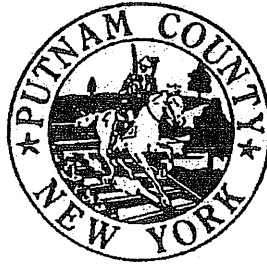


# THE PUTNAM COUNTY LEGISLATURE

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

Amy E. Sayegh *Chairwoman*  
Greg E. Ellner *Deputy Chair*  
Diane Schonfeld *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

## AGENDA PROTECTIVE SERVICES COMMITTEE MEETING TO BE HELD IN HISTORIC COURTHOUSE PUTNAM COUNTY OFFICE BUILDING CARMEL, NEW YORK 10512

**Members: Chairman Jonke & Legislators Addonizio & Birmingham**

**Tuesday**

**April 8, 2025**

**(Will Immediately Follow the Personnel Mtg.)**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/ Protective Services Meeting Minutes/ February 13, 2025**
- 4. Approval/ Budgetary Amendment 25A028/ Sheriff's Office/ Revenue Received from Century Arms Inc. To Fund Other Equipment and Education & Training/ Sheriff Kevin McConville**
- 5. Approval/ Budgetary Amendment 25A029/ Sheriff's Office/ Reimbursement from NY Municipal Insurance / Sheriff Kevin McConville**
- 6. FYI/ Bureau of Emergency Services (BES)/ FY2022 Technical Rescue & Urban Search and Rescue Grant Program/ Commissioner BES Robert Lipton**
- 7. FYI/Bureau of Emergency Services (BES)/ FY2022 Cybersecurity Grant Program/ Commissioner BES Robert Lipton**
- 8. FYI/ 2025 Coroner Cases by Quarter**
- 9. Other Business**
- 10. Adjournment**

APRIL 8th PROTECTIVE  
#3

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

**Members: Chairman Jonke & Legislators Addonizio & Birmingham**

**Thursday**

**February 13, 2025**

**(Immediately Following 6:00pm Personnel Meeting)**

The meeting was called to order at 7:38pm by Chairman Jonke and who requested Legislator Addonizio lead in the Pledge of Allegiance. Upon roll call Legislators Addonizio, Birmingham, and Chairman Jonke were present.

**Item #3 - Acceptance/ Protective Services Meeting Minutes/ November 21, 2024**

Chairman Jonke stated the minutes were accepted as submitted.

**Item #4 - Approval/ Budgetary Amendment 25A014/ Sheriff's Office/ Amend Audio and Visual Equipment Budget to Implement GPS Technology for Putnam County Patrol Fleet/ Sheriff Kevin McConville**

Undersheriff Thomas Lindert stated the items being requested are monitors to put in various offices throughout the Sheriff's Office. He stated they will allow monitoring of the vehicles that are equipped with GPS. He stated also they plan to split the screen and use the CAD (Computer-Aided Dispatch) on the other side.

Chairman Jonke questioned if this is coming from grant funds.

Undersheriff Thomas Lindert stated the funds are coming from the Sheriff's Office T-Commission.

Chairman Jonke made a motion to Approve Budgetary Amendment 25A014/ Sheriff's Office/ Amend Audio and Visual Equipment Budget to Implement GPS Technology for Putnam County Patrol Fleet; Seconded by Legislator Birmingham. All in favor.

**Item #5 - FYI/ Sheriff's Office/ DASNY – State and Municipalities (SAM) Grant Application through State Senator Harckham's Office/ Undersheriff Thomas Lindert**

Undersheriff Thomas Lindert stated this funding will go toward replacing an aging Suburban in the Sheriff's Office.

Legislator Addonizio wanted to state that the funding from this grant will cover the full cost of the new vehicle and the outfitting for said vehicle.

Chairman Jonke expressed appreciation to Senator Harckham for his help in securing these funds.

**Item #6 – FYI/ Fund Transfer 25T013/ Funds to Cover Part-Time Employee to Cover Ignition Interlock Program Responsibilities and Training of New Employee/ Director of Probation John Osterhout**

Chairman Jonke explained this item had already been discussed at the January 2025 Audit & Administration Meeting.

**Item #7 – FYI/ Coroners Report for the Year 2024 – Duly Noted**

**Item #8 - Other Business – None**

**Item #9 – Adjournment**

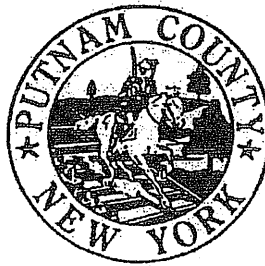
There being no further business at 7:44PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Birmingham. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.

# THE PUTNAM COUNTY LEGISLATURE

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

Amy E. Sayegh *Chairwoman*  
Greg E. Ellner *Deputy Chair*  
Diane Schonfeld *Clerk*



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Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

**-REVISED-**

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

**Members: Chairman Jonke & Legislators Addonizio & Birmingham**

**Thursday**

**February 13, 2025**

**(Immediately Following 6:30pm Personnel Mtg.)**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/ Protective Services Meeting Minutes/ November 21, 2024**
- 4. Approval/ Budgetary Amendment 25A014/ Sheriff's Office/ Amend Audio and Visual Equipment Budget to Implement GPS Technology for Putnam County Patrol Fleet/ Sheriff Kevin McConville**
- 5. FYI/ Sheriff's Office/ DASNY – State and Municipalities (SAM) Grant Application through State Senator Harckham's Office/ Undersheriff Thomas Lindert**
- 6. FYI/ Fund Transfer 25T013/ Funds to Cover Part-Time Employee to Cover Ignition Interlock Program Responsibilities and Training of New Employee/ Director of Probation John Osterhout**
- 7. FYI/ Coroners Report for the Year of 2024**
- 8. Other Business**
- 9. Adjournment**

MICHAEL LEWIS  
Commissioner Of Finance



cc: all  
Prot 4/8/25  
AAA 4/28

Reso  
# 4

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

## DEPARTMENT OF FINANCE

March 27, 2025

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

2025 MAR 31 PM 3:18  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the Putnam County Sheriff Department's 2025 budget.

Increase Revenues:

32311000 427701	Sheriff BCI – Miscellaneous	<u>\$9,000.00</u>
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Increase Expenses:

32311000 52180	Sheriff BCI - Other Equipment	<u>\$4,000.00</u>
14311000 54640	Narcotics – Education & Training	<u>5,000.00</u>
		<u>\$9,000.00</u>

2025 Fiscal Impact - 0  
2026 Fiscal Impact - 0

This amendment recognizes revenue received from Century Arms Inc. The Sheriff respectfully requests \$4,000 be used to replace outdated technologies in the Crime Scene Unit. The remaining balance will be used to replenish the Narcotics education & training budget line which was drawn on to fund the Sheriff's pistol permit fingerprinting account with the State.

AUTHORIZATION:

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

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

Date	Chairperson Audit/Designee: \$0 - \$10,000.00
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25A028

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


Century Arms Inc Ck 48676 - \$9,000

PUTNAM COUNTY SHERIFF'S OFFICE  
INTER-OFFICE MEMORANDUM

March 4, 2025

To: Sheriff Kevin McConville

Cc: Undersheriff Thomas Lindert

From: Senior Investigator Randel Hill PC80 

Re: Allocation of Funds from Firearm Destruction Proceeds

Pursuant to New York State Penal Law § 400, our unit has successfully facilitated the destruction of over 300 firearms deemed nuisance weapons. These firearms entered our custody through various means, including safekeeping from Temporary Order of Protection (TOP) cases, Extreme Risk Protection Orders (ERPOs), and criminal investigations. In collaboration with Century Arms, we have ensured that these weapons were properly destroyed in compliance with legal and public safety standards. Century Arms has provided us with the necessary documentation confirming the destruction process.

As a result of this effort, we have received a payment of \$9,000 from Century Arms. I propose the following allocation of these funds:

1. ~~\$6,000~~ <sup>5,000 T.L.</sup> to be designated for the New York State pistol permit fingerprinting account to support administrative and operational needs.
2. ~~\$3,000~~ <sup>4,000 T.L. 3231/000 52180</sup> to be allocated for the replacement of outdated technologies within the Crime Scene Unit, ensuring our team remains equipped with up-to-date tools to enhance investigative capabilities.

This allocation will contribute to the continued efficiency of our unit while maintaining compliance with all regulatory and legal frameworks. Please review and approve this request at your earliest convenience. If any modifications or further discussions are needed, I am available for clarification



## CENTURY ARMS, INC.

236 Bryce Boulevard  
Fairfax, Vermont 05454  
Tel: (802) 527-1258 Fax: (802) 524-4922

December 2, 2024

Dan Hunsberger  
Putnam County Sheriff  
Three County Center  
Carmel, New York 10512

Dear Dan Hunsberger,

After careful review, Century is pleased to increase our offer to (\$9,000.00) in total for all (307) firearms and (11) non firearms we Century took possession of on December 5<sup>th</sup> 2024 an excel worksheet is attached with what we have taken possession of. We will pay your department by check, wire transfer, or credit; once we have taking possession of the material and cataloged it into our bound book in Vermont.

Please see the below list of restricted items, that we may be unable to accept under Federal Law. If any of the material you have available falls into any of these prohibited categories, please contact me immediately.

As requested this quote is for parts value only. All firearm frames and receivers will be destroyed by means of torch cutting. A notarized certificate of destruction, with a copy of our bound book, showing the acquisition from your department and the disposition as destroyed, will be supplied as soon as all firearms are destroyed. All parts with the exception of the frame or receiver will be salvaged for parts value.

We look forward to working with you on this purchase and we appreciate you giving us this opportunity.

If you have any questions or concerns, please feel free to contact me by telephone at 802-527-1258, ext. 107 or by e-mail. My address is [philb@centuryarms.com](mailto:philb@centuryarms.com).

### Restricted Items

- Unregistered short barreled shotguns - any shotgun with a barrel less than 18 inches or with an overall length of less than 26 inches
- Unregistered short barreled rifles - any rifle with a barrel length of less than 16 inches or an overall length of less than 26 inches.
- Removed or Obliterated serial numbers - No person shall knowingly transport, ship or receive in interstate or foreign commerce any firearm which has had the importer's or manufacturer's serial number removed, obliterated, or altered.
- No handgun can have a forward pistol grip.
- No NFA weapons without transfer paperwork.

Sincerely,

Phil Burnor  
Director of Surplus

48676

VENDOR: 303236

PUTNAM COUNTY SHERIFFS DEPT

DATE: 2/28/25

DATE	REFERENCE	AMOUNT	DATE	REFERENCE	AMOUNT
12/04/24	12/4/24	9,000.00			
			CHECK NUMBER	GROSS AMOUNT	LESS
			48676	9,000.00	.00
					AMOUNT PAID
					9,000.00

cc:all  
Prot 4/8/25  
AVA 4/28/25  
RC50  
#5



MICHAEL LEWIS  
*Commissioner Of Finance*

SHEILA BARRETT  
*First Deputy Commissioner of Finance*

DEPARTMENT OF FINANCE

March 27, 2025

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

Dear Ms. Schonfeld

2025 MAR 31 PM 3:19  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the Sheriff's Department 2025 budget:

**Increase Revenues:**

<b>14311000 426801</b>	<b>Sheriff Narcotics – Insurance Recoveries</b>	<b><u>\$18,679.53</u></b>
------------------------	---	---------------------------

**Increase Expenses:**

<b>14311000 54370</b>	<b>Sheriff Narcotics – Automotive</b>	<b><u>\$18,679.53</u></b>
-----------------------	---------------------------------------	---------------------------

2024 Fiscal Impact - 0  
2025 Fiscal Impact - 0

This amendment recognizes reimbursement from NY Municipal Insurance Reciprocal for damages to a 2023 Chevy Tahoe in the Sheriff's Narcotics unit. The accident occurred on December 19, 2024.

AUTHORIZATION:

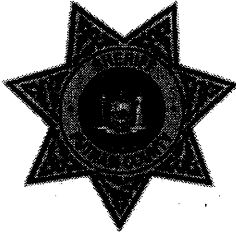
Date	Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00
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Date	County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00
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Date	Chairperson Audit/Designee: \$0 - \$10,000.00	<b>25A029</b>
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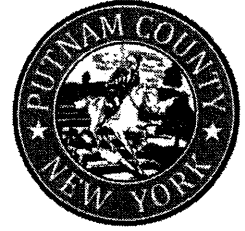
Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00
------	---

NY Municipal Insurance Reciprocal Ck# 000144453 \$18,679.53



KEVIN J. MCCONVILLE  
SHERIFF

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



THOMAS H. LINDERT  
UNDERSHERIFF

**INSURANCE CHECK: NY Municipal Insurance Reciprocal**

DATE: 3/7/2025

Mr. Michael Lewis  
Commissioner of Finance  
County Office Building  
40 Gleneida Avenue  
Carmel, N.Y. 10512

Dear Commissioner Lewis:

Check #0000144453 in the amount of \$18,679.53

**From: NEW YORK INSURANCE RECIPROCAL**

Enclosed please find a check representing payment for a claim pertaining to property damage to vehicle Unit #116 in the Sheriff's Department.

