50 PM	Approved	Budget and Research	
6/2/2022 4:01 PM	Approved	Legislature Chairman	

ATTACHMENTS:		
Name:	Description:	Type:
AutoMon_Sole_Source_Letter_-_Chemung_County_Probation_Department_2022.pdf	AutoMon Sole Source Letter	Cover Memo
memAutomon2022.pdf	AutoMon Memo 2022	Cover Memo

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AutoMon
Innovative Solutions for Community-Based Corrections

April 26, 2022

Chemung County Probation Department
Attn: Mary Sandore
203 William Street, P.O. Box 588
Elmira, NY 14902

Re: Sole Source Letter respecting Caseload Explorer and Ce Connect Products

Dear Mary,

AutoMon, LLC, is a Delaware Limited Liability Company whose headquarters are located at 6621 N. Scottsdale Road, Scottsdale, AZ 85250.

AutoMon, LLC is the only authorized seller of Caseload Explorer and Ce Connect suite of software products. Further, AutoMon is the only firm authorized to provide technical services related to these products, including installation, customization, configuration, support and maintenance.

Please feel free to contact us with any questions.

Sincerely,

Scot Asher
Vice President, Sales & Marketing
AutoMon LLC.
6621 North Scottsdale Road
Scottsdale, AZ 85250
SAsher@automon.com
Direct: (480) 368-8555 Ext 125

STAMP_ITEMNUMB

CHEMUNG COUNTY PROBATION DEPARTMENT
INTER-DEPARTMENTAL CORRESPONDENCE

TO: **Christopher J. Moss, County Executive**
Chemung County Legislature

FROM: **Stephanie M. Fiorini, Probation Director**

DATE: **May 19, 2022**

RE: **AutoMon Annual Maintenance Agreement**

The purpose of this correspondence is to request Legislative authorization to renew the annual maintenance agreement with AutoMon in the amount of $11,718.01, for the Department's caseload management software; prior resolution 21-365. The cost for the annual maintenance has increased by 8% from 2021 and is covered in our approved 2022 Departmental Budget.

AutoMon is under contract with New York State Office of General Services (OGS) #PM67988, and is a sole source vendor.

Respectfully submitted,

Stephanie M. Fiorini
Probation Director

Attachment

STAMP_ITEMNUMB

CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing Purchase Agreement with Howell & Pierson d/b/a/ Main Motorcar on behalf of the Chemung County Sheriff's Office (patrol vehicles - 2022 sedans)

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

The Chemung County Sheriff's Office is requesting authorization to purchase (2) 2022 Dodge Charger packages per NYS OGS contract # PC68941SB at a current cost of $35,809.53 per vehicle. Group No. 40440, Award # 23166. Funds were approved in the 2022 operating budget.

CREATION:	
Date/Time:	Department:
5/20/2022 3:15:22 PM	County Executive

APPROVALS:			
Date/Time:	Approval:	Department:	
5/20/2022 3:20 PM	Approved	County Executive	
5/24/2022 3:53 PM	Approved	Budget and Research	
6/2/2022 4:08 PM	Approved	Legislature Chairman	

ATTACHMENTS:		
Name:	Description:	Type:
(1)_Dodge_Charger_Pursuit_AWD_-_Chemung_County_Sheriff_s_Office_Pricing.pdf	(1) Dodge Charger Pursuit AWD-CC Sheriff's Office pricing	Cover Memo
(1)_Dodge_Charger_Pursuit_AWD_-_Chemung_County_Sheriff_s_Office_Questionnaire.pdf	(1) Dodge Charger Pursuit AWD CC Sheriff's Office Questionnaire	Cover Memo

STAMP_ITEMNUMB

9878 (1) Dodge Charger Pursuit AWD - Chemung County Sheriff's Office

Main Motorcar

Pre-Existing Vehicles Pricing Sheet

#	Model Year	Make	Model & Trim Level	Model Code	Exterior Color	Interior Color	Seat Fabric	Drive Type	Fuel Type	NYS Base MSRP	NYS Discount (%)	NYS Base Price	NYS Aftermarket Components Price	Total Number of Vehicles	NYS Price for Vehicle
1	2022	DODGE	CHARGER POLICE	LDEE48	BLACK	BLACK	CLOTH/VINYL	AWD	GAS	$40,970	13.45%	$35,459.53	$350	1	$35,809.53
2														1	
3														1	
4														1	
5														1	
	Total														

Comment:

- Each row represents one vehicle offered.
- Do not enter dollar signs ($) or percentage signs (%) in the above fields.
- Offering less cars than the number of rows provided is acceptable. However, the orange/green status bar will show that the pricing sheet is partially unfilled. Buyers will only see completed rows.
- If you would like to offer more cars than the number of rows provided, please submit multiple offers.

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9878 (1) Dodge Charger Pursuit AWD - Chemung County Sheriff's Office

Main Motorcar

Pre-Existing Mini-Bid Response

Contractors only have to complete the question group of the type of vehicle that they are offering. E.g. if only Pre-existing vehicles are offered, question group "Built to Specifications Vehicle(s)" can be left empty.

1.1. Pre-Existing Inventory Vehicle(s)

Filled

Questionnaire is not weighted

1.1.1. Filled

Is the Mini-Bid for Vehicles to be purchased or leased by the Authorized User?

- (●) Purchased (—)
- ( ) Leased (—)

1.1.2. Filled

Do the Vehicle(s) offered meet all Authorized User Specifications for the requested Vehicle? You can find the Specification Details under tab 1 "Information" within this Mini-Bid. *[Note: A Vehicle offered that does not meet all Authorized User Specifications may be deemed non-responsive and may be rejected].*

- (●) Yes. We meet the exact specifications as detailed in Tab 1. Information (—)
- ( ) No. We do not meet the exact specifications and will provide deviations in the next question. (—)

1.1.3. Filled

If applicable, enter any deviations from the Authorized User Specifications, or other additional information applicable to this Mini-Bid. Do not enter information about Options or Aftermarket Components available for the Vehicle offered, unless it has been included in the Authorized User Specifications. If not applicable, enter "N/A".

