

# **County of Albany**

Harold L. Joyce  
Albany County Office Building  
112 State Street - Albany, NY 12207



## **Meeting Agenda**

**Thursday, June 30, 2022**

**5:30 PM**

**Held Remotely**

### **Public Safety Committee**

**PREVIOUS BUSINESS:**

1. APPROVING PREVIOUS MEETING MINUTES
2. PUBLIC HEARING ON PROPOSED LOCAL LAW NO. "B" FOR 2022: A LOCAL LAW OF THE COUNTY OF ALBANY AMENDING LOCAL LAW NO. 6 FOR 2017, TO EXEMPT THE COUNTY FROM WIRELESS COMMUNICATION SURCHARGES
3. PUBLIC HEARING ON PROPOSED LOCAL LAW NO. "C" FOR 2022 A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK REGULATING THE SALE OF USED CATALYTIC CONVERTERS
4. LOCAL LAW NO. "B" FOR 2022: A LOCAL LAW OF THE COUNTY OF ALBANY AMENDING LOCAL LAW NO. 6 FOR 2017, TO EXEMPT THE COUNTY FROM WIRELESS COMMUNICATION SURCHARGES
5. LOCAL LAW NO. "C" FOR 2022: A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK REGULATING THE SALE OF USED CATALYTIC CONVERTERS

**CURRENT BUSINESS:**

6. PUBLIC HEARING ON LOCAL LAW NO. "F" FOR 2022: A LOCAL LAW OF THE COUNTY OF ALBANY REQUIRING ALL WEAPON AND/OR FIREARM DEALERS TO POST DISCLOSURES REGARDING SAFETY RISKS FROM FIREARMS
7. AMENDING THE 2022 ALBANY COUNTY BUDGET: TO ESTABLISH A COUNTY-WIDE PUBLIC SAFETY EXPLORERS PROGRAM
8. LOCAL LAW NO. "F" FOR 2022: A LOCAL LAW OF THE COUNTY OF ALBANY REQUIRING ALL WEAPON AND/OR FIREARM DEALERS TO POST DISCLOSURES REGARDING SAFETY RISKS FROM FIREARMS
9. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES REGARDING THE STATE HOMELAND SECURITY AND LAW ENFORCEMENT TERRORISM PREVENTION PROGRAMS

10. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES REGARDING THE HAZARD MITIGATION GRANT PROGRAM
  
11. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE UNITED STATES DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS REGARDING THE COMPREHENSIVE OPIOID, STIMULANT, AND SUBSTANCE ABUSE PROGRAM

# County of Albany

*Harold L. Joyce*  
*Albany County Office Building*  
*112 State Street - Albany, NY 12207*



## Meeting Minutes

Thursday, May 26, 2022

5:30 PM

Held Remotely

## Public Safety Committee

**PREVIOUS BUSINESS:**

**Present:** William M. Clay, Robert J. Beston, Zach Collins, Gary W. Domalewicz, Beroro T. Efekoro, Gilbert F. Ethier, Patrice Lockart and Sean E. Ward

**Excused:** Frank J. Commisso

**1. APPROVING PREVIOUS MEETING MINUTES**

A motion was made that the previous meeting minutes be approved. The motion carried by a unanimous vote.

**2. PUBLIC HEARING ON PROPOSED LOCAL LAW NO. "B" FOR 2022: A LOCAL LAW OF THE COUNTY OF ALBANY AMENDING LOCAL LAW NO. 6 FOR 2017, TO EXEMPT THE COUNTY FROM WIRELESS COMMUNICATION SURCHARGES**

This proposal was tabled at the request of the Sponsor.

**3. PUBLIC HEARING ON PROPOSED LOCAL LAW NO. "C" FOR 2022 A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK REGULATING THE SALE OF USED CATALYTIC CONVERTERS**

This proposal was tabled at the request of the Sponsor.

**4. LOCAL LAW NO. "B" FOR 2022: A LOCAL LAW OF THE COUNTY OF ALBANY AMENDING LOCAL LAW NO. 6 FOR 2017, TO EXEMPT THE COUNTY FROM WIRELESS COMMUNICATION SURCHARGES**

This Local Law was tabled at the request of the Sponsor.

**5. LOCAL LAW NO. "C" FOR 2022: A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK REGULATING THE SALE OF USED CATALYTIC CONVERTERS**

This Local Law was tabled at the request of the Sponsor.

**CURRENT BUSINESS:****6. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES REGARDING THE FY2020 CRITICAL INFRASTRUCTURE GRANT PROGRAM**

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

**7. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES REGARDING THE FY2020 CYBER SECURITY GRANT PROGRAM**

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

**8. AMENDING THE 2022 SHERIFF'S OFFICE BUDGET: PERSONNEL CHANGES**

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

**9. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION AND AN AGREEMENT WITH THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES REGARDING THE 2022 STATEWIDE INTEROPERABLE COMMUNICATIONS GRANT - TARGETED PROGRAM**

This proposal was withdrawn at the request of the Sponsor.

**10. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION AND AN AGREEMENT WITH THE RESEARCH FOUNDATION FOR MENTAL HYGIENE FOR GRANT FUNDING**

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

## LOCAL LAW “B” FOR 2022

### A LOCAL LAW OF THE COUNTY OF ALBANY AMENDING LOCAL LAW NO. 6 FOR 2017, TO EXEMPT THE COUNTY FROM WIRELESS COMMUNICATION SURCHARGES

Introduced:

By Ms. McLean Lane:

BE IT ENACTED BY THE LEGISLATURE OF THE COUNTY OF ALBANY AS FOLLOWS:

#### **SECTION 1. Legislative Intent**

The purpose of this Local Law is to exempt Albany County from the payment of wireless communication surcharges on County owned or leased wireless telephones.

#### **SECTION 2. Amendment**

Section 2, of Local Law No. 6 for 2017, “A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK REPEALING THE WIRELESS COMMUNICATION SURCHARGE AUTHORIZED BY ARTICLE 6 OF THE COUNTY LAW OF THE STATE OF NEW YORK SET FORTH IN ALBANY COUNTY LOCAL LAW 9 FOR 2009 AND IMPOSING THE WIRELESS COMMUNICATIONS SURCHARGES PURSUANT TO THE AUTHORITY OF TAX LAW §186-g,” is amended by the addition of a new subdivision (d) as follows:

(d) Limitations. No wireless communication surcharge set forth in this Local Law shall be imposed upon any wireless telephone owned or leased by Albany County.

#### **SECTION 3. Severability**

If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm, or corporation, or circumstance, shall be adjusted by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgement shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm, or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

#### **SECTION 4. Effective Date**

This law shall take effect immediately upon its filing with the Secretary of State.

**RESOLUTION NO. 107**

**PUBLIC HEARING ON PROPOSED LOCAL LAW NO. “B” FOR 2022: A LOCAL LAW OF THE COUNTY OF ALBANY AMENDING LOCAL LAW NO. 6 FOR 2017, TO EXEMPT THE COUNTY FROM WIRELESS COMMUNICATION SURCHARGES**

Introduced: 3/14/22

By Ms. McLean Lane:

RESOLVED, By the County Legislature of the County of Albany that a public hearing on proposed Local Law No. “B” for 2022, “A Local Law of the County of Albany Amending Local Law No. 6 for 2017, to Exempt the County from Wireless Communication Surcharges” to be held remotely by the Albany County Legislature at 7:15 p.m. on Tuesday, April 26, 2022, with participation information to be made available on the Albany County website, and the Clerk of the County Legislature is directed to cause notice of such hearing to be published containing the necessary information in accordance with the applicable provisions of law.

*Referred to Law and Public Safety Committees – 3/14/22*



## LOCAL LAW NO. "C" FOR 2022

### A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK REGULATING THE SALE OF USED CATALYTIC CONVERTERS

Introduced: 04/11/22

By Messrs. Cleary and A. Joyce:

BE IT ENACTED by the Albany County Legislature as follows:

#### **Section 1. Title**

This local law shall be known as "Regulating the Sale of Used Catalytic Converters."

#### **Section 2. Legislative Intent**

The Legislature hereby finds and determines that there has been an increase in thefts of used catalytic converters from vehicles in the County for the purpose of reselling the converters as scrap metal.

The Legislature further finds and determines that catalytic converter theft is a crime that is affecting an increasing number of families in the County. Accordingly, we must enact strategies and penalties to combat the problem.

The Legislature further finds and determines that requiring scrap metal recyclers doing business in Albany County to delay payment to sellers of used catalytic converters for at least fourteen (14) days after receipt of such devices will allow law enforcement additional time to investigate the theft of used catalytic converters and further discourage criminal conduct.

The Legislature also finds and determines that requiring scrap metal recyclers to maintain records of the purchase of used catalytic converters will assist law enforcement in the investigation of thefts of such devices.

#### **Section 3. Purpose**

The purpose of this Local Law to discourage the theft of catalytic converters from vehicles by requiring scrap metal recyclers doing business in Albany County to delay payments to sellers of used catalytic converters for at least fourteen (14) days after receipt and requiring scrap metal recyclers to maintain records of the purchase of such devices for three (3) years in order to aid law enforcement in the investigation of the theft of such devices.

#### **Section 4. Definitions**

As used in this local law, the following terms shall have the meanings indicated:

"Catalytic Converter" means a catalytic converter or other equipment or feature constituting an operational element of a motor vehicle's air pollution control system or mechanism required by federal or state law or by any rules or regulations promulgated pursuant thereto, as amended from time to time.

"Repair Shop" means a business enterprise that repairs vehicles and is certified by the New York State Department of Motor Vehicles,

"Scrap Metal Recycler" means a vehicle dismantler, salvage pool, mobile car crusher, itinerant vehicle collector or scrap processor doing business in Albany County; but shall not include a dealer registered pursuant to section four hundred fifteen of the New York Vehicle and Traffic Law, an insurance company, a governmental agency, a person in whose name a certificate of title, registration or other ownership document has been issued for the vehicle from which the Used Catalytic Converter was removed, or a Repair Shop.

"Used Catalytic Converter" means a Catalytic Converter that was previously installed in a vehicle and which has been removed from such vehicle in whole or in part.

### **Section 5. Prohibition.**

No Scrap Metal Recycler shall purchase or take possession of, including for purposes of recycling or rebuilding, a Used Catalytic Converter from any person or entity other than a dealer registered pursuant to section four hundred fifteen of the Vehicle and Traffic Law, an insurance company, a governmental agency, a person in whose name a certificate of title or other ownership document has been issued for the vehicle from which the catalytic converter was removed, a Repair Shop, or a person registered or certified or issued an identification number for the vehicle under the Vehicle and Traffic Law.

### **Section 6. Maintenance of Records by Scrap Metal Recycler.**

Each Scrap Metal Recycler who purchases or takes possession of, including for purposes of recycling or rebuilding, a Used Catalytic Converter shall record the purchase of the Used Catalytic Converter documenting the date of purchase, the name of seller, the seller's address or, in the case that the seller is an individual, the seller's residence address by street, number, city, village or town, the seller's driver's license number or information from a government issued photographic identification card, if any, or by such description as will reasonably locate the seller, or, if the seller is a Repair Shop, the Repair Shop's New York State Department of Motor Vehicles certification number. Such record shall be preserved by the Scrap Metal Recycler for

a period of three years from the date of receipt of the Used Catalytic Converter. Such records shall be available for inspection by any law enforcement authority with jurisdiction over the Scrap Metal Recycler.

Each Scrap Metal Recycler shall cause the record of purchase of the Used Catalytic Converter to be signed by the seller or his or her agent. It shall be unlawful for any seller or agent to refuse to furnish such information or to furnish incorrect or incomplete information. The Scrap Metal Recycler shall make and retain a copy of the government issued photographic identification card used to verify the identity of the person from whom the Used Catalytic Converter was purchased or obtained and shall retain the copy in a separate book, register or electronic archive for three (3) years from the date of purchase. Such records shall be available for inspection by any law enforcement agency having jurisdiction over the Scrap Metal Recycler.

### **Section 7. Payments.**

Payments by any Scrap Metal Recycler to a business, agency or private citizen who turns in a catalytic converter for scrap will be issued through check, with a copy of the check being held by the Scrap Metal Recycler for three years from the date of disbursement. Such records shall be available for inspection by any law enforcement agency having jurisdiction over the Scrap Metal Recycler.

### **Section 8. Violations**

(A) Any person that violates this Local Law shall:

- (1) be guilty of a class A misdemeanor, and
- (2) upon conviction thereof, shall be punished by a fine not to exceed \$300 for the first offense, \$500 for the second offense, and \$1,000 for each subsequent offense.

(B) This Local Law shall be enforced by any local law enforcement agency having jurisdiction over the Scrap Metal Recycler located within the County of Albany.

### **Section 9. Severability.**

If any clause, sentence, paragraph, section or chapter of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such determination shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section or chapter thereof directly involved in the proceeding in which such adjudication shall have been rendered. This local law shall not supersede any applicable state or federal laws or regulations with regard to the subject matters set forth herein.

### **Section 10. Effective Date and Applicability**

This local law shall be effective ninety (90) days subsequent to filing in the Office of the Secretary of State and shall apply to all transactions occurring on or after the effective date of this local law.

*Referred to Law and Public Safety Committees – 4/11/22*

**RESOLUTION NO. 138**

**PUBLIC HEARING ON PROPOSED LOCAL LAW NO. “C” FOR 2022 A  
LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK REGULATING  
THE SALE OF USED CATALYTIC CONVERTERS**

Introduced: 4/11/22

By Mr. Cleary:

RESOLVED, By the County Legislature of the County of Albany that a public hearing on proposed Local Law No. “C” for 2022, “A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK REGULATING THE SALE OF USED CATALYTIC CONVERTERS” to be held by the Albany County Legislature at 7:15 p.m. on Tuesday, May 24, 2022, with participation information to be made available on the Albany County website, and the Clerk of the County Legislature is directed to cause notice of such hearing to be published containing the necessary information in accordance with the applicable provisions of law.

*Referred to Law and Public Safety Committees – 4/11/22*

## LOCAL LAW “B” FOR 2022

### A LOCAL LAW OF THE COUNTY OF ALBANY AMENDING LOCAL LAW NO. 6 FOR 2017, TO EXEMPT THE COUNTY FROM WIRELESS COMMUNICATION SURCHARGES

Introduced: 3/14/22

By Ms. McLean Lane:

BE IT ENACTED BY THE LEGISLATURE OF THE COUNTY OF ALBANY AS FOLLOWS:

#### **SECTION 1. Legislative Intent**

The purpose of this Local Law is to exempt Albany County from the payment of wireless communication surcharges on County owned or leased wireless telephones.

#### **SECTION 2. Amendment**

Section 2, of Local Law No. 6 for 2017, “A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK REPEALING THE WIRELESS COMMUNICATION SURCHARGE AUTHORIZED BY ARTICLE 6 OF THE COUNTY LAW OF THE STATE OF NEW YORK SET FORTH IN ALBANY COUNTY LOCAL LAW 9 FOR 2009 AND IMPOSING THE WIRELESS COMMUNICATIONS SURCHARGES PURSUANT TO THE AUTHORITY OF TAX LAW §186-g,” is amended by the addition of a new subdivision (d) as follows:

(d) Limitations. No wireless communication surcharge set forth in this Local Law shall be imposed upon any wireless telephone owned or leased by Albany County.

#### **SECTION 3. Severability**

If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm, or corporation, or circumstance, shall be adjusted by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgement shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm, or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

#### **SECTION 4. Effective Date**

This law shall take effect immediately upon its filing with the Secretary of State.

*Referred to Law and Public Safety Committees – 3/14/22*

## LOCAL LAW NO. "C" FOR 2022

### A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK REGULATING THE SALE OF USED CATALYTIC CONVERTERS

Introduced: 04/11/22

By Messrs. Cleary and A. Joyce:

BE IT ENACTED by the Albany County Legislature as follows:

#### **Section 1. Title**

This local law shall be known as "Regulating the Sale of Used Catalytic Converters."

#### **Section 2. Legislative Intent**

The Legislature hereby finds and determines that there has been an increase in thefts of used catalytic converters from vehicles in the County for the purpose of reselling the converters as scrap metal.

The Legislature further finds and determines that catalytic converter theft is a crime that is affecting an increasing number of families in the County. Accordingly, we must enact strategies and penalties to combat the problem.

The Legislature further finds and determines that requiring scrap metal recyclers doing business in Albany County to delay payment to sellers of used catalytic converters for at least fourteen (14) days after receipt of such devices will allow law enforcement additional time to investigate the theft of used catalytic converters and further discourage criminal conduct.

The Legislature also finds and determines that requiring scrap metal recyclers to maintain records of the purchase of used catalytic converters will assist law enforcement in the investigation of thefts of such devices.

#### **Section 3. Purpose**

The purpose of this Local Law to discourage the theft of catalytic converters from vehicles by requiring scrap metal recyclers doing business in Albany County to delay payments to sellers of used catalytic converters for at least fourteen (14) days after receipt and requiring scrap metal recyclers to maintain records of the purchase of such devices for three (3) years in order to aid law enforcement in the investigation of the theft of such devices.

#### **Section 4. Definitions**



As used in this local law, the following terms shall have the meanings indicated:

"Catalytic Converter" means a catalytic converter or other equipment or feature constituting an operational element of a motor vehicle's air pollution control system or mechanism required by federal or state law or by any rules or regulations promulgated pursuant thereto, as amended from time to time.

"Repair Shop" means a business enterprise that repairs vehicles and is certified by the New York State Department of Motor Vehicles,

"Scrap Metal Recycler" means a vehicle dismantler, salvage pool, mobile car crusher, itinerant vehicle collector or scrap processor doing business in Albany County; but shall not include a dealer registered pursuant to section four hundred fifteen of the New York Vehicle and Traffic Law, an insurance company, a governmental agency, a person in whose name a certificate of title, registration or other ownership document has been issued for the vehicle from which the Used Catalytic Converter was removed, or a Repair Shop.

"Used Catalytic Converter" means a Catalytic Converter that was previously installed in a vehicle and which has been removed from such vehicle in whole or in part.

### **Section 5. Prohibition.**

No Scrap Metal Recycler shall purchase or take possession of, including for purposes of recycling or rebuilding, a Used Catalytic Converter from any person or entity other than a dealer registered pursuant to section four hundred fifteen of the Vehicle and Traffic Law, an insurance company, a governmental agency, a person in whose name a certificate of title or other ownership document has been issued for the vehicle from which the catalytic converter was removed, a Repair Shop, or a person registered or certified or issued an identification number for the vehicle under the Vehicle and Traffic Law.