Date of Loss: 12/19/2024, 2023 Chevy Tahoe, VIN: 9887  
Claim #: PUTN-2024-027-001, Commercial Automobile

Please apply to the corresponding revenue account# 14311000.426801

Also increase expenditure line# 14311000.54370 (Automotive)

Very truly yours,

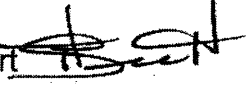
Kristin D. Van Tassel  
Fiscal Manager

P-1

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

March 5, 2025

**TO:** Sheriff Kevin J. McConville

**FROM:** Undersheriff Thomas Lindert 

**SUBJECT:** INSURANCE RECOVERY FOR SHERIFF'S VEHICLE # 116

Attached is an insurance recovery check, from New York Municipal Insurance Company, in the amount of Eighteen Thousand Six Hundred and Ninety-Seven Dollars and Fifty-Three Cents. (\$18,679.53) This check is for repairs to Sheriff's BCI Vehicle # 116 a 2023 Chevrolet SUV. This vehicle was involved in a Property Damage Auto Accident.

Please transfer this to our Narcotics Automotive Repair Line #14311000-54370

# NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 2/04/2025

CHECK NO. 0000144453

Description	Check Amount
Claim No: PUTN-2024-027-001, Commercial Automobile Collision, Invoice No: First and Final - Claimant: Putnam County DOL: 12/19/2024, 2023 Chevy Tahoe, VIN: 9887	\$18,679.53
CHECK TOTAL	\$18,679.53



**PUTNAM COUNTY  
BUREAU OF EMERGENCY SERVICES**



Kevin M. Byrne  
County Executive

Robert A. Lipton  
Commissioner of Emergency Services

J. Ralph Falloon  
Deputy Commissioner of Emergency Services

Christopher E. Shields  
Director of Emergency Management

Robert Cuomo  
Director of Emergency Medical Services

**MEMORANDUM**

**To:** Paul E. Jonke, Chair, Protective Services  
**From:** Robert A. Lipton, Commissioner  
**Re:** April Protective Services Committee Meeting  
**Date:** March 27, 2025

I would like to add the FY2022 Technical Rescue & Urban Search and Rescue Grant to the Protective Services agenda for April.

There are no matching funds required for this Grant and it will be used to support our Tech Rescue Team for equipment and supplies. The information package is attached.

Thank you.

2025 MAR 27 PM 3:45  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY



# **Homeland Security and Emergency Services**

## **FY2022 Technical Rescue & Urban Search and Rescue Grant Program Request for Applications (RFA)**

**Application Deadline: March 12, 2025 by 5:00 pm**

**In order to ensure adequate time to respond, substantive written questions regarding this  
Request for Applications will be accepted until 12:00 noon on March 6, 2025.**

**Technical Assistance for E-Grants will not be available after 5:00 pm on March 12, 2025**

## Table of Contents

<b>I. Introduction .....</b>	<b>3</b>
<b>II. Eligibility .....</b>	<b>3</b>
<b>III. FY2022 Technical Rescue &amp; USAR Grant Program Objectives .....</b>	<b>5</b>
A. Advance Technical Rescue and USAR Capabilities statewide: .....	5
B. Develop Regional Response Partnerships to enhance multi-county response capabilities: .....	5
C. Encourage the development and maintenance of county-level Technical Rescue/USAR plans: .....	6
D. Assess and Standardize Technical Rescue and USAR resources through participation in the DHSES-Office of Fire Prevention and Control Technical Rescue/USAR Accreditation Program: ...	6
<b>IV. Authorized Program Expenditures .....</b>	<b>7</b>
A. Permissible Costs: .....	7
B. Costs Not Permissible: .....	8
<b>V. Application Format and Content.....</b>	<b>8</b>
A. Format.....	8
B. Required Application Content .....	9
<b>VI. Application Evaluation Criteria .....</b>	<b>14</b>
A. Tier 1 Criteria .....	14
B. Tier 2 Criteria .....	14
<b>VII. Checklist of Required Documents .....</b>	<b>16</b>
<b>VIII. Timeline.....</b>	<b>17</b>
<b>IX. Approval and Notification of Award.....</b>	<b>17</b>
<b>X. Administration of Grant Contracts .....</b>	<b>17</b>
A. Issuing Agency .....	18
B. Filing an Application.....	18
C. Reservation of Rights .....	18
D. Term of the Contract .....	20
E. Payment and Reporting Requirements of Grant Awardees .....	20
F. Satisfactory Progress .....	26
G. General Specifications .....	26
H. Special Conditions .....	27
<b>XI. Questions.....</b>	<b>28</b>
 <b>Exhibit A: Allowable Costs Matrix .....</b>	 <b>30</b>
<b>Exhibit B: Notice of Endorsement .....</b>	<b>32</b>
<b>Exhibit C: Tech Rescue and USAR Allowable/Non-Allowable Item Clarification .....</b>	<b>33</b>
<b>Exhibit D: Best Practices for Preparing an Effective Grant Application .....</b>	<b>43</b>
<b>Exhibit E: Technical Rescue and USAR Accreditation Program .....</b>	<b>44</b>

## I. Introduction

The purpose of this Request for Applications (RFA) is to solicit applications for up to \$100,000 in federal FY2022 State Homeland Security Program (SHSP) funding made available by the NYS Division of Homeland Security and Emergency Services (DHSES), for counties with Technical Rescue and Urban Search and Rescue (USAR) teams. There is a total of up to \$500,000 in funding made available under this grant program and funds will be awarded competitively based on the submission of applications by eligible counties. The focus of this grant opportunity is to improve Technical Rescue & USAR capabilities and help to develop new response capabilities as it relates to high-risk incidents missions.

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

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

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

## II. Eligibility

As a primary objective of this grant program, DHSES supports the statewide development of regional Technical Rescue and USAR response capabilities and encourages multiple-county partnerships to apply for funding. As an incentive for those teams that wish to submit a multi-county application, they are now eligible to apply for up to **\$100,000** through this grant program (\$50,000 per participating county in a region up to a maximum of \$100,000 per region). Applicants that submit an application as a single county are eligible to apply for up to **\$50,000**.

**For the purposes of this grant program, both single-county teams and multiple-county teams are expected to provide technical rescue services countywide or regionally to multiple counties. However, only multi-county teams will be considered as Regional Response Partnerships eligible for up to \$100,000.**

- **Option 1 – Single County Applicant:** A county is eligible to apply for the FY2022 Technical Rescue & USAR Grant Program on behalf of Technical Rescue/USAR teams within that county that provide services countywide. (Application Cap: Single County applicants may request up to \$50,000).
- **Option 2 – Multiple-County Applicant (Regional Response Partnership):** Two or more counties are eligible to apply jointly as a Regional Response Partnership for the FY2022 Technical Rescue & USAR Grant Program on behalf of Technical Rescue/USAR teams within those counties that provide services for a multiple-county region. For this option, one county must be identified as the “submitting partner” who submits the application and has fiduciary responsibility for the grant. All other counties will be deemed “participating partners” for purposes of this option. For the purposes of this grant program, any jurisdiction that wholly contains two or more counties within its borders also qualifies to apply as a Regional Response Partnership as a multi-county region. (Application Cap: \$50,000 per participating county up to a maximum of \$100,000 for a multiple-county application).

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

- A. Submitting Partner Guidelines:** The submitting partner will be the fiduciary agent for the application and agrees to be responsible to (1) complete all required grant reporting forms in coordination with and on behalf of the applicant’s region; (2) review and forward all reimbursement claims to DHSES on behalf of the team; and (3) act as the point of contact to DHSES on all grant-related matters.
- B. Participating Partner Guidelines:** The participating partner(s) will be responsible for coordinating with the submitting partner on the development of an application for the FY2022 Technical Rescue & USAR Grant Program and implementation and evaluation of projects.

**Application Limit:** Eligible applicants can only submit **ONE** application for the FY2022 Technical Rescue & USAR Grant Program. If a county submits a single county application, it cannot be involved in any multiple-county application. All counties involved in a multiple-county application, even the participating partners, **cannot** be involved in any additional multiple-county applications nor can they submit an additional single county application.

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

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

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

### **III. FY2022 Technical Rescue & USAR Grant Program Objectives**

DHSES has identified four primary objectives for the FY2022 Technical Rescue & USAR Grant Program: (A) Advance Technical Rescue and USAR capabilities statewide; (B) Encourage the Development of Regional Response Partnerships to enhance multi-county response capabilities; (C) Encourage the development and maintenance of county level Technical Rescue and USAR plans, and (D) Assess and Standardize Technical Rescue and USAR resources through implementation of the DHSES-Office of Fire Prevention and Control's Technical Rescue and USAR Accreditation Program.

#### **A. Advance Technical Rescue and USAR Capabilities statewide:**

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

Since terrorist events or disasters requiring a Technical Rescue & USAR response often demand that teams display their proficiency in multiple Technical Rescue & USAR capabilities, the FY2022 Technical Rescue & USAR grant program is designed to develop or sustain multiple capability areas within the discipline. Applicants should request projects that advance Technical Rescue and USAR capabilities to close capability gaps or sustain existing capabilities in order to ensure the best possible emergency response within their jurisdiction.

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

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

Through the Technical Rescue and USAR targeted grant program, DHSES is providing a financial incentive to develop Multiple-County Regional Response Partnerships that are responsible for providing a multiple-county regional response capability. In order to support these integral relationships, multiple-county applicants that request to develop or sustain Regional Response Partnership capabilities through this funding opportunity are eligible to apply for up to \$100,000 to support the advancement of regional capabilities.

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

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

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

The Division's Office of Fire Prevention and Control (OFPC) developed the framework and methodology to accredit Technical Rescue and USAR teams in order to standardize performance measures, type resources in compliance with NIMS, and meet the greater accountability demanded by DHS and FEMA. DHSES is requesting that applicants provide detailed information about their current Technical Rescue and USAR capabilities and their threat environment at the point of application so it can be utilized to inform OFPC's initiative.

The FY2022 Technical Rescue and USAR Grant Program continues OFPC's goal to develop technical rescue and USAR capabilities statewide consistent with the capabilities of a Type IV (or higher) USAR team. To meet this goal, this grant program will support development of the core technical rescue and USAR disciplines that lead to the development of a Type IV USAR task force (Rope Rescue, Confined Space Rescue, Trench Rescue, Structural Collapse Search, and Structural Collapse Rescue). DHSES OFPC encourages the use of the resources available through this program to develop Type IV (or higher) USAR task forces.

Applicants should refer to the DHSES Office of Fire Prevention and Control's Technical Rescue and USAR Accreditation Program worksheets to inform their requests for funding. All funding requests should support the applicant's capability advancement or sustainment within OFPC's Technical Rescue and USAR Accreditation Program. Applicants only need to complete the Technical Rescue and USAR Accreditation forms that pertain to the specific capability areas that they are applying for in the FY2022 Technical Rescue and USAR Grant Program.

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

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

## IV. Authorized Program Expenditures

### A. Permissible Costs:

Grant funding under the FY2022 Technical Rescue & USAR Grant Program may be used for certain planning, OFPC-approved training, exercises, and equipment costs allowable under the State Homeland Security Program (SHSP) in order to develop or sustain capabilities in accordance with the NYS OFPC Technical Rescue and USAR Accreditation Program for structural collapse rescue teams, structural collapse search teams, trench rescue teams, confined space rescue teams, rope rescue teams, and USAR Task Forces (Type IV or higher). While these team types are generally supported by the program, applicants should refer to "Exhibit A", "Allowable Costs Matrix" for detailed information on allowable costs as not all items listed in the accreditation program are allowable costs under this program. In addition, applicants are required to utilize the Resource Typing Worksheets as a reference point to assist in determining eligible equipment and capability advancement.

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

It is generally expected that equipment and training requests will align with the needs of the team(s) applying for funding in accordance with the items identified in the NYS OFPC Technical Rescue and USAR Accreditation Program. All requests for items or training not included on the team accreditation forms must be fully justified and explained in detail. Applicants are advised that requests for items and/or training that are unallowable or do not align with the accreditation program may be denied and potential awards will be adjusted accordingly.

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

- **Grants Programs Directorate Information Bulletin (IB) 426:** This bulletin is in support of Executive Order 13809 and rescinds restrictions placed on certain controlled equipment that was previously articulated in Information Bulletins 407 and 407a issued by DHS/FEMA. In addition, IB#426 outlines specific policy and documentation requirements for some equipment which continue to require

DHS/FEMA approval. If your agency requests equipment identified as requiring pre-approval and are disapproved, your grant award will decrease by the amount of the disapproved item(s). Please refer to “Exhibit A” for the specific category of equipment.

- **50% Personnel Cap:** Under the FY2022 Technical Rescue & USAR Grant Program, there is a 50% cap on personnel costs. Personnel costs include: Overtime/Backfill for approved training and exercises; fringe benefits; most consultant costs (unless the consultant is developing a defined deliverable product or installing equipment), and the hiring of staff (part or full-time).
- **Training Requests:** Any training that is requested through this grant program must be vetted and approved by DHSES in advance. Accordingly, in this year’s application for funding, detailed training information is requested at the point of application and will be considered as part of the competitive review process. Applicants are reminded that training requests should be for specialized courses supporting the technical rescue disciplines outlined in Section II of this RFA that are supported by this grant program.

#### **B. Costs Not Permissible:**

Organizational, management and administration, and construction costs are not allowable under the FY2022 Technical Rescue & USAR Grant Program. Applicants should refer specifically to “Exhibit A” and “Exhibit C” of this RFA to obtain clear guidance on allowable costs under this grant program. Funded applicants need to ensure that the equipment requested is allowable within the grant program and consistent with the previously outlined objectives. For successful applicants, any items requested that are determined to not be allowed will automatically be deducted from the applicant’s award amount.

**Unallowable Technical Rescue/USAR Costs:** Under the FY2022 Technical Rescue & USAR Grant Program, technical rescue and USAR projects for disciplines not specifically listed in Section IV A above are not allowable costs under this program. Unallowable items include, but are not limited to, Wildland Search and Rescue, Surface Ice Rescue, and Swiftwater/Flood Search and Rescue.

