

40 Gleneida Avenue
Carmel, New York 10512
Phone (845) 808-1020 • Fax (845) 808-1933
putcoleg@putnamcountyny.gov

- 11. Approval – No Match Grant Application – Sheriff's Office – NYS Division of Criminal Justice Services Law Enforcement Technology Grant Program**
- 12. Approval – Budgetary Amendment 26A055 – Sheriff's Office – Funds Received from NYS Sheriff's Association for DRE Training**
- 13. Approval – Budgetary Amendment 26A056 – Sheriff's Office – Reclassify Revenue to Correct Funding Streams**
- 14. Approval – Budgetary Amendment 26A057 – Sheriff's Office – Insurance Recoveries**
- 15. Approval – Budgetary Amendment 26A059 – Sheriff's Office – Recognition of Funds Received from US Capitol Police**
- 16. Approval – Budgetary Amendment 26A062 – Sheriff's Office – Recognition of Funds Received from NYS Sheriff's Association**
- 17. Approval – Budgetary Amendment 26A063 – Sheriff's Office – Use Federal Seized Asset Funds to Replace 2 Motorcycles**
- 18. Approval – Budgetary Amendment 26A064 – Legal Aid – Pass Through Award from NYS Division of Criminal Justice for Aid to Defense**
- 19. Approval – Budgetary Amendment 26A065 – Sheriff's Office – DASNY Award to Correctional Facility for Specialized Inmate Transportation Vehicle**
- 20. FYI – Fund Transfer 26T174 – Sheriff's Office – Purchase Mini-PCs to run Merlin Core Camera Feeds**
- 21. Other Business**
- 22. Adjournment**

Prot
#3

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

Members: Chairman Regan and Legislators Addonizio & Montgomery

Wednesday

March 11, 2026

(Immediately Following the Health Committee Mtg. at 6pm)

The meeting was called to order at 6:30pm by Chairman Regan who led in the Pledge of Allegiance. Upon roll call, Legislator Addonizio, Legislator Montgomery, and Chairman Regan were present.

Chairman Regan made a motion to go out of order on the agenda and address Item #7 – Other Business first. Seconded by Legislator Addonizio. All in favor.

Item #7 – Other Business

a. Certificate – Captain Corrinne Pitt

Chairman Regan invited Captain Pitt forward. He invited Captain Pitt forward. He read a proclamation signed by Legislative Chairman Birmingham and County Executive Byrne.

Sheriff Brian Hess read a certificate of recognition signed by Governor Kathy Hochul.

Captain Pitt stated this is not just a job, but a vocation. She is honored to have had opportunities and community connections throughout the years. She recognized the importance of the support and recognition from her male colleagues. She thanked the Legislature, Governor Kathy Hochul, Sheriff Anderson, Sheriff Smith, Sheriff Langley, Sheriff McConville, Sheriff Hess, and Undersheriff Menton. She stated her appreciation for this honor.

Legislator Montgomery congratulated Captain Pitt.

Item #3 – Approval – Budgetary Amendment 26A017 – Probation – Ignition Interlock Grant Award

Director of Probation John Osterhout stated the State has been doing an ignition interlock grant to different localities for several years and they offered it to Putnam County this year. He stated he has met with the law enforcement in Carmel and Kent along with the Sheriff's Department to bring the grant together. He requested permission from the Legislature to accept the \$35,000 grant.

Chairman Regan questioned if the grant was restrictive about the overtime and if this was a new program or something he has participated in before.

Director Osterhout stated this is a new program, but it is not unlike the high visibility engagement events that the Stop DWI Program does with local law enforcement. He stated that this will hold people accountable who are supposed to have an ignition interlock device in their car.

Legislator Addonizio stated she wanted the public to be aware, and this is for DWI cases and ignition interlock. She questioned how that works.

Director Osterhout stated that every person who is convicted of a DWI in NYS is required to have an ignition interlock device installed in their vehicle. He explained there are currently 183 ignition interlock orders within the county, but only about a third install the devices in their cars. He added that sometimes there are legitimate reasons for that.

Legislator Crowley questioned if fees are still being collected on DWI cases.

Director Osterhout stated yes, they continue to collect fees on DWI cases, and the ignition interlock devices are paid for by the defendants.

Legislator Crowley questioned what happens if they do not pay.

Director Osterhout stated if individual does not pay for device, the vendor of the device will sue them as well as possibly disable the device, in which case that would be a violation of probation.

Legislator Crowley questioned the timeline to install device.

Director Osterhout stated that most individuals walk out of court without a license, so the device is a non-issue, but those who still have their driver's license have within 10 days to install the device, however the ignition interlock restriction goes on their license immediately.

Chairman Regan made a motion to pre-file the necessary resolutions; Seconded by Legislator Montgomery. All in favor.

Item #4 – FYI – Fund Transfer 26T043 – Sheriff's Office – Correct Clerical Error to Appropriate Budget Line

Sheriff Brian Hess stated that the budget line error was simply because the money was added to the wrong line, it is supposed to be a grant line but was put in the building maintenance section.

Item #5 – FYI – Fund Transfer 26T040 – Emergency Services – Replace 2 Screens on 911 Dispatch Center Video Wall

Commissioner of Emergency Services James Oster stated that EMS is looking to transfer money from the equipment line of \$10,000 into audiovisual of over \$5,000 and \$6,000 from the automotive line to also audiovisual over \$5,000 to purchase replacement screens for two monitors on the video wall at the 911 center that are currently broken. He stated it is grant money so there will be no cost to the County.

Legislator Montgomery questioned how long the devices last.

Commissioner Oster stated that the monitors are robust and last approximately two (2) to three (3) years because they are turned on 24 hours 7 days a week.

Legislator Montgomery questioned how many monitors are needed.

Commissioner Oster stated the video wall consists of 6 monitors in addition to other monitors and screens throughout the 911 center.

Legislator Montgomery questioned the replacement schedule.

Commissioner Oster stated that it is difficult to predict when the monitors are going to need to be replaced because of the need to be on 24 hours a day.

Item #6 – FYI – Fund Transfer 26T046 – Emergency Services – 911 Backup Center at Sheriff's Office

Commissioner Oster stated this fund transfer is a move from the rescue equipment line into the audiovisual equipment line of under \$5,000 and is intended for purchases to upgrade and replace broken or damaged equipment at the backup 911 center located at the Putnam County Sheriff's Office.

Legislator Montgomery questioned if the Sheriff's center can operate at full dispatch capacity if the primary center goes down.

Commissioner Oster stated that the Sheriff center has the capabilities of doing the same functions but cannot handle the number of dispatchers that are currently on duty at the 911 center.

Legislator Crowley questioned the backup plan for 911 center if needed.

Chairman Regan stated he was hesitant to discuss backup plans outside of executive session and requested the question be redirected.

Legislator Crowley questioned who would take over the Sheriff's 911 center if needed as well as if it was up to date to be functional if needed.

Commissioner Oster stated that the dispatchers from the 911 center would relocate to the Sheriff's Office to man those stations. Also the backup center is checked monthly to make sure it is operational if needed.

Sheriff Hess stated that the fund transfer is to reinvigorate that room and to use it for alternative purposes in the interim.

Item #7 – Other Business – None

Item #8 – Adjournment

There being no further business at 6:57pm, Chairwoman Regan made a motion to adjourn; Seconded by Legislator Montgomery. All in favor.

Respectfully Submitted by PILOT Intern Molly Hall.

Proclamation

Pretrial, Probation, Parole Supervision Week - July 19-25, 2026

WHEREAS, community corrections are an essential part of the justice system; and

WHEREAS, community corrections professionals uphold the law with dignity, while recognizing the right of the public to be safe guarded from criminal activity; and

WHEREAS, community corrections professionals are responsible for supervising adult and juvenile offenders in the community; and

WHEREAS, community corrections are trained professionals who provide services and referrals for offenders; and

WHEREAS, community corrections professionals work in partnership with community agencies and groups; and

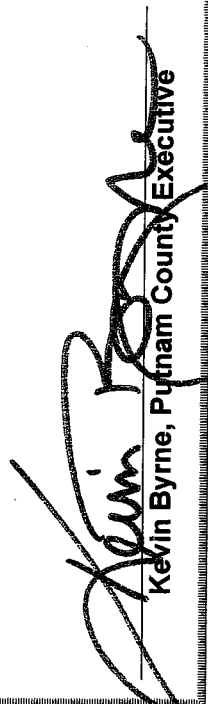
WHEREAS, community corrections professionals promote prevention, intervention, and advocacy; and

WHEREAS, community corrections professionals provide services, support, and protection for victims; and

WHEREAS, community corrections professionals advocate for community and restorative justice; and

WHEREAS, community corrections professionals are a true Force for Positive Change in their communities; now therefore be it

RESOLVED, that the Putnam County Executive and the Putnam County Legislature do hereby proclaim the week of July 19-25, 2026, as Pretrial, Probation, Parole Supervision Week and encourage all Putnam County residents to honor these community corrections professionals and to recognize their achievements.

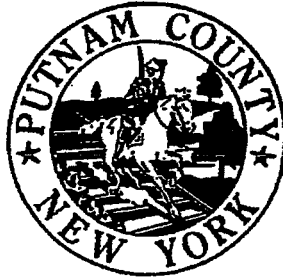

Kevin Byrne, Putnam County Executive


Daniel G. Birmingham, Chair, Putnam County Legislature

THE PUTNAM COUNTY LEGISLATURE

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Daniel G. Birmingham *Chairman*
William Gouldman *Deputy Chair*
Diane Trabulsy *Clerk*

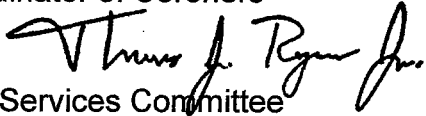


Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Jake D'Angelo	Dist. 5
Thomas Regan Jr.	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

MEMORANDUM

DATE: July 10, 2026

TO: Michael J. Nesheiwat, MD
Putnam County Coordinator of Coroners

FROM: Thomas Regan Jr. 
Chairman, Protective Services Committee

CC: John Bourges
Putnam County Coroner

Wendy Erickson
Putnam County Coroner

RE: Report on the Operations of the Putnam County Coroner's Office

As Chairman of the Protective Services Committee, I am writing to invite you and your fellow Coroners to the Protective Services Committee Meeting, Wednesday, July 22, 2026, at 6:00p.m.

Having you and your colleagues at said meeting to share the details of the Coroner's Office operations would be beneficial. Please confirm your attendance with the Legislative Office.

Thank you.

cc: All
Protective 7/22
#5

2026 CORONER CASES BY QUARTER--AUTOPSIED	
JANUARY – MARCH 2026	# OF CASES
Natural	5
Accidental	2
Suicide	2
Homicide	0
Undetermined	0
PENDING	0
All Coroner Cases for January-March 2026	9
From Accidental/Undetermined/Suicide Cases: Overdoses	2
From Accidental/Undetermined/Suicide Cases: Ethanol Intoxication	0

all
Prot - FYI

APRIL – JUNE 2026	# OF CASES
Natural	3
Accidental	2
Suicide	2
Homicide	0
Undetermined	1
PENDING	1
All Coroner Cases for April-June 2026	9
From Accidental/Undetermined/Suicide Cases: Overdoses	3
From Accidental/Undetermined/Suicide Cases: Ethanol Intoxication	0

JULY – SEPTEMBER 2026	# OF CASES
Natural	
Accidental	
Suicide	
Homicide	
Undetermined	
PENDING	
All Coroner Cases for July-September 2026	
From Accidental/Undetermined/Suicide Cases: Overdoses	
From Accidental/Undetermined/Suicide Cases: Ethanol Intoxication	

OCTOBER - DECEMBER 2026	# OF CASES
Natural	
Accidental	
Suicide	
Homicide	
Undetermined	
PENDING	
All Coroner Cases for October-December 2026	
From Accidental/Undetermined/Suicide Cases: Overdoses	
From Accidental/Undetermined/Suicide Cases: Ethanol Complications	

2026 JUL - 1 PM 12:15
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner



cc All
Probation Health 7/22/26

**DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU**

MEMORANDUM

To: Chairman Daniel Birmingham

CC: Kevin Byrne, County Executive
John Osterhout, Probation Director

From: Sara Servadio, Commissioner 

Date: July 9, 2026

Re: Request to Present New Mental Health – Probation Collaboration

2026 JUL -9 PM 1:50
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

I respectfully request the opportunity to present to the Health, Social, Educational and Environmental Committee of the Putnam County Legislature on an innovative collaboration between the Department of Mental Health and the Department of Probation that will integrate contracted Recovery Peer Advocates into the Probation continuum of care.

This initiative is designed to improve outcomes for individuals involved in the justice system who are under both pre-sentencing supervision and post-conviction probation. By embedding Recovery Peer Advocates within the probation process, we aim to provide person-centered, recovery-oriented support that address behavioral health needs while promoting stability, engagement, and long-term success.

This collaboration reflects a shared commitment between our departments to intervene early, connect individuals with meaningful support, and improve public safety through evidence informed, recovery focused practices.

Along with Director Osterhout, the mental health team welcomes the opportunity to provide the Legislature with an overview of this partnership, discuss its implementation, and answer any questions regarding its anticipated impact on our community. Zero fiscal impact.

THE PUTNAM COUNTY LEGISLATURE

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Prot
#7

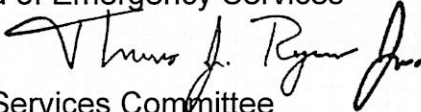
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Erin L. Crowley	Dist. 9

Date: July 9, 2026

To: James Oster
Commissioner Bureau of Emergency Services

From: Thomas Regan Jr. 
Chairman Protective Services Committee

Cc: Kevin Byrne
County Executive

Brian Hess
Sheriff

Subject: Need for a Review of the Putnam County's Bureau of Emergency Services
Preparedness and Reaction Plans

Respectfully, I am writing to request that you and your team please conduct a review of the County's Bureau of Emergency Services (BES) preparedness and reaction to the storm that struck Putnam County on Saturday, July 4, 2026. Please be advised that I was driving a rescue truck during the storm.

I will begin by stating the obvious, before we had a hint of weather emergency, this Independence Day enhanced by the REV 250 celebration, fell on a Saturday. Logic would tell us we could expect an elevated number of emergencies related to fireworks and large gatherings. Below is a list of points that I would like you to specifically review and be fully versed on, in time to speak to them at the Protective Services Committee Meeting, Wednesday, July 22, 2026. Additionally, I request that a written response to the Legislature be provided. If there is any information that would be classified as Confidential, please mark the documents accordingly. Finally, I welcome any additional observations and points that you may have and find relevant to this matter.

Please review and report back on the following:

Staffing-

- What was the original BES Staffing for the evening of Saturday, July 4, 2026?
Once the emergency alert was received from the national weather service about the need for residents to take shelter from an impending serious storm what adjustments were made to the Staffing of the BES?

Staff Performance -

- To the extent that is possible, please review the tapes of the incoming 911 calls, radio traffic, and if possible, administrative phone lines. Please advise if the performance of the staff on duty that night met or exceeded your expectations based on your review.

Reaction-

- Was/Is there a storm preparedness plan? If so, was consideration given to activating the steps in said plan?
- Was the Emergency Operations Center (EOC) activated? Was the EOC activation asked for and denied?
- Once the National Weather Service (NWS) dire warning was received:
Exact verbiage of warning from the NWS- received at 8pm 7-4-26:

Imminent Threat Alert

National Weather Service - SEVERE THUNDERSTORM WARNING in effect for this area until 8:30PM EDT for DESTRUCTIVE 80 mph winds. Take shelter in a sturdy building, away from windows. Flying debris may be deadly to those caught without shelter.

Additional Details

For your protection move to an interior room on the lowest floor of a building

What actions were taken, or should have been taken?

Examples Include:

Notifying all Chiefs to staff and stand by in quarters with ready to go Fire Departments & Emergency Medical Services personnel

- Were the County Battalion Chiefs notified to respond and/or stand ready?
- Was an open line of communication opened with the Putnam County Sheriff's Office (PCSO) and/or other Police Departments (PD) to ascertain what current assets were available?
- Were increased PD assets requested and denied by any Department?

Was there any communication with NYSEG and NYSDOT to ascertain status and preparation?

IT or equipment issues –

- Please advise if any BES IT equipment issues failed on the evening of July 4th. If so, what was the cause effect and duration of those outages.
- Please advise if any notifications were made about equipment failures and the response, in person or remote to those notifications.
- Was the BES aware that the PCSO suffered an internet outage that hampered their communications?

Other -

- Please advise of any other observations you have, or lessons learned that would assist in areas of where the County can better prepare for future events.

Please see the attachments. Thank you for your attention to this matter.

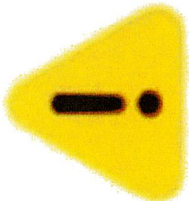
Attachment

▲ CRITICAL

5m ago

Imminent Threat Alert

National Weather Service: SEVERE

 THUNDERSTORM WARNING in effect for this area until 8:30 PM EDT for DESTRUCTIVE 80 mph winds. Take shelter in a sturdy building, away from windows. Flying debris may be deadly to those caught without shelter.

Additional Details

For your protection move to an interior room on the lowest floor of a building.

- NWS Upton NY



7772001150...



7:17 AM

(11 Brewster)

IMPORTANT

Putnam 911 is having IT issues. There will be no lamresponding and FRS messages, or cad texts until further notice.

All available members MUST monitor their issued pagers to receive call notifications.

Please use caution when responding. There are numerous traffic light and power outages along with downed trees throughout our district.

Thank you.

Protective CO: All
7.22.26 #8



PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES



Kevin M. Byrne
County Executive

James G. Oster
Commissioner of Emergency Services

Drew W. Kinash
Deputy Commissioner of Emergency Services

Matthew W. Nadolny
Director of Emergency Management

Robert Cuomo
Director of Emergency Medical Services

MEMORANDUM

To: Thomas Regan Jr., Chair, Protective Services
From: James G. Oster, Commissioner
Re: July Protective Services Committee Meeting
Date: July 7, 2026

I would like to add the FY2025 Emergency Management Performance Grant (EMPG) Program to the Protective Services agenda for July.

Putnam County has received an allocation amount of \$35,530 under the FY2025 EMPG Program which is 50% matching funds required for this Grant. It will be used to offset salaries. The information package is attached.

Respectfully,


James G. Oster
Commissioner

7-8-26: Commissioner Oster stated
this is a request for
application /let

2026 JUL -8 PM 2:43
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY



Homeland Security and Emergency Services

FY2025 Emergency Management Performance Grant (EMPG) Program Local Grant Program Guidance

Application Deadline: July 7, 2026 by 5:00 pm

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I. Program Overview, Objectives, and Priorities

Overview

The Fiscal Year (FY) 2025 Emergency Management Performance Grant (EMPG) Program is one of the grant programs that constitute the U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA's) focus on all-hazards emergency preparedness, including the evolving threats and risks associated with natural disasters. These grant programs are part of a comprehensive set of measures authorized by Congress and implemented by DHS.

Through the FY2025 EMPG Program, DHS/FEMA outlines a bold vision, as well as ambitious goals and objectives to address key challenges the agency faces during a pivotal moment in the field of emergency management. Wide-ranging and long term, the goals defined in the plan respond to the changing landscape in which we find ourselves. The goals to meet this challenge are:

Goal 1 – Provide funds to assist emergency management agencies with implementation of the [National Preparedness System](#) (NPS)

Goal 2 – Support and sustain a secure and resilient nation

These goals complement the nation's growing expectations of the emergency management community. All EMPG Program applicants are encouraged to review the NPS (<https://www.fema.gov/emergency-managers/national-preparedness/system>) and consider how FY2025 EMPG Program funding can be used to support DHS/FEMA's goals and objectives as they apply to your jurisdiction's specific needs and the needs of the whole community.

Changes From FY2024

For FY2025, there are two FEMA-imposed requirements that applicants must comply with under the EMPG Program.

1. All applicants must work toward achieving the Phase 3 National Qualification System (NQS) implementation objectives. In addition to executing their Implementation Plan, all jurisdictions shall work towards issuing Position Task Books (PTBs) to designated incident workforce personnel and ensure those personnel show progress in working toward task endorsements and minimum training requirements.
2. If applicants are using FY2025 EMPG funds to conduct exercises, applicants shall include exercise objectives centered on practicing and validating their plans and procedures for sending emergency alerts to the public through the FEMA Integrated Public Alert and Warning System (IPAWS). Additional information on this requirement is available on Page 13 of this guidance.

Objectives

The FY2025 Local EMPG Program will provide funds to assist local emergency management agencies in the implementation of the National Preparedness System and the National Preparedness Goal (the Goal) of a secure and resilient nation.

To that end, program objectives include: 1) Building or sustaining those capabilities that are identified as high priority through the Threat and Hazard Identification and Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR) process and other relevant information sources; 2) Closing capability gaps that are identified in the state or territory's most recent SPR; and 3) Building continuity capabilities to ensure governmental essential functions and services resilience.

When developing priorities, applicants should consider the following national priorities:

- Extreme Weather Resilience; and
- Readiness

The above listed priority areas must be factored into all FY2025 EMPG Program-funded investments. This is a requirement for FY2025.

Additional information on these priorities, including examples of allowable activities, is available from FEMA at www.fema.gov/grants/preparedness/emergency-management-performance.

Local applicants should continue to use their County Emergency Preparedness Assessment (CEPA) results to inform the development of projects for their local EMPG Program applications as local CEPAs are used by the State to inform the development of the THIRA. Other relevant information sources, such as: 1) after-action reports (AARs) following exercises and/or real-world events; 2) audit and monitoring findings; 3) Hazard Mitigation Plans; and/or 4) other deliberate planning products may also be used to inform local and State projects.

Period of Performance

The period of performance for FY2025 EMPG funds is 36 months, from October 1, 2024, to September 30, 2027. Although extensions to the period of performance may be granted by FEMA when, due to circumstances beyond the control of the applicant, activities associated with the award cannot be completed within the stated performance period, applicants should only propose projects that can and will be completed within the performance period.

SAFECOM

Applicants who receive awards under EMPG that wholly or partially provide funding for emergency communication projects and related activities must comply with the SAFECOM Guidance on Emergency Communications Grants. Additional information can be accessed online at:

<http://www.dhs.gov/safecom/funding>. In addition, proposed communications investments must align to needs identified in the Statewide Communication Interoperability Plan (SCIP), which can be found at: <http://www.dhSES.ny.gov/oiec/plans-policies-guidelines/>, and coordinate the development of their communication investment with the Statewide Interoperability Coordinator (SWIC).

National Incident Management System (NIMS) Implementation

Applicants must ensure and maintain adoption and implementation of NIMS. **DHSES will engage applicants as needed to collect basic information required for NIMS certification.** If you have any questions regarding NIMS, please contact DHSES.NIMS@dhSES.ny.gov.

Incident management activities require carefully managed resources (personnel, teams, facilities, equipment, and/or supplies). Utilization of the standardized resource management concepts, such as typing, credentialing, and inventorying, promotes a strong national mutual aid capability needed to support delivery of core capabilities. Applicants should manage resources purchased or supported with FEMA grant funding according to NIMS resource management guidance. Additional information on resource management and NIMS resource typing definitions and job titles/position qualifications is available under <https://preptoolkit.fema.gov/web/nims-toolkit/resource-management>.

National Qualification System (NQS)

FY2025 EMPG Program applicants are required to work toward implementation of the Phase 3 NQS by developing and issuing Position Task Books (PTBs) by the end of the period of performance. More information on this requirement is available on FEMA's [National Qualification System Supplemental Documents](#) page.

DHSES will, as necessary, collect data regarding the implementation of the NQS during the NIMS survey of applicants or through other appropriate means. A statement of progress towards completion of FEMA's Phase 3 of the NQS Implementation, to include an account of any Position Task Books (PTBs) completed to date, must be included in your FY2025 EMPG quarterly reports.

II. Allowable Costs

Management and Administration (M&A)

Management and Administration (M&A) activities are those defined as directly relating to managing and administering the award, such as financial management and monitoring. It should be noted that salaries of local emergency managers are not typically categorized as M&A, unless the local Emergency Management Agency (EMA) chooses to assign personnel to specific M&A activities.

M&A costs are allowable for local EMAs. Local EMAs may retain and use up to five percent (5%) of the amount received from the State for local M&A purposes.

Planning

Planning spans all five National Preparedness Goal (the Goal) mission areas and provides a methodical way to engage the whole community in the development of a strategic, operations, and/or community-based approach to preparedness.

EMPG Program funds may be used to develop or enhance emergency management planning activities. Some examples include:

Emergency Operations Plan (EOP)/Comprehensive Emergency Management Plan (CEMP)

- Maintaining a current EOP/CEMP that is aligned with guidelines set out in CPG 101 which is available in [Comprehensive Preparedness Guide \(CPG\) 101: Developing and Maintaining Emergency Operations Plans](#)
- Modifying existing incident management and emergency operations plans
- Developing/enhancing large-scale and catastrophic event incident plans

Communications Plans

- Developing and updating Statewide Communication Interoperability Plans
- Developing and updating Tactical Interoperability Communications Plans

Administrative Plans

- Developing/enhancing financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program

Whole Community engagement/planning

- Developing or enhancing mutual aid agreements/compacts
- Developing/enhancing emergency operations plans to integrate citizen/volunteer and other non-governmental organization resources and participation

- Integrating program design and delivery practices that ensure representation and services for disaster vulnerable, at-risk populations that may be more impacted by disasters, including children, seniors, individuals with disabilities or other access and functional needs, non-English speaking individuals, individuals with lower economic capacity, and other at-risk populations.

Resource Management Planning

- Developing/enhancing logistics and resource management plans
- Developing/enhancing volunteer and/or donations management plans

Shelter and Evacuation Planning

- Developing/enhancing sheltering and evacuation plans, including plans for: alerts/warning, crisis communications, pre-positioning of equipment for areas potentially impacted by mass evacuations, sheltering, and re-entry

Recovery Planning

- Disaster housing planning, such as creating/supporting a state disaster housing task force and developing/enhancing state disaster housing plans
- Pre-event response, recovery, and mitigation plans in coordination with state, local, and tribal governments
- Developing/enhancing other response and recovery plans
- Developing recovery plans and preparedness programs consistent with the principles and guidance in the National Disaster Recovery Framework (NDRF) that will provide the foundation for recovery programs and whole community partnerships

Continuity Planning

Continuity planning and operations are an inherent element of each core capability. Continuity operations increase resilience and the probability that organizations can perform essential functions. FEMA develops and promulgates Federal Continuity Directives (FCDs) to establish continuity program and planning requirements for executive departments and agencies and Continuity Guidance Circulars (CGCs) for state, local, tribal, and territorial governments, non-governmental organizations, and private sector critical infrastructure owners and operators. This direction and guidance assist in developing capabilities for continuing the essential functions of federal, state, local, tribal, and territorial governmental entities as well as the public/private critical infrastructure owners, operators, and regulators enabling them.

Presidential Policy 40, FCD 1, FCD 2, CGC 1, and CGC 2 outline the overarching continuity requirements and guidance for organizations and provide guidance, methodology, and checklists. For additional information on continuity programs, guidance, directives, and available technical assistance, visit [Continuity Resources and Technical Assistance](#) and [National Continuity Programs](#).

Allowable continuity planning activities include the development of the following:

- Continuity of operations and Continuity of Government planning products for the continuance of essential functions and associated leadership;
- Risk-based needs assessments based on the THIRA to inform risk mitigation efforts to ensure the continuity of essential functions and associated leadership; and
- Public and private sector outreach and messaging regarding continuity resilience benefits and strategies.

Organization

Per the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended, (42 U.S.C. §§ 5121-5207), EMPG funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management including staffing Community Emergency Response Team (CERT) and Citizen Corps positions at the local levels in order to promote whole community engagement in all phases of emergency management; performing closeout activities on FEMA Disaster Assistance grants; staffing permanent technical advisors on children's needs at the local level, and supporting fusion center analysts who are directly involved in all-hazards preparedness activities as defined by the Stafford Act. Proposed staffing activities should be linked to accomplishing the activities outlined in the EMPG Work Plan.

Personnel costs, including salary, overtime, compensatory time off, and associated fringe benefits, are allowable costs with EMPG funds. These costs must comply with 2 C.F.R. Part 200, Subpart E – Cost Principles.

Equipment

Allowable equipment categories for EMPG are listed on the web-based version of the Authorized Equipment List (AEL) at <https://www.fema.gov/authorized-equipment-list>. Unless otherwise stated, equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Allowable equipment includes equipment from the following AEL categories:

- Personal Protective Equipment (PPE) (Category 1)
- Information Technology (Category 4)
- Cybersecurity Enhancement Equipment (Category 5)
- Interoperable Communications Equipment (Category 6)
- Detection Equipment (Category 7)
- Power Equipment (Category 10)

- Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11)
- CBRNE Incident Response Vehicles (Category 12)
- Physical Security Enhancement Equipment (Category 14)
- CBRNE Logistical Support Equipment (Category 19)
- Other Authorized Equipment (Category 21)

In addition to the above, general-purpose vehicles are allowed to be procured in order to carry out the responsibilities of the EMPG Program. If local governments have questions concerning the eligibility of equipment not specifically addressed in the AEL, they should contact their DHSES Contracts Representative for clarification.

Applicants must analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 C.F.R. Part 200, including 2 C.F.R. §§ 200.310, 200.313, and 200.316.

Requirements for Small Unmanned Aircraft System

All requests to purchase small Unmanned Aircraft Systems (sUAS) must comply with all [federal](#) and State regulations. Requests must include the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties in the jurisdiction that will purchase, take title to, or otherwise use the sUAS equipment. Requests for sUAS must be submitted to your DHSES Contracts Representative for pre-approval.

Recipients and subrecipients must comply with Section 1825 of the American Security Drone Act of 2023, as enacted in the National Defense Authorization Act for Fiscal Year 2024 (Pub.L. No. 118-31 §§ 1821-33, 41 U.S.C. 3901 note prec.). Federal funds may not be used to procure, operate, or otherwise support any covered unmanned aircraft system (UAS) that is manufactured or assembled by a covered foreign entity, or in connection with the operation of such a system. For further guidance, refer to Public Law 118-31 and OMB Memorandum M-26-02, Ensuring Government Use of Secure Unmanned Aircraft Systems and Supporting United States Producers. Failure to comply with these requirements may result in the withholding of funds, suspension, or termination of the award.

Additional resources and information regarding securing soft targets and crowded places are available through the DHS Cybersecurity and Infrastructure Security Agency (<https://www.cisa.gov/>). Projects within this priority will count towards meeting the 30% National Priority Area spending requirement.