### **Section 6. Maintenance of Records by Scrap Metal Recycler.**

Each Scrap Metal Recycler who purchases or takes possession of, including for purposes of recycling or rebuilding, a Used Catalytic Converter shall record the purchase of the Used Catalytic Converter documenting the date of purchase, the name of seller, the seller's address or, in the case that the seller is an individual, the seller's residence address by street, number, city, village or town, the seller's driver's license number or information from a government issued photographic identification card, if any, or by such description as will reasonably locate the seller, or, if the seller is a Repair Shop, the Repair Shop's New York State Department of Motor Vehicles certification number. Such record shall be preserved by the Scrap Metal Recycler for

a period of three years from the date of receipt of the Used Catalytic Converter. Such records shall be available for inspection by any law enforcement authority with jurisdiction over the Scrap Metal Recycler.

Each Scrap Metal Recycler shall cause the record of purchase of the Used Catalytic Converter to be signed by the seller or his or her agent. It shall be unlawful for any seller or agent to refuse to furnish such information or to furnish incorrect or incomplete information. The Scrap Metal Recycler shall make and retain a copy of the government issued photographic identification card used to verify the identity of the person from whom the Used Catalytic Converter was purchased or obtained and shall retain the copy in a separate book, register or electronic archive for three (3) years from the date of purchase. Such records shall be available for inspection by any law enforcement agency having jurisdiction over the Scrap Metal Recycler.

### **Section 7. Payments.**

Payments by any Scrap Metal Recycler to a business, agency or private citizen who turns in a catalytic converter for scrap will be issued through check, with a copy of the check being held by the Scrap Metal Recycler for three years from the date of disbursement. Such records shall be available for inspection by any law enforcement agency having jurisdiction over the Scrap Metal Recycler.

### **Section 8. Violations**

(A) Any person that violates this Local Law shall:

- (1) be guilty of a class A misdemeanor, and
- (2) upon conviction thereof, shall be punished by a fine not to exceed \$300 for the first offense, \$500 for the second offense, and \$1,000 for each subsequent offense.

(B) This Local Law shall be enforced by any local law enforcement agency having jurisdiction over the Scrap Metal Recycler located within the County of Albany.

### **Section 9. Severability.**

If any clause, sentence, paragraph, section or chapter of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such determination shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section or chapter thereof directly involved in the proceeding in which such adjudication shall have been rendered. This local law shall not supersede any applicable state or federal laws or regulations with regard to the subject matters set forth herein.

### **Section 10. Effective Date and Applicability**

This local law shall be effective ninety (90) days subsequent to filing in the Office of the Secretary of State and shall apply to all transactions occurring on or after the effective date of this local law.

*Referred to Law and Public Safety Committees – 4/11/22*

## LOCAL LAW “F” FOR 2022

### A LOCAL LAW OF THE COUNTY OF ALBANY REQUIRING ALL WEAPON AND/OR FIREARM DEALERS TO POST DISCLOSURES REGARDING SAFETY RISKS FROM FIREARMS

Introduced: 6/13/22

By Messrs. Reidy, Feeney, A. Joyce, Beston, Ms. Chapman, Messrs. Clay, Cleary, Efekoro, Fein, Kuhn, Ms. Lekakis, Messrs. Mayo, Miller, Ms. Plotsky, Messrs. Reinhardt, Ricard, Ward and Ms. Willingham:

BE IT ENACTED BY THE LEGISLATURE OF THE COUNTY OF ALBANY AS FOLLOWS:

#### **SECTION 1. Title.**

This Local Law shall be known as the “Albany County Commitment to Ensuring a Safe Society (ACCESS) Law.”

#### **SECTION 2. Legislative Intent.**

The purpose of this Local Law is to provide for and promote the health, safety and welfare of the general public by specifically informing buyers and potential buyers of weapons or firearms in Albany County of the dangers of owning a weapon or firearm.

This Legislature determines that gun violence is a uniquely American problem, which continues to worsen. The United States accounts for just 4% of the world’s population, but 35% of global firearm suicides and 9% of global firearm homicides. America has the weakest firearm laws and the most firearms — 393 million, more than this country’s population — of any comparable nation. Americans are 25 times more likely to be killed in a firearm homicide than people in other high-income countries.

Within the last ten years, the firearm mortality rate has risen nearly 18%, with an average of 39,000 Americans dying from firearm violence each year from 2015 to 2019. Over 45,000 Americans died from firearm violence in 2020 alone. The Centers for Disease Control and Prevention reports that an average of 483 deaths per year are from unintentional shootings. The average number of non-fatal shooting injuries is 76,127 each year.

Studies have shown that, when a firearm is easily accessible, the risk of homicide, suicide and unintentional shootings rises dramatically. Indeed, access to a firearm triples the risk of suicide. More than 6,000 veterans die by suicide each year, with more than two thirds of those deaths involving firearms. Domestic violence victims

are five times more likely to be killed when their abuser has access to a firearm. Firearms are the leading cause of death for children under the age of 18.

Moreover, the database from the Centers for Disease Control and Prevention demonstrates that firearm homicides and assaults disproportionately impact underserved communities of color. Black men make up 52% of all firearm homicide victims in the United States, despite comprising less than 6% of the population.

This Legislature finds that the existence of a weapon or firearm in a home can lead to accidental discharge causing the unintended death of a child or other household members, preventable suicide, and death during a domestic dispute. Requiring weapon and firearm dealers to post warning notices delineating the risks of weapons or firearms ownership will provide important information to customers who can then make safer buying choices.

Albany County is dedicated to protecting its residents. Accordingly, this law is intended to require all weapon or firearms dealers within Albany County to post and distribute conspicuous notices containing disclosures of the safety risks of weapons and firearms.

### **SECTION 3. Definitions.**

a. Dealer. Any person, firm, partnership, corporation or company who engages in the business of purchasing, selling, keeping for sale, loaning, leasing, or in any manner disposing of including but not limited to: any rifle, shotgun, firearm, machine gun or assault weapon including a semiautomatic rifle, shotgun, or firearm, as those terms are defined in Section 265.00 of the New York State Penal Law;

b. Firearm. As stated in New York State Penal Law Section 265, (a) Any pistol or revolver; or (b) a shotgun having one or more barrels less than eighteen inches in length; or (c) a rifle having one or more barrels less than sixteen inches in length; or (d) any weapon made from a shotgun or rifle whether by alteration, modification, or otherwise if such weapon as altered, modified, or otherwise has an overall length of less than twenty-six inches; or (e) an assault weapon. The term "Firearm" shall not include an antique and inoperable firearm;

c. Weapon. Any rifle, shotgun, firearm, machine gun or assault weapon including a semiautomatic rifle, shotgun, firearm, as those terms are defined in Section 265.00 of the New York State Penal Law;

d. Site. The facility where any sale and/or transfer of weapons or firearms is conducted.

**SECTION 4. Disclosure Notice.**

a. Every Dealer located in Albany County engaged in the retail business of selling weapons or firearms shall not sell, deliver, transfer or otherwise dispose of any weapon or firearm to any person unless a notice is posted in the Site where such weapons or firearms are displayed or delivered to the purchaser, at the entrance to the Site and in at least one additional area where sales occur, conspicuously stating, in no smaller than 26-point type and on paper at least 8 and 1/2 inches by 11 inches in bold print the following warning:

**WARNING**

**ACCESS TO [THE PRESENCE OF] A WEAPON OR FIREARM IN THE HOME SIGNIFICANTLY INCREASES THE RISK OF SUICIDE, [HOMICIDE,] DEATH DURING DOMESTIC DISPUTES, AND/OR UNINTENTIONAL DEATHS TO CHILDREN, HOUSEHOLD MEMBERS AND OTHERS. IF YOU OR A LOVED ONE IS EXPERIENCING DISTRESS AND/OR DEPRESSION, CALL THE MOBILE CRISIS TEAM AT (518) 549-6500 or THE NATIONAL SUICIDE HOTLINE AT (800) 273-8255.**

a. Every Dealer located in Albany County engaged in the retail business of selling weapons or firearms shall not sell, deliver, transfer or otherwise dispose of any weapon or firearm to any person unless it distributes a notice to the purchaser at the time of each individual sale of a weapon or firearm, conspicuously stating, in no smaller than 26-point type and on paper at least 8 and 1/2 inches by 11 inches in bold print the following warning:

**WARNING**

**ACCESS TO [THE PRESENCE OF] A WEAPON OR FIREARM IN THE HOME SIGNIFICANTLY INCREASES THE RISK OF SUICIDE, [HOMICIDE,] DEATH DURING DOMESTIC DISPUTES, AND/OR UNINTENTIONAL DEATHS TO CHILDREN, HOUSEHOLD MEMBERS AND OTHERS. IF YOU OR A LOVED ONE IS EXPERIENCING DISTRESS AND/OR DEPRESSION, CALL THE MOBILE CRISIS TEAM AT (518) 549-6500 or THE NATIONAL SUICIDE HOTLINE AT (800) 273-8255.**

c. Upon the issuance of a license, the County Clerk shall provide the licensee a written copy of a warning notice conspicuously stating in no smaller than 26-point type and on paper at least 8 and 1/2 inches by 11 inches in bold print the following warning:

**WARNING**

**ACCESS TO [THE PRESENCE OF] A WEAPON OR FIREARM IN THE HOME SIGNIFICANTLY INCREASES THE RISK OF SUICIDE, [HOMICIDE,] DEATH DURING DOMESTIC DISPUTES, AND/OR UNINTENTIONAL DEATHS TO CHILDREN, HOUSEHOLD MEMBERS AND OTHERS. IF YOU OR A LOVED ONE IS EXPERIENCING DISTRESS AND/OR DEPRESSION, CALL THE MOBILE CRISIS TEAM AT (518) 549-6500 or THE NATIONAL SUICIDE HOTLINE AT (800) 273-8255.**

d. Albany County and its agencies, officers, and/or employees shall not be liable to any party by reason of any injury or damage resulting from the failure of any Dealer to comply with this Chapter or in consequence of any act or omission in connection with the implementation or enforcement of this Chapter.

**SECTION 5. Violations.**

A. Any infraction of this Chapter, [or any rule promulgated thereunder,] shall be a violation punishable by imprisonment of not more than fifteen days or by a fine of not more than one thousand dollars (\$1,000), or both. Each day that a violation continues shall be deemed a separate offense.

B. The provisions of this Chapter shall be enforced within each municipality by the applicable local police force, including town, city and village police departments and the Albany County Sheriff's Office, which officers are authorized to issue appearance tickets for any violation of this Chapter. Appearance tickets shall be served personally.

**SECTION 6. Severability**

If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm, or corporation, or circumstance, shall be adjusted by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgement shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm, or

corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

**SECTION 7. Effective Date**

This law shall take effect immediately upon its filing with the Secretary of State.



**RESOLUTION NO. 227**

**PUBLIC HEARING ON LOCAL LAW NO. “F” FOR 2022: A LOCAL LAW OF THE COUNTY OF ALBANY REQUIRING ALL WEAPON AND/OR FIREARM DEALERS TO POST DISCLOSURES REGARDING SAFETY RISKS FROM FIREARMS**

Introduced: 6/13/22

By Messrs. Reidy, Feeney, Beston, Bruschi, Ms. Chapman, Messrs. Clay, Cleary, Commisso, Ms. Cunningham, Messrs. Domalewicz, Efekoro, Ethier, Fein, R. Joyce, Kuhn, Mayo, Ms. McLaughlin, Messrs. Miller, O’Brien, Peter, Ms. Plotsky, Messrs. Reidy, Reinhardt, Ricard, Simpson, Smith, Ward, and Ms. Willingham:

RESOLVED, By the County Legislature of the County of Albany that a public hearing on proposed Local Law No. “F” for 2022, “A Local Law of the County of Albany Requiring All Weapon and/or Firearm Dealers to Post Disclosures Regarding Safety Risks from Firearms” will be held remotely by the Albany County Legislature at 7:15 p.m. on Tuesday, July 26, 2022, with participation information to be made available on the Albany County website, and the Clerk of the County Legislature is directed to cause notice of such hearing to be published containing the necessary information in accordance with the applicable provisions of law.

*Referred to Law and Public Safety Committees – 6/13/22*

**RESOLUTION NO. 229**

**AMENDING THE 2022 ALBANY COUNTY BUDGET: TO ESTABLISH A COUNTY-WIDE PUBLIC SAFETY EXPLORERS PROGRAM**

Introduced: 6/13/22  
By Messrs. O'Brien:

WHEREAS, The Albany County Sheriff Department operates a Law Enforcement Explorer Program, and there exists Fire and EMS Explorer Programs throughout Albany County, and

WHEREAS, Explorer Programs provide Albany County youth with opportunities for leadership experience, life skills, service learning, character education, community service, mentoring, and career exploration, and

WHEREAS, the Albany County Legislature, in recognizing the benefits of these programs, would like to aid in their success by helping with recruitment, retention, and expansion to help keep youth engaged, and

WHEREAS, The Albany County Sheriff has agreed to expand the Sheriff Department's existing explorer program to establish and administrate a County-wide Public Safety Explorer Program meant to provide resources for all Fire and EMS Explorer Programs in the County, and

WHEREAS, To accomplish this, an amendment to the 2022 Albany County Budget is necessary, now, therefore be it

RESOLVED, By the Albany County Legislature that the 2022 Albany County Budget is amended as follows:

Decrease Appropriation Account A1010.4 by decreasing Line Item A1010 4 4011 Community Development, Public Health, and Safety by \$15,000

Increase Appropriation Account A3110.4 by \$15,000 by increasing Line Item A3110 4 4049 Special Programs by \$15,000

and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

*Adopted by unanimous vote – 6/13/22*

**LOCAL LAW “\_\_\_” FOR 2022**

**A LOCAL LAW OF THE COUNTY OF ALBANY REQUIRING ALL WEAPON AND/OR FIREARM DEALERS TO POST DISCLOSURES REGARDING SAFETY RISKS FROM FIREARMS**

Introduced: 6/13/22

By Messrs. Reidy and Feeney:

BE IT ENACTED BY THE LEGISLATURE OF THE COUNTY OF ALBANY AS FOLLOWS:

**SECTION 1. Title.**

This Local Law shall be known as the “Albany County Commitment to Ensuring a Safe Society (ACCESS) Law.”

**SECTION 2. Legislative Intent.**

The purpose of this Local Law is to provide for and promote the health, safety and welfare of the general public by specifically informing buyers and potential buyers of weapons or firearms in Albany County of the dangers of owning a weapon or firearm.

This Legislature determines that gun violence is a uniquely American problem, which continues to worsen. The United States accounts for just 4% of the world’s population, but 35% of global firearm suicides and 9% of global firearm homicides. America has the weakest firearm laws and the most firearms — 393 million, more than this country’s population — of any comparable nation. Americans are 25 times more likely to be killed in a firearm homicide than people in other high-income countries.

Within the last ten years, the firearm mortality rate has risen nearly 18%, with an average of 39,000 Americans dying from firearm violence each year from 2015 to 2019. Over 45,000 Americans died from firearm violence in 2020 alone. The Centers for Disease Control and Prevention reports that an average of 483 deaths per year are from unintentional shootings. The average number of non-fatal shooting injuries is 76,127 each year.

Studies have shown that, when a firearm is easily accessible, the risk of homicide, suicide and unintentional shootings rises dramatically. Indeed, access to a firearm triples the risk of suicide. More than 6,000 veterans die by suicide each year, with more than two thirds of those deaths involving firearms. Domestic violence victims are five times more likely to be killed when their abuser has access to a firearm. Firearms are the leading cause of death for children under the age of 18.

Moreover, the database from the Centers for Disease Control and Prevention demonstrates that firearm homicides and assaults disproportionately impact underserved communities of color. Black men make up 52% of all firearm homicide victims in the United States, despite comprising less than 6% of the population.

This Legislature finds that the existence of a weapon or firearm in a home can lead to accidental discharge causing the unintended death of a child or other household members, preventable suicide, and death during a domestic dispute. Requiring weapon and firearm dealers to post warning notices delineating the risks of weapons or firearms ownership will provide important information to customers who can then make safer buying choices.

Albany County is dedicated to protecting its residents. Accordingly, this law is intended to require all weapon or firearms dealers within Albany County to post and distribute conspicuous notices containing disclosures of the safety risks of weapons and firearms.

### **SECTION 3. Definitions.**

a. Dealer. Any person, firm, partnership, corporation or company who engages in the business of purchasing, selling, keeping for sale, loaning, leasing, or in any manner disposing of including but not limited to: any rifle, shotgun, firearm, machine gun or assault weapon including a semiautomatic rifle, shotgun, or firearm, as those terms are defined in Section 265.00 of the New York State Penal Law, except that this definition shall not include any municipal corporation or any other local, state, or federal government agency;

b. Firearm. As stated in New York State Penal Law Section 265, (a) Any pistol or revolver; or (b) a shotgun having one or more barrels less than eighteen inches in length; or (c) a rifle having one or more barrels less than sixteen inches in length; or (d) any weapon made from a shotgun or rifle whether by alteration, modification, or otherwise if such weapon as altered, modified, or otherwise has an overall length of less than twenty-six inches; [or] (e) an assault weapon, or any other weapon that is not otherwise defined in this section containing any component that provides housing or a structure designed to hold or integrate any fire control component that is designed to or may readily be converted to expel a projectile by action of explosive. The term “Firearm” shall not include an antique and inoperable firearm;

c. Weapon. Any rifle, shotgun, firearm, machine gun or assault weapon including a semiautomatic rifle, shotgun, firearm, as those terms are defined in Section 265.00 of the New York State Penal Law;

d. Site. The facility where any sale and/or transfer of weapons or firearms is conducted.