Costs related to canines and canine handling are not allowable under the FY2022 Technical Rescue & USAR Grant Program for any technical rescue discipline. Please refer to Exhibits A and C for additional information on Allowable and Unallowable Costs.

## **V. Application Format and Content**

### **A. Format**

Grant applications **MUST** be submitted via the automated E-Grants system operated by DHSES. The system allows an agency to complete an application electronically and submit it

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

## **B. Required Application Content**

The following information must be addressed in your FY2022 Technical Rescue & Urban Search and Rescue Grant Program application. You must answer these grant specific questions in the required Application worksheet.

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

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

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

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

that the call data, to the best of your knowledge, is reflective of Technical Rescue or USAR response operations only.

## **2. Risk Profile and Assessment (30 Points)**

### **Risk Profile (15 points)**

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

#### ***Primary Question:***

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

#### ***Considerations:***

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

### **Risk Assessment (15 Points)**

The following core variables will be considered in the risk assessment process under the FY2022 Technical Rescue and USAR Targeted Grant Program: population and population density; proximity to international border or waterway; critical infrastructure within the region, and the threat level in that jurisdiction. DHSES will assign these points based upon a risk formula.

### 3. Proposed Budget (15 points)

**Project Description:** Please provide a high-level overall description of your proposed Technical Rescue/USAR project(s). What are your objectives and how do you plan to achieve those objectives using FY2022 Technical Rescue/USAR grant funding? How do the items in your budget relate to the ability to respond to the terrorist risk scenario outlined in your risk profile? Please provide a high-level narrative describing the overall project and what you intend to accomplish.

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

- a. **Identify the Specific Capability:** Please identify what prioritized technical rescue capability that the requested project component most clearly supports. As noted previously, your project components must support allowable components of the Type IV (or higher) USAR Task Force or one of the five (5) technical rescue disciplines that include: (1) Confined Space Rescue, (2) Rope Rescue, (3) Structural Collapse Rescue, (4) Structural Collapse Search, and (5) Trench Rescue.
- b. **Project Component/Description:** Please list the name of the project component(s) and a brief description of each component for which the applicant is requesting FY2022 Technical Rescue & USAR Grant funds. Please provide sufficient detail so the reviewers are able to clearly understand what you are trying to accomplish.
- c. **Total Cost:** Identify the total cost of each project component in your application for FY2022 Technical Rescue & USAR Grant funds. The application cap for this grant is **\$50,000 for Single-County Applications** and **\$100,000 for Multi-County Team applications** (\$50,000 per County, not to exceed \$100,000 total). Any application that is above the cap will be automatically eliminated from consideration.
- d. **Solution Area:** Please indicate what the Solution Area is for each of your requested projects, (Planning, Equipment, Training or Exercise).
- e. **Budget Category:** Please identify the budget category that your requested project falls under. These categories include Equipment, Personnel, Fringe, Consultants, Supplies, Rental, Travel, and All Other.
- f. **Deployable/Sharable:** Please indicate if your requested project is deployable to other jurisdictions. Also, please indicate if the project is shareable with other jurisdictions.
- g. **Authorized Equipment List (AEL) Number:** When appropriate, please include the AEL number for the piece of equipment that you are requesting. Please refer to Section IV Authorized Program Expenditures for additional details and resources.

- h. **Training:** If you are proposing a Training project you must provide detailed information about each training that you are requesting in the Budget-Training Tab broken out by course.

Applicants must provide the following information for each training project:

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

#### 4. **Capability Enhancement (20 points)**

Applicants must provide a brief narrative description of current Technical Rescue/USAR capabilities and current capability gaps. Applicants must describe how the proposed budget for the FY2022 Technical Rescue/USAR Grant program will address those identified gaps in the ability to respond to terrorist incidents and improve your team's Technical Rescue and USAR Accreditation Program status. Be specific. For each project, applicants must clearly link specific capability enhancement to accreditation benchmarks and describe how the anticipated capability enhancement will improve your ability to respond to the terrorist attack scenario outlined in your risk profile.

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

**Technical Rescue and USAR Accreditation Program: Baseline Status.** All applicants are required to complete baseline Technical Rescue and USAR Accreditation Program forms that reflect the current status of any Technical Rescue/USAR assets that the county currently has in existence for any of the Technical Rescue/USAR disciplines eligible under this grant program that you are seeking funding to support. The assessment should be completed at the team level for each team that will be participating in the application. For example, if three (3) separate fire departments each have a stand-alone team and are participating in the application for a given county, then accreditation paperwork should be completed separately for each of those three (3) teams. However, if personnel and equipment from several departments or agencies must come together to respond in order to be considered as a single team, then the accreditation should be completed for the combined resources that would be considered a technical rescue response team. A combined regional accreditation document that incorporates all of the participating counties into a single typing document is not required for the FY2022 grant program.

**Anticipated Accreditation Status Changes:** Describe how your application for FY2022 Technical Rescue & USAR Grant Program funding will assist in improving the county/region's baseline capabilities as described in the Technical Rescue and USAR Accreditation Program baseline assessment that is being submitted with your application. Include what your anticipated status will be for each county included in the application after FY2022 Technical Rescue & USAR Grant Program funds are expended. Additionally, regional applicants should describe the expected impact of the

investments on the capabilities of the region as a whole. Be specific and include how the proposed investments will impact team typing wherever possible.

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

#### 5. Regional Implementation Plan (10 points)

Describe how the proposed projects will be implemented and/or deployed. Be sure to include how your implementation plan will improve your ability to respond to the terrorist attack scenario outlined in your risk profile.

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

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

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

#### 6. Multi-Year Planning Cycle (10 Points)

Sustainment or enhancement of capabilities built under the FY2022 Technical Rescue & USAR Grant Program will be the responsibility of each emergency response team providing technical rescue service to a designated region.

Applicants must provide a Multi-Year Plan that describes how capabilities (including the maintenance of equipment) will be developed under the FY2022 Technical Rescue and USAR Targeted Grant Program and how those capabilities will be enhanced and/or sustained after the successful completion of the projects proposed in your application upon the conclusion of the performance period. Information that should be provided includes:

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

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

## VI. Application Evaluation Criteria

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

### A. Tier 1 Criteria

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

1. Was the application submitted on time?
2. Was the application submitted via E-Grants?
3. Is the application complete? The required attachments listed below must be attached in E-Grants by the submission due date.
  - Was the FY2022 Technical Rescue & Urban Search and Rescue Application Worksheet submitted?
  - Is the Notice of Endorsement (see “Exhibit B”) completed and submitted?
  - Is/are the appropriate accreditation form(s)\* submitted?
4. Did the application meet the eligibility requirements?

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

### B. Tier 2 Criteria

Applications meeting the Tier 1 review set forth above will be reviewed and evaluated using the criteria specified in the chart on the following page. Scores per criterion will be totaled to establish a ranked list of eligible applications for consideration of awards. At the sole discretion

of DHSES, applications may be disqualified due to untimely submission of any requested supporting documentation.

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

#### **Overall Assessment of Application (10 Points)**

Under the FY2022 Technical Rescue & USAR Grant Program, applicants will receive a maximum of **10 points** based on an overall assessment of the application. Points will be determined by reviewers based on a complete assessment of the application.

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

#### **Bonus Points (10 Points)**

Applicants that have not received funding in the two most recent cycles of the Technical Rescue and USAR Grant Program will be awarded 10 bonus points to help ensure that funds are distributed in an equitable fashion. For regional applications, the points will only be awarded if none of the regional partners have been funded during the two most recent cycles of the grant program.

#### **Grant Management Performance History**

The Code of Federal Regulations (CFR) 2 CFR Part 200 requires DHSES to assess the risk posed by subrecipients of federal funding passed through DHSES. For previously funded subrecipients, DHSES will assess how well they have historically managed federal grant funds. This will include reporting compliance, successful spend-down of awarded funds, and program objective compliance. Once a prospective applicant's final overall average score is determined by the review panel, DHSES may subtract up to 10 points based on the "Grant Management Performance History" criteria.

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

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

## VII. Checklist of Required Documents

**Requirements:** Due by 5:00 p.m. on March 12, 2025. **Any application received after the application deadline will not be considered.**

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

**Completed applications must include:**

- ☐ The FY2022 Technical Rescue & Urban Search and Rescue Application Worksheet
- ☐ **Accreditation Worksheets:** The appropriate Accreditation worksheet(s) must be completed for each county participating in the application. Copies of pertinent NYS OFPC Accreditation Worksheets for each resource are available on the DHSES website at: <https://www.dhses.ny.gov/targeted-grants>.
- ☐ **Notice of Endorsement ("Exhibit B"):** A Notice of Endorsement document with all appropriate signatures must be submitted as an attachment in E-Grants. All applicants, regardless of if they are applying as a Single County or a Multi-County Regional Response Partnership, must submit a Notice of Endorsement as part of the application ("Exhibit B").

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

**Plan**, and awarding of this application will benefit the technical rescue response capabilities of the county or region.

## **VIII. Timeline**

DHSES must receive completed grant applications by **5:00 p.m. on March 12, 2025**. Applications received after the due date and time will not be considered. Applications must be submitted via DHSES E-Grants System. Please note that E-Grants Technical Assistance will only be available during business hours up to the date and time the application is due. Furthermore, all written questions must be submitted to DHSES by **12:00 noon on March 6, 2025**, to ensure that a timely response is provided to the applicant.

Grant applicants can expect to be notified of award decisions sometime in Spring 2025.

## **IX. Approval and Notification of Award**

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

Pursuant to Section 163(9)(c) of the State Finance Law, any unsuccessful Bidder may submit a written request for a debriefing regarding the reasons that the Bid submitted by the Bidder was not selected for award. Requests for a debriefing must be made within 15 calendar days of notification by DHSES that the Bid submitted by the Bidder was not selected for award. An unsuccessful Bidder's written request for a debriefing shall be submitted to DHSES Director of Grants Program Administration. The debriefing shall be scheduled within 10 business days of receipt of the written request by DHSES or as soon as practicable under the circumstances.

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

## **X. Administration of Grant Contracts**

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

The period of performance for contracts supported by the Technical Rescue & USAR Grant Program funds will be determined once awards have been approved but cannot extend beyond **August 31, 2025**. Although the contract format may vary, the contract will include such standard terms and

conditions included in DHSES grant contracts available for review on the DHSES website: <https://www.dhses.ny.gov/grant-reporting-forms>.

**Nationwide Cyber Security Review (NCSR) Requirement:** All applicants that receive funding through the FY2022 Technical Rescue/Urban Search and Rescue Grant Program will be required to participate in the Nationwide Cyber Security Review (NCSR) as a condition of receiving federal homeland security funding. Details concerning accessing and registering for the Nationwide Cyber Security Review (NCSR) can be found at: <https://www.cisecurity.org/ms-isac/services/ncsr/>. It is advised that you coordinate closely with your Information Security Officer (ISO) to determine if your jurisdiction has already completed this requirement – please note that you are only required to submit once for your specific jurisdiction.

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

#### **A. Issuing Agency**

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

#### **B. Filing an Application**

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

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

#### **C. Reservation of Rights**

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

1. Reject any and all applications received in response to this RFA;
2. Withdraw the RFA at any time at DHSES' sole discretion;
3. Make an award under the RFA in whole or in part;
4. Disqualify any applicant whose conduct and/or application fails to conform to the requirements of the RFA;
5. Seek clarifications and revisions of the applications;
6. Use application information obtained through site visits, management interviews and the State's investigation of an applicant's qualifications, experience, ability or financial standing,

- and any material or information submitted by the applicant in response to DHSES' request for clarifying information in the course of evaluation and/or selection under the RFA;
7. Prior to the application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available;
  8. Prior to the application opening, direct applicants to submit application modifications addressing subsequent RFA amendments;
  9. Change any of the scheduled dates;
  10. Eliminate any mandatory, non-material specifications that cannot be complied with by all the prospective applicants;
  11. Waive any requirements that are not material;
  12. Negotiate with successful applicants within the scope of the RFA in the best interests of the State;
  13. Conduct contract negotiations with the next responsible applicant, should DHSES be unsuccessful in negotiating with the selected applicant;
  14. Utilize any and all ideas submitted in the applications received;
  15. Unless otherwise specified in the RFA, every offer is firm and not revocable for a period of 60 days from the application opening; and,
  16. Communicate with any applicant at any time during the application process to clarify responses and /or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of this RFA.
  17. Award grants based on geographic or regional considerations to serve the best interests of the State.
  18. Terminate, renew, amend or renegotiate contracts with applicants at the discretion of DHSES.
  19. Periodically monitor the applicant's performance in all areas mentioned above, in addition to the activities in the contract.
  20. Revoke funds awarded to an applicant, or enforce any available sanction against any applicant, who materially alters the activities or is in material noncompliance under the grant award, or who does not implement an approved project within 60 days of the final contract approval.
  21. Consider all applications and documentation submitted as State agency records subject to the New York State Freedom of Information Law (Public Officers Law, Article 6). Any portion of the application that an applicant believes constitutes proprietary or critical infrastructure information entitled to confidential handling, as an exception to the Freedom of Information Law, must be clearly and specifically designated in the application.
  22. Applicants funded through this program agree to provide DHSES, upon request at any time during the life of the grant contract, such cooperation and information deemed necessary by DHSES to ascertain: (1) the nature and extent of any threats or hazards that may pose a risk to the applicant; and (2) the status of any corresponding applicant or applicant plans, capabilities, or other resources for preventing, protecting against, mitigating, responding to, and recovering from such threats or hazards.
  23. Require applicants to attend and participate in any DHSES-sponsored conferences, training, workshops or meetings (excluding those identified by DHSES as voluntary) that may be conducted, by and at the request of DHSES, during the life of the grant contract.