FEMA Information Bulletin (IB) 551:

This Information Bulletin (IB) provides notification of the requirement prohibiting the use of FEMA financial assistance for the procurement or operation of covered unmanned aircraft systems (UAS) from a Covered Foreign Entity. It also outlines the obligations for FEMA recipients and subrecipients to comply with section 1825 of the American Security Drone Act (the Act). Additional details are available at: [Information Bulletin 551](#).

FEMA Policy #405-143-1

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

The policy can be found at [Prohibition on Certain Telecommunications Equipment Services](#).

Funding for Critical Emergency Supplies

Applicants may acquire critical emergency supplies such as: shelf stable products, water, and basic medical supplies as allowable expenses under the EMPG Program. Acquisition of critical emergency supplies requires FEMA approval of a five-year viable inventory management plan prior to allocating grant funds for stockpiling purposes. The five-year plan should include a distribution strategy and related sustainment costs if the grant expenditure is over \$100,000.

Training

EMPG funds may be used for a range of emergency management-related training activities to enhance the capabilities of local emergency management personnel through the establishment, support, conduct, and attendance of training. Training activities should align to the State's current, Multi-Year Integrated Preparedness Plan (IPP) that is developed through an annual Integrated Preparedness Planning Workshop (IPPW) and built from training gaps identified in the THIRA/SPR/CEPA process. Further guidance concerning the IPP and the IPPW can be found at [Preparedness Toolkit Program Management Templates](#). Training should foster the development of a community-oriented approach to emergency management that emphasizes engagement at the community level, strengthens best practices, and provides a path toward building sustainable resilience.

EMPG Program funds used for training should support the nationwide implementation of NIMS. The NIMS Training Program establishes a national curriculum for NIMS and provides information on NIMS courses. Applicants are encouraged to place emphasis on the core competencies as defined in the NIMS Training Program. NIMS is also included in the curriculum of the EMI Basic Academy. The NIMS Training Program can be found at <https://www.fema.gov/emergency-managers/nims/implementation-training>.

Prior Approval Requirements

Any non-DHS training course to be supported with EMPG funds must be submitted in advance to DHSES for written approval. Attendance at conferences, workshops, and/or out-of-state travel for training opportunities will require prior approval from DHSES.

Allowable Training Costs

Training should:

- Foster the development of a community-oriented approach to emergency management that emphasizes engagement at the community level;
- Strengthen best practices; and
- Provide a path toward building sustainable resilience.

Allowable training-related costs include the following:

Funds Used to Develop, Deliver, and Evaluate Training: Includes costs related to administering training, such as planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment. Training should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills. Any training or training gaps, including those for children and individuals with disabilities or access and functional needs, should be identified in the Multi-Year IPP and addressed in the training cycle.

Overtime and Backfill: The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of attendance at FEMA and/or approved training courses and programs are allowable. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the unit(s) of local government and has the approval of the state or FEMA, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government *and* from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.

Travel: Travel costs (e.g., airfare, mileage, per diem, and lodging costs) are allowable as expenses by employees who are on travel status for official business related to approved training. International travel is not an allowable cost under this program unless approved in advance by FEMA.

Hiring of Full- or Part-Time Staff or Contractors/Consultants: Full- or part-time staff or contractors/consultants may be hired to support direct training-related activities. Hiring of contractors/consultants must follow the applicable federal procurement requirements at 2 C.F.R. §§ 200.317-200.327. Payment of salaries and fringe benefits must be in accordance with the policies of the State or unit(s) of local government and have the approval of the State or FEMA, whichever is applicable.

Certification/Recertification of Instructors: Costs associated with the certification and re-certification of instructors are allowed. Agencies are encouraged to follow the FEMA Instructor Quality Assurance Program to ensure a minimum level of competency and corresponding levels of evaluation of student learning. This is particularly important for those courses which involve training of trainers.

Additional types of allowable training or training-related activities include, but are not limited to:

- Developing/enhancing systems to monitor training programs
- Conducting all-hazards emergency management training
- Attending EMI training or delivering EMI train-the-trainer courses
- Attending other FEMA-approved emergency management training
- State-approved, locally sponsored CERT training
- Mass evacuation training at local, state, territorial and tribal levels

Exercises

When applying EMPG funding to exercises, applicants shall include exercise objectives centered on practicing and validating their plans and procedures for sending emergency alerts to the public through the FEMA Integrated Public Alert and Warning System (IPAWS). Exercise objectives for public alert and warning should include practice of analysis and decision-making in sending an alert to the public; public alert message writing; procedures for coordination, review, and approval to send the alert; and practice in sending an alert through the IPAWS. Applicants should develop After-Action Reports and Improvement Plans following drills and exercises that identify gaps and successes and define changes to continue to improve their capabilities to alert the public during emergent incidents that present a risk to the safety of the people and property in their communities.

Allowable exercise-related costs include:

Funds Used to Design, Develop, Conduct and Evaluate Preparedness Exercises: This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation. Recipients are encouraged to use free public space/locations/facilities, whenever available, prior to the rental of space/locations/facilities. Exercises should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills. Gaps identified during an exercise, including those for children and individuals with disabilities or access and functional needs, should be identified in the After-Action Report (AAR)/Improvement Plan (IP) and addressed in the exercise cycle.

Hiring of Full- or Part-Time Staff or Contractors/Consultants: Full- or part-time staff may be hired to support direct exercise activities. Payment of salaries and fringe benefits must be in accordance with the policies of the unit(s) of local government and have the approval of the state or DHS/FEMA, whichever is applicable. The services of contractors/consultants may also be procured to support the design, development, conduct, and evaluation of exercises. Hiring of contractors/consultants must follow the applicable federal procurement requirements in 2 C.F.R. §§ 200.317-200.327.

Overtime and Backfill: The entire amount of overtime costs, including payments related to backfilling personnel, that are the direct result of time spent on the design, development and conduct of exercises are allowable expenses. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the unit(s) of local government and has the approval of the state or FEMA, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government *and* from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.

Travel: Travel costs (e.g., airfare, mileage, per diem, lodging costs) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise activities.

Supplies: Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise activities (e.g., gloves, non-sterile masks, and disposable protective equipment).

Homeland Security Exercise and Evaluation Program (HSEEP) Implementation: This refers to costs related to developing and maintaining an exercise program consistent with HSEEP. For more information on HSEEP, please refer to Exhibit A on page 29 of this guidance document.

Other Items: These costs are limited to items consumed in direct support of exercise activities, such as space/locations rentals for planning and conducting an exercise, equipment rentals, and the procurement of other essential nondurable goods. Applicants are encouraged to use free public space/locations, whenever available, prior to the rental of space/locations. Costs associated with inclusive practices and the provision of reasonable accommodations and modifications that facilitate full access for children and adults with disabilities are allowable.

Unauthorized exercise-related costs include:

- Reimbursement for maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle costs that are reimbursable are fuel/gasoline or mileage.
- Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs).
- Durable and nondurable goods purchased for installation and/or use beyond the scope of exercise conduct.

Construction and Renovation

Construction and renovation projects for a local government's principal Emergency Operations Center (EOC) as defined by the State Administrative Agency (SAA) are allowable under the EMPG Program.

Written approval must be provided by FEMA through DHSES prior to the use of any EMPG Program funds for construction or renovation. Requests for EMPG Program funds for construction of an EOC must be accompanied by an EOC Investment Justification, and forms SF-424c and SF-424d submitted through DHSES to their Regional FEMA Program Manager for review. Please contact your assigned DHSES Contracts Representative to obtain the form and for additional information and requirements for EOC construction.

The above examples are not intended to exclude other construction projects as potentially allowable costs. For example, construction of a facility for the storage of critical emergency supplies, as a Point of Distribution (POD) for emergency distribution, and/or to serve as a staging area for deployment of emergency response resources is potentially an allowable expense. Other construction or renovation projects, such as a secondary or local EOC, will be considered on a case-by-case basis, as described below in the guidance regarding advance written approval.

Additionally, any construction projects that are being funded through EMPG funding, must also comply with the Build America, Buy America Act (BABAA). The BABAA requires that no financial assistance for "infrastructure" projects is provided "unless all of the iron, steel, manufactured products, and

construction materials used in the project are produced in the United States.” Information with regards to this policy and its impact are available at:

https://www.fema.gov/sites/default/files/documents/fema_build-america-buy-america-act-policy.pdf

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 the agency, including grant-funded projects, comply with federal EHP regulations, laws, and executive orders, as applicable. Applicants proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures, and facilities, or new construction including replacement of facilities, must participate in the DHS/FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. Additionally, in some cases, DHS/FEMA is required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed and approved before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to non-compliance with EHP laws, executive orders, regulations, and policies.

All applicants are required to comply with DHS/FEMA EHP Policy Guidance, FEMA Policy 108-023-1. The EHP screening form can be found [here](#) and further EHP guidance can be found at

<https://www.dhSES.ny.gov/environmental-planning-and-historic-preservation-ehp>.

Applicants are also encouraged to have completed as many steps as possible for a successful EHP review in support of their proposal for funding (e.g., coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects, compliance with all state and EHP laws and requirements). Projects for which the applicant believes an Environmental Assessment (EA) may be needed, as defined in [Implementation of the National Environmental Policy Act](#), and [FEMA Directive 108-1 and FEMA Instruction 108-1-1](#), must also be identified through DHSES to the FEMA EMPG Regional Program Manager. EHP review packets should be sent to DHSES by email to Grant.Info@dhSES.ny.gov.

Advance Approval Requirement

Advance written approval through DHSES from FEMA prior to the use of any annual EMPG Program funds for construction or renovation, including such activities at the applicant level. Such costs would need to fall within the scope of the recipient’s final approved Work Plan, otherwise an updated Work Plan may be required. Such requests should be submitted in writing through DHSES to the applicable

FEMA Regional Grant Program Office. FEMA's review and approval will involve both the regional office and FEMA Grant Programs Directorate.

Real Property Use and Disposition Requirements

Real property improved under a federal award fall under the 2 C.F.R. Part 200 guidance for real property. In accordance with 2 C.F.R. § 200.311, an applicant may only use real property acquired or improved under a federal award for the originally authorized purpose, as long as it is needed for that purpose, during which time the applicant must not dispose of or encumber its title or other interests. However, upon the end of that period where it needs the property for the originally authorized purpose (i.e., the functional use of the property for which FEMA awarded the grant), the applicant will then dispose of the property in keeping with the requirements set forth in 2 C.F.R. § 200.311.

When a grant-funded property is no longer needed for the originally authorized purpose, the applicant (through the pass-through entity) must obtain disposition instructions from the cognizant FEMA Regional Administrator or the pass-through entity.

Construction of Communication Towers

When applying for funds to construct communication towers, applicants must submit evidence that the Federal Communication Commission's (FCC) Section 106 review process has been completed and submit all documentation resulting from that review to FEMA prior to submitting materials for EHP review.

Davis-Bacon Act Compliance

EMPG Program recipients using funds for construction projects must comply with the Davis-Bacon Act and subsequent legislation (40 U.S.C. §§ 3141 et seq.). See 42 U.S.C. § 5196(j)(9). Grant recipients must ensure that their contractors or subcontractors for construction projects pay workers no less than the prevailing wages for laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the state in which the work is to be performed. Additional information regarding compliance with the Davis-Bacon Act, including Department of Labor (DOL) wage determinations, is available at <https://www.dol.gov/whd/govcontracts/dbra.htm>.

Accessibility Compliance

EMPG Program recipients using funds to build or alter buildings must comply with accessibility requirements under the *Rehabilitation Act of 1973 and Architectural Barriers Act of 1968 (ABA)*, as well as the Americans with Disabilities Act (ADA), if applicable, to ensure individuals with disabilities have

access to such buildings. Accessibility standards under the ABA and ADA are highly similar. Additional information regarding compliance with the *Architectural Barriers Act* is available at [Guide to the ABA](#).

Acquisition of Real Property

Acquisition of real property is permissible if such property is needed to support other allowable program costs or activities. Please contact your assigned DHSES Contract Representative for additional information if you are proposing the acquisition of real property.

Advance Approval Requirement

Consistent with the requirements outlined above regarding construction activities, applicants must obtain advance written approval through DHSES from the cognizant FEMA Regional Administrator prior to obligating EMPG Program funds for acquisition of real property. Additionally, in cases of acquisition or improving real property, applicants are required to submit to DHSES a SF-429-B, Real Property Status Report, Attachment B providing details of the relevant property to be acquired.

Property Use, Reporting, and Disposition Requirements

The acquisition, use, and disposition of real property shall be subject to the provisions of 2 C.F.R. Part 200. In accordance with 2 C.F.R. Part 200, applicants are required to report on the status of the acquired property on an annual basis using SF-429-A Real Property Status Report, Attachment A (General Reporting). Such reporting shall continue as long as the property is being used for the originally authorized purpose. Please refer to [IB 458a](#) for additional guidance on disposition requirements.

Leasing of Real Property

Leasing of real property is permissible if the property is needed to support other allowable annual EMPG Program activities.

Advance Approval Requirement

Applicants must obtain advance written approval through DHSES from the cognizant FEMA Regional Administrator prior to obligating annual EMPG Program funds for the leasing of real property.

Allowable Period of Lease Expenses

In cases where a property will be leased and the lease will be paid in full or in part EMPG Program funds, any costs associated with the lease that are charged to an EMPG Program award must occur within the period of performance of the associated award(s). Real property lease costs must also comply with 2 C.F.R. Part 200.

Maintenance and Sustainment

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active grant awards, unless otherwise noted.

EMPG Program funds are intended to support the Goal and fund activities and projects that build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation. In order to provide recipients the ability to meet this objective, the policy set forth in FEMA Grant Program Directorate's [Information Bulletin \(IB\) 379](#) (Guidance to State Administrative Agencies to Expedite the Expenditure of Certain DHS/FEMA Grant Funding) allows for the expansion of eligible maintenance and sustainment costs, which must be: (1) in direct support of existing capabilities; (2) an otherwise allowable expenditure under the applicable grant program; (3) tied to one of the core capabilities in the five mission areas contained within the Goal, and; (4) shareable through the EMAC.

Additionally, eligible costs may also be in support of equipment, training, and critical resources that have previously been purchased with either federal grant funding or any other source of funding other than DHS/FEMA preparedness grant program dollars.

Unallowable Costs

EMPG Program funds may not be used for:

- Unallowable Equipment: Grant funds may not be used for the purchase of firearms, ammunition, grenade launchers, bayonets, or weaponized aircraft, vessels, or vehicles of any kind with weapons installed
- Expenditures for weapons systems and ammunition
- Costs associated with hiring, equipping, training, etc. of sworn public safety officers whose **primary** job responsibilities include fulfilling traditional public safety duties such as law enforcement, firefighting, emergency medical services, or other first responder duties
- Costs that supplant traditional public safety positions and responsibilities
- Activities and projects unrelated to the completion and implementation of the EMPG Program

- Clothing used for everyday wear by emergency management employees or other personnel

In general, applicants should consult with their assigned DHSES Contract Representative prior to making any investment that does not clearly meet the allowable expense criteria established in this guidance.

Supplanting

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

III. Application Linkages

Alignment of EMPG to the National Preparedness System

The EMPG Program contributes to the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities. Core capabilities are essential for the execution of critical tasks for each of the five mission areas outlined in the Goal. The EMPG Program's allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas described in the Goal.

FEMA requires recipients to prioritize grant funding to demonstrate how EMPG Program-funded investments support 1) building or sustaining those capabilities that are identified as high priority through the Threat and Hazard Identification and Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR) process and other relevant information sources, such as: i) after-action reports (AARs) following exercises or real-world events; ii) audit and monitoring findings; iii) Hazard Mitigation Plans; and/or iv) other deliberate planning products; and 2) closing capability gaps that are identified in the State's most recent SPR. To better understand the relationship between building capabilities and closing capability gaps, refer to [Comprehensive Preparedness Guide \(CPG\) 201: Threat and Hazard Identification and Risk Assessment \(THIRA\) and Stakeholder Preparedness Review \(SPR\) Guide](#).

FEMA continues to emphasize capabilities that address the greatest risks to the security and resilience of the United States. When applicable, funding should support deployable assets that can be used anywhere in the Nation through automatic assistance and mutual aid agreements, including, but not limited to, the Emergency Management Assistance Compact (EMAC).

The EMPG Program supports investments that improve the ability of jurisdictions nationwide to:

- Prevent a threatened or an actual act of terrorism;
- Protect our citizens, residents, visitors, and assets against the greatest threats and hazards;
- Mitigate the loss of life and property by lessening the impact of future disasters;

- Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident; or
- Recover through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.

New York State utilizes its Critical Capabilities and the County Emergency Preparedness Assessment (CEPA) process to assess hazards, evaluate capabilities, and identify gaps in preparedness. New York State crosswalks the results of the CEPA process to meet the requirements of the THIRA and SPR for New York State.

Building and Sustaining Core Capabilities

Applicants must describe how proposed EMPG Program-funded projects will close capability gaps or sustain capabilities identified through the CEPA/THIRA/SPR process or other relevant information sources that identify capability needs.

IV. Required Activities:

a. New York State Requirement

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.

b. Mandatory Training

All EMPG funded personnel and personnel used as match for the federal share shall complete and maintain proof of completion of the mandatory training courses required by the EMPG program. Applicants funding personnel will need to attest to the completion of the mandatory training. A copy of the attestation form must be submitted along with your completed application, for applicable projects.

All EMPG funded personnel are expected to be trained emergency managers. In addition to training activities aligned to and addressed in the IPP, all EMPG funded personnel (including full- and part-time state, local, tribal and territorial [SLTT] personnel funded by EMPG or matching funds) shall complete the following training requirements and maintain proof of completion:

- NIMS Training - Independent Study (IS) 100, IS 200, IS 700, and IS 800 (any versions).

AND

- The Independent Study courses identified in the Professional Development Series, or the National Emergency Management Basic Academy delivered either by the Emergency Management Institute (EMI) or at a sponsored State, local, tribal, territorial, regional, or other designated location.

Professional Development Series or FEMA Basic Academy		
Professional Development Series (PDS)		Basic Academy
IS-120.a An Introduction to Exercises	OR	Basic Academy Pre-requisites and Courses IS-100 (any version) Introduction to the Incident Command System*
IS-230.d Fundamentals of Emergency Management		IS-700 (any version) National Incident Management System (NIMS)- An Introduction*
IS-235.b Emergency Planning		IS-800 (any version) National Response Framework. An Introduction*
IS-240.b Leadership and Influence		IS-230.d Fundamentals of Emergency Management*
IS-241.b Decision Making and Problem Solving		E/L101 Foundations of Emergency Management
IS-242.b Effective Communication		E/L102 Science of Disasters
IS-244.b Developing and Managing Volunteers		E/L103 Planning Emergency Operations
		E/L104 Exercise Design
		E/L105 Public Information & Warning

*IS-100, IS-700, IS-800, and IS-230.d are pre-requisites that must be completed prior to enrolling in E/L101.

Further information on the National Emergency Management Basic Academy and the Emergency Management Professional Program can be found at: <https://www.fema.gov/emergency-managers/national-preparedness/training>. Previous versions of the IS courses meet the NIMS training requirement. A complete list of Independent Study Program Courses may be found at <https://www.firstrespondertraining.gov/frts/npccatalog>.

Where possible, program activities included in the EMPG Program are defined as broadly as possible to allow participants the flexibility to utilize funding for as many emergency management activities as possible. However, the completion of certain activities is required. Applicants are expected to show regular progress in meeting these mandatory training requirements through the quarterly reports.

If EMPG (or matching) funds are NOT used for salaries, the above training requirements do not apply.

c. Regional Coordination

To further promote regionalization, applicants are expected to regularly participate in local, regional, and statewide meetings with federal, state, and local agencies, the private sector, and not-for-profits, as appropriate.

V. Application Format and Content

Applications must be completed in the required format described below and submitted via email to the DHSES Grants Inbox at Grant.Info@dhses.ny.gov. **Applications that are not received by the due date of July 7, 2026, at 5:00 p.m. may not be considered for funding.**

Application Requirements

The period of performance of this grant is 36 months (October 1, 2024 – September 30, 2027). Applications should only include projects that can be completed by September 30, 2027.

Applicants must use the EMPG Application Worksheet (Microsoft Excel spreadsheet) to submit all required information. Applications must be submitted to DHSES by emailing the EMPG application worksheet in Microsoft Excel (not pdf) format to Grant.Info@dhses.ny.gov.

Additionally, applicants must submit an attestation form to DHSES at the time of application for each EMPG Program funded employee (and those being used as match) for all EMPG Program required training courses that have not yet been submitted to DHSES.

- The Local EMPG Application Worksheet must include the following details:
Programmatic, fiscal, and signatory points of contact on the “Contact Information” tab (mandatory for all applicants)
- Staff and budget data for EMPG and non-EMPG funded staff on the “Personnel Data Table” tab (all fields are mandatory for all applicants)
- A roster of EMPG funded staff and other staff that are used as match, with training completed to date, on the “Staffing Roster & Training” tab. All fields on this form including salary information are required if staff are being funded by the EMPG Program or being used as match.
- A short narrative summary (250 words or less) of the proposed project for which Local EMPG funds will be used and budget information on the “Budget” tab (mandatory for all applicants).

- A completed Budget Tab with details for all projects.

Applicants are encouraged to consult with their assigned DHSES Contract Representative at 1-866-837-9133 to discuss the eligibility of potential projects. For more information on allowable costs, please refer to ***Exhibit B: Allowable Costs Matrix***.

Cost Match

In FY2025, the federal share of funds made available under the program shall not exceed 50 percent (50%) of the total budget. Unless otherwise authorized by law, federal funds cannot be matched with other federal funds. FEMA administers the EMPG Program cost matching requirements in accordance with 2 C.F.R. §200.306.

To meet matching requirements, the applicant contributions must be verifiable, reasonable, allowable, allocable, and necessary under the grant program and must comply with all federal requirements and regulations.

Matching funds must be treated as grant funds therefore any personnel used to meet the match requirement will need to meet the same training requirements as EMPG funded personnel.

Contracting

DHSES will use the E-Grants system to contract with local applicants. Once the projects have been approved by DHSES, GPA staff will enter grant information into E-Grants and when complete, DHSES staff will contact the applicant's authorized point of contact to accept the certified assurances within the E-Grants system.

Minority and Women-Owned Businesses

Pursuant to New York State Executive Law Article 15-A, the New York State Division of Homeland Security and Emergency Services recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority and women-owned business enterprises (MWBE) 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, when possible, the subrecipient should ensure that small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms (See U.S. Department of Labor's list) are considered as outlined within the 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 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, familial status, marital status or domestic violence victim status, and shall also follow the requirements of Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Uniform Administrative Requirements, Cost Principles, and Audit Requirements

In this guidance document, the term applicant shall refer to the unit of local government that is receiving the funding passed through by the New York State Division of Homeland Security and Emergency Services (DHSES) (either a county or the City of New York).

Cost Principles

Costs charged to this award must be consistent with the Cost Principles for Federal Awards located in the Code of Federal Regulations (C.F.R.) at 2 C.F.R. Part 200.

Financial and Compliance Audit Report

Applicants that expend \$1,000,000 or more from all federal funding sources during the 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 www.gao.gov/yellowbook/overview, and the requirements of Subpart F of 2 C.F.R. Part 200, located at www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F.

Funding Restrictions

Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal award, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

VI. Quarterly Reports

The Division of Homeland Security and Emergency Services (DHSES) Grant Program Administration (GPA) office will utilize the E-Grants system for quarterly reporting.

- ✓ **Please contact your assigned DHSES Contract Representative at 1-866-837-9133 if you need assistance in completing the Quarterly Report.**
- ✓ **All applicants are required to complete and submit the EMPG Quarterly Reports (and applicable attachments) electronically. Submission of the materials must be completed in the E-Grants electronic grants management system.**

Required Quarterly Reporting:

- Submission to DHSES of a roster of Local EMPG Program funded personnel (and staff used as match) along with the required training completed to date is to be included with each Quarterly Progress Report.
- Updated attestation forms to document the completion of any mandatory training during the quarter, if applicable.
- A statement of progress towards completion of FEMA's Phase 3 of the NQS Implementation, to include an account of any Position Task Books (PTBs) completed to date, must be included in your FY2025 EMPG quarterly reports.

Completed work products, e.g., plan revisions, exercise critiques, etc., that support the completion of a work item should be submitted with the report. DHSES Contract Representatives will verify program accomplishments during programmatic monitoring visits at the applicant's offices. **All applicants that are using EMPG or matching funds for personnel expenses must also include an update on the required training in the quarterly progress report.**

VII. Local EMPG Program Summary of Requirements

The table below is a summary of requirements that must be completed for eligible EMPG Program applicants. **Please note:** Some requirements are met at the state-level.

Requirement	STATE	LOCAL
EMAC membership	Yes	No
EMPG funded personnel complete listed training requirements & maintain documentation. ¹ Report progress in completing required training via quarterly reports.	Yes	Yes
Cost match (50%)	Yes	Yes
Integrated Preparedness Planning Workshop	Yes	No
Multi-Year Integrated Preparedness Plan	Yes	No
Exercise reporting for any EMPG funded exercises	Yes	Yes
All exercises must include objectives centered on practicing and validating their plans and procedures for sending emergency alerts to the public through the FEMA Integrated Public Alert and Warning System (IPAWS)	Yes	Yes
NQS Implementation Phase 3	Yes	Yes
THIRA	Yes	NYC Urban Area only

VIII. Application Review Process

Each application will be reviewed carefully by representatives from the Division of Homeland Security and Emergency Services (DHSES). DHSES reserves the right to contact applicants to request clarification and/or additional information to substantiate their requests. All requests for funding must ultimately be approved by the Commissioner of DHSES.

IX. Timeline

Applications are due to DHSES by 5:00 p.m. on **July 7, 2026**. Applications must be submitted to DHSES via email (Grant.Info@dhSES.ny.gov). Applications received after the due date and time may not be considered for funding.

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 guidance. 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 FY2025 EMPG Program funds will be determined once awards have been approved but cannot extend beyond **September 30, 2027**. Although the contract format may vary, the contract will include such standard terms and conditions included in DHSES grant

¹ Required course list included in the FY2025 FEMA guidance includes NIMS Training: IS 100, IS 200, IS 700, and IS 800 as well as the FEMA Professional Development Series: IS 120.a, IS 230.d, IS 235.b, IS 240.b, IS 241.b, IS 242.b, and IS 244.b. The National Emergency Management Basic Academy is an alternative to the Professional Development Series courses.

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

Applicants will be required to adhere to all requirements, terms and conditions set forth in the FY2025 Emergency Management Performance Grant Program (EMPG) Notice of Funding Opportunity (NOFO) except as noted below: ([The U. S. Department of Homeland Security \(DHS\) Notice of Funding Opportunity \(NOFO\) Fiscal Year 2025 Emergency Management Performance Grant Program | FEMA.gov](#)) as applicable.

- Please be advised that the DHS Standards Terms and Conditions referenced on page 29 of the NOFO have been substantially amended as the result of litigation between several states, including New York State, challenging the legality of the requirement to cooperate and communicate with immigration officials and the prohibition against operating any program that benefits illegal immigrants or incentivizes illegal immigration.
- In accordance with the U. S. District Court for the District of Rhode Island's Order in the State of Illinois, et. al., No. 25-206 (D.R.I.) dated October 14, 2025, and FEMA Information Bulletin No. 538, the following DHS Standards Terms and Conditions were determined to be unlawful and were set aside and vacated pursuant to federal law:
 - (1) Paragraph C.IX. Communication and Cooperation with Department of Homeland Security and Immigration Officials; and
 - (2) Paragraph C.XVII(2)(a)(iii). Anti-Discrimination Grant Award Certification regarding immigration.
- In accordance with the U. S. District Court for the District of Rhode Island's Order in the State of Illinois, et. al., No. 25-206 (D.R.I.) dated October 14, 2025, the following Grant Award Agreement Articles have been determined by the Court to be unlawful and were set aside and vacated pursuant to federal law:
 - Article 11-Communication and Cooperation with Department of Homeland Security and Immigration Officials;
 - Article 19(2)(a)(iii)-Certification that Recipients do not, and will not incentivize or operate any program that benefits illegal immigrants or incentivizes illegal immigration;
 - Article 42-Termination of a Federal Award;
 - Article 56-Compliance with Federal Immigration Law;
 - Article 58-Impact of San Francisco v. Trump Preliminary Injunction;
 - Article 59-Impact of State of Illinois v. FEMA Injunction;
 - Article 61-Period of Performance and Budget Period;
 - Article 63-Funding Hold: Verification of State's Population.

- Pursuant to the Court's Order, DHS/FEMA has rescinded these terms and conditions set forth in DHS Standards Terms and Conditions and Grant Award Agreement Articles and is permanently enjoined from enforcing against Plaintiff States and their instrumentalities and subdivisions: (a) the contested conditions, (b) the "Compliance with Federal Immigration Law" award articles, and (c) any materially similar term requiring cooperation with federal immigration enforcement as a condition on federal funds.
- Additionally, DHSES, has accepted this FY 2025 EMPG award, with a reservation to legally challenge, the following terms and conditions in the NOFO if attempted to be enforced:
 - 1) the "Subrecipient Funding Details" provision found at page 34 of the notice of funding opportunity;
 - (2) requirements to provide information regarding the work, mission, policies, or practices of any subrecipient;
 - (3) prohibitions against sub-applicants having foreign nationals or noncitizens included located on page 7 of the NOFO;
 - (4) requirements foreign nationals be properly vetted and adhere to all government statutes, policies and procedures including "staff American, stay in America" and security requirements located on page 7 of the NOFO;
 - (5) the termination provisions found on page 31 of the NOFO;

Exhibit A: Homeland Security Exercise Evaluation Program (HSEEP)

Exercises

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

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

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

Exhibit B: Allowable Costs Matrix

Allowable Costs

Allowable Management & Administration Costs	
Hiring of full or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, compliance with reporting & data collection requirements.	
Development of operating plans for information collection & processing necessary to respond to FEMA data calls.	
Costs associated with achieving emergency management that is inclusive of the access and functional needs of workers and citizens with disabilities.	
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.	
Allowable Planning Costs	
Emergency management planning activities, including threat and hazard assessments, development of THIRA that is representative of the jurisdiction, hazard analysis and risk assessment, development of an all-hazards mitigation plan based on identified risks and hazards.	
Emergency management/operation plans including maintaining a current Emergency Operations Plan that is aligned with guidelines set out in CPG 101v.2 http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf , modifying existing incident management and emergency operations plans, developing/enhancing comprehensive emergency management plans, and developing/enhancing large-scale and catastrophic event incident plans.	
Continuity/Administrative Plans including developing/enhancing Continuity of Operations (COOP)/Continuity of Government (COG) plans and developing/enhancing financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program.	