**SECTION 4. Disclosure Notice.**

a. Every Dealer located in Albany County engaged in the retail business of selling weapons or firearms shall not sell, deliver, transfer or otherwise dispose of any weapon or firearm to any person unless a notice is posted in the Site where such weapons or firearms are displayed or delivered to the purchaser, at the entrance to the Site and in at least one additional area where sales occur, conspicuously stating, in no smaller than 26-point type and on paper at least 8 and 1/2 inches by 11 inches in bold print the following warning:

**WARNING**  
**ACCESS TO [THE PRESENCE OF] A WEAPON OR FIREARM IN THE HOME SIGNIFICANTLY INCREASES THE RISK OF SUICIDE, [HOMICIDE,] DEATH DURING DOMESTIC DISPUTES, AND/OR UNINTENTIONAL DEATHS TO CHILDREN, HOUSEHOLD MEMBERS AND OTHERS. IF YOU OR A LOVED ONE IS EXPERIENCING DISTRESS AND/OR DEPRESSION, CALL THE MOBILE CRISIS TEAM AT (518) 549-6500 or THE NATIONAL SUICIDE HOTLINE AT (800) 273-8255.**

b. Every Dealer located in Albany County engaged in the retail business of selling weapons or firearms shall not sell, deliver, transfer or otherwise dispose of any weapon or firearm to any person unless it distributes a notice to the purchaser at the time of each individual sale of a weapon or firearm, conspicuously stating, in no smaller than 26-point type and on paper at least 8 and 1/2 inches by 11 inches in bold print the following warning:

**WARNING**  
**ACCESS TO [THE PRESENCE OF] A WEAPON OR FIREARM IN THE HOME SIGNIFICANTLY INCREASES THE RISK OF SUICIDE, [HOMICIDE,] DEATH DURING DOMESTIC DISPUTES, AND/OR UNINTENTIONAL DEATHS TO CHILDREN, HOUSEHOLD MEMBERS AND OTHERS. IF YOU OR A LOVED ONE IS EXPERIENCING DISTRESS AND/OR DEPRESSION, CALL THE MOBILE CRISIS TEAM AT (518) 549-6500 or THE NATIONAL SUICIDE HOTLINE AT (800) 273-8255.**

c. Upon the issuance of or amendment to a firearm or weapon license and/or permit, the County Clerk shall provide the licensee/permittee a written copy of a warning notice conspicuously stating in no smaller than 26-point type and on paper at least 8 and 1/2 inches by 11 inches in bold print the following warning:

**WARNING**

**ACCESS TO [THE PRESENCE OF] A WEAPON OR FIREARM IN THE HOME SIGNIFICANTLY INCREASES THE RISK OF SUICIDE, [HOMICIDE,] DEATH DURING DOMESTIC DISPUTES, AND/OR UNINTENTIONAL DEATHS TO CHILDREN, HOUSEHOLD MEMBERS AND OTHERS. IF YOU OR A LOVED ONE IS EXPERIENCING DISTRESS AND/OR DEPRESSION, CALL THE MOBILE CRISIS TEAM AT (518) 549-6500 or THE NATIONAL SUICIDE HOTLINE AT (800) 273-8255.**

d. Albany County and its agencies, officers, and/or employees shall not be liable to any party by reason of any injury or damage resulting from the failure of any Dealer to comply with this Chapter or in consequence of any act or omission in connection with the implementation or enforcement of this Chapter.

**SECTION 5. Violations and Enforcement.**

A. Any infraction of this Chapter, [or any rule promulgated thereunder,] shall be a violation punishable by imprisonment of not more than fifteen days or by a fine of not more than one thousand dollars (\$1,000), or both. Each day that a violation continues shall be deemed a separate offense.

B. The provisions of this Chapter shall be enforced within each municipality by the applicable local police force, including town, city and village police departments and the Albany County Sheriff's Office, which officers are authorized to issue appearance tickets for any violation of this Chapter. Appearance tickets shall be served personally.

**SECTION 6. Severability**

If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm, or corporation, or circumstance, shall be adjusted by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgement shall not affect, impair, or invalidate the remainder thereof, but

shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm, or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

#### **SECTION 7. Effective Date**

This law shall take effect immediately upon its filing with the Secretary of State.



DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
OFFICE OF THE EXECUTIVE  
112 STATE STREET, ROOM 1200  
ALBANY, NEW YORK 12207-2021  
(518) 447-7040 - FAX (518) 447-5589  
WWW.ALBANYCOUNTY.COM

DANIEL C. LYNCH, ESQ.  
DEPUTY COUNTY EXECUTIVE

June 8, 2022

Honorable Andrew Joyce, Chairman  
Albany County Legislature  
112 State Street, Room 710  
Albany, New York 12207

Dear Chairman Joyce:

The Office of the Albany County Executive, on behalf of the Department of Health and the Division of Information Services, and the Office of the Albany County Sheriff respectfully request authorization to apply for NYS Division of Homeland Security and Emergency Services FY2022 State Homeland Security Program (SHSP) and State Law Enforcement Terrorism Prevention Program (SLETPP) grant. The County is eligible for \$ \$635,472.00 in FY2022 funding.

The SHSP and SLETPP annual funding opportunities support sustainment of existing capabilities and development of new ones. The funding will be used to support (1) sustainment of the Albany County Citizen Corps; (2) sustainment of health preparedness planning, equipment, training and exercises; (3) enhancements to County cyber security; and (4) intelligence and information sharing among local law enforcement agencies. The County Executive departments and Sheriff will require separate contracts with NYS DHSES.

If you should have any questions, please do not hesitate to contact me.

Sincerely

Daniel P. McCoy  
Albany County Executive

cc: Hon. Craig Apple, Albany County Sheriff  
Hon. Dennis Feeney, Majority Leader  
Hon. Frank Mauriello, Minority Leader  
Rebekah Kennedy, Majority Counsel  
Arnis Zilgme, Minority Counsel





# County of Albany

Harold L. Joyce  
Albany County Office  
Building  
112 State Street - Albany,  
NY 12207

## Legislation Text

**File #:** TMP-3374, **Version:** 1

### REQUEST FOR LEGISLATIVE ACTION

**Description (e.g., Contract Authorization for Information Services):**

Authorization to apply for NYS Division of Homeland Security and Emergency Services FY2022 SHSP/SLETPP Local Sub-Recipient Program on behalf of the County Sheriff, Department of Health, and Division of Information Services

Date:	6/8/2022
Submitted By:	Patrick Alderson
Department:	Management & Budget
Title:	Deputy Commissioner
Phone:	518-447-5525
Department Rep.	
Attending Meeting:	Cam Sagan/Patrick Alderson

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

**CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe

- Personnel
- Personnel Non-Individual
- Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant
  - New
  - Submission Date Deadline 6/6/2022
- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

Party (Name/address):  
NYS Division of Homeland Security and Emergency Services  
1220 Washington Avenue  
State Office Campus  
Building 7A Suite 710  
Albany, NY 12242

Additional Parties (Names/addresses):  
Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$635,472  
Scope of Services: Provides funding for the Department of Health, Division of Information Services and the Sheriff's Office. Funding covers a wide array of areas including cyber security, public health emergency preparedness, community preparedness resilience, and intelligence and information sharing.

Bond Res. No.: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No   
Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.  
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: Click or tap here to enter text.  
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.  
State: 100%  
County: Click or tap here to enter text.  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) 10/01/2022-9/30/2025 (anticipated)  
Length of Contract: 36 months

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 2021-187 (Apply); 2020-211 (Apply)  
Date of Adoption: 6/14/2021; 6/8/2020

**Justification:** (state briefly why legislative action is requested)

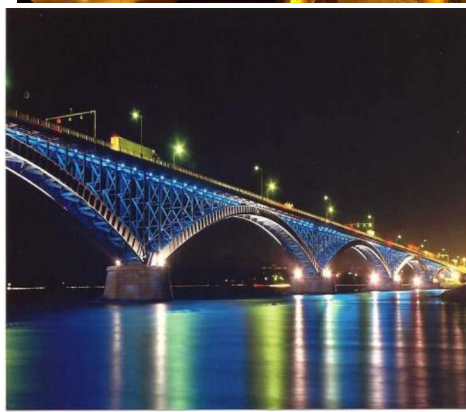
The County Executive's Office is requesting authorization to apply for the NYS Division of Homeland Security and Emergency Services (DHSES) FY2022 State Homeland Security Program/State Law Enforcement Terrorism Prevention Program (SHSP/SLETPP) Local Sub-Recipient Program. This application is submitted on behalf of the Department of Health (ACDOH), Division of Information Services (DIS) and the Albany County Sheriff. The application is in the amount of \$635,472 (an amount determined by population percentage for a regional allocation from DHSES). Albany County DIS will receive \$176,022.00 of the total, utilized for the enhancement of cyber security by replacing Palo Alto firewalls, adding Office 365 monitoring software, and updating biometric software servers. ACDOH will receive \$339,450.00 of the total, utilized to coordinate and sustain citizen preparedness, public health planning, and training/exercise programs. The Albany County Sheriff's Office application is submitted under SLETPP in the amount of \$120,000.00, for projects related to intelligence and information sharing. If awarded, the grant is for a three year period from October 2022 to September 2025. The grant is fully State funded, and there is no County share.



# Homeland Security and Emergency Services

## FY2022 Local Sub-Recipient Program Guidance: Former Tier II UASI Groups, NYC Urban Area Partners and Top 100 MSA's

State Homeland Security Program  
State Law Enforcement Terrorism Prevention Program



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

# Table of Contents

<b>Section I: Program Overview.....</b>	<b>3</b>
<b>Section II: FY2022 State Priorities for the SHSP/SLETPP.....</b>	<b>5</b>
<b>Section III: FEMA Priorities and Spending Requirements .....</b>	<b>11</b>
<b>Section IV: Application Process and Requirements.....</b>	<b>15</b>
<b>Section V: Authorized Program Expenditures.....</b>	<b>17</b>
<b>Exhibit A: Federal Programmatic Reporting Requirements “Instructions and Guidance”.....</b>	<b>25</b>
<b>Exhibit B: <i>NYS Critical Capabilities List and DHS/FEMA Core Capabilities Crosswalk</i>.....</b>	<b>27</b>

# Section I: Program Overview

## *Program Descriptions*

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

The Federal Emergency Management Agency (FEMA) and the NYS Division of Homeland Security and Emergency Services (DHSES) identify key programmatic priorities for the SHSP and SLETPP grants. The areas of domestic violent extremism and cyber security are of particular concern as the preeminent threat to our homeland. This funding cycle, FEMA has continued four (4) of the five (5) National Priorities from the FY2021 SHSP/SLETPP cycle as well as added a new National Priority of Election Security and Community Preparedness and Resilience. There are a minimum of three (3) percent spending requirements in the areas of Intelligence and Information Sharing, Protection at Soft Targets/Crowded places, Combating Domestic Violent Extremism as well as the new Community Preparedness and Resilience national priority areas (which would total 12% of your overall award amount). That said, you must meet a minimum of 30% of your overall award amount within these six (6) outlined priority areas but you will have the flexibility of determining which of those national priorities you want to assign your remaining 18%. This change will 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 allocation

- The minimum 3% spending requirement of their overall award equals \$3,000 per National Priority Area a total of at least \$12,000 between the four (4) required National Priority Areas (Intelligence and Information Sharing, Community Preparedness and Resilience, Protection of Soft Targets/Crowded Spaces, and Combating Domestic Violent Extremism.
- 30% of their projects must fall within the six (6) National Priority Areas (must meet a minimum of \$30,000)
- Based on a gap analysis, the county determined that they had viable projects to meet the minimum in each of the required National Priority areas. That said, they wanted to support a continued Cyber Security project as well as add an additional training project under the Combating Domestic to boost that amount.

Their application included the following projects

Intelligence and Information Sharing: \$3,000

Community Preparedness and Resilience: \$3,000

Protection of Soft Targets/Crowded Places: \$3,000

Combating Domestic Violent Extremism: \$3,000 + \$8,000 = \$11,000

Cyber Security Project: \$10,000

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

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

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

### ***Important Funding Reminders***

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

**Notice of Waiver for FY2022 SHSP/SLETPP Grants:** Jurisdictions may choose from the following options if they do not want to accept their FY2022 SHSP/SLETPP award:

1. Jurisdictions may request that the State retain the local unit of government's allocation of grant funds and spend it on their jurisdictions' behalf; or
2. Jurisdictions may refuse an allocation for their jurisdiction with the understanding that the allocation will be expended by the State of New York in direct support of other local homeland security efforts in accordance with FY2022 grant guidelines.

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

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



# Section II: FY2022 State Priorities for the SHSP/SLETPP

## *Overview*

New York State is committed to ensuring that SHSP/SLETPP funds are used effectively to build and sustain the critical capabilities that are needed to address the diverse risks that the State faces. New York State has been the target of at least 44 terrorism plots since 9/11 and the State has more Federal Disaster Declarations than all but three other states. In the past decade alone, the State has endured the catastrophic impacts of Superstorm Sandy (2012), significant terrorist-linked bombing incidents (Chelsea Bombings, and the NYC Subway Bombings), has contended with significant domestic violent extremist activities across the state as well as other major incidents ranging from natural disasters, COVID-19 health emergency to an explosion in the number cyberattacks. Given these risks, it is imperative that SHSP/SLETPP funds are leveraged effectively to build capabilities based on the State's risk profile and in support of the State's Homeland Security Strategy.

## *NYS Homeland Security Strategy*

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

## *NYS Critical Capabilities List*

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

## *County Emergency Preparedness Assessment (CEPA) Program*

In 2014, DHSES launched the County Emergency Preparedness Assessment (CEPA) Program. The CEPA is a framework and tool to help State and local stakeholders assess risk, capabilities, and the potential need for support and resources during emergencies or disasters. The CEPA Process was initially conducted in 2015, in which all New York State counties participated and then again in 2018, and efforts continue for 2021/2022. CEPA updates happen on a three-year planning cycle. **Counties are strongly encouraged to use the results of their completed CEPAs to inform their priorities under the FY2022 SHSP/SLETPP grant programs.** It is important to note that the CEPA program does not impact how much funding counties receive under the SHSP/SLETPP grants (this is determined by the DHSES Risk Formula); rather, the CEPA results may inform how a county chooses to allocate their SHSP/SLETPP funding. This update occurs on a three-year cycle – counties should use



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

### ***Statewide Engagement in Critical Programs***

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

### ***Threat Assessment Management (TAM) Training Requirement***

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

### ***FY2022 SHSP/SLETPP DHSES Priorities***

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

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

- **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. To that end, DHS/FEMA has added this requirement of SHSP/SLETPP grant funding to 3% of the jurisdiction(s) overall allocation amount to enhance and support citizen preparedness efforts across the state. SHSP funds can be used for a variety of Citizen Preparedness projects, including the development (or sustainment) of citizen preparedness campaigns, training/outreach efforts involving Citizen Corps Councils and Community Emergency Response Teams, and for citizen preparedness kits and supplies.

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

**Priority 3 - Development of Effective Cyber Security Programs and Policies:** All levels of government, the private sector, and the general public have been impacted by the dramatic increase in cyberattacks over the past five years. The proper detection, interdiction, and remediation of cyber vulnerabilities is critical. Through the CEPA program, DHSES has found that counties tend to be very concerned about the threat of cyberattacks, however, their capabilities to prevent and address these attacks are often underdeveloped. As such, DHSES is emphasizing the importance of cyber security in the FY2022 SHSP and SLETPP grant programs. This core capability is not only a focus of New York State but also a concern nationwide and remains a national priority. Grant funding can be used for cyber security planning, cyber security enhancement equipment (including encryption software, malware protection, intrusion/detection prevention systems, and vulnerability scanning), cyber security training (which may require pre-approval; please consult with your Contracts Representative at DHSES); and cyber security exercises.

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

**Priority 4 - Enhancement of Law Enforcement Information-Sharing Capabilities:** Since 9/11, the enhancement of law enforcement information-sharing capabilities has been a top priority in New York State. In addition, this core capability is a fundamental focus of DHS/FEMA and as such there is a requirement of 3% of your SHSP/SLETPP grant funding to be spent in the area of Intelligence and Information Sharing. Additionally, this capability remains a fundamental focus in the new Combating Domestic Violence Extremism national priority requirement, given the criticality of the sharing of information and intelligence in instances where there are threats of domestic extremists. The importance of this mission remains in the forefront, jurisdictions are encouraged to sustain and enhance their information-sharing efforts with the New York State Intelligence Center (NYSIC) and their local CTZ. Not only should the information-sharing efforts be from local, county, and state, but also must

incorporate federal law enforcement intelligence agencies as well. Within this area, support for major outreach programs is prioritized, including participation in the Field Intelligence Officer (FIO) Program, and the engagement of Fire/EMS personnel in information-sharing activities through the Intelligence Liaison Officer (ILO) Program.

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

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

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

**Priority 6 - Sustainment of Effective Programs and Existing Capabilities:** In the last decade, New York State has effectively leveraged homeland security grant program funds to build critical programs to enhance our prevention, protection, response, recovery, and mitigation capabilities. Under the FY2022 SHSP/SLETPP grants, the sustainment and advancement of effective programs is a top priority in ensuring that core capabilities are maintained statewide. Emphasis will be placed on building, maintaining, and assessing sustainable programs, rather than simply purchasing disparate pieces of equipment.

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

## ***Alignment of FY2022 SHSP/SLETPP to Requirements for Specialty Teams***

Starting in FY2016, DHSES began to set standard priorities and requirements associated with Specialty Teams. DHSES will continue to support this alignment for FY2022.

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

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

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

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

**Tactical Teams:** Subrecipients using FY2022 SHSP/SLETPP funding for Tactical Teams should:

- Ensure that existing capabilities are being sustained. New investments being made to increase Tactical Team capabilities should be in line with the NYS SWAT Team Standards issued by DCJS with the priority being focused on the team's attainment of DCJS certification, if not already a certified team.
- Note that all training requests for Tactical Teams under the FY2022 SHSP/SLETPP must be pre-approved by DHSES. Please refer to Section V for more details.

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

- Update your jurisdiction's **Hazardous Materials Response Plan** every three years and submit it to OFPC in accordance with the NYS Homeland Security Strategy.
- In 2016, HazMat teams were required to complete the HazMat Team Accreditation Program as a part of the HazMat Targeted Grant Program. The results of the HazMat Team Accreditation Program should be used to guide new investments into HazMat team capabilities. Please feel free to reach out to OFPC for additional information on the HazMat Team Accreditation Program at [OFPC.Fire@dhses.ny.gov](mailto:OFPC.Fire@dhses.ny.gov).
- Note that all HazMat Team training requests under the FY2022 SHSP/SLETPP must be pre-approved by DHSES. Please refer to Section V for more details.
- Note that **biological detection** equipment is not eligible under the FY2022 SHSP/SLETPP.

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

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

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

## ***FY2022 FEMA SHSP/SLETPP Priorities and Spending Requirements***

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

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

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

### **Intelligence and Information Sharing National Priority Project (Minimum Spending Requirement – 3%)**

Effective homeland security operations rely on access to, analysis of, and the timely sharing of open source, unclassified, and classified information, suspicious activity reports, tips/leads, and actionable intelligence on indicators and behaviors to accurately access and mitigate a wide array of threats against the United States, including terrorism, threats to life, targeted violence, among others. Cooperation and coordination between local, state and federal partners is key to ensuring that missions to eradicate those threats are successful and first responders remain safe while protecting our communities. Given the importance of information sharing and collaboration to effective homeland security solutions, at least one project must be in support of your jurisdictions efforts to enhance information sharing and cooperation with local, state, and federal agencies. Additional resources and information regarding collaboration and information sharing are available at [Office of Intelligence and Analysis](#).