24. In its sole discretion, reserves the sole discretion to increase or decrease the total funding available for this program at any time, resulting in more or fewer applications funded under this RFA.

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

#### **D. Term of the Contract**

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

#### **E. Payment and Reporting Requirements of Grant Awardees**

##### **1. Standard Cost Reimbursement Contract**

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

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

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

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

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

### **2 CFR Part 200**

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

### **Procurements**

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

### **Single Audit**

Applicants that expend \$750,000 or more from all Federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of U.S. Government Accountability Office’s (GAO) Government Auditing Standards, located at <http://www.gao.gov>, and the requirements of Subpart F of 2 CFR Part 200 located at: <http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f>.

### **Environmental and Historic Preservation (EHP) Compliance**

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

### **Conflict of Interest**

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

required to follow any applicable state, local, or Tribal statutes or regulations governing conflicts of interest in the making of sub-awards.

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

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

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

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

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

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

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

Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

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

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

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

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

#### **Sexual Harassment Prevention**

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

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

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

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

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

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

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

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

#### **Worker's Compensation and Disability Benefits Insurance Coverage**

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

### **3. Iran Divestment Act**

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

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

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

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

#### **4. Vendor Responsibility**

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

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

##### **a) Suspension of Work for Non-Responsibility:**

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

activity may resume at such time as the Commissioner of DHSES or his or her designee issues a written notice authorizing the resumption of performance under the Contract.

**b) Termination for Non-Responsibility:**

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

**F. Satisfactory Progress**

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

**G. General Specifications**

By submitting the application, the applicant attests that:

1. Applicant has express authority to submit on behalf of the applicant's agency.
2. Submission of an application indicates the applicant's acceptance of all conditions and terms contained in this RFA, including Appendices A-1 and C, and all other terms and conditions of the award contract.
3. The application and any resulting grant, if awarded, must adhere to, and be in full compliance with any, resulting contract(s) and relevant federal and states policies and regulations or be subject to termination.
4. Any not-for-profit subrecipients must be prequalified in the New York Statewide Financial System (SFS) at the time of application submission. For more information on prequalification, please visit <https://grantsmanagement.ny.gov/get-prequalified>.
5. If your organization is not currently doing business with NYS, you will need to submit a Substitute W-9 form to obtain a NYS Vendor ID. The form is available on the Office of the State Comptroller website at: <http://www.osc.state.ny.us/state-agencies/forms>.
6. Contract Changes - Contracts with applicants/subrecipients may be executed, terminated, renewed, increased, reduced, extended, amended, or renegotiated at

the discretion of the Commissioner of DHSES, in light of applicants/subrecipients performance, changes in project conditions, or otherwise.

7. Records – Applicants/subrecipients must keep books, ledgers, receipts, work records, consultant agreements and inventory records pertinent to the project; and in a manner consistent with DHSES contractual provisions and mandated guidelines.
8. Liability - Nothing in the contract between DHSES and the applicant shall impose liability on the State of New York or DHSES for injury incurred during the performance of approved activities or caused by use of equipment purchased with grant funds.
9. Reports - A provider agency shall submit to the DHSES reports in a format and time schedule specified in the grant contract, which shall include a description of the program efforts undertaken during the report period and the current status of the project.
10. Tax Law Section 5-a Certification – In accordance with section 5-a of the Tax Law, sub-recipients will be required, prior to the approval of any contract awarded as a result of this RFA, to certify that it and its affiliates, subcontractors, and subcontractors' affiliates have registered with the New York State Tax Department for the purpose of collection and remittance of sales and use taxes. In order to trigger this certification requirement, a subrecipient or its affiliates, subcontractor, or subcontractors' affiliates must have made more than \$300,000 in sales of tangible personal property or taxable services to location within New York State and the contract must be valued in excess of \$100,000. Certification will take the form of a completed Tax Form ST-220 (1/05).
11. Standard Contract Provisions - Grant contracts executed as a result of this RFA process will be subject to the standard clauses for New York State Contracts as referenced herein and as located at:  
<https://ogs.ny.gov/system/files/documents/2023/06/appendix-a-june-2023.pdf>.
12. Compliance with Procurement Requirements - The applicant shall certify to DHSES that all applicable federal and contractual procurement procedures were followed and complied with for all procurements.

## H. Special Conditions

### New York State Emergency Management Certification and Training Program

1. Participation in, and successful completion of, the New York State Emergency Management Certification and Training Program (EMC Training Program) is a mandatory requirement under this Contract and a condition of funding. The EMC Training Program will be made available to, and required for, DHSES-specified county and city government officials in order to ensure a consistent emergency management preparedness and response strategy across the State. Attendee substitutions, except as expressly approved by DHSES, shall not be permitted or deemed to be in compliance with this requirement.
2. To fulfill the EMC Training Program requirement of the Contract and in order to be eligible for funding under this Contract, applicants must arrange for DHSES-specified applicant

employees to receive and acknowledge receipt of EMC Training no later than 180 days after execution of this Contract. Copies of the training certificates for each required participant must be submitted to DHSES upon execution of the Contract, or, in the event that training is scheduled, but not yet complete, the applicant will be required to submit a signed statement indicating the scheduled future dates of attendance, and no later than thirty (30) days after the training is complete, forward such training certificates to DHSES. Continued compliance with the EMC Training Program also requires an annual refresher training of one day per 365 day-cycle from the date of initial training for previously trained individuals if such person remains employed by the applicant and fulfilling the same functions as he or she fulfilled during the initial training. Should a new employee be designated to serve in the DHSES-specified positions, then he or she must come into compliance with the EMC Training Program requirements not later than 180 days after taking office.

3. Applicants must commit to active participation in a DHSES Annual Capabilities Assessment as a condition of funding. Active participation includes making reasonable staff, records, information, and time resources available to DHSES to perform the Annual Capabilities Assessment and meet the objectives and goals of the program. Applicants must be aware that the process of conducting a DHSES Annual Risk Assessment is an ongoing process and requires a continued commitment on the part of the applicant to ensure that it is effective.
4. All applicants funded through this program agree to provide DHSES, upon request at any time during the life of the grant contract, such cooperation and information deemed necessary by DHSES to ascertain: (1) the nature and extent of any threats or hazards that may pose a risk to the recipients or subrecipients; and (2) the status of any corresponding recipients or subrecipients plans, capabilities, or other resources for preventing, protecting against, mitigating, responding to, and recovering from such threats or hazards.
5. Additionally, pursuant to Article 26 of the NYS Executive law, DHSES is authorized to undertake periodic drills and simulations designed to assess and prepare responses to terrorist acts or threats and other natural and man-made disasters. Funded applicants agree to attend and participate in any DHSES-sponsored conferences, training, workshops or meetings (excluding those identified by DHSES as voluntary) that may be conducted, by and at the request of DHSES, during the life of the grant contract.
6. Failure to comply with any of the requirements, as listed above, may result in sanctions up to and including the immediate suspension and/or revocation of the grant award.

## **XI. Questions**

Questions regarding the FY2022 Technical Rescue & USAR Grant Program should be directed to the following email address: [Grant.Info@dhse.ny.gov](mailto:Grant.Info@dhse.ny.gov). To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. Written questions will be accepted until **12:00 noon on March 6, 2025.**

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

All questions regarding the E-Grants System should be directed to DHSES via email ([Grant.Info@dhSES.ny.gov](mailto:Grant.Info@dhSES.ny.gov)) or telephone (866-837-9133). No technical assistance will be available **after 5:00 p.m. on March 12, 2025.**

## Exhibit A: Allowable Costs Matrix

**Reminder:** Allowable costs for the FY2022 Technical Rescue & USAR Grant Program are more restrictive than the more general FY2022 State Homeland Security Program (SHSP) because of the specialized nature of this targeted grant program. Accordingly, please refer only to “Exhibit A” and “Exhibit C” of this RFA for details on allowable costs. “Exhibit C” can also be utilized as a reference resource for specific items within these categories.

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

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

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

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

## Unallowable Costs

<b>Equipment Categories</b>
Explosive Device Mitigation & Remediation Equipment
Cyber Security Enhancement Equipment
Terrorism Incident Prevention Equipment
Physical Security Enhancement Equipment
Inspection and Screening Systems
Animal and Plants
CBRNE Prevention and Response Watercraft
CBRNE Aviation Equipment
Intervention Equipment
<b>Training Costs</b>
Tuition for Higher Education
<b>Management and Administrative (M&amp;A) Costs</b>
Hiring of full or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, compliance with reporting & data collection requirements
Development of operating plans for information collection & processing necessary to respond to FEMA data calls
Overtime and backfill costs
Travel
Meeting related expenses
Authorized office equipment
Recurring expenses such as those associated with cell phones & faxes during the period of performance of the grant program
Leasing or renting of space for newly hired personnel during the period of performance of the grant program
<b>Construction Related Costs</b>
Construction Costs

## Exhibit B: Notice of Endorsement Acknowledgement

My signature below indicates that I understand and agree to the purpose, conditions and rules surrounding the FY2022 Technical Rescue & USAR Grant Program and that by signing this document, I acknowledge these conditions and pledge to work cooperatively to fulfill the purpose of the grant, if awarded.

### **I. Application Type** (select only one)

☐ **Option 1 – Single County Applicant:** A county is eligible to apply for the FY2022 Technical Rescue & USAR Grant Program on behalf of an emergency response team that provides services countywide.

County name: \_\_\_\_\_

Name (County Fire Coordinator or County Emergency Manager<sup>1</sup>): \_\_\_\_\_

Signature: \_\_\_\_\_

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

### **II. Submitting County**

County: \_\_\_\_\_

Name and Title: \_\_\_\_\_  
(County Fire Coordinator, County Emergency Manager, or FDNY Chief<sup>1</sup>)

Signature: \_\_\_\_\_

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

County: \_\_\_\_\_ Fire Coordinator (name): \_\_\_\_\_

Signature: \_\_\_\_\_

County: \_\_\_\_\_ Fire Coordinator (name): \_\_\_\_\_

Signature: \_\_\_\_\_

County: \_\_\_\_\_ Fire Coordinator (name): \_\_\_\_\_

Signature: \_\_\_\_\_

*Attach additional sheets as necessary*

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

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

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

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

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

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

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

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

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

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

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

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

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

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Tech Rescue Team	Item(s) Listed	Allowable?	Reasoning (if applicable)	Section Reference	Notes
Urban Search And Rescue (USAR) Teams	Extinguisher, water, backpack type	No		Rescue Tools	
	Extinguisher, ABC dry chem, 20 lb	No		Rescue Tools	
	Permit, confined space entry, pre-made	No		Rescue Tools	
	US&R Task Force Kit w/case	Yes		Rescue Tools	Kit contents as listed on accreditation sheet
	All other items on Rescue Tools tab	Yes		Rescue Tools	
	Medical Cache	No	Category is excluded <u>unless items are also found</u> on the NYS Accreditation Forms for the Confined Space Rescue, Rope Rescue, Structural Collapse Rescue, Structural Collapse Search, or Trench Rescue teams.	Medical Cache	Teams must demonstrate approval to provide pre-hospital emergency medical care under the general supervision of a Regional Emergency Medical Advisory Committee (REMAC) at the service level stipulated in the typing document.
	HazMat Cache	Yes		HazMat Cache	All are allowable
	Canine Cache	No	Canine expenses are not allowable	Canine Cache	All are unallowable
	Compass	No		Tech Search Cache	GPS units are allowable
	Tech Search Cache- all other items	Yes	All other items are allowable	Tech Search Cache	
	Scale, Photo evidence, 6", gray	No		Tech Info Specialist Cache	
	Scale, Pocket, Credit Card size	No		Tech Info Specialist Cache	
	Scale, Photomacrographic, 4" x 4", "L" Shape	No		Tech Info Specialist Cache	

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

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

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

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Tech Rescue Team	Item(s) Listed	Allowable?	Reasoning (if applicable)	Section Reference	Notes
Urban Search And Rescue (USAR) Teams	Safety boots, rescue helmet, leather work gloves, rain gear set, uniform BDU pants/shirts, uniform jumpsuits, uniform jacket	Yes		Logistics Cache	Must meet NFPA standards
	Wide brim "boonie" style hat, uniform BDU shorts, heavyweight sweatshirt, overshirt or blouse.	No		Logistics Cache	
	Cold weather gear	Maybe*	Requires DHSES review of items	Logistics Cache	*Must meet NFPA standards
	Toiletry Kit	Maybe*		Logistics Cache	*Some items like lip balm are not allowable
	Respirator, half face piece, cartridge-type	Yes		Logistics Cache	Must meet standards of AEL
	Logistics cache- all other items	Yes		Logistics Cache	
	Water cache	No	Category is excluded unless items are also found on the NYS Accreditation Forms for the Confined Space Rescue Team, Rope Rescue Team, Structural Collapse Rescue Team, Structural Collapse Search Team, or Trench Rescue Team.	Water Cache	
	Plans cache	No		Plans Cache	

Any items not listed above should be assumed allowable.

## **Exhibit D: Best Practices for Preparing an Effective Grant Application**

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

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

### ***What to do when you are completing the application:***

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

### ***What to do prior to submitting your application:***

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

## **Exhibit E: Technical Rescue and USAR Accreditation Program**

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

The Accreditation Program includes disciplines across the spectrum of Technical Rescue and USAR. Applicants are advised that not all of the disciplines in the Accreditation Program are eligible disciplines for funding under the FY2022 Technical Rescue and USAR Accreditation Program.

