

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**  
**HELD IN ROOM 318**  
**PUTNAM COUNTY OFFICE BUILDING**  
**CARMEL, NEW YORK 10512**

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

**Tuesday**

**June 10, 2025**

**(To Immediately Follow the 6:00p.m. Special Physical, Special Full & Personnel Meetings)**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/ Protective Services Meeting Minutes/ April 8, 2025**
- 4. Approval/ Budgetary Amendment 25T104/ Request to Hire Meridian Strategic Services to Develop a Continuity of Operations Plan for Putnam County/ Commissioner BES Robert Lipton (*Tabled at 5/13/2025 Pending Information to Support Funding Request*)**
- 5. Approval/ Budgetary Amendment 25A049/ Sheriff's Office/ Grant Funding for the Putnam County Sheriff's Bureau of Criminal Investigation/ Sheriff Kevin McConville**
- 6. FYI/ 2024 & 2025 Statewide Interoperable Communications (Targeted Grant Program)/ Commissioner BES Robert Lipton**
- 7. Other Business**
- 8. Adjournment**

June 10<sup>th</sup>  
Protective  
#3

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

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

**Tuesday**

**April 8, 2025**

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

The meeting was called to order at 6:24pm by Chairman Jonke and who requested Legislator Gouldman lead in the Pledge of Allegiance. Upon roll call Legislators Addonizio, Birmingham, and Chairman Jonke were present.

**Item #3 - Acceptance/ Protective Services Meeting Minutes/ February 13, 2025**

Chairman Jonke stated the minutes were accepted as submitted.

**Item #4 – Approval/ Budgetary Amendment 25A028/ Sheriff's Office/ Revenue Received from Century Arms Inc. To Fund Other Equipment and Education & Training/ Sheriff Kevin McConville**

Sheriff Kevin McConville stated pursuant to New York State Penal Law Section 450 they are required to destroy weapons that have been in their possession for longer than one (1) year. He stated they have destroyed 307 weapons and still have more that will be destroyed. He stated to date they have received \$9,000 from the company they turn them into, Century Arms Inc. He explained he is requesting that the \$9,000 be disbursed to the following budgets, \$4,000 be put into the Division of Criminal Justice Services, for the Fingerprint budget line, as they are required to maintain that for Pistol Permit Applicants. He stated and the remaining balance of \$5,000 would go into Narcotics in the Education and Training budget line. He explained that would actually be a reimbursement of the \$5,000 that was taken from that budget line to maintain the Fingerprint budget line.

Legislator Birmingham questioned if the weapons that are turned in are melted down.

Sheriff Kevin McConville confirmed that to be correct. He stated the company then sells the steel.

Chairman Jonke made a motion to Approve Budgetary Amendment 25A028/ Sheriff's Office/ Revenue Received from Century Arms Inc. To Fund Other Equipment and Education & Training; Seconded by Legislator Birmingham. All in favor.

**Item #5 – Approval/ Budgetary Amendment 25A029/ Sheriff's Office/ Reimbursement from NY Municipal Insurance / Sheriff Kevin McConville**

Sheriff McConville explained one of the Sheriff's vehicles was struck and damaged. He stated this is the reimbursement from NY Municipal Insurance in the amount of \$18,679.53.

Chairman Jonke made a motion to Approve/ Budgetary Amendment 25A029/ Sheriff's Office/ Reimbursement from NY Municipal Insurance; Seconded by Legislator Birmingham. All in favor.

**Item #6 – FYI/ Bureau of Emergency Services (BES)/ FY2022 Technical Rescue & Urban Search and Rescue Grant Program/ Commissioner BES Robert Lipton**

Director of Emergency Medical Services Robert Cuomo stated he was representing Commissioner Lipton. He stated he does not actually work on the grant itself, but will do his best to speak to this item. He stated the Putnam County BES partner with the Westchester Technical Rescue Team. He stated they are responsible for high-risk rescues, such as structural collapses, confined spaces, ice rescues, etc. He stated this grant is in the amount of \$100,000 and there is no match. He stated the funds will be used towards the equipment and training for the team.

Legislator Ellner questioned what percentage of the grant goes to Putnam County.

Director of Emergency Medical Services Robert Cuomo stated he did not have that information.

Chairman Jonke confirmed the item was an FYI.

**Item #7 - FYI/Bureau of Emergency Services (BES)/ FY2022 Cybersecurity Grant Program/ Commissioner BES Robert Lipton**

Director of Emergency Medical Services Robert Cuomo stated these funds will be used to support the County's I/T Department in their efforts related to cybersecurity. He stated the funds could be put towards the purchase of needed equipment, software and/or training.

Chairman Jonke questioned how much the grant is.

Director of Emergency Medical Services Robert Cuomo stated it is for \$50,000 and he confirmed there is no match required.

**Item #8 - FYI/ 2025 Coroner Cases by Quarter – Duly Noted**

**Item #9 - Other Business – None**

**Item #10 – Adjournment**

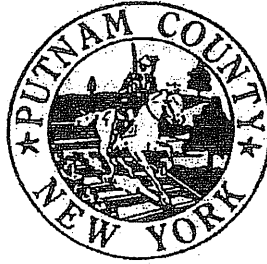
There being no further business at 6:32PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Addonizio. All in favor.

Respectfully submitted by Deputy Clerk Diane Trubulsky.

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue  
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**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**

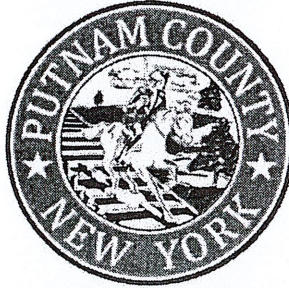
**April 8, 2025**

**(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**



MICHAEL J. LEWIS  
Commissioner of Finance



DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: Budgetary Amendment – 25T104  
DATE: April 18, 2025

At the request of the Commissioner of the Bureau of Emergency Services, the following budgetary amendment is recommended.

GENERAL FUND:		
<u>INCREASE APPROPRIATIONS:</u>		
10398900 54646	BES - CONTRACTS	\$ 25,000.00
<u>DECREASE APPROPRIATIONS:</u>		
10199000 54980	GENERAL CONTINGENCIES	\$ 25,000.00
2025 Fiscal Impact \$25,000		
2026 Fiscal Impact \$0		

Please refer to Commissioner Lipton's attached memorandum.

cc All  
Prot 5/3/25  
A+A 5/3/25  
Reso  
#4  
Tabled to  
Time Prot.  
Pending  
Information  
SHEILA BARRETT  
First Deputy Commissioner of Finance  
ALEXANDRA GORDON  
Deputy Commissioner of Finance  
Reso  
#4  
Approval  
Audit  
Prot. 6/10

2025 APR 25 PM 12:11  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

25T104



## 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

March 25, 2025

Re: COOP Plan

Commissioner Lewis,

We are in the process of hiring Meridian Strategic Services to develop a Continuity of Operations Plan for the County. We will need 25k to pay for plan and the training activities associated with it.

Thank you,  
Bob

Robert Lipton  
Commissioner  
Putnam County  
Bureau of Emergency Services  
112 Old Route 6  
Carmel, NY, 10512  
[Robert.lipton@putnamcountyny.gov](mailto:Robert.lipton@putnamcountyny.gov)  
845-808-4000 Ext 41101

Diane Schonfeld

COAII  
Prot - 6/10/2025 \* #4  
Response

**From:** Heidi Zatkovich  
**Sent:** Thursday, May 29, 2025 3:26 PM  
**To:** Diane Schonfeld  
**Subject:** Putnam County COOP Plan  
**Attachments:** Putnam County Continuity Project Management Plan March 2025.pdf

to Request FR  
Chair of Protective

Good afternoon Diane,

Bob Lipton asked me to send you the attached for the COOP Plan.