N/A

Evaluation method:
Yes / No

1.1.4. Filled

Will the Vehicle(s) and pricing offered for the Mini-Bid remain firm and not be withdrawn for at least ten (10) calendar days from the first business day immediately following the Mini-Bid response submittal deadline, or such other period of time as specified in the Mini-Bid, in accordance with the Contract (see Section 2.42 Procurement Method, Paragraph 3G Timeframe for Offers in Mini-Bids)?

- (●) Yes
- ( ) No

Built to Specification Mini-Bid Response

Contractors only have to complete the question group of the type of vehicle that they are offering. E.g. if only Pre-existing vehicles are offered, question group "Built to Specifications Vehicle(s)" can be left empty.

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2.1. Built to Specifications Vehicle(s)

7 questions not filled

Questionnaire is not weighted

2.1.1. not filled

Is the Mini-Bid for Vehicles to be purchased or leased by the Authorized User?

- Purchased (—)
- Leased (—)

2.1.2. not filled

Does the Vehicle offered meet all Authorized User Specifications for the requested Vehicle? You can find the Specification Details under tab 1 "Information" within this Mini-Bid. *[Note: A Vehicle offered that does not meet all Authorized User Specifications may be deemed non-responsive and may be rejected].*

- Yes. We meet the exact specifications as detailed in Tab 1. Information (—)
- No. We do not meet the exact specifications and will provide deviations in the next question. (—)

2.1.3. not filled

If applicable, enter any deviations from the Authorized User Specifications, or other additional information applicable to this Mini-Bid. Do not enter information about Options or Aftermarket Components available for the Vehicle offered, unless it has been included in the Authorized User Specifications. If not applicable, enter "N/A".

Evaluation method:
Yes / No

2.1.4. not filled

Can the Vehicles offered for the Mini-Bid be delivered by the delivery date specified in the Specification Details? You can find the Specification Details under tab 1 "Information" within this Mini-Bid. *[Note: A Mini-Bid response may be deemed non-responsive and be rejected if the Vehicles cannot be delivered by the delivery date specified]*

- Yes
- No

2.1.5. not filled

Enter the estimated number of days after receipt of a Purchase Order, or other ordering document, that the delivery will be made.

Evaluation method:
Yes / No

2.1.6. not filled

Enter the Final Order Date for the Vehicle offered for the Mini-Bid, or "TBA" if the date has not been announced by the manufacturer. (Date format: "MM/DD/YYYY")

Evaluation method:
Yes / No

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2.1.7. not filled

Enter the vendor business name(s) of the Aftermarket Components Provider(s), if applicable. If not applicable, enter "N/A".

Evaluation method:
Yes / No

CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing Purchase Agreement with Joe Basil Chevrolet, Inc. on behalf of the Chemung County Sheriff's Office (patrol vehicle - 2023 SUV)

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

The Chemung County Sheriff's Office is requesting authorization to purchase (1) 2023 Chevrolet Tahoe package per NYS OGS Contract # PC68941SB at a current cost of $41,418.48 per vehicle. Group No. 40440, Award #23166. Funds were approved in the 2022 operating budget.

CREATION:	
Date/Time:	Department:
5/20/2022 3:24:00 PM	County Executive

APPROVALS:			
Date/Time:	Approval:	Department:	
5/20/2022 3:28 PM	Approved	County Executive	
5/24/2022 3:53 PM	Approved	Budget and Research	
6/2/2022 4:07 PM	Approved	Legislature Chairman	

ATTACHMENTS:		
Name:	Description:	Type:
(2)_Chevrolet_Tahoe_PPV_4WD_-_Chemung_County_Sheriff_s_Office_Questionnaire.pdf	(2) Chevrolet Tahoe PPV 4WD-Chemung County Sheriff's Office Questionnaire	Cover Memo
(2)_Chevrolet_Tahoe_PPV_4WD_-_Chemung_County_Sheriff_s_Office.pdf	(2) Chevrolet Tahoe PPV 4WD-Chemung County Sheriff's Office	Cover Memo

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9877 (2) Chevrolet Tahoe PPV 4WD - Chemung County Sheriff's Office

Joe Basil Chevrolet, Inc.

Pre-Existing Mini-Bid Response

Contractors only have to complete the question group of the type of vehicle that they are offering. E.g. if only Pre-existing vehicles are offered, question group "Built to Specifications Vehicle(s)" can be left empty.

1.1. Pre-Existing Inventory Vehicle(s)

4 questions not filled

Questionnaire is not weighted

1.1.1. not filled

Is the Mini-Bid for Vehicles to be purchased or leased by the Authorized User?

- Purchased (—)
- Leased (—)

1.1.2. not filled

Do the Vehicle(s) offered meet all Authorized User Specifications for the requested Vehicle? You can find the Specification Details under tab 1 "Information" within this Mini-Bid. *[Note: A Vehicle offered that does not meet all Authorized User Specifications may be deemed non-responsive and may be rejected].*

- Yes. We meet the exact specifications as detailed in Tab 1. Information (—)
- No. We do not meet the exact specifications and will provide deviations in the next question. (—)

1.1.3. not filled

If applicable, enter any deviations from the Authorized User Specifications, or other additional information applicable to this Mini-Bid. Do not enter information about Options or Aftermarket Components available for the Vehicle offered, unless it has been included in the Authorized User Specifications. If not applicable, enter "N/A".

Evaluation method:
Yes / No

1.1.4. not filled

Will the Vehicle(s) and pricing offered for the Mini-Bid remain firm and not be withdrawn for at least ten (10) calendar days from the first business day immediately following the Mini-Bid response submittal deadline, or such other period of time as specified in the Mini-Bid, in accordance with the Contract (see Section 2.42 Procurement Method, Paragraph 3G Timeframe for Offers in Mini-Bids)?

- Yes
- No

Built to Specification Mini-Bid Response

Contractors only have to complete the question group of the type of vehicle that they are offering. E.g. if only Pre-existing vehicles are offered, question group "Built to Specifications Vehicle(s)" can be left empty.