### **Soft Target /Crowded Places National Priority Project (Minimum Spending Requirement - 3%)**

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



## Community Preparedness and Resilience (Minimum Spending Requirement – 3 %)

DHS/FEMA recognizes the importance of engagement of effective citizenry in all areas of preparedness and to this end has required SHSP investments by adding the new Community Preparedness and Resilience federal priority and a spending requirement of 3% of our overall award. New York State faces a wide variety of natural, human-caused, and accidental type threats and hazards. As such, the State maintains an “all hazards” approach to addressing these threats and hazards by developing and maintaining the capabilities necessary to prevent or mitigate all types of disasters. Through investments in the areas of citizen preparedness (e.g. education, awareness training, outreach events, and the development of the Citizen Preparedness Corps), it has sought to move the needle to help strengthen relationships, foster confidence, and build resilience in our communities. Citizen Preparedness has been an integral component to all jurisdiction’s emergency planning and response efforts but it continues to be a prevalent need in terms of funding those important initiatives. Additional resources and information regarding community preparedness and resilience and be found at (<https://www.fema.gov/emergency-managers/individuals-communities>).

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

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

## Combating Domestic Violent Extremism National Priority Project (Minimum Spending Requirement – 3 %)

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

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

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



## **Cyber Security National Priority Project (No Minimum Spending Required)**

NYS DHSES recognizes the impacts that cyber incidents pose to our government information systems and critical infrastructure, placing our security, economy, and public health and safety at risk. As New York State's dependencies on computer networks and information systems grow, so do threats of cyber incidents. Government entities at every level and of every size use cyber-based systems to some degree. All sectors of critical infrastructure, including transportation, energy, communications, emergency services, and water systems rely on Information Technology (IT)-based controls, thus placing them at risk of cyberattacks. Minimizing risk is key to maintaining the security of these systems. With the cyber security threat landscape expanding in size and complexity, all levels of government must ensure their cyber security measures are kept current and updated regularly, relative to emerging threats. Therefore, it is highly encouraged that you consider cybersecurity projects in your application. Projects within this priority will count towards meeting the 30% National Priority area requirement.

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

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

## **Election Security National Priority Project (No Minimum Spending Required)**

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

### ***Reminder - Mutual Aid Requirements***

All new capabilities supported in part (or entirely) with FY2022 SHSP/SLETPP funding must be readily deployable to support emergency or disaster operations, per existing Emergency Management Assistance Compact (EMAC) agreements. In addition, funding may be used to sustain critical capabilities that may not be physically deployable but would support national response capabilities (e.g., interoperable communications systems).

# Section IV: Application Process and Requirements

## *Application Process*

Please review this Program Guidance document before completing your application materials. It will provide you with all the pertinent requirements for receiving funding under the FY2022 SHSP and SLETPP grants. Please note that only one application per jurisdiction will be accepted. Coordination with across your jurisdiction will be required. All budgetary and programmatic information must be entered onto the Excel-Based Application Worksheet provided by DHSES. **This information must be submitted to DHSES by June 6, 2022 in order to receive funding.** Completed applications must be sent to the Grants Inbox ([grant.info@dhses.ny.gov](mailto:grant.info@dhses.ny.gov)).

## **Revised Excel-Based Application Worksheet**

In an effort to ensure that your requested projects are aligned properly and the spending requirements within DHS/FEMA's national priority areas are met, the Application Worksheet has been modified extensively. Formulas have been embedded to calculate the percentage of your allocation amount in an effort to verify that at least 30% of your projects meet those required thresholds of each of the National Priorities. In addition to the alignment of your projects, DHS/FEMA will be evaluating the Grant Effectiveness of your projects that are within each of the six (6) National Priority areas. Much more detail will be required even at the application phase. Funding decisions will be based on the quality of your project and if it is deemed "effective". The following criteria is outlined in the Funding Opportunity will be required and will be used to make those decisions:

**1) Implementation Strategy (30%):** Proposals will be evaluated based on the quality and extent to which applicants describe an effective strategy that demonstrates that proposed projects support program objectives of preventing, preparing for, protecting against and responding to acts of terrorism, to meet its target capabilities, and otherwise reduce the overall risk to the high-risk urban area, the State, or Nation

**2) Budget (10%):** Proposals will be evaluated based on the extent to which applicants describe a budget plan for each investment demonstrating how the applicant will maximize cost effectiveness of grant expenditures.

**3) Impact/Outcomes (30%):** Proposals will be evaluated how this investment helps the jurisdiction close capability gaps identified in its Stakeholder Preparedness Review and addresses national priorities outlines in the FY2022 NOFO. Further, proposals will be evaluated on their identification and estimated improvement of core capabilities, the associated standardized targets that align to their proposed investment, and the ways in which the applicant will measure and/or evaluate improvement.

**4) Collaboration (30%):** Proposals will be evaluated based on the degree to which the proposal adequately details how the recipient will use investments and other means to overcome existing logistical, technological, legal, policy, and other impediments to collaborating, networking, sharing information, cooperating, and fostering a culture of national preparedness with federal, state, tribal, and local governments, as well as other regional and nonprofit partners in efforts to prevent, prepare for, protect against, and respond to acts of terrorism, to meet its target capabilities, support the national security mission of DHS and other federal agencies, and to otherwise reduce the overall risk to the high-risk urban area, the State, or the Nation. In evaluating applicants under this factor FEMA will consider the information provided by the applicant and may also consider relevant information from other sources.

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

## **Application Submission**

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

**Please note that the Period of Performance for the FY2022 SHSP and SLETPP grants is 36 months**; the anticipated performance period is estimated to be from 9/1/2022 through 8/31/2025. When you develop your applications for these funds, please be sure to select critical projects that can be implemented within a 36-month period. FEMA has indicated that extensions will not be issued, so projects must be completed within the performance period. As you develop your application for these funds, DHSES strongly recommends that your jurisdiction carefully consider what projects you prioritize and select this year. FEMA has dramatically increased the level of project detail required from sub-recipients and with the shifts in priority areas and spending requirements in the national priority, you must submit projects that you will complete within the period of performance. Changes to projects without strong justification, especially projects that fall under the six (6) National Priority Areas, will not be possible to consider. You must maintain the 30% spending requirement in all of the National Priority areas for the entire three-year period of performance for the FY2022 SHSP/SLETPP funding cycle.

To assist with your application development process, DHSES has developed a “**Project Linkages Standardization Form**” for your use. This form will guide you through how projects should be linked appropriately to the new Investment Justifications (which include the six (6) National Priority Areas), the NYS Homeland Security Strategy, DHS/FEMA Core Capabilities List, FEMA NIMS Typing Standards, etc. This document has changed substantially, so please be sure to read it carefully and ask questions. Your Contract Representative will be available to assist with any questions throughout the entire application process. Alternatively, you may send an e-mail to the Grant Info mailbox at [grant.info@dhses.ny.gov](mailto:grant.info@dhses.ny.gov) to obtain a written response, if needed.

# Section V: Authorized Program Expenditures

## ***SLETPP Reminder***

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

## ***Grants Programs Directorate Information Bulletin (IB) 426:***

This bulletin is in support of Executive Order 13809 and rescinds restrictions placed on certain controlled equipment that was previously articulated in Information Bulletins 407 and 407a issued by DHS/FEMA in March of 2016. In addition, IB#426 outlines specific policy and documentation requirements for some equipment which continues to require DHS/FEMA approval. Please note that specific guidance with regards to the information required for approvals of Unmanned Aerial Systems (UAS's) is articulated as they are categorized as aircraft. For further details on that process, please refer to the IB at: [Information Bulletin #426](#).

## ***FEMA Policy #405-143-1***

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

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

## ***Interoperable Communications Reminder***

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

## ***Additional Guidance for Cybersecurity Project Development***

- 1. Information Bulletin #429a:** In July of 2018, DHS/FEMA issued IB#429a outlining recommendations and resources to aid in the development of cyber security projects that recipients (including sub-recipients) who receive awards under HSGP are encouraged to consider. In addition, specific examples with regards to types of projects (planning, organization, equipment, training, and exercise costs) that are allowable and encouraged can be found at the following link: [Information Bulletin #429a](#)
- 2. Required participation in the Nationwide Cybersecurity Review (NCSR):** Recipients of FY2022 SHSP/SLETPP awards will be required to complete the 2022 Nationwide Cybersecurity Review. This process will enable agencies to benchmark and measure progress of improving their cybersecurity posture. The CIO or CISO or equivalent for each recipient should complete the NCSR. The NCSR will be open from October-December 2022. More detailed information can be found in Information Bulletin #439 – see link: [Information Bulletin #439](#). ***Please note that if you do not fulfill that requirement within the allotted timeframe your award will be at risk.***

## ***Personnel Cap Reminder***

Per the PRICE Act, there is a 50% cap on personnel-related costs associated with your FY2022 SHSP/SLETPP awards. Based on guidance from FEMA, the following costs count towards the 50% personnel cap:

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

## ***Maintenance and Sustainment Reminder***

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

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

Differentiating maintenance and sustainment costs (vs. new costs) in your budget for FY2022 SHSP/SLETPP funding is important (as FEMA requires different information depending on what type of project is being funded). As you are completing your application for FY2022 SHSP/SLETPP funding (in the Excel template provided), please keep the following guidelines in mind (please refer to **Exhibit A** for additional instructions and guidance on completing the federal programmatic reporting requirements collected in your application):

## **Planning**

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

## **Organizational – SHSP/SLETPP**

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

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

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



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

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

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

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

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

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

## Equipment

FY2022 SHSP funds may be used for equipment acquisition from the 21 equipment categories lists on the Authorized Equipment List (AEL). For more information on the AEL, please visit FEMA's website at: <http://www.fema.gov/authorized-equipment-list>. Please note that activities eligible for use of LETPA focused funds are outlined in the [National Prevention Framework](#) (and where capabilities are shared with the protection mission area, the National Protection Framework). **Reminder on ALL vehicle purchases: All types of vehicles must be pre-approved by DHSES.**

## Training

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

If you have questions regarding training, please contact the Training and Exercise Section at DHSES's Office of Emergency Management (OEM) at [OEM.Training@dhsec.ny.gov](mailto:OEM.Training@dhsec.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.dhsec.ny.gov/oem-training-calendar>
  - FEMA's Emergency Management Institute (EMI) also offers *Course # K0146 – Homeland Security Exercise Evaluation Program (HSEEP) Basic Course*, a distance learning (on-line) course.
- **Exercise Notification:** All planned exercises must be submitted for review to the DHSES Office of Emergency Management (OEM) Training and Exercise Section, using the method prescribed by DHSES OEM, **sixty (60) days** prior to the start of each exercise supported with SHSP/SLETPP funds, including any exercise supported by the county through a sub-allocation of its award. DHSES will place exercise information on the National Exercise Schedule, in accordance with HSEEP guidelines.
- **Exercise Evaluation:** HSEEP requires all exercises to be evaluated. Within **sixty (60) days** of the completion of an exercise, a jurisdiction must submit an After-Action Report/Improvement Plan (AAR/IP) to



the DHSES OEM Training and Exercise Section for review and identification and initiation of any necessary state-level activity. Sub-recipients must submit the AARs/IPs through NY Responds.

- **Exercise Assistance:** The DHSES OEM Training and Exercise Section is available to provide exercise assistance to jurisdictions. Please contact the OEM Exercise Branch at [Exercises@dhSES.ny.gov](mailto:Exercises@dhSES.ny.gov) or at 518-292-2351 if you are interested in conducting an exercise using FY2022 SHSP/SLETPP funds.

### ***Management and Administration (M&A)***

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

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

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

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

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

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

## **Construction and Renovation**

Use of FY2022 HSGP funds for construction and renovation is generally prohibited except as outlined below. For construction costs to be allowed, they must be specifically approved by DHS/FEMA in writing prior to the use of any program funds for construction or renovation. Additionally, sub-recipients are required to submit a SF-424C Budget and Budget detail citing the project costs.

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

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

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

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

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

## **Supplanting**

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

## **Grant Contracting Process**

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

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

## **Minority and Women-Owned Businesses**

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

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

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

Affirmative steps must include:

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

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

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

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

## **Uniform Administrative Requirements, Costs Principles, and Audit Requirements**

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

# Appendix A

## Federal Programmatic Reporting Requirements “Instructions and Guidance”

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

### NIMS Resource Typing

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

### Project Support to Previously Awarded Investment and Project Milestones

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

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

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

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

<b>Sustain</b>	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.
<b>Build</b>	<b>Increase a Current Capability:</b> Applicants who are utilizing a resource to increase a capability previously developed through homeland security grant funding or local revenues should select "Build" from the drop-down menu. An example of increasing a current capability would be the purchase of communications equipment for first responders, in order for them to communicate using an interoperable communications system previously developed by the sub-recipient.
	<b>Build a New Capability:</b> Applicants who are utilizing a resource to build a new capability should select "Build" from the drop-down menu. An example of building a new capability would be a sub-recipient developing an explosive detection canine team to enhance explosive device response operations capabilities in their jurisdiction, where they presently have no ability to perform this capability and/or currently rely on regional or state partners to perform the capability in their jurisdiction.

**II. Previously Supported Fiscal Year:** DHS requires that for any current project investment which supports a previously awarded investment, that the most recent fiscal year of that prior investment be identified. Presently, this goes back 4 years from the current fiscal year (i.e., for FY2022, please identify the most recent fiscal year supported between FY2018-FY2021).

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

**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.

<b>Deployable</b>	<b>Is the core capability supported by this project deployable to other jurisdictions?</b> 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.
<b>Sharable</b>	<b>Is the core capability supported by this project sharable (if it cannot be physically deployed) with other jurisdictions?</b> DHS identifies a sharable asset as any non-deployable capability that can be utilized to augment and sustain reinforced response at the regional, state or national level. Examples include a fusion center, emergency operations center, etc.

# Appendix B:

## NYS Critical Capabilities List and DHS/FEMA Core Capabilities Crosswalk

### Common Capabilities (5)

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

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

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

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

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

### Prevention and Protection Capabilities (5)

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

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

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

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

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

### Response Capabilities (12)

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

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

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

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



**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**

Core Capabilities	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	CIKRR 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	Mitigation
<b>Common</b>	Planning																											
	Public Information and Warning		X																									
	Operational Coordination																											
	Forensics and Attribution																											
	Intelligence and Information Sharing						X																					
	Interdiction and Disruption																											
	Screening, Search and Detection																											
	Access Control and Identify 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																											
	Housing																											
	Infrastructure Systems																											
	Natural and Cultural Resources																											



## Goddard, Marcia

---

**From:** Info, Grant (DHSES) <Grant.Info@dhses.ny.gov>  
**Sent:** Tuesday, June 7, 2022 10:05 AM  
**To:** Alderson, Patrick; Abramson, Eric (DHSES); Riley, Beverly (DHSES)  
**Cc:** County Executive; Lynch, Daniel; mayor@albanyny.gov; Monteleone, Michael; Eric Hawkins; Miller, Doug; jcarnevali; Bulatao, Tricia; Blanchard, Perry; McLaughlin, Michael  
**Subject:** RE: City of Albany (APD) and Albany County (Sheriff, DOH, DIS) - FY2022 SHSP/SLETPP Application

This e-mail is to confirm DHSES' receipt of Albany County's application for FY2022 HSGP Grant Program.

---

**From:** Alderson, Patrick <Patrick.Alderson@albanycountyny.gov>  
**Sent:** Monday, June 6, 2022 4:50 PM  
**To:** Info, Grant (DHSES) <Grant.Info@dhses.ny.gov>; Abramson, Eric (DHSES) <Eric.Abramson@dhses.ny.gov>; Riley, Beverly (DHSES) <Beverly.Riley@dhses.ny.gov>  
**Cc:** County\_Executive@albanycounty.com; Lynch, Daniel <Daniel.Lynch@albanycountyny.gov>; mayor@albanyny.gov; Monteleone, Michael <Michael.Monteleone@albanycountyny.gov>; Eric Hawkins <ehawkins@albanyny.gov>; Miller, Doug <Doug.Miller@albanycountyny.gov>; jcarnevali <jcarnevali@albanyny.gov>; Bulatao, Tricia <Tricia.Bulatao@albanycountyny.gov>; perry.blanchard@albanycountyny.gov; michael.mclaughlin <michael.mclaughlin@albanycountyny.gov>  
**Subject:** City of Albany (APD) and Albany County (Sheriff, DOH, DIS) - FY2022 SHSP/SLETPP Application

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

Good afternoon Director Abramson,

I hope all is well. I've attached Albany County and the City of Albany's joint FY2022 SHSP/SLETPP application for review. Additionally, I'm attaching the completed and signed SHSP Priorities and Preparedness Objectives Certification form. The total combined application is for \$936,832.

I believe Lt. Carnevali will be sharing a consensus letter on behalf of the former Albany-Schenectady-Troy UAWG detailing the collaborative approach the region takes in developing its proposals. To reiterate, should the proposals be accepted, Albany County will require three contracts under SHSP/SLETPP (total for Albany County: \$635,472): 1) for the Albany County Department of Health (\$339,450); 2) for the Division of Information Services (\$176,022); and 3) for the Albany County Sheriff's Office (\$120,000). Additionally, the City of Albany will require one contract under SHSP/SLETPP in the amount of \$301,360 for the Albany Police Department.

Please don't hesitate to reach out with any questions. Thank you in advance for your consideration of our application.

Best,

**Patrick Alderson**  
**Deputy Commissioner**  
**Albany County Department of Management and Budget**  
**112 State Street, Room 1210**  
**Albany, NY 12207**  
**tel 518.447.5525 ext. 3033**  
**fax 518.447.5589**



Please consider the environment before printing this email.

Confidentiality Notice: This fax/e-mail transmission, with accompanying records, is intended only for the use of the individual or entity to which it is addressed and may contain confidential and/or privileged information belonging to the sender, including individually identifiable health information subject to the privacy and security provisions of HIPAA. This information may be protected by pertinent privilege(s), e.g., attorney-client, doctor-patient, HIPAA etc., which will be enforced to the fullest extent of the law. If you are not the intended recipient, you are hereby notified that any examination, analysis, disclosure, copying, dissemination, distribution, sharing, or use of the information in this transmission is strictly prohibited. If you have received this message and associated documents in error, please notify the sender immediately for instructions. If this message was received by e-mail, please delete the original message.