All applicants for funding under the FY2022 Technical Rescue and USAR Grant Program are required to complete the documents required for the Technical Rescue and USAR Accreditation Program conducted by the DHSES Office of Fire Prevention and Control. Applicants are required to complete the NYS accreditation sheets for the team(s) (Rope Rescue, Trench Rescue, Structural Collapse Rescue, Structural Collapse Search, Confined Space Rescue, or USAR Task Force) that they are seeking to develop or sustain through this program.

The required forms for the eligible disciplines are posted on the DHSES website in the section for the FY2022 Technical Rescue and USAR Grant Program at <https://www.dhSES.ny.gov/targeted-grants>.



cc:all  
Plot FYI  
→ 4/8/25

FYI #7

## PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES



Kevin M. Byrne  
County Executive

Robert A. Lipton  
Commissioner of Emergency Services

J. Ralph Falloon  
Deputy Commissioner of Emergency Services

Christopher E. Shields  
Director of Emergency Management

Robert Cuomo  
Director of Emergency Medical Services

### MEMORANDUM

**To:** Paul E. Jonke, Chair, Protective Services  
**From:** Robert A. Lipton, Commissioner  
**Re:** April Protective Services Committee Meeting  
**Date:** March 27, 2025

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I would like to add the FY2022 Cybersecurity Grant Program to the Protective Services agenda for April.

There are no matching funds required for this Grant and it will be used for equipment for our IT Department. The information package is attached.

Thank you.

2025 MAR 31 AM 11:51  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY



# **Homeland Security and Emergency Services**

## **FY2022 Cybersecurity Grant Program: Request for Applications (RFA)**

**Application Deadline: March 12, 2025 by 5:00 pm**

**In order to ensure adequate time to respond, substantive written questions regarding this Request for Applications will be accepted until 12:00 noon on March 6, 2025.**

Technical Assistance for E-Grants will not be available after 5:00 pm on March 12, 2025.

## **Table of Contents**

<b>I. Introduction .....</b>	<b>3</b>
<b>II. Eligibility .....</b>	<b>4</b>
<b>III. FY2022 Cybersecurity Grant Program Objectives .....</b>	<b>4</b>
A. Provide Resources and Equipment.....	4
B. Risk and Vulnerability Assessment.....	5
C. Promote Training.....	7
D. Develop Plans and Policies.....	7
E. Utilization of Available Resources.....	8
<b>IV. Authorized Program Expenditures .....</b>	<b>9</b>
A. Permissible Costs .....	9
B. Costs Not Permissible .....	10
<b>V. Application Format and Content.....</b>	<b>10</b>
A. Format.....	10
B. Required Application Content.....	10
<b>VI. Application Evaluation Criteria .....</b>	<b>13</b>
A. Tier 1 Criteria.....	13
B. Tier 2 Criteria .....	13
<b>VII. Checklist of Required Documents .....</b>	<b>14</b>
<b>VIII. Timeline .....</b>	<b>15</b>
<b>IX. Approval and Notification of Award.....</b>	<b>15</b>
<b>X. Administration of Grant Contracts .....</b>	<b>15</b>
A. Issuing Agency.....	16
B. Filing an Application.....	16
C. Reservation of Rights .....	16
D. Term of the Contract .....	17
E. Payment and Reporting Requirements of Grant Awardees .....	18
F. Satisfactory Progress .....	23
G. General Specifications .....	24
H. Special Conditions.....	25
<b>XI. Questions .....</b>	<b>26</b>
<b>Exhibit A: Allowable Costs Matrix .....</b>	<b>27</b>
<b>Exhibit B: MS-ISAC Membership.....</b>	<b>29</b>
<b>Exhibit C: Cybersecurity Resources for Local Governments.....</b>	<b>30</b>
<b>Exhibit D: Best Practices for Preparing an Effective Grant Application.....</b>	<b>34</b>

## I. Introduction

The purpose of this Request for Applications (RFA) is to solicit applications for up to \$50,000 in federal FY2022 State Homeland Security Program (SHSP) funding made available by DHSES for eligible applicants to enhance and sustain their cybersecurity posture as well as ensure that their information systems are secure and protected from cyber incidents. There is a total of up to \$2,000,000 in funding that is made available under this grant program and funds will be awarded competitively based on the submission of completed and eligible applications.

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

Through the state-wide County Emergency Preparedness Assessments (CEPA) process conducted every three years by NYS DHSES, the threat of a cyber incident recently scored as the highest risk of all human-made/adversarial threats assessed. Despite its high-risk level, cybersecurity capabilities across New York State counties scored low, pointing to a considerable need for cybersecurity enhancement. The CEPA data showed cybersecurity weaknesses across multiple categories, including policy/procedures, training, software and equipment.

In response, NYS DHSES has devoted funding through this grant opportunity to aid local jurisdictions in enhancing their ability to identify, protect, detect, respond to and recover from cyber incidents.

The primary objectives of this grant opportunity are as follows:

1. To provide New York State local jurisdictions with the resources and equipment necessary to prevent disruption of the confidentiality, integrity, and availability of their information systems.
2. To assess cybersecurity risks, identify vulnerabilities and determine capability gaps with the focus of allocating resources to address the most critical needs.
3. To ensure that local jurisdictions are equipped with the knowledge and resources necessary for providing cybersecurity awareness training to their staff in support of good cyber hygiene at the user level.
4. To develop actionable cybersecurity plans that focus on response and immediate remediation to a cyber incident.

5. To encourage the participation in established cybersecurity support networks and utilization of the vast amount of resources available to local governments.

This grant opportunity will ensure that critical homeland security funding addresses prioritized capability development goals and objectives, as recognized by State and local stakeholders in the 2022-2025 New York State Homeland Security Strategy, specifically, Goal 4: *Enhance Statewide Cybersecurity*.

## II. Eligibility

All New York State counties as well as local units of government to include cities, towns, and/or villages are eligible to apply for this grant opportunity. Only one application per jurisdiction will be accepted for funding consideration. Please coordinate with your municipality regarding submitting an application.

- **Additional Eligibility Requirement:** Eligible applicants are further required to be an existing member or register as a new member of the Multi-State Information Sharing and Analysis Center (MS-ISAC). DHSES staff will collaborate with MS-ISAC administrators to verify eligibility of all applicants. An overview and registration information of the MS-ISAC can be found in **Exhibit B: MS-ISAC Membership** of this RFA.

## III. FY2022 Cybersecurity Grant Program Objectives

DHSES has identified the following objectives for the FY2022 Cybersecurity Grant Program:

- A. **To provide New York State local jurisdictions with the resources and equipment necessary to prevent disruption of the confidentiality, integrity, and availability of their information systems.**

The confidentiality, integrity and availability of information, or the CIA triad of cybersecurity, represent the fundamental aspects of data that are sought to be protected within an organization's network. "Confidentiality" refers to maintaining legally protected or private data, accessible only to parties intended by the organization. "Integrity" refers to maintaining accuracy and completeness of data. "Availability" refers to the data being stored, processed, and communicated properly to ensure its accessibility within the organization. These concepts each represent how an organization's systems could be disrupted if subjected to a cyber incident. Information Technology systems, as they relate to cybersecurity, consist of physical equipment, such as endpoint devices, servers and other hardware components that provide protection, as well as programmatic resources, such as firewalls and anti-virus software. These systems must be kept up to date and operating properly to ensure critical information is protected and secure.

Cyberattacks are successful when vulnerabilities in these systems are exploited. The FY2022 Cybersecurity Targeted Grant Program supports local jurisdictions in protecting their systems through the use of funding and ensuring these systems continue to operate effectively to minimize cybersecurity risk, thus limiting harmful consequences to the organization.

**B. To assess cybersecurity risks, identify vulnerabilities and determine capability gaps with the focus of allocating resources to address the most critical needs.**

Every jurisdiction carries at least some degree of risk. Vulnerabilities within organizations can present in a variety of areas. Two perspectives from which to assess cybersecurity are that of governance/policy, to include awareness training, in addition to that of physical systems, including equipment and software. Conducting a comprehensive risk assessment will help jurisdictions determine which specific areas within their organization may present a risk for exploitation by an adversary. The risk assessment process should be used to identify specific vulnerabilities and to assist with prioritizing the most critical needs.

**Center for Internet Security (CIS) Controls – Introduction**

The DHSES Cybersecurity Grant Program was created to help entities develop their cybersecurity programs. The grant encourages entities to evaluate their cyber posture using the Center for Internet Security (CIS) Controls and apply for funding to remediate the gaps they identify.

The CIS Controls are a list of high-priority, highly effective defensive actions that provide a “must-do, do-first” starting point for every entity seeking to improve their cyber defense. By adopting these controls, organizations can prevent the majority of cyberattacks.

Details regarding the CIS Controls can be found at <https://learn.cisecurity.org/cis-controls-download>

**CIS Controls – Focus on Implementation Group 1**

DHSES has provided an abbreviated version of its controls assessment tool, which is based on AuditScripts’ “Critical Security Controls Initial Assessment Tool”, as a part of the Cybersecurity Grant Program. This version of the tool focuses on Implementation Group 1 safeguards, which are the aspects of the CIS Controls that are essential for a successful cybersecurity program and are achievable with limited cybersecurity expertise. Use of this tool will aid New York’s State and local governments in assessing their current posture and identifying fundamental security gaps.

There are 57 safeguards in Implementation Group 1 of the CIS Controls, most of which can be easily implemented with no-cost or low-cost solutions. Some safeguards may require expenditures or assistance to implement. In these cases, the entity may wish to consider a consulting engagement to implement the capability or use of an outsourced or managed service. Please note that proper procurement guidelines must be followed in the event that consultants are engaged for these services.

**Encouraged and Favored Projects**

Applications seeking funding for projects related to Implementation Group 1 safeguards are encouraged and favored where such gaps are identified in the assessment questionnaire. Other high priority projects that fall outside of this scope will also be considered but should be accompanied by justification and/or supporting documentation (such as a risk assessment report).

Based on past NYS breach and incident data, the following are favored and recommended projects for entities that do not have related or sufficient protections in place.

**Multi-Factor Authentication (MFA)** – Many incidents and compromises occur as a result of phishing, credential theft, and single factor authentication solutions (including email, remote access). These risks can be mitigated by implementing multi-factor authentication.

**Email Filtering** - One of the most common vectors for malware and social engineering is phishing. While not an Implementation Group 1 safeguard, we recognize that, when coupled with effective end user awareness training and other organizational controls, email filtering can provide effective protection for an entity and its mail system.

**End User Training** – Security training for staff can help prevent many cyber related incidents. With regular trainings, users can gain the knowledge and initiative to avoid compromise and report suspicious activity, thus thwarting attempted cyberattacks. There are many free training solutions that exist as outlined in this RFA. If you are submitting for training, please explain why a free solution is not sufficient and the benefits of applying for/purchasing a paid solution.

**Backup Solutions** – As seen in many headlines, ransomware continues to be a leading threat. Ensuring proper backup solutions are in place and tested can help with recovery in the case of a ransomware or other infection. It is important to maintain offline, non-network addressable backups. Many entities have experienced infections that encrypted their entire network and backups.

To aid in the application process, this guidance and the Application Worksheet were developed in collaboration with DHSES's Cyber Incident Response Team (CIRT) and Cyber Support Element (CSE), both of which provide cybersecurity support for local governments, non-executive agencies and public authorities through outreach, information sharing and cyber incident response.

- C. To ensure that local jurisdictions are equipped with the knowledge and resources necessary for providing cybersecurity awareness training to their staff in support of good cyber hygiene at the user level.**

In addition to physical systems, an equally, if not more critical component to cybersecurity is ensuring that all users of information technology systems are following safe and secure practices. This can be accomplished through regularly administered trainings of cybersecurity best practices and establishing jurisdiction-wide policies to enforce these

practices. For example, a common method of cyberattack known as “phishing” occurs when a malicious party sends a fraudulent email, often purporting to be from a trusted source. The email will contain a link or attachment which installs malicious software (malware). Lacking proper knowledge and awareness, a user could be deceived and open the link, thus creating an entry point for a cyberattack. In this all-too-common scenario, a single user’s error will place the entire organization’s network at risk. With such cyberattacks targeting users’ behavior, the importance of cybersecurity awareness training is paramount.

With this consideration in mind, a well-educated user is also an invaluable resource for cyber threat detection, given the prevalence of email-based cyber threats. With regular trainings, users can gain the knowledge and initiative to report suspicious activity appropriately, thus thwarting attempted cyberattacks. Additionally, with the cybersecurity threat landscape expanding in sophistication and complexity, regular and recurrent training opportunities can incorporate updated information of specific cyber threats for users’ awareness.

Applicants of the FY2022 Cybersecurity Grant Program are strongly encouraged to develop new or enhance existing cybersecurity training programs within their agency, as well as other investments focused on the creation of robust cybersecurity policies and practices. Please note that a multitude of training resources are available for free, which applicants are highly encouraged to seek prior to requesting grant funds for such resources. Please refer to ***Exhibit C: Cybersecurity Resources for Local Governments*** for more information on available free and low-cost trainings.