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2.1. Built to Specifications Vehicle(s)

Filled

Questionnaire is not weighted

2.1.1. Filled

Is the Mini-Bid for Vehicles to be purchased or leased by the Authorized User?

- (●) Purchased (—)
- ( ) Leased (—)

2.1.2. Filled

Does the Vehicle offered meet all Authorized User Specifications for the requested Vehicle? You can find the Specification Details under tab 1 "Information" within this Mini-Bid. *[Note: A Vehicle offered that does not meet all Authorized User Specifications may be deemed non-responsive and may be rejected].*

- (●) Yes. We meet the exact specifications as detailed in Tab 1. Information (—)
- ( ) No. We do not meet the exact specifications and will provide deviations in the next question. (—)

2.1.3. Filled

If applicable, enter any deviations from the Authorized User Specifications, or other additional information applicable to this Mini-Bid. Do not enter information about Options or Aftermarket Components available for the Vehicle offered, unless it has been included in the Authorized User Specifications. If not applicable, enter "N/A".

N/A

Evaluation method:
Yes / No

2.1.4. Filled

Can the Vehicles offered for the Mini-Bid be delivered by the delivery date specified in the Specification Details? You can find the Specification Details under tab 1 "Information" within this Mini-Bid. *[Note: A Mini-Bid response may be deemed non-responsive and be rejected if the Vehicles cannot be delivered by the delivery date specified]*

- (●) Yes
- ( ) No

2.1.5. Filled

Enter the estimated number of days after receipt of a Purchase Order, or other ordering document, that the delivery will be made.

TBD

Evaluation method:
Yes / No

2.1.6. Filled

Enter the Final Order Date for the Vehicle offered for the Mini-Bid, or "TBA" if the date has not been announced by the manufacturer. (Date format: "MM/DD/YYYY")

TBA

Evaluation method:
Yes / No

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2.1.7. Filled

Enter the vendor business name(s) of the Aftermarket Components Provider(s), if applicable. If not applicable, enter "N/A".

N/A

Evaluation method:
Yes / No

9877 (2) Chevrolet Tahoe PPV 4WD - Chemung County Sheriff's Office

Joe Basil Chevrolet, Inc.

Vehicles Built to Specifications Pricing Sheet

#	Model Year	Make	Model & Trim Level	Model Code	Drive Type	Fuel Type	NYS Base MSRP	NYS Discount (%)	NYS Base Price	NYS Aftermarket Components Price	NYS Price for Vehicle	Total Number of Vehicles	Total Price for Mini-Bid
1	2023	CHEVROLET	TAHOE PPV	CK10706	4WD	GAS	$50,314	17.68%	$41,418.48	$0	$41,418.48	2	$82,836.96
	Total												**$82,836.96**

Comment:

- Do not enter dollar signs ($) or percentage signs (%) in the above fields.
- The Total Number of Vehicles entered must match the Number of Vehicles requested in the Mini-Bid

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CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing application for and acceptance of FY2022 State Homeland Security Program and State Law Enforcement Terrorism Prevention Program Grant on behalf of the Chemung County Office of Fire and Emergency Management

Resolution #:

Slip Type: GRANT

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Request permission to apply for and accept the above stated Homeland Security Grant in the amount of $145,106.

Vendor/Provider	NYS Homeland Security :& State Law Enforcement Terrorism Prevention Program Grant				
Term	3 Years	Total Amount	$145,106	Prior Amount	0
Local Share	0	State Share	$145,106	Federal Share	0
Project Budgeted?	No	Funds are in Account #	10-3020-43000		

CREATION:	
Date/Time:	Department:
6/6/2022 1:55:27 PM	County Executive

APPROVALS:			
Date/Time:	Approval:	Department:	
6/6/2022 2:07 PM	Approved	County Executive	
6/15/2022 10:30 AM	Approved	Budget and Research	
6/21/2022 11:14 AM	Approved	Legislature Chairman	

ATTACHMENTS:		
Name:	Description:	Type:
FY2022_SHSP-SLETPP_Program_Guidance_-_FINAL.pdf	FY2022 SHSP-SLETPP Program Guidance-Final	Cover Memo

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FY2022_SHSP-SLETPP.pdf	FY2022 SHSP-SLETPP	Cover Memo

FY2022 Local Sub-Recipient Program Guidance

State Homeland Security Program
State Law Enforcement Terrorism Prevention Program

NYS Division of Homeland Security and Emergency Services (DHSES)
May 2022

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Section I: Program Overview

Program Descriptions

The FY2022 State Homeland Security Program (SHSP) and the State Law Enforcement Terrorism Prevention Program (SLETPP) are the two-core homeland security grant programs in New York State. Every county in the State, along with the City of New York, receives funding under these programs. The SHSP and SLETPP are designed to build and sustain critical homeland security capabilities across the State.

The Federal Emergency Management Agency (FEMA) and the NYS Division of Homeland Security and Emergency Services (DHSES) identify key programmatic priorities for the SHSP and SLETPP grants. The areas of domestic violent extremism and cyber security are of particular concern as the preeminent threat to our homeland. This funding cycle, FEMA has continued four (4) of the five (5) National Priorities from the FY2021 SHSP/SLETPP cycle as well as added a new National Priority of Election Security and Community Preparedness and Resilience (see Section III for details). There are no associated spending requirements for any of the six (6) priority areas, however you **must** meet a minimum of **30% of your overall award amount** within these six (6) outlined priority areas. Your jurisdiction will have the flexibility in determining which of the national priorities you want to assign 30% of your total allocation amount to support based on your most pressing needs within your jurisdiction.

For example:

Empire County received a $100,000 allocation

- 30% of their projects must fall within the six (6) National Priority Areas (must meet a minimum of $30,000)
- Based on a gap analysis, the county determined that they had viable projects that fell within three (3) of National Priority Areas. That said, they wanted to conduct a full-scale Cyber Security exercise as well as add an additional training project under the Combating Domestic Violent Extremism meet the $30,000 threshold.