KATHY M. SHEEHAN  
MAYOR



CITY OF ALBANY  
DEPARTMENT OF POLICE  
165 HENRY JOHNSON BOULEVARD  
ALBANY, NEW YORK 12210  
TELEPHONE (518) 462-8012



ERIC D. HAWKINS  
CHIEF OF POLICE

Eric Abramson, Director of Grants Program Administration  
NYS Division of Homeland Security and Emergency Services  
1120 Washington Avenue  
State Office Campus  
Building 7A Suite 710  
Albany, NY 12242

June 6, 2022

Dear Director Abramson,

I am writing on behalf of the Capital Region UAWG to inform you of our consensual agreement on the allocation and expenditures of the SHSP/LETTP FY 2022 Award. The Albany-Schenectady-Troy urban area will continue to use a collaborative approach in furtherance of the federal and NYS priorities as outlined in the program guidance. All of our agencies are aware of the critical importance of improving the security of our citizens and keeping them safe. We are also focused on building our capabilities to help mitigate acts of terrorism. For the SHSP 2022 award we intend to make investments in several areas. This includes equipment such as MDT(s), CBRNE detection, scanning equipment, portable radios, surveillance cameras, digital print scanners, and vehicle LPR(s) among others. We will also focus investments to help educate, train, and promote awareness of threats to our citizens. Further, we will utilize award funds to assist in the protection of critical infrastructure and large-scale public events. Accordingly, we have agreed and believe the following investments are best suited for the SHSP 2022 award:

Schenectady County \$272,829.00 : Schenectady County will require one contract with DHSES under SHSP/SLETTP. Schenectady will make investments in the following areas: \$55,000.00 to enhance information & intelligence sharing by the purchase of a Faro 3D scanner to provide 3D mapping capabilities; Protect soft targets/ key infrastructure \$ 14,295.00 to add bullet-resistant glass at the 911 center; Combat domestic terrorism \$60,000.00 to purchase deployable surveillance cameras able to be mounted on a trailer; enhance community preparedness \$9,295.00 to purchase educational and advertising material to inform the public ; \$6,000.00 for EOC/EMO supplies; \$3,239.00 health preparedness to replace Cyanokit kits ; and \$155,000.00 to support emergency management/health preparedness for personnel salary and fringe benefits.

City of Schenectady \$203,670.00: The City will require one contract with DHSES under SHSP/SLETTP. This funding will be used to support 2 national priority areas: 1) intelligence sharing and 2) community preparedness & resilience. \$198,670.00 will be used to replace a portion of the SPD in car video system with new Axon Fleet 3 cameras/ALPRS. This will be shared with the Capital Region Crime Center. SPD will also invest \$5,000.00 to support the "See Something Say Something" program. These materials will be distributed during community meetings.



KATHY M. SHEEHAN  
MAYOR



CITY OF ALBANY  
DEPARTMENT OF POLICE  
165 HENRY JOHNSON BOULEVARD  
ALBANY, NEW YORK 12210  
TELEPHONE (518) 462-8012



ERIC D. HAWKINS  
CHIEF OF POLICE

The City of Troy \$154,378.00: Troy will require one contract with DHSES under SHSP/SLETPP. Troy will use \$108,062.00 of their award for their interoperable radio project, \$9263.00 on mobile computing for cybersecurity investments, \$18,526.00 on digital signage to help deter domestic terrorism, \$9263.00 on CBRNE detection equipment, \$4632.00 on educational materials for community preparedness, and \$4632.00 on mobile computing for Intelligence & information sharing.

Rensselaer County \$336,602.00 : Rensselaer County will require 2 contracts with DHSES under SHSP/LETTP for the administration of funds. One for the Bureau of Public Safety/Dept of Health/IT for \$293,102.00 and one for the Rensselaer County Sheriff's Office for \$43,500.00. Bureau of Public Safety will invest \$43,601.00 in their CAD system upgrades, \$59,500.00 for protection of soft targets with purchases of detection equipment, suppression supplies, and a drone. They will also invest in community preparedness by purchases of supplies & OCV-APP(Prepare Rensselaer Co), and support for CERT (community response team) for \$10,895.00. The Health Dept. will use \$63,994.00 for salary and fringe benefits. Rensselaer County will also invest in a cybersecurity project: \$50,000.00 to upgrade network devices and maintenance. Radio project upgrades to consoles and equipment will utilize \$29,200.00 in funding. Rensselaer County would also like to invest \$35,912.00 for DLAN and I am Responding notification software. Lastly, Rensselaer County Sheriff's Office would like to invest \$43,500.00 in LPR(s) to help combat domestic violence terrorism.

Albany County \$635,472.00: Albany County will require 3 separate contracts with DHSES: 1) Albany County Department of Health \$339,450.00, 2) Albany County Division of Information Services \$176,022.00, and 3) Albany County Sheriff's Office \$120,000.00. The Sheriff's Office will utilize \$60,000.00 for the purchase of new license plate readers and \$60,000.00 for digital print scanners. These project will support the intelligence and information sharing priority area. The plate readers will be used help in criminal prosecutions and investigations and support several law enforcement agencies in the area. The scanners allow for on-scene identifications of individuals. Albany County Health Department will invest \$152,166.00 in community preparedness & resilience. This will include bi-monthly Citizen Corps meetings to recruit volunteers and help increase community preparedness. A further investment(\$151,634.00) will be enhancing emergency management & response. This will involve conducting internal trainings with public health educators and support staff salaries, consultants, and materials. The Health Dept. will use \$35,650.00 to review and resupply the County's personal protective equipment & medical countermeasure stockpile. The Albany County Division of Information Services would like to spend \$176,022.00 to enhance cybersecurity/election security by replacement of Palo Alto firewalls, virus protection software, and biometric software.

City of Albany \$301,359.00: The City of Albany will require one contract from DHSES under SHSP/LETTP. The City of Albany would like to purchase a SkyWatch platform(\$225,000.00) to help protect soft targets and mass gatherings. Albany would also like to use \$41,359.00 to fund operational overtime, purchase portable x-ray scanning devices & tactical headsets/earphones. For combatting domestic terrorism Albany would like to invest \$35,000.00 in security bollards/perimeter protection at our police stations.



KATHY M. SHEEHAN  
MAYOR



CITY OF ALBANY  
DEPARTMENT OF POLICE  
165 HENRY JOHNSON BOULEVARD  
ALBANY, NEW YORK 12210  
TELEPHONE (518) 462-8012



ERIC D. HAWKINS  
CHIEF OF POLICE

In conclusion the Albany-Schenectady-Troy Urban Area group believes the preceding investments will sustain and build our region's counter-terrorism posture and support the SHSP mandates and national priority areas. The region is continually improving upon our capabilities to connect and share critical intelligence through many avenues including interconnected CAD/RMS software, video, radio, and license plate reader technologies. We are also rebuilding medical and personal protective equipment stockpiles that were used during the COVID-19 pandemic to ensure the safety of our personnel and citizens. Several of our projects are focused on enhancing cybersecurity and safeguarding our networks. We are further committed to projects that support and build our capacity to detect, deter, and mitigate acts of terrorism directed against critical infrastructure and mass public gatherings. The region also continues to direct investments in planning and exercises to promote the training and abilities of our personnel to respond to all hazard types. On behalf of the Capital Region Urban area group, we thank-you for your consideration of our applications, and the continued support of the NYS Division of Homeland Security and Emergency Services.

Sincerely,

Lieutenant Joseph Carnevali  
Albany Police Department

RESOLUTION NO. 187

**AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES REGARDING THE STATE HOMELAND SECURITY AND LAW ENFORCEMENT TERRORISM PREVENTION PROGRAMS**

Introduced: 6/14/21

By Public Safety Committee and Mr. Miller:

WHEREAS, The County Executive and the Albany County Sheriff have requested authorization to submit a grant application to the New York State Division of Homeland Security and Emergency Services regarding the State Homeland Security Program and State Law Enforcement Terrorism Prevention Program, and

WHEREAS, The County Executive and Sheriff have indicated that such funding would be used to sustain health preparedness programs, update county cybersecurity and information systems and strengthen counter-terrorism and law enforcement programs, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to submit a grant application to the New York State Division of Homeland Security and Emergency Services regarding the State Homeland Security and State Law Enforcement Terrorism Prevention Programs, and, be it further

RESOLVED, That the County Attorney is authorized to approve said grant application as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

*Adopted by unanimous vote – 6/14/21*

State of New York  
County of Albany

This is to certify that I, the undersigned, Clerk of the Albany County Legislature, have compared the foregoing copy of the resolution and/or local law with the original resolution and/or local law now on file in the office, and which was passed by the Legislature of said County on the 14<sup>th</sup> day of June, 2021, a majority of all members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and/or local law and the whole thereof.



**IN WITNESS THEREOF**, I have hereunto set my hand and the official seal of the County Legislature this 16<sup>th</sup> day of June, 2021.

A handwritten signature in cursive script, reading "Nicole Chambers", is written over a horizontal line.

Clerk, Albany County Legislature



DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
OFFICE OF THE EXECUTIVE  
112 STATE STREET, ROOM 1200  
ALBANY, NEW YORK 12207-2021  
(518) 447-7040 - FAX (518) 447-5589  
WWW.ALBANYCOUNTY.COM

DANIEL C. LYNCH, ESQ.  
DEPUTY COUNTY EXECUTIVE

May 27, 2022

Honorable Andrew Joyce, Chairman  
Albany County Legislature  
112 State Street, Room 710  
Albany, New York 12207

Dear Chairman Joyce:

The Office of the Albany County Executive respectfully requests authorization to apply for the NYS Division of Homeland Security and Emergency Services (DHSES)' announcement of Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program funds for Presidential Disaster Declaration DR-4480 (COVID-19) and DR-4616 (Hurricane Ida). After a Presidential disaster declaration, New York State receives Hazard Mitigation Grant Program funds to administer programs that support mitigation planning and long-term hazard mitigation measures that enhance the State's resiliency posture, avoid loss of life, and reduce damages to property. Accordingly, a letter of intent (due 6/1/22) to update the County's Multi-Hazard Mitigation Plan has been submitted to DHSES for review.

The County's Hazard Mitigation Plan will be expiring shortly, and will need to be updated and approved by FEMA, NYS DHSES, the County Legislature, and other municipalities in the County that participate in the process. The plan is a requisite for future FEMA funding opportunities. If awarded, there is a 25% local cost share associated with the grant. If you have any questions, please do not hesitate to contact me.

Sincerely,

Daniel P. McCoy  
Albany County Executive

cc: Hon. Dennis A. Feeney, Majority Leader  
Hon. Frank A. Mauriello, Minority Leader  
Rebekah Kennedy, Majority Counsel  
Arnis Zilgme, Minority Counsel





# County of Albany

Harold L. Joyce  
Albany County Office  
Building  
112 State Street - Albany,  
NY 12207

## Legislation Text

**File #:** TMP-3356, **Version:** 1

### REQUEST FOR LEGISLATIVE ACTION

**Description (e.g., Contract Authorization for Information Services):**

Authorization to apply for Hazard Mitigation Grant Program

Date:	5/25/2022
Submitted By:	Areej Jahangir
Department:	County Executive
Title:	Policy Analyst
Phone:	518-447-7045
Department Rep.	
Attending Meeting:	Areej Jahangir

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

**CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel

- Personnel Non-Individual
- Revenue

Increase Account/Line No.:

Source of Funds:

Title Change: [Click or tap here to enter text.](#)

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Renewal

Submission Date Deadline 6/1/2022

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed)

[Click or tap here to enter text.](#)

**Contract Terms/Conditions:**

Party (Name/address):

NYS Division of Homeland Security & Emergency Services  
1220 Washington Ave, Building 7A, Albany, NY 12242

Additional Parties (Names/addresses):

[Click or tap here to enter text.](#)

Amount/Raise Schedule/Fee: ~ \$150,000

Scope of Services: Funding to update multi-jurisdictional multi-hazard mitigation plans, enhance the County's resilience posture, avoid loss of life, and reduce damages to property

Bond Res. No.:

Date of Adoption:

**CONCERNING ALL REQUESTS**

Mandated Program/Service:

Yes  No

If Mandated Cite Authority:

[Click or tap here to enter text.](#)

Is there a Fiscal Impact:

Yes  No

Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.

Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: Click or tap here to enter text.

Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)

Federal: 75%  
State: Click or tap here to enter text.  
County: 25%  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) TBD

Length of Contract: TBD

Impact on Pending Litigation Yes  No

If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 230

Date of Adoption: 7/12/21

**Justification:** (state briefly why legislative action is requested)

The Office of the County Executive requests approval to apply for the NYS Division of Homeland Security and Emergency Services' announcement of Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program funds for Presidential Disaster Declarations DR-4480 and DR-4616. To date, the County has submitted a letter of intent (due 6/1/22) for updating the County's Multi-Jurisdictional Multi-Hazard Mitigation Plan. The County's Multi-Hazard Mitigation Plan will be expiring shortly, and the plan will need to be updated and approved by FEMA, NYS DHSES, the Legislature, and other interested municipalities in the County in order to be eligible for future FEMA project funding opportunities. There is a 25% local cost share.

RESOLUTION NO. 230

**AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION FOR THE  
NEW YORK STATE DIVISION OF HOMELAND SECURITY AND  
EMERGENCY SERVICES HAZARD MITIGATION GRANT PROGRAM**

Introduced: 7/12/21

By Public Safety Committee:

WHEREAS, The County Executive has requested authorization to submit a grant application to the New York State Division of Homeland Security and Emergency Services for the Federal Emergency Management Agency Hazard Mitigation Grant Program funds for Presidential Disaster Declaration DR-4567 for an amount of \$150,000, and

WHEREAS, The County Executive has indicated that such funding, which requires a 25% County match, would be used to support updates to the County's multi-hazard mitigation plan, enhance the County's resiliency posture, avoid loss of life and reduce damages to properties, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to submit a grant application to the New York State Division of Homeland Security and Emergency Services for the Federal Emergency Management Agency Hazard Mitigation Grant Program funds for Presidential Disaster Declaration DR-4567, and, be it further

RESOLVED, That the County Attorney is authorized to approve said grant application as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

*Adopted by unanimous vote – 7/12/21*

*Mr. A. Joyce abstained.*

State of New York  
County of Albany

This is to certify that I, the undersigned, Clerk of the Albany County Legislature, have compared the foregoing copy of the resolution and/or local law with the original resolution and/or local law now on file in the office, and which was passed by the Legislature of said County on the 12<sup>th</sup> day of July, 2021, a majority of all members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and/or local law and the whole thereof.



**IN WITNESS THEREOF**, I have hereunto set my hand and the official seal of the County Legislature this 13<sup>th</sup> day of July, 2021.

A handwritten signature in cursive script, reading "Nicole Chambers".

Clerk, Albany County Legislature



DR-4480 Coronavirus (COVID-19) Pandemic Hazard Mitigation Grant Program (HMGP) Funding Announcement

The New York State Division of Homeland Security and Emergency Services (DHSES) is pleased to announce the availability of Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) funds for Presidential Declaration: DR-4480 (COVID-19).

FEDERAL FUNDS AVAILABLE: up to \$293,000,000 (for projects) \* up to \$22,000,000 (for planning)

ELIGIBLE ACTIVITIES: Implementing Hazard Mitigation Projects and Multi-Jurisdictional Hazard Mitigation Plan Updates, Enhancements and Planning Related Activities

DATE ANNOUNCED: Original date: January 12, 2022; Revised date: March 16, 2022

APPLICATION DEADLINE: Original date: April 1, 2022; Revised due date: June 1, 2022

\* Please note: Advance Assistance applications are eligible through this funding opportunity up to the federally allowed maximum amount of \$10,000,000. Additionally, 5 Percent Initiative applications are also eligible through this funding opportunity. All program requirements are available in FEMA’s Hazard Mitigation Assistance (HMA) Unified Guidance and Addendum.

NYS DHSES staff are available upon request to provide technical assistance. NYS DHSES encourages applicants to submit initial applications as soon as possible.

What is the HMGP?

After a Presidential declaration, New York State receives HMGP funds to administer grant programs that support mitigation planning and long-term hazard mitigation measures that enhance the State’s resiliency posture, avoid loss of life, and reduce damages to improved property.

- The State of New York, acting through DHSES, is the applicant for FEMA’s HMGP.
Eligible subapplicants include federally recognized Indian Tribal Governments, local governments (to include State-recognized Indian Tribes and authorized Indian Tribal organizations), and certain Private Non-Profits (PNPs) that perform a government-like function. Eligible applicants under FEMA’s Public Assistance (PA) program are also eligible subapplicants under the HMGP.
Ineligible subapplicants for HMGP assistance include individuals and businesses; however, eligible subapplicants may apply on their behalf.
FEMA’s planning requirement must be met by all subapplicants at the time of project approval.
HMGP funded projects must be cost-effective through verification that future benefits (losses avoided) are equal to or greater than the project’s cost (see more on this on page 2).
HMGP provides up to 75% reimbursement of eligible costs, not to exceed the award. The remaining 25% non-federal match will be the responsibility of the subapplicant. The non-federal

cost share may consist of cash, donated or in-kind services, materials, or any combination thereof. While most Federal funds cannot be used for the non-federal match, there are some exceptions.<sup>1</sup>

- **Information about the HMGP** and all program requirements are available in FEMA’s Hazard Mitigation Assistance (HMA) Unified Guidance and Addendum (February 27, 2015).

### **State Priorities for Project Grants**

The HMGP allows NYS to establish priorities for each event. The State priorities for DR-4480 COVID-19 target disadvantaged communities and socially vulnerable areas and enhance resiliency postures by promoting strategies and activities identified in the NYS Standard Multi-Hazard Mitigation Plan. HMGP funding will be available statewide and will be based on the Prioritization Criteria listed below. The NYS Standard Multi-Hazard Mitigation Plan is available at <https://mitigateny.availabs.org/strategies>

To be eligible for HMGP funding, FEMA requires that a project be proven cost-effective using FEMA’s Benefit-Cost Analysis (BCA) Toolkit.<sup>2</sup> If a formal BCA achieving a Benefit Cost Ratio (BCR) of 1.0 or greater (with supporting documentation) is not provided, *substantive information* to demonstrate that a BCR of 1.0 or greater is achievable must be included. Either instance requires supporting documentation, including but not limited to: a completed NYS DHSES BCA Worksheet, documentation of historical damages (which may include a detailed attestation by a community official), copies of invoices, Project Worksheets (PWs) from FEMA’s Public Assistance (PA) program, likelihood of future damages (including the population impacted).

Following application development, complete and eligible applications will be scored based on priorities below.

Applicants that previously submitted projects under Building Resilient Infrastructure and Communities (BRIC) and /or Flood Mitigation Assistance (FMA) 2020 and were determined eligible by FEMA and not funded are strongly encouraged to apply.