**D. To develop actionable cybersecurity plans that focus on response and immediate remediation to a cyber incident.**

In addition to utilizing grant funds to enhance protection and prevention of cyber threats, the FY2022 Cybersecurity Grant Program further supports a focus towards response to a cyberattack, should one occur. DHSES recognizes that even jurisdictions with a robust cybersecurity posture still carry some degree of risk of a cyber incident. Having an effective response plan in place following such an event is critical in minimizing disruption of an organization’s systems. Funding through this program supports local jurisdictions’ preparedness efforts to include effective planning and executing regular cybersecurity exercises. With planning and exercises occurring at regular intervals, an organization can effectively measure their cybersecurity policies and defenses. This will provide an opportunity for the organization to address any vulnerabilities identified during the exercise. Consequently, the organization will be prepared for real world cyber threats and any potential disruption would be minimized.

**E. To encourage the participation in established cybersecurity support networks and utilization of the vast amount of resources available to local governments.**

Through the FY2022 Cybersecurity Grant Program, applicants are encouraged to take advantage of the many resources, available from organizations at the State and federal level, as well as the private sector, including information sharing and support networks, assessment tools, best practice recommendations and incident response assistance. Many of these resources are available free of charge and provide government organizations with the ability

to assess their current capabilities, identify where vulnerabilities exist, prioritize where to focus resources, and understand how to mitigate and plan for potential cyber incidents in the future. Several of these resources are outlined in ***Exhibit C: Cybersecurity Resources for Local Governments*** of this RFA.

DHSES is committed to ensuring that local government organizations are supported in their preparedness efforts as they relate to cybersecurity, through not only this funding opportunity, but also working collaboratively with other State and federal partners in an effort to coordinate information-sharing, provide outreach opportunities and support New York State's local governments with their cybersecurity needs.

- **Multi-State Information Sharing and Analysis Center (MS-ISAC):** Applicants of the FY2022 Cybersecurity Grant Program will be required to be an existing member or register as a new member of the MS-ISAC. The MS-ISAC is the focal point for cyber threat prevention, protection, response and recovery for the nation's state, local, tribal and territorial (SLTT) governments. They are a valued partner of New York State, and work closely with the New York State Intelligence Center (NYSIC) and other NYS agencies to support New York State's local governments. Direct membership in the MS-ISAC and access to all its resources and services are available at no cost to New York's local governments. More information is available at <https://www.cisecurity.org/ms-isac/>.
- **Domain Name System (DNS) Filtering Inquiry:** Eligible applicants are further required to provide information about any DNS filtering solution they have in place to block the resolution of malicious domain names by clients in their environments. The information is to be provided in the Cybersecurity Grant Program Application Worksheet. While we are simply gathering information during the current grant application cycle, use of a comprehensive service of this type may become a requirement for application to the Cybersecurity Grant Program in a future cycle. DNS filtering is available at no cost to MS-ISAC members via its Malicious Domain Blocking and Reporting (MDBR) service: <https://www.cisecurity.org/ms-isac/services/mdbr/>.
- **New York State Board of Elections (SBOE) Managed Security Service and Intrusion Detection Service Programs:** SBOE has recently made these services available to counties for the benefit of the County Boards of Elections. When applying for grants, applicants should consider whether the services identified in the application would or could be covered by SBOE's Managed Security Services and Intrusion Detection Services programs that are being offered at no cost to the Counties. For additional information on these programs please email: [info@elections.ny.gov](mailto:info@elections.ny.gov).

#### IV. Authorized Program Expenditures

##### A. Permissible Costs

Grant funding under the FY2022 Cybersecurity Grant Program may be used for certain planning, equipment, training and exercise costs allowable under the State Homeland

Security Program (SHSP). *Applicants should refer to Exhibit A, "Allowable Costs Matrix" for detailed information on allowable costs.*

Examples of projects that are in line with the grant program include, but are not limited to, the following:

**1. Planning:**

- Costs associated with the development of plans to include the hiring of consultants<sup>1</sup> to identify potential vulnerabilities and develop risk mitigation plans

**2. Equipment:**

- Software packages including firewalls, anti-virus applications and malware protection;
- Network equipment including servers;
- Encryption software;
- Intrusion detection systems;
- Hardware components that will provide protection against cyber threats;
- Physical security measures including cameras and access control for protection of IT hardware and equipment

**3. Training:**

- Training initiatives, including overtime and backfill costs;
- Costs associated with the development and delivery of cyber awareness training to staff at the user level
- Training costs specific to IT/Cyber-focused personnel

**4. Exercises:**

- Costs associated with the design, development, execution, and evaluation of exercises (regionally or locally) to determine the viability of new or pre-existing capabilities.

**Note:** *The sample list above is not fully inclusive. Please note that equipment purchases must be allowable per the Authorized Equipment List located at: (<https://www.fema.gov/grants/guidance-tools/authorized-equipment-list>).*

**B. Costs Not Permissible**

Organizational, Management & Administration (M&A) costs, construction costs, and the hiring of full or part-time staff are not allowable under this grant program. Applicants should refer to Exhibit A of this RFA to obtain clear guidance on allowable costs.

## V. Application Format and Content

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<sup>1</sup> Under the Cybersecurity Grant Program, as with all SHSP funding, there is a 50% cap on personnel costs. Personnel Costs include OT/Backfill for Training and Exercises and most consultant costs (unless the consultant is developing defined deliverables or installing equipment.)

**A. Format:** Grant applications **MUST** be submitted via the automated E-Grants System operated by DHSES by **5:00 pm on March 12, 2025**. The system allows an agency to complete an application electronically and submit it online using a secure portal. If upon reading this RFA you are interested in completing a grant application, and you have not previously been registered to use the DHSES E-Grants system, your agency will need to register and be assigned a username and password. The Registration Request Form and a detailed tutorial on how to use the E-Grants system is available at: <https://www.dhSES.ny.gov/e-grants>.

**B. Required Application Content:** The following questions must be addressed in your FY2022 Cybersecurity Grant Program application. You must answer these grant-specific questions in the **required** Application Worksheet for your application to be considered.

**1. Applicant Details:** Applicants must provide the identification of their organization to include the following:

- Organization name and address;
- Point of Contact name and contact info (POC should be IT/Cyber-focused Personnel)
- Number of personnel within the organization for which the grant funding will apply (all front-line users of IT/all users of the agency's e-mail system);
- Organizational structure of Information Technology/Cybersecurity dedicated staff within the organization;
- Summary of the organization's current IT environment to include basic description of network equipment and approximate number of endpoint devices (computers, smartphones, tablets, etc.);
- Cyber Incident History within the Organization, if applicable (things to consider include the type of cyber incident that occurred, what data, if any, was compromised, what steps the organization took in response to the incident and how well the organization recovered from the incident);
- Perceived Cyber Threats to the Organization, based on current security posture and observed threat environment;
- Cyber Threat Intelligence Source(s) for the Organization, including MS-ISAC membership status; and  
Mission of the Organization and the role its IT systems meet to fulfill the functions of government

**2. DNS Filtering Service Information Request:** Applicants shall identify any DNS filtering solution they have in place to block the resolution of malicious domain names by clients in their environments. DNS filtering is available at no cost to MS-ISAC members via its Malicious Domain Blocking and Reporting (MDBR) service: <https://www.cisecurity.org/ms-isac/services/mdbr/>. Please indicate if your organization uses MS-ISAC's MDBR service, another DNS filtering service, or does not currently use DNS filtering. If using a DNS filtering service other than MS-ISAC's MDBR, please complete all questions on this form.

- 3. Implementation Group 1 CIS Control Assessment:** As outlined above, the FY2022 Cybersecurity Grant Program has adopted the "Implementation Group 1 CIS Control Assessment Tool", which was derived from the Center for Internet Security's (CIS) Controls version 8. Applicants should familiarize themselves with this tool via the "CIS Controls Assessment" sheet of the Application Worksheet. To use the tool, select responses from the drop-down menus for each safeguard under "Safeguard Implemented" on the sheets labeled by the National Institute for Standards and Technology (NIST) functions "Identify (ID)", "Protect (PR)", "Detect (DE)", "Respond (RS)", and "Recover (RE)". As responses are provided, the assessment tool will automatically generate scores for each NIST function, as well as other metrics on the "Dashboard" sheet. By periodically updating the responses in this assessment, your organization can measure its progress in closing implementation gaps associated with the CIS Controls.

- ***NOTE: Please also provide narratives in the adjacent "Notes" column to support your "Safeguard Implemented" selections. Scoring for this section will include evaluation of supporting narratives.***

- 4. Proposed FY2022 Budget:** Applicants must list each project within the budget in order of priority (Project #1 being most critical, etc.) based on the submission of the budget details in the "Budget" tab of E-Grants, as well as the Application Worksheet. For each project, applicants must select a project title, provide a project description and outline proposed expenditures within each of the allowable spending categories (*Federal Spending Category* and *NYS Budget Category*). There is no cap on the number of projects that may be submitted, but the total request for the FY2022 Cybersecurity Grant Program funding cannot exceed **\$50,000**.

The total costs identified in the budget plans will be reviewed for reasonable and necessary expenses, and whether they align with the objectives of this grant. The review panel will also reference the "Capability Advancement" section of the Application Worksheet to ensure that projects requested in the "Budget" section address gaps identified from the embedded CIS Controls Assessment Tool or otherwise justified by the applicant.

- ***NOTE: Please ensure the budget amounts reflected in the Application Worksheet correspond to the amounts entered in your E-Grants Application. Inconsistencies in your application documents may lead to a reduction in your score.***

- 5. Capability Advancement:** Applicants must provide a brief description of their current cybersecurity capabilities and highlight how the proposed projects in their budget for this grant program will address identified capability gaps and improve their overall cybersecurity posture. Please indicate any combined coordination, planning or training with external agencies or organizations with respect to cybersecurity. Applicants shall indicate, as clearly as possible, how the overall capabilities of the organization will be enhanced by the requested goods/services outlined in their proposed budget plan. Applicants will be prompted to select the applicable National Institute for Standards and Technology (NIST) Function (Identify, Protect, Detect, Respond, or Recover) and

safeguard to be enhanced by each project. Applicants will also be prompted to identify and describe the following components for each of their requested budget items: current capabilities, current gaps, what attempts have previously been made to address those gaps and how their proposed projects will close those gaps.

- ***NOTE: Applications seeking funding for projects that fall outside the scope of Implementation Group 1 safeguards will be considered, however, strong justification for such projects must be made in your application.***

6. **Multi-Year Planning:** Applicants must provide a Multi-Year Plan that communicates how capabilities (including the maintenance of equipment) will be developed under this grant program and how those capabilities will be enhanced and/or sustained after the successful completion of the projects proposed in your application upon the conclusion of the performance period (August 31, 2025).

## **VI. Application Evaluation Criteria**

The following multi-tiered criteria will be used by a committee selected by DHSES to evaluate each application and to determine the best applications for recommendation to the Commissioner to receive grant awards. All grant awards are approved by the Commissioner of DHSES.

### **A. Tier 1 Criteria**

Tier 1 criteria are rated either “yes” or “no” and serve as a baseline by DHSES to determine if applicants are eligible and have appropriately submitted all the required application materials prior to review by the multi-agency review committee. If any of the answers are “no”, the application will be immediately disqualified without further review and will not be considered for an award.

1. Was the application submitted on time?
2. Was the application submitted via E-Grants?
3. Is the application complete, including the **required** Application Worksheet? (the Application Worksheet must be attached in E-Grants by the submission due date)
4. Did the application meet the eligibility requirements (from a county or local unit of government, and a registered member of the MS-ISAC)?

### **B. Tier 2 Criteria**

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

**Overall Assessment of Application:** Under the FY2022 Cybersecurity Targeted Grant Program, applicants will receive up to ten (10) points based on their “Overall Assessment of Application.” This score will be determined by the reviewers based on a complete assessment

of the application. Reviewers will assess how well the application addresses the five primary objectives of the FY2022 Cybersecurity Grant Program.

**Bonus Points Criteria:** Due to the highly competitive nature of this program and to maximize the impacts of funding across the State, bonus points will be awarded to applicants who have not been previously funded under the Cybersecurity Grant Program. All previously unfunded applicants will be awarded five (5) bonus points which will be added to their overall application score.

**Grant Management Performance History:** Per the new Code for Federal Regulations (CFR) 2 CFR Part 200, DHSES is required to assess the risk posed by sub-recipients of federal funding passed through DHSES. For previously funded applicants, DHSES will assess how well they have historically managed federal grant funds. This will include reporting compliance, successful award spend-down, and program objective compliance. Once a prospective applicant's final overall average score is determined by the review panel, DHSES may subtract up to ten (10) points based on its "Grant Management Performance History" criteria.

Tier 2 Evaluation Criteria	Point Score Range
CIS Controls Assessment Tool	0-20 points
Proposed Budget	0-30 points
Capability Advancement	0-30 points
Multi-Year Plan	0-10 points
Overall Application	0-10 points
<b>Sub-Total</b>	<b>100 Points Maximum</b>
Bonus Points: Previously Unfunded Applicants	5 points
Grant Management Performance History	0-10 points (Subtracted off the top of final average score)
<b>Total</b>	<b>105 Points Maximum</b>

Applications receiving the highest score based upon panel review will be selected for recommendation to the Commissioner for award. The total scores will be averaged and ranked in order from highest to lowest. The State reserves the right, for the purpose of ensuring the completeness and comparability of proposals, to analyze submissions and make adjustments or normalize submissions in the proposals, including applicants' technical assumptions, and underlying calculations and assumptions used to support the computation of costs, or to apply such other methods, as it deems necessary to make comparisons. In the event of a tie score where one or more applicants may not be fully funded, the applicant with the highest score in the Overall Application section will be ranked higher. Proposed budgets will be reviewed, and items deemed inappropriate, unallowable, or inconsistent with project or program activities will be eliminated. Budgets that include inappropriate and/or

unallowable proposed expenditures will receive a reduced score. Grants in the amount of the budgets, as adjusted, will be made to the highest-ranking applicants until funds are insufficient to fund the next ranking application in full. The State reserves the right, at its discretion, to make amendments and/or alter funding levels of one or more applicants based on any new information discovered that would have originally affected the scoring or to not award funding to any application with a final average score of 60 or less.