Their application included the following projects

Intelligence and Information Sharing: $0
Community Preparedness and Resilience: $0
Protection of Soft Targets/Crowded Places: $0
Combating Domestic Violent Extremism: $20,000
Cyber Security Project: $10,000

Total Projects under National Priority Areas = $30,000

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

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Activities implemented under the SHSP and SLETPP must support terrorism preparedness, by building or sustaining capabilities that relate to terrorism prevention, protection, and/or response activities. However, many of the capabilities that support terrorism preparedness simultaneously support preparedness for other hazards. Subrecipients must demonstrate this "dual-use" quality for any activities implemented under these grants that are not explicitly focused on terrorism preparedness. **Also, please note that ALL SLETPP funding (totaling 30% of your allocation) must be used in support of law enforcement terrorism prevention-oriented planning, organization, equipment, training, and exercise activities. Please note that this is a 5% increase from the FY2021 SHSP/SLETPP cycle so be mindful when developing your projects. DHS/FEMA has issued an Information Bulletin #473 that highlights some examples of LETPA activities for consideration. The document with examples is available at the following link:** LETPA Information Bulletin 473

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 FY2022 SHSP/SLETPP Grants: Jurisdictions may choose from the following options if they do not want to accept their FY2022 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 FY2022 grant guidelines.

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

NIMS Implementation: All 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.**

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Section II: FY2022 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 41 terrorism plots since 9/11 and the State has more Federal Disaster Declarations than all but three other states. In the past decade alone, the State has endured the catastrophic impacts of Superstorm Sandy (2012), significant terrorist-linked bombing incidents (Chelsea Bombings, and the NYC Subway Bombings), has contended with significant domestic violent extremist activities across the state as well as other major incidents ranging from natural disasters, COVID-19 health emergency to an explosion in the number of cyberattacks. Given these risks, it is imperative that SHSP/SLETPP funds are leveraged effectively to build capabilities based on the State's risk profile and in support of the State's Homeland Security Strategy.

NYS Homeland Security Strategy

The New York State Homeland Security Strategy was developed in conjunction with hundreds of local, State, and Federal stakeholders, and other partners from the "Whole Community". The Strategy includes 10 major goals (ranging from Citizen Preparedness to Cyber Security). Each Goal has supporting Objectives and each Objective has associated Targets and Measures. **All SHSP/SLETPP funding must support of the State Homeland Security Strategy.** The Strategy is available online: New York State Homeland Security Strategy

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 **Exhibit B** of this Program Guidance.

County Emergency Preparedness Assessment (CEPA) Program

In 2014, DHSES launched the County Emergency Preparedness Assessment (CEPA) Program. The CEPA is a framework and tool to help State and local stakeholders assess 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, and efforts continue for 2021/2022. CEPA updates happen on a three-year planning cycle. **Counties are strongly encouraged to use the results of their completed CEPAs to inform their priorities under the FY2022 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

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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 subrecipient's capabilities related to these threats/hazards.

Statewide Engagement in Critical Programs

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

Threat Assessment Management (TAM) team Requirement

In recognition of the evolving threat environment to include the growing trend of domestic violent extremism, particularly given the recent mass shooting event in Buffalo, through Governor Hochul's leadership, DHSES is developing and implementing a program on prevention frameworks as it relates to the threat of targeted violent extremism. One of the core prevention strategies that is currently being deployed is the creation of county-level Threat Assessment Management (TAM) teams. Under the FY2022 SHSP/SLETPP guidance, subrecipients will be required to attend DHSES-sponsored event(s) as a condition of funding..

FY2022 SHSP/SLETPP DHSES Priorities

DHSES has identified a series of Priorities for the FY2022 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 FY2022 SHSP/SLETPP funding must certify compliance with the Preparedness Objectives outlined below. If these objectives have not been addressed, homeland security funding, or other local resources, must be dedicated to meet compliance in these areas. DHSES reserves the right to monitor compliance and withhold funding until compliance is achieved. A template for signature has been included as a fillable PDF document attached to your funding allocation e-mail. Please be sure to include all the relevant details requested in this document. **A signed copy of this form with all the required information is due to DHSES along with your application by June 6, 2022**

Priority 1 - Advancement of Regional Partnerships: DHSES continues to promote the advancement of multi-disciplinary, multi-jurisdictional regional partnerships across New York State. These partnerships allow capabilities to be developed in a coordinated and cost-effective way. Over the past 10-12 years, effective regional partnerships have been developed in a number of different areas, including regional Counter Terrorism Zones (CTZs), HazMat Partnerships, Interoperable Communications Consortiums, Explosive Detection Canine Team partnerships, Tactical Team Partnerships, Bomb Squad regional coordination efforts, etc. Under the FY2022 SHSP/SLETPP grants, support for these (and other) regional partnerships and programs are strongly encouraged.

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

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

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

Priority 3 - Development of Effective 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 FY2022 SHSP and SLETPP grant programs. This core capability is not only a focus of New York State but also a concern nationwide and remains a national priority. Grant funding can be used for 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. Additionally, this capability remains a fundamental focus in the new Combating Domestic Violence Extremism national priority requirement, given the criticality of the sharing of information and intelligence in instances where there are threats of domestic extremists. The importance of this mission remains in the forefront, jurisdictions are encouraged to sustain and enhance their information-sharing efforts with the New York State Intelligence Center (NYSIC) and their local CTZ. Not only should the information-sharing efforts be from local, county, and state, but also must incorporate federal law enforcement intelligence agencies as well. Within this area, support for major outreach programs is prioritized, including participation in the Field Intelligence Officer (FIO) Program, and the engagement of Fire/EMS personnel in information-sharing activities through the Intelligence Liaison Officer (ILO) Program.

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

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

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

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

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

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

Priority 6 - Sustainment of Effective Programs and Existing Capabilities: In the last decade, New York State has effectively leveraged homeland security grant program funds to build critical programs to enhance our prevention, protection, response, recovery, and mitigation capabilities. Under the FY2022 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.

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Alignment of FY2022 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 FY2022.