The COVID-19 Disaster pertains to all of New York State. Therefore, all counties are eligible for this funding opportunity. Please note that there is not a federal funding cap associated with this grant opportunity.

<b>PRIORITIZATION CRITERIA</b>	
1	Projects where work is being completed in, or that will have a direct risk reduction to vulnerable communities and populations. See below
2	Projects that address climate change adaption and resiliency with consideration of the future impacts and risks associated with climate change. This includes promoting climate resiliency and reducing risks associated with flooding, high winds, coastal erosion, droughts and wildfires.
3	Projects that protect and/or mitigate risk to critical infrastructure, utilities and/or repetitive loss structures.
3.1	Projects that protect and/or mitigate risk to critical infrastructure.
3.2	Projects that support utilities or other critical facilities adapt to future conditions and reduce risks.
3.3	Projects that protect and/or mitigate risk to repetitive loss structures.
4	Projects that are identified in a FEMA approved Hazard Mitigation Plan.

<sup>1</sup> Please consult FEMA’s cost share guide ([https://www.fema.gov/sites/default/files/2020-08/fema\\_hma\\_cost-share-guide.pdf](https://www.fema.gov/sites/default/files/2020-08/fema_hma_cost-share-guide.pdf)) for more information.

<sup>2</sup> Visit FEMA’s Benefit Cost Analysis website for more information: <https://www.fema.gov/grants/guidance-tools/benefit-cost-analysis>

## **Justice40 Initiative:**

In accordance with the guiding principle of promoting equity and in implementing the Justice40 Initiative, the HMGP program is prioritizing assistance that benefits disadvantaged communities as referenced in Presidential Executive Order 14008. A disadvantaged community may be characterized by variables including, but not limited to: Low income; high and/or persistent poverty; high unemployment and underemployment; racial and ethnic segregation, particularly where the segregation stems from discrimination by government entities; linguistic isolation; high housing cost burden and substandard housing; distressed neighborhoods; high transportation cost burden and/or low transportation access; disproportionate environmental stressor burden and high cumulative impacts; limited water and sanitation access and affordability; disproportionate impacts from climate; high energy cost burden and low energy access; jobs lost through the energy transition; access to health care; and all geographic areas within Tribal jurisdictions.

As a condition of receiving this funding, Recipients and Subrecipients must focus the use of FEMA funding on the highest-risk communities and underserved populations as determined by established measures of social and economic disadvantage using the CDCs Social Vulnerability Index (SVI). The US Census Bureau also contains additional Select Social, Economic and Housing Characteristic data that may be used to support high-risk criteria.

For a complete list of eligible project types, see page 33 of the Hazard Mitigation Assistance Guidance (February 27, 2015).

The FEMA Mitigation Action Portfolio includes examples of innovative projects that address many types of natural hazards and is located at: [https://www.fema.gov/sites/default/files/2020-08/fema\\_mitigation-action-portfolio-support-document\\_08-01-2020\\_0.pdf](https://www.fema.gov/sites/default/files/2020-08/fema_mitigation-action-portfolio-support-document_08-01-2020_0.pdf)

## **State Priorities for Planning Grants**

There are 3 funding opportunities available through this announcement:

1. County Plan Updates
2. County Plan Enhancements
3. Planning Related Activities

### **County Plan Updates:**

Applications for planning grants for formal hazard mitigation planning and plan updates will be prioritized.

Preference for formal hazard mitigation planning and plan updates will be prioritized for counties that:

1. Do not have a current, FEMA approved Hazard Mitigation Plan.
2. Do not have secure grant funding in place for development of a Hazard Mitigation Plan.
3. Do not have anticipated funding in place for development of a Hazard Mitigation Plan.
4. Have existing plans that expire prior to the plans of other subapplicants.

Funding may be prorated based on available funds; however, total dollars requested may not exceed HMGP established planning limits based on county population as follows:



Population	Cap:	Total Cost	Federal Share
up to 100,000 residents		\$150,000	\$112,500
up to 500,000 residents		\$200,000	\$150,000
up to 1,000,000 residents		\$250,000	\$187,500
more than 1,000,000 residents		\$500,000	\$375,000

### County Plan Enhancements:

The significant impact of climate change on communities across New York State continues to rise and must be addressed. Additionally, disadvantaged communities and populations tend to be adversely impacted by natural hazards, disasters and public health emergencies. DHSES encourages all counties, those with an approved Hazard Mitigation Plan and those coming due, to take advantage of a unique opportunity to conduct Plan Enhancement activities. This enhanced funding opportunity is intended for applicants choosing to address efforts to combat climate hazard conditions and emergencies, including pandemics, with a priority focus on disadvantaged communities and populations and link planning work directly to identifying risks, response activities and ultimately prioritizing hazard mitigation projects for those disadvantaged communities and populations.

Population	Cap:	Total Cost	Federal Share
up to 100,000 residents		\$250,000	\$187,500
up to 500,000 residents		\$350,000	\$262,500
up to 1,000,000 residents		\$450,000	\$337,500
more than 1,000,000 residents		\$750,000	\$562,500

### Planning Related Activities:

Planning-related activities that are not formal plan updates will be scored based on the prioritization criteria for projects. For a complete list of eligible planning activities, see page 39 of the Hazard Mitigation Assistance Guidance (February 27, 2015). For supplemental guidance on eligible planning related activities, please see: [https://www.fema.gov/sites/default/files/documents/fema\\_hma-planning-related-activities\\_factsheet.pdf](https://www.fema.gov/sites/default/files/documents/fema_hma-planning-related-activities_factsheet.pdf)

### How to Apply

**Guidance Documents including the Project Application and the Planning Application, and other resources can be found on DHSES' website at: [www.dhSES.ny.gov/recovery/](http://www.dhSES.ny.gov/recovery/)**

- FEMA's 2015 Hazard Mitigation Assistance (HMA) Unified Guidance: [www.dhSES.ny.gov/recovery/mitigation/documents/FY-2015-HMA-Unified-Guide.pdf](http://www.dhSES.ny.gov/recovery/mitigation/documents/FY-2015-HMA-Unified-Guide.pdf)
- FEMA's 2015 Hazard Mitigation Assistance (HMA) Unified Guidance addendum at: [www.dhSES.ny.gov/recovery/mitigation/documents/FY-2015-Addendum-HMA-Unified-Guide.pdf](http://www.dhSES.ny.gov/recovery/mitigation/documents/FY-2015-Addendum-HMA-Unified-Guide.pdf)

### Additional Requirements

Pursuant to "Executive Order on Ensuring an Equitable Pandemic Response and Recovery," Executive Order 13995 of January 21, 2021, as a condition of the financial assistance, each state, territory, tribal and local government must focus the use of FEMA funding on the highest-risk communities and underserved populations as determined by established measures of social and economic disadvantage and prioritize limited resources to ensure an equitable pandemic response. Recipients must ensure

that subrecipients receiving FEMA financial assistance collect and store data necessary to ensure equitable delivery of assistance and for recipients to demonstrate to FEMA compliance with federal civil rights laws. All recipients must provide this data to FEMA upon request or as directed by applicable FEMA policy. This grant condition will be monitored by FEMA in concert with the obligations set-forth in 44 C.F.R. part 7, the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq., Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, Executive Order 12898, Environmental, and 42 U.S.C. § 5151. See FEMA Advisories, Civil Rights Data Collection (link) and Civil Rights Considerations During COVID-19 Vaccination Distribution Efforts (link) for additional information.

### **Technical Assistance and Questions**

Please submit any requests for technical assistance and/or questions to: [HMGP4480@dhses.ny.gov](mailto:HMGP4480@dhses.ny.gov)

To disseminate program information to the widest possible audience, DHSES places program information on its website and asks that County Emergency Managers, Mitigation Coordinators, and other recipients of this notice forward the information to interested eligible subapplicants. For more information, please visit [www.dhses.ny.gov/recovery/](http://www.dhses.ny.gov/recovery/)



DR-4615 Remnants of Hurricane Ida (September 5, 2021)
Hazard Mitigation Grant Program (HMGP)
Funding Announcement

The New York State Division of Homeland Security and Emergency Services (DHSES) is pleased to announce the availability of Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) funds for Presidential Declaration: DR-4615 (Remnants of Hurricane Ida).

- FEDERAL FUNDS AVAILABLE: \$40,354,472 (estimated for projects)\* \$ 2,824,813 (estimated for planning)
ELIGIBLE ACTIVITIES: Implementing Hazard Mitigation Projects and Multi-Jurisdictional Hazard Mitigation Planning and Planning Activities
DATE ANNOUNCED: Original date: Wednesday, February 23, 2022 Revised date: Wednesday, April 6, 2022
SUBAPPLICATIONS DUE TO DHSES: Original date: 5:00pm, Wednesday, May 4, 2022 Revised date: Friday, June 1, 2022

(To disseminate program information to the widest possible audience, DHSES places program information on its website and asks that County Emergency Managers, Mitigation Coordinators, and other recipients of this notice to forward the information to interested eligible subapplicants.)

\* Please note: Advance Assistance subapplications are eligible through this funding opportunity up to the federally allowed maximum amount of \$10,000,000. Additionally, 5 Percent Initiative subapplications are also eligible through this funding opportunity. All program requirements are available in FEMA’s Hazard Mitigation Assistance (HMA) Unified Guidance and Addendum.

What is the HMGP?

After a Presidential disaster declaration, New York State receives HMGP funds to administer grant programs that support hazard mitigation planning and long-term mitigation measures that avoid loss of life, reduce damages to property and enhance the State’s resiliency.

- The State of New York, acting through DHSES, is the applicant for FEMA’s HMGP.
Eligible subapplicants: Federally recognized Indian Tribal Governments, local governments (to include State-recognized Indian Tribes and authorized Indian Tribal organizations), and certain Private Non-Profits (PNPs) that perform a government-like function. Eligible applicants under FEMA’s Public Assistance (PA) program are also eligible subapplicants under the HMGP.
Ineligible subapplicants for HMGP assistance include individuals and businesses; however, eligible subapplicants may apply on their behalf.
FEMA’s planning requirement must be met by all subapplicants at the time of project approval.
For this funding opportunity, HMGP shall provide no less than 90% reimbursement of eligible costs, not to exceed the award. The remaining 10% non-federal match will be the responsibility of the subapplicant. The non-federal cost share may consist of cash, donated or in-kind services,

materials, or any combination thereof. While most Federal funds cannot be used for the non-federal match, there are some exceptions.<sup>1</sup>

- **Information about the HMGP** and all program requirements are available in FEMA’s Hazard Mitigation Assistance (HMA) Unified Guidance and Addendum (*see link to guidance under “How to Apply” at the end of this announcement*).
- **HMGP funded projects must be cost-effective** through verification that future benefits (losses avoided) are equal to or greater than the project’s cost.

To receive HMGP funding, FEMA requires that a project be proven cost-effective using FEMA’s Benefit-Cost Analysis (BCA) Toolkit.<sup>2</sup> If a formal BCA achieving a Benefit Cost Ratio (BCR) of 1.0 or greater (with supporting documentation) is not provided, *substantive information* to demonstrate that a BCR of 1.0 or greater is achievable must be included. Either instance requires supporting documentation, including but not limited to: a completed NYS DHSES BCA Worksheet, documentation of historical damages (which may include a detailed attestation by a community official), copies of invoices, Project Worksheets (PWs) from FEMA’s Public Assistance (PA) program, likelihood of future damages (including the population impacted).

**State Priorities for Project Grants**

The HMGP allows NYS to establish priorities that target damaged areas and enhance its resiliency posture by promoting strategies and activities identified in the NYS Standard Multi-Hazard Mitigation Plan (<https://mitigateny.availabs.org/strategies>) For this grant opportunity, HMGP funding will be available statewide for new subapplications and for resubmittals of projects previously deemed eligible by FEMA but unable to be funded through prior grant opportunities. All projects submitted will be ranked against each other based on priorities outlined below.

Following subapplication development, complete, eligible subapplications will be scored based on priorities below and detailed further in the attached Subapplication Development document. While scoring will not take place until after subapplications are submitted, it is recommended that subapplicants review these priorities and use the screening criteria during the subapplication development process.

PRIORITIZATION CRITERIA	
1	Projects located in Declared Counties - DR-4615 (Remnants of Hurricane Ida)
2	Projects to be completed in, or that will have direct risk reduction benefits to vulnerable populations. See below.
3	Projects that address climate change adaption and resiliency with consideration of the future impacts and risks associated with climate change. This includes promoting climate resiliency and reducing risks associated with flooding, high winds, coastal erosion, droughts and wildfires.
4	Projects that protect and/or mitigate risk to repetitive loss structures and critical infrastructure
4.1	Projects that protect and/or mitigate risk to critical infrastructure
4.2	Projects that support utilities or other critical facilities adapt to future conditions and reduce risks.
4.3	Projects that protect and/or mitigate risk to repetitive loss structures

<sup>1</sup> Please consult FEMA’s cost share guide ([https://www.fema.gov/sites/default/files/2020-08/fema\\_hma\\_cost-share-guide.pdf](https://www.fema.gov/sites/default/files/2020-08/fema_hma_cost-share-guide.pdf)) for more information.

<sup>2</sup> Visit FEMA’s Benefit Cost Analysis website for more information: <https://www.fema.gov/grants/guidance-tools/benefit-cost-analysis>

## Justice40 Initiative:

In accordance with the guiding principle of promoting equity and in implementing the Justice40 Initiative, the HMGP program is prioritizing assistance that benefits disadvantaged communities as referenced in Presidential Executive Order 14008. A disadvantaged community may be characterized by variables including, but not limited to: Low income; high and/or persistent poverty; high unemployment and underemployment; racial and ethnic segregation, particularly where the segregation stems from discrimination by government entities; linguistic isolation; high housing cost burden and substandard housing; distressed neighborhoods; high transportation cost burden and/or low transportation access; disproportionate environmental stressor burden and high cumulative impacts; limited water and sanitation access and affordability; disproportionate impacts from climate; high energy cost burden and low energy access; jobs lost through the energy transition; access to health care; and all geographic areas within Tribal jurisdictions.

As a result of New York State support of the federal Justice40 Initiative, DHSES is prioritizing projects that benefit the highest-risk communities and underserved populations within the State. Subapplicants are encouraged to make their case that a proposed project benefits disadvantaged communities (as outlined in the paragraph above). All cases submitted with disadvantaged community identification will be considered when supported utilizing predefined datasets (ex: SVI, ACS, NRI, etc.), supporting documents (ex: income surveys, local employment statistics, etc.), or any reasonable, and/or verifiable measure are used to support the high-risk criteria status determination. The final acceptance/approval of any disadvantaged community case will be determined by FEMA.

## State Priorities for Planning Grants

There are 3 funding opportunities available through this announcement:

1. County Plan Updates
2. County Plan Enhancements
3. Planning Related Activities

## County Plan Updates:

Subapplications for formal Hazard Mitigation planning and plan updates will be prioritized before planning related activities under this funding announcement.

Preference for formal hazard mitigation planning and plan updates will be prioritized for counties that:

1. Do not have a current, FEMA approved Hazard Mitigation Plan.
2. Have existing plans that expire prior to the plans of other subapplicants.
3. Do not have secured grant funding in place for development of a Hazard Mitigation Plan.
4. Do not have anticipated funding in place for development of a Hazard Mitigation Plan.

Funding may be prorated based on available funds; however, total dollars requested may not exceed HMGP established planning limits based on county population as follows:

<u>Population</u>	<u>Cap:</u>	<u>Total Cost</u>	<u>Federal Share</u>
up to 100,000 residents		\$150,000	\$135,000
up to 500,000 residents		\$200,000	\$180,000
up to 1,000,000 residents		\$250,000	\$225,000
more than 1,000,000 residents		\$500,000	\$450,000

## County Plan Enhancements:

The significant impact of climate change on communities across New York State continues to rise and must be addressed. Additionally, disadvantaged communities and populations tend to be adversely impacted by natural hazards, disasters and public health emergencies. DHSES encourages all counties, those with an approved Hazard Mitigation Plan and those coming due, to take advantage of a unique opportunity to conduct Plan Enhancement activities. This enhanced funding opportunity is intended for applicants choosing to address efforts to combat climate hazard conditions and emergencies, including pandemics, with a priority focus on disadvantaged communities and populations and link planning work directly to identifying risks, response activities and ultimately prioritizing hazard mitigation projects for those disadvantaged communities and populations.

<u>Population</u>	<u>Cap:</u>	<u>Total Cost</u>	<u>Federal Share</u>
up to 100,000 residents		\$50,000	\$45,000
up to 500,000 residents		\$70,000	\$63,000
up to 1,000,000 residents		\$90,000	\$81,000
more than 1,000,000 residents		\$150,000	\$135,000

## Planning Related Activities:

Planning-related activities that are not formal plan updates will be scored based on the prioritization criteria for projects. For a complete list of eligible planning activities, see page 39 of the Hazard Mitigation Assistance Guidance (*see link below*). For supplemental guidance on eligible planning related activities, please see: [https://www.fema.gov/sites/default/files/documents/fema\\_hma-planning-related-activities\\_factsheet.pdf](https://www.fema.gov/sites/default/files/documents/fema_hma-planning-related-activities_factsheet.pdf)

## How to Apply

Complete subapplications must be submitted to DHSES no later than June 1, 2022. For resubmittals of projects previously deemed eligible by FEMA, please be sure to submit using the application package for DR-4615 (*see link below*).

**Subapplications, all required forms, and guidance materials can be found on the DHSES website at:** <https://www.dhSES.ny.gov/dr-4615-hazard-mitigation-grant-program-funding>

Please submit requests for technical assistance and/or questions to: [HazardMitigation@dhSES.ny.gov](mailto:HazardMitigation@dhSES.ny.gov).



DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
OFFICE OF THE EXECUTIVE  
112 STATE STREET, ROOM 1200  
ALBANY, NEW YORK 12207-2021  
(518) 447-7040 - FAX (518) 447-5589  
WWW.ALBANYCOUNTY.COM

DANIEL C. LYNCH, ESQ.  
DEPUTY COUNTY EXECUTIVE

June 2, 2022

Honorable Andrew Joyce, Chairman  
Albany County Legislature  
112 State Street, Room 710  
Albany, New York 12207

Dear Chairman Joyce:

The Office of the Albany County Executive respectfully requests authorization to apply for Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP) grant funding up to \$1.3 million. The COSSAP grant is administered by the US Department of Justice, Office of Justice Programs. COSSAP funding would be used to support Albany LEAD's new initiative, 'Growing LEAD: Increasing Operational Capacity to Improve and Expand Service in Albany County.' This new effort will build upon the successful foundation that Albany LEAD has already established. Operational capacity will be increased with four new case manager positions, a part-time Data Analyst to strengthen its data analysis collection and expansion with regard to Albany Police Departments arrest and diversion data, Catholic Charities data on client characteristics and experiences and LEAD data from other participating municipalities. This investment into Albany LEAD will provide LEAD services to the communities surrounding the city of Albany and serve as a proof of concept that LEAD can operate well outside of urban cities. If you should have any questions, please do not hesitate to contact me.