Whole Community engagement/planning including developing/enhancing emergency management and operations plans to integrate citizen/volunteer and other non-governmental organization resources and participation, community-based planning to advance “whole community” security and emergency management, public education and awareness on emergency management and preparedness, and planning to foster public-private sector partnerships.

Development or enhancement of mutual aid agreements/compacts, including required membership in Emergency Management Assistance Compact (EMAC).

Resource management planning including developing/enhancing logistics and resource management plans, supply preparation, developing/enhancing volunteer and/or donations management plans, acquisition of critical emergency supplies defined as: shelf stable food products, water, and/or basic medical supplies.

Acquisition of critical emergency supplies requires each State to have FEMA’s approval of a viable inventory management plan; an effective distribution strategy; sustainment costs for such an effort; and logistics expertise to avoid situations where funds are wasted because supplies are rendered ineffective due to lack of planning.

Evacuation planning to include developing/enhancing evacuation plans, plans for alerts/warning, crisis communications, pre-positioning of equipment for areas potentially impacted by mass evacuations sheltering, and re-entry.

Pre-disaster recovery planning including disaster housing planning, such as creating/supporting a State disaster housing task force and developing/enhancing State disaster housing plans, pre-event response/recovery/mitigation plans in coordination with State, local, and tribal governments, developing/enhancing other response and recovery plans.

Recovery planning

The National Disaster Recovery Framework (NDRF) sets national policy and doctrine to define a new era of disaster recovery across federal, State, and local government. The NDRF aims to achieve a disaster recovery system that is more responsive to whole-community needs. EMPG Program recipients and applicants should, as feasible, take steps to develop recovery plans and preparedness programs consistent with the principles and guidance in the NDRF that will provide the foundation for recovery programs and whole-community partnerships. Preparedness and pre-disaster planning was given special attention within the NDRF with specific guidance: *Planning for a Successful Disaster Recovery* (pages 63-70). For more information on the NDRF see <http://www.fema.gov/pdf/recoveryframework/ndrf.pdf>.

Program evaluations.

Allowable Organization Costs
All-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management.
Personnel costs, including salary, overtime, compensatory time off, and associated fringe benefits.
Allowable Equipment Costs
Personal Protective Equipment (PPE) (Category 1) Information Technology (Category 4) Cybersecurity Enhancement Equipment (Category 5) Interoperable Communications Equipment (Category 6) Detection Equipment (Category 7) Power Equipment (Category 10) Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11) CBRNE Incident Response Vehicles (Category 12) Physical Security Enhancement Equipment (Category 14) CBRNE Logistical Support Equipment (Category 19) Other Authorized Equipment (Category 21)
General purpose vehicles (such as sport utility vehicles) are allowed to be procured in order to carry out the responsibilities of the EMPG Program. May require pre-approval. Please contact your Contracts Unit representative.
Allowable Training Costs
Support the nationwide implementation of NIMS.
Developing/enhancing systems to monitor training programs.
Conducting all hazards emergency management training.
Attending Emergency Management Institute (EMI) training or delivering EMI train-the-trainer courses.
Attending other FEMA-approved emergency management training.
Mass evacuation training at local, State, and tribal levels.
<i>Funds Used to Develop, Deliver, and Evaluate Training.</i> Includes costs related to administering the training: planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment.
<i>Overtime and Backfill.</i> The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of attendance at FEMA and/or approved training courses and programs are allowable.

Travel. Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to approved training.

Hiring of Full or Part-Time Staff or Contractors/Consultants. Full- or part-time staff may be hired to support direct training-related activities.

Certification/Recertification of Instructors. Costs associated with the certification and re-certification of instructors are allowed.

Allowable Exercise Costs

Funds Used to Design, Develop, Conduct and Evaluate an Exercise. This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation.

Hiring of Full or Part-Time Staff or Contractors/Consultants. Full- or part-time staff may be hired to support direct exercise activities. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of exercises.

Overtime and Backfill. The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of time spent on the design, development and conduct of exercises are allowable expenses.

Travel. Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise projects.

Supplies. Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise projects (e.g., gloves, non-sterile masks, and disposable protective equipment).

Implementation of HSEEP. This refers to costs related to developing and maintaining a self-sustaining State HSEEP which is modeled after the national HSEEP.

Other Items. These costs are limited to items consumed in direct support of exercise activities such as the rental of space/locations for planning and conducting an exercise, rental of equipment, and the procurement of other essential nondurable goods.

Allowable Construction and Renovation Costs and Acquisition and Leasing of Real Property Costs

Construction and renovation activities for a local government's principal EOC as defined by the SAA are allowable. Written approval through DHSES from FEMA is required prior to the use of any EMPG Program funds for construction and/or renovation projects. The submission of an EOC Investment Justification (FEMA Form 089-0-0-3, OMB Control Number 1660-0124) is also required.

Acquisition or leasing of real property is permissible if such property is needed to support other allowable program costs or activities. Advance approval from FEMA through DHSES is required.

Allowable Maintenance and Sustainment Costs
The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active awards, unless otherwise noted.
The eligible costs for maintenance and sustainment must be an otherwise allowable expenditure under the applicable grant programs and be tied to one of the core capabilities in the five mission areas contained within the NPG and be deployable through EMAC, where applicable.

Unallowable Costs

Unallowable Costs
Expenditures for weapons systems and ammunition.
Costs to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.
Activities unrelated to the completion and implementation of the EMPG Program.
Biological detection equipment.
Equipment and supplies from AEL categories not specified as allowable in this guidance document.
Expenses not associated with an Emergency Management Agency.
Unauthorized exercise-related costs include: • Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle costs that are reimbursable are fuel/gasoline or mileage. • Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs). • Durable and non-durable goods purchased for installation and/or use beyond the scope of exercise conduct.
Supplanting
Grant funds will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purpose.

Protective cc: All
7-22-26 #9



PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES



Kevin M. Byrne
County Executive

James G. Oster
Commissioner of Emergency Services

Drew W. Kinash
Deputy Commissioner of Emergency Services

Matthew W. Nadolny
Director of Emergency Management

Robert Cuomo
Director of Emergency Medical Services

MEMORANDUM

To: Thomas Regan Jr., Chair, Protective Services
From: James G. Oster, Commissioner
Re: July Protective Services Committee Meeting
Date: July 7, 2026

I would like to add the FY2025 State Homeland Security Program (SHSP) to the Protective Services agenda for July.

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

Respectfully,


James G. Oster
Commissioner

7/8/2026: Commissioner Oster
stated there is a request
for application /det

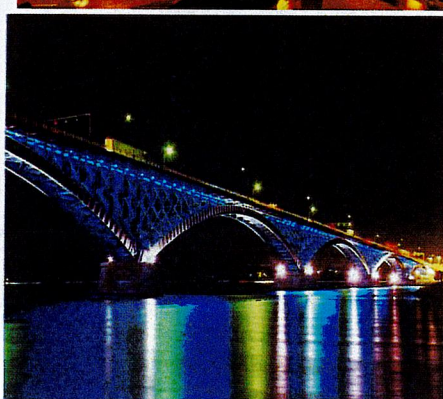
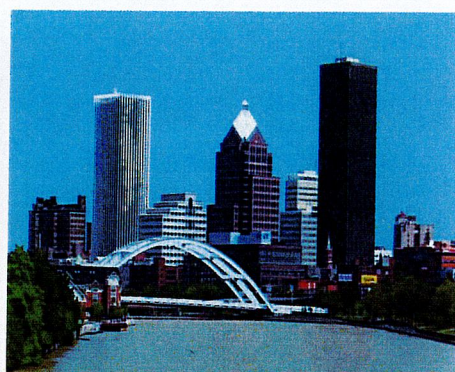
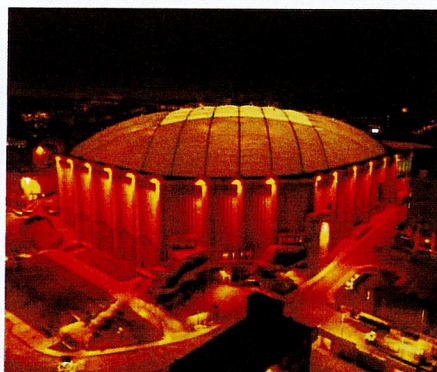
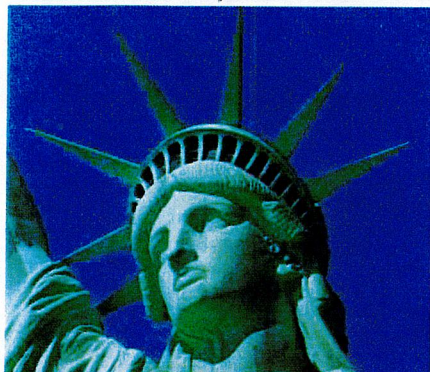
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LEGISLATURE
PUTNAM COUNTY
CARMEL, NY



Homeland Security and Emergency Services

FY2025 Local Subrecipient Program Guidance

State Homeland Security Program
State Law Enforcement Terrorism Prevention Program



APPLICATION DEADLINE: July 7, 2026, by 5:00pm

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Section I: Program Overview

Program Descriptions

The FY2025 State Homeland Security Program (SHSP) and the State Law Enforcement Terrorism Prevention Program (SLETPP) are the two core homeland security grant programs in New York State. Every county in the State, along with the City of New York, receives funding under these programs. The SHSP and SLETPP are designed to build and sustain critical homeland security capabilities across the State. The key focus and requirement of SHSP is to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to security of the United States, including risks along the Nation's borders.

The Federal Emergency Management Agency (FEMA) and the NYS Division of Homeland Security and Emergency Services (DHSES) identify key programmatic priorities for the SHSP and SLETPP grants. This funding cycle, FEMA has identified five (5) National Priorities to include continuation of Enhancing the Protection of Soft Targets/Crowded Places, Enhancing Cybersecurity, and Enhancing Election Security. There are two additional National Priorities to include Supporting Homeland Security Task Forces and Fusion Centers and Supporting Border Crisis Response and Enforcement. For the FY2025 SHSP cycle, there is a minimum of three percent (3%) spending requirement in the area of Enhancing Election Security. That said, you still must meet a minimum of thirty percent (30%) of your overall award amount within these five (5) outlined National Priority Areas, but you will have the flexibility of determining which of the National Priority Areas you want to assign the remaining twenty-seven percent (27%). This change may require a re-alignment of some of your projects to ensure that the spending goals are met.

For example:

Empire County received a \$100,000 award

- 30 percent of their projects must fall within the five (5) National Priority Areas (must meet a minimum of \$30,000)
- The 3% minimum spending requirement for Enhancing Election Security equals \$3,000. The remaining 27% overall requirement may be spent across any of the five (5) National Priority Areas they wish to cover.
- Based on a gap analysis, the county determined that they had viable projects that fell within two (2) of the National Priority Areas. That said, they wanted to conduct a full-scale Cybersecurity exercise, implement an equipment project under the Enhancing the Protection of Soft Targets/Crowded Places as well as the required Enhancing Election Security to meet the \$30,000 threshold.

Their application included the following projects:

Supporting Border Crisis Response and Enforcement: \$0

Enhancing the Protection of Soft Targets/Crowded Places: \$20,000

Supporting Homeland Security Task Forces and Fusion Centers: \$0

Enhancing Cybersecurity: \$7,000

Enhancing Election Security Project: \$3,000

Total Projects under National Priority Areas = \$30,000

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

Activities implemented under the SHSP and SLETPP must support terrorism preparedness, by building or sustaining capabilities that relate to terrorism prevention, protection, and/or response activities. However, many of the capabilities that support terrorism preparedness simultaneously support preparedness for other hazards. Subrecipients must demonstrate this “dual use” quality for any activities implemented under these grants that are not explicitly focused on terrorism preparedness. **Also, please note that ALL SLETPP funding (totaling a minimum of 35% of your award) must be used in support of law enforcement terrorism prevention-oriented planning, organization, equipment, training, and exercise activities.** [Information Bulletin \(IB\) 485](#) includes the most up-to-date information on project selection considerations and allowable activities for Law Enforcement Terrorism Prevention Activities (LETPA) investments and complements IB 473. Both IBs are applicable to the FY 2025 HSGP NOFO. For comprehensive LETPA requirements, refer to the [Law Enforcement Terrorism Prevention Activities Resource Guide](#).

Important Funding Reminders

Notice of Waiver for FY2025 SHSP/SLETPP Grants: Jurisdictions may choose from the following options if they do not want to accept their FY2025 SHSP/SLETPP award:

1. Jurisdictions may request that the State retain the local unit of government's award of grant funds and spend it on their jurisdictions' behalf; or
2. Jurisdictions may refuse an award for their jurisdiction with the understanding that the award will be expended by the State of New York in direct support of other local homeland security efforts in accordance with FY2025 grant guidelines.

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

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

Section II: FY2025 State Priorities for the SHSP/SLETPP

Overview

New York State is committed to ensuring that SHSP/SLETPP funds are used effectively to build and sustain the critical capabilities that are needed to address the diverse risks that the State faces. New York State has been the target of over 40 foreign terrorist plots and attacks since 9/11, and at least 15 domestic violent extremist plots and attacks since 2020. In the past decade alone, the State has endured significant terrorist-linked attacks (Chelsea Bombings, NYC Subway Bombings, and the New Year's Eve Attack), and has contended with significant domestic violent extremist activities to include a hate-motivated attack at a supermarket in Buffalo, NY, that killed 10 innocent citizens, as well as a significant increase in the number cyberattacks. Given these risks, it is imperative that SHSP/SLETPP funds are leveraged effectively to build capabilities based on the State's risk profile and in support of the State's Homeland Security Strategy.

NYS Homeland Security Strategy

The New York State Homeland Security Strategy was developed in conjunction with hundreds of local, State, and federal stakeholders, and other partners from the "Whole Community". The Strategy includes 10 major goals (ranging from Citizen Preparedness to Cybersecurity). Each Goal has supported Objectives and each Objective has associated Targets and Measures. **All SHSP/SLETPP funding must support the State Homeland Security Strategy.** The current strategy is available online: [New York State's Homeland Security Strategy | Division of Homeland Security and Emergency Services \(ny.gov\)](https://www.ny.gov/state-homeland-security-strategy).

NYS Critical Capabilities List

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

County Emergency Preparedness Assessment (CEPA) Program

In 2014, DHSES launched the County Emergency Preparedness Assessment (CEPA) Program. The CEPA is a framework and tool to help State and local stakeholders assess risks, capabilities, and the potential need for support and resources during emergencies or disasters. CEPA updates happen on a three-year planning cycle. **Counties are strongly encouraged to use the results of their completed CEPAs to inform their priorities under the FY2025 SHSP/SLETPP grant programs.** It is important to note that the CEPA program does not impact how much funding counties receive under the SHSP/SLETPP grants (this is determined by the DHSES Risk Formula); rather, the CEPA results may inform how a county chooses to allocate their SHSP/SLETPP funding. Counties should use their most current CEPA results to inform their applications. In addition to CEPA, DHSES maintains the right to request (at any time during the life of the grant contract) information related to the nature

and extent of any threats/hazards faced by the subrecipient and the status of a subrecipient's capabilities related to these threats/hazards.

Statewide Engagement in Critical Programs

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

FY2025 SHSP/SLETPP DHSES Priorities

DHSES has identified a series of priorities for the FY2025 SHSP and SLETPP funding programs. In addition to meeting the requisite federal requirements and supporting the larger NYS Homeland Security Strategy, all Counties/Cities receiving FY2025 SHSP/SLETPP funding must certify compliance with the Preparedness Objectives outlined below. If these objectives have not been addressed, homeland security funding, or other local resources, must be dedicated to meet compliance in these areas. DHSES reserves the right to monitor compliance and withhold funding until compliance is achieved. A template for signature has been included as a fillable PDF document attached to your funding award e-mail. Please be sure to include all the relevant details requested in this document. **A signed copy of this form with all the required information is due to DHSES along with your application by July 7, 2026, by 5:00pm.**

Priority 1 - Advancement of Regional Partnerships: DHSES continues to promote the advancement of multi-disciplinary, multi-jurisdictional regional partnerships across New York State. These partnerships allow capabilities to be developed in a coordinated and cost-effective way. Effective regional partnerships have been developed in a number of different areas, including regional Counter Terrorism Zones (CTZs), HazMat Partnerships, Interoperable Communications Consortiums, Explosive Detection Canine Team partnerships, Tactical Team Partnerships, Bomb Squad regional coordination efforts, etc. Under the FY2025 SHSP/SLETPP grants, support for these (and other) regional partnerships and programs are strongly encouraged.

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

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

campaigns, training/outreach efforts involving Citizen Corps Councils and Community Emergency Response Teams, and for citizen preparedness kits and supplies.

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

Priority 3 - Development of Effective Cybersecurity Programs and Policies: All levels of government, the private sector, and the general public have been impacted by the dramatic increase in cyberattacks over the past five years. The proper detection, interdiction, and remediation of cyber vulnerabilities is critical. Through the CEPA program, DHSES has found that counties tend to be very concerned about the threat of cyberattacks, however, their capabilities to prevent and address these attacks are often underdeveloped. As such, DHSES is emphasizing the importance of cybersecurity in the FY2025 SHSP and SLETPP grant programs. This core capability is not only a focus of New York State but also a concern nationwide and remains a national priority. Grant funding can be used for cybersecurity planning, cybersecurity enhancement equipment (including encryption software, malware protection, intrusion/detection prevention systems, and vulnerability scanning), cybersecurity training (which may require pre-approval; please consult with your Contracts Representative at DHSES); and cybersecurity exercises.

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

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

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

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

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

Priority 6 - Sustainment of Effective Programs and Existing Capabilities: In the last decade, New York State has effectively leveraged homeland security grant program funds to build critical programs to enhance our prevention, protection, response, recovery, and mitigation capabilities. Under the FY2025 SHSP/SLETPP grants, the sustainment and advancement of effective programs is a top priority in ensuring that core capabilities are maintained statewide. Emphasis will be placed on building, maintaining, and assessing sustainable programs, rather than simply purchasing disparate pieces of equipment.

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

Alignment of FY2025 SHSP/SLETPP to Requirements for Specialty Teams

Starting in FY2016, DHSES began to set standard priorities and requirements associated with Specialty Teams. DHSES will continue to support this alignment for FY2025.

Bomb Squads: Subrecipients using FY2025 SHSP/SLETPP funding for Bomb Squads should:

- Ensure that incidents and activities as it relates to all counter-IED response operations are reported within the U.S. Bomb Data Centers' Bomb Arson and Tracking System (BATS).

Note: All Bomb Squad training requests under the FY2025 SHSP/SLETPP must be pre-approved by DHSES. Please refer to Section V for more details.

Explosive Detection Canine Teams: Subrecipients using FY2025 SHSP/SLETPP funding to develop or sustain an Explosive Detection Canine Team should:

- Ensure that the **Certification and Re-Certification** of the Explosive Detection Canine Team is done through a program that is certified by the NYS Division of Criminal Justice Services (DCJS).
- Report incidents and activities as it relates to all counter-IED response operations in the U.S. Bomb Data Centers' Bomb Arson and Tracking System (BATS)

Note: All Explosive Detection Canine Team training requests under the FY2025 SHSP/SLETPP must be pre-approved by DHSES. Please refer to Section V for more details.

Tactical Teams: Subrecipients using FY2025 SHSP/SLETPP funding for Tactical Teams should:

- Ensure that existing capabilities are being sustained. New investments being made to increase Tactical Team capabilities should be in line with the NYS SWAT Team Standards issued by DCJS with the priority being focused on the team's attainment of DCJS certification, if not already a certified team.

Note: All training requests for Tactical Teams under the FY2025 SHSP/SLETPP must be pre-approved by DHSES. Please refer to Section V for more details.

HazMat Teams: Subrecipients using FY2025 SHSP/SLETPP funding for HazMat Teams should:

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

Note: Under the FY2025 SHSP/SLETPP, **biological detection** equipment is not eligible **AND** all HazMat Team training requests must be pre-approved by DHSES (refer to Section V for more details).

Technical Rescue/USAR Teams: Subrecipients using FY2025 SHSP/SLETPP funding for Technical Rescue/USAR Teams should:

- Align requests with DHSES Office of Fire Prevention and Control (OFPC) Typing and Accreditation Standards for Technical Rescue/USAR Teams. Please reach out to OFPC for additional information on the standards at OFPC.Fire@dhSES.ny.gov.
- It is important to keep in mind that the purchase of SWIFT water equipment is not an allowable expense under FY2025 SHSP/SLETPP funding.

Note: All training requests for Technical Rescue/USAR Teams under the FY2025 SHSP/SLETPP must be pre-approved by DHSES. Please refer to Section V for more details.

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

FY2025 FEMA SHSP/SLETPP Priorities and Spending Requirements

For FY2025 SHSP/SLETPP program funding, DHS/FEMA has identified five (5) National Priority Areas and has required that at least **thirty percent (30%)** of your award to be spent in support of any combination of these key areas (with Enhancing Election Security having a 3% minimum spending requirement). The National Priority Areas are as follows:

- 1) Enhancing the Protection of Soft Targets/Crowded Places
- 2) Supporting Homeland Security Task Forces and Fusion Centers
- 3) Enhancing Cybersecurity
- 4) **Enhancing Election Security – 3% Minimum Spending Requirement**
- 5) Supporting Border Crisis Response and Enforcement

DHS/FEMA has provided various resources in each area to assist subrecipients in developing their projects and determining their needs. In addition, please be reminded your project(s) for each of these priorities will be evaluated for Grant Effectiveness, which includes a comprehensive review of the specifics of those projects and the connection to the overarching goal of the SHSP program. Details that will be required for each of the NPA projects are under Section IV.

Enhancing the Protection of Soft Targets/Crowded Places National Priority Project

Soft targets and crowded places are increasingly appealing to terrorists and other extremist actors because of their relative accessibility and the large number of potential targets. This challenge is complicated by the frequent use of simple tactics and less sophisticated attacks. Given the increased frequency for terrorist to target these types of venues and inflict harm in public areas, it is vital that public and private sectors collaborate to enhance security of locations such as transportation centers, parks, restaurants, shopping centers, special event venues, and similar facilities.

In addition, the malicious use of unmanned aircraft systems (i.e. drones) poses safety and security risks to soft targets and crowded places. Detecting drones is an allowable use of funding under SHSP in accordance with Executive Order 14305, [Restoring American Airspace Sovereignty](#), which allows the purchase of unmanned aircraft systems (UAS) or equipment or services for the detection, tracking or identification of drone signals. It is important to note that there are requirements for the purchase of UAS technologies to include a pre-approval process as articulated in [Information Bulletin 530](#).

Recipients and subrecipients must comply with Section 1825 of the American Security Drone Act of 2023, as enacted in the National Defense Authorization Act for Fiscal Year 2024 (Pub.L. No. 118-31 §§ 1821-33, 41 U.S.C. 3901 note prec.). Federal funds may not be used to procure, operate, or otherwise support any covered unmanned aircraft system (UAS) that is manufactured or assembled by a covered foreign entity, or in connection with the operation of such a system. For further guidance, refer to Public Law 118-31 and OMB Memorandum M-26-02, Ensuring Government Use of Secure Unmanned Aircraft Systems and Supporting United States Producers. Failure to comply with these requirements may result in the withholding of funds, suspension, or termination of the award.

Additional resources and information regarding securing soft targets and crowded places are available through the DHS Cybersecurity and Infrastructure Security Agency (<https://www.cisa.gov/>). Projects within this priority will count towards meeting the 30% National Priority Area spending requirement.

Supporting Homeland Security Task Forces and Fusion Centers National Priority Project

Cooperation and coordination between local, state and federal partners is key to ensuring that missions to eradicate those threats are successful and first responders remain safe while protecting our communities. DHS/FEMA has expanded the scope what previously was identified as Enhancing Information and Intelligence Sharing Analysis into the Support Homeland Security Task Forces and Fusion Centers national priority area. This priority supports Executive Order 14159, [*Protection the American People Against Invasion*](#), which calls for the establishment of Homeland Security Task Forces (HSTFs) nationwide. This multi-agency teams – composed of federal and local law enforcement partners – are tasked with disrupting and dismantling transnational criminal organizations, targeting cross-border human smuggling and trafficking networks, and using all law enforcement tools to support lawful immigration enforcement. The expansion of this priority focus may include the following priority projects:

- Establishing or enhancing multi-agency HSTFS, including operational coordination centers and intelligence sharing networks
- Enhancing capabilities and integration with local fusion centers
- Procurement of technology or equipment to support surveillance, communications, and intelligence/data analysis
- Development of standard operating procedures for information sharing, joint operations, and immigration enforcement coordination
- Personnel, training, credentialing, and certification to improve interoperability, and mission alignment
- Intelligence analysis, reporting, and suspicious activity monitoring
- Exercises and simulations focused on joint operations, intelligence sharing, or interdiction/disruption of criminal or smuggling networks
- Community engagement efforts to foster trust and encourage threat reporting

Additional resources and information regarding collaboration and information sharing are available at: [Office of Intelligence and Analysis](#) and [Building Law Enforcement and Homeland Security Partnerships](#). Projects within this priority will count towards meeting the 30% National Priority Area spending requirement.

Enhancing Cybersecurity National Priority Project

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. Therefore, it is highly encouraged that you consider cybersecurity projects in your application.

Cybersecurity investments must support the security and functioning of critical infrastructure and core capabilities as they relate to preventing, preparing for, protecting against, or responding to acts of terrorism.

In addition, several resources at the state-level are available to help inform your cybersecurity investments to include coordinating with the DHSES Office of Counter Terrorism's Cyber Incident Response Team (OCT-CIRT) and Cyber Support Element (CSE). Available information can be found on DHSES website at <https://www.dhses.ny.gov/cyber-incident-response-team>. Although not a requirement, jurisdictions are encouraged to also apply for membership to the Multi-State Information Sharing and Analysis Center (MS-ISAC). The MS-ISAC is the focal point for cyber threat prevention, protection, response and recovery for the nation's state, local, Tribal and territorial (SLTT) governments. More information is available at: <https://www.cisecurity.org/ms-isac/>.

Additional resources and information regarding cybersecurity and cybersecurity performance goals are available through [Cybersecurity and Infrastructure Security Agency, Cross-Sector Cybersecurity Performance Goals](#), and the [National Institute of Standards and Technology](#). Projects within this priority will count towards meeting the 30% National Priority Area spending requirement.

Enhancing Election Security National Priority Project (Minimum Spending Requirement - 3%)

Election security has been identified as a National Priority and this year is requiring a minimum spend of 3%. In 2017, DHS designated the infrastructure used to administer the Nation's elections as critical infrastructure. This designation recognizes how vitally important the election security is to the American way of life. Threats to election systems are constantly evolving, so defending these systems require constant vigilance, innovation, and adaptation. This specific priority can be linked to several of the other National Priority Areas including Enhancing Cybersecurity and Enhancing the Protection of Soft Targets/Crowded Places. That said, it can include projects that are associated with physical security measures and planning support at soft targets to include critical infrastructure sites that may also serve as polling stations. In addition, it can also include cyber risk assessments on network systems connected to elections, interactive backups, encrypted backups and software to monitor/scan as well as endpoint protection and services.

To further strengthen election integrity, jurisdictions must:

- Prioritize compliance with the Voluntary Voting System Guidelines (VVSG) 2.0 established by the U.S. Election Assistance Commission;
- Complete testing through a Voting System Test Laboratory (VSTL) accredited by the Commission;
- Utilize the U.S. Citizen and Immigration Services' Systematic Alien Verification Entitlements (SAVE) system to verify that anyone working at the polling place in any capacity is a U.S. citizen;
- Demonstrate proof of compliance

Additional resources and information regarding election security are available through the [Election Security, Cybersecurity and Infrastructure Security Agency CISA](#) website. Projects within this priority will count towards meeting the 30% National Priority Area spending requirement.

Supporting Border Crisis Response and Enforcement

State and local law enforcement agencies are essential partners in safeguarding national security and public safety. Pursuant to Executive Order 14159, [Protection the American People Against Invasion](#), it is the policy of federal Administration to enforce immigration laws against all inadmissible and removeable aliens – particularly

those who threaten the safety or security of our communities. This includes the efficient execution of these laws through lawful incentives and enhanced detention capabilities.

This National Priority Area supports efforts that align with this policy and promote cooperation between local and federal partners. Projects may include, but are not limited to the following:

- Participation in the [DHS/ICE 287\(g\) program](#), allowing trained officers to support ICE with immigration enforcement;
- Cooperation with ICE detainers and other jurisdictional responsibilities related to immigration enforcement; and
- Supportive activities such as officer training, technology and information sharing, operational support, and community engagement.

Additional guidance and information on the 287(g) program is available through the [Delegation of Immigration Authority Section 287\(g\) Immigration and Nationality Act - ICE](#) website. Projects within this priority will count towards meeting the 30% National Priority Area spending requirement.

Reminder - Mutual Aid Requirements

All new capabilities supported in part (or entirely) with FY2025 SHSP/SLETPP funding must be readily deployable to support emergency or disaster operations, per existing Emergency Management Assistance Compact (EMAC) agreements. In addition, funding may be used to sustain critical capabilities that may not be physically deployable but would support national response capabilities (e.g., interoperable communications systems).

Section IV: Application Process and Requirements

Application Process

Please review this Program Guidance document before completing your application materials. It will provide you with all the pertinent requirements for receiving funding under the FY2025 SHSP and SLETPP grants. Please note that only one application per jurisdiction will be accepted. Coordination across your jurisdiction will be required. All budgetary and programmatic information must be entered onto the Excel-Based Application Worksheet provided by DHSES. **This information must be submitted to DHSES by July 7, 2026, by 5:00pm in order to receive funding.** Completed applications must be sent to the Grants Inbox (Grant.Info@dhSES.ny.gov).

Revised Excel-Based Application Worksheet

In an effort to ensure that your requested projects are aligned properly and the spending requirements within DHS/FEMA's National Priority Areas are met, the Application Worksheet has formulas embedded to calculate the percentage of your award amount in an effort to verify that at least 30% of your projects support the National Priority Areas. In addition to the alignment of your projects, DHS/FEMA will be evaluating the Grant Effectiveness of your projects that are within each of the five (5) National Priority Areas. Much more detail will be required even at the application phase. Funding decisions will be based on the quality of your project and if it is deemed "effective". The following criteria will be collected and utilized to justify all projects within the National Priority Areas:

1) Implementation Strategy: Proposals will be evaluated based on the quality and extent to which applicants describe an effective strategy that demonstrates that proposed projects support the program objectives of preventing, preparing for, protecting against and responding to acts of terrorism, to meet its target capabilities, and otherwise reduce the overall risk to the high-risk urban area, the State, or Nation.