Bomb Squads: Subrecipients using FY2022 SHSP/SLETPP funding for Bomb Squads should:

- Align requests with the Bomb Squad's **Capability Assessment** conducted in conjunction with the DHS Office for Bombing Prevention (OBP) and that is updated annually.
- Ensure that incidents and activities as it relates to all counter-IED response operations are reported within the U.S. Bomb Data Centers' Bomb Arson and Tracking System (BATS).
- Note that all Bomb Squad training requests under the FY2022 SHSP/SLETPP must be pre-approved by DHSES. Please refer to Section V for more details.

Explosive Detection Canine Teams: Subrecipients using FY2022 SHSP/SLETPP funding to develop or sustain an Explosive Detection Canine Team should:

- Ensure that the **Certification and Re-Certification** of the Canine Handler is done through a program that is certified by the NYS Division of Criminal Justice Services (DCJS).
- Align requests with the Team's **Capability Assessment** conducted in conjunction with DHS Office for Bombing Prevention (OBP).
- Report incidents and activities as it relates to all counter-IED response operations in the U.S. Bomb Data Centers' Bomb Arson and Tracking System (BATS)
- Note that all Explosive Detection Canine Team training requests under the FY2022 SHSP/SLETPP must be pre-approved by DHSES. Please refer to Section V for more details.

Tactical Teams: Subrecipients using FY2022 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 FY2022 SHSP/SLETPP must be pre-approved by DHSES. Please refer to Section V for more details.

HazMat Teams: Subrecipients using FY2022 SHSP/SLETPP funding for HazMat Teams should:

- Update your jurisdiction's **Hazardous Materials Response Plan** every three years and submit it to OFPC in accordance with the NYS Homeland Security Strategy.
- In 2016, HazMat teams were required to complete the HazMat Team Accreditation Program as a part of the HazMat Targeted Grant Program. The results of the HazMat Team Accreditation Program should be used to guide new investments into HazMat team capabilities. Please feel free to reach out to OFPC for additional information on the HazMat Team Accreditation Program at OFPC.Fire@dhses.ny.gov.
- Note that all HazMat Team training requests under the FY2022 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 FY2022 SHSP/SLETPP.

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Technical Rescue/USAR Teams: Subrecipients using FY2022 SHSP/SLETPP funding for Technical Rescue/USAR Teams should:

- Align requests with DHSES Office of Fire Prevention and Control (OFPC) Typing and Accreditation Standards for Technical Rescue/USAR Teams. Please reach out to OFPC for additional information on the standards at OFPC.Fire@dhses.ny.gov.
- It is important to keep in mind that the purchase of SWIFT water equipment is not an allowable expense under FY2022 SHSP/SLETPP funding.
- Note that all training requests for Technical Rescue/USAR Teams under the FY2022 SHSP/SLETPP must be pre-approved by DHSES. Please refer to Section V for more details.

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

FY2022 FEMA SHSP/SLETPP Priorities and Spending Requirements

For FY2022 SHSP/SLETPP program funding, DHS/FEMA has identified six (6) National priority areas and has required that at least thirty (30%) of your allocation amount are required to be spent in support of these key areas (each area has its own spending requirement). The National Priority areas are as follows:

1) Intelligence and Information Sharing;
2) Protection of Soft Targets/Crowded Places;
3) Community Preparedness and Resilience
4) Combating Domestic Violence Extremism
5) Cyber Security
6) Election Security *(Important Note: The Election Security national priority has been incorporated within the Cyber Security national priority area for the purpose; details of both priorities are listed below).*

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

Intelligence and Information Sharing National Priority Project

Effective homeland security operations rely on access to, analysis of, and the timely sharing of open source, unclassified, and classified information, suspicious activity reports, tips/leads, and actionable intelligence on indicators and behaviors to accurately access and mitigate a wide array of threats against the United States, including terrorism, threats to life, targeted violence, among others. Cooperation and coordination between local, state and federal partners is key to ensuring that missions to eradicate those threats are successful and first responders remain safe while protecting our communities. Additional resources and information regarding collaboration and information sharing are available at Office of Intelligence and Analysis.

Soft Target /Crowded Places National Priority Project

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

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Community Preparedness and Resilience

DHS/FEMA recognizes the importance of engagement of effective citizenry in all areas of preparedness and to this end has required SHSP investments by adding the new Community Preparedness and Resilience federal priority. New York State faces a wide variety of natural, human-caused, and accidental type threats and hazards. As such, the State maintains an "all hazards" approach to addressing these threats and hazards by developing and maintaining the capabilities necessary to prevent or mitigate all types of disasters. Through investments in the areas of citizen preparedness (e.g. education, awareness training, outreach events, and the development of the Citizen Preparedness Corps), it has sought to move the needle to help strengthen relationships, foster confidence, and build resilience in our communities. Citizen Preparedness has been an integral component to all jurisdiction's emergency planning and response efforts but it continues to be a prevalent need in terms of funding those important initiatives. Additional resources and information regarding community preparedness and resilience and be found at (https://www.fema.gov/emergency-managers/individuals-communities).

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

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

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Combating Domestic Violent Extremism National Priority Project

As stated in the October 2020 DHS Homeland Threat Assessment, domestic violent extremists, including ideologically motivated lone offenders and small groups, present the most persistent and lethal terrorist threat to the Homeland. These violent extremists capitalize on social and political tensions, which have resulted in an elevated threat environment. They utilize social media platforms and other technologies to spread violent extremist ideologies that encourage violence and influence action within the United States. The COVID-19 pandemic has further created an environment that may lead to accelerated mobilization to targeted violence and/or radicalization to domestic terrorism, including driving lawful protests to incite violence, intimidate targets, and promote their violent extremist ideologies. This uptick in violent extremism activities was evident in the most recent attacks in Buffalo, NY where 10 innocent people were killed and 2 wounded in an unprovoked, racially motivated attack. The prevention of this types of targeted violence and extremist beliefs should be at the forefront of your SHSP/SLETPP projects. DHSES is highly recommending you consider projects that fall within this federal priority area as this need is so prevalent.

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

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

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Cyber Security National Priority Project (No Minimum Spending Required)
NYS DHSES recognizes the impacts that cyber incidents pose to our government information systems and critical infrastructure, placing our security, economy, and public health and safety at risk. As New York State's dependencies on computer networks and information systems grow, so do threats of cyber incidents. Government entities at every level and of every size use cyber-based systems to some degree. All sectors of critical infrastructure, including transportation, energy, communications, emergency services, and water systems rely on Information Technology (IT)-based controls, thus placing them at risk of cyberattacks. Minimizing risk is key to maintaining the security of these systems. With the cyber security threat landscape expanding in size and complexity, all levels of government must ensure their cyber security measures are kept current and updated regularly, relative to emerging threats. Therefore, it is highly encouraged that you consider cybersecurity projects in your application. Projects within this priority will count towards meeting the 30% National Priority area requirement.

Cybersecurity investments must support the security and functioning of critical infrastructure and core capabilities as the relate to preventing, preparing for, protecting against, or responding to acts of terrorism. Subrecipients are encouraged to utilize the Nationwide Cyber Security Review (NCSR) results to help inform their project development. As noted, the NCSR is required to be completed by December 31, 2022, for all subrecipients of SHSP/SLETPP funding.

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

Election Security National Priority Project (No Minimum Spending Required)
Election security has been identified as a National Priority, however there is no minimum spending requirement in this area. This specific priority is linked to Cyber Security National Priority, that said it can include projects that are associated with physical security measures and planning support at soft targets to include critical infrastructures sites that may also serve as polling stations. In addition, it can also include cyber risk assessments on network systems connected to elections, interactive backups, encrypted backups and software to monitor/scan as well as endpoint protection and services.

Reminder - Mutual Aid Requirements

All new capabilities supported in part (or entirely) with FY2022 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).

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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 FY2022 SHSP and SLETPP grants. Please note that only one application per jurisdiction will be accepted. Coordination with across your jurisdiction will be required. All budgetary and programmatic information must be entered onto the Excel-Based Application Worksheet provided by DHSES. **This information must be submitted to DHSES by June 6, 2022 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 allocation amount in an effort to verify that at least 30% of your projects meet the National Priorities. In addition to the alignment of your projects, DHS/FEMA will be evaluating the Grant Effectiveness of your projects that are within each of the six (6) National Priority areas. Much more detail will be required even at the application phase. Funding decisions will be based on the quality of your project and if it is deemed "effective". The following criteria is outlined in the Funding Opportunity will be required and will be used to make those decisions:

1) Implementation Strategy (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 haps identified in its Stakeholder Preparedness Review and addresses national priorities outlines in the FY2022 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.

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

Application Submission

Subrecipients will not have to enter information directly into the E-Grants System; rather, staff from DHSES will enter application materials into E-Grants for 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 FY2022 SHSP and SLETPP grants is 36 months; the anticipated performance period is estimated to be from 9/1/2022 through 8/31/2025. 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 strong justification, especially projects that fall under the six (6) National Priority Areas, will not be possible to consider. You must maintain the 30% spending requirement to your assigned National Priority Area projects for the entire three-year period of performance for the FY2022 SHSP/SLETPP funding cycle.

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

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Section V: Authorized Program Expenditures

SLETPP Reminder

All SLETPP funding must be used in support of allowable law enforcement terrorism prevention-oriented planning, organization, training, exercise, equipment activities, and/or management and administration (M&A) costs. Please be sure that you meet the minimum **thirty (30) percen**t of your overall allocation amount, this is a 5% increase from prior cycles. We will once again only accept one application per county which means you must coordinate appropriately across your jurisdiction to meet this requirement. Please note that a large number of projects that fall within the given National Priority areas (30% of your projects) would count towards meeting the Law Enforcement Terrorism Prevention activity requirement.

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: Information Bulletin #426.

FEMA Policy #405-143-1

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

The summary of the policy can be found at Prohibition on Certain Telecommunications Equipment Services.

Interoperable Communications Reminder

Recipients (including 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).

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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 FY2022 SHSP/SLETPP awards will be required to complete the 2022 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 2022. More detailed information can be found in Information Bulletin #439 – see link: Information Bulletin #439. ***Please note that if you do not fulfill that requirement within the allotted timeframe your award will be at risk.***

Personnel Cap Reminder

Per the PRICE Act, there is a 50% cap on personnel-related costs associated with your FY2022 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.

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

Differentiating maintenance and sustainment costs (vs. new costs) in your budget for FY2022 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 FY2022 SHSP/SLETPP funding (in the Excel template provided), please keep the following guidelines in mind (please refer to ***Exhibit* A** for additional instructions and guidance on completing the federal programmatic reporting requirements collected in your application):

Planning

Planning activities are central to both the FY2022 SHSP/SLETPP grants. Funding can be used for a variety of allowable costs related to planning, including hiring part or full-time consultants and/or staff to develop and maintain critical homeland security plans.

Organizational – SHSP/SLETPP

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

1. **Overtime Costs**: Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security and specifically requested by a Federal Agency. Allowable costs are limited to overtime associated with federally requested participation in eligible fusion activities, including Anti-Terrorism Task Forces, Joint Terrorism Task Forces, Area Maritime Security Committees, DHSES Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams. Grant funding can only be used in proportion to the Federal man-hour estimate, and only after funding for these activities from other Federal sources (e.g. FBI JTTF payments to State and local agencies) have been exhausted. **Under no circumstances should FEMA grant funding be used to pay for costs already supported by funding from another Federal source.**

2. **Intelligence Analysts**: SHSP/SLETPP funds may be used to hire new staff and/or contractor positions to serve as Intelligence Analysts to enable information/intelligence-sharing capabilities, as well as to support existing Intelligence Analysts funded with previous years' SHSP/SLETPP funding. In order to be hired as an Intelligence Analyst, staff and/or contract personnel must meet at least one of the following criteria:

    a. Successfully complete training to ensure baseline proficiency in intelligence analysis and production within six months of being hired; and/or
    b. Previously served as an Intelligence Analyst for a minimum of two years either in a Federal Intelligence Agency, the Military, or a State or Local Law Enforcement Intelligence Unit.