Sincerely,

Daniel P. McCoy  
Albany County Executive

cc: Hon. Dennis A. Feeney, Majority Leader  
Hon. Frank A. Mauriello, Minority Leader  
Rebekah Kennedy, Majority Counsel  
Arnis Zilgme, Minority Counsel





# County of Albany

Harold L. Joyce  
Albany County Office  
Building  
112 State Street - Albany,  
NY 12207

## Legislation Text

**File #:** TMP-3385, **Version:** 1

### REQUEST FOR LEGISLATIVE ACTION

**Description (e.g., Contract Authorization for Information Services):**

Authorization to apply for the Department of Justice’s FY 2022 Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program (COSSAP) Grant

Date:	6/2/2022
Submitted By:	Aliyah McFarlane
Department:	County Executive’s Office
Title:	Policy Analyst
Phone:	518-447-7040
Department Rep.	
Attending Meeting:	Aliyah McFarlane and/or Pat Alderson

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

**CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel



- Personnel Non-Individual
- Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

New

Submission Date Deadline 6/17/2022

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

**Party (Name/address):**

US Department of Justice  
Office of Justice Programs  
810 7th St. NW, Washington, D.C. 20531

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: Up to \$1.3 million

Scope of Services: Albany LEAD is looking to capitalize on its momentum by expanding the services provided by LEAD, including case management, project management, community engagement, data analysis, clinical support, and program evaluation.

Bond Res. No.: Click or tap here to enter text.

Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No   
Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: N/A  
Revenue Amount: N/A

Appropriation Account and Line: N/A  
Appropriation Amount: N/A

Source of Funding - (Percentages)

Federal: 100%  
State: Click or tap here to enter text.  
County: Click or tap here to enter text.  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) 10/1/2022-9/30/2025  
Length of Contract: 36 months

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: Reso 226-2020  
Date of Adoption: 7/13/2020

**Justification:** (state briefly why legislative action is requested)

The County Executive's Office, with the authorization from the Policy Coordinating Group of Albany LEAD, is requesting legislative authorization to apply for the FY2022 COSSAP grant cycle on behalf of the Albany LEAD initiative. The grant would enable Albany LEAD to capitalize on its momentum by expanding the services provided. This grant will focus on providing 60% funding for four new case managers over three years in order to successfully incorporate social contact referrals as well as geographic expansion. Additionally, the grant would fund a part-time data analyst position and new clinical support of clients. If awarded, this grant is for a three year period, is 100% federally funded, there is no County share, and Albany County is strictly acting as a pass through entity since funds would be subawarded.

U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance



**FY 2022 Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program**

**Assistance Listing Number #** 16.838  
**Grants.gov Opportunity Number:** O-BJA-2022-171280  
**Solicitation Release Date:** April 18, 2022 2:00 PM  
**Grants.gov Deadline:** June 13, 2022 8:59 PM  
**Application JustGrants Deadline:** June 17, 2022 8:59 AM

**Overview**

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications for funding to develop, implement, or expand comprehensive programs in response to the overdose crisis and impacts of illicit opioids, stimulants, or other substances. This program furthers the DOJ's mission by providing resources to support state, local, tribal, and territorial efforts to respond to illicit substance use and misuse; reduce overdose deaths; promote public safety; and support access to prevention, harm-reduction, treatment, and recovery services in the community and justice system.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

**Solicitation Categories**

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00093-PROD	Category 1a: Local Applications	27	\$1,600,000.00	10/1/22 12:00 AM	36
C-BJA-2022-00094-PROD	Category 1b: Local Applications	26	\$1,300,000.00	10/1/22 12:00 AM	36
C-BJA-2022-00095-PROD	Category 1c: Local or Tribal Applications	25	\$1,000,000.00	10/1/22 12:00 AM	36
C-BJA-2022-00096-PROD	Category 2: Statewide Applications	5	\$6,000,000.00	10/1/22 12:00 AM	36

**Eligible Applicants:**

Other

**Other**

**Category 1: Local or Tribal Applications**

- City or township governments
- County governments
- City, township, or county governments in rural areas (as defined below)
- Native American tribal governments (federally recognized)

Jurisdictions without a county or local government-based substance use service system may designate the state administering agency (SAA) to serve as the primary applicant in Category 1. Applicants should ensure they apply under the appropriate subcategory below, based on the population of the proposed project area:

**Subcategory 1a** — An urban area or large county with a population greater than 500,000.

**Subcategory 1b** — A suburban area or medium-size county with a population between 100,000 and 500,000.

**Subcategory 1c** — A rural area or small county or tribal area with a population of fewer than 100,000 or a federally recognized American Indian tribe. A rural area is defined as:

- (a) Any area or community no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget.
- (b) Any area or community that is (i) within an area designated as a metropolitan statistical area or considered as part of a metropolitan statistical area and (ii) located in a rural census tract.
- (c) Any federally recognized American Indian tribe.

**Category 2: State Applications**

- State governments

Applicants are limited to the SAA responsible for directing criminal justice planning, the state alcohol and substance abuse agency, or other state agency appropriate for the scope of the project. Category 2 state applicants apply for funding on behalf of localities, tribal entities, or regions within the state and assist with the implementation of projects at multiple sites within the state.

For purposes of this solicitation, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency’s use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency’s use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

BJA will consider applications under which two or more entities would carry out the federal award; however, only

one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

BJA may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

### Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday-Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m., eastern time Monday–Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date.

### Submission Information

Applications will be submitted to DOJ in two steps:

**Step 1:** The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

# Contents

Contact Information	3
Program Description	6
Overview	6
Statutory Authority	6
Specific Information	6
Goals, Objectives, Deliverables, and Timeline	6
Evidence-Based Programs or Practices	9
Information Regarding Potential Evaluation of Programs and Activities	9
OJP Priority Areas	9
Federal Award Information	10
Awards, Amounts and Durations	10
Continuation Funding Intent	11
Availability of Funds	11
Types of Awards	11
Financial Management and System of Internal Controls	11
Budget Information	11
Cost Sharing or Matching Requirement	12
Pre-agreement Costs (also known as Pre-award Costs)	13
Limitation on Use of Award Funds for Employee Compensation: Waiver	13
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	13
Costs Associated with Language Assistance (if applicable)	13
Eligibility Information	13
Application and Submission Information	13
Information to Complete the Application for Federal Assistance (SF-424)	13
Standard Applicant Information (JustGrants 424 and General Agency Information)	13
Proposal Abstract	14
Proposal Narrative	15
Goals, Objectives, Deliverables, and Timeline	18
Budget and Associated Documentation	18
Budget Worksheet and Budget Narrative (Web-based Form)	18
Indirect Cost Rate Agreement (if applicable)	18
Financial Management Questionnaire (including applicant disclosure of high-risk status)	18
Disclosure of Process Related to Executive Compensation	18
Additional Application Components	19
Timeline Form	19
Research and Evaluation Independence and Integrity Statement	19
Letters of Support and/or Memoranda of Understanding/Interagency Agreement	19
Disclosures and Assurances	19
Disclosure of Lobbying Activities	19
DOJ Certified Standard Assurances	19
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	19
Applicant Disclosure of Pending Applications	19
Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	19
How to Apply	20
Submission Dates and Time	20
Application Review Information	21

Review Criteria	21
Review Process	21
Federal Award Administration Information	22
Federal Award Notices	22
Administrative, National Policy, and Other Legal Requirements	22
Information Technology (IT) Security Clauses	22
General Information about Post-Federal Award Reporting Requirements	22
Federal Awarding Agency Contact(s)	22
Other Information	22
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	22
Provide Feedback to OJP	23
Application Checklist	23

## Program Description

### Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

The Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP) supports states, units of local government, and tribal governments to plan, develop, and implement comprehensive efforts that identify, respond to, treat, and support those impacted by illicit opioids, stimulants, and other drugs. COSSAP funding provides necessary resources that allow communities to respond to illicit substance use and misuse to reduce overdose deaths; promote public safety; and support access to prevention, harm-reduction, treatment, and recovery services in the community and justice system. The program also promotes cross-system planning and coordination to deliver a broad range of evidence-based, culturally relevant interventions.

### Statutory Authority

34 U.S.C. 10701. Any awards under this solicitation would be made under statutory authority provided by the Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103).

### Specific Information

Our nation's overdose crisis is a public safety and health emergency that threatens the well-being of individuals who misuse drugs, and impacts the safety of communities. Provisional data from the Centers for Disease Control and Prevention's National Center for Health Statistics indicate that there were an estimated 100,306 drug overdose deaths in the United States during the 12-month period ending in April 2021, an increase of 28.5 percent from the 78,056 deaths reported during the same period the year before.

In addition to the impacts of substance use on individuals and families, this crisis also impacts communities, first responders, the criminal justice system, child welfare and foster care, and behavioral health systems. COSSAP resources are designed to support efforts that respond to, treat, and support those impacted by this crisis, particularly those who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. These efforts can include community-based programs, diversion from the criminal justice system through law enforcement and other first responder-based responses and court-based programs, as well as programming in jails and prisons to improve access to care.

Additionally, COSSAP funds support:

- Expanding access to evidence-based substance use disorder treatment, such as medication-assisted treatment (which is the use of medications, in combination with [counseling and behavioral therapies](#)).
- Advancing racial equity.
- Enhancing evidence-based harm reduction efforts.
- Supporting evidence-based prevention efforts to reduce youth substance use.
- Expanding the addiction workforce.
- Expanding access to recovery support services.

### Goals, Objectives, Deliverables, and Timeline

#### Goals

COSSAP's goals are to reduce the impact of illicit opioids, stimulants, and other substances on individuals and communities, including a reduction in the number of overdose fatalities, as well as mitigate the impacts on crime



victims by supporting comprehensive, collaborative initiatives.

Note that grantees are prohibited from using federal funds to support activities that violate the Controlled Substances Act.

## **Objectives**

### **Category 1: Local Applications**

The objectives of Category 1 are to encourage and support the development of comprehensive, locally driven responses to the illicit use of opioids, stimulants, and other substances that expand access to treatment and recovery support services across the criminal justice system; support law enforcement and other first responder diversion programs for persons with substance use disorders; promote education and prevention activities; and address the needs of children impacted by substance use.

### **Category 1 Allowable Uses/Activities**

Category 1 grant funds may be used to develop, implement, or expand a combination of the allowable use activities described below, or be concentrated on one so long as the proposed budget is appropriate and justified.

- Identifiable and accessible take-back programs for unused controlled substances found in the home and/or used by hospitals and long-term care facilities.
- Law enforcement and other first responder deflection and diversion programs. A variety of multidisciplinary overdose prevention, response, and diversion and referral models, led by law enforcement and other first responders, have emerged in communities throughout the nation.
- Comprehensive, real-time, regional information collection, analysis, and dissemination that promote the use of data for both real-time and comprehensive planning and response to overdoses and emerging drug trends. These types of activities may include the use of data dashboards, the Overdose Detection and Mapping Application Program (ODMAP), Overdose Fatality Review, and forensic epidemiologists and technologies.
- Naloxone for law enforcement and other first responders.
- Education and prevention programs to connect law enforcement agencies with K-12 students.
- Pre-booking or post-booking treatment alternative-to-incarceration programs, such as pretrial, prosecutor, and court diversion or intervention programs, that serve individuals at high risk for overdose or substance use disorder. Note: Funding is available under other BJA solicitations to implement or enhance an adult drug court and/or a veterans treatment court. As such, implementing or enhancing these court models is not an allowable funding activity under COSSAP.
- Court programming to prioritize and expedite treatment and recovery services for individuals at high risk for overdose, as well as services for children and youth impacted by their parents' or other family members' substance use.
- Evidence-based substance use disorder treatment related to opioids, stimulants, and other illicit drugs, such as medication-assisted treatment (MAT), as well as harm reduction activities for and recovery support service engagement with the pretrial and post-trial populations leaving local or regional jails or secure residential treatment facilities. This includes strong coordination between in-custody and community-based treatment and recovery support services that increases access to behavioral health care. Coordination should demonstrate a comprehensive approach to services delivering both place-based care and teleservices.
- Transitional or recovery housing and peer recovery support services. Note: No more than 30 percent of total grant funds may be used for transitional or recovery housing.

Embedding social workers, peers, and/or persons with lived experience at any intercept of the [Sequential Intercept Model](#) to assist persons in the criminal justice system and their families navigate the justice

system and increase their connection to treatment and recovery support services. Social workers, peers, and/or persons with lived experience may be embedded within law enforcement, pretrial and probation agencies, prosecutor-led programs, legal defense agencies, child welfare agencies, courts, and jails to support community reentry.

- Field-initiated projects that bring together justice, behavioral health, and public health practitioners to implement new or promising practices, which may not yet have a research base in addressing the impact of opioids, stimulants, and other substances on communities as a whole and individuals at risk of or with justice system involvement. This includes the application of evidence-based strategies from other fields that have not yet been fully examined in the justice context. **Applications for field-initiated projects must include a research partner.**

All proposed projects should include a multidisciplinary coordinating body that focuses on addressing the issues that arise due to the impacts of illicit opioids, stimulants, and other drugs. Such bodies could be criminal justice coordinating councils, prevention coalitions, or overdose fatality reviews that include representatives from public safety, public health, behavioral health, K-12 education, family services, local government, and nonprofit services agencies. These entities are not intended to be temporary in nature, such as a task force, but are instead intended to exist as a permanent standing body that will increase cooperation and collaboration to sustain efforts across all sectors.

Applicants should also strongly consider formally partnering with a researcher at the outset of the proposed project. These researcher-practitioner partnerships assist with ongoing problem analysis, identification of evidence-based responses, strategic planning of interventions, implementation assessment, and conducting an impact evaluation. Note: No more than 20 percent of total grant funds may be used for research and evaluation.

Additional program information, including examples of currently funded COSSAP projects, may be found at [www.cossapresources.org](http://www.cossapresources.org).

### **Category 2: Applications from States on Behalf of County, Local, Municipal, or Tribal Communities**

The objective of Category 2 is to support states in their efforts to implement and enhance one or more of the allowable activities detailed under Category 1 in a **minimum of six** geographically diverse counties, localities, regions, or tribal jurisdictions.

The state may retain up to \$800,000 in total (not annually) for administrative purposes and to support the mandatory deliverables. In addition, up to an additional \$400,000 must be used to support an independent evaluation of the project's activities across the sites. The balance of funds must be subawarded to local communities, regions, or tribal entities.

#### **Deliverables**

Deliverables for Category 2:

- Selected applicants **must** develop an action plan within the first 6 months of the grant award. The action plan must be developed with the identified researcher and must contain a description of the problem and the data that led to its identification, a logic model that identifies the solution(s) to be tested and the project's result(s), and the plan for an impact evaluation.
- Select and provide subawards to a minimum of six geographically diverse localities or regions (sites) within the state within 9 months of the grant award.
- Implement one or more of the allowable activities detailed under Category 1. Support a robust planning period for the sites, if needed, to support implementation efforts at each of the sites. Coordinate cross-site training and peer-to-peer learning.
- In collaboration with an independent researcher, conduct an evaluation of all grant-funded activities and provide a copy of the annual, interim, and final evaluation reports prior to the close of the grant period.

Applicants applying for funding under Categories 1 and 2 must:

Agree to work closely with a researcher selected by BJA who may conduct a site-specific or cross-site

evaluation in future years.

- Agree to maintain a working relationship with the BJA-supported COSSAP training and technical assistance (TTA) providers. BJA has a team of TTA providers to assist grantees in implementing the program and assist the field at large. BJA's overall TTA will include individualized, efficient, and consistent delivery of services in order to help grantees accomplish their goals by the end of the project period. BJA and the TTA partners will assess needs and develop training, targeted technical assistance, and tools for the field. This will include ongoing coaching and dialogue, as well as support for peer-to-peer dialogue and training, knowledge diffusion products, grantee learning communities, dissemination of best practices and lessons learned, and a listserv.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results as discussed in the "Application and Submission Information" section.

#### **Evidence-Based Programs or Practices**

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

#### **Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

#### **OJP Priority Areas**

The Department of Justice is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

##### **1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government***

Consistent with this Executive Order, the term "underserved community" refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

A. Give priority consideration to applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

B. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30 percent of the requested award funding, as demonstrated in the budget worksheet and budget narrative) identifies as a culturally specific organization. To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

Culturally specific organizations are defined for purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to, among others,

Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

**Additional Program Priority Considerations:**

In FY 2022, and in addition to executing any statutory prioritization that may be applicable, OJP will also give priority consideration to: Applications in Category 1 that include a research partner. Research partnerships in Category 2 are required.

To receive priority consideration under the research partner priority, Category 1 applicants must include information on the qualifications, requirements, role, and responsibility of the research partner, and commitment by the applicant to share relevant data. For assistance on research partnerships, applicants may wish to access the Center for Research Partnerships and Program Evaluation at <https://bja.ojp.gov/program/crppe/overview>.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas is not a guarantee of an award.

**Federal Award Information**

**Solicitation Categories**

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00093-PROD	Category 1a: Local Applications	27	\$1,600,000.00	10/1/22 12:00 AM	36
C-BJA-2022-00094-PROD	Category 1b: Local Applications	26	\$1,300,000.00	10/1/22 12:00 AM	36
C-BJA-2022-00095-PROD	Category 1c: Local or Tribal Applications	25	\$1,000,000.00	10/1/22 12:00 AM	36
C-BJA-2022-00096-PROD	Category 2: Statewide Applications	5	\$6,000,000.00	10/1/22 12:00 AM	36

**Awards, Amounts and Durations**

**Period of Performance Start Date**  
10/1/22 12:00 AM

**Period of Performance Duration (Months)**  
36

**Anticipated Total Amount to be Awarded Under Solicitation**  
\$132,000,000.00

**Additional Information**

Maximum dollar amount for each award: Category 1a: \$1,600,000; Category 1b: \$1,300,000; Category 1c: \$1,000,000; Category 2: \$6,000,000

### **Continuation Funding Intent**

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the award-funded work's progress, when making continuation award decisions.

### **Availability of Funds**

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States; its departments, agencies, or entities; its officers, employees, or agents; or any other person.

### **Types of Awards**

BJA expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Budget Information**

The budget must explicitly describe how the proposed budget items directly apply to the program's design and will assist the applicant in meeting the program's objectives.

If an applicant proposes to fund recovery or transitional housing, no more than 30 percent of the total budget may be used for this purpose. For guidance on recovery housing, please see the [U.S. Department of Housing and Urban Development's Policy Brief](#). Per the Substance Abuse and Mental Health Services Administration, transitional housing typically involves a temporary residence for up to 24 months with wraparound services to help people stabilize their lives.

Transportation services may be included in the budget. These services may be provided to individuals who are engaged with the courts and have community corrections appointments, treatment- and/or recovery support-related appointments and activities, and require other necessary services to support their treatment and recovery, and who have no other means of obtaining transportation. Forms of transportation services may include public transportation, ride services, or a licensed and insured driver who is affiliated with an eligible program provider. If such costs are included, the applicant should be able to certify that they are nonredeemable, nontransferable, and that their use by participants is auditable. The applicant must have written policies for determining eligibility, tracking distribution, and ensuring that passes are only used for transportation related to the program's activities.

BJA anticipates one national meeting will occur annually for which applicants must budget for travel expenses (airfare, hotel, per diem, and group transportation). Additionally, all applicants should budget for a minimum of two staff to attend two face-to-face meetings during the award period. Each meeting should be budgeted for 3 days each in Washington, D.C. The purpose of this travel may vary according to the funding category and specific project objectives; however, BJA wants to ensure that all grantees have the opportunity to present their work and collaborate with their peers and other national and federal stakeholder groups. Category 2 applicants must require that all subrecipient sites budget to have a minimum of two staff members attend the annual national meetings as well.

Submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) and includes the required meetings budgeted for each year. The budget narrative should generally demonstrate how the applicant will maximize cost effectiveness of grant expenditures. The budget narrative should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the

project.

Include an appropriate percent of the total grant award for performance measurement. (See “Plan for Collecting the Data.”) There is no minimum or maximum requirement regarding what constitutes an appropriate percent; however, the budget should be adequate to fund the activities outlined in the application. The budget narrative should explain how the amount dedicated to these activities is adequate to support the proposed activities. Additional funds may be used for proposed or required research and evaluation activities as detailed below.

#### Category 1: Local Applicant

Applicants should heed the budget restrictions associated with their subcategory, based on the project site’s population size. Additionally, no more than 20 percent of the total budget may be used to support research or evaluation services.

#### Category 2: State Applicant

Applicants should heed the following budget restrictions associated with the number of proposed project sites. No more than \$800,000 may be retained by the state for administrative purposes and to support the mandatory deliverables. In addition to the \$800,000 that may be retained for administrative expenses, up to an additional \$400,000 of the total funds must be used to support an independent evaluation of the project’s activities across the sites. The remaining federal funds must be passed through to the proposed project sites. States that have no county or local government-managed addiction service systems may contract funds directly to providers at the community level.

In addition to the unallowable costs identified in the [DOJ Grants Financial Guide](#), award funds may not be used for the following:

- Prizes, rewards, entertainment, trinkets, or any other monetary incentives
- Client stipends
- Gift cards
- Vehicles
- Food and beverages

#### **Digital Trust**

Technological devices, artificial intelligence, predictive analytics, and other data-driven solutions (“Technological Enhancements”) are increasingly used to augment crime reduction strategies and efforts. Care must be taken to assess and address any potential harm that could be activated by these solutions to ensure privacy, civil rights, and civil liberties are protected. Applicants proposing to utilize grant funds to support technological enhancements directly or via training and technical assistance may receive priority consideration if their proposal addresses the tenants of digital trust such as:

- How the technology will be carefully implemented through training of personnel and the setting and enforcement of policies governing its use to ensure that it contributes to positive outcomes for public safety, the community and/or the criminal justice system.
- How the applicant will safeguard privacy, civil rights, and civil liberties throughout the duration of the project period.

Federal funds may also not be used to replace (supplant) nonfederal dollars that are appropriated for the same purpose. For a definition of supplanting, visit: <https://ojp.gov/grants101/definitions.htm>.

#### **Unmanned Aircraft Systems**

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

#### **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

#### **Pre-agreement Costs (also known as Pre-award Costs)**

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

#### **Limitation on Use of Award Funds for Employee Compensation: Waiver**

See the [OJP Grant Application Resource Guide](#) information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

#### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

#### **Costs Associated with Language Assistance (if applicable)**

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

#### **Eligibility Information**

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

#### **Application and Submission Information**

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Detail Worksheet and Budget Narrative (web-based form) (The web-based form includes the budget details and the budget narrative.)
- Time Task Plan

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or is nonresponsive to the scope of the solicitation.

#### **Information to Complete the Application for Federal Assistance (SF-424)**

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**Intergovernmental Review:** This solicitation (“funding opportunity”) is **not** subject to [Executive Order \(E.O.\) 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting “Program is not covered by E.O. 12372.”)

#### **Standard Applicant Information (JustGrants 424 and General Agency Information)**

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data



submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add zip codes for areas affected by the project, confirm its Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

**Proposal Abstract**

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded. Proposal abstracts should be:

- Written for a general public audience.
- Submitted as a separate attachment with "Proposal Abstract" as part of its file name.
- Single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.

The abstract should include specific language that indicates which of the allowable uses/activities under Category 1, as listed below, the project will address along with its approximated percent of the budget.

<b>Planned Activities/Allowable Uses</b>	<b>Select All that Apply</b>	<b>Percent of Budget</b>
Drug take-back programs		
Law enforcement and first responder deflection and diversion		
Real-time data collection		
Naloxone for law enforcement and first responders		
Education and prevention programs to connect law enforcement agencies with K-12 students		
Pre-booking or post-booking treatment alternative-to-incarceration programs		
Court programming to prioritize and expedite treatment and recovery services for individuals at high risk for overdose, as well as services for children and youth impacted by their parents' or other family members' substance use		
Evidence-based substance use disorder treatment related to opioids, stimulants, and other illicit drugs, such as MAT, as well as harm reduction activities and recovery support services		
Transitional or recovery housing and peer recovery support services		
Embedding social workers, peers, and/or persons with lived experience at any intercept of the Sequential Intercept Model		
Field-initiated projects that bring together justice, behavioral health, and public health practitioners		

If the applicant is seeking priority consideration, applicant **must** provide the following information:

- Which priority consideration is being sought: 1(A), 1(B), or both.



- What page(s) in the proposal narrative provide documentation of the applicant’s plan to respond to the priority consideration.
- For applicants seeking priority consideration 1(B), who is the proposed subawardee to receive the funding and the amount of funds proposed.

**Proposal Narrative**

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 20 pages. Pages should be numbered. If the proposal narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions.

The following sections must be included as part of the proposal narrative:

a. Description of the Issue

- Clearly identify the applicant entity and the state or region(s) or communities, including the population of the proposed service area.
- Provide information that documents the impact of opioids, stimulants, and other illicit drugs within the proposed service area. The applicant must provide verified sources for the data that support the description of the issue.
- Identify any specific challenges motivating the applicant’s interest to apply for this grant.
- Explain the applicant’s inability to fund the proposed project without federal assistance and describe any existing funding or resources that are being leveraged to support the proposed project.

Category 1: Local Applicants

- Identify whether the application is for subcategory 1a, 1b, or 1c.

b. Program Design and Implementation

- Describe which areas the proposed project will address (refer to the “Category 1 Allowable Uses/Activities” section) and how the proposed project addresses one or more of the allowable uses.
- Describe the project’s design and list the proposed activities/allowable uses and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the program’s objectives and reach the program’s goals. Provide a description of how the applicant will complete the required activities. Describe any potential barriers to implementing the project and the strategies that will be used to overcome those barriers.
- Provide specific details about how the proposed project will be coordinated with existing BJA Comprehensive Opioid Abuse Site-based Program (COAP)- and/or COSSAP-funded sites in the applicant’s jurisdiction (either local or state) and how the proposed project will not be duplicative of current efforts. (Search for past COAP and/or COSSAP awards by grantee at: [Awards | Bureau of Justice Assistance \(ojp.gov\)](https://www.ojp.gov/awards).)
- If an evaluation is proposed (Category 1) or required (Category 2), articulate how it will provide meaningful insights into solving local, state, or regional challenges while contributing to the national body of knowledge with respect to best practices. Also, describe how the evaluation results will be used to inform future programming and services, including replication of grant-funded activities. In addition, include details on if and how the researcher-practitioner partnership will be sustained after the grant period ends (Category 2).

- If the proposed project involves the delivery of MAT, please specify which forms of MAT will be provided, how counseling and/or behavioral therapies will be delivered, and describe the coordination between in-custody and community-based treatment.
- If the proposed project involves supporting peer recovery services, describe the type of peer training offered (formal/informal), the type of training certification peers will possess, the peer supervision structure, and the manner in which peer support services will be evaluated and measured.
- If the proposed project involves serving children impacted by substance use disorder, describe the types of services to be provided.
- If the proposed project includes a multidisciplinary coordinating body, describe the current and/or intended composition of this entity, its mission, and how long it has been in existence. Include a description of how the entity will be supported and sustained after the grant period ends.
- If the proposed project includes a field-initiated component, provide a detailed description of the proposed activities, as well as the supporting promising or evidence-based practices that are the basis for it.
- Attach a time task plan that outlines when activities or project milestones are to be accomplished that supports the project's design outlined in this section.
- The funds requested in the budget must be clearly connected to and support the project's design and be reasonable in cost.
- Describe the applicant's plan to sustain the proposed project activities after grant funding ends.
- Articulate the applicant's agreement to work closely with a researcher selected by BJA who may conduct a site-specific or cross-site evaluation in future years. Describe the commitment to maintain a working relationship with the BJA-supported COSSAP training and technical assistance providers.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

#### Category 2: State Applicants

Applicants should describe how they will complete the required activities, including:

- Indicate the number of proposed implementation project sites.
- Describe the needs of the selected sites and the reason these particular sites were selected.
- State whether any of the proposed sites are current BJA COAP- or COSSAP-funded sites. BJA prefers to fund implementation projects in sites that are not current BJA COAP- or COSSAP-funded sites unless a strong justification is provided.
- If there are no preselected sites, describe how the state will select the sites.
- Describe how the state will assist with training the sites, collect performance data from the sites, provide ongoing training and technical assistance, and provide subgrant monitoring and oversight.

Describe how the state applicant agency will work with the sites to implement the project and develop the mandatory deliverables, including an implementation manual that includes the

policies, procedures, forms, and other relevant project materials to be compiled upon completion of the proposed project. Separate from the required evaluation reports, the state will also prepare an annual summary of each project and describe each site's project accomplishments.

- Describe the process for identifying the research partner and the nature of the research that will be conducted. Note that the evaluation requirement will not be fulfilled with activities that are limited to data collection and performance reporting, though those activities may be conducted or supported by the research partner.
- Describe how the required action plan will be developed, including the roles of the state applicant, the local sites, and the research partner. The plan must contain a description of the problem and the data that led to its identification, a logic model that identifies the solution(s) to be tested and the project's result(s), and the plan for an impact evaluation.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

#### c. Capabilities and Competencies

- Describe the management structure and staffing, specifically identifying the key person (or people) responsible for carrying out program or project activities. Demonstrate the capability to implement the project successfully.
- Identify each partner agency that has demonstrated commitment to this effort. Discuss any previous collaboration that occurred that will help to achieve the objectives and describe any existing partnership agreements. Attach a memorandum of understanding (MOU) and/or letter of support from each key team member, outlining their commitments to the project.
- Describe how effective communication and coordination among the team members will be implemented throughout the program period.
- For applications involving a research component, describe the qualifications of the research partner and their prior experience with action research, including prior work with drug monitoring and treatment agencies and other partners. Describe the roles and responsibilities of the research partner and how the applicant will ensure that the research partner will have access to relevant agency data, personnel for interviews, and the ability to monitor operations that are relevant to the evaluation of the initiative. Discuss what data sources will be used and any legal, policy, or other barriers to gaining access to the data and how those barriers will be addressed. Note: Researchers should be experienced in several different data collection methodologies and both quantitative and qualitative research methods. It is preferable that they have several years of evaluation research experience and experience with oral and written presentations of research results. Research partners should be able to conduct scientifically rigorous evaluations and well versed in evaluation methods.
- Describe who will serve as the project coordinator, the project coordinator's project-related duties, the amount of time this position will dedicate to the project per week, and which agency will house the project coordinator. If the project coordinator will be hired after the award, please provide a job description.
- Indicate a willingness to work closely with a BJA-identified evaluator who may conduct a site-specific or cross-site evaluation in future years.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30 percent of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or

expected to be served or have their needs addressed under the proposed project(s).

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at [Comprehensive Opioid, Stimulant, and Substance Abuse Program \(ojp.gov\)](#).

BJA will require award recipients to submit quarterly performance measure data in the Performance Measurement Tool (PMT), and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award.

**Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the "Note on Project Evaluations" section in the [OJP Grant Application Resource Guide](#).

**Goals, Objectives, Deliverables, and Timeline**

The applicant will submit the Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program's goals, objectives, and deliverables in the JustGrants web-based form.

**Budget and Associated Documentation**

**Budget Worksheet and Budget Narrative (Web-based Form)**

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must be a minimum of 30 percent of award funding**.

The budget narrative must also describe how the activities that will be funded with the (minimum) 30 percent of award funding provided to the subrecipient **specifically relate to the priority consideration requested under Priority 1(B)** and described in the "Capabilities and Competencies" section of the application.

**Indirect Cost Rate Agreement (if applicable)**

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

**Financial Management Questionnaire (including applicant disclosure of high-risk status)**

The applicant will download the questionnaire, complete it, and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

**Disclosure of Process Related to Executive Compensation**

If applicable, the applicant will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Additional Application Components**

Applicants will attach the additional requested documentation in JustGrants.

#### **Timeline Form**

Attach a time task plan (with an estimated start date of October 1, 2022) with each project objective, activity, expected completion date, and responsible person or organization. Applicants will submit the time task plan by uploading the document as an attachment in JustGrants.

#### **Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

#### **Letters of Support and/or Memoranda of Understanding/Interagency Agreement**

When the proposed project includes more than the applicant entity, applicants should attach MOUs, letters of support, and/or interagency agreements between the partner agencies and offices to show commitment to participate in the project and how participation will support justice system entities. They should clearly articulate the level of involvement each agency will have in the proposed project and tie to the program design. Category 2 applicants should provide letters of support when the research partner is specifically identified in the application. Applicants will submit letters of support and MOUs by uploading the documents as attachments in JustGrants.

#### **Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

##### **Disclosure of Lobbying Activities**

Complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **DOJ Certified Standard Assurances**

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **Applicant Disclosure of Pending Applications**

Complete the JustGrants web-based Applicant Disclosure of Pending Applications form. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)**

If applicable, applicants will submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based

on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

### How to Apply

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).

For additional information, see the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

### Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 8:59 PM ET on June 13, 2022

The **full application** must be submitted in JustGrants by 8:59 PM ET on June 17, 2022

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. **To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.**

### Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevents application submission by the deadline must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

An applicant experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- Grants.gov — Contact the [Grants.gov Customer Support Hotline](#).
- SAM.gov — Contact the [SAM Help Desk \(Federal Service Desk\)](#).
- JustGrants — Contact the JustGrants Support Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175.

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit their application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the OJP Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material.

Include the applicant's Unique Entity Identifier (UEI), and any applicable SAM.gov tracking number(s),

Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

## **Application Review Information**

### **Review Criteria**

#### **a. Merit Review Criteria**

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (15 percent) — Evaluate the applicant’s understanding of the program/issue to be addressed.
2. Project Design and Implementation (40 percent) — Evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25 percent) — Evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (10 percent) — Evaluate the applicant’s understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10 percent) — Evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

#### **b. Other Review Criteria/Factors**

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned), available funding, past performance, and the extent to which the budget worksheet and budget narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

### **Review Process**

Applications submitted under this solicitation that meet basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

**Important note on FAPIIS:** An applicant may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

## **Federal Award Administration Information**

### **Federal Award Notices**

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

### **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

### **Information Technology (IT) Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

### **General Information about Post-Federal Award Reporting Requirements**

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients typically must submit quarterly financial reports, quarterly performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

### **Federal Awarding Agency Contact(s)**

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For contact information for JustGrants, see the solicitation cover page.

### **Other Information**

#### **Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)**

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).



## Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

## Application Checklist

### Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

#### What an Applicant Must Do:

*Prior to registering in Grants.gov:*

- Confirm your Entity's [System Award Management \(SAM\)](#) Registration Information (see [OJP Grant Application Resource Guide](#))

*To register in Grants.gov:*

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

*To find the funding opportunity:*

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

#### Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)" in the [OJP Funding Resource Center](#).

#### Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of
  - Category 1a: \$1,600,00
  - Category 1b: \$1,300,000
  - Category 1c: \$1,000,000
  - Category 2: \$6,000,000

#### Review Eligibility Requirement:

See solicitation cover page.

**Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)**

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

*After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:*

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

*If no Grants.gov receipt and validation, or error notifications are received:*

- Contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support](#) webpage, or email at support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

*Receive email notification to complete application in JustGrants:*

- Proceed to complete application in JustGrants

### **Content of Application Submission: Critical Application Elements**

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)
- Time and Task Plan

### **Budget and Associated Documentation:**

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

### **Additional Application Components:**

- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Letters of Support and/or Memoranda of Understanding/Interagency Agreement
- Time Task Plan (Required)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

### **Disclosures and Assurances:**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))

- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

*Submit application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If no JustGrants application submission, validation, or error notifications are received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties.

**RESOLUTION NO. 226**

**AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE UNITED STATES DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS REGARDING THE COMPREHENSIVE OPIOID, STIMULANT, AND SUBSTANCE ABUSE PROGRAM**

Introduced: 7/13/20

By Audit and Finance Committee:

WHEREAS, The County Executive has requested authorization to submit a grant application for the amount of \$898,062 to the United States Department of Justice, Office of Justice Programs regarding the Comprehensive Opioid, Stimulant, and Substance Abuse Program, and

WHEREAS, The County Executive has indicated that such funding would be used to support Albany LEAD (Law Enforcement Assisted Diversion) program's new initiative, "Growing LEAD: Increasing Operational Capacity to Improve and Expand Service in Albany County" by adding case managers, a full time Project Director and a Community Engagement and Outreach Coordinator to improve coordination between partners and the public, increase public awareness and develop policies and procedures to better serve LEAD communities, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to submit a grant application for the amount of \$898,062 to the United States Department of Justice, Office of Justice Programs regarding the Comprehensive Opioid, Stimulant, and Substance Abuse Program, and, be it further

RESOLVED, That the County Attorney is authorized to approve said grant application as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.