Thank you,  
Heidi

Heidi Zatkovich

**Confidential Secretary to Commissioner Robert A. Lipton**  
Putnam County Bureau of Emergency Services  
112 Old Route 6  
Carmel, New York 10512  
Tel (845) 808-4000 x 41109  
Fax (845) 808-4010  
Email – Heidi.Zatkovich@putnamcountyny.gov

\* IN RESPONSE to Chair  
of Protective Request for  
information - Related to Request  
for funds: B.t # 25T 104  
(Tabled at 5/13/25  
Prot. mtg. LACK of info)



MARCH  
**2025**



# Putnam County New York

## Continuity of Operations Work Plan



Prepared By:

**Meridian Strategic  
Services, Inc.**

*Partnering with you for a more resilient future*



845-384-3012



[meridianstrategicserv.com](http://meridianstrategicserv.com)



[info@meridianstrategicserv.com](mailto:info@meridianstrategicserv.com)



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## PROJECT SUMMARY

### CONTINUITY OF OPERATIONS PROJECT OVERVIEW

Meridian Strategic Services, Inc. will assist Putnam County in the development and implementation of a Continuity of Operations Plan (COOP) for the County and its departments.

The COOP will focus on the development of internal processes and procedures designed to enhance the resilience of County Government in Putnam County and enable it to overcome the challenges of a future emergency or disaster.

This plan details how the Bureau of Emergency Services and Meridian will conduct this continuity project.

This management plan details the strategies and actions that will be implemented during this project to enhance organizational resilience through:

- Continuity of Operations Plan Development;
- Targeted Training Programs;
- Improved Coordination Procedures;
- Emergency Management Tabletop Exercise;

Through these efforts, Putnam County will be better positioned to prepare for, respond to, and recover from future disasters, ensuring that its mission and services remain resilient in times of crisis.

### SCOPE

The goal of this project is dedicated to strengthening the internal resilience of the government of Putnam County. This effort will focus on organizational preparedness, and coordination to ensure that the County is equipped to navigate future disasters effectively. This project will be limited in scope to the departments and agencies of County Government in Putnam County.

### OBJECTIVES

The key objectives of this project include:

- **COOP Development:** Meridian will create a Continuity of Operations Plan and supporting procedures to guide the County response during a future disaster.
- **Training:** Develop and deliver a custom training program that equips the County's team members with the knowledge and skills to implement continuity procedures called for in the COOP.
- **Improved Coordination Procedures:** Assist the County in organizing and enhancing their internal emergency coordination and continuity efforts.
- **Capstone Tabletop Exercise:** Design, facilitate, and assess a tabletop exercise to test the County's newly developed COOP. An After-Action Review will be conducted to identify strengths and areas for improvement.



## MEASURES OF SUCCESS

Progress in this project will be evaluated based on the following criteria:

- **COOP Completion:** Development of a functional, actionable COOP and related procedures within the agreed timeline.
- **Effective Training Delivery:** Conduct training sessions that measurably improve participants' knowledge and skills in their role in the COOP.
- **Capstone Tabletop Exercise:** Successfully execute a Tabletop Exercise to assess the County's ability to apply its COOP in a simulated crisis scenario.

## VALUE TO PUTNAM COUNTY

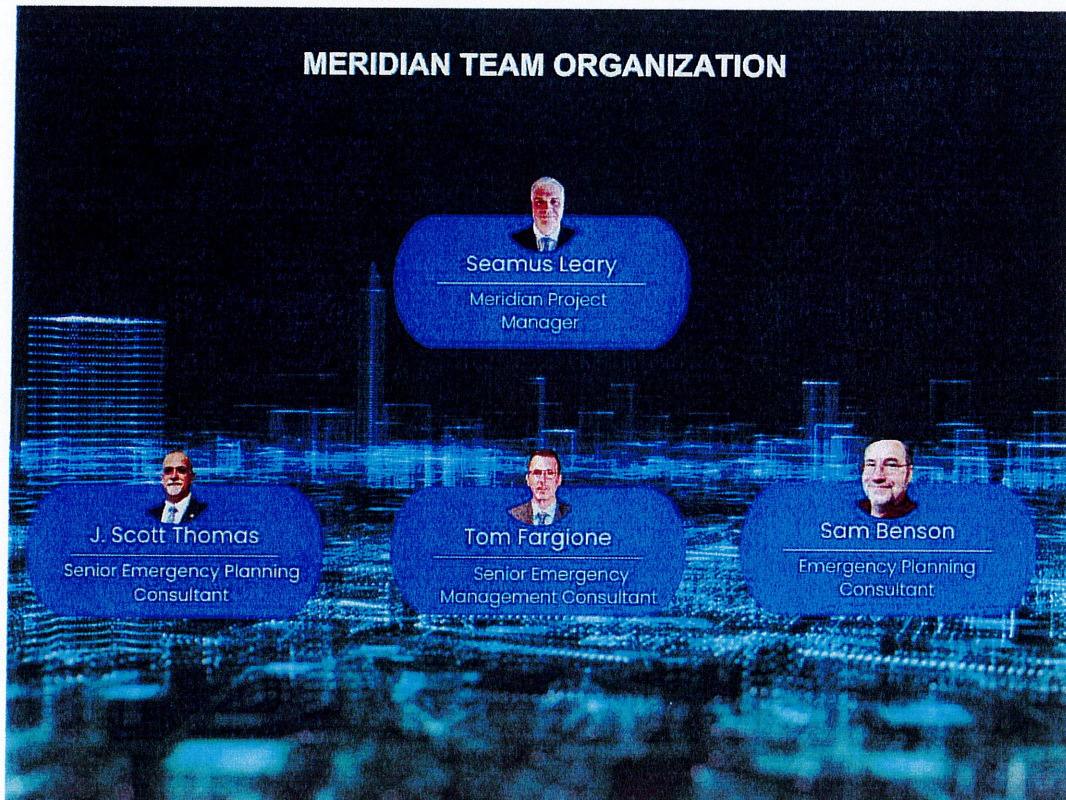
This project will deliver significant benefits to the County, including:

- A fully developed COOP with clear, actionable procedures.
- Enhanced organizational and individual resilience through targeted training.
- Increased confidence and readiness among the County's team members to respond effectively to emergencies.
- Reduced time and administrative burden in the development and implementation of the COOP.
- Strengthened coordination and communication within the County.
- Minimized risk exposure for the County.

## PROJECT ORGANIZATION

### ORGANIZATIONAL STRUCTURE

Meridian Strategic Services will support the County with a lean, focused consulting team dedicated to achieving the organization's project goals and strengthening its emergency preparedness capabilities.



### KEY TEAM MEMBERS:

#### Seamus Leary – Meridian Project Manager

As Meridian's Project Manager, Seamus will oversee Meridian's efforts, ensuring that deliverables align with the County's objectives.

#### Tom Fargione – Senior Emergency Management Consultant

Tom will serve as a subject matter expert in Emergency Management, assisting in the development of organizational continuity plans, ensuring that they are practical, actionable, and effective. Additionally, he will be the lead instructor for training sessions, providing hands-on guidance to the County's team members.



### **J. Scott Thomas – Senior Emergency Planning Consultant & Instructor**

Scott will be the lead consultant in the development of the County's COOP plan and will serve as the primary point of contact for this project. Scott will also serve as an instructor during the training evolutions associated with this project.

### **Sam Benson –Emergency Planning Consultant & Instructor**

Sam will assist Scott in the development of the County's COOP plan and assist in the development of the procedures required for the effective implementation of the COOP.