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

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

   FY2022 SHSP/SLETPP funds may be used to support select operational expenses associated with increased security the following authorized categories (note this list is not exhaustive – DHS/FEMA retains the discretion to approve):

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

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

   Important Reminders for Operational Overtime Requests: Requests for Operational Overtime 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.

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Equipment

FY2022 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, FY2022 SHSP/SLETPP funds can be used for OT/Backfill costs, for travel costs, and for the hiring of full-time or part-time staff or consultants to support training activities. Any non-DHS training course to be supported with SHSP/SLETPP funds must be submitted in advance to DHSES for written approval. Attendance at Conferences, Workshops, and/or Out-of-State travel for training opportunities will also require DHSES prior approval. Any training gaps should be identified in the AAR/IP and addressed in the State or Urban Area's training cycle. All training and exercises conducted with SHSP/SLETPP funds should support the development and testing of the jurisdiction's Emergency Operations Plan (EOP), or specific annexes, where applicable.

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 are recommended to be designed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) guidance. HSEEP highlights include:

- **Basic Guidelines**: HSEEP policy and guidance can be obtained online at the following link:

  https://www.fema.gov/media-library/assets/documents/32326

- **HSEEP Courses**:

  - **Mobile Courses:** HSEEP mobile courses are scheduled periodically, as requested, throughout the State to help increase understanding of HSEEP guidelines. For more information, please refer to DHSES's Training Calendar: https://www.dhses.ny.gov/oem-training-calendar
  - FEMA's Emergency Management Institute (EMI) also offers *Course # K0146 – Homeland Security Exercise Evaluation Program (HSEEP) Basic Course*, a distance learning (on-line) course.

- **Exercise Notification**: All planned exercises must be submitted for review to the DHSES Office of Emergency Management (OEM) Training and Exercise Section, using the method prescribed by DHSES OEM, **sixty (60) days** prior to the start of each exercise supported with SHSP/SLETPP funds, including any exercise supported by the county through a sub-allocation of its award. DHSES will place exercise information on the National Exercise Schedule, in accordance with HSEEP guidelines.

- **Exercise Evaluation**: HSEEP requires all exercises to be evaluated. Within **sixty (60) days** of the completion of an exercise, a jurisdiction must submit an After-Action Report/Improvement Plan (AAR/IP) to

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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 FY2022 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

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Construction and Renovation

Use of FY2022 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 subrecipients must submit evidence that the FCC's Section 106 review process has been completed and submit all documentation resulting from that review to GPD using the guidelines in EHP Supplement prior to submitting materials for EHP review.

HSGP 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: https://www.dhses.ny.gov/e-grants

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Minority and Women-Owned Businesses

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

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

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

Affirmative steps must include:

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

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

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

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

Uniform Administrative Requirements, Costs Principles, and Audit Requirements

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

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Appendix A

Federal Programmatic Reporting Requirements "Instructions and Guidance"

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

NIMS Resource Typing

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

Project Support to Previously Awarded Investment and Project Milestones

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

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

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

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

Sustain	Applicants who are utilizing a resource to sustain a capability previously developed through homeland security grant funding or local revenues should select "Sustain" from the drop-down menu. An example would be purchasing Personal Protective Equipment (PPE) to replace PPE that was purchased several years ago and is no longer safe to use at an incident.
Build	**Increase a Current Capability:** Applicants who are utilizing a resource to increase a capability previously developed through homeland security grant funding or local revenues should select "Build" from the drop-down menu. An example of increasing a current capability would be the purchase of communications equipment for first responders, in order for them to communicate using an interoperable communications system previously developed by the 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 FY2022, please identify the most recent fiscal year supported between FY2018-FY2021).

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.

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

Project Details	
I. Construction, Renovation and Retrofits to Existing Structures: DHS requires prior approval, and often EHP review, of any project that will involve construction, renovation, retrofits and modifications to existing structures. If this project requires any such activity, please select "Yes."	
II. Deployability of Capabilities: DHS is seeking more information on whether capabilities supported through this grant opportunity are either deployable or sharable outside of the host jurisdiction. When assessing the deployability of the capabilities supported through this project, please assess this at the "core capability" level (e.g. HazMat Team capability or mass sheltering capability) rather than at the individual budget item level. For example, if you are making an investment to support the ability of your HazMat Team to perform its core functions, please determine if these core functions are by and large deployable and/or sharable.	
Deployable	**Is the core capability supported by this project deployable to other jurisdictions?** DHS identifies a deployable asset as any capability that is physically mobile and can be used anywhere in the United States. Examples include response teams (e.g. HazMat, Tactical or CERT), mobile radios, CBRNE detection equipment, sheltering supplies, etc.
Sharable	**Is the core capability supported by this project sharable (if it cannot be physically deployed) with other jurisdictions?** DHS identifies are sharable asset as any non-deployable capability that can be utilized to augment and sustain reinforced response at the regional, state or national level. Examples include a fusion center, emergency operations center, etc.

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Appendix B:

NYS Critical Capabilities List and DHS/FEMA Core Capabilities Crosswalk

Common Capabilities (5)

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

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

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

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

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

Prevention and Protection Capabilities (5)

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

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

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.*

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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.*

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New York State Critical Capabilities

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

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From: Info, Grant (DHSES) <Grant.Info@dhses.ny.gov>
Sent: Thursday, May 26, 2022 4:41 PM
To: cmoss@co.chemung.ny.us
Cc: parnold1@chemungcountyny.gov; Neznek, Jason (DHSES) <Jason.Neznek@dhses.ny.gov>
Subject: FY2022 SHSP-SLETPP Grant Program: Allocation Notification and Application Materials - Chemung County

Dear Homeland Security Stakeholder,

The Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) has released the FY2022 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity (NOFO), to include the State Homeland Security Grant Program (SHSP).