2) Budget: Proposals will be evaluated based on the extent to which applicants describe a budget plan for each investment demonstrating how the applicant will maximize cost effectiveness of grant expenditures.

3) Impact/Outcomes: Proposals will be evaluated as to how this investment helps the jurisdiction close capability gaps identified in its Stakeholder Preparedness Review and addresses the national priorities outlined in the FY2025 NOFO. Further, proposals will be evaluated on their identification and estimated improvement of core capabilities, the associated standardized targets that align to their proposed investment, and the ways in which the applicant will measure and/or evaluate improvement.

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

Application Submission

Subrecipients will not have to enter information directly into the E-Grants System; rather, staff from DHSES will enter application materials into E-Grants for subrecipients after the Application Worksheet is submitted. Once this information is entered, DHSES will contact the subrecipient's authorized Point of Contact to review and verify that projects have been captured correctly and accept the certified assurances within E-Grants.

IMPORTANT NOTE: The Period of Performance for the FY2025 SHSP and SLETPP grants is 36 months: September 1, 2025 through August 31, 2028. Please ensure to identify your most critical projects that can be implemented **within a 36-month period**. FEMA has indicated that extensions will not be issued, so projects must be completed within the performance period. As you develop your application for these funds, DHSES strongly recommends that your jurisdiction carefully consider what projects you prioritize and are feasible within this timeframe. FEMA has dramatically increased the level of project detail required from subrecipients and you must submit projects that you will complete within the period of performance. You must maintain the 30% spending requirement to your assigned National Priority Area projects for the entire period of performance for the FY2025 SHSP/SLETPP funding cycle.

To assist with your application development process, DHSES has developed a “**Project Linkages Standardization Form**” for your use. This form will guide you through how projects should be linked appropriately to the Investment Justifications (which includes the five (5) National Priority Areas), the NYS Homeland Security Strategy, DHS/FEMA Core Capabilities List, FEMA NIMS Typing Standards, etc. This document has changed substantially, so please be sure to read it carefully and ask questions. Your contract representative will be available to assist with any questions throughout the entire application process.

Section V: Authorized Program Expenditures

Law Enforcement Terrorism Prevention (LETPA) Reminder

All SLETPP funding must be used in support of allowable law enforcement terrorism prevention-oriented planning, organization, training, exercise, equipment activities, and/or management and administration (M&A) costs. Please be sure that you meet the minimum **thirty-five (35) percent** of your overall award amount. We will once again only accept one application per county which means you must coordinate appropriately across your jurisdiction to meet this requirement. Please note that a large number of projects that fall within the given National Priority Areas (30% of your projects) would count towards meeting the Law Enforcement Terrorism Prevention Activity requirement.

FEMA Information Bulletin (IB) 530:

This Information Bulletin provides updated guidance for the acquisition of previously prohibited and controlled equipment for certain FEMA non-disaster preparedness grants as a result of Executive Order (EO) 14148. In addition, IB 530 outlines specific policy and documentation requirements for some equipment which continue to require DHS/FEMA approval. Additional details are available at: [Information Bulletin 530](#).

FEMA Information Bulletin (IB) 551:

This Information Bulletin (IB) provides notification of the requirement prohibiting the use of FEMA financial assistance for the procurement or operation of covered unmanned aircraft systems (UAS) from a Covered Foreign Entity. It also outlines the obligations for FEMA recipients and subrecipients to comply with section 1825 of the American Security Drone Act (the Act). Additional details are available at: [Information Bulletin 551](#).

FEMA Policy #405-143-1

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

The summary of the policy can be found at [Prohibition on Certain Telecommunications Equipment Services](#).

Interoperable Communications Reminder

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

Additional Guidance for Cybersecurity Project Development

- **Information Bulletin #429a:** In July of 2018, DHS/FEMA issued IB#429a outlining recommendations and resources to aid in the development of cybersecurity projects that recipients (including subrecipients) who receive awards under HSGP are encouraged to consider. In addition, specific examples with regards to types of projects (planning, organization, equipment, training, and exercise costs) that are allowable and encouraged can be found at the following link: [Information Bulletin #429a](#)

Supplanting

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

Personnel Cap Reminder

Per the PRICE Act, there is a 50% cap on personnel-related costs associated with your FY2025 SHSP/SLETPP awards. Based on guidance from FEMA, the following costs count towards the 50% personnel cap:

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

Planning

Planning activities are central to the FY2025 SHSP/SLETPP grants. Funding can be used for a variety of allowable costs related to planning, including hiring part or full-time consultants and/or staff to develop and maintain critical homeland security plans. Planning in all areas of capability building and sustainment continues to be an enduring need to ensure effective programs are implemented.

Organizational – SHSP/SLETPP

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

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

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

3. **Operational Overtime:** Operational overtime costs are allowable for increased security measures at critical infrastructure sites or other high-risk locations and to enhance public safety during mass gatherings and high-profile events. In that regard, SHSP subrecipients are urged to consider using grant funding to support soft target preparedness activities and other counter-terrorism activities. This is one of the project types that is listed under the Enhancing the Protection of Soft Targets/Crowded Places and can be counted towards meeting the overall 30% requirement for the National Priorities. **Important Note:** Prior approval in writing from the FEMA Administrator is required for all Operational Overtime requested other than those that are security measures in response to the threat level under the National Terrorism Advisory System (NTAS) as an "elevated" or "imminent" alert status. Additionally, please be mindful of the 50% personnel cap in your calculations.

FY2025 SHSP/SLETPP funds may be used to support select operational expenses associated with increased security the following authorized categories (note this list is not exhaustive – DHS/FEMA retains the discretion to approve):

- a. National Security Special Event (NSSE) as deemed by DHS.
- b. Special Event Assessment Rating (SEAR) Level 1 through Level 4 event

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

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

Important Reminders for Operational Overtime Requests: Requests for Operational Overtime **must be submitted at least 30 days prior to the event** and must include the following details:

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

Management and Administration (M&A)

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

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

Equipment

FY2025 SHSP funds may be used for equipment acquisition from the 21 equipment categories listed on the Authorized Equipment List (AEL). For more information on the AEL, please visit FEMA's website at: <http://www.fema.gov/authorized-equipment-list>. Please note that activities eligible for use of LETPA focused funds are outlined in the [National Prevention Framework](#) (and where capabilities are shared with the protection mission area, the [National Protection Framework](#)). **Reminder on ALL vehicle purchases: All types of vehicles must be pre-approved by DHSES.**

Maintenance and Sustainment Reminder

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

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

Differentiating maintenance and sustainment costs (vs. new costs) in your budget for FY2025 SHSP/SLETPP funding is important as FEMA requires different information depending on what type of project is being funded (please refer to **Exhibit A** for additional instructions and guidance on completing the federal programmatic reporting requirements collected in your application).

Training

To support training activities, FY2025 SHSP/SLETPP funds can be used for OT/Backfill costs, for travel costs, and for the hiring of full-time or part-time staff or consultants to support training activities. Any non-DHS training course to be supported with SHSP/SLETPP funds must be submitted in advance to DHSES for written approval. Attendance at conferences, workshops, and/or out-of-State travel for training opportunities will also require DHSES prior approval. Any training gaps should be identified in the AAR/IP and addressed in the State or Urban Area's training cycle. All training and exercises conducted with SHSP/SLETPP funds should support the development and testing of the jurisdiction's Emergency Operations Plan (EOP), or specific annexes, where applicable.

The DHSES OEM Training and Exercise Section is available to provide training assistance to jurisdictions. Please contact the Training and Exercise Section at the DHSES Office of Emergency Management (OEM) at OEM.Training@dhSES.ny.gov or call 518-292-2351.

Exercises

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

- **Basic Guidelines:** HSEEP policy and guidance can be obtained online at the following link:
<https://www.fema.gov/media-library/assets/documents/32326>
- **HSEEP Courses:**
 - **Mobile Courses:** HSEEP mobile courses are scheduled periodically, as requested, throughout the State to help increase understanding of HSEEP guidelines. For more information, please refer to DHSES's Training Calendar: <https://www.dhSES.ny.gov/oem-training-calendar>
 - FEMA's Emergency Management Institute (EMI) also offers *Course # K0146 – Homeland Security Exercise Evaluation Program (HSEEP) Basic Course*, a distance learning (online) course.

- **Exercise Notification:** All planned exercises must be submitted for review to the DHSES Office of Emergency Management (OEM) Training and Exercise Section, using the method prescribed by DHSES OEM, **sixty (60) days** prior to the start of each exercise supported with SHSP/SLETPP funds, including any exercise supported by the county through a sub-allocation of its award. DHSES will place exercise information on the National Exercise Schedule, in accordance with HSEEP guidelines.
- **Exercise Evaluation:** HSEEP requires all exercises to be evaluated. Within **sixty (60) days** of the completion of an exercise, a jurisdiction must submit an After-Action Report/Improvement Plan (AAR/IP) to the DHSES OEM Training and Exercise Section for review and identification and initiation of any necessary state-level activity. Subrecipients must submit the AARs/IPs through NY Responds.
- **Exercise Assistance:** The DHSES OEM Training and Exercise Section is available to provide exercise assistance to jurisdictions. Please contact the OEM Training and Exercise Branch at Exercises@dhses.ny.gov or at 518-292-2351 if you are interested in conducting an exercise using FY2025 SHSP/SLETPP funds.

Environmental Planning and Historic Preservation (EHP) Compliance

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

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

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

Construction and Renovation

Use of FY2025 HSGP funds for construction and renovation is generally prohibited except as outlined below. For construction costs to be allowed, they must be specifically approved by DHS/FEMA in writing prior to the use of any program funds for construction or renovation. Additionally, subrecipients are required to submit a SF-424C Budget and Budget detail citing the project costs.

Written approval must be provided by FEMA prior to the use of any HSGP funds for construction or renovation. When applying for construction funds, including communications towers, at the time of application, subrecipients

must submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits, and a notice of federal interest.

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

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

Additionally, any construction projects that are being funded through HSGP funding must also comply with the Build America, Buy America Act (BABAA). The BABAA requires that no financial assistance for "infrastructure" projects is provided "unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States." Information with regards to this policy and its impact are available at: https://www.fema.gov/sites/default/files/documents/fema_build-america-buy-america-act-policy.pdf.

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

Section VI: 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 guidance. 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.

Applicants will be required to adhere to all requirements, terms and conditions set forth in the FY2025 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity (NOFO) except as noted below: ([The U. S. Department of Homeland Security \(DHS\) Notice of Funding Opportunity \(NOFO\) Fiscal Year 2025 Homeland Security Grant Program | FEMA.gov](#)) as applicable.

- Please be advised that the DHS Standards Terms and Conditions referenced on page 42 of the NOFO have been substantially amended as the result of litigation between several states, including New York State, challenging the legality of the requirement to cooperate and communicate with immigration officials and the prohibition against operating any program that benefits illegal immigrants or incentivizes illegal immigration.
- In accordance with the U. S. District Court for the District of Rhode Island's Order in the State of Illinois, et. al., No. 25-206 (D.R.I.) dated October 14, 2025, and FEMA Information Bulletin No. 538, the following DHS Standards Terms and Conditions were determined to be unlawful and were set aside and vacated pursuant to federal law:
 - (1) Paragraph C.IX. Communication and Cooperation with Department of Homeland Security and Immigration Officials; and
 - (2) Paragraph C.XVII(2)(a)(iii). Anti-Discrimination Grant Award Certification regarding immigration.
- In accordance with the U. S. District Court for the District of Rhode Island's Order in the State of Illinois, et. al., No. 25-206 (D.R.I.) dated October 14, 2025, and FEMA Information Bulletin No. 538, the following Grant Award Agreement Articles have been determined by the Court to be unlawful and were set aside and vacated pursuant to federal law:
 - Article 11-Communication and Cooperation with Department of Homeland Security and Immigration Officials;
 - Article 19(2)(a)(iii)-Certification that Recipients do not, and will not incentivize or operate any program that benefits illegal immigrants or incentivizes illegal immigration;
 - Article 61-State Homeland Security Program: Compliance with Federal Immigration Law;
 - Article 63-State Homeland Security Program: Impact of San Francisco v. Trump Preliminary Injunction;
 - Article 64- State Homeland Security Program: Impact of State of Illinois v. FEMA Injunction;
 - Article 65-Urban Area Security Initiative: Compliance with Federal Immigration Law;
 - Article 67- Urban Area Security Initiative: Impact of San Francisco v. Trump Preliminary Injunction;
 - Article 68-Urban Area Security Initiative: Impact of State of Illinois v. FEMA Injunction;
 - Article 70-Period of Performance and Budget Period.
- Pursuant to Court Order, and FEMA Information Bulletin No. 538, DHS/FEMA has rescinded these terms and conditions set forth in DHS Standards Terms and Conditions and Grant Award Agreement Articles and is permanently enjoined from enforcing against Plaintiff States and their instrumentalities and subdivisions: (a) the contested conditions, (b) the "Compliance with Federal Immigration Law" award articles, and (c) any materially similar term requiring cooperation with federal immigration enforcement as a condition on federal funds.

- Additionally, DHSES, has accepted this FY 2025 HSGP award, with a reservation to legally challenge, the following terms and conditions in the NOFO if attempted to be enforced:
 - (1) the “Subrecipient Funding Details” provision found at pages 49-50 of the notice of funding opportunity;
 - (2) requirements to provide information regarding the work, mission, policies, or practices of any subrecipient;
 - (3) prohibitions against sub-applicants having foreign nationals or noncitizens included found on page 9 of the NOFO;
 - (4) requirements foreign nationals be properly vetted and adhere to all government statutes, policies and procedures including “staff American, stay in America” and security requirements found on page 9 of the NOFO;
 - (5) the termination provisions found on pages 46-47 of the NOFO;
 - (6) the Election Security provisions found on pages 17-18 of the NOFO.

Minority and Women-Owned Businesses

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

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

Consistent with 2 CFR §200.321, when possible, the subrecipient should ensure that small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms (See U.S. Department of Labor's list) are considered as outlined within the section.

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

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

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

Uniform Administrative Requirements, Costs Principles, and Audit Requirements

Recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in effect as of the federal award date and located in Title 2, Code of Federal Regulations, Part 200 and adopted by DHS at 2 C.F.R. § 3002.10.

Exhibit A:

Federal Programmatic Reporting Requirements “Instructions and Guidance”

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

NIMS Resource Typing

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

Project Support to Previously Awarded Investment and Project Milestones

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

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

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

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

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

II. Previously Supported Fiscal Year: DHS requires that for any current project investment which supports a previously awarded investment, that the most recent fiscal year of that prior investment be identified. Presently, this goes back 4 years from the current fiscal year (i.e., for FY2025, please identify the most recent fiscal year supported between FY2022-FY2024).

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

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

Project Details

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

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

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

Exhibit B:

NYS Critical Capabilities List and DHS/FEMA Core Capabilities Crosswalk

Common Capabilities (5)

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

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

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

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

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

Prevention and Protection Capabilities (5)

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

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

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

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

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

Response Capabilities (12)

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

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

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

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

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

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

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

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

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

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

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

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

Disaster Recovery/Mitigation Capabilities (6)

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

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

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

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

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

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

Core Capabilities

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



BRIAN M. HESS
SHERIFF

PUTNAM COUNTY SHERIFF'S OFFICE

Three County Center
Carmel, New York 10512
(845) 225-4300



JAMES T. MENTON
UNDERSHERIFF

CC: all
Protective
722
#10

MEMORANDUM

TO: Thomas Regan
Chairman of Protective Services Committee

From: Brian Hess
Sheriff

Date: July 10, 2026

Re: Authorization to submit two grant applications.

2026 JUL 13 AM 8:09
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

I respectfully request authorization to submit two grant applications for available public safety funding opportunities. Please place on the July 22nd Protective Services Committee meeting agenda for approval and to accept the awards if approved, subject to any required county contracting, procurement, and/or fiscal review process.

First, the Sheriff's Office seeks approval to submit an application for the United States Department of Justice COPS Office Community Policing Development Microgrant Program. This application would support a Hudson River Drone as First Responder and Marine Patrol UAS Rescue Pilot Program. The proposed project would enhance the Sheriff's Office's ability to support water rescue, missing-person response, remote shoreline assessment, storm and flood response, and critical incident operations along the Putnam County section of the Hudson River. This grant has no matching funds.

Second, the Sheriff's Office seeks approval to submit an application for the New York State Division of Criminal Justice Services Law Enforcement Technology Grant Program. The Sheriff's Office intends to request the maximum allowable amount of \$500,000 to purchase public safety technology equipment, including security cameras, license plate reader sites, Starlink internet connectivity, and other related technology infrastructure. This equipment would improve crime prevention, investigative capability, officer safety, emergency response, and overall public safety operations throughout Putnam County. This grant has no matching funds.

FY 2026 COPS

Community Policing Development: Microgrants

Grants.gov Funding Opportunity Number: O-COPS-2026-172559

Application Deadlines in Eastern Time (ET):

- 1: Complete SF-424 and Submit in Grants.gov: **August 17, 2026, by 4:59 p.m. ET**
 - 2: Submit full application in JustGrants: **August 24, 2026, by 4:59 p.m. ET**
-



COPS
Community Oriented Policing Services
U.S. Department of Justice

2026 JUL 13 AM 11:21
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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1. BASIC INFORMATION

Purpose of the Funding

The Office of Community Oriented Policing Services (COPS) is the component of the U.S. Department of Justice responsible for advancing the practice of community policing and the Administration's priority of Making America Safe Again by supporting the nation's state, local, territorial and Tribal law enforcement agencies through information and grant resources.

This is a notice of funding opportunity (NOFO) for the FY26 Community Policing Development: Microgrants Program. Community Policing Development (CPD): Microgrants program funds are used to fund demonstration or pilot projects to be implemented by local, state, tribal, and territorial law enforcement agencies to increase their capacity to implement innovative or evidence-based projects that improve officer and public safety. These projects should offer creative ideas to advance crime fighting, increase organizational effectiveness, and promote community safety.

Applicants are invited to propose demonstration or pilot projects in one of twelve areas:

- Preventing and investigating domestic terrorism
- Violent crime enforcement and investigations
- Gang violence enforcement and investigations
- Detecting and investigating human trafficking
- Investigating and interrupting child exploitation
- Vagrancy and squatting
- Immigration and border security
- Investigating and interrupting opioid and drug markets
- Officer recruitment, hiring, and retention
- Unmanned aerial systems
- Investigating and interrupting cybercrime

The COPS Office encourages agencies to propose partnerships with other law enforcement entities through taskforces and other formal operational arrangements to address the chosen area of focus, as well as with relevant stakeholders.

The COPS Office also encourages agencies to consider including evaluation components appropriate to the type of activities proposed. Applicants should explain in their application how their approach addresses a specific public safety need or gap in services.

Applicants may submit multiple applications but must submit a separate application for each project. Any applicant that selects the incorrect category may not pass the basic minimum requirement phase of the review process.

Under this funding opportunity, the COPS Office will fund projects in the following subcategories:

Preventing and Investigating Domestic Terrorism

Domestic terrorism “is criminal conduct that occurs primarily inside the territory of the United States and that involves acts dangerous to human life that appear to be intended to intimidate a civilian population; influence the policy of government by intimidation or coercion; or affect the conduct of government by mass destruction, assassination, or kidnapping.” (18 U.S.C. §2331(5), quoting Attorney General Memorandum “Implementing National Security Presidential Memorandum-7: Countering Domestic Terrorism and Organized Political Violence.”) It is a priority of the United States and the Department of Justice to prevent, detect, and protect against domestic terrorism, including political violence.

Under this category, the COPS Office seeks to support law enforcement agencies in developing or enhancing efforts to prevent and investigate crimes that fall within the above definition of domestic terrorism. This may include such things as collaboration with state, local, tribal, territorial, and/or federal law enforcement or other stakeholders; training for law enforcement officers on complex investigations related to domestic terrorism; or other efforts that increase the likelihood of preventing domestic terrorism or successfully investigating and prosecuting crimes involving domestic terrorism.

Violent Crime Enforcement and Investigations

Violent crime continues to be a significant disruptor to public safety nationwide. To address emerging and persistent violent crime challenges, this topic area seeks to strengthen law enforcement agencies’ capacity to prevent, investigate, and prosecute violent crime, including homicide, non-fatal shootings, aggravated assault, and armed robbery.

Projects under this category should emphasize the use of evidence-based enforcement models, common sense policing strategies, data, and coordinated investigations to achieve sustained reductions in violent crime. Proposed projects should leverage data to support or build analytic and operational infrastructure that improves violent crime clearance rates, disrupts retaliatory cycles, and strengthens agencies’ ability to deliver measurable reductions in violent crime. Funded projects may support initiatives such as development or deployment of analytic tools that improve violent crime response, targeted enforcement efforts, and crime and gun data integration to guide investigative activity, among others.

Gang Violence Enforcement and Investigations

Tens of thousands of gang-associated incidents threaten the safety of communities nationwide. To address the continued threat to public safety caused by criminal gangs and organized street networks, the COPS Office seeks to support law enforcement agencies' efforts to develop data-driven strategies that facilitate targeted enforcement and the dismantling of criminal networks. To enhance public safety, projects under this topic should support intelligence-led operations and coordinated action to address networks driving community violence. Funded projects may include initiatives such as gang intelligence or network mapping to identify drivers of gang violence, training or technical assistance to build local capacity for gang violence response, and data-driven interventions to support targeted enforcement efforts, among others.

Detecting and Investigating Human Trafficking

As defined by the Trafficking Victims Protection Act of 2000 and its subsequent reauthorizations (22 U.S.C. § 7102(9)), human trafficking means sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform an act has not attained 18 years of age; or the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

The detection, identification, and investigation of human trafficking cases are inherently complex, victim-centered, and time-intensive. These investigations require sustained, coordinated, and often collaborative engagement among law enforcement, victim service providers, prosecutors, and community partners. These relationships are essential to effectively identify signs of trafficking, build trust with victims, gather corroborative evidence, and hold traffickers accountable while prioritizing victim safety and recovery. Fragmented efforts significantly limit investigators' ability to recognize coercive dynamics, respond appropriately, and coordinate trauma-informed interventions.

Under this category, the COPS Office seeks to support law enforcement agencies in projects such as developing or enhancing collaborative, multidisciplinary approaches that strengthen the detection and investigation of human trafficking. For example, applicants can implement targeted activities and evidence-based strategies designed to enhance front-line recognition of trafficking, improve information sharing across agencies, and strengthen investigative responses. Efforts may also leverage agency personnel and resources in conjunction with community partners and other relevant stakeholders to ensure a coordinated response that is both enforcement-focused and victim-centered. Proposed activities may include joint operations, cross-disciplinary training, intelligence-led investigations, and the development of standardized protocols that support consistent and effective human trafficking investigations, among others.

Example strategies can be found on the following DOJ web pages:

- COPS Office [*Below Ten: Combating Drugs, Guns, and Human Trafficking at the U.S. Southwest Border*](#)
- COPS Office [*Combating Child Sex Trafficking: A Guide for Law Enforcement Leaders*](#)
- COPS Office [*Exploitation of Trafficked Women POP Guide*](#)
- COPS Office [*Recent Labor Trafficking Cases and Trends*](#)
- [DOJ Human Trafficking web page](#)
- [Office for Victims of Crime Human Trafficking web page](#)

Investigating and Interrupting Child Exploitation

Child exploitation encompasses a range of criminal offenses involving the sexual abuse, exploitation, and victimization of children, including child sexual abuse material (CSAM); online enticement; exploitation facilitated through technology; and offenses involving grooming, coercion, or abuse. These crimes are often concealed, damaging, and perpetrated across jurisdictions, requiring specialized investigative expertise, sustained coordination, and victim-centered responses to effectively identify offenders, interrupt ongoing harm, and safeguard child victims.

Investigations into child exploitation are complex and resource-intensive, frequently involving digital evidence, forensic analysis, multijurisdictional coordination, and close collaboration with prosecutors, child advocacy centers, forensic interviewers, and victim service providers. Effective intervention requires investigative collaboration to support real-time information sharing, coordinated operational planning, and trauma-informed responses that minimize revictimization of child victims while strengthening evidentiary outcomes. Disjointed approaches significantly limit investigators' ability to rapidly assess risk, intervene in active exploitation, and disrupt offender networks.

Under this category, the COPS Office seeks to support law enforcement agencies in developing or enhancing collaborative, multidisciplinary strategies that strengthen the investigation and interruption of child exploitation. For example, applicants could implement targeted, evidence-based activities designed to enhance the identification of child exploitation offenses, improve investigative coordination, and strengthen offender accountability. Proposed activities may include such things as joint investigations, multidisciplinary case reviews, specialized training in child exploitation and technology-facilitated crimes, intelligence-led enforcement strategies, and the development or refinement of protocols that support timely intervention, victim-centered practices, and cross-agency collaboration, among other efforts.

Example strategies can be found on the following DOJ web pages:

- COPS Office [*Child Pornography on the Internet POP Guide*](#)
- COPS Office [*Combating Child Sex Trafficking: A Guide for Law Enforcement Leaders*](#)
- [*Office of Juvenile Justice and Delinquency Prevention \(OJJDP\) Internet Crimes Against Children Task Force Program web page*](#)
- [*OJJDP Missing and Exploited Children web page*](#)
- OJJDP [*Model Programs Guide Literature Review: Commercial Sexual Exploitation of Children/Sex Trafficking*](#)

Vagrancy and Squatting

Vagrancy and squatting present significant challenges to public safety. As these issues continue to grow, law enforcement agencies are increasingly tasked with addressing public safety concerns that stem from urban camping, loitering, and illegal squatting. Under this category the COPS Office seeks to fund innovative programs that will enable law enforcement agencies to address the negative impacts of vagrancy, urban camping, loitering, and squatting, with an emphasis on criminal enforcement and achieving an overall reduction in the public safety and quality-of-life problems that these issues present.

Immigration and Border Security

Federal law enforcement enforce our nation's laws each and every day, including our immigration laws. State and local law enforcement play a critical role in coordinating with federal law enforcement, particularly in ensuring that the illegal immigrants they encounter who are engaged in violent behavior are removed from the streets of this nation. Increasing coordination between local and federal law enforcement in the areas of immigration enforcement and border security is critical to this work. This category seeks to fund projects that improve the response of local agencies to this issue and increases coordination and cooperation with Federal law enforcement agencies, including the Department of Homeland Security (DHS), U.S. Customs and Border Protection (CBP), U.S. Immigration and Customs Enforcement (ICE), and the Federal Bureau of Investigation (FBI).

Investigating and Interrupting Opioid and Drug Markets

The opioid epidemic and expanding drug markets continue to present significant challenges to public safety across the nation. Empowering law enforcement with the resources necessary to address the opioid crisis and the impact of drug markets, particularly "open-air" drug markets, on public safety is critical to the safety of our communities. In response to this issue, this category seeks to fund initiatives that will enhance law enforcement capacity to interrupt opioid distribution networks, dismantle

drug trafficking organizations, employ effective enforcement strategies, promote interagency and cross-jurisdictional collaboration, and promote intelligence sharing and innovative methods for opioid-related crime disruption.

Officer Recruitment, Hiring, and Retention

Recruitment and hiring are essential functions of law enforcement agencies to attract and retain the best law enforcement candidates. This topic is critical to law enforcement agencies' ability to operate at the highest levels by attracting, hiring and retaining the most qualified personnel. The COPS Office seeks projects with novel or creative methods for recruitment and retention in law enforcement. Applicants should identify a list of activities and strategies to improve their capacity to recruit, hire, and retain high-quality officers. Applicants should also identify how their proposed activities will be successfully implemented within their agency. A variety of objectives can be proposed to achieve the project goal(s) and may involve agency personnel and resources as well as other partners.

Unmanned Aerial Systems (aka “drones”)

Unmanned Aerial Systems (UAS) are being deployed nationwide in an ever-expanding mission to improve public safety. UAS can be used effectively for search-and-rescue operations, pursuit operations, barricaded subjects, digital evidence gathering, and wellness checks. In addition, UAS are used increasingly by the public with varying levels of awareness, proficiency, and compliance with federal law.

Under this category, the COPS Office seeks to fund efforts to implement the effective use of UAS in police operations as a part of a larger comprehensive public safety strategy. Priority consideration will be given to applicants who include a comprehensive evaluation component to measure the project's success and its impact on public safety. The deployment of UAS technology is subject to Federal Aviation Administration (FAA) and Federal Communications Commission (FCC) regulations.

Investigating and Interrupting Cyber Crime

In an increasingly interconnected world, bad actors working locally, nationally, and even internationally seek to take advantage of the access and security risks posed by internet-connected devices, including computers, mobile devices, and the Internet of Things. Whether through scams, phishing schemes, or swatting incidents, Americans are at risk of a range of harms from individuals who can be difficult to track or identify.

Under this category, the COPS Office seeks to fund efforts to improve the capacity of agencies to prevent or disrupt these efforts and to investigate and successfully prosecute the perpetrators when harm does occur.

Efforts relating to online exploitation of children should be submitted under *Investigating and Interrupting Child Exploitation*.

Projects Out of Scope

The following will not be considered:

- Applicants that are not state, local, tribal, or territorial law enforcement agencies.
- Applicants that do not have primary law enforcement authority for their jurisdiction.
- Projects to fund the salaries and benefits of new local law enforcement officers and deputies will not be considered. If you are seeking this type of funding, [please visit the COPS Office website](#) for updates on the COPS Hiring Program (CHP).
- Projects that exclusively seek to purchase technology, software or mobile applications, or equipment without an explanation of how it plays into a larger crime-fighting strategy.
- Projects that budget the majority of their funding for generally unallowable costs such as vehicles, food, exercise and recreational equipment, and promotional items such as gifts and souvenirs, as outlined in this NOFO.

See the [Eligible Applicants](#) section for eligibility details.

As community policing is common sense policing, throughout the FY26 Community Policing Development: Microgrants Program NOFO materials, the terms “community policing” and “common sense policing” are used interchangeably, unless otherwise specified.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Funding Details

Announcement Type	[Initial]
Assistance Listing Number	16.710
Statutory Authority	Omnibus Crime Control and Safe Streets Act of 1968, as amended, and the Violent Crime Control and Law Enforcement Act of 1994, Title I, Part Q, Public Law 103-322, 34 U.S.C. § 10381 et seq.
Grants.gov Opportunity Number	O-COPS-2026-172559
Expected Total Amount of Funding	\$6,700,000
Anticipated Number of Awards	34
Award Type(s)	Grant
Anticipated Award Amount	\$200,000
Expected Award Period(s)	24 months starting on October 1, 2026

Key Dates and Times

NOFO Release Date	July 2, 2026
Pre-application Webinar	April 14, 2026
Step 1: Grants.gov Deadline	04:59 p.m. ET on August 17, 2026
Step 2: JustGrants Deadline	04:59 p.m. ET on August 24, 2026
Anticipated Notification Date	On or after October 1, 2026

See [Questions?](#) at the end of this NOFO for agency contact information.

2. ELIGIBILITY

Eligible Applicants

Eligibility for the FY26 Community Policing Development: Microgrants program is restricted to local, state, tribal, and territorial law enforcement agencies.

Applicants must have primary law enforcement jurisdiction within their area of responsibility. Agencies that respond only to certain types of crimes, such as statewide investigative agencies, or only to crimes occurring within correctional institutions, are ineligible.

- Government Entities
 - State governments
 - County governments
 - City or township governments
 - Special district governments
 - Native American Tribal governments (federally recognized)
 - Native American Tribal governments (other than federally recognized)
- Other

“Other” Entities Definition(s)

State Government Entities: For the purposes of this NOFO, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Other Units of Local Government: For the purposes of this notice of funding opportunity, other units of local government include towns, boroughs, parishes, villages, or other general-purpose political subdivisions of a state.

Cost Sharing (Match) Requirement

This NOFO does **not** require cost sharing (match).

Additional Eligibility Factors

State and local governmental entities must comply with 8 U.S.C. §1373, which provides that State and local government entities may not prohibit, or in any way restrict, any government entity or official from sending to, receiving from, maintaining, or exchanging information regarding citizenship or immigration status, lawful or unlawful, of any individual with components of the U.S. Department of Homeland Security or any other federal, state or local government entity. This includes any prohibitions or restrictions imposed or established by a State or local government entity or official.

See [Additional Application Components](#) for how to submit.

3. PROGRAM DESCRIPTION

Statutory Authority

Omnibus Crime Control and Safe Streets Act of 1968, as amended, and the Violent Crime Control and Law Enforcement Act of 1994, Title I, Part Q, Public Law 103-322, 34 U.S.C. § 10381 et seq.

Agency Funding Priorities

Consistent with Administration priorities, additional consideration will be provided to the following

- Agencies that serve small and rural communities. Applicants are allowed to self-identify whether their jurisdiction type is rural based on their own geographical considerations.
- Agencies that cooperate with federal law enforcement to address illegal immigration. This includes agencies that have a Memorandum of Agreement with the U.S. Department of Homeland Security (DHS) delegating limited immigration officer authority and allowing access and notice to DHS personnel for agencies that operate detention and correctional facilities.
- Agencies that coordinate and participate with the Homeland Security Task Force (HSTF) or, if awarded, plan to coordinate and participate with the HSTF.
- Agencies that submit accurate race and ethnicity information in the National Incident Based Reporting System (NIBRS).

Note: Addressing these priorities is one of many factors that the COPS Office considers in making funding decisions. Receiving priority consideration does not guarantee funding.

Unallowable Activities: The COPS Office has identified activities that are unallowable and will not be funded: read the [FY26 CPD Microgrants Application Resource Guide](#) for details. In addition, refer to the [Budget](#) section in this NOFO for information on allowable and unallowable costs to help you develop your application.

Goals and Objectives of this Funding Opportunity

Increase the use of common-sense community policing strategies to address public safety problems through innovative or evidence-based projects.

- Objective 1: Fund demonstration or pilot projects to be implemented offering creative ideas that increase an agency's capacity to implement innovative or evidence-based projects that improve officer and public safety.
- Objective 2: Fund projects that offer creative ideas to advance crime fighting, increase organizational effectiveness, and promote community safety.

Expected Outcomes

The COPS Office will measure success by reviewing a recipient's submission of performance reports and data and the extent to which project implementation reflects progress toward the goals and objectives of this NOFO.

Deliverables

The project deliverable(s) should be clearly identified and described in the application questions. The deliverable should document the applicants' efforts, lessons learned, and promising practices that can be shared with the broader law enforcement field. These deliverables can be articles, conference presentations, webinars, brief reports or summaries, and other tools (videos, toolkits, podcasts, etc.) that benefit other law enforcement agencies.

These deliverables may be published (including development assistance, editing, design, and distribution) by the COPS Office at no expense to the award recipient.

4. APPLICATION CONTENTS AND FORMAT

Application Contents List

The COPS Office will only consider applications that contain all required parts, which are marked ***REQUIRED*** below. Refer to the [DOJ Grant Application Submission Checklist](#) for application instructions. All supporting documents and resources for this program are on the COPS Office website at <https://cops.usdoj.gov/cpdmicrogrants>

Please **do not** include any content, including attachments or language within your application, commenting on, modifying, challenging, and/or editing the grant requirements, including the terms and conditions. Such content, if included, will not be **reviewed or considered** when evaluating your application, nor will any attachment from an applicant unilaterally change the terms of a grant if awarded.

Application Item	Submission Type
Step 1: Grants.gov	
Application for Federal Assistance: SF-424 *REQUIRED*	Online Form
Step 2: JustGrants	
Standard Applicant Information *REQUIRED*	Online Form
Proposal Abstract *REQUIRED*	Text Box
Data Requested with Application *REQUIRED* - FY26 CPD MG Eligibility v2 - FY26 CPD MG Application Questions - FY26 CPA Information - CPA General Solicitation Questions	Online Form
Budget *REQUIRED*	Online Form
Other Budget/Financial Attachments - Budget Narrative *REQUIRED* - Non-Competitive Justification (if applicable) - Indirect Cost Rate Agreement (if applicable) - Consultant Rate (if applicable)	Attachment
Memorandum of Understanding (if applicable)	Attachment
Additional Application Components - Curricula Vitae or Résumés: for all key personnel, subject matter experts or evaluators/academics outside of the law enforcement agency) Optional - Project Timeline (timeline of activities mapped to the goals and objectives of the proposed project) *REQUIRED* - Letters of Support: (recommended for multi-jurisdictional/multi-agency projects) Optional	Attachment

Standard Applicant Information *REQUIRED*

Read the [FY26 CPD Microgrants Application Resource Guide](#) for full details on this section.

Proposal Abstract *REQUIRED*

Read the [FY26 CPD Microgrants Application Resource Guide](#) for full details on this section.

Data Requested with Application *REQUIRED*

A copy of the survey questions required for this NOFO can be found at <https://cops.usdoj.gov/cpdmicrogrants>.

Budget and Associated Documentation *REQUIRED*

Read the [FY26 CPD Microgrants Application Resource Guide](#) for full details on this section.

Budget/Financial Attachments

Read the [FY26 CPD Microgrants Application Resource Guide](#) for full details on this section.

Memorandum of Understanding (MOU) and Supporting Documents

Read the [FY26 CPD Microgrants Application Resource Guide](#) for full details on this section.

Additional Application Components

Read the [FY26 CPD Microgrants Application Resource Guide](#) for full details on this section.

Disclosures and Assurances

Read the [FY26 CPD Microgrants Application Resource Guide](#) for full details on this section.

5. SUBMISSION REQUIREMENTS AND DEADLINES

The [DOJ Grant Application Submission Checklist](#) provides instructions for how to submit by the deadlines. [Executive Order \(E.O.\) 12372](#) (Intergovernmental Review of Federal Programs) applies to this funding opportunity.

Read COPS Office policy for applicants to request late submission due to technical difficulties, severe weather, or natural or manmade disasters in the [FY26 CPD Microgrants Application Resource Guide](#).

6. APPLICATION REVIEW INFORMATION

The [FY26 CPD Microgrants Application Resource Guide](#) explains the responsiveness review, review criteria, and review and selection process, including risk review and deciding official.

7. AWARD NOTICES

Read about the award notification process in the [FY26 CPD Microgrants Application Resource Guide](#).

8. POST-AWARD REQUIREMENTS AND ADMINISTRATION

Read the [FY26 CPD Microgrants Application Resource Guide](#) for more information about standard award terms and conditions, administrative and national policy requirements, and post-award reporting requirements.

9. QUESTIONS?

NOFO Contact	COPS Office Response Center Phone: 800-421-6770 Email: AskCopsRC@usdoj.gov Hours: 9 a.m. to 5 p.m. ET Monday – Friday (closed federal holidays)
SAM.gov Help Desk	Website: https://sam.gov/content/help Hours: 8 a.m. to 8 p.m. ET Monday – Friday
Grants.gov Help Desk	Phone: 800-518-4726 Email: support@grants.gov Website: https://www.grants.gov/support Hours: 24 hours a day, 7 days a week (closed federal holidays)
JustGrants Help Desk	Phone: 833-872-5175 Email: JustGrants.Support@usdoj.gov Hours: 7 a.m. to 9 p.m. ET Monday - Friday (9 a.m. to 5 p.m. ET Saturday, Sunday, and federal holidays)

Information for DCJS Grantees

DCJS *Grant Award Notices* sent to grantees include the name and contact information of the DCJS Public Safety Grants Representative assigned to the grant, as well as the grant unit supervisor. These contacts are invaluable to you as a grantee when developing your grant contract. Should grantees need further assistance or additional information from DCJS about your grant, please contact the DCJS Office of Program Development and Funding GMS Help Desk at (518) 457-9787 or dcjsfunding@dcjs.ny.gov. Please be sure to include the name of the grant program and the contract number, when possible, in the subject line of the email. Thank you.

[Guidance to DCJS grantees in evaluating how to respond to requests from federal immigration authorities while protecting the rights of their clients and staff as of February 14, 2025](#)

[Guidance for DCJS grantees regarding grant contract language change as of April 1, 2025](#)

[Guidance for DCJS grantees regarding electronic vouchering as of April 1, 2022](#)

Current Funding Opportunities

Law Enforcement Technology (LETECH) Grant Program

DCJS seeks applications from village, town, city and tribal police departments, and county sheriffs' offices outside New York City for \$75 million available through its Law Enforcement Technology (LETECH) grant program.

The deadline for applications is Noon Wednesday, September 2, 2026.

Agencies may submit questions about the request for applications (RFA) through Friday, July 31, 2026, with responses to those questions posted on or about Wednesday, August 5, 2026.

[Law Enforcement Technology \(LETECH\) RFA](#)

[LETECH Attestation Form](#)

2026 STOP (Services, Training, Officers, and Prosecutors) Violence Against Women Formula Grant Program

DCJS seeks applications for the Services Training Officers and Prosecutors (STOP) Violence Against Women Formula Grant Program. An estimated \$7.85 million will be made available to support approximately 120 projects. Funding caps will be imposed by program type to maximize support of local programs.

The goal of the STOP Violence Against Women Act (VAWA) Formula Grants Program is to support communities in their efforts to develop and strengthen effective law enforcement and prosecution strategies, to combat violent crimes against women, and to develop and strengthen services to victims of crime and survivors.

Thanks to the DCJS partnership with, and the efforts of, the New York State Office for the Prevention of Domestic Violence, there will be no match requirement imposed on applicants receiving STOP awards through this solicitation.

Questions about this Request for Applications (RFA) must be submitted to dcjsfunding@dcjs.ny.gov by Wednesday, June 17, 2026. Responses to those questions will be posted on or about Wednesday, June 24, 2026.

The deadline for applications is noon (EST) Wednesday, July 29, 2026 in the [Statewide Financial System \(SFS\)](#).

[STOP \(Services, Training, Officers, and Prosecutors\) Violence Against Women Formula Grant Program RFA](#)

STOP (Services, Training, Officers, and Prosecutors) Violence Against Women Formula Grant Program Questions and Answers

Please Note:

- 1. This information is being shared to highlight certain Out-Of-Scope Activities that are currently deemed unenforceable.**
- 2. Applicants do not need to submit a Certification Regarding Out-of-Scope Activities.**
 - Attention – Revised Certification Regarding Out-of-Scope Activities: Pursuant to a [Federal District Court order](#), the requirement for applicants to submit a letter certifying that grant funds will not be used for the out-of-scope activities listed in the Certification Regarding Out-of-Scope Activities section of the notice of funding opportunity (NOFO) is paused. Instead, the certification letter may state that the applicant certifies grant funds will not be used for the out-of-scope activities listed in the NOFO, except for those stayed by order of the court in Rhode Island Coalition Against Domestic Violence, et al., v. Pamela Bondi, et al. The stayed out-of-scope activities are listed as #2-5, #7-9, and #11 on pages 5-6 of the court's opinion. These out-of-scope activities are not enforceable as to any OVW FY 2025 or FY 2026 awards unless and until the preliminary stay is lifted. Source (6/7/26): <https://www.justice.gov/ovw/funding-opportunities>

If any company or individual is acting on behalf of an applicant/grantee, GMS Attestation letters must be submitted to the DCJS GMS Help Desk. Further information can be found on our [Applicant and Grantee Resources website](#).

 Translation Services

This page is available in other languages

Translate

2026 JUL 13 AM 11:21
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY



PUTNAM COUNTY SHERIFF'S OFFICE

Three County Center
Carmel, New York 10512
(845) 225-4300



BRIAN M. HESS
SHERIFF

JAMES T. MENTON
UNDERSHERIFF

cc: all
Protective
7-22-26
#11

MEMORANDUM

2026 JUL 13 AM 8:09
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

TO: Thomas Regan
Chairman of Protective Services Committee

From: Brian Hess
Sheriff

Date: July 10, 2026

Re: Authorization to submit two grant applications.

I respectfully request authorization to submit two grant applications for available public safety funding opportunities. Please place on the July 22nd Protective Services Committee meeting agenda for approval and to accept the awards if approved, subject to any required county contracting, procurement, and/or fiscal review process.

First, the Sheriff's Office seeks approval to submit an application for the United States Department of Justice COPS Office Community Policing Development Microgrant Program. This application would support a Hudson River Drone as First Responder and Marine Patrol UAS Rescue Pilot Program. The proposed project would enhance the Sheriff's Office's ability to support water rescue, missing-person response, remote shoreline assessment, storm and flood response, and critical incident operations along the Putnam County section of the Hudson River. This grant has no matching funds.

Second, the Sheriff's Office seeks approval to submit an application for the New York State Division of Criminal Justice Services Law Enforcement Technology Grant Program. The Sheriff's Office intends to request the maximum allowable amount of \$500,000 to purchase public safety technology equipment, including security cameras, license plate reader sites, Starlink internet connectivity, and other related technology infrastructure. This equipment would improve crime prevention, investigative capability, officer safety, emergency response, and overall public safety operations throughout Putnam County. This grant has no matching funds.



Division of Criminal
Justice Services

Request for Applications (RFA)

Law Enforcement Technology (LETech) 2026-2027

Kathy Hochul, Governor

Rossana Rosado, Commissioner

2026 JUL 13 AM 11:22
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Key Dates and Notices

RFA Release Date	Monday, July 6, 2026
Application Due Date	Wednesday, September 2, 2026, at 12:00 p.m. (noon) EST
Estimated Total Program Funding	Up to \$75,000,000
Award Ceiling	See table with funding maximums
Anticipated Number of Awards	Approximately 500
Deadline for Final Submission of Questions	Friday, July 31, 2026
Response to Questions Posted	On or about Wednesday, August 5, 2026
Notification of Award(s)	On or about Wednesday, September 30, 2026
Anticipated Contract Start Date	Friday, January 1, 2027

Law Enforcement Technology (LETech)

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APPENDICES:

- A - [DCJS Grants Management System \(GMS\) Instructions and Helpful Hints](#)
- B - [Best Practices for Preparing an Effective Grant Application](#)
- C - [LETech Banding and Eligibility](#)

REQUIRED ATTACHMENT:

- Grantee Attestation Form

I. INTRODUCTION AND GENERAL INFORMATION

The New York State Division of Criminal Justice Services (DCJS) enhances public safety by providing resources and services that inform decision making and improve the quality of the criminal justice system. DCJS is a multi-function criminal justice support agency with a variety of responsibilities, including collection and analysis of statewide crime data; operation of the DNA databank and criminal fingerprint files; administration of federal and state criminal justice funds; and the identification and funding of programs that reduce crime, recidivism, and victimization.

DCJS is committed to providing programs that help keep New York's communities safe and improve the effectiveness of the state's criminal justice systems. Applications will be selected for funding consistent with the best interest of the state.

DCJS seeks applications from municipal law enforcement agencies to fund law enforcement technologies (LETech) and applicable software/equipment – such as license plate readers, mobile and fixed surveillance cameras, unmanned vehicles, gunshot detection devices, smart equipment for patrol vehicles and officers, technology or software and other kinds of public safety equipment – to help our law enforcement partners in their efforts to support safe and thriving communities. Additionally, DCJS recommends that applicants consider prioritizing equipment that supports local collaboration and communication between law enforcement agencies and their governmental and non-profit and community based organizations with a view to supporting holistic local responses to safety issues. Community-focused patrol supportive equipment or case management support systems, as well as integrated evidence management systems could be considered.

Applicants are encouraged to demonstrate in their response how their proposed equipment use supports the prevention and solving of crimes, particularly violent crimes by firearms and crimes of community concern (e.g., motor vehicle thefts), as well as serving as an integrated part of an agency's problem-solving and community-engagement strategy, helping to increase public trust and communication.

Approximately \$75,000,000 (seventy-five million dollars) is expected to be made available to fund LETech and applicable equipment/software for local law enforcement agencies outside of New York City.

Please Note:

1. Applications must be received by the submission deadline on-line via the DCJS [Grants Management System](#) (GMS). **Applicants who are not registered to access GMS will need to obtain user access to respond to this Solicitation.**

- Please See [Appendix: DCJS Grants Management System \(GMS\) Instructions and Helpful Hints.](#)

2. Questions regarding this RFA must be emailed to dcjsfunding@dcjs.ny.gov. Responses to the questions will be posted on the [DCJS website](#). If the applicant has any general questions such as, "Did DCJS receive my e-mail?" please call (518) 457-9787. Please note that DCJS cannot answer substantive questions concerning this solicitation in any manner other than the e-mail

method. Applicants are encouraged to submit their questions to DCJS as soon as possible prior to the deadline.

3. Applicants will be advised of award decisions via a letter of notification, which will be emailed to the address provided by the applicant in GMS. Where applicable, applicants not receiving an award will receive notification via email to the contact email provided in GMS. A debriefing is available to any entity that applied to this solicitation who is not successful in receiving an award. (See [Section: Notification of Awards](#).)
4. Unless otherwise modified by DCJS, the contract period for this grant opportunity will be for a twenty-four (24) month period.

II. PROCUREMENT REQUIREMENTS – GUIDELINES – VENDOR SELECTION

Procurement Guidelines:

Please ensure that the proper procurement guidelines are followed when procuring vendors. It is necessary to ensure that all documentation about how a vendor(s) has been procured and justification for reasonableness of cost is maintained and can be provided to DCJS staff upon request. Please see retention requirements in the [Records](#) section. Failure to comply with procurement guidelines may result in disallowance of costs, voucher rejections, and/or termination of contract(s).

Please note, all vendors/subcontractors must have all the necessary licenses, approvals, and certifications currently required by the laws of any applicable local, state, or federal government to perform the services or work, as applicable. Units of local government should make procurement decisions in accordance with General Municipal Law Article 5-A and any other applicable regulations.

Competitive Bidding Procurement Process (must include):

- Open and fair solicitation of the opportunity to provide services.
- Information provided equally to all interested parties.
- Solicitation lists reasonable deadlines for interested applicants.
- A methodology for evaluating bids must be consistently applied to all applicants.
- A justification for which bid was selected must be recorded to justify the selection.
- Maintenance of a record of the competitive procurement process for audit purposes.

Any grantee who proposes to purchase from a vendor without competitive bidding, above the \$20,000 threshold, or who believes they have a justification for not following the processes detailed above for purchases under \$20,000, must obtain the prior written approval of DCJS in the form of an approved [Single/Sole Source Authorization Form](#).

- The circumstances leading to the selection of the vendor/contractor, including the alternatives considered and the rationale for selecting the specific vendor/contractor, must be included in the single/sole source request. It must also include the method for determining the reasonableness of cost
- Proof of reasonableness of cost must be documented. An example of this would be to obtain price quotes from other vendors or contracts from the selected vendor within the past two years.
- Ensure selected vendor(s) are qualified (licensed and/or certified where applicable) consistent with New York State contractual requirements.
- Please note that the burden for justification falls on the grantee and approval is not guaranteed.

III. FUNDING, APPLICANT ELIGIBILITY, AND CONTRACT TERM

A. Funding

It is anticipated that approximately \$75 million in capital funding will be made available to support this RFA. Based on agency reported sworn officer counts across New York State, agencies were placed in bands to determine funding caps. Please see Appendix C - LETech Banding and Eligibility. **Applicants should adhere to these funding caps in their applications.** All funding must support LETech program efforts that will be accomplished within the contract period. Funding under this program must supplement, not supplant, funds previously allocated by the applicant for the proposed program(s) or project(s). Supplanting occurs when an applicant reduces existing funds for an activity specifically because DCJS funding is available (or expected to be available) to fund that same activity. This is prohibited under this RFA.

B. Applicant Eligibility Requirements

Only local municipal police or sheriff's agencies in New York State, outside of New York City, employing sworn officers with police powers are eligible to submit applications. This includes city, town, village, or tribal police departments as well as county sheriff's offices.

Appendix C - LETech Banding and Eligibility includes a department list, in alphabetical order, with group designations. Applicants should use the assigned group designation to determine the maximum amount of funding that can be applied for by their agency. If you believe your agency meets the eligibility criteria for funding under this initiative but do not see your agency listed in Appendix C, please email Dcjs.sm.LEtechquestions@dcjs.ny.gov.

Projects that support collaboration and/or provide subawards to departments such as 911 Centers, County Emergency Management, Parking and Code Enforcement, or public safety departments, are

allowable.

Funding requests must be submitted in the Grants Management System (GMS) by the published deadline.

Awardees must have a State Financial Services (SFS) vendor ID registered with New York State or must have an SFS number by the time payment is issued.

If awarded through the LETech grant opportunity in January 2024, the 2024-25 LE Tech Expenditure Report must be submitted to the Dcjs.sm.LEtechquestions@dcjs.ny.gov mailbox prior to the execution of the 2026-2027 LETech contract.

Please note that all applicants must attest that they are in compliance with applicable provisions of section 170-k of the Executive Law, as added by Chapter 55 of the Laws of 2026, requiring local police agencies to prioritize local criminal enforcement activities and limit civil immigration enforcement efforts. No application will be considered should the applicant be determined to be operating a 287(g) agreement, or similar agreements, with the federal government which would support state and local resources being used for civil immigration enforcement purposes. Further, no data or information generated by technology or equipment procured with these funds shall be used for civil immigration enforcement purposes.

C. Contract Term

Grant award agreements (reimbursement-based contracts), unless otherwise modified by DCJS, will be for an initial term of 24 months starting January 1, 2027.

D. Availability and Approved Use of State Funds

All awards are subject to the availability of funds. Applicants should anticipate that awards under this initiative are one-time awards and should propose project activities and deliverables that can be accomplished without additional and/or subsequent funding.

Agencies receiving awards should plan for the continuation of the project, or continued use of the equipment, after grant funds are no longer available, including any training requirements or maintenance or subscription costs. This is a one-time award to support law enforcement technologies and applicable software/equipment, not for the continued maintenance of such.

For new programs or expansions of existing programs that have not previously received DCJS grant support for start-up implementation costs, specific one-time start-up costs may also be requested as part of the overall budget.

Indirect costs are not an allowable expense for governmental organizations.

Ineligible expenses include vehicles, firearms, tasers (i.e., conducted energy devices), cell phone applications, out of scope program expenses, and construction other than minimal renovation as justified by program design and preapproved by DCJS. As noted above, any equipment or projects supporting civil immigration enforcement are not allowable under this RFA.

E. Eligible Items for Consideration

Law enforcement agencies and departments are increasingly relying on emerging technologies to perform their duties and to enhance public safety. In their daily work, law enforcement agencies are also using technology to reduce the risk of injury and bodily harm to officers and the public. Through this RFA, law enforcement agencies may include in their budget a need for any of the following items:

- Acoustic Gunshot Detection Systems
- Unmanned Vehicles (UAVs, also known as “drones”)*
- Counter-Unmanned Aircraft Mitigation Systems
- 3-D Crime Scene Laser Scanner
- Handheld Scanners/Readers/Radios/Analyzers
- Software Technology Applications, Development and Deployment**
- Lifesaving Equipment (Trauma Kits, AEDs, etc.)
- Patrol Vehicle and Office Equipment (PC/Tablet, Scanners, Printer, etc.)
- Vehicle Mobilization Equipment
- Body Worn Equipment (Cameras, Vests)
- Traffic and Safety Equipment
- Lighting Systems
- Surveillance Cameras and Storage (Mobile/Fixed)***
- License Plate Readers (Mobile/Fixed)
- Other Equipment (specify)

* The grantee agency will adhere to any county or municipal procurement restrictions, as well as adhere to all current state and federal guidance as it relates to any of the specific equipment supported through this award. These restrictions include, but are not limited to, entities that appear on the OGS debarment list or the state's Prohibited Entities List or which have been identified in the National Defense Authorization Act (NDAA) Section 889 - Prohibition on Contracting with Entities Using Certain Telecommunications and Video Surveillance Services or Equipment.

** Grantee agencies may apply for record or case management systems (RMS or CMS) or to cover costs associated with updated crime reporting modules within such systems (e.g., National Incident-Based Reporting System compliant data reporting). However, New York State DCJS is currently exploring a statewide RMS solution that would be made available to local law enforcement agencies, so agencies may wish to request different technological offerings under this solicitation.

***Local permission to install cameras and use vendors should be obtained prior to the purchase of equipment.

IV. Background Information and Funding Goal

Throughout New York and the United States, law enforcement agencies and departments are increasingly relying on emerging technologies to perform their duties and to enhance public safety, as well as to collect potentially useful evidence.

DCJS is committed to supporting innovation and forward-thinking approaches that have become synonymous with professional law enforcement activities in New York State. Complementing investment in areas such as Crime Analysis Centers and in evidence-based policing strategies backed by substantial state funding (e.g., Gun Involved Violence Elimination and Statewide Targeted

Reductions in Intimate Partner Violence), LETech is specifically designed to complement the sustained record funding of public safety initiatives by Governor Hochul.

"By investing critical funds for technology enhancements for police departments statewide, we're ensuring law enforcement has the tools they need to fight crime and protect every corner of the state".

Governor Kathy Hochul.

LETech is proving to be an important tool to assist broader law enforcement, problem-solving, and community engagement strategies within jurisdictions across the state and region.

This deployment of LETech is intended to help prevent and solve crimes, particularly violent crimes, and serve as an integrated part of a law enforcement agency's problem-solving and community-engagement strategy, helping to increase public trust and communication.

Reimbursement-based contracts will be awarded to each individual applicable department/agency that is selected for an award. Contracts will be executed between DCJS and individual award recipients in the [Grants Management System \(GMS\)](#).

Please note the maximum application amounts listed in the table in Appendix C. If the amount requested exceeds the amount listed in the table, DCJS reserves the right to decrease funding to match the maximum amount listed.

V. EVALUATION AND SELECTION OF APPLICATIONS

Tier I Evaluation – Threshold Pass/Fail

The Tier I Evaluation assesses whether applications satisfy minimum "pass/fail" criteria for funding. All applications will be initially screened by DCJS reviewers to determine their completeness using the following criteria:

- Application was received by the published deadline.
- Applicant is eligible as defined by this solicitation.
- Budget detail and justification provided in GMS Budget tab itemizing and justifying expenses in support of the program/project.
- All attachments and required documents.

Tier I Evaluation criteria will receive pass/fail ratings. Any application that does not meet each of these conditions may be subject to disqualification from further review. DCJS may, at their discretion, request additional information from an applicant as deemed necessary.

Tier II Evaluation – Evaluation and Scoring

Reviewers will evaluate applications that successfully pass the Tier I Evaluation. A standard rating tool will be used to score responses to questions provided in the application. (See *Questions* section for additional information).

The maximum application score based upon responses provided to the questions will be 100 points. Each response will be scored, and all scores will be totaled resulting in an overall score. The final score will be determined by averaging the reviewers' overall scores for each application. DCJS reserves the right to apply a minimum application score of 75 points to be eligible for funding.

Each application will be evaluated by a team of two separate reviewers. DCJS may, at its discretion, request additional information from an applicant as deemed necessary. An applicant's final score shall be the average of the two evaluators, unless the initial two scores are considered "disparate," which shall be defined as a point difference of fifteen or more points in total score. When the two initial scores are considered "disparate", a third evaluator will be assigned. When a third evaluator is assigned due to disparate scores, the two closest scores in numeric value will be added and averaged to obtain the final average score.

If the additional reviewer's score is equal to the average of the two original scores, the additional reviewer's score will become the final score. In the event of a tie score where both applicants cannot be selected, preference will be given to the application with the higher average score in the Project Plan.

Tier III Evaluation

The Tier III Evaluation assessments will be conducted by designated DCJS executive staff. During the Tier III Evaluation award amounts shall be determined through consideration of some or all the following: Tier I eligibility review, Tier II Evaluation scoring and comments, strategic priorities, available funding, and best overall value to New York State.

Final award decisions will be made by DCJS in accordance with the best interests of the State.

The DCJS Commissioner or designee will make the final decisions regarding approval and individual award amounts based on the quality of the submission, the recommendations of the reviewers, and the specific criteria set forth in this solicitation. Awards must be approved by the Division of the Budget and may also require Attorney General and Office of the State Comptroller approval. **All awards are subject to funding availability.**

VI. REQUEST FOR APPLICATION QUESTIONS

Applicants must respond to the sections/questions below within the DCJS [Grants Management System](#) (GMS). **Basic GMS instructions are located as an [Appendix](#) to this solicitation.** A full application manual is available [here](#). Please prepare prospective responses in a Microsoft Word Document using Arial, 11-point font and 1.5 line spacing with a maximum page limit of 20 pages. The attestation page should also be uploaded as an attachment, as part of the application.

Responses should then be copied and pasted to GMS under the *Questions* module "tab" of the application. Applicants should also attach the Microsoft Word document with responses to these

questions using the *Attachments* module in GMS.

Responses to the following questions will be scored and are the basis for Tier II Evaluation funding recommendations. Note: The aggregate scoring value assigned to all questions equals a total possible score of 100 points.

A. Statement of Need (20 points)

Applicants must summarize the need for the proposed law enforcement technology items. Responses should include the following components:

- A brief overview of the applicant's requested law enforcement technology item(s) and how it will be used.
- Any relevant local or department level data (qualitative or quantitative) to describe and support the need for the proposed funding.
- Explanation for requesting funds. For example:
 - Did the applicant experience a loss of funding?
 - Is this a new or expanded initiative?
 - Does the department budget not cover requested items?
 - Is the proposal seeking to expand capacity through resources, training, etc.?
 - What public safety issues will this equipment help address?

B. Project Plan (30 points)

Applicants must describe their proposed project plan to effectively order, receive, and integrate law enforcement technology into their department. Applicants' response should include:

- A detailed overview of the proposed project, highlighting the below:
 - Explanation of how the proposed equipment supports issues described in Section A – Statement of Need.
 - Description of where the equipment will be used.
 - Timeline for equipment ordering, delivery/installation, and operation including any correlated training requirements.
 - Note: All items must be ordered, and training must occur within the contract period to be reimbursable.
 - State whether this is new equipment or replacing aging equipment.
- Goals/Objectives/Activities: A detailed description of the requested equipment components/activities including any specific goals, objectives, and deliverables.

- Resources/Partnerships: Other resources including collaborations or community partnerships that are needed for successful implementation of the project.
- Outcomes and Impact: A description of the anticipated outcomes and impact of the proposed project/initiative.

C. Implementation Plan (25 points)

Applicants must describe the steps that will be taken to integrate the proposed law enforcement technology items, including activities/deliverables, how funds will be used, project roles and responsibilities, and timeline. Responses should include:

- Implementation Steps: Steps to be taken to integrate equipment.
- Timeline: The proposed timeline to carry out the project plan.
- Leadership and Oversight: Who will be responsible for this project overall and who will be responsible for the individual steps, if different.
- Data Collection and Outcome Measurement: What data will be collected/tracked and how will impact be measured/demonstrated throughout the grant period.
- Potential Barriers and Mitigation Strategies: What potential issues may prevent successful implementation of the proposed project/initiative? Describe any anticipated mitigation strategies.

D. Operating Budget Detail and Justification (25 points)

Enter the operating budget directly into the Budget module “tab” of the GMS system. Prepare a line-item budget, including detailed justification, by appropriate category of expense (e.g., equipment.). Budgets should reflect total project costs for the contract period and be limited to allowable costs. Key considerations:

- If requesting a paid trainer, the cost should be listed in the budget category as “Consultant Services.” Training materials should be listed under the “Supplies” budget category.
- Consultant Services: An applicant who proposes to obtain consultant services from a vendor without competitive bidding, shall obtain the prior written approval of the Deputy Commissioner of the Office of Program Development and Funding, or their designee. The request for approval shall be in writing and set forth, at a minimum, a detailed justification for selection and the basis upon which the price was determined to be reasonable.
- Equipment requests must include an approximate number of units and itemized cost.

- Indirect Costs are not an allowable expense for governmental organizations.
- MWBE forms will be completed and collected when the application is selected for funding, and the contract is sent for review.
- Any requested subawards should be entered into the "All Other" category.

VII. NOTIFICATION OF AWARDS

Applicants approved for funding will be notified in writing by DCJS to the email address provided in GMS. The terms of the final contract agreement are subject to negotiation between DCJS and the grantee.

For those not receiving awards, notification will be sent to the email address provided in GMS.

A debriefing is available to any entity that applied to this solicitation and was not successful in receiving an award. Applicants will be accorded fair and equal treatment with respect to an opportunity for a debriefing. A debriefing shall be requested in writing by the unsuccessful applicant within 15 calendar days of being notified in writing by DCJS that the application was not selected for an award.

Pursuant to §163(9)(c) of the State Finance Law, any non-awarded applicant may request a debriefing regarding the reasons the application was not selected for award.

An unsuccessful applicant's written request for a debriefing must include specific questions that the applicant wishes to be addressed and must be submitted to DCJS via the funding mailbox at dcjsfunding@dcjs.ny.gov. The debriefing shall be scheduled to occur within 30 business days of receipt of written request by DCJS or as soon as feasible.

If DCJS and a successful award recipient cannot agree to contract terms within ninety days of notification of selection for award, DCJS reserves the right to rescind the award and redistribute the funds.

VIII. REPORTING REQUIREMENTS

Reporting requirements are provided below:

GMS Progress Reporting

- All grantees will be required to submit annual progress reports via GMS that describe annual performance and activities in support of the project work plan entered in GMS. These annual reports must be submitted until the final project report is completed.

Quarterly Fiscal Reports

- All grantees will be required to submit quarterly fiscal reports and claims for payment.

Reporting Due Dates:

Fiscal Claims for Payment are due to DCJS by the following dates:

Calendar Quarter	Report Due
July 1 – September 30	October 31
October 1 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 31

IX. ADMINISTRATION OF CONTRACTS

DCJS will negotiate and develop a contract with each successful applicant. If DCJS and the successful applicant cannot agree to contract terms within ninety days of notification of selection for award DCJS reserves the right to rescind the award and redistribute the funds.

Contract Approval

A grant contract may be subject to approval by the NYS Office of the Attorney General (OAG) and the Office of the State Comptroller (OSC) before funding may be disbursed. For contracts subject to the approval of the Attorney General and the Comptroller of the State of New York, the Contract shall be of no force and effect until said approval has been received.

Contract Term

DCJS will enter into a contract period as noted in this solicitation. DCJS reserves the right to modify the contract term in the best interests of the State.

Contract Activities

All activities must have prior approval from DCJS and meet the guidelines established by the State of New York.

Contract Changes

Contracts resulting from this solicitation may be executed, increased, terminated, renewed, decreased, extended or amended or renegotiated at the discretion of the Commissioner of DCJS because of contractual performance, changes in project conditions, or in the best interest of New York State.

Records

The grantee shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, the "Records"). The Records must be kept for the balance of the

calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the grantee within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the grantee shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

Liability

Nothing in the contract between DCJS and the grantee shall impose liability on the State of New York for injury or damages incurred during the performance of approved grant activities or caused by the use of equipment purchased with grant funds.

Payments

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Where applicable, performance-based expenses will be reimbursed in compliance with the contract milestone performance and costs budget and the project work plan. Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the [State Comptroller's website](#), or by email at epayments@osc.ny.us. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

- **To enroll in e-Payments:**

1. Log in to the [Vendor Self-Service Portal](#)
2. Select the "Enroll in e-Payments (Direct Deposit)" link
3. Follow the prompts to complete your enrollment

Don't have an account? [Enroll in the Vendor Self-Service Portal](#)

Update or add additional bank accounts

See the section *Update or Add Locations* at [Update Vendor Information and Access](#).

For assistance, email ePayments@osc.ny.us

Reports

The grantee shall submit all reports to DCJS in a format and time frame as specified in the contract. Progress reports shall include a description of the grantee's efforts undertaken during the reporting period and the current status of the project. The progress reports of the grantee's activities under this contract must be submitted electronically as directed by DCJS. Independent of any reporting schedule, all grantees will be required to inform DCJS of any program issues that are significantly impacting program performance. Any project funded under this solicitation must comply with the requirements established by DCJS. The grantee agrees to submit any other reports considered relevant by DCJS.

Performance Review

The grantee's performance in all areas mentioned above, in addition to the services contracted for, will be monitored periodically by DCJS and will take the form of site visits, program file review, written and telephone communication, and any other methods deemed necessary by DCJS to ascertain the quality and quantity of grantee activities.

Disposition of Allocations

DCJS reserves the right to reject applications, deny awards, or defer applications for future consideration based on insufficient information in the application, lack of accompanying documentation, the inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature, or a history of contract non-compliance.

Revocation of Funds

Funds awarded to an applicant who does not implement an approved project within 90 calendar days of the contract start date may be revoked and redistributed at the discretion of the Commissioner of the DCJS or his or her designee.

Encouraging Use of New York State Businesses in Contract Performance

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the State and the nation. In recognition of their economic activity and leadership in doing business in New York State, applicants for this solicitation are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract(s) resulting from this solicitation. Such partnering with New York State businesses may be as subcontractors, suppliers, protégés or other supporting roles. To assist in demonstrating commitment to the use of New York State businesses in the performance of the contract(s), all applicants must complete the form provided on the DCJS website entitled: [Encouraging Use of New York State Businesses in Contract Performance](#) and submit the completed form as an attachment to their application in GMS. There are no points attributable to this component of the application.

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

Article 17-B of the Executive Law enacted in 2014 acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies 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 [Division of Service-Disabled Veterans' Business Development](#)

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 the State Finance 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/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.

Bidders/proposers can demonstrate their commitment to the use of SDVOBs by responding to the questions on the form located [here](#) and attach the completed form, along with your Application, to the NYS Division of Criminal Justice Services' Grants Management System (GMS). There are no points attributable to this component of the application.

Standard Contract Provisions

Any contracts negotiated as a result of this solicitation will be subject to the provisions of the [State of New York Contract for Grants](#), including the [State Standard Terms and Conditions](#), [Agency Specific Terms and Conditions](#), [Program Specific Terms and conditions](#), and other standard clauses for all New York State grant contracts with DCJS. Applicable contract appendices and attachments are available on the [DCJS website](#).

Minority and Women-Owned Business Enterprises (M/WBE) and Equal Employment Opportunity (EEO) Requirements

DCJS 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 (M/WBEs), as well as the employment of minority group members and women in the performance of DCJS contracts.

Contracts in excess of \$25,000 require grant recipients to document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of grant contracts, as well as the employment of minority group members and women.

Accordingly, applicants requesting in excess of \$25,000 must be prepared to submit a Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301), and a Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet (DCJS-3309). For contracts in excess of \$250,000 applicants must also submit an M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300). All forms are located on [the DCJS website](#).

DCJS will review the submitted Local Assistance M/WBE Equal Employment Opportunity Staffing Plan, the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form, Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet, and Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement and advise the applicant of DCJS' acceptance once an award determination is made. There are no points attributable to this component of the application.

Sexual Harassment Prevention Certification

As of January 1, 2019, bidders on procurements subject to competitive bidding in New York State, are required to submit a certification with every bid that states they have a policy addressing sexual harassment prevention and that they provide sexual harassment training to all employees on an annual basis. Pursuant to State Finance Law §139-l, bidders responding to a competitively bid Request for Applications (RFAs), must certify that by submission of their bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies its own organization, under penalty of perjury, that the bidder has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section 201-g of the Labor Law. Bidders that do not certify will not be considered for award; provided however, that if the bidder cannot make the certification, the bidder provides a signed statement with their bid detailing the reasons why the certification cannot be made.

In addition to requiring this certification for competitively bid RFAs, DCJS has included this requirement for all grantees receiving funds from DCJS. Grantees must provide certification that they have implemented a written policy addressing sexual harassment prevention in the workplace and that they provide annual sexual harassment prevention training to all of their employees.

Therefore, all applicants to this RFA must complete the certification provided on the DCJS website and submit the completed [certification](#) as an attachment to the application in GMS.

Gender-Based Violence and the Workplace Requirements

Under New York State Finance Law §139-m, all bidders submitting a bid for a New York

State contract must establish a policy addressing gender-based violence in the workplace and include required certification language set forth in State Finance Law § 139-m(1)(a) with their bid submission, where competitive bidding is required by law or where the State contracting entity has otherwise determined, in its discretion, to impose the requirement. Website:

- [OSC Gender-Based Violence and the Workplace Law](#)
- [Office for the Prevention of Domestic Violence Gender-Based Violence in the Workplace Resources](#)

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing gender-based violence and the workplace and has provided such policy to all of its employees, directors and board members. Such policy shall, at a minimum, meet the requirements of subdivision 11 of section 575 of the Executive Law.

X. APPLICATION SUBMISSION AND REQUIREMENTS

A. Specific Instructions

- Only one application can be submitted per organization. Applications must be submitted using the DCJS Grants Management System (GMS).

B. Grants Management System (GMS)

Applications must be submitted to DCJS using the Grants Management System (GMS). First time GMS users should download the [GMS User Manual](#). If you need assistance with accessing and using GMS, please contact the DCJS Office of Program Development and Funding (OPDF) GMS Help Desk at (518) 457-9787. **The DCJS GMS Help Desk is available Monday through Friday between the hours of 8:00 am and 4:00 pm. Please be aware that there is no technical assistance available on weekends, or after 4:00 PM on weekdays.**

The following information is specific to this solicitation. For general guidance and GMS Helpful Hints see Appendix: *Grants Management System (GMS) Instructions and Helpful Hints*.

Submitting an Application in GMS

To submit a new application on GMS, log on to the system and click on "Project." Click the "New" button at the top of the project grid. This will take you to a screen that says "Select a Program Office." Using the drop-down box, find and select the particular name of program, **Law Enforcement Technology**. Click "Create Project." Your application will now be ready to complete.

Completing the Application

Applicants are encouraged to complete the GMS registration as well as the registration on the Statewide Financial System (SFS) early, where applicable, to avoid any concerns with these automated systems. GMS signatory registration **must** be complete prior to the submission of an application.

Each application will consist of the following components that must be completed using GMS:

- Participant name(s).
- Contact information for all participating agencies per application.
- Program specific questions.
- Project budget.
- N/A should be entered for the Work Plan
- Any required attachments.

When all the above requirements and GMS application components are completed, click the **"Submit"** button. GMS will review the application for completeness. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and you submit successfully, GMS will display a screen that says *"Your application has been submitted."*

XI. APPLICATION CHECKLIST

- All Applicants: Complete all DCJS Grants Management System (GMS) Registration Requirements – See [Appendix – DCJS Grants Management System \(GMS\) Instructions and Helpful Hints](#).
- Complete all necessary contractual requirements as described in [Section: Administration of Contracts](#).
- Answer Program Narrative Questions in **QUESTIONS** TAB in GMS and also attach the answers on a Word Document to GMS.
- Complete **BUDGET** TAB on GMS by entering the line-item Operating Budget, including a detailed justification.
- N/A should be entered for the Workplan TAB.

Appendix A:

DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS

GMS Helpful Hints: See Application for additional specific GMS directions.

First time GMS users should download the GMS Application Manual [here](#)
Persons familiar with GMS can use the following simplified guidelines:

Getting Started: Sign on to GMS.

Click "Project" to go to project grid. Click the "New" button at the top of the project grid. This will take you to a screen that says "Select a Program Office" in a drop-down box format. Find and highlight "Name of funding program," then click "Create Project."

This begins your application. You may work on the application, save and return to it at a later time, except as noted below. **Note that GMS will time out after 30 minutes of inactivity.** That means that you should save your work frequently. Each save re-sets the timer.

In the newly created project complete the following Tabs which are listed across the top of the screen:

General - Complete the text screens and press save.

Participants/Contacts - Complete the text screens and press save.

Click on "Add Participant" and in the search prompt that appears type in your agency name. This should take you to a list, find your agency, and click in the blue section of your agency name. This will prompt a drop-down list that defaults to "Grantee." Click "Add." If there will be a separate Implementing Agency, repeat the process, choosing "Implementing Agency" as the Participant Type. In the event your agency is not listed, click the "New" button to add your agency to our database. Please complete all required information on the screen, including the Employer Identification Number (EIN) before you SAVE the entry. GMS will only allow one attempt then locks the entry to edits. Should you still need additional information added to the Participant record, please call GMS Help at (518) 457-9787.

Scroll to the bottom of the screen to add contact information. Click on "Add Contact" and in the search prompt that appears type in the last name of the person to be added. This should take you to a list. Find the person to be added and click in the blue section of the name. This will prompt a drop-down list that defaults to "Primary." Ensure you do this until you have added a minimum of three contacts: Primary, Signatory and Fiscal. If the contact you are attempting to add does not appear in a search, click the "New Contact" button to add the contact to our database.

Note: If the signatory you attempt to add is not eSignature registered, you will get

an error message and will not be allowed to add that person at that time. You will NOT be able to submit the application without a signatory attached. Please refer [here](#) to add a signatory for your agency.

Budget - See RFA for additional specific instructions.

Work Plan – A work plan does not need to be entered for this RFA. However, GMS will still require something to be entered in the GMS Work Plan Tab. Please enter “TBD” in the Project Goal, Objectives, Tasks and Performance Measures.

- ✓ Fill in the “Project Goal” with TBD in text box and click “Save.”
- ✓ Click “Create New Objective” and fill in “TBD” in the text box and click “Save.”
- ✓ Click “Add Task to this Objective” and fill in “TBD” the text box and click “Save.”
- ✓ Click “Add Performance Measure to this Task” and fill in “TBD” the text box and click “Save.”

Questions-

Answer all required project narrative and budget information questions.

Hint: Answers should be developed in Word. GMS will time out after 30 minutes and unsaved material will be lost. Cutting and pasting from a Word document will prevent the loss of any work.

Attachments –

Click on “Attachment,” and upload the required attachments for this solicitation. Note: Follow the instructions in the GMS User’s Manual for Attachments; also, see screen instructions for accepted file types and advice on file names.

Remember: Failure to submit required documents will be considered the same as failure to meet the deadline for application submission. This may result in a non-award due to the application being untimely.

When all requirements are completed, click the “Submit” button. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and the application is submitted, GMS will display a screen that says, “*Your application has been submitted.*” In addition, GMS will send an email notification to the Signatory official listed on the application to make him or her aware that an application has been submitted on your jurisdiction’s or organization’s behalf.

Please note, this only indicates that your application has met the minimum system requirements. It does not guarantee that all required documents have been included or are complete/sufficient.

Appendix B:

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.

What to do prior to submitting your application:

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

Appendix C:
LETech BANDING and ELIGIBILITY
 (Agencies are listed in alphabetical order)

Funding Bands		Eligible Agencies		2026 Maximum Allowable Request ("Apply for up to...")
Group Name	Group Parameters (FTE Sworn Officers)	Total # Eligible Agencies	Total # FTE Sworn Officers	
Group 1	0.5-10	169	959	\$100,000
Group 2	11-35	195	3,884	\$125,000
Group 3	36-75	76	3,942	\$250,000
Group 4	76-150	33	3,415	\$500,000
Group 5	151-500	17	3,743	\$1,000,000
Group 6	501-1000	3	2,032	\$3,000,000
Group 7	1,001+	2	5,272	\$6,000,000
TOTAL		495	23,246	

Agency Name	Funding Eligibility Level
Adams Village PD	1
Addison Village PD	1
Afton Village PD	1
Akron Village PD	2
Albany City PD	5
Albany County Sheriff	4
Albion Village PD	2
Alexandria Bay Village PD	1
Alfred Village PD	1
Allegany County Sheriff	2
Allegany Village PD	1
Altamont Village PD	1
Amherst Town PD	5
Amityville Village PD	2
Amsterdam City PD	3
Bath Village PD	2
Beacon City PD	2
Bedford Town PD	3
Belmont Village PD	1
Bethlehem Town PD	3
Binghamton City PD	4
Black River Village PD	1
Blasdell Village PD	2
Blooming Grove Town PD	2
Bolivar Village PD	1
Bolton Town PD	1
Boonville Village PD	1
Brant Town PD	1
Brewster Village PD	2
Briarcliff Manor Village PD	2
Brighton Town PD	3
Brockport Village PD	2
Bronxville Village PD	2
Brookville Village PD	2
Broome County Sheriff	4
Brownville Village PD	1
Buchanan Village PD	1
Buffalo City PD	6
Cairo Town PD	1
Caledonia Village PD	1
Cambridge-Greenwich Village PD	1
Camden Village PD	1
Camillus Town and Village PD	2
Canajoharie Village PD	1
Canandaigua City PD	2
Canastota Village PD	2
Candor Village PD	1
Canisteo Village PD	1
Canton Village PD	1
Cape Vincent Village PD	1
Carmel Town PD	3
Carroll Town PD	1
Carthage Village PD	1
Catskill Village PD	2
Cattaraugus County Sheriff	4
Cattaraugus Village PD	1
Cayuga County Sheriff	3
Cayuga Heights Village PD	1

Agency Name	Funding Eligibility Level
Andover Village PD	1
Angelica Village PD	1
Antwerp Village PD	1
Arcade Village PD	1
Ardsley Village PD	2
Asharoken Village PD	1
Athens Village PD	1
Attica Village PD	1
Auburn City PD	3
Avon Village PD	1
Bainbridge Village PD	1
Baldwinsville Village PD	2
Ballston Spa Village PD	2
Barker Village PD	1
Batavia City PD	3
Clarkstown Town PD	5
Clayton Village PD	1
Clifton Springs Village PD	1
Clinton County Sheriff	2
Clyde Village PD	1
Cobleskill Village PD	1
Coeymans Town PD	1
Cohocton Town PD	1
Cohoes City PD	2
Colchester Town PD	1
Cold Spring Village PD	1
Colonie Town PD	4
Columbia County Sheriff	3
Cooperstown Village PD	1
Corfu Village PD	1
Corning City PD	2
Cornwall Town PD	2
Cornwall-on-Hudson Village PD	1
Cortland City PD	3
Cortland County Sheriff	3
Coxsackie Village PD	1
Crawford Town PD	2
Croton-On-Hudson Village PD	2
Cuba Town PD	2
Dansville Village PD	1
Deerpark Town PD	2
Delaware County Sheriff	2
Delhi Village PD	2
Depew Village PD	2
DeWitt Town PD	3
Dexter Village PD	1
Dobbs Ferry Village PD	2
Dolgeville Village PD	1
Dryden Village PD	1
Dunkirk City PD	2
Durham Town PD	1
Dutchess County Sheriff	4
East Aurora-Town Of Aurora PD	2
East Fishkill Town PD	2
East Greenbush Town PD	2
East Hampton Town PD	3
East Hampton Village PD	2
East Rochester Village PD	2

Agency Name	Funding Eligibility Level
Cazenovia Village PD	1
Central Square Village PD	2
Centre Island Village PD	1
Chatham Village PD	1
Chautauqua County Sheriff	4
Cheektowaga Town PD	4
Chemung County Sheriff	3
Chenango County Sheriff	2
Chester Town PD	2
Chester Village PD	2
Chittenango Village PD	2
Cicero Town PD	2
Evans Town PD	2
Fairport Village PD	1
Fallsburg Town PD	2
Fishkill Town PD	2
Fishkill Village PD	2
Floral Park Village PD	2
Florida Village PD	1
Fort Edward Village PD	1
Fort Plain Village PD	1
Frankfort Town PD	2
Frankfort Village PD	1
Franklin County Sheriff	1
Franklinville Village PD	1
Fredonia Village PD	2
Freeport Village PD	4
Friendship Town PD	1
Fulton City PD	2
Fulton County Sheriff	2
Garden City Village PD	3
Gates Town PD	3
Geddes Town PD	2
Genesee County Sheriff	3
Geneseo Village PD	1
Geneva City PD	2
Glen Cove City PD	3
Glen Park Village PD	1
Glens Falls City PD	2
Glenville Town PD	2
Gloversville City PD	2
Goshen Town PD	2
Goshen Village PD	2
Gouverneur Village PD	1
Gowanda Village PD	1
Grand Island Town PD	2
Granville Village PD	1
Great Neck Estates Village PD	2
Greece Town PD	4
Green Island Village PD	2
Greenburgh Town PD	4
Greene County Sheriff	3
Greene Village PD	1
Greenport Town PD	1
Greenwood Lake Village PD	2
Groton Village PD	1
Guilderland Town PD	3
Hamburg Town PD	3
Hamburg Village PD	2
Hamilton County Sheriff	1
Hamilton Village PD	1
Hammondsport Village PD	1
Hancock Village PD	1
Harriman Village PD	1
Harrison Town PD	3

Agency Name	Funding Eligibility Level
Eastchester Town PD	3
Eden Town PD	2
Ellenville Village PD	2
Ellicott Town PD	2
Ellicottville Town PD	2
Elmira City PD	3
Elmira Heights Village PD	2
Elmira Town PD	1
Elmsford Village PD	2
Endicott Village PD	3
Erie County Sheriff	5
Essex County Sheriff	2
Head-of-the-Harbor Village PD	2
Hempstead Village PD	4
Herkimer County Sheriff	2
Herkimer Village PD	2
Highland Falls Village PD	2
Highlands Town PD	1
Holley Village PD	1
Homer Village PD	2
Hoosick Falls Village PD	2
Hornell City PD	2
Horseheads Village PD	2
Hudson City PD	2
Hudson Falls Village PD	2
Hunter Town PD	1
Huntington Bay Village PD	1
Hyde Park Town PD	2
Ilion Village PD	2
Independence Town PD	1
Inlet Town PD	1
Interlaken Village PD	1
Irondequoit Town PD	3
Irvington Village PD	2
Ithaca City PD	3
Jamestown City PD	3
Jefferson County Sheriff	3
Johnson City Village PD	3
Johnstown City PD	2
Jordan Village PD	1
Kenmore Village PD	2
Kensington Village PD	1
Kent Town PD	2
Kings Point Village PD	2
Kingston City PD	3
Kirkland Town PD	1
Lackawanna City PD	3
Lake Placid Village PD	2
Lake Success Village PD	2
Lakewood-Busti PD	2
Lancaster Town PD	3
Larchmont Village PD	2
LeRoy Village PD	2
Lewis County Sheriff	2
Lewisboro Town PD	2
Lewiston Town PD	2
Liberty Village PD	2
Little Falls City PD	2
Liverpool Village PD	1
Livingston County Sheriff	4
Lloyd Harbor Village PD	2
Lloyd Town PD	2
Lockport City PD	3
Long Beach City PD	3
Lowville Village PD	1

Agency Name	Funding Eligibility Level
Hastings-on-Hudson Village PD	2
Haverstraw Town PD	3
Lyndonville Village PD	1
Macedon Town and Village PD	1
Madison County Sheriff	3
Malone Village PD	2
Malverne Village PD	2
Mamaroneck Town PD	3
Mamaroneck Village PD	3
Manchester Village PD	1
Manlius Town PD	3
Marcellus Village PD	2
Marlborough Town PD	2
Massena Village PD	2
Maybrook Village PD	2
Mechanicville City PD	2
Medina Village PD	1
Menands Village PD	2
Middleport Village PD	1
Middletown City PD	3
Millbrook Village PD	1
Millerton Village PD	1
Mohawk Village PD	1
Monroe County Sheriff	5
Monroe Village PD	2
Montgomery County Sheriff	3
Montgomery Town PD	2
Montgomery Village PD	2
Monticello Village PD	2
Moravia Village PD	1
Moriah Town PD	1
Mount Hope Town PD	1
Mount Morris Village PD	1
Mount Pleasant Town PD	3
Mount Vernon City PD	5
Muttontown Village PD	2
Nassau County PD	7
Nassau Village PD	1
New Berlin Town PD	1
New Castle Town PD	3
New Hartford Town and Village PD	2
New Paltz Town and Village PD	2
New Rochelle City PD	5
New Windsor Town PD	3
New York Mills Village PD	1
Newark Village PD	2
Newburgh City PD	3
Newburgh Town PD	3
Niagara County Sheriff	4
Niagara Falls City PD	4
Niagara Town PD	2
Niskayuna Town PD	2
Nissequogue Village PD	2
Norfolk Town PD	1
North Castle Town PD	2

Agency Name	Funding Eligibility Level
Lynbrook Village PD	3
North Greenbush Town PD	2
North Hornell Village PD	1
North Salem Town PD	1
North Syracuse Village PD	2
North Tonawanda City PD	3
Northport Village PD	2
Northville Village PD	1
Norwich City PD	2
Norwood Village PD	1
Nunda Town and Village PD	1
Ocean Beach Village PD	2
Ogden Town PD	2
Ogdensburg City PD	2
Old Brookville Village PD	2
Old Westbury Village PD	2
Olean City PD	2
Olive Town PD	1
Oneida City PD	2
Oneida County Sheriff	5
Oneida Indian Nation Police	2
Oneonta City PD	2
Onondaga County Park Rangers	2
Onondaga County Sheriff	5
Ontario County Sheriff	4
Orange County Sheriff	5
Orangetown Town PD	4
Orchard Park Town PD	3
Oriskany Village PD	1
Orleans County Sheriff	2
Ossining Village PD	3
Oswego City PD	3
Oswego County Sheriff	4
Otsego County Sheriff	2
Owego Village PD	2
Oxford Village PD	1
Oyster Bay Cove Village PD	2
Painted Post Village PD	1
Palmyra Village PD	1
Peekskill City PD	3
Pelham Manor Village PD	2
Pelham Village PD	2
Penn Yan Village PD	2
Perry Village PD	2
Phelps Village Pd	1
Philadelphia Village PD	1
Philmont Village PD	1
Phoenix Village PD	1
Piermont Village PD	2
Pine Plains Town PD	1
Plattekill Town PD	1
Plattsburgh City PD	3
Pleasantville Village PD	2
Port Byron Village PD	1
Port Chester Village PD	3

Agency Name	Funding Eligibility Level
North Collins Village Police	1
Port Jervis City PD	2
Port Washington Police District	3
Portville Village PD	1
Potsdam Village PD	2
Poughkeepsie City PD	4
Poughkeepsie Town PD	4
Pound Ridge Town PD	2
Pulaski Village PD	1
Putnam County Sheriff	4
Quogue Village PD	2
Ramapo Town PD	4
Red Hook Village PD	1
Rensselaer City PD	2
Rensselaer County Sheriff	3
Rhinebeck Village PD	1
Riverhead Town PD	4
Rochester City PD	6
Rockland County Sheriff	4
Rockville Centre Village PD	3
Rome City PD	4
Rosendale Town PD	1
Rotterdam Town PD	3
Rye Brook Village PD	2
Rye City PD	2
Sackets Harbor Village PD	1
Sag Harbor Village PD	2
Saint Regis Mohawk Tribal Police	2
Salamanca City PD	2
Sands Point Village PD	2
Saranac Lake Village PD	2
Saratoga County Sheriff	5
Saratoga Springs City PD	4
Saugerties Town PD	2
Scarsdale Village PD	3
Schenectady City PD	5
Schenectady County Sheriff	3
Schodack Town PD	2
Schoharie County Sheriff	2
Schoharie Village PD	1
Schuyler County Sheriff	2
Scotia Village PD	2
Seneca County Sheriff	3
Seneca Falls Town PD	2
Shandaken Town PD	1
Shawangunk Town PD	1
Shelter Island Town PD	2
Sherburne Village PD	1
Sherrill City PD	1
Sidney Village PD	1
Skaneateles Village PD	1
Sleepy Hollow Village PD	2
Sodus Point Village PD	1
Sodus Village PD	1
Solvay Village PD	2
Somers Town PD	1
Webb Town PD	1
Webster Town and Village PD	3
Weedsport Village PD	1
Wellsville Village PD	2
West Carthage Village PD	1
West Seneca Town PD	3
Westchester Co Dept Pub Safety	5
Westfield Village PD	1
Westhampton Beach Village PD	2

Agency Name	Funding Eligibility Level
Port Dickinson Village PD	1
Somerset Town PD	1
South Glens Falls Village PD	1
South Nyack-Grand View PD	1
Southampton Town PD	4
Southampton Village PD	2
Southold Town PD	3
Spring Valley Village PD	3
Springville Village PD	1
St Johnsville Village PD	1
St Lawrence County Sheriff	3
Steuben County Sheriff	3
Stillwater Town PD	1
Stockport Town PD	1
Stony Point Town PD	2
Suffern Village PD	2
Suffolk County PD	7
Suffolk County Sheriff	5
Sullivan County Sheriff	3
Syracuse City PD	5
Tarrytown Village PD	2
Theresa Village PD	1
Ticonderoga Town PD	2
Tioga County Sheriff	2
Tompkins County Sheriff	3
Tonawanda City PD	2
Tonawanda Town PD	4
Troy City PD	4
Trumansburg Village PD	1
Tuckahoe Village PD	2
Tupper Lake Village PD	1
Tuxedo Park Village PD	2
Tuxedo Town PD	2
Ulster County Sheriff	4
Ulster Town PD	2
Utica City PD	5
Vernon Village PD	1
Vestal Town PD	3
Walden Village PD	2
Wallkill Town PD	3
Walton Village PD	2
Wappingers Falls Village PD	2
Warren County Sheriff	4
Warsaw Village PD	1
Warwick Town PD	3
Washington County Sheriff	3
Washingtonville Village PD	2
Waterford Town and Village PD	1
Waterloo Village PD	2
Watertown City PD	3
Watervliet City PD	2
Watkins Glen Village PD	1
Waverly Village PD	2
Wayland Village PD	1
Wayne County Sheriff	4
White Plains City PD	5
Whitehall Village PD	1
Whitesboro Village PD	1
Whitestown Town PD	2
Willing Town PD	1
Windham Town PD	1
Wolcott Village Pd	1
Woodbury Town PD	2
Woodridge Village PD	1
Woodstock Town PD	2

Agency Name	Funding Eligibility Level
Wyoming County Sheriff	2
Yates County Sheriff	2
Yonkers City PD	6
Yorktown Town PD	3
Yorkville Village PD	2
Youngstown Village PD	1

ccAll

Received 7:00 PM
7:07-06
File 8-9-06
Prot
#12



ALEXANDRA GORDON.
Acting Commissioner of Finance

SHEILA BARRETT
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

June 23, 2026

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

Dear Ms. Trabulsy,

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's 2026 budget:

2026 JUN 25 PM 2:56
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Increase Revenues:

32311000 427701	Sheriff BCI – Unclassified	<u>\$ 2,325.75</u>
------------------------	-----------------------------------	---------------------------

Increase Expenses:

32311000 51093	Sheriff BCI – Overtime	\$ 2,160.47
32311000 58002	Sheriff BCI – Social Security	<u>\$ 165.28</u>
		<u>\$ 2,325.75</u>

2026 Fiscal Impact - 0
2027 Fiscal Impact - 0

This amendment is in recognition of funds received from the NYS Sheriffs Association Inc. for DRE trainings performed on February 16,2026 and March 22 through March 28,2026. The Sheriff respectfully requests these funds be used for overtime expenses.

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	26A055
Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00	



BRIAN M. HESS
SHERIFF

PUTNAM COUNTY SHERIFF'S OFFICE

Three County Center
Carmel, New York 10512
(845) 225-4300



JAMES T. MENTON
UNDERSHERIFF

****Unclassified****

DATE: 6/1/2026

Ms. Alexandra Gordon
A/Commissioner of Finance
County Office Building
40 Gleneida Avenue
Carmel, N.Y. 10512

Dear A/Commissioner Gordon:

Check #8679 :portion in the amount of \$1,488.48

From: NYS SHERIFF'S ASSOCIATION INC.

Is reimbursement for Instructor Kevin Radovich, related to DRE training March 22nd thru the 28th, 2026. Funding assistance for this training was provided through a grant from the NYS Governor's Traffic Safety Committee.

Please apply to corresponding revenue account # 32311000.427701 \$1,488.48

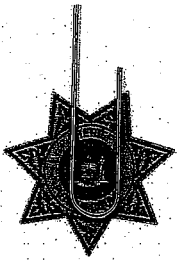
Additionally, please increase expenditure line # 32311000.51093 \$1,382.70
\$32311000.58002 \$ 105.78

to account for the overtime reimbursement portion of funds received.

Very truly yours,

Kristin D. Van Tassel
Fiscal Manager

Cc: D. Chiumento
P. Vigilio



BRIAN M. HESS
SHERIFF

PUTNAM COUNTY SHERIFF'S OFFICE

Three County Center
Carmel, New York 10512
(845) 225-4300



JAMES T. MENTON
UNDERSHERIFF

****Unclassified****

DATE: 6/4/2026

Ms. Alexandra Gordon
A/Commissioner of Finance
County Office Building
40 Gleneida Avenue
Carmel, N.Y. 10512

Dear A/Commissioner Gordon:

Check #8715 in the amount of \$837.27

From: NYS SHERIFF'S ASSOCIATION INC.

Is reimbursement for Instructor Kevin Radovich, related to DRE training on February 16, 2026. Funding assistance for this training was provided through a grant from the NYS Governor's Traffic Safety Committee.

Please apply to corresponding revenue account # 32311000.427701 \$837.27

Additionally, please increase expenditure line #32311000.51093	\$777.77
#32311000.58002	\$ 59.50

Very truly yours,

Kristin D. Van Tassel
Fiscal Manager

Cc: D. Chiumento
P. Vigilio

NYS GOVERNOR'S TRAFFIC SAFETY COMMITTEE ITEMIZED LISTING OF SERVICES



Grant Information

Facility/Location: Philadelphia
Grant Type: HS1
Grant Number: HS1-2026-NYS Sheriff's Assoc.-00009-(088)
Type of Training: DRE
Training Location: Philadelphia
Training Dates: 03/22/2026 - 03/28/2026

Agency Information

Name: Kevin Radovich
Location: Carmel
Email: KEVIN.RADOVICH@PUTNAMCOUNTYNY.GOV
Phone: 845-225-4300

Shift Information

Shift Date	Officer	Shift Hours	Shift Rate	Shift Salary	Overtime
03/22/2026	Kevin Radovich	8 hours	\$93.03/hr	\$744.24	Yes
03/23/2026	Kevin Radovich	8 hours	\$93.03/hr	\$744.24	Yes
03/24/2026	Kevin Radovich	8 hours	\$62.02/hr	\$496.16	No
03/25/2026	Kevin Radovich	8 hours	\$62.02/hr	\$496.16	No
03/26/2026	Kevin Radovich	8 hours	\$62.02/hr	\$496.16	No
03/27/2026	Kevin Radovich	8 hours	\$62.02/hr	\$496.16	No
03/28/2026	Kevin Radovich	8 hours	\$62.02/hr	\$496.16	No

Philadelphia Grant Total Salary: \$3,969.28

BA/OT
264.056
OFF-SET
SALARY - NO
SUBSIDIARY

NYS GOVERNOR'S TRAFFIC SAFETY COMMITTEE ITEMIZED LISTING OF SERVICES



Grant Information

Facility/Location: Suffolk County DRE Recertification
Grant Type: HS1
Grant Number: HS1-2026-NYS Sheriff's Assoc.-00009-(088)
Type of Training: DRE
Training Location: Yaphank
Training Dates: 02/16/2026 - 02/16/2026

Agency Information

Name: Kevin Radovich
Location: Carmel
Email: KEVIN.RADOVICH@PUTNAMCOUNTYNY.GOV
Phone: 845-225-4300

Shift Information

Shift Date	Officer	Shift Hours	Shift Rate	Shift Salary	Overtime
02/16/2026	Kevin Radovich	9 hours	\$93.03/hr	\$837.27	Yes

Suffolk County DRE Recertification Grant Total Salary: \$837.27

NYS SHERIFFS' ASSOCIATION INC.**8679**

Putnam County Sheriff's Office

Date	Type	Reference
4/24/2026	Bill	Philadelphia March

Original Amt.
3,969.28

Balance Due
3,969.28

5/21/2026

Discount

Check Amount

Payment
3,969.28
3,969.28

M&T Checking Accou Philadelphia March 22 - 28; K Radovich

3,969.28

NYS SHERIFFS' ASSOCIATION INC.**8715**

Putnam County Sheriff's Office

Date	Type	Reference
5/12/2026	Bill	DRE School

Original Amt.
837.27

Balance Due
837.27

6/1/2026

Discount

Check Amount

Payment
837.27
837.27

M&T Checking Accou DRE School; K Radovich

837.27

ALEXANDRA GORDON
Acting Commissioner of Finance



CC: All
Protective
Audit

SHEILA BARRETT
First Deputy Commissioner of Finance

3200
Prot
#13

DEPARTMENT OF FINANCE

June 25, 2026

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

Dear Ms. Trabulsy,

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the 2026 budget:

Increase Revenues:

10431000 430891 10218 MH LGU - State Aid/Homeland Security
Domestic Terrorism Prevention Grant \$ 48,749.00

13311000 430891 10218 Sheriff Comm - State Aid/Homeland Security
Domestic Terrorism Prevention Grant \$ 200,664.00

10398901 430891 10218 EMS fed - State Aid/Homeland Security
Domestic Terrorism Prevention Grant \$ 5,000.00

Decrease Revenues:

10431000 440891 10218 MH LGU - State Aid/Homeland Security
Domestic Terrorism Prevention Grant \$ 48,749.00

13311000 440891 10218 Sheriff Comm - State Aid/Homeland Security
Domestic Terrorism Prevention Grant \$ 200,664.00

10398901 440891 10218 EMS fed - State Aid/Homeland Security
Domestic Terrorism Prevention Grant \$ 5,000.00

2026 Fiscal Impact - 0
2027 Fiscal Impact - 0

This amendment is to reclassify revenue to correct funding streams.

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

26A056

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

Edward Gordon

From: Alexandra Gordon
Sent: Monday, July 6, 2026 3:56 PM
To: Thomas Regan
Cc: Diane Trabulsy; Elizabeth Robinson; Edward Gordon
Subject: RE: Committee Item - Budgetary Amendment 26A056 - Sheriff - Reclassify Revenue Funding Streams

Good afternoon, Legislator Regan,

Hope all is well! Sorry for the delay in responding, our systems have been down.

This Budgetary was done to move funds from Federal Aid Grants funding source to State Aid funding source. It's a correction of account codes, since the monies were inadvertently placed in the Federal Grant budget lines, rather than the State Aid budget lines.

The Finance Department usually puts more detail when doing a Budgetary Amendment, but this one is more a bookkeeping item.

Hope this helps.

Thanks,

Alex



Alexandra Gordon

Acting Commissioner • Department of Finance

PHONE | 845.808.1075 • X-49328 | WEBSITE | PUTNAMCOUNTYNY.COM

PUTNAM COUNTY GOVERNMENT NEW YORK

"Empowering Putnam County through dedicated service."

From: Thomas Regan <Thomas.Regan@putnamcountyny.gov>
Sent: Monday, July 6, 2026 8:41 AM
To: Alexandra Gordon <Alexandra.Gordon@putnamcountyny.gov>
Cc: Diane Trabulsy <Diane.Trabulsy@putnamcountyny.gov>; Elizabeth Robinson <Elizabeth.Robinson@putnamcountyny.gov>; Edward Gordon <Edward.Gordon@putnamcountyny.gov>
Subject: Fw: Committee Item - Budgetary Amendment 26A056 - Sheriff - Reclassify Revenue Funding Streams

Alexandra, good morning.

Can I ask please, as I have seen on other budgetary amendment requests, that an explanation with slightly more detail than

"This amendment is to reclassify revenue to correct funding streams." is included on memo's like this?

By no means do I expect a detailed dissertation on each request, but a rudimentary basic explanation would be very helpful to those of us who are not accounting experts, before we authorize and sign off on such

requests. This could also prevent questions that arise at the committee meetings, perhaps causing delays of approvals.

We have plenty of time before Protective and Audit this coming month.

Thank you in advance.

Tommy Regan
Putnam County Legislator
District 6-Southeast NY

From: Edward Gordon <Edward.Gordon@putnamcountyny.gov>

Sent: Tuesday, June 30, 2026 12:53 PM

To: Amy Sayegh <Amy.Sayegh@putnamcountyny.gov>; Daniel Birmingham <Daniel.Birmingham@putnamcountyny.gov>; Diane Trabulsy <Diane.Trabulsy@putnamcountyny.gov>; Elizabeth Robinson <Elizabeth.Robinson@putnamcountyny.gov>; Erin Crowley <Erin.Crowley@putnamcountyny.gov>; Heather Abissi <Heather.Abissi@putnamcountyny.gov>; Jacob D'Angelo <Jacob.DiAngelo@putnamcountyny.gov>; Laura Russo <Laura.Russo@putnamcountyny.gov>; Mary Dechiaro <Mary.Dechiaro@putnamcountyny.gov>; Michele Alfano-Sharkey <Michele.Alfano-Sharkey@putnamcountyny.gov>; Nancy Montgomery <Nancy.Montgomery@putnamcountyny.gov>; Thomas Regan <Thomas.Regan@putnamcountyny.gov>; Toni Addonizio <Toni.Addonizio@putnamcountyny.gov>; William Gouldman (Personal) <wjgouldman@gmail.com>

Subject: Committee Item - Budgetary Amendment 26A056 - Sheriff - Reclassify Revenue Funding Streams

Please see the attached document.

Ed Gordon
Deputy Clerk
Putnam County Legislature
Phone: (845) 808-1020 Ex: 49386
Fax (845) 808-1933

ALEXANDRA GORDON.
Acting Commissioner of Finance



ccAll
Prot 7/22
Audit 7/29
Full 8/4

SHEILA BARRETT
First Deputy Commissioner of Finance

Reso
Prot
#14

DEPARTMENT OF FINANCE

June 25, 2026

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

Dear Ms. Trabulsy,

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's 2026 budget:

2026 JUL -7 AM 8:22
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Increase Revenues:

17311000 426801	Sheriff PTL – Insurance Recoveries	<u>\$ 822.50</u>
-----------------	------------------------------------	------------------

Increase Expenses:

17311000 54370	Sheriff PTL – Automotive	<u>\$ 822.50</u>
----------------	--------------------------	------------------

2026 Fiscal Impact - 0
2027 Fiscal Impact - 0

This amendment is in recognition of funds received from the State Farm Mutual Insurance Co. representing payment for the 2023 Chevrolet Suburban PL# BG5716 involved in an accident on 4/9/2026.

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	26A057
Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00	

State Farm Mutual Automobile Ins. Co. – Check # 1 28 020962 J Dated: 4/23/2026

26A057

JOHN B. CHERICO
First Deputy County Attorney

ANNA M. DIAZ
Senior Deputy County Attorney

KATHERINE L. McNEAL
Senior Deputy County Attorney



C. COMPTON SPAIN
County Attorney

HEATHER M. ABISSI
Senior Deputy County Attorney

SARAH E. ENGLISH
Deputy County Attorney

MAT C. BRUNO, SR
Risk Manager

DEPARTMENT OF LAW

TO: William Carlin, Commissioner of Finance
FROM: Mat C. Bruno, Sr., Manager Risk & Compliance
DATE: May 4, 2026
RE: Vehicle Accident Claim Reimbursement

A large, stylized handwritten signature, likely of Mat C. Bruno, Sr., is written over the "FROM" and "DATE" lines.

Enclosed please find State Farm Mutual Automobile Insurance Co. check # _____ in the amount of \$822.50 representing payment for the 2023 Chevrolet Suburban PL # BG5716 involved in the accident listed below. Please deposit the check in the Sheriff Automotive Line: 17311000.54370.

Accident Number	Date of Accident	Damage	Reimbursement	Ins. Co	Employee Driver
10	4/9/26	\$822.50	\$822.50	State Farm Mutual Automobile Insurance Co.	

Thank you.

MCB/da
Enc.

17311000 426801 \$ 822.50
17311000 54370 \$ 822.50

48 GLENEIDA AVENUE, CARMEL, NEW YORK 10512

Tel. (845) 808-1150 / Fax (845) 808-1903*
*This office will not accept service via facsimile

PAYMENT NO
PAYMENT AMOUNT **\$822.50**
ISSUE DATE **04-23-2026**
AUTHORIZED BY **HARRIS, TANESHA**
PHONE **(844) 292-8615**

CLAIM NO **52-99K7-25G**
LOSS DATE **04-09-2026**
POLICY NO **2708-877-52B**
INSURED

**PUTNAM COUNTY LAW DEPT
48 GLENEIDA AVE
CARMEL NY 10512-1702**

COVERAGE DESCRIPTION
PROPERTY DAMAGE LIABILITY

ON BEHALF OF

AMOUNT
822.50

RETAIN STUB FOR RECORDS

ALEXANDRA GORDON,
Acting Commissioner of Finance



DEPARTMENT OF FINANCE

July 9, 2026

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

Dear Ms. Trabulsy,

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's 2026 budget:

Increase Revenues:

17311000 422601	Sheriff Patrol – Deputy OS Serv	<u>\$ 8,257.18</u>
-----------------	---------------------------------	--------------------

Increase Expenses:

17311000 51093	Sheriff Patrol – Overtime	\$ 7,670.39
17311000 58002	Sheriff Patrol – Social Security	<u>\$ 586.79</u>
		<u>\$ 8,257.18</u>

2026 Fiscal Impact - 0
2027 Fiscal Impact - 0

This amendment is in recognition of funds received from the US Capital Police_ USCP Treas 310 for security provided for the Lawler Town Hall event at Mahopac high school on April 12, 2026. The Sheriff respectfully requests these funds be used to cover overtime expenses.

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	26A059
Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00	

Protecting 1/22
- August 7/27
- Fall 9/4

Reso
Prot
#15

2026 JUL 15 AM 9:01
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY



BRIAN M. HESS
SHERIFF

PUTNAM COUNTY SHERIFF'S OFFICE

Three County Center
Carmel, New York 10512
(845) 225-4300



JAMES T. MENTON
UNDERSHERIFF

OUTSIDE ROAD PATROL SERVICES REVENUE

DATE: 6/3/2026

Ms. Alexandra Gordon
A/Commissioner of Finance
County Office Building
40 Gleneida Avenue
Carmel, N.Y. 10512

Dear A/Commissioner Gordon:

EFT Credit in the amount of \$8,257.18

From: US Capital Police_ USCP Treas 310

Is reimbursement for security for the Lawler Town Hall event, at Mahopac high school, on April 12, 2026.

Please apply to the corresponding revenue account# 17311000.422601

Also increase expenditure lines:

# 17311000.51093	\$7,670.39
Road Patrol Overtime	
# 17311000.58002	\$ 586.79
Road Patrol Social Security	

Very truly yours,

Kristin D. Van Tassel
Fiscal Manager

Cc: P. Vigilio, Captain
D. Chiumento, Captain

Agency Name: Putnam County Sheriff's Office
Street Address: 3 County Center
City, State ZIP Carmel, NY 10512
Phone Number: 845-225-4300

INVOICE No. _____ **Date** _____

Bill To: United States Capitol Police Attn: Ms. Takeisha Fuselier 119 D Street, NE Washington, DC 20510	Events/Date 4/12/2026 Mike Lawler Town Hall Mahopac High School
--	--

Officer Name	Regular Hourly Rate	Overtime Hourly Rate	Regular Hours Worked	OT Hours worked	Date	Total Cost
Thomas Curran	62.02	93.03		6	10/12/26	558.18
Robert Weinberg	61.18	91.77		6	10/12/26	550.62
William Kraus	62.33	92.50		6	10/12/26	560.97
Matthew Shelters	62.98	94.47		6	10/12/26	566.82
Matthew Monroe	57.06	85.59		6	10/12/26	513.54
Michael Gray	57.29	85.94		6	10/12/26	515.61
Daisy Sari	55.81	83.72		6	10/12/26	502.29
Eoin Hughes	50.27	75.40		6	10/12/26	452.43
Victoria Crimmins	50.27	75.40		6	10/12/26	452.43
Ashley Benjamin-Lam	56.05	84.08		6	10/12/26	504.45
Brianna Mcgrath	45.47	68.21		6	10/12/26	409.23
Vincent Ferreira	49.95	74.93		6	10/12/26	449.55
Peter Vigilio	75.97	N/A	6		10/12/26	455.82
Keith Puhekker	47.35	71.03	6		10/12/26	284.10
John Kerwick	67.74	101.61		6	10/12/26	609.66
Michael Neuner	62.14	93.21	6		10/12/26	372.84
Jeffery Devolve	62.33	93.50	2	4	10/12/26	498.64

Subtotal	8,257.18	0
Total Due By Date 5/1/26	\$8,257.18	\$0.00

04/28/2026
04/28/2026

EFT CREDIT

146002759020420

1173729341TC

8,257.18

02:36 AM

ORIG CO NAME: USCP TREAS 310
ORIG ID: 9101036151
DESC DATE: 042826
ENTRY DESCR: MISC PAY
ENTRY CLASS: CCD
TRACE NO: 101036153729341
ENTRY DATE: 260428
IND ID NO: 146002759020420
IND NAME: COUNTY OF PUTNAM
REMARK: RMR*IV*0001*PI*8257.18\
ORIG BANK: 10103615

US CAPITAL POLICE?

?

ALEXANDRA GORDON.
Acting Commissioner of Finance



- Ratched: 7/22
- Audit: 7/27
- Fee: 814

Recd
Prot
#16

DEPARTMENT OF FINANCE

July 14, 2026

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

Dear Ms. Trabulsy,

2026 JUL 15 PM 12:15
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 Putnam County Sheriff's 2026 budget:

Increase Revenues:

32311000 427701	Sheriff BCI – Unclassified	<u>\$ 744.24</u>
-----------------	----------------------------	------------------

Increase Expenses:

32311000 51093	Sheriff BCI – Overtime	\$ 691.35
32311000 58002	Sheriff BCI – Social Security	<u>\$ 52.89</u>
		<u>\$ 744.24</u>

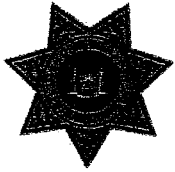
2026 Fiscal Impact - 0
2027 Fiscal Impact - 0

This amendment is in recognition of funds received from the NYS Sheriffs Association Inc. as reimbursement related to DRE recertification on April 20, 2026 in Oriskany, NY. The Sheriff respectfully requests these funds be used for overtime expenses.

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	26A062
Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00	

NYS Sheriff's Association: Check # 8795, \$744.24



BRIAN M. HESS
SHERIFF

PUTNAM COUNTY SHERIFF'S OFFICE

Three County Center
Carmel, New York 10512
(845) 225-4300



JAMES T. MENTON
UNDERSHERIFF

****Unclassified****

DATE: 7/10/2026

Ms. Alexandra Gordon
A/Commissioner of Finance
County Office Building
40 Gleneida Avenue
Carmel, N.Y. 10512

Dear A/Commissioner Gordon:

Check #8795 in the amount of \$744.24

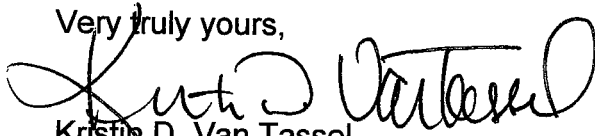
From: NYS SHERIFF'S ASSOCIATION INC.

Is reimbursement for Instructor Kevin Radovich, related to DRE recertification on April 20, 2026 in Oriskany, NY. Funding assistance for this training was provided through a grant from the NYS Governor's Traffic Safety Committee.

Please apply to corresponding revenue account # 32311000.427701 \$744.24

Additionally, please increase expenditure line #32311000.51093	\$691.35
#32311000.58002	\$ 52.89

Very truly yours,


Kristin D. Van Tassel
Fiscal Manager

Cc: D. Chiumento
P. Vigilio

NYS SHERIFFS' ASSOCIATION INC.

8795

Putnam County Sheriff's Office			Original Amt.	Balance Due	7/6/2026	Payment
Date	Type	Reference			Discount	
6/24/2026	Bill	Oriskany	744.24	744.24		744.24
					Check Amount	744.24

M&T Checking Accou	DRE Recert Oriskany- K Radovich	744.24
--------------------	---------------------------------	--------

NYS GOVERNOR'S TRAFFIC SAFETY COMMITTEE ITEMIZED LISTING OF SERVICES



Grant Information

Facility/Location: State Preparedness Center
Grant Type: HS1
Grant Number: HS1-2026-NYS Sheriff's Assoc.-00009-(088)
Type of Training: DRE
Training Location: Oriskany
Training Dates: 04/20/2026 - 04/20/2026

Agency Information

Name: Kevin Radovich
Location: Carmel
Email: KEVIN.RADOVICH@PUTNAMCOUNTYNY.GOV
Phone: 845-225-4300

Shift Information

Shift Date	Officer	Shift Hours	Shift Rate	Shift Salary	Overtime
04/20/2026	Kevin Radovich	8 hours	\$93.03/hr	\$744.24	Yes

State Preparedness Center Grant Total Salary: \$744.24

Signatures

State Preparedness Center HS1-2026-NYS Sheriff's Assoc.-00009-(088)

Officer Signature: _____

Date: 04/18/26

State DRE Coordinator Signature: _____

Date: 6/2/26

Sheriff's Association Representative: _____

Date: _____

Certification

You certify that all the above information is true and correct and that the above expenditures are made in accordance with the grant guidelines and are directly related to the goals and objectives of the grant listed above. I also certify that the appropriate salary registers, time and attendance records, and if applicable, time distribution sheets in relation to the above mentioned grant are being kept and are available for an on-site audit and/or review by the Governors Traffic Safety Committee, the National Highway Traffic Safety Administration, and/or by the Office at the State Comptroller.

Supervisor Signature: _____

Print Name: _____

Today's Date: 4/20/26

Please return this form to Renee Borden at DRE.PROGRAM@dmv.ny.gov

ALEXANDRA GORDON.
Acting Commissioner of Finance



DEPARTMENT OF FINANCE

July 14, 2026

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

Dear Ms. Trabulsi,

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's 2026 budget:

Increase Revenues:

10311000 Proj. Code: 10251
427151

Sheriff Admin – Fed Proceeds of Seized Assets
Proceeds of Seized Assets \$ 65,000

Increase Expenses:

10311000 Proj. Code: 10251
52650
54370

Sheriff Admin – Fed Proceeds of Seized Assets
Motor Vehicles \$ 60,000
Automotive 5,000
\$ 65,000

2026 Fiscal Impact - 0
2027 Fiscal Impact - 0

Sheriff Hess respectfully requests that Federal seized asset funds be used to replace two aging motorcycles currently in their fleet. A quote was prepared for price of the vehicles. Once the resolution is approved, the Sheriff will put this out to bid. Should all bids exceed the \$65,000 requested, another amendment will be prepared for the balance.

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

26A063

Protective 7/22
Audit: 7/27
Full: 8/4

Reso
Prot
#17

2026 JUL 15 PM 12:15
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY



PUTNAM COUNTY SHERIFF'S OFFICE

Three County Center
Carmel, New York 10512
(845) 225-4300



BRIAN M. HESS
SHERIFF

JAMES T. MENTON
UNDERSHERIFF

July 10, 2026

Alexandra Gordon
A/Commissioner of Finance
County Office Building
40 Gleneida Avenue
Carmel, NY 10512

Dear A/Commissioner Gordon:

I am advising you of the following request to amend the 2026 Putnam County Sheriff's Department budget:

Increase Appropriations:

10311000.52650.10251: Sheriff Admin.: Motor Vehicle: Federal Seized Assets \$60,000
10311000.54370.10251: Sheriff Admin.: Automotive: Federal Seized Assets \$ 5,000

Increase Estimated Revenues:

10311000.427151.10251: Sheriff Admin: Proceeds of Seized Assets: Federal \$65,000

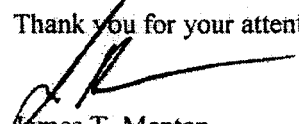
These Harley-Davidson motorcycles will replace two aging motorcycles currently assigned to the fleet: one-year 2000 motorcycle and one-year 2017 motorcycle. Due to age, mileage, maintenance concerns, and the need to ensure safe and reliable equipment for members of the Sheriff's Office, replacement of these vehicles is necessary.

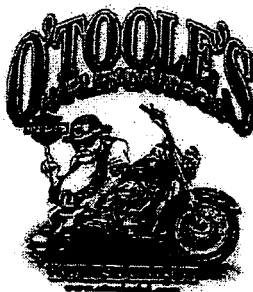
The new Harley-Davidson motorcycles will support the Sheriff's Office in several operational areas, including:

- Traffic enforcement and highway safety initiatives;
- Patrol response and visibility throughout Putnam County;
- Special events, parades, escorts, and community details;
- Traffic control during emergencies, road closures, and large-scale incidents; and
- Increased mobility in congested areas where standard patrol vehicles may be limited.

The replacement of these Harley-Davidson motorcycles will improve officer safety, operational readiness, and the department's ability to provide effective traffic and public safety services throughout the County.

Thank you for your attention to this matter.


James T. Menton
Undersheriff



2026 FLTRXP- BIRCH WHITE

3-YEAR, 60K MILE FACTORY WARRANTY
FULL TANK OF HIGH GRADE FUEL
OWNERS MANUAL

\$27,710.00

2026 FLTRXP- BIRCH WHITE

3-YEAR, 60K MILE FACTORY WARRANTY
FULL TANK OF HIGH GRADE FUEL
OWNERS MANUAL

\$27,710.00

~~TRADES~~

~~2000 FLHTPI~~

~~2017 FLHTP~~

~~-\$1,800.00~~

~~-\$5,250.00~~

NYS TIRE TAX

\$10.00

TOTAL COMPLETE BID

~~\$48,380.00~~



Outlook

FW: Budgetary Lines for Seized Asset Motorcycle Purchase

From: Susanne Galya <Susanne.Galya@putnamcountyny.gov>
Date: Thu 7/9/2026 12:53 PM
To: Kristin VanTassel <Kristin.VanTassel@putnamcountyny.gov>

From: Susanne Galya
Sent: Wednesday, June 24, 2026 8:10 PM
To: Johnathon Cihanek <johnathon.cihanek@putnamcountyny.gov>
Cc: Alexandra Gordon <Alexandra.Gordon@putnamcountyny.gov>
Subject: RE: Budgetary Lines for Seized Asset Motorcycle Purchase

I would say the \$60,000 should be 52650 – not sure what the \$5000 is for.
What org is this going under and which seized asset funds are you using for these purchases? State or federal?

From: Johnathon Cihanek <johnathon.cihanek@putnamcountyny.gov>
Sent: Wednesday, June 24, 2026 3:52 PM
To: Susanne Galya <Susanne.Galya@putnamcountyny.gov>
Cc: Alexandra Gordon <Alexandra.Gordon@putnamcountyny.gov>
Subject: Budgetary Lines for Seized Asset Motorcycle Purchase

Good Afternoon,

We would like to allocate the requested \$65,000 in the following two lines

\$60,000 Motor Vehicle
\$5,000 Automotive

(Motorcycles)
(better up)

Each motorcycle appears to be around \$25,000 each. I'm not sure if it would be better to put this in a 52150 or a 52650 line. Do you have a suggestion?

-F/Sgt. Cihanek

Johnathon Cihanek
First Sergeant | Putnam County Sheriff's Department
3 County Center Carmel, NY 10512
(845)-225-4300 x 42228
Cell- (845)260-0485
Johnathon.Cihanek@putnamcountyny.gov

Prot 7/22
Audit 7/27
Full 8/4

Reso
Prot
#18

ALEXANDRA GORDON
Deputy Commissioner of Finance



DEPARTMENT OF FINANCE

July 15, 2026

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

Dear Ms. Trabulsy,

2026 JUL 16 AM 8:55
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Pursuant to Code Section 5-1, D dated February 14, 2010, I am advising you of the following request to amend the 2026 Legal Aid Society budget. Please forward to the appropriate committee.

Increase Revenues:

25117000	10224	Legal Aid Society – Aid to Defense Discovery Reform	
	430890	State Aid Other	<u>\$ 128,428</u>

Increase Expenses:

25117000	10224	Legal Aid Society – Aid to Defense Discovery Reform	
	54951	Aid to Pro	<u>\$ 128,428</u>

2026 Fiscal Impact - 0
2027 Fiscal Impact - 0

Putnam County is in receipt of a pass-through award from the NYS Division of Criminal Justice for Aid To Defense. The funds are to be used to help offset the public defense services that the County incurred on or after the start of SFY 2026-27 (4/1/26). The Putnam County Legal Aid Society performs this function in Putnam County.

The Grant award notice is attached as further reference.

26A064

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
------	---

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



Division of Criminal Justice Services

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

CILLIAN FLAVIN
Deputy Commissioner

Grant Award Notice

Grantee/Contractor: Putnam County	Date: March 16, 2026
Program Name: Aid to Defense - Supplemental	Award Amount: \$128,428 ¹
Signatory Name and Title: Kevin Byrne County Executive	Term Dates: 4/1/26 – 3/31/27
Email: kevin.byrne@putnamcountyny.gov	SFS Vendor ID No.: 1000002443
Program Description:	
The Division of Criminal Justice Services (DCJS) is pleased to provide this award letter to your county for the State's Aid to Defense Supplemental Program from State Fiscal Year (SFY) 2026-27. Consistent with the appropriation, DCJS requires that recipients be able to account for every dollar expended and will be required to report on expenditures on a recurring basis. Please ensure there is no duplication of funding with any future amounts provided for this same purpose, and the tracking for such funds can account for that separation in sufficient detail. The funding must be used to help offset the cost of public defense services that your county incurred on or after the start of SFY 2026-27 (April 1, 2026). Ideally, all eligible expenses should occur within the period. However, funds may continue to be utilized until the award is fully exhausted. Please be aware that all expenses must be for allowable items and cannot be comingled with other funding. DCJS requires that the funded agency(s) be able to fully account for every dollar expended. Please see the attached document explaining the new options and reporting requirements on this funding program.	
Grant Questions	
Rob Frost Public Safety Grants Representative 2 NYS Division of Criminal Justice Services Office of Program Development and Funding Phone: 518 485-2979 Email: Robert.Frost@dcjs.ny.gov	

We look forward to working with you in our continued efforts to safeguard the health and safety of all New York residents and visitors.

Attachment: Guidance Document, Allocation Form

⁽¹⁾ The award amount listed above is contingent upon the completion and submission (as applicable) of all contractual obligations as well as approval by the NYS Division of Budget and execution of the grant contract by the NYS Office of the State Comptroller.



aid to defense



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Tools ▾



AI Overview



"Aid to Defense" generally refers to government-funded programs designed to support **criminal indigent defense**, ensuring that defendants who cannot afford legal representation are provided with competent attorneys. Steuben County (.gov) +1

In New York, for example, the state's **Aid to Prosecution and Defense Programs** administer resources to District Attorneys and defense service providers. Locally, organizations like the **Legal Aid Society** provide legal services for those facing criminal or family court cases who cannot afford representation. These programs are typically overseen by offices like the **New York State Division of Criminal Justice Services (DCJS)** and city entities like the **Mayor's Office of Criminal Justice (MOCJ)**. New York State Division of Criminal Justice Services ... +2

Note: In broader federal or international contexts, the phrase "aid to defense" can also refer to military assistance packages or Pentagon supplemental spending bills. The Hill +2

Could you clarify whether you are looking for information on **criminal defense grants**, finding **legal aid for a specific court case**, or exploring **federal/military defense funding**?



5 sites



State Aid-To Programs - NY DCJS

State Aid to Prosecution. This program consists of several components, that provide vital resources to District Attorneys to suppo...



New York State Division of Criminal Justice Services



2025 -26 Aid to Defense Discovery Allocation Worksheet

Jul 2, 2025 — disbursed to the county in one payment. Funds received by the county shall be proportionally distributed by the county among publi...



Steuben County (.gov)



ALEXANDRA GORDON,
Acting Commissioner of Finance



DEPARTMENT OF FINANCE

July 15, 2026

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

Dear Ms. Trabulsy,

Pursuant to Code Section 5-1, D dated February 14, 2010, I am advising you of the following request to amend the Putnam County Sheriff's 2026 budget:

Increase Revenues:

10315000 430890	Jail – State Aid Other	
10253	DASNY Grant - 10253	\$ 100,000

Increase Expenses:

10315000 52650 10253	Jail – Motor Vehicles – DASNY Grant	\$ 72,000
10315000 52150 10253	Jail – Motor Vehicles – DASNY Grant	10,000
10315000 54370 10253	Jail - Automotive - DASNY Grant	18,000
		<u>\$ 100,000</u>

2026 Fiscal Impact - 0

2027 Fiscal Impact - 0

The Dormitory Authority of the State on New York (DASNY) has awarded the Putnam County Correctional Facility a grant in the amount of \$100,000 to purchase a specialized inmate transportation vehicle. This resolution is required to fund the required lines. The expenses were determined by quotes and past invoices for similar work (attached). Once approved the Sheriff's department will put the jobs out to bid.

Please forward to the appropriate committee.

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

26A065

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

- Protective - 7.22. Reso
- Audit - 7.27 Cc: AL
- Full: 8-4

Prot
19

2026 JUL 15 PM 4:06
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

This **GRANT DISBURSEMENT AGREEMENT** includes
all exhibits and attachments hereto and are made on the terms and by the parties listed below
and relates to the project described below:

DORMITORY AUTHORITY OF THE STATE OF NEW YORK ("DASNY"):	515 Broadway Albany, New York 12207 Contact: Karen Hunter Phone: (518) 257-3177 E-mail: grants@dasny.org
THE GRANTEE:	County of Putnam 40 Gleneida Ave Carmel, New York 10512 United States Contact: Thomas Lindert Phone: 845-225-1460 Email: Thomas.Lindert@putnamcountyny.gov
THE PROJECT:	Purchase of a Specialized Inmate Transportation Vehicle
PROJECT LOCATION(S):	ADDRESS:
Putnam County Sheriff's Department	3 County Center, Carmel, New York 10512, United States
GRANT AMOUNT:	\$100,000.00
FUNDING SOURCE:	State and Municipalities("SAM")
<u>For Office Use Only:</u>	
PRELIMINARY APPLICATION OR PROJECT INFORMATION SHEET DATE:	10/2/2024
EXPIRATION DATE OF THIS AGREEMENT:	3 YEARS FROM DASNY EXECUTION DATE
Project ID:	28112
Grantee ID:	3018
FMS#:	135249

Good Morning,

We received this grant disbursement agreement. I assume it has been signed by the County Executive at this point.

We would like the money dispersed into the following lines:

52650 \$72,000- Chevrolet Suburban
52150 \$18,000- Upfitting and Striping
~~54370~~ \$10,000- Trailer

Thank you,

-F/Sgt. Cihanek

Johnathon Cihanek

First Sergeant | Putnam County Sheriff's Department
3 County Center Carmel, NY 10512
(845)-225-4300 x 42228
Cell- (845)260-0485
Johnathon.Cihanek@putnamcountyny.gov

From: Brian Hess <Brian.Hess@putnamcountyny.gov>

Sent: Thursday, May 07, 2026 1:48 PM

To: Johnathon Cihanek <johnathon.cihanek@putnamcountyny.gov>; Dominick Chiumento
<Dominick.Chiumento@putnamcountyny.gov>

Subject: FW: County of Putnam DASNY Grant Disbursement Agreement - Signature Required

Importance: High

Suburban for Jail

Sheriff Brian M Hess
Putnam County Sheriff's Office

From: Barbara Barosa <Barbara.Barosa@putnamcountyny.gov>

Sent: Thursday, May 7, 2026 12:52 PM

To: Brian Hess <Brian.Hess@putnamcountyny.gov>; John Tully <John.Tully@putnamcountyny.gov>

Subject: Fw: County of Putnam DASNY Grant Disbursement Agreement - Signature Required

Importance: High

FYI

From: Pore, Elijah <EPore@dasny.org>

Sent: Thursday, May 7, 2026 11:28 AM

To: Jennifer Nygard <Jennifer.Nygard@putnamcountyny.gov>; Barbara Barosa <Barbara.Barosa@putnamcountyny.gov>

Cc: Ilona Campo <Ilona.Campo@putnamcountyny.gov>; Matthew Covucci <Matthew.Covucci@putnamcountyny.gov>

Subject: RE: County of Putnam DASNY Grant Disbursement Agreement - Signature Required

Susanne Galya

From: Johnathon Cihanek
Sent: Wednesday, July 15, 2026 9:19 AM
To: Susanne Galya
Cc: Kristin VanTassel
Subject: Dasny grant Quotes
Attachments: Estimate_20-_20_231263_20-_20PRISONER_20TRANSPORT_20TAHOE_20-_20PUTNAM_20COUNTY_20SHERIFF_20-_2005-20-2026.pdf; Putnam Co Sheriff 2026 Suburban LS QUOTE.pdf; Trailer quote 2.jpg; Trailer quote.jpg; PCSO INVOICE 26462.pdf

Good Morning,

Per our conversation I have attached a quote for the suburban and upfitting. I used past vehicles as a reference for the striping so I included an invoice. As John Tully has stated the striping will go to bid so I cant get an actual price.

I included pictures with prices of trailers from trailer king. We have purchased from trailer king in the past.

If you need anything else let me know

Thank you,

-F/Sgt. Cihanek

Johnathon Cihanek

First Sergeant | Putnam County Sheriff's Department

3 County Center Carmel, NY 10512

(845)-225-4300 x 42228

Cell- (845)260-0485

Johnathon.Cihanek@putnamcountyny.gov

Susanne Galya

From: Johnathon Cihanek
Sent: Monday, July 13, 2026 8:47 AM
To: Susanne Galya; Dominick Chiumento; Kristin VanTassel
Cc: John Tully; Alexandra Gordon
Subject: RE: County of Putnam DASNY Grant Disbursement Agreement - Signature Required

Good Morning,

Please use Sheriff Admin 10311000

The upfitting will be done by EVS and the striping will be done at Extreme signs. The vehicle will be bought through a different company than both of these.

The trailer will have a license plate.

-John

From: Susanne Galya <Susanne.Galya@putnamcountyny.gov>
Sent: Friday, July 10, 2026 4:08 PM
To: Johnathon Cihanek <johnathon.cihanek@putnamcountyny.gov>; Dominick Chiumento <Dominick.Chiumento@putnamcountyny.gov>; Kristin VanTassel <Kristin.VanTassel@putnamcountyny.gov>
Cc: John Tully <John.Tully@putnamcountyny.gov>; Alexandra Gordon <Alexandra.Gordon@putnamcountyny.gov>
Subject: FW: County of Putnam DASNY Grant Disbursement Agreement - Signature Required
Importance: High

A few questions...

Is this the correct org you want for the DASNY purchase – 10315000?

Are the upfitting and striping being done by the same vendor you are getting the vehicle from?

Will the trailer have a license plate on it?

The account numbers may change depending on your answers.

I asked John Tully whether you need a bid or quotes to support your numbers for the budgetaries. I'll need the information for this and for the motorcycles by the 15th to meet the 5 day rule for Protective .

Thanks,
Sue

From: Alexandra Gordon <Alexandra.Gordon@putnamcountyny.gov>
Sent: Wednesday, July 8, 2026 3:06 PM
To: Susanne Galya <Susanne.Galya@putnamcountyny.gov>
Subject: FW: County of Putnam DASNY Grant Disbursement Agreement - Signature Required
Importance: High



127 Wolf Road
Albany, New York 12205
NYS DMV REG. No. R301-0116
(518) 458-7700

Bill Asprion

Putnam County Sheriff's

BUYER'S NAME
40 Glenelda Ave

STREET ADDRESS
Carmel

NY

10512

CITY
(845) 222-9672

STATE

ZIP

RES. PHONE

BUS. PHONE

timothy.keith@putnamcountyny.gov

DRIVER'S LIC. NO.

EMAIL ADDRESS

THE TRANSACTION

I ORDER AND AGREE TO PURCHASE FROM YOU, ON THE TERMS CONTAINED ON BOTH SIDES OF THIS AGREEMENT, THE FOLLOWING VEHICLE (READ OTHER SIDE)

THE VEHICLE

☒ NEW ☐ USED ☐ DEMO YEAR 2026 STOCK #
MAKE Chevrolet MODEL Suburban
BODY TYPE Automatic ☒ AUTO ☐ SP. ☒ 4 WD
COLOR TRIM LS
VIN 1GNS6BKDXTR361973

DEL. DATE MILEAGE
ESTIMATED DELIVERY DATE / PLACE OF DELIVERY

If the new motor vehicle has not been delivered in accordance with this contract within 30 days following the estimated delivery date, the consumer has the right to cancel this contract and to receive a full refund, unless the delay in delivery is attributable to the consumer.
PRIOR USE CERTIFICATION (required by Vehicle and Traffic Law 417-A if the principal prior use of the vehicle were as a police vehicle, driver education vehicle, rental vehicle or if the vehicle was repurchased under New York "lemon laws" or returned for nonconformity of its warranty). The principal prior use of the vehicle was as: a police vehicle, a taxicab, a driver education vehicle, or a rental vehicle. The vehicle was repurchased under New York "lemon laws" or returned for nonconformity of its warranty.

THE TRADE

YEAR MAKE
MODEL BODY
COLOR TYPE
VIN MILEAGE
PLATE EXP. NEED
NO. DATE PLATES ☐

THE CLOSEOUT

BAL. OWING TO: ADDRESS
AMOUNT GOOD UNTIL WHEN CONTACTED WHOM
ACCT. NO. PHONE

INSURANCE

INS. AGT. PHONE
ADDRESS
INS. CO.
POL. NO.
EFF. DATES

DEPOSITS

DEPOSIT WITH ORDER NO.
ADDITIONAL DEPOSIT
TOTAL DEPOSITS (TRANSFER TO RIGHT COLUMN) \$0.00

* NOTICE TO USED VEHICLE BUYER: If you should be entitled to a refund pursuant to section 198-b of the NYS General Business Law, instead of returning your trade in, the dealer may pay you its wholesale value as determined by reference to the National Automobile Dealers Association Used Car Guide, or such other guide as may be approved by the Commissioner of Motor Vehicles as adjusted for mileage, improvements, and any major physical or mechanical defects rather than the value listed in this agreement. THE INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THIS CONTRACT. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE.

IF YOU AGREE TO ASSIST ME IN OBTAINING FINANCING FOR ANY PART OF THE PURCHASE PRICE, THIS ORDER SHALL NOT BE BINDING UPON YOU OR ME UNTIL ALL OF THE CREDIT TERMS ARE PRESENTED TO ME IN ACCORDANCE WITH REGULATION "Z" (TRUTH-IN-LENDING) AND ARE ACCEPTED BY ME. IF I DO NOT ACCEPT THE CREDIT TERMS WHEN PRESENTED, I MAY CANCEL THIS ORDER AND MY DEPOSIT WILL BE REFUNDED.

DEPOSITS ARE NON-REFUNDABLE ON ALL APPROVED SALES.

I HAVE READ THE TERMS ON THE FRONT AND BACK OF THIS AGREEMENT AND HAVE RECEIVED A COMPLETED COPY OF THIS AGREEMENT, AND I UNDERSTAND THAT THE FINAL PAYMENT MUST BE MADE PRIOR TO

ANY MOTOR VEHICLE TRANSACTIONS AND MUST BE IN CASH OR CERTIFIED CHECK ONLY.
BUYER'S SIGNATURE DATE

ACCEPTED BY Kyle Marsh DATE

THIS AGREEMENT IS NOT BINDING UNLESS SIGNED BY THE SELLER AND THE BUYER. SEE THE OTHER SIDE FOR ADDITIONAL TERMS.

THE PRICE

VEHICLE PRICE	+	\$68,995.00
TRANSPORTATION (IF NOT INCLUDED IN VEHICLE PRICE)	+	\$650.00
FACTORY INSTALLED EQUIPMENT	+	
OPTION CODE		
Contract 25-1029-1 2% off		-\$1,392.90

DEALER INSTALLED EQUIPMENT AND SERVICES

*NYS WASTE TIRE MANAGEMENT AND RECYCLING FEE \$2.50 PER NEW TIRE

THE AMOUNT INDICATED ON THIS SALES CONTRACT OR LEASE AGREEMENT FOR REGISTRATION AND TITLE FEES IS AN ESTIMATE. IN SOME INSTANCES, IT MAY EXCEED THE ACTUAL FEES DUE THE COMMISSIONER OF MOTOR VEHICLES. THE DEALER WILL AUTOMATICALLY, AND WITHIN SIXTY DAYS OF SECURING SUCH REGISTRATION AND TITLE, REFUND ANY AMOUNT OVERPAID FOR SUCH

FEES. Purchaser's Initials: Date: 05/19/2026

*The optional dealer registration or title application processing fee (\$75.00 maximum) and special plate processing fee (\$5.00 maximum) are not New York State or Department of Motor Vehicles fees. Unless a lien is being recorded or the dealer issued number plates, you may submit your own application for registration and/or certificate of title or for a special or distinctive plate to any motor vehicle issuing office.

TAXES AND OTHER FEES

SUBTOTAL OF VEHICLE AND OPTIONS	\$68,252.10
TRADE-IN ALLOWANCE	-
OTHER (ITEMIZE)	+
TAXABLE CASH DIFFERENCE	
COUNTY Putnam TAXES AT %	exempt
TIRE FEE	\$12.50
N.Y.S. INSPECTION FEE	\$10.00
REGISTRATION FEES (ESTIMATE)	psd
Dealer's optional fee for processing application for registration and/or certificate of title, and for securing special or distinctive plates (if applicable). THIS IS NOT A DMV FEE "S"	\$175.00

TOTAL SELLING PRICE \$68,449.60

PLUS BALANCE OWING ON TRADE-IN

LESS DEPOSITS SUBMITTED (TRANSFER FROM LEFT COLUMN)

CASH DUE ON DELIVERY \$68,449.60

Invoice

Date	Invoice #
6/1/2026	26462

325 Route 52 Carmel, N.Y. 10512
(845)225-0674 Fax (845)225-0837

Bill To
Putnam County Sheriff's Dept. 3 County Center Carmel, NY 10512

sales@extremedesignsny.com
www.ExtremeDesignsNY.com

Terms	Tax I.D.
Due on receipt	

Quantity	Item Code	Description	Price Each	Amount
5	LETT-CV	LOWER WRAP, REFLECTIVE STRIPE AND PRINTED REFLECTIVE LETTERING UNIT 266 , 267 , 268 , 240 , 263	1,689.00	8,445.00
1	LETT-CV	LOWER WRAP, REFLECTIVE STRIPE AND PRINTED REFLECTIVE LETTERING UNIT 201 - TRUCK	1,775.00	1,775.00
1	LETT-CV	UNIT 255 - CHANGE STRIPE COLOR AND BACK CHEVRONS	450.00	450.00
1	LETT-CV	TAHOE UNIT 259 GHOST LETTERING K-9	600.00	600.00
1	LETT-CV	DURANGO UNIT 265 GHOST LETTERING	450.00	450.00
		EMAILED 6-8		
			Subtotal	\$11,720.00
			Sales Tax (8.375%)	\$0.00

Please make checks payable to:
Extreme Signs & Apparel, LLC.

Total \$11,720.00



EMERGENCY VEHICLE SPECIALIST
1518 U.S. 9
Suite 1
Wappingers Falls, NY 12590
(845) 206-6435
paul@evs247ny.com
www.evs247ny.com

Estimate #1263

Created: 05/19/2026
Payment Term: Net 30
Service Writer: Paul Herman

PUTNAM COUNTY SHERIFF
3 County Center, Carmel Hamlet
New York, 10512
Johnathon.Cihanek@putnamcountyny.gov

EMERGENCY LIGHTING TAHOE

WHELEN LEGACY LIGHT BAR DUO, 4 ION RD/WHI IN GRILL, 2 ION T LOWER PUSH BUMPER, 4 MEGA T (2 SIDE WINDOWS 2 REAR WINDOWS) 2 ION T LICENSE PLATE AREA,
PRICE REFLECT PUTNAM COUNTY PRICING RCO-27-24

Description	Price	QTY	Disc	Subtotal
Part: WHELEN LEGACY 54 DUO LIGHT BAR WECAX Part #: WHELEN LEGACY WECAX EB2DDDDD	\$7,089.00	1	32%	\$4,820.52
Part: WHELEN COMMON CORE WCX CONTROL CENTER Part #: WHELEN C399		1		\$0.00
Part: WHELEN WCX CONTROL HEAD ROTARY KNOB Part #: WHELEN WCX CCTL6		1		\$0.00
Part: SCAN PORT INSTALLATION KIT FOR C399 Part #: C399SP		1		\$0.00
Part: WHELEN 100 WATT SPEAKER Part #: WHELEN SA315P		1		\$0.00
Part: WHELEN SPEAKER MOUNT 2021 TAHOE Part #: WHELEN SAK70		1		\$0.00
Part: WHELEN ION DUO RED/WHITE Part #: WHELEN I2D	\$206.00	4	32%	\$560.32
Part: WHELEN ION T DUO RED/WHITE Part #: WHELEN TSSOD	\$199.00	2	32%	\$270.64
Part: WHELEN SURFACE MOUNT STRIP LIGHT RED/BLUE Part #: WHELEN PSJ02FCR	\$218.00	4	32%	\$592.96
Part: WHELEN STRIP LTE 90 BKT PSBKT90 Part #: WHELEN STRIP LTE 90 BKTPSBKT90	\$32.00	4	32%	\$87.04
Part: WHELEN ION T RED/BLUE DUO Part #: WHELEN TSSQJ	\$199.00	2	32%	\$270.64

Discount (32%): \$3,106.88 Total: \$6,602.12

console / partition

Description	Price	QTY	Disc	Subtotal
Labor: Untitled labor				\$3,340.00
Part: HAVIS 2021 TAHOE CONSOLE 9" WIDE BODY POLICE-PPV Part #: HAVIS PPV C-VS-1012-TAH-2	\$821.00	1	20%	\$656.80
Part: HAVIS SELF ADJUSTING CUP HOLDER Part #: HAVIS CUP2-1001	\$73.00	1	20%	\$58.40
Part: HAVIS ARM REST Part #: C-ARM-102	\$115.00	2	20%	\$184.00



EMERGENCY VEHICLE SPECIALIST
1518 U.S. 9
Suite 1
Wappingers Falls, NY 12590
(845) 206-6435
paul@evs247ny.com
www.evs247ny.com

Estimate #1263

Created: 05/19/2026
Payment Term: Net 30
Service Writer: Paul Herman

console / partition

Part: HAVIS 3" ACCESSORY POCKET Part #: HAVIS C-AP-0325	\$55.00	1	20%	\$44.00
Part: WHELEN EQUIPMENT MOUNTING BRACKET Part #: HAVIS C-EB40-CCS-1P		1		\$0.00
Part: HAVIS EQUIPMENT BRACKET MOTOROLA Part #: HAVIS C-EB25-XTL-1P		1		\$0.00
Part: HAVIS FILLER PLATE 3' Part #: HAVIS C-FP-3		1		\$0.00
Part: SETINA TAHOE FRONT PARTITION XL Part #: SETINA TAHOE PK1155TAH21	\$1,059.00	1	15%	\$900.15
Part: EVS ELECTRICAL PACKAGE Part #: ELECTRICAL PACKAGE	\$485.00	1		\$485.00
Fee: SHIPPING (Price Subject to Change)				\$650.00

Discount (6.51%): \$394.65 **Total: \$6,318.35**

Notice: This estimate is an approximation of costs based on the information provided and is valid for 30 days. The final invoice may vary due to unforeseen vehicle configurations, required electrical components not listed, or fluctuations in manufacturer equipment pricing. Any work requested outside the original scope will be billed at our standard hourly rate. By authorizing work, the customer acknowledges that additional parts or labor may be necessary to meet safety and operational standards.

Equipment & Warranty: All equipment is installed to manufacturer specifications. Emergency Vehicle Specialist provides a warranty on workmanship; however, individual equipment warranties are provided solely by the manufacturer.

Electrical & Safety: Emergency Vehicle Specialist is not responsible for interference with OEM vehicle electronics (e.g., ADAS, lane assist) caused by aftermarket equipment.

This shop charges a 3% credit card processing fee.

Labor	\$3,340.00
Parts	\$12,432.00
Subtotal	\$15,772.00
Discount	\$3,501.53
Shop Supplies	\$0.00
EPA	\$0.00
Fees	\$650.00
Tax	\$0.00
Grand Total	\$12,920.47
Paid to Date	(\$0.00)

REMAINING BALANCE \$12,920.47

Modification of factory safety systems is performed at the customer's risk.

Customer-Supplied Parts: We do not warranty or guarantee the performance of customer-supplied equipment. Any labor required to troubleshoot or replace defective customer-provided parts will be billed as additional work.

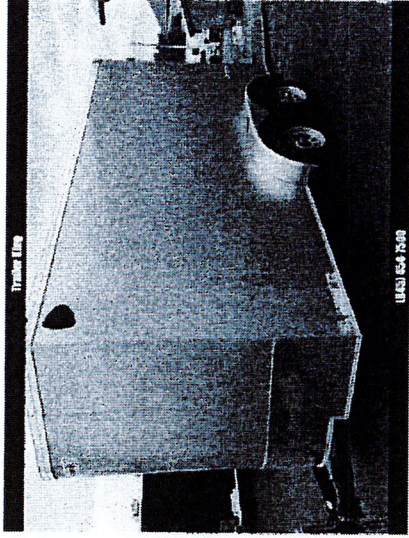
Factory seats not accepted by customer will incur a disposal fee

Vendor equipment orders are between 6-10 weeks from approval

Credit Card payments will incur a 3% surcharge

EVS BILLING ADDRESS
17 Spoor Ave.
Poughkeepsie, New York 12603

Signature _____



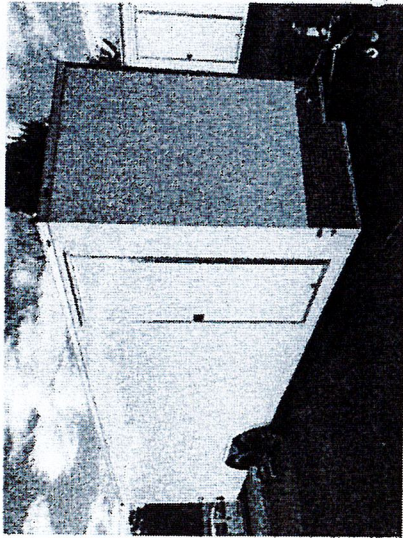
2022 TSV714T2 Cargo / Enclosed Trailer
- Haulmark

Availability	In Stock
Usage	New
Stock #	33563EE
LENGTH	15' 2"
WIDTH	6'
HEIGHT	6'

On Sale \$8,300.00
You Save \$900.00

[Request Quote](#)

[View Details](#)



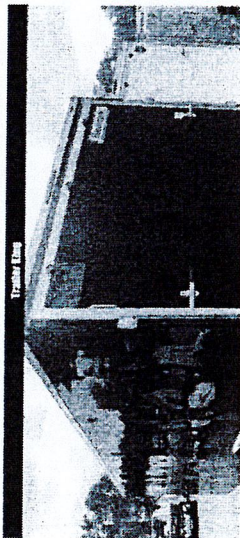
2023 PP8524T3-D Cargo / Enclosed
Trailer - Haulmark

Availability	In Stock
Usage	New
Stock #	33416C
WIDTH	6'
HEIGHT	7'
Color	White

On Sale \$10,591.00
You Save \$1,000.00

[Request Quote](#)

[View Details](#)



2026 PP8524T3-D Cargo / Enclosed
Trailer - Haulmark

Availability	In Stock
Usage	New
Stock #	33415B
WIDTH	6'
HEIGHT	7'

On Sale \$10,997.00
You Save \$1,998.00

[Request Quote](#)

FYI: Protective 7/22
Sign: Avelat 7/27
**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

Sign
Prot
#20

TO: Commissioner of Finance

FROM: Undersheriff James T. Menton

DEPT: Sheriff

DATE: July 10, 2026

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
13311000.54783 Communications: Licensing&Acc.	13311000.52130 Communications:Computer Equip. < \$25K	\$20,000	Purchase mini-PC's to run the Merlin core camera feeds.
Total		\$20,000	

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2026 Fiscal Impact \$ 0
2027 Fiscal Impact \$ 0

2026 JUL 15 AM 9:01
**LEGISLATURE
PUTNAM COUNTY
CARMEL, NY**

Department Head Signature/Designee Date

AUTHORIZATION:

_____ Date	_____ Commissioner of Finance/Designee: Initiation and \$0-\$5,000.00
_____ Date	_____ County Executive/Designee: \$5,000.01 - \$10,000.00
_____ Date	_____ Chairperson Audit/Designee: \$0-\$10,000.00
_____ Date	_____ Audit & Administration Committee: \$10,000.01 - \$25,000.00

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