## **ROLES AND RESPONSIBILITIES**

Meridian Strategic Services is committed to supporting the County throughout this project. The following roles outline the key responsibilities of each team involved in achieving the project's objectives.

### **PROJECT MANAGERS**

The Project Managers from Meridian and Putnam County will oversee the overall management, coordination, and execution of this project. Their primary responsibilities include:

- Ensuring the project stays on schedule and within scope.
- Facilitating communication and collaboration between Putnam County and Meridian.
- Addressing challenges and ensuring the successful implementation of all project deliverables.

### **MERIDIAN EMERGENCY MANAGEMENT CONSULTANTS**

Meridian's Emergency Management Consultants will serve as subject matter experts in emergency management and continuity operations. Their key responsibilities include:

- **Data Collection:** Gathering and analyzing relevant project-related data.
- **Continuity Plan Development:** Creating an overarching COOP for Putnam County and more detailed annexes for departments and agencies with complex essential missions.
- **Training Program:** Conducting COOP related continuity training for Putnam County team members.
- **Capstone Tabletop Exercise:** Designing and facilitating a scenario-based tabletop exercise to assess the County's continuity capabilities.
- **After-Action Review:** Compiling an After-Action Report, documenting lessons learned and recommendations for improvement based on the tabletop exercise.

### **PUTNAM COUNTY MANAGEMENT TEAM**

The Putnam County Management Team will provide essential support to ensure the effective implementation of this project. Their responsibilities include:

- **Internal Coordination:** Managing schedules and providing reasonable access to key personnel and facilities.
- **Administrative Support:** Assisting with on-site project logistics and documentation.
- **Information Sharing:** Providing access to past and current records that support project objectives.

#### JOINT RESPONSIBILITIES

To ensure project success, Meridian and Putnam County will maintain open communication and collaboration throughout this project by:

- Promptly sharing any findings, challenges, or critical updates that could impact project outcomes.
- Addressing any issues proactively to ensure smooth progress and timely resolution.
- By working together, Meridian and Putnam County will strengthen Putnam County's ability to prepare for, respond to, and recover from future disasters.

## PROJECT MANAGEMENT PROCESS

The following section outlines the management approach for this project.

### ASSUMPTIONS, DEPENDENCIES AND CONSTRAINTS

#### ASSUMPTIONS

The following are assumptions that could impact this project:

- Full cooperation is anticipated from all organizations within the County's government with the Meridian Team Members working on this project.
- No unforeseen events or emergencies within the County will hinder the timely completion of the project.
- All requests for information and draft document reviews will be completed in a timely fashion.

#### DEPENDENCIES

The success of the Meridian Team relies on:

- Timely scheduling of COOP planning activities.
- Efficient sharing of information and prompt document reviews.

#### CONSTRAINTS

To ensure timely project completion, Meridian requires:

- Access to key personnel and facilities within the County.

In consideration of the busy schedules of the County's team members, Meridian's Emergency Management Consultants are committed to respecting their time and minimizing disruptions.

### PROJECT STAFFING

The County will assign Chris Shields as a Project Manager to facilitate Meridian's successful engagement with the County.

Meridian will assign the following personnel to this phase of the project:

- Seamus Leary, Project Manager
- Tom Fargione, Senior Emergency Management Consultant / Lead Instructor
- J. Scott Thomas, Senior Emergency Planning Consultant / Instructor
- Sam Benson, Emergency Planning Consultant / Instructor

Meridian has the ability to increase its staffing footprint, as needed, to meet project demands.



### COMMUNICATION PLAN

- Putnam County and Meridian will coordinate project activities through their Project Managers and their designees.
- The Putnam County Project Manager will lead communications and coordination with the County's management team.
- The Meridian Project Manager will oversee the activities of Meridian Team members.
- The County and Meridian teams will conduct weekly coordination meetings, which may be held in person, via phone, or through Zoom, to ensure effective project management.



## PROJECT IMPLEMENTATION

This project is designed to produce an effective COOP plan for Putnam County while minimizing the administrative impact on members of the County workforce.

### PROJECT IMPLEMENTATION METHODOLOGY

Meridian is committed to supporting Putnam County with a comprehensive suite of emergency management services designed to enhance organizational resilience during emergencies. Meridian and Meridian will utilize a collaborative approach to strengthen the resilience of organizations within the County.

### DATA COLLECTION

Meridian will collect crucial data that is necessary to develop effective contingency plans and procedures. This data may be collected by questionnaires, emails, and/or interviews.

### COOP DEVELOPMENT

Meridian will develop a COOP for Putnam County and its subordinate organizations.

Putnam County's COOP will serve as the foundational continuity planning document that will reflect how the County, and its departments within the county government, would respond to a future emergency.

The COOP will serve as the overarching document that will include the County's current strategy for responding to future disasters and emergencies that may impact internal operations.

The COOP will include detailed guidance with regards to how to perform mission essential tasks during an emergency.

The COOP will consist of a core plan that will provide guidance on the following topics:

- The County Executive's Intent for Managing Internal Crisis Management Activities;
- Strategic Guidance for COOP Activities;
- General Continuity Guidance for All Departments and Offices of County Government;

Some departments within County Government that perform complex essential functions may require more specific guidance that will be contained in department specific annexes of the County's COOP.

Meridian will assist these selected County Departments within County Government to create detailed, organization specific continuity annexes that will assist these organizations to effectively respond to and recover from an incident that impacts their internal operations in accordance with the County's COOP Plan.

Examples of County Departments that may require an organizational specific annex to the COOP may be:

- Board of Elections;
- Bureau of Emergency Services;
- County Clerk;
- Department of Health;
- Department of Public Works;
- Department of Social Services and Mental Health;
- Sheriff's Office;
- The County Jail;

## TRAINING

Meridian will deliver customized, continuity focused training programs led by subject matter experts with extensive experience in emergency response and disaster recovery operations across the country. The training is designed to meet the unique needs and capabilities of participants within county government.

## CAPSTONE TABLETOP EXERCISE

Meridian will collaborate with Putnam County to design, facilitate, and evaluate a Capstone Tabletop Exercise. This exercise aims to:

- Foster constructive discussion in a low-stress environment.
- Test the effectiveness of the newly developed emergency plans.
- Evaluate the proficiency of team members who have undergone training.
- Identify organizational strengths and lessons learned for continuous improvement.

The Capstone Tabletop Exercise serves as a practical, positive learning experience that enhances organizational preparedness and resilience.



## PROJECT SCHEDULE

### PROJECT MILESTONES

The following table contains the project's milestones:

Milestone	Activity	Description
Project Initiation	Kickoff Meeting	Kick Off Meeting with the County's senior leadership to determine the project's objectives, implementation strategy and timeline.
Milestone 1	Introductory Meetings	Meridian will conduct introductory meetings with the County Department Heads to provide an overview of the project's objectives, implementation strategy and timeline.
	Data Collection	The Meridian Team will meet with individuals identified by the County to collect organizational specific information necessary for the development of the core COOP document.
Milestone 2	Core COOP Plan Development	The Meridian Team will draft the core COOP Plan which will serve as the overarching Continuity Plan for the County.
Milestone 3	Department Specific Annexes	The Meridian Team will work with individual Departments, identified by the County, to develop Department specific continuity guidance.
Milestone 4	COOP Training	COOP Training is awareness training designed to enhance the knowledge of team members about their roles and responsibilities during an emergency requiring the activation of the County's COOP.
Milestone 5	Tabletop Exercise	Meridian will develop, facilitate and evaluate a Tabletop Exercise. A tabletop exercise is a facilitated analysis of an emergency situation in an informal, stress-free environment. Tabletops are designed to elicit constructive discussion as participants examine and resolve problems based on the newly developed COOP and identify where the plan may need to be refined.
	AAR and Plan Revision Complete	Tabletop Exercise After Action Report and COOP Revisions based on lessons learned from the exercise.

### PROJECT TIMELINE

At the conclusion of the Project Kickoff Meeting, Meridian will collaborate with the Bureau of Emergency Services to create a project timeline based on the County's schedule and the number of Departments that require the development of an organizational specific annex to the COOP.



## HOURLY RATES & TERMS

### HOURLY RATES

In accordance with the wishes of Putnam County, Meridian will utilize an hourly billing model for this project.

The following table contains the hourly rates for Meridian Strategic Services:

Position Title	Hourly Rate
Project Manager	\$155
Senior Emergency Management Consultant	\$155
Emergency Management Consultant I	\$144
Emergency Management Consultant II	\$134

### PROJECT ESTIMATION

At the request of the County, Meridian is providing a cost estimate by task. This estimate is for planning purposes only. Actual costs may vary based on the requirements of the County.

Activity	Estimated Cost
Core COOP Plan	\$20,000
Small Department Annex: Board of Elections	\$7,000
Small Department Annex: County Clerk	\$10,000
Large Department Annex: Bureau of Emergency Services	\$7,000
Large Department Annex: Department of Health	\$10,000
Large Department Annex: Department of Public Works	\$10,000
Large Department Annex: Department of Social Services and Mental Health	\$10,000
Large Department Annex: Sheriff's Office	\$10,000
Large Department Annex: The County Jail	\$10,000
Training Course (2 Classes)	\$10,000
Tabletop Exercise	\$16,000

### PROJECT TERMS

#### INVOICING

Meridian will submit an invoice to the Putnam County Bureau of Emergency Services at the beginning of each month and payment will be due within 30 days.

#### TRAVEL

Travel costs associated with this project will be billed to the County at cost with no markup and will be in accordance with the standards set by the General Services Administration (GSA) Federal Travel Regulations, where applicable.

Meridian will seek written permission from the County prior to incurring travel related costs.

## OTHER DIRECT COSTS

Other direct costs may include printing, facility rental, equipment rental and similar costs directly related to the project and contained within the scope of work. These items and services will be procured at open market rates and will be billed to the County separately with a full accounting of each item provided to the County. Any costs of this nature will be approved by the County in writing prior to procurement.

MICHAEL LEWIS  
COMMISSIONER OF FINANCE



cc: all  
Prot 6/10/25  
A+A

KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

Reso

#5

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk

From: Sheila M. Barrett, First Deputy Commissioner of Finance *SMB*

Re: Budgetary Amendment - 25A049

Date: May 30, 2025

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

General Fund:

Increase Appropriations:

32311000.51093.10177	Personnel Services - Sheriff's Department - BCI	4,179
32311000.58002.10177	FICA - Sheriff's Department - BCI	321

Increase Revenue:

32311000.443890.10177	Public Safety - Homeland Security Investigation	4,500
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2025 JUN -4 AM 10:52  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

To acknowledge grant money for Putnam County Sheriff's Department - Bureau of Criminal Inv.  
Fiscal Impact - 2025 - \$ 0  
Fiscal Impact - 2026 - \$ 0

Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive



**Sheila Barrett**

---

**From:** Kristin VanTassel  
**Sent:** Friday, May 30, 2025 2:55 PM  
**To:** Sheila Barrett  
**Cc:** Kevin McConville; Thomas Lindert; John Alfano  
**Subject:** Budget Amendment: HSI Project code 10177

**Importance:** High

Good afternoon Sheila,

Based on the email below, I would like to request the following budget amendment

Increase 32311000.443890.10177 an additional \$4,500  
Increase 32311000.51093.10177 an additional \$4,178.70  
Increase 32311000.58002.10177 an additional \$321.30

None of the approved \$12K funds were used October 2024 through December 2024, therefore I am requesting the full \$12,000 be allocated to 2025.

Please let me know if there is anything further required.

Thank you,  
Kristin

Shelia Barrett  
To: O. Norman VanTassel  
You replied to this message on 2/3/2025 1:45 PM

From: Rodas, Michelle <Michelle.Rodas@PutnamCountyNY.gov>  
Sent: Monday, February 3, 2025 4:21 PM  
To: John Altano <John.Altano@PutnamCountyNY.gov>  
Cc: Long, Kimberly L <Kimberly.L.Long@PutnamCountyNY.gov>  
Subject: FY 2025 Putnam County Sheriff's Office SLOD Budget Overview

**PUTNAM COUNTY NOTICE**

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

Good afternoon,

It is my pleasure to inform you that the Putnam County Sheriff's Office has been approved to receive **\$12,000** in State and Local Overtime (SLOD) funds from HSI New York for Fiscal Year (FY) 2025, which runs from October 1, 2024 to September 30, 2025. Expenses incurred by the Putnam County Sheriff's Office in joint law enforcement operations with HSI are authorized for reimbursement, effective October 1<sup>st</sup>. Such expenses may include overtime, leased vehicles, and other similar costs. Since the amount budgeted for the Putnam County Sheriff's Office is intended to last the entire fiscal year, we will keep in touch with you from time to time in order to track expenditure rates. Due to more stringent policies for filing reimbursement invoices, you are respectfully requested to submit invoices no later than **25 days** following the end of each month in which reimbursable expenses occur. In addition, a real time balance has been requested due on the 1<sup>st</sup> day of the month.

Historically, we have received additional SLOD funds during the fiscal year which has allowed us to enhance reimbursement allocations. While there is no guarantee of enhancements to our SLOD budget this fiscal year, if you need additional funds, please submit an email with a brief summary supporting your request for supplemental funds. Before submitting a request for funds, please make sure your monthly invoices are submitted on time as we will be checking the agency's monthly burn rate with your request!

Thank you again for your partnership with HSI New York. Should you have any further questions, please let me know.

Regards,

Michelle Rodas  
AFS I EOSH & SLOD Coordinator  
Finance Management Division  
Homeland Security Investigations  
New York Field Office  
Phone: 646-979-7053  
Email: Michelle.Rodas@PutnamCountyNY.gov



# PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES



cc:all  
Prot - FYI  
6/10/25 mtg.  
FYI  
#6

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:** June Protective Services Meeting  
**Date:** May 29, 2025

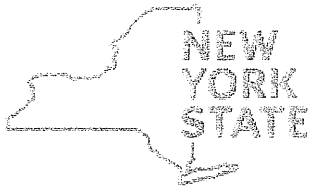
I would like to add the Combined 2024 & 2025 Statewide Interoperable Communications (Targeted Grant Program) to the Protective Services agenda for June.

This grant is being used to support our ongoing communications project. There are no matching funds required for this Grant.

The information package is attached.

Thank you.

2025 MAY 30 AM 10:20  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY



## Homeland Security and Emergency Services

### **Combined 2024 & 2025 Statewide Interoperable Communications (Targeted Grant Program)**

#### **Request for Applications (RFA)**

**Application Deadline: Wednesday, June 11, 2025, 4:00pm**

**Substantive written questions regarding this RFA will be accepted  
until 12:00 noon on June 4, 2025.**

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## **I. General Information**

### **1. Summary Description**

The purpose of this Request for Applications (RFA) is to solicit applications for the Combined 2024 & 2025 Statewide Interoperable Communications Grant Program (SICG) - Targeted Grant Program. Funding for the 2024 & 2025 SICG-Targeted Grant Program is distributed by an analysis of data related to interoperable communication projects, provided by applicant counties within New York State.

This document contains information about the 2024 & 2025 SICG-Targeted Grant Program rules and requirements, the types of expenses eligible for funding, and instructions for completing and submitting the grant application.

The 2024 & 2025 SICG Targeted Grant Program is a competitive grant program for counties and New York City, as a single entity, (hereafter “Counties” or “Applicant”) to expand the coverage and frequency band capabilities of the National Interoperability Channels, using existing tower sites. Primary consideration will be given to Applicants with no existing National Interoperability Channel capabilities.

The State Budget for State Fiscal Years 2024 and 2025 is the funding source for this grant program.

For the 2024 & 2025 SICG Targeted Grant Program, a total of \$40 million in funding is available for Counties, consistent with the above objective.

The SICG-Targeted Program is State support in the form of reimbursement for eligible expenses that concentrate on improving interoperability in New York State. The funding is distributed based on the interoperability evaluation and gap analysis.

For public safety purposes, “interoperability” is defined as the ability of emergency responders to work seamlessly with other systems or products without any special effort. “Wireless communications interoperability” specifically refers to the ability of emergency response officials to share information via voice and data signals on demand, in real time, when needed, as authorized, and across County lines.

Final awards are contingent upon:

- A. The submission of a fully completed application from a county meeting all the Eligibility Criteria set forth in this RFA, and;
- B. An executed, reimbursement-based contract.

Blanks in the application and/or failure to provide answers to follow-up questions may negatively affect the scoring of the application or disqualify the application from further consideration.



Applicants must ensure to answer all questions in the format indicated. Additional or clarifying comments must only be given in the appropriate area provided.

The SICG-Targeted Grant Program is open only to county governments, and New York City as one entity, provided they meet the criteria contained in Part II below. Please refer to Part II for further details on eligibility.

**The final authority to administer this grant program rests with DHSES, including amendments or modifications to these guidelines, award distribution, and/or the amount available for award distribution.**

## **2. Goals and Objectives**

The Office of Interoperable and Emergency Communications (OIEC) seeks to ensure progress towards the goals and milestones described in the New York State Statewide Communications Interoperability Plan (SCIP) and toward communication priorities identified by the Federal government (i.e., SAFECOM Guidance). The SICG-Targeted Program focuses on closing gaps in the implementation and enhancement of the National Interoperability Channels. The SICG-Targeted Grant Program provides a way forward for providing a safer environment for public safety personnel, integration with other emergent technologies, and the ability to establish technology and performance standards, which is the overall objective of this program.

The objective of the 2024 & 2025 SICG-Targeted Grant Program is to improve infrastructure related to the National Interoperability channels.

Applicants for the 2024 & 2025 SICG-Targeted Grant Program must utilize non-proprietary, open standards-based technologies, and equipment and be consistent with the published DHSES guidelines on National Interoperability Channel implementation.

### **Definitions:**

**Conventional Radio System:** A system consisting of radio base stations at one or more locations to cover a given area which are controlled by a radio console at a dispatch point which are connected to each other utilizing a backhaul of microwave, fiber, or leased telephone lines. Each channel on the radio requires either a single or pair of FCC licensed radio frequencies depending on configuration. This can be analog or P25 conventional.

**P25 System:** A conventional or trunked radio system which meets the Project 25 (P25) Federal interoperability standards meaning radios/subscriber units from any other P25 system of a different manufacturer can operate on it and be given the suite of required basic, fundamental features needed to communicate. It does not require all features of a system outside those designated in the standard to be shared with other manufacturers' equipment. Each brand has its own special features that only

radios of their make can utilize, although basic communications functionality is shared among all manufacturers.

### **3. Grant Performance Period**

The period of performance for the 2024 & 2025 SICG-Targeted Grant Program is four (4) years, with the potential for extensions given for extraordinary circumstances only. DHSES-OIEC may assist counties and/or consortiums with development of the project scope for the SICG Targeted Grant Program.

### **4. Funding**

The funding for this grant program is appropriated from the Public Safety Communications Account, established by New York State Finance Law Section 97-qq. For the 2024 & 2025 SICG-Targeted Grant Program, \$40 million has been appropriated.

**This funding is available for reimbursing county expenditures as detailed in Section III: Authorized Program Expenditures.**

DHSES reserves the right to make multiple public award announcements under this RFA, breaking it in several phases, depending on readiness of the applicant to start execution of the project and based on expeditious responses from applicants. DHSES reserves the right to determine how many announcement phases will be needed to expedite the overall process of closing gaps and meeting goals defined in the RFA.

**DHSES reserves the right to release additional Requests for Applications until all available funds are expended.**

### **5. Award Distribution and Limitations**

The State intends to provide meaningful and fair access to this grant program to as many eligible applicants as possible. However, in view of the limited funds available, it is necessary to place certain limits on the distribution of awards.

Therefore, awards from the 2024 & 2025 SICG-Targeted Grant Program will be distributed from funds, as available, according to these parameters:

- 1) No award will be in an amount greater than **\$3 million**. Applications that exceed this \$3 million amount may be dismissed without further consideration.
- 2) Only one application will be accepted from each County (New York City as one entity); and
- 3) Counties submitting multiple applications will be disqualified.

Applicants are advised to read the description of the program and fully complete the category requirements.

## 6. Standards and Guidelines

Eligible Applicants must comply with the following standards and guidelines, as applicable:

- 1) **NYS SCIP**  
<https://www.dhSES.ny.gov/plans-policies-and-guidelines>
- 2) **New York State Guidelines for Base Station Implementation of Interoperability and Common Channels in New York State**  
<https://www.dhSES.ny.gov/base-station-implementation-interoperability-and-common-channels-new-york-state>
- 3) **Channel Name and Use of Common Fire VHF Radio Frequency in New York**  
<https://www.dhSES.ny.gov/system/files/documents/2021/10/fire-channel-naming-guideline-16-01.pdf>
- 4) **NYS Minimum Channel Programming of Interoperability and Common Channels for Public Safety Mobile and Portable Radios**  
<https://www.dhSES.ny.gov/new-york-state-minimum-channel-programming-interoperability-channels-mobile-and-portable-radios>
- 5) **NYS Interoperability Channel Naming: 45.88 MHz (LFIRE4D)**  
<https://www.dhSES.ny.gov/new-york-state-interoperability-channel-naming-4588-mhz>
- 6) **NYS 700MHz Public Safety National Interoperability Channel Plan Guideline**  
<https://www.dhSES.ny.gov/system/files/documents/2021/10/guideline-700mhz-interop-channels-13-01.pdf>
- 7) **NYS Name and Use of 155.370 MHz in New York State (NYLAW1) Guideline**  
<https://www.dhSES.ny.gov/new-york-state-interoperability-channel-naming-155370-mhz>
- 8) **NYS Name and Use of Common EMS VHF Radio Channels in New York Guideline**  
<https://www.dhSES.ny.gov/system/files/documents/2021/10/ems-naming-guideline-13-03.pdf>
- 9) **Guidelines for Network IP Addressing for Public Safety Communications Systems**  
<https://www.dhSES.ny.gov/guidelines-network-ip-addressing>
- 10) **DHS CISA Guidelines for Encryption in Land Mobile Radio Systems**  
<https://www.cisa.gov/publication/encryption>



**11) SAFECOM Guidance**

<https://www.cisa.gov/publication/emergency-communications-grant-guidance-documents>

**12) The Association of Public-Safety Communications Officials (APCO) Project 25 (P25) for Digital Radio Systems**

<https://www.apcointl.org/technology/interoperability/project-25/>

The New York SCIP, as well as DHSES/OIEC Grant Guidance for grant funding, requires that all interoperable communications equipment employ the use of APCO P25 compliant equipment, a technology that allows the achievement of efficient emergency interoperable communications.

**13) New York State Minimum Standards for Public Safety Answering Points (21 NYCRR Chapter LX), including adoption of a law enforcement jurisdictional protocol that is used for all 911 calls and all emergency calls received by any other means dispatched for service.**

**14) Organization for the Advancement of Structural Information Standards (OASIS)**

For Data Standards refer to OASIS at [www.oasis-open.org](http://www.oasis-open.org)

**15) National Plan for Migrating to IP-Enabled 911 Systems**

National 911 Office website provides information on development of optimal 911 services. See <https://www.ntia.gov/report/2009/national-plan-migrating-ip-enabled-9-1-1-systems>.

**16) National Emergency Number Association (NENA) Standards**

NENA Standards related to NG911 and PSAPs. See [www.nena.org](http://www.nena.org).

**17) ANSI/APCO Public Safety Grade Site Hardening Requirements**

APCO ANS 2.106.1-2019

<https://www.apcointl.org/~documents/standard/21061-2019-psg-site-hardening/?layout=default>

**18) Alarm Monitoring Company to Emergency Communications Center (ECC) Computer - Aided Dispatch (CAD) Automated Secure Alarm Protocol (ASAP)**

APCO/TMA ANS 2.101.3-2021

<https://www.apcointl.org/standards/alarm-monitoring-company-to-public-safety-answering-point-psap-computer-aided-dispatch-cad-automated-secure-alarm-protocol/>

## **II. Eligibility**

**Any proposal that does not address the eligibility requirements listed below will be eliminated from further consideration.**

To be eligible to apply for and receive grant funding, applicants must:

- Be a county government within New York State or New York City requesting funding for the benefit of the county as a single entity. Applications must be submitted by a county government. (The five boroughs which comprise New York City [Bronx, Kings, Queens, New York, and Richmond] must apply as a single entity.)
- Be an active member of a New York State Regional Interoperable Communications Consortium. The consortium must consist of two or more counties; be formed to promote multi-jurisdictional and multi-disciplinary public safety communications and interoperability, including New York State agencies. Applicant's failure to certify a consortium commitment will result in forfeiture of the award. "Active member" is defined as documented attendance (Submitted Attendance Sheets) and participation in at least 50 percent of consortium meetings per year.
- Have established or will establish within 120 days of the potential notice of award, a single point of contact (the Interoperability Coordinator), to oversee the applicant's interoperability efforts and coordinate interoperability and communication projects. Applicants are expected to keep this information up to date and readily available to DHSES upon request.
- Awardees shall affirmatively agree to accessibility for other jurisdictions and levels of government, including State agencies, to share communications systems to achieve further statewide cross-jurisdictional and intergovernmental interoperability goals and objectives. This assures the formation of strong cross-jurisdictional and multigovernmental interoperability and system(s) accessibility across counties, regions, and State agencies. For example, to provide accessibility, applicants must reserve a space on newly built towers and reserve channels/talk groups for State public safety operations at no cost. As part of this process, the applicant will cooperate with these agencies and jurisdictions in planning and integrating radios, programming, identifiers, including valid subscriber radio unit identifiers, and radio procedures.
- Permit DHSES employees and authorized users to transmit on radio channels utilized by public safety radio systems, with the exception of law enforcement specific channels, established within the county to implement cooperative use of interoperable radio communications with the applicant providing programming information and reasonable assistance to DHSES to assist in fulfilling this requirement. This shall include providing DHSES with sufficient valid user IDs, talkgroups and other parameters required for operation of DHSES subscriber radios on the county's radio system(s).

- Dedicate funding (including amounts from all sources, such as county funding, this grant program, federal funding, etc.) to improve governance structure, develop Standard Operating Procedures (SOPs), Standard Operating Guidelines (SOGs), and strengthen training and exercise programs to promote efficient inter-regional communications, interoperability, cooperation, and overall, first responder readiness. The State recognizes the significance of governance and leadership as a foundation of public safety interoperable communications. Therefore, establishing, and formalizing governance structure, governance agreements, procedures, and other documents will build higher levels of interoperability across the State between multiple jurisdictions and agencies. Establishing training and exercise programs will assist in achieving a high level of readiness and preparedness of public safety personnel.
- Ensure that new LMR trunked systems and equipment be public safety grade P25 Phase 2. The applicant must agree that new LMR systems will be public safety grade operated as P25 Phase 1 or Phase 2. All subscriber equipment purchased must support and contain all hardware and/or software options to operate P25 Phase 1 at the time of purchase. Additionally, all subscriber equipment that operates on, or may operate on (through software options, programming, or other methods) trunking system(s) must contain Phase 2 hardware and/or software options at time of purchase.
  - Note: this requirement does not preclude the limited expansion of existing conventional systems in analog mode, although subscriber equipment must still adhere to the requirements above. Also, as directed by guidelines published by OIEC and DHS's National Interoperability Field Operations Guide, VHF, UHF, and 800 MHz National Interoperability and State Common Channels equipment must meet the above requirements, regardless of how they will be operated in analog mode on those channels.
- Exception: VHF "low band" (e.g., 30-50 MHz) equipment purchased as part of an existing system may be purchased and operated as analog only.
- If encryption is utilized, it must be the Advanced Encryption Standard-256.
- Implement and/or maintain interoperability channels on the infrastructure/system and program interoperability channels in public safety subscriber equipment. Interoperability base stations for VHF, UHF, 700, and 800 MHz National Interoperability and State Common Channels must operate in accordance with guidelines published by OIEC (<https://www.dhss.ny.gov/plans-policies-and-guidelines>).
- Input and maintain up-to-date information in CASM.
- Be National Incident Management System (NIMS) compliant.
- Include only those costs deemed permissible under the grant.
- Submit 2024 & 2025 SICG-Targeted Grant Program application in accordance with the process identified in this RFA and on time by the established deadline.



- Utilize open-standard/vendor-neutral technologies and equipment.
- Comply with Minority-and-Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO) Requirements. DHSES recognizes its obligation under New York State Executive Law Article 15-A to promote opportunities for the participation of certified minority-and women-owned business enterprises, as well as the employment of minority group members and women in the performance of DHSES contracts. All DHSES grant contracts require grant recipients to document good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of grant contracts, as well as the employment of minority group members and women. Applicants must submit both a 1) Local Assistance MWBE Subcontractor/Supplier Utilization Proposal Form, and 2) MWBE Equal Employment Opportunity Staffing Plan after award announcement.
- 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 recipient or subrecipient; and 2) the status of any corresponding recipient or subrecipient plans, capabilities, or other resources for preventing, protecting against, mitigating, responding to, and recovering from such threats or hazards.
- Agree to attend and participate in any DHSES-sponsored conferences, training, workshops, or meetings, and complete all surveys that may request information pertaining to matters related to this grant (excluding those identified by DHSES as voluntary) that may be conducted by or at the request of DHSES during the life of the grant contract.<sup>1</sup>

***Failure to comply with any and/or all requirements in this section may result in the immediate suspension and/or revocation of the grant award.***

### **III. Authorized Program Expenditures**

#### **1. Permissible Costs**

All permissible expenses must directly correlate to the Grant Goals and Objectives stated in this RFA. Permissible costs include, but are not limited to, the categories below. DHSES has sole discretion in determining which costs are permissible.

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<sup>1</sup> Pursuant to Article 26 of New York State 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.

### Equipment, Infrastructure, and Technology

- Land Mobile Radio System components (e.g., microwave, base stations, antennas, etc.), as it relates to the implementation<sup>2</sup> of the National Interoperability Channels
- Gateways, as it relates to the implementation of the National Interoperability Channels
- Console upgrades, as it relates to the implementation of the National Interoperability Channels
- Upgrades and improvements to existing sites only as it relates to implementation of the National Interoperability Channels
- Backup power, as it relates to the implementation of the National Interoperability Channels
- Fiber and microwave connectivity (i.e., backhaul), as it relates to the implementation of the National Interoperability Channels, and
- Other LMR related expenses, as it relates to the implementation of the National Interoperability Channels

### Planning, Administration, and Deployment Costs

- Services related to developing, designing, and implementing the National Interoperability Channels
- Project management and administration costs associated with the development and deployment of the National Interoperability Channels

## **2. Non-Permissible Costs**

- Proprietary technologies
- Salaries, overtime, fringe, indirect, or travel expenses associated with existing or on-going operations
- Paging receivers
- LMR Subscriber Equipment (e.g. mobile and portable radios), except for re-programming necessary to implement National Interoperability Channels<sup>3</sup>
- CAD systems and software
- PSAP furniture, including dispatch furniture
- Emergency Services IP network (ESInet)

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<sup>2</sup> Implementation also includes reconfiguring of existing National Interoperability Channel systems to conform to New York State Interoperable Channel Guidelines

<sup>3</sup> If SICG Targeted funding will be utilized to reprogram subscriber equipment, the proposed changes must first be reviewed and approved by DHSES OIEC.

- Debt service or local municipal bond funding
- Satellite & Cellular equipment
- New Towers
- LMR maintenance
- Recurring commercial service costs, such as cellular voice, data, or leased time.

#### **IV. Application Format and Content**

##### **A. Format:**

Grant applications **MUST** be submitted via the automated E-Grants System operated by DHSES.

##### **B. Required Application Content:**

All applicants must complete the 2024 & 2025 SICG-Targeted Grant Program Application Worksheet. The worksheet must be completed in its entirety, including general information, signed applicant eligibility attestation, and data aggregation sections of the applications. **Incomplete applications will not be accepted. All information provided must be relevant to the proposed project and completed with the potential grant award unless otherwise clearly stated.**

Please make sure to complete, including signature, the Attestation tab within the application to support and acknowledge adherence to the parameters outlined within this document and other requested documentation, information or access submitted with the application.

**To verify consortium attendance, each applicant must include, in their E-Grants submission, a copy of the attendance sheet(s) for the consortium meetings that they belong to, which shows the county attended sufficient meetings to be an active member. An active member is defined as documented attendance and participation in at least 50 percent of consortium meetings per year. If you belong to multiple consortiums, you must meet the 50 percent in at least one of them.**

The Grant instructions and “Question and Answers” received during an application period are available on the DHSES Grants Program website (<https://www.dhses.ny.gov/state-funded-programs>) under the “2024 & 2025 SICG-Targeted Grant Program” tab.

After the successful submission of an application, the E-Grants system will email a notification of receipt to the Signatory Point of Contact that is listed in the application. The Primary Point of Contact will receive a message displayed on their screen that says that the project has been submitted.



Please refer to the E-Grants tutorial for more details on the process.

A step-by-step process through the E-Grants application submission is posted along with the application materials at: (<https://www.dhSES.ny.gov/state-funded-programs>) under the “Interoperable and Emergency Communications Grants” tab.

### **C. Budget Development and Budget Submission**

All budget or process questions should be directed to the DHSES Grants Program Administration Office at [Grant.Info@dhSES.ny.gov](mailto:Grant.Info@dhSES.ny.gov).

## **V. Funding Distribution**

Funding distribution is based on the following:

Tier 1 – Eligibility Requirements (pass/fail); and

Tier 2 – Interoperability Evaluation and Gap Analysis of interoperability infrastructure and coverage across the State.

## **VI. Application Evaluation**

The following multi-tiered criteria will be used by DHSES to evaluate each application and to determine eligibility of applications and award distribution.

### **A. Tier 1 – Eligibility Requirements**

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. If any of the answers are “no,” the application will not be considered for funding.

In addition to the criteria listed in the 2024 & 2025 SICG-Targeted Grant Application document, the following factors will be taken into consideration:

1. Was the application submitted on time?
2. Was the application completed in its entirety; as stated in directions; with a completed attestation portion of the application; and all other required information and documentation?
3. Did the application meet the eligibility requirements?

## **B. Tier 2 Criteria – Evaluation and Gap Analysis**

Applications that pass the initial review will be included in the review and award calculation process, but this does not guarantee an award. Distribution will be based on specific factors, including verifiable and auditable information a county provides in its application.

Distribution of funding for the SICG-Targeted Grant Program is based on overall interoperability evaluation and gap analysis. Interoperability evaluation is conducted utilizing a combination of the data submitted by the counties in 2024 & 2025 SICG-Targeted applications and direct communications with counties during the data verification and validation process.

Inconsistencies in the application may result in disqualification.

Applications that do not further the goals and in this RFA, and/or contain non-permissible costs, may be disqualified.

## **C. Award Amount Determination and Results**

After the evaluation process of applications is complete, the next step is determination of award amounts.

1. DHSES may contact applicant counties to discuss technical details, any required clarifications, and scope of work needed to meet the goals set forth by this grant program.
2. DHSES will review the application, budget form, project scope for eligibility, technical details, and decide to either: (a) approve; (b) request revisions/clarifications; or (c) deny the proposed scope of work. This is an iterative process, subject to DHSES review and discretion. No award shall exceed \$3 million total.
3. DHSES reserves the right to, but is not required to, remove non-permissible items from the submitted budget and/or proposed award, which may affect application evaluation.

## **VII. Timeline and Checklist of Required Documentation**

- Applications are due to DHSES by **4:00pm on June 11, 2025**.
- The Application Worksheet must be submitted via E-Grants. Applications and budget forms that are not received by the due date and time may not be considered for funding.

- Complete applications must include answers to all questions listed in the application. Any blank entries may be considered incomplete and may not be considered for funding.
- Complete Attestation Tab.
- Submit all required documentation outlined within this RFA and provided in the Technical Guide. Below is summary list of the required documentation:
  - Provide current and future maps and/or system diagrams to demonstrate your communication system structure, showing both current state and separately showing the future state proposed in this application. (hand-drawn is acceptable).
  - Provide a copy of any attendance sheets with your application from your New York State Regional Interoperable Communications Consortium meetings to support your active membership and participation in these required events.
  - Attach your signed and dated Attestation Form within the Application Worksheet. You may print this form and include it as an attachment if you are unable to complete an electronic signature. Please see the Technical Guide for instructions.
  - All documents will be submitted with application in E-Grants

### **VIII. Award of Funds and Vendor Responsibility**

Final grant award determinations are made by DHSES. DHSES will issue award letters to successful applicants and enter reimbursement-based grant contracts with awardees.

By law, State contracting entities may only award contracts to responsible vendors. A responsible vendor must have:

- The integrity to justify the award of public dollars; and
- The capacity to perform the requirements of the contract fully.

### **IX. Administration of Grant Contracts**

DHSES will negotiate and develop a grant contract with the awardee based on the contents of the awardee's submitted application and the 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 be disbursed to reimburse project expenses.



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 at <http://www.dhSES.ny.gov/grants>).

#### **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 for the SICG Targeted Grant can be found on DHSES Grants webpage at the following Internet address <https://www.dhSES.ny.gov/state-funded-programs#interoperable-and-emergency-communications-grants>. It will guide you in a step-by-step process through the **E-Grants application submission**.

#### **C. Reserved 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. Disqualify applicants due to untimely submission of any requested supporting documentation,
6. Seek clarifications and revisions of the applications,
7. 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,
8. Prior to the application opening, direct applicants to submit application modifications addressing subsequent RFA amendments,
  9. Prior to the application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available,
  10. Make amendments and/or alter funding levels of any recipient based on any new information discovered that would have originally affected the scoring,
  11. Waive or modify minor irregularities in applications received after prior notification to the applicant,
  12. Adjust or correct cost figures with the concurrence of the applicant if errors exist and cannot be documented to the satisfaction of DHSES and the State Comptroller,
  13. Change any of the scheduled dates,
  14. Eliminate any mandatory, non-material specifications that cannot be complied with by all the prospective applicants,
  15. Waive any requirements that are not material,
  16. Negotiate with successful applicants within the scope of the RFA in the best interests of the State,
  17. Conduct contract negotiations with the next responsible applicant, should DHSES be unsuccessful in negotiating with the selected applicant,
  18. Utilize any and all ideas submitted in the applications received,
  19. Unless otherwise specified in the RFA, every offer is firm and not revocable for a period of 60 days from the application opening,
  20. Require clarification at any time during the application process 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,
  21. Award grants based on geographic or regional considerations to serve the best interests of the State,
  22. Terminate, renew, amend or renegotiate contracts with recipients at the discretion of DHSES,
  23. Periodically monitor the applicant's performance in all areas mentioned above, in addition to the activities in the contract,
  24. 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,

25. Not fund any application that fails to submit a clear and concise work plan and/or budget,
26. 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,
27. Recipients and sub-recipients 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 recipient or sub-recipient; and (2) the status of any corresponding recipient or sub-recipient plans, capabilities, or other resources for preventing, protecting against, mitigating, responding to, and recovering from such threats or hazards;
28. Funded recipients and sub-recipients agree to attend and participate in any DHSES-sponsored conferences, training, workshops or meetings, and complete all surveys that may request information pertaining to matters related to this grant (excluding those identified by DHSES as voluntary) that may be conducted by or at the request of DHSES during the life of the grant contract; and,
29. DHSES 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 RFP will be at the sole cost and expense of the Applicant.

#### **D. Terms 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 the State Comptroller. Any resulting contract for \$50,000 and under from this RFA will be effective upon signature of both parties.



## **E. Payment and Reporting Requirements of Grant Recipients – Standard Cost Reimbursement Contract**

Each successful applicant must enter a standard cost reimbursement contract with DHSES. Such contract will include this RFA, the successful applicant's proposal, any attachments or exhibits, the standard clauses required by the NYS Attorney General for all State contracts, and any other attachments or exhibits required by DHSES.

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

APPENDIX A - Standard Clauses for New York State Contracts  
APPENDIX A -1 – Agency Specific Clauses  
APPENDIX B – Budget  
APPENDIX C – Payment and Reporting Schedule  
APPENDIX D – Work plan/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 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.

## **F. Procurements**

Applicants must follow and comply with all procurement procedures under General Municipal Law 5-A and/or any other state regulations applicable to these funds and will be subject to monitoring by DHSES to ensure compliance.

### **a. Contracting with Small and Minority Firms, Women's Business Enterprises**

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

For purposes of this solicitation, applicants and subcontractors are hereby notified that 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.

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 subcontractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, citizenship or immigration status, sexual orientation, gender identity or expression, military status, age, disability, predisposing genetic characteristic, marital status, familial 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.

#### **b. Use of Service-Disabled Veteran-owned Business Enterprises in Contract Performance**

Article 3 of 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, Grant recipients are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as vendors, contractors, 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>.

Applicants 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 the applicable laws 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 recipient’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 awardees 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.

Grant recipients will report on actual participation by each SDVOB during the term of the contract to DHSES per the policies and procedures set by DHSES.

**c. Sexual Harassment Prevention**

Applicants must submit a certification with their bid stating 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. Bids that do not contain this certification will not be considered for awards; provided, however, that if Applicant cannot make the certification, the Applicant may provide a statement with its bids detailing the reasons why the certification cannot be made.

**d. Worker's Compensation and Disability Benefits Insurance Coverage**

Applicants must provide evidence of appropriate workers' compensation and disability insurance coverage, or proof of a legal exemption, prior to being awarded a contract. Failure to do so will result in the rejection of the application.

**e. Iran Divestment Act**

The Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, added section 165-a to the State Finance Law effective April 12, 2012. The Act is available at: <https://ogs.ny.gov/iran-divestment-act-2012>.

The Act imposes limitations on "persons" that are determined to be engaged in investment activities in the Iranian energy sector, as defined in the Act. Under the Act, the Commissioner of the Office of General Services (OGS) is required to develop and maintain a list of "persons" who are engaged in "investment activities in Iran." Once an entity appears on the prohibited entities list, it will be considered a non-responsive bidder/offeree and prohibited from entering into contracts with the State or local governments. This list is available at: <https://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>.

By submitting a response to this RFA or by assuming the responsibility of a

contract awarded hereunder, the applicant (or any assignee) certifies that it will not utilize on such contract any entity that is identified 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, 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.

**f. 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, Recipients/Contractors shall at all times during the Contract term remain responsible.

The Recipients/Contractor 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>. 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.

### **1. 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 Recipient. In the event of such suspension, the Recipients/Contractor 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.

### **2. Termination for Non-Responsibility:**

Upon written notice to the Recipients/Contractor, 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 Contractor's expense where the Recipients/Contractor 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. Sub-recipients shall at all times during the Contract term remain responsible. The Sub-recipient 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.

### **3. Satisfactory Progress**

Satisfactory progress toward implementation includes but is not limited to, executing contracts and submitting payment requests in a timely fashion; retaining consultants; or 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's signatory contact person 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 document, 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 State policies and regulations or be subject to termination; and
4. Any not-for-profit recipients or 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>).
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/vendor\\_management/forms.htm](http://www.osc.state.ny.us/vendor_management/forms.htm).
6. Contract Changes - Contracts with Recipients/Contractors may be executed, terminated, renewed, increased, reduced, extended, amended, or renegotiated at the discretion of the Commissioner of DHSES, in light of a Recipient's/Contractor's performance, changes in project conditions, or otherwise.
7. Records – Recipients/Contractors 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 Sub-recipients 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 Sub-recipient 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 \$15,000. Certification will take the form of a completed Tax Form ST-220.

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/procurement/appendix>
12. Compliance with Procurement Requirements - The applicant shall certify to DHSES that all applicable statutory 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, Contractors must arrange for DHSES-specified Contractor 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 Contractor 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 Contractor 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. Contractors 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. Recipients 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 Contractor to ensure that it is effective.
4. All recipients and sub-recipients 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:
  - a. The nature and extent of any threats or hazards that may pose a risk to the recipients or sub-recipients; and
  - b. The status of any corresponding recipients or sub-recipients 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 recipients and sub-recipients agree to attend and participate in any DHSES-sponsored conferences, training, workshops or meetings (excluding those identified by DHSES as voluntary) that may be conducted, by and at the request of DHSES, during the life of the grant contract.
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.
7. Pursuant to Section 163(9)(c) of the State Finance Law, any unsuccessful Bidder may request 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.



## **I. Questions**

Questions regarding the Combined 2024 & 2025 Statewide Interoperable Communications Grant Program (Targeted Grant Program) should be directed to the following email 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. **Questions will be accepted until 12:00 noon on June 4, 2025.**

Updates and frequently asked questions will be posted online at <https://www.dhses.ny.gov/state-funded-programs>. Please check the website frequently for updates.