We are pleased to inform you that Chemung County has received an allocation amount of $145,106 under the FY2022 SHSP (to include SLETPP). Funding for this grant is provided by the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA). Please be reminded that a minimum of **30%** of your projects must be spent in support of the six (6) National Priority areas that DHS/FEMA is requiring this funding cycle, these include: Intelligence and Information Sharing, Enhancing the Protection of Soft Targets/Crowded Places, Combating Domestic Violent Extremism, Community Preparedness and Resilience, Cyber Security and Election Security. New York State has been faced with some of the most challenging times in terms of the evolving threat landscape, from nefarious cyber-attacks against local governmental institutions, to the rise in the domestic violent extremism, all during a time when we all are still contending with a public health emergency and its unyielding impacts to our communities. Although flexibility in your project development will be granted this cycle, we highly encourage you to consider projects that are in line with these most pressing threats, as we have all witnessed, extremism and targeted violent attacks can happen anywhere, at any time.

As indicated, this funding cycle you will have the flexibility in determining which National Priority areas you wish to cover in your project development, so long as you meet the **minimum 30% requirement**. There is no required minimum of the number of National Priority areas you wish to cover but we highly encourage you to consider as many as practical. Funding decisions and final award amounts will be determined by DHS/FEMA and will be based on a Grant Effectiveness Review conducted on these **30%** National Priority projects.

In an effort to streamline the application process and support this year's fundamental theme of collaboration within the NOFO, DHSES is requiring that coordination across all jurisdictions within the county occurs during the development of your projects. To that end, we will **only accept ONE** application per county. Please keep in mind that the Federal guidelines still require that you allocate a portion of your funding to support law enforcement terrorism prevention activities - this cycle that percentage has increased to 30% versus the 25% which totals $43,532 for your SLETPP allocation. These activities should be consistent with the efforts of your local Counter Terrorism Zone

(CTZ). Additionally, please be mindful of the new requirement as a subrecipient of SHSP funding, to participate in Threat Assessment Management (TAM) team training in an effort to continue our commitment aimed at targeted violence prevention.

Sincerely,

Eric

Eric Abramson
Director of Grants Program Administration

NYS Division of Homeland Security & Emergency Services
1220 Washington Avenue, State Office Campus Bldg. 7A, Albany, NY 12226
(518) 402-2123 | Eric.Abramson@dhses.ny.gov
www.dhses.ny.gov

CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing lease agreement with BATL Management, LLC on behalf of the Chemung County District Attorney's Office

Resolution #:

Slip Type: CONTRACT

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Lease has been reviewed and approved by the Law Department.

1,295 sq. feet of space

cost: approximately $500/month (budgeted)

Vendor/Provider	BATL MANAGEMENT, LLC			
Term	4/1/2022 - 3/31/2027	Total Amount	$500 per month	Prior Amount
Local Share		State Share		Federal Share
Project Budgeted?	Yes	Funds are in Account #		

CREATION:	
Date/Time:	Department:
6/14/2022 11:50:32 AM	County Executive

APPROVALS:			
Date/Time:	Approval:	Department:	
6/14/2022 11:52 AM	Approved	County Executive	
6/15/2022 10:43 AM	Approved	Budget and Research	
6/21/2022 4:38 PM	Approved	Legislature Chairman	

ATTACHMENTS:		

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Name:	Description:	Type:
No Attachments Available		

CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing agreement with Western New York Polygraph Services, Inc. on behalf of the Chemung County Probation Department (SORA Probationers)

Resolution #:	
Slip Type:	CONTRACT
SEQRA status	
State Mandated	False

Explain action needed or Position requested (justification):

The Probation Department is requesting to renew our contract with Western New York Polygraph Services, Inc. for the 2022 calendar. Prior Resolution 21-188.

The Enhanced Supervision of Sexual Offenders (ESSO) portion of the Probation Block Grant from the New York State Division of Criminal Justice Services requires, in part, that the Department utilize polygraph examinations for the management of certain sex offenders consistent with the goals of community safety. The Post-Conviction Sex Offender Testing (PCSOT) polygraph is a tool that assists Probation to monitor an offender's compliance with treatment and conditions of probation.

Vendor/Provider	Western NY Polygraph Services, Inc.				
Term	4/1/2022-12/31/2022	Total Amount	$8,250	Prior Amount	$8,250
Local Share	88%	State Share	12%	Federal Share	0
Project Budgeted?	Yes	Funds are in Account #			

CREATION:	
Date/Time:	Department:
6/15/2022 12:04:19 PM	County Executive

APPROVALS:			
Date/Time:	Approval:	Department:	
6/15/2022 12:06 PM	Approved	County Executive	
6/16/2022 11:38 AM	Approved	Budget and Research	
6/21/2022 10:39 AM	Approved	Legislature Chairman	

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ATTACHMENTS:		
Name:	Description:	Type:
memwesternpolygraph2022.pdf	Memo-Western Polygraph Services	Cover Memo

CHEMUNG COUNTY PROBATION DEPARTMENT
INTER-DEPARTMENTAL CORRESPONDENCE

To: **Christopher J. Moss, County Executive**
Chemung County Legislature

From: **Stephanie M. Fiorini, Probation Director**

Date: **April 19, 2022**

Re: **Western Polygraph Services, Inc.**
2022 Contract

The Legislature, under Resolution #21-188, approved our contract with Western New York Polygraph Services to perform polygraph testing for the management of sexual offenders under probation supervision for 2021. The Department is requesting to renew our contract with Western New York Polygraph Services, Inc. for this calendar year.

The Enhanced Supervision of Sexual Offenders (ESSO) portion of the Probation Block Grant from the New York State Division of Criminal Justice Services requires, in part, that the Department utilize polygraph examinations for the management of certain sex offenders consistent with the goals of community safety. The Post-Conviction Sex Offender Testing (PCSOT) polygraph is a tool that assists Probation to monitor an offender's compliance with treatment and conditions of probation. The cost of each examination is $275 and is already included in our 2022 budget.

If you have any questions, please contact me.

Respectfully submitted,

Stephanie M. Fiorini
Probation Director

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