## **VII. Checklist of Required Documents**

- ☐ Applications must be submitted to DHSES via E-Grants with the required attachment uploaded.
- ☐ FY2022 Cybersecurity Grant Program Application Worksheet must be submitted as an attachment in E-Grants.

## **VIII. Timeline**

DHSES must receive completed grant applications by **5:00 p.m. on March 12, 2025**. Applications received after the due date and time will not be considered. Applications must be submitted via the DHSES E-Grants System. Please note that E-Grants technical assistance will only be available during business hours, including on the date the application is due. Furthermore, all written questions must be submitted to DHSES by **12:00 noon on March 6, 2025** to ensure that a timely response is provided to the applicant.

Grant applicants can expect to be notified of award decisions sometime in early 2025.

## **IX. Approval and Notification of Award**

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

Pursuant to Section 163(9)(c) of the State Finance Law, any unsuccessful Bidder may submit a written request for a debriefing regarding the reasons that the Bid submitted by the Bidder was not selected for award. Requests for a debriefing must be made within 15 calendar days of notification by DHSES that the Bid submitted by the Bidder was not selected for award. An unsuccessful Bidder's written request for a debriefing shall be submitted to DHSES Director of Grants Program Administration. The debriefing shall be scheduled within 10 business days of receipt of the written request by DHSES or as soon as practicable under the circumstances.

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

## **X. Administration of Grant Contracts**

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

The period of performance for contracts supported by the Cybersecurity Grant Program funds will be determined once awards have been approved but cannot extend beyond **August 31, 2025**. Although the contract format may vary, the contract will include such standard terms and conditions included in DHSES grant contracts available for review on the DHSES website: <https://www.dhSES.ny.gov/grant-reporting-forms>.

**Nationwide Cybersecurity Review (NCSR) Requirement:** All applicants that receive funding through the FY2022 Cybersecurity Grant Program will be required to participate in the Nationwide Cybersecurity Review (NCSR) as a condition of receiving federal homeland security funding. Details on accessing and registering for the Nationwide Cybersecurity Review (NCSR) can be found at: <https://www.cisecurity.org/ms-isac/services/ncsr>. It is advised that you coordinate closely with your Information Security Officer (ISO) to determine if your jurisdiction has already completed this requirement – please note that you are only required to submit once for your specific jurisdiction.

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

### **A. Issuing Agency**

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

### **B. Filing an Application**

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

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

### **C. Reservation of Rights**

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

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

22. Applicants funded through this program agree to provide DHSES, upon request at any time during the life of the grant contract, such cooperation and information deemed necessary by DHSES to ascertain: (1) the nature and extent of any threats or hazards that may pose a risk to the applicant; and (2) the status of any corresponding applicant or applicant plans, capabilities, or other resources for preventing, protecting against, mitigating, responding to, and recovering from such threats or hazards.
23. Require applicants to attend and participate in any DHSES-sponsored conferences, training, workshops or meetings (excluding those identified by DHSES as voluntary) that may be conducted, by and at the request of DHSES, during the life of the grant contract.
24. In its sole discretion, reserves the sole discretion to increase or decrease the total funding available for this program at any time, resulting in more or fewer applications funded under this RFA.

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

#### **D. Term of the Contract**

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

#### **E. Payment and Reporting Requirements of Grant Awardees**

##### **1. Standard Cost Reimbursement Contract**

Each successful applicant must enter into a standard cost reimbursement contract with DHSES. Such contract will include this Request for Applications, the successful applicant's proposal, any attachments or exhibits and the standard clauses required by the NYS Attorney General for all State contracts (available upon request). The contract will be subject to approval by the Attorney General and State Comptroller. Although the contract format may vary, the contract will include such clauses, information, and rights and responsibilities as can be found on the DHSES website, including:

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

For purposes of this RFA, these terms and conditions are incorporated by reference and the applicant must agree to the inclusion of all of these terms and conditions in any resulting grant contracts as part of the application submission. Copies of the standard terms and conditions

included in DHSES grant contracts are available for review on the DHSES website at <https://www.dhSES.ny.gov/grant-reporting-forms>. Payments will be made subject to proper documentation and compliance with reimbursement procedures and all other contractual requirements.

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

### **2 CFR Part 200**

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

### **Procurements**

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

### **Single Audit**

Applicants that expend \$750,000 or more from all Federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of U.S. Government Accountability Office’s (GAO) Government Auditing Standards, located at <http://www.gao.gov>, and the requirements of Subpart F of 2 CFR Part 200 located at: <http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f>.

**Environmental and Historic Preservation (EHP) Compliance:** As a federal agency, DHS/FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by DHS/FEMA, including grant-funded projects, comply with Federal EHP regulations, laws and Executive Orders, as applicable. Sub-recipients proposing projects that have the potential to impact the environment, including but not limited to the modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the DHS/FEMA EHP review process. The EHP review process involves the submission of a detailed project description along with supporting documentation so that DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, DHS/FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive order, regulations, and policies.

### **Conflict of Interest**

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

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

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

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

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

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

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

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

Affirmative steps must include:

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

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

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

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

#### **Sexual Harassment Prevention**

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

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

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

SDVOBs can be readily identified on the directory of certified businesses at <https://online.ogs.ny.gov/SDVOB/search>

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

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

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

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

#### **Worker's Compensation and Disability Benefits Insurance Coverage**

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

### **3. Iran Divestment Act**

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

By submitting a proposal in response to this RFA, or by assuming the responsibility of a Contract awarded hereunder, the applicant (or any assignee) certifies that once the prohibited entities list is

posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

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

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

#### **4. Vendor Responsibility**

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

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

##### **a) Suspension of Work for Non-Responsibility:**

The Commissioner of DHSES or his or her designee, in his or her sole discretion, reserves the right to suspend any or all activities under the Contract, at any time, when he or she discovers information that calls into question the responsibility of

the applicant. In the event of such suspension, the applicant will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the Commissioner of DHSES or his or her designee issues a written notice authorizing the resumption of performance under the Contract.

**b) Termination for Non-Responsibility:**

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

**F. Satisfactory Progress**

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

**G. General Specifications**

By submitting the application, the applicant attests that:

1. Applicant has express authority to submit on behalf of the applicant's agency.
2. Submission of an application indicates the applicant's acceptance of all conditions and terms contained in this RFA, including Appendices A-1 and C, and all other terms and conditions of the award contract.
3. The application and any resulting grant, if awarded, must adhere to, and be in full compliance with any, resulting contract(s) and relevant federal and states policies and regulations or be subject to termination.
4. Any not-for-profit subrecipients are required to be prequalified, prior to contract execution, by the State of New York upon application submission through the New York Statewide Financial System) <https://grantsmanagement.ny.gov/get-prequalified>. If your organization is not currently doing business with NYS, you will need to submit a Substitute W-9 form to obtain a NYS Vendor ID. The form is available on the Office of the State Comptroller website at: <http://www.osc.state.ny.us/state-agencies/forms>.

6. Contract Changes - Contracts with applicants/subrecipients may be executed, terminated, renewed, increased, reduced, extended, amended, or renegotiated at the discretion of the Commissioner of DHSES, in light of applicants/subrecipients performance, changes in project conditions, or otherwise.
7. Records – Applicants/subrecipients must keep books, ledgers, receipts, work records, consultant agreements and inventory records pertinent to the project; and in a manner consistent with DHSES contractual provisions and mandated guidelines.
8. Liability - Nothing in the contract between DHSES and the applicant shall impose liability on the State of New York or DHSES for injury incurred during the performance of approved activities or caused by use of equipment purchased with grant funds.
9. Reports - A provider agency shall submit to the DHSES reports in a format and time schedule specified in the grant contract, which shall include a description of the program efforts undertaken during the report period and the current status of the project.
10. Tax Law Section 5-a Certification – In accordance with section 5–a of the Tax Law, sub-recipients will be required, prior to the approval of any contract awarded as a result of this RFA, to certify that it and its affiliates, subcontractors, and subcontractors’ affiliates have registered with the New York State Tax Department for the purpose of collection and remittance of sales and use taxes. In order to trigger this certification requirement, a subrecipient or its affiliates, subcontractor, or subcontractors’ affiliates must have made more than \$300,000 in sales of tangible personal property or taxable services to location within New York State and the contract must be valued in excess of \$100,000. Certification will take the form of a completed Tax Form ST-220 (1/05).
11. Standard Contract Provisions - Grant contracts executed as a result of this RFA process will be subject to the standard clauses for New York State Contracts as referenced herein and as located at:  
<https://ogs.ny.gov/system/files/documents/2023/06/appendix-a-june-2023.pdf>
12. Compliance with Procurement Requirements - The applicant shall certify to DHSES that all applicable federal and contractual procurement procedures were followed and complied with for all procurements.

## **H. Special Conditions**

### **New York State Emergency Management Certification and Training Program**

1. Participation in, and successful completion of, the New York State Emergency Management Certification and Training Program (EMC Training Program) is a mandatory requirement under this Contract and a condition of funding. The EMC Training Program will be made available to, and required for, DHSES-specified county and city government officials in order to ensure a consistent emergency management preparedness and response strategy across the State. Attendee substitutions, except as expressly approved by DHSES, shall not be permitted or deemed to be in compliance with this requirement.

2. To fulfill the EMC Training Program requirement of the Contract and in order to be eligible for funding under this Contract, applicants must arrange for DHSES-specified applicant employees to receive and acknowledge receipt of EMC Training no later than 180 days after execution of this Contract. Copies of the training certificates for each required participant must be submitted to DHSES upon execution of the Contract, or, in the event that training is scheduled, but not yet complete, the applicant will be required to submit a signed statement indicating the scheduled future dates of attendance, and no later than thirty (30) days after the training is complete, forward such training certificates to DHSES. Continued compliance with the EMC Training Program also requires an annual refresher training of one day per 365 day-cycle from the date of initial training for previously trained individuals if such person remains employed by the applicant and fulfilling the same functions as he or she fulfilled during the initial training. Should a new employee be designated to serve in the DHSES-specified positions, then he or she must come into compliance with the EMC Training Program requirements not later than 180 days after taking office.
3. Applicants must commit to active participation in a DHSES Annual Capabilities Assessment as a condition of funding. Active participation includes making reasonable staff, records, information, and time resources available to DHSES to perform the Annual Capabilities Assessment and meet the objectives and goals of the program. Applicants must be aware that the process of conducting a DHSES Annual Risk Assessment is an ongoing process and requires a continued commitment on the part of the applicant to ensure that it is effective.
4. All applicants funded through this program agree to provide DHSES, upon request at any time during the life of the grant contract, such cooperation and information deemed necessary by DHSES to ascertain: (1) the nature and extent of any threats or hazards that may pose a risk to the recipients or subrecipients; and (2) the status of any corresponding recipients or subrecipients plans, capabilities, or other resources for preventing, protecting against, mitigating, responding to, and recovering from such threats or hazards.
5. Additionally, pursuant to Article 26 of the NYS Executive law, DHSES is authorized to undertake periodic drills and simulations designed to assess and prepare responses to terrorist acts or threats and other natural and man-made disasters. Funded applicants agree to attend and participate in any DHSES-sponsored conferences, training, workshops or meetings (excluding those identified by DHSES as voluntary) that may be conducted, by and at the request of DHSES, during the life of the grant contract.
6. Failure to comply with any of the requirements, as listed above, may result in sanctions up to and including the immediate suspension and/or revocation of the grant award.

## **XI. Questions**

Questions regarding the FY2022 Cybersecurity Grant Program should be directed to the following e-mail address: [Grant.Info@dhSES.ny.gov](mailto:Grant.Info@dhSES.ny.gov). To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. Written questions will be accepted until **12:00 noon on March 6, 2025**.

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

All questions regarding the E-Grants System should be directed to DHSES via e-mail ([Grant.Info@dhses.ny.gov](mailto:Grant.Info@dhses.ny.gov)) or telephone (866-837-9133). No technical assistance will be available after **5:00 pm on March 12, 2025**.

## Exhibit A: Allowable Costs Matrix

**Reminder:** Allowable costs for the FY2022 Cybersecurity Grant Program are more restrictive than the more general State Homeland Security Program (SHSP) because of the specialized nature of this targeted grant program. Please note that Organizational, Management & Administrative (M&A) as well as Construction costs, and the hiring of Personnel are not allowable under the FY2022 Cybersecurity Grant Program.

**Personnel Cap:** Under the FY2022 Cybersecurity Grant Program, there is a 50% cap on personnel costs. Personnel Costs include OT/Backfill for Training and Exercises and most Consultant Costs (unless the consultant is developing defined deliverable or installing equipment).

<b>Planning Costs</b>
Public education & outreach
Develop and enhance plans and protocols
Develop and conduct assessments
Hiring of contractors/consultants to assist with planning activities
Conferences to facilitate planning activities
Materials required to conduct planning activities
Travel/per diem related to planning activities
Overtime, backfill and fringe costs
<b>Equipment Categories</b> AEL link: <a href="https://www.fema.gov/authorized-equipment-list">https://www.fema.gov/authorized-equipment-list</a>
Biometric User Authentication Devices
Remote Authentication Systems
Encryption Software
Data Transmission Encryption Systems
Forensic Software (for purposes of analysis and investigation of cyber-related incidents)
Malware Protection Software
Firewalls (Personal and Network)
Intrusion Detection/Prevention System
Vulnerability Scanning Tools
Hardware, Computer, Integrated (hardware components that will protect against cybersecurity threats)
Other Items
<b>Training Costs</b>
Overtime & backfill for personnel attending FEMA-sponsored & approved training classes & technical assistance programs
Training workshops & conferences
Travel
Hiring of contractors/consultants
Supplies

<b>Exercise Costs</b>
Design, Develop, Conduct & Evaluate an Exercise
Exercise planning workshop
Hiring of contractors/consultants
Overtime & backfill costs, including expenses for personnel participating in FEMA exercises
Implementation of HSEEP
Travel
Supplies

## Unallowable Costs

<b>Management and Administrative (M&amp;A) Costs</b>
Hiring of full or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, compliance with reporting & data collection requirements
Development of operating plans for information collection & processing necessary to respond to FEMA data calls
Overtime and backfill costs
Travel
Meeting related expenses
Authorized office equipment
Recurring expenses such as those associated with cell phones & faxes during the period of performance of the grant program
Leasing or renting of space for newly hired personnel during the period of performance of the grant program
<b>Organizational Categories</b>
Overtime for information, investigative, & intelligence sharing activities
Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis & sharing groups or fusion center activities
<b>Construction Costs</b>
All Construction Costs

## Exhibit B: MS-ISAC Membership

### (Requirement for Grant Applicants)

**Overview:** The Multi-State Information Sharing and Analysis Center (MS-ISAC) is a program area of the Center for Internet Security and is funded by the U.S. Department of Homeland Security. The MS-ISAC has been designated as the key resource for cyber threat prevention, protection, response and recovery for the nation's state, local, tribal and territorial (SLTT) governments. Through its state-of-the-art 24/7 Security Operations Center, the MS-ISAC serves as a central resource for situational awareness and incident response for these SLTT governments.

There is no cost to become a member of the MS-ISAC. The only requirement to enroll as a member organization is completion of online registration at the following link:

<https://learn.cisecurity.org/ms-isac-registration>

#### MS-ISAC Member Benefits:

- 24/7 Security Operations Center (SOC)
- Incident response assistance
- Cybersecurity exercises
- Cybersecurity advisories & daily tips
- Cyber event notifications
- Awareness/education materials
- Vulnerability assessment services
- Secure portals for communication & document sharing
- Member initiatives & collaborative resources
- Malicious Code Analysis Platform (MCAP)
- Monthly newsletters, webinars & threat briefings
- Alert status map
- Cyber threat information & analytical products
- Free CIS SecureSuite membership
- Discounts on training and other products through the CIS CyberMarket
- Nationwide Cybersecurity Review (NCSR)
- Vulnerability Management Program (VMP)

# Exhibit C: Cybersecurity Resources for Local Governments

## DHSES Cyber Incident Response Team (CIRT)

### **Cybersecurity Incident Response**

- Remote and on-site response options available
- “In the moment,” incident-specific recommendations on containment, eradication, and recovery
- Real time cyber-threat intelligence sharing
- Post-incident recommendations to help your entity achieve a more proactive cybersecurity program

### **Digital Forensics**

- Analysis of your incident’s indicators of compromise to assist with timely identification of root cause and effective remediation planning
- Analysis of incident-relevant logs and system images via our secure portal – or DHSES CIRT will come to you
- Benefit from DHSES CIRT’s expertise and industry-standard toolset without the overhead of managing “in-house”
- Available in support of active incident response or as proactive analysis

### **Cybersecurity Risk Assessment Services**

- Customized to fit your needs, DHSES CIRT will assess the technical and governance aspects of your cyber-program:
  - Edge Assessment – An objective assessment of your cyber-perimeter from the perspective of a potential attacker, this offering enumerates your public-facing systems and publicly available information, highlighting potential weaknesses that could be exploited externally to gain internal system access
  - Internal Vulnerability Assessment – Focused within your network perimeter, this offering identifies opportunities to limit the impact of an internal compromise, whether it originated externally or due to a scenario involving insider threat
  - Security Program Posture Assessment – A guided assessment of your organization’s cybersecurity maturity, assessed against the CIS controls, in key areas shown to reduce the risks associated with cyber-incidents
- Upon completion of your assessment, you will receive a comprehensive report with prioritized remediation recommendations on the design and implementation of solutions that balance risk mitigation with cost

### **Phishing Testing and Awareness Services**

- DHSES CIRT will work with Information Technology (IT) and executive leadership to schedule a phishing campaign that simulates a targeted attack. Upon completion, you will receive a report detailing how many of your users recognized the phishing emails and reacted to them
- Several DHSES CIRT recommended training modules are available for all end users regardless of performance during the Phishing Assessment
- Following completion of the phishing exercise and follow-on training, DHSES CIRT provides a report that can be used to jump start your cybersecurity awareness training and reduce your risk

**Cybersecurity Incident Response Tabletop Exercises** – A DHSES CIRT team will walk your organization’s leadership through a mock cybersecurity incident, which will help identify gaps in your incident response plan and prepare your team in case of a real cyber-incident.

Please contact the DHSES CIRT at (844) OCT-CIRT to report a cybersecurity incident or contact us at [cirt@dhSES.ny.gov](mailto:cirt@dhSES.ny.gov) for more information on proactive services. You can also find more information on the CIRT's offerings on its website, <https://www.dhSES.ny.gov/cyber-incident-response-team>.

### **Nationwide Cybersecurity Review (NCSR)**

The NCSR is a voluntary self-assessment survey designed to evaluate an organization's cybersecurity management practices. Available annually, the NCSR generates customized reports to help participants understand their cybersecurity maturity. Recommendations for cyber improvements and summary reports gauging security measures against peers, using anonymized data, are also included. More information is available at <https://www.cisecurity.org/ms-isac/services/ncsr>. Please contact [NCSR@cisecurity.org](mailto:NCSR@cisecurity.org) or (518) 880-0736 to sign up for the NCSR.

### **NYS Intelligence Center (NYSIC)**

**Cyber Analysis Unit (CAU)** – The NYSIC-CAU provides a variety of strategic, tactical, and technical intelligence in the form of intelligence bulletins or email and phone notifications. In order to receive these products and resources please contact the CAU at (518) 786-2191 or [CAU@nysic.ny.gov](mailto:CAU@nysic.ny.gov).

### **NYS Office of Information Technology Services (ITS)**

**Local Government Cybersecurity Awareness Toolkit** – Features practical information, risk assessment tools and guidance to help local government minimize cyber risk and increase cybersecurity awareness, available at <https://its.ny.gov/cybersecurity-awareness-events-and-training>. Components of the toolkit include:

**Asset Inventory Guidance & Templates** – to help identify critical information assets for risk assessment.

**Critical Security Controls Assessment Framework & User Guide** – to assist with evaluating, prioritizing and tracking the 20 security measures that reduce the risk of the most pervasive and dangerous cyber-threats.

**Application Risk Assessment Tool** – helps to identify and evaluate application system risk and prioritize remediation efforts in a standardized manner.

**Secure System Development Life Cycle (SSDLC) Resources** - defines security requirements and tasks that must be considered and addressed within every system, project or application that are created or updated to address a business need.

**New York State Information and Cybersecurity Awareness Training** - designed to improve employees' cybersecurity awareness and to strengthen overall cybersecurity readiness.

**New York State Cybersecurity Policies, Standards and Guidelines** - Provides a menu of ITS security policies that local governments can scale and replicate for their cybersecurity programs.

**Registration for Multi-State Information Sharing and Analysis (MS-ISAC) membership** - to allow access to associated cyber resources and services.

**Vulnerability Scanning** – Web Application Scanning (WAS) is used to identify known security vulnerabilities in web applications and web sites, such as cross-site scripting, SQL injection, command execution, directory traversal and insecure server configuration. For more information please contact the CISO Vulnerability Management Team at [CISO.vm@its.ny.gov](mailto:CISO.vm@its.ny.gov).

**Incident Response**- when an incident occurs, the NYS Cyber Command Center (CyCom) Cyber Incident Response Team (CIRT) assists in assessing scope, magnitude and source of intrusions. The CIRT can perform forensics, log analysis, and malware reverse-engineering. In addition, the CIRT will recommend steps to remediate the problem and mitigate future attacks. Contact [cycom@its.ny.gov](mailto:cycom@its.ny.gov) or (518) 242-5045.

### **NYS Office of General Services (OGS)**

**IT Umbrella, System Integration, Project Consulting, Manufacturing, Distribute** – This group of contracts includes three different umbrella contracts that municipalities can use to procure cybersecurity technology and services from accredited contractors and is available at [https://ogs.ny.gov/purchase/snt/lists/gp\\_73600.asp](https://ogs.ny.gov/purchase/snt/lists/gp_73600.asp).

For other IT contracting questions please contact OGS Procurement Services at (518) 474-6717 or [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov).

### **U.S. Department of Homeland Security (DHS)**

**DHS Cyber Hygiene (CyHy) Program** – Provides an assessment encompassing continuous configuration error and vulnerability scanning of public, internet-facing information systems. A report is provided to participants on a recurring basis which includes remediation and mitigation recommendations to address identified vulnerabilities. This service is free. Contact [SLTTCyber@hq.dhs.gov](mailto:SLTTCyber@hq.dhs.gov) to request these services.

**Risk and Vulnerability Assessments (RVA)** – Provides a broader suite of cybersecurity services than the CyHy Program, including penetration testing, social engineering, wireless discovery and identification, database scanning, and operating system scanning. This is recommended for larger organizations. This service is free, and a report is provided to participants annually. Contact [SLTTCyber@hq.dhs.gov](mailto:SLTTCyber@hq.dhs.gov) to request these services.

**DHS Cyber Infrastructure Survey Tool (C-IST)** – The C-IST is a facilitated assessment of cybersecurity controls related to critical IT services. The C-IST is intended to assist government and private sector participants in surveying cyber protection in 5 domains. More information is available at [https://cdn.fedweb.org/fed-91/268/CIST\\_Fact\\_Sheet\\_2015.pdf](https://cdn.fedweb.org/fed-91/268/CIST_Fact_Sheet_2015.pdf).

**DHS External Dependencies Management (EDM) Assessment** – The EDM Assessment is a non-technical facilitated assessment to help stakeholders assess and manage risks arising from external dependencies, specifically dependencies on the information and communication technology service supply chain. More information is available at <http://static1.1.sgspcdn.com/static/f/869587/26055675/1426700102660/EDM+Fact+Sheet+2014.pdf?token=yipA0Bflcc1qJooca1q%2BCrxdRXw%3D>.

**Federal Cyber Incident Unified Message** – This message provides useful points of contact in the federal government as well as detailed descriptions of when to report cyber incidents, what to report, how to report, and types of federal responses, and it is available at

<https://www.dhs.gov/sites/default/files/publications/Cyber%20Incident%20Reporting%20United%20Message.pdf>.

**Federal Ransomware Guidance** – This guide has preventive and response advice for ransomware, and it is available at [https://www.us-cert.gov/sites/default/files/publications/Ransomware\\_Executive\\_One-Pager\\_and\\_Technical\\_Document-FINAL.pdf](https://www.us-cert.gov/sites/default/files/publications/Ransomware_Executive_One-Pager_and_Technical_Document-FINAL.pdf).

## **Exhibit D: Best Practices for Preparing an Effective Grant Application**

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

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

### ***What to do when you are completing the application:***

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

### ***What to do prior to submitting your application:***

- Make sure that you have completed all the required sections of the application. Applicants are strongly recommended to share their completed applications with a colleague to ensure that the application is clearly written and addresses all the objectives of the grant opportunity.

2025 CORONER CASES BY QUARTER	
JANUARY – MARCH 2025	# OF CASES
Natural	4
Accidental	3
Suicide	1
Homicide	0
Undetermined	0
<b>PENDING</b>	<b>1</b>
<b>All Coroner Cases for January-March 2025</b>	<b>9</b>
<b>From Accidental/Undetermined/Suicide Cases: Overdoses</b>	<b>0</b>
<b>From Accidental/Undetermined/Suicide Cases: Ethanol Intoxication</b>	<b>0</b>

APRIL – JUNE 2025	# OF CASES
Natural	0
Accidental	0
Suicide	0
Homicide	0
Undetermined	0
<b>PENDING</b>	<b>0</b>
<b>All Coroner Cases for April-June 2025</b>	<b>0</b>
<b>From Accidental/Undetermined/Suicide Cases: Overdoses</b>	<b>0</b>
<b>From Accidental/Undetermined/Suicide Cases: Ethanol Intoxication</b>	<b>0</b>

JULY – SEPTEMBER 2025	# OF CASES
Natural	0
Accidental	0
Suicide	0
Homicide	0
Undetermined	0
<b>PENDING</b>	<b>0</b>
<b>All Coroner Cases for July-September 2025</b>	<b>0</b>
<b>From Accidental/Undetermined/Suicide Cases: Overdoses</b>	<b>0</b>
<b>From Accidental/Undetermined/Suicide Cases: Ethanol Intoxication</b>	<b>0</b>

OCTOBER - DECEMBER 2025	# OF CASES
Natural	0
Accidental	0
Suicide	0
Undetermined	0
<b>PENDING</b>	<b>0</b>
<b>All Coroner Cases for October-December 2025</b>	<b>0</b>
<b>From Accidental/Undetermined/Suicide Cases: Overdoses</b>	<b>0</b>
<b>From Accidental/Undetermined/Suicide Cases: Ethanol Intoxication</b>	<b>0</b>

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LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY