

County of Albany

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



Meeting Agenda

Thursday, January 28, 2021

5:30 PM

Held Remotely

Public Safety Committee

PREVIOUS BUSINESS:

1. APPROVING PREVIOUS MEETING MINUTES

CURRENT BUSINESS:

2. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES REGARDING THE EXPLOSIVE DETECTION CANINE TEAM PROGRAM
3. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES REGARDING THE TECHNICAL RESCUE AND URBAN SEARCH AND RESCUE GRANT PROGRAM
4. AUTHORIZING AN AGREEMENT WITH CENTRAL SQUARE TECHNOLOGIES REGARDING THE REPLACEMENT OF E911 COMPUTERS WITHIN ALBANY COUNTY
5. AUTHORIZING AN AGREEMENT WITH TECHNICAL BUILDING SERVICES FOR THE PUBLIC SAFETY BUILDING IN CLARKSVILLE
6. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES REGARDING THE FY2019 CYBER SECURITY GRANT FOR THE ALBANY COUNTY SHERIFF'S OFFICE
7. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES REGARDING THE FY2019 CYBER SECURITY GRANT FOR THE ALBANY COUNTY DIVISION OF INFORMATION SERVICES

County of Albany

*112 State Street
Albany, NY 12207*



Meeting Minutes

Thursday, November 19, 2020

5:30 PM

Held Remotely

Public Safety Committee

PREVIOUS BUSINESS:

Present: William M. Clay, Robert J. Beston, Gary W. Domalewicz,
Beroro T. Efekoro, Sean E. Ward, George E. Langdon
and Patrice Lockart

Excused: Frank J. Commisso and Gilbert F. Ethier

1. APPROVING PREVIOUS MEETING MINUTES

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

CURRENT BUSINESS:**2. AUTHORIZING AN INFORMATION SHARING ACCESS AGREEMENT WITH THE UNITED STATES DEPARTMENT OF HOMELAND SECURITY AND THE FEDERAL EMERGENCY MANAGEMENT AGENCY FOR NATIONAL FLOOD INSURANCE PROGRAM DATA**

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

3. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES REGARDING THE BUILDING RESILIENT INFRASTRUCTURE AND COMMUNITIES GRANT

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

4. AUTHORIZING AN AGREEMENT WITH CENTRAL SQUARE TECHNOLOGIES TO UPGRADE THE CPES AND NETWORK COMPONENTS OF THE E-911 SYSTEM

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

5. AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE STOP-DWI FOUNDATION, INC. REGARDING THE STOP-DWI STATEWIDE CRACKDOWN HIGH VISIBILITY ENFORCEMENT GRANT

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

6. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES REGARDING THE 2020/21 LIVESCAN EQUIPMENT GRANT

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

7. AUTHORIZING AGREEMENTS WITH PARTICIPATING MUNICIPALITIES REGARDING EMERGENCY MEDICAL TECHNICIAN SERVICES

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

8. AUTHORIZING AGREEMENTS WITH PARTICIPATING MUNICIPALITIES REGARDING ADVANCED LIFE SUPPORT SERVICES

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

9. AUTHORIZING AN AGREEMENT WITH TRINITY SERVICES GROUP, INC. REGARDING FOOD SERVICE AT THE ALBANY COUNTY CORRECTIONAL FACILITY

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



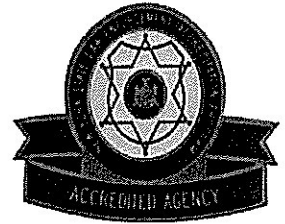
MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

SHAWN P. NOONAN
CHIEF DEPUTY

ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

CRAIG D. APPLE, SR.
SHERIFF



WILLIAM M. RICE
UNDERSHERIFF

LEON A. BORMANN
CHIEF DEPUTY

November 22, 2020

Honorable Andrew Joyce
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

Andrew
Dear Mr. Joyce:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is required in order to allow Albany County to enter into a Grant Application with the State of New York, Division of Homeland Security and Emergency Services, regarding 2019 Explosive Detection Canine Team Grant application.

The grant award for the Albany County Sheriff's Office is a maximum of \$15,000.00, with no match. These grant funds will be utilized for the training of Explosive Detection Canines and handlers, the purchase of related equipment and general program sustainment and enhancement.

These grant funds will expire on 08/31/22.

Should there be any questions, do not hesitate to call.

Sincerely,

Craig D. Apple, Sr.
Craig D. Apple, Sr.
Sheriff

Att.

Cc: Hon. Daniel P. McCoy, County Executive
Hon. William Clay, Public Safety Chairman
Hon. Wanda Willingham, Audit & Finance Committee
Brandon Russell, Esq., Majority Counsel
Arnis Zilgme, Esq., Minority Counsel
Christian Barnes, Minority Conference

REQUEST FOR LEGISLATIVE ACTION

FOR COUNSEL USE ONLY

DATE: _____
RECEIVED: _____
RECEIVED BY: _____
METHOD: HAND _____
COURIER _____
MAIL _____

DATE: NOVEMBER 25, 2020

DEPARTMENT: ALBANY COUNTY SHERIFF'S OFFICE

CONTACT PERSON: SHERIFF CRAIG D APPLE SR

TELEPHONE: 518-447-5440

DEPT. REPRESENTATIVE ATTENDING

COMMITTEE MEETING: CRAIG D APPLE SR

PURPOSE OF REQUEST:

ADOPTION OF LOCAL LAW

AMENDMENT OF PRIOR LEGISLATION

APPROVAL/ADOPTION OF PLAN/PROCEDURE

BOND APPROVAL

BUDGET AMENDMENT (SEE BELOW)

CONTRACT AUTHORIZATION (SEE BELOW)

ENVIRONMENTAL IMPACT

HOME RULE REQUEST

PROPERTY CONVEYANCE

OTHER: (STATE BRIEFLY IF NOT LISTED ABOVE)

X

APPLICATION TO NYS DIVISION OF HOMLAND SECURITY FOR FY2019 EXPLOSIVE DETECTION

CANINE TEAM GRANT PROGRAM

CONCERNING BUDGET AMENDMENTS

STATE THE FOLLOWING

INCREASE ACCOUNT/LINE NO. _____

SOURCE OF FUNDS: _____

TITLE CHANGE: _____

CONCERNING CONTRACT AUTHORIZATION,

STATE THE FOLLOWING:

TYPE OF CONTRACT

CHANGE ORDER/CONTRACT AMENDMENT

PURCHASE (EQUIPMENT/ SUPPLIES)

LEASE (EQUIPMENT/SUPPLIES)

REQUIREMENTS

PROFESSIONAL SERVICES

EDUCATIONAL/TRAINING

GRANT: NEW

X

RENEWAL

SUBMISSION DEADLINE DATE

SETTLEMENT OF A CLAIM

RELEASE OF LIABILITY

OTHER: (STATE BRIEFLY)

CONCERNING CONTRACT AUTHORIZATION (CONT'D)

STATE THE FOLLOWING:

CONTRACT TERMS/CONDITIONS:

PARTY (NAME/ADDRESS):

NYS DIVISION OF HOMELAND SECURITY

1220 WASHINGTON AVE., STATE CAMPUS BUILDING 7A

ALBANY, NY 12242

AMOUNT/RATE SCHEDULE/FEE:

UP TO \$ 15,000.00

TERM: 9/1/2020 THRU 8/31/2022

**SCOPE OF SERVICES: THESE FUNDS WILL BE USED FOR THE TRAINING OF
CANINE HANDLERS AND THE PURCHASE OF RELATED EQUIPMENT**

CONTRACT FUNDING:

ANTICIPATED IN CURRENT BUDGET: YES _____ NO X

FUNDING SOURCE: **NYS DIVISION OF HOMELAND SECURITY**

COUNTY BUDGET ACCOUNTS:

REVENUE: **A33310.03306**

APPROPRIATION: **A93110.22750**

BOND(RES. NO. & DATE OF ADOPTION) _____

CONCERNING ALL REQUESTS:

MANDATED PROGRAM/SERVICE: YES _____ NO X

IF MANDATED CITE: AUTHORITY _____

ANTICIPATED IN CURRENT ADOPTED BUDGET: YES _____ NO X

IF YES, INDICATE REVENUE APPROPRIATION ACCOUNTS: _____

FISCAL IMPACT - FUNDING: (DOLLARS OR PERCENTAGES)

FEDERAL _____

STATE 100%

COUNTY _____

TERM/LENGTH OF FUNDING _____

PREVIOUS REQUESTS FOR IDENTICAL OR SIMILAR ACTION:

RESOLUTION/LAW NUMBER: **304 OF 2018**

DATE OF ADOPTION: **7/9/2018**

JUSTIFICATION: (STATE BRIEFLY WHY LEGISLATIVE ACTION IS REQUESTED)

**FUNDS WILL BE USED TO SUSTAIN AND ENHANCE CAPABILITIES FOR A PREVIOUSLY
DEVELOPED EXPLOSIVE DETECTION CANINE TEAM.**

BACK-UP MATERIAL SUBMITTED (I.E. APPLICATION/APPROVAL NOTICES FROM FUNDING SOURCE,
BID TABULATION SHEET, CIVIL SERVICE APPROVAL NOTICE, PROGRAM ANNOUNCEMENT, CONTRACTS
AND/OR ANY MATERIALS WHICH EXPLAIN OR SUPPORT THE REQUEST FOR LEGISLATIVE ACTION.)

SUBMITTED BY: **CRAIG D APPLE SR**

TITLE: **SHERIFF**



Homeland Security and Emergency Services

FY2019 Explosive Detection Canine Team Grant Program Request for Applications (RFA)

Application Deadline: January 6, 2021 by 5:00 pm.

In order to ensure adequate time to respond, substantive written questions regarding this Request for Applications will be accepted until 12:00 noon on December 30, 2020.

Technical Assistance for E-Grants will not be available after 5:00 pm on January 6, 2021

I. Introduction

The NYS Division of Homeland Security and Emergency Services (DHSES) is supporting local preparedness capabilities through five competitive targeted grant RFAs for a total of up to \$5,000,000. The final award amount for each of the five programs will be based on the scoring of applications received and at the Division's sole discretion.

The purpose of this Request for Applications (RFA) is to solicit applications for eligible local, county and tribal law enforcement agencies with an active road patrol component of their law enforcement operations to develop and sustain their explosive detection canine team capabilities. Funding is made available by DHSES and will be awarded competitively based on the submission of applications by eligible teams.

The six primary objectives of this grant are: 1.) The advancement of explosive detection canine team capabilities statewide; 2.) To support the certification of explosive detection canine teams and compliance with annual New York State re-certification requirements; 3.) Participation in DHS's Office for Bombing Prevention's (DHS-OBP) *Explosive Detection Canine Capability Analysis Program*; 4.) Alignment to New York State's thirteen FBI Accredited bomb squads; 5.) Use of the Bomb Arson Tracking System (BATS); and, 6.) Promotion of regional partnerships in the development of mutual explosive detection canine team capabilities.

This grant opportunity will ensure that critical homeland security funding addresses prioritized capability development goals and objectives as recognized by State and local stakeholders in the New York State Homeland Security Strategy, specifically, Goal 2: *Strengthen Counter-Terrorism and Law Enforcement Capabilities* via Objective 2.1 *"Continue support for the State's Bomb Squads and Explosive Detection Canine Teams to further enhance our Improvised Explosive Device (IED) prevention and response efforts."*

Applicants have two tracks to pursue when applying for this grant funding:

Development of a New Explosive Detection Canine Team: Eligible applicants can apply for up to **\$50,000** to develop an explosive detection canine team. New Team projects are limited to the replacement of a prior NYS Division of Criminal Justice Services (DCJS) certified or New York State Police (NYSP) certified explosive detection canine asset (e.g. retirement, loss, etc.), or the development of a new canine team to supplement an existing DCJS or NYSP certified explosive detection canine team(s). Funding through this track would support certain equipment purchases, training, exercise, and planning opportunities that are required for the development of an explosive detection canine team and fulfill capability gaps identified in their jurisdiction's individual assessment reports from the OBP Explosive Detection Canine Capability Analysis Program.

Sustainment and Enhancement of Capabilities for a Previously Developed Explosive Detection Canine Team: Eligible applicants can apply for up to **\$15,000** to sustain and/or enhance capabilities for an NYS Division of Criminal Justice Services (DCJS) or New York State Police (NYSP) certified explosive detection canine team previously developed. This includes equipment purchases, training, exercises, and planning opportunities that will sustain or enhance a present team's capabilities, per capability gaps identified in their individual assessment reports from the OBP Explosive Detection Canine Capability Analysis Program.

RESOLUTION NO. 304

**AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE
NEW YORK STATE DIVISION OF HOMELAND SECURITY AND
EMERGENCY SERVICES (DHSES) REGARDING THE EXPLOSIVE
DETECTION CANINE TEAM PROGRAM**

Introduced: 7/9/18

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has requested authorization to submit a grant application to the NYS DHSES regarding the Explosive Detection Canine Team grant in the amount of \$50,000 for the period September 1, 2018 to August 31, 2020, and

WHEREAS, The Sheriff has indicated the grant will be allocated for the purchase of an Explosive Detection Canine ready vehicle and general program sustainment and enhancement, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to submit a grant application to the NYS DHSES regarding the Explosive Detection Canine Team grant in the amount of \$50,000 for the period September 1, 2018 to August 31, 2020, and, be it further

RESOLVED, That the County Attorney is authorized to approve said 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 - 7/9/18



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

SHAWN P. NOONAN
CHIEF DEPUTY

ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

CRAIG D. APPLE, SR.
SHERIFF



WILLIAM M. RICE
UNDERSHERIFF

LEON A. BORMANN
CHIEF DEPUTY

November 24, 2020

Honorable Andrew Joyce
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

[Handwritten signature]
Dear Mr. Joyce:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is required in order to allow Albany County to apply for grant funding from the State of New York, Division of Homeland Security and Emergency Services, 2019 Technical Rescue and Urban Search and Rescue Program.

The grant application for the Albany County Sheriff's Office is a maximum of \$75,000.00, with no match. These grant funds, if awarded, will be utilized for the purchase of equipment utilized by multi-discipline responders when responding to a structural collapse, rope rescue or trench rescue operation.

The performance period for this grant is from the date of contract execution to 08/31/22.

There are no matching funds required.

Should there be any questions, do not hesitate to call.

Sincerely,

[Handwritten signature of Craig D. Apple, Sr.]
Craig D. Apple, Sr.
Sheriff

Att.

cc: Hon. Daniel P. McCoy, County Executive
Hon. William Clay, Public Safety Chairman
Hon. Wanda Willingham, Audit & Finance Committee
Brandon Russell, Esq., Majority Counsel
Arnis Zilgme, Esq., Minority Counsel
Christian Barnes, Minority Conference

REQUEST FOR LEGISLATIVE ACTION

FOR COUNSEL USE ONLY

DATE: _____
RECEIVED: _____
RECEIVED BY: _____
METHOD: HAND _____
COURIER _____
MAIL _____

DATE : NOVEMBER 25, 2020

DEPARTMENT: ALBANY COUNTY SHERIFF'S DEPT

CONTACT PERSON: CRAIG D APPLE SR

TELEPHONE: 487-5440

DEPT. REPRESENTATIVE ATTENDING

COMMITTEE MEETING:

SHERIFF CRAIG D APPLE SR

PURPOSE OF REQUEST:

ADOPTION OF LOCAL LAW
AMENDMENT OF PRIOR LEGISLATION
APPROVAL/ADOPTION OF PLAN/PROCEDURE
BOND APPROVAL
BUDGET AMENDMENT(SEE BELOW)
CONTRACT AUTHORIZATION (SEE BELOW)
ENVIRONMENTAL IMPACT
HOME RULE REQUEST
PROPERTY CONVEYANCE
OTHER:(STATE BRIEFLY IF NOT LISTED ABOVE)

X

To APPLY FOR THE 2019 TECHINAL RESCUE & URBAN

SEARCH AND RESCUE GRANT FROM THE NYS DEPT. OF HOMLAND SECURITY.

CONCERNING BUDGET AMENDMENTS

STATE THE FOLLOWING

INCREASE ACCOUNT/LINE NO. _____

SOURCE OF FUNDS: _____

TITLE CHANGE: _____

CONCERNING CONTRACT AUTHORIZATION,

STATE THE FOLLOWING:

TYPE OF CONTRACT

CHANGE ORDER/CONTRACT AMENDMENT _____

PURCHASE (EQUIPMENT/ SUPPLIES) _____

LEASE (EQUIPMENT/SUPPLIES) _____

REQUIREMENTS _____

PROFESSIONAL SERVICES _____

EDUCATIONAL/TRAINING _____

GRANT: NEW _____

X

RENEWAL _____

SUBMISSION DEADLINE DATE _____

1/6/2021

SETTLEMENT OF A CLAIM _____

RELEASE OF LIABILITY _____

OTHER: (STATE BRIEFLY) _____

CONCERNING CONTRACT AUTHORIZATION (CONT'D)

STATE THE FOLLOWING:

CONTRACT TERMS/CONDITIONS:

PARTY (NAME/ADDRESS):

JEROME HAUER, COMMISSIONER

DIVISION OF HOMELAND SECURITY & EMERGENCY SERVICES

1220 WASHINGTON AVENUE, BLDG 7A, SUITE 710, ALBANY 12242

AMOUNT/RATE SCHEDULE/FEE:

UP TO \$75,000.00 (WITH NO MATCH)

TERM: 9/1/20-8/31/22

SCOPE OF SERVICES:

THESE GRANT FUNDS WILL BE USED TO PURCHASE EQUIPMENT TO
ENHANCE THE CAPABILITIES OF OUR SEARCH AND RESCUE TEAM.

CONTRACT FUNDING:

ANTICIPATED IN CURRENT BUDGET: YES _____ NO X

FUNDING SOURCE: NYS Dept. of Homeland Security

COUNTY BUDGET ACCOUNTS:

REVENUE: A3310.04306 (HOMELAND SECURITY)

APPROPRIATION: A93110.22750 (SECURITY EQUIPMENT)

BOND(RES. NO. & DATE OF ADOPTION) _____

CONCERNING ALL REQUESTS:

MANDATED PROGRAM/SERVICE: YES _____ NO X

IF MANDATED CITE: AUTHORITY _____

ANTICIPATED IN CURRENT ADOPTED BUDGET: YES _____ NO X

IF YES, INDICATE REVENUE APPROPRIATION ACCOUNTS: _____

FISCAL IMPACT - FUNDING: (DOLLARS OR PERCENTAGES)

FEDERAL _____

STATE 100%

COUNTY _____

TERM/LENGTH OF FUNDING 9/1/2020-8/31/2022

PREVIOUS REQUESTS FOR IDENTICAL OR SIMILAR ACTION:

RESOLUTION/LAW NUMBER: 272 OF 2019 (COPY ATTACHED)

DATE OF ADOPTION: 7/8/2019

JUSTIFICATION: (STATE BRIEFLY WHY LEGISLATIVE ACTION IS REQUESTED)

THIS GRANT WILL BE USED PURCHASE EQUIPMENT WHICH WILL ENHANCE THE CAPABILITIES
OF OUR REGIONAL SEARCH AND RESCUE TEAMS.

ALSO, THERE ARE NO MATCHING FUNDS INVOLVED WITH THIS GRANT.

BACK-UP MATERIAL SUBMITTED (I.E. APPLICATION/APPROVAL NOTICES FROM FUNDING SOURCE,
BID TABULATION SHEET, CIVIL SERVICE APPROVAL NOTICE, PROGRAM ANNOUNCEMENT, CONTRACTS
AND/OR ANY MATERIALS WHICH EXPLAIN OR SUPPORT THE REQUEST FOR LEGISLATIVE ACTION.)

SUBMITTED BY: CRAIG D APPLE SR

TITLE: SHERIFF



Homeland Security and Emergency Services

FY2019 Technical Rescue & Urban Search and Rescue Grant Program Request for Applications (RFA)

Application Deadline: January 6, 2021 by 5:00 pm

**In order to ensure adequate time to respond, substantive written questions regarding this
Request for Applications will be accepted until 12:00 noon on December 30, 2020**

Technical Assistance for E-Grants will not be available after 5:00 pm on January 6, 2021

II. Eligibility

As a primary objective of this grant program, DHSES supports the statewide development of regional Technical Rescue and USAR response capabilities and encourages multiple-county partnerships to apply for funding. As an incentive for those teams that wish to submit a multi-county application, they are now eligible to apply for up to **\$225,000** through this grant program. Applicants that submit an application as a single county are eligible to apply for up to **\$75,000**.

For the purposes of this grant program, both single-county teams and multiple-county teams are expected to provide technical rescue services countywide or regionally to multiple counties. However, only multi-county teams will be considered as Regional Response Partnerships eligible for up to \$225,000.

- **Option 1 – Single County Applicant:** A county is eligible to apply for the FY2019 Technical Rescue & USAR Grant Program on behalf of Technical Rescue/USAR teams within that county that provide services countywide. (Application Cap: Single County applicants may request up to \$75,000)
- **Option 2 – Multiple-County Applicant (Regional Response Partnership):** Two or more counties are eligible to apply jointly as a Regional Response Partnership for the FY2019 Technical Rescue & USAR Grant Program on behalf of Technical Rescue/USAR teams within those counties that provide services for a multiple-county region. For this option, one county must be identified as the “submitting partner” who submits the application and has fiduciary responsibility for the grant. All other counties will be deemed “participating partners” for purposes of this option. For the purposes of this grant program, any jurisdiction that wholly contains two or more counties within its borders also qualifies to apply as a Regional Response Partnership as a multi-county region. (Application Cap: \$75,000 per participating county up to a maximum of \$225,000 for a multiple-county application)

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

- A. Submitting Partner Guidelines:** The submitting partner will be the fiduciary agent for the application and agrees to be responsible to (1) complete all required grant reporting forms in coordination with and on behalf of the applicant’s region; (2) review and forward all reimbursement claims to DHSES on behalf of the team; and (3) act as the point of contact to DHSES on all grant-related matters.
- B. Participating Partner Guidelines:** The participating partner(s) will be responsible for coordinating with the submitting partner on the development of an application for the FY2019 Technical Rescue & USAR Grant Program and implementation and evaluation of projects.

Application Limit: Eligible applicants can only submit **ONE** application for the FY2019 Technical Rescue & USAR Grant Program. If a county submits a single county application, it

defined in this RFA, provides those services countywide through the **County Fire Mobilization and Mutual Aid Plan** or the **County Comprehensive Emergency Response Plan**, and awarding of this application will benefit the technical rescue response capabilities of the county or region.

VIII. Timeline

DHSES must receive completed grant applications by **5:00 p.m. on January 6, 2021**. Applications received after the due date and time will not be considered. Applications must be submitted via DHSES E-Grants System. Please note that E-Grants Technical Assistance will only be available during business hours on the date the application is due. Furthermore, all written questions must be submitted to DHSES by **12:00 noon, December 30, 2020** to ensure that a timely response is provided to the applicant.

Grant applicants can expect to be notified of award decisions sometime in **late March 2021**.

IX. Approval and Notification of Awards

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

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

X. Administration of Grant Contracts

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

The period of performance for contracts supported by FY2019 Technical Rescue and USAR Grant Program funds will be determined once awards have been approved but cannot extend beyond **August 31, 2022**. Although the contract format may vary, the contract will include such standard terms and conditions included in DHSES grant contracts are available for review on the DHSES website: <http://www.dhSES.ny.gov/grants>.

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

Exhibit A: Allowable Cost Matrix

Reminder: Allowable costs for the FY2019 Technical Rescue & USAR Grant Program are more restrictive than the more general FY2019 State Homeland Security Program (SHSP) because of the specialized nature of this targeted grant program. Accordingly, please refer only to "Exhibit A" and "Exhibit C" of this RFA for details on allowable costs. "Exhibit C" can also be utilized as a reference resource for specific items within these categories.

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

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

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

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

Unallowable Costs

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

RESOLUTION NO. 272

AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES REGARDING THE TECHNICAL RESCUE AND URBAN SEARCH AND RESCUE GRANT PROGRAM.

Introduced: 7/8/19

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has requested authorization to submit a grant application to the New York State Division of Homeland Security and Emergency Services regarding the Technical Rescue and Urban Search and Rescue Grant Program in the amount of \$150,000 for the term commencing September 1, 2019 and ending August 31, 2021, and

WHEREAS, The Sheriff has indicated that this funding will be used for the purchase of equipment utilized by multi-discipline responders when responding to a structural collapse, rope rescue, or trench rescue operation, 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 Technical Rescue and Urban Search and Rescue Grant Program in the amount of \$150,000 for the term commencing September 1, 2019 and ending August 31, 2021, and, be it further

RESOLVED, That the County Attorney is authorized to approve said 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 - 7/8/19

Mr. A. Joyce abstained



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

SHAWN P. NOONAN
CHIEF DEPUTY

ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

CRAIG D. APPLE, SR.
SHERIFF



WILLIAM M. RICE
UNDERSHERIFF

LEON A. BORMANN
CHIEF DEPUTY

November 23, 2020

Honorable Andrew Joyce
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

Andrew
Dear Mr. Joyce:

Legislative approval is required in order to allow for purchases totaling more than \$100,000.00.

This purchase is for the replacement of the existing E911 computers within Albany County.

Albany County has an existing contract with Central Square for the core public safety systems including E911, Computer Aided Dispatch Systems, Mobile Data Systems and Records Management Systems. These systems serve public safety agencies in Albany, Rensselaer and Saratoga Counties. In Albany County each E911 operator has a computer that is on the CDPS (Capital District Public Safety) network.

These computers are located in each PSAP (Public Safety Answering Point). The PSAP's in Albany County are located at the Albany County Sheriff's Office, Albany Police Department, Bethlehem Police Department, Colonie Police Department, Guilderland Police Department, Menands Police Department and the New York State Police.

The current computers are out of warranty and are nearing the end of the current lifecycle. These PC's will need to be replaced to allow the current platform to accept new releases of Central Square's software.

This purchase will be paid using budgeted funds and the remaining using 2019 encumbered funds.

Should there be any questions, do not hesitate to call.

Sincerely,

Craig D. Apple, Sr.
Craig D. Apple, Sr.
Sheriff

cc: Hon. Daniel P. McCoy, County Executive
Hon. William Clay, Public Safety Chairman
Hon. Wanda Willingham, Audit & Finance
Brandon Russell, Esq., Majority Counsel
Hon. Arnis Zilgme, Esq., Minority Counsel
Christian Barnes, Minority Conference

FOR COUNSEL USE ONLY

DATE: _____
RECEIVED: _____
RECEIVED BY: _____
METHOD: HAND
COURIER
MAIL

DEPARTMENT: ALBANY COUNTY SHERIFF'S OFFICE

CONTACT PERSON: SHERIFF CRAIG D APPLE SR
TELEPHONE: 518-447-5440
DEPT. REPRESENTATIVE ATTENDING SHERIFF CRAIG D APPLE SR
COMMITTEE MEETING: PUBLIC SAFETY

ADOPTION OF LOCAL LAW	
AMENDMENT OF PRIOR LEGISLATION	
APPROVAL/ADOPTION OF PLAN/PROCEDURE	
BOND APPROVAL	
BUDGET AMENDMENT (SEE BELOW)	
CONTRACT AUTHORIZATION (SEE BELOW)	X
ENVIRONMENTAL IMPACT	
HOME RULE REQUEST	
PROPERTY CONVEYANCE	
OTHER: (STATE BRIEFLY IF NOT LISTED ABOVE)	

THE SHERIFF'S OFFICE IS LOOKING TO PURCHASE EQUIPMENT TOTALING MORE THAN \$100,000
AS PART OF OUR E-911 SYSTEM UPGRADE

STATE, THE FOLLOWING

INCREASE ACCOUNT/LINE NO. _____
 SOURCE OF FUNDS: _____
 TITLE CHANGE: _____

STATE THE FOLLOWING:

CHANGE ORDER/CONTRACT AMENDMENT	
PURCHASE (EQUIPMENT/ SUPPLIES)	X
LEASE (EQUIPMENT/SUPPLIES)	
REQUIREMENTS	
PROFESSIONAL SERVICES	
EDUCATIONAL/TRAINING	
GRANT:	
NEW	
RENEWAL	
SUBMISSION DEADLINE DATE	

SETTLEMENT OF A CLAIM _____
 RELEASE OF LIABILITY _____
 OTHER: (STATE BRIEFLY) _____

CONCERNING CONTRACT AUTHORIZATION (CONT'D)

STATE THE FOLLOWING:

CONTRACT TERMS/CONDITIONS:

PARTY (NAME/ADDRESS):

CENTRAL SQUARE TECHNOLOGIES

1000 BUSINESS CENTER DRIVE

LAKE MARY, FL 32746

AMOUNT/RATE SCHEDULE/FEE:

\$127,440.84

TERM:

**SCOPE OF SERVICES: PURCHASE OF EQUIPMENT TO BE USED TO UPGRADE
OUR PSAP'S AND NETWORK COMPONENTS OF OUR E-911 SYSTEM**

CONTRACT FUNDING:

ANTICIPATED IN CURRENT BUDGET: YES ☒ NO ☐

FUNDING SOURCE: 2020 FUNDS AND 2019 ENCUMBRANCE

COUNTY BUDGET ACCOUNTS:

REVENUE:

APPROPRIATION: A93020.44036

BOND(RES. NO. & DATE OF ADOPTION)

CONCERNING ALL REQUESTS:

MANDATED PROGRAM/SERVICE: YES ☐ NO ☒

IF MANDATED CITE: AUTHORITY

ANTICIPATED IN CURRENT ADOPTED BUDGET: YES ☒ NO ☐

IF YES, INDICATE REVENUE APPROPRIATION ACCOUNTS:

FISCAL IMPACT - FUNDING: (DOLLARS OR PERCENTAGES)

FEDERAL

STATE

COUNTY

100%

TERM/LENGTH OF FUNDING

PREVIOUS REQUESTS FOR IDENTICAL OR SIMILAR ACTION:

RESOLUTION/LAW NUMBER: 20-223

DATE OF ADOPTION: 7/13/2020

JUSTIFICATION: (STATE BRIEFLY WHY LEGISLATIVE ACTION IS REQUESTED)

LEGISLATIVE APPROVAL IS NEEDED FOR PURCHASES OF \$100,000 OR MORE.

THIS PURCHASE IS THE FINAL PHASE OF OUR E-911 UPGRADE

**BACK-UP MATERIAL SUBMITTED (I.E. APPLICATION/APPROVAL NOTICES FROM FUNDING SOURCE,
BID TABULATION SHEET, CIVIL SERVICE APPROVAL NOTICE, PROGRAM ANNOUNCEMENT, CONTRACTS
AND/OR ANY MATERIALS WHICH EXPLAIN OR SUPPORT THE REQUEST FOR LEGISLATIVE ACTION.)**

SUBMITTED BY: CRAIG D APPLE SR

TITLE: SHERIFF

114

x

**ALBANY COUNTY SHERIFFS OFFICE
REQUEST FOR SUPPLIES AND EQUIPMENT**

Requisition Number

Purchase Order Number _____

DATE: 11/4/2020

I RESPECTFULLY REQUEST THE FOLLOWING SUPPLIES OR EQUIPMENT:

[illegible]

Deliver To:

Communications Director Kevin Demarest
Albany County E-911 Communications Center
449 New Salem Road
Voorheesville, N.Y. 12186

DATE FILED 11/4/2020

AUTHORIZED SIGNATURE [Signature]



**SALES ORDER
PURSUANT TO EXISTING AGREEMENT**

This Sales Order is intended as a binding Agreement between **The County of Albany and CentralSquare Technologies, LLC**, and shall be effective as of the date of the last signature herein.

Quote Number: Q-19078 is attached hereto as Exhibit "A". The Quote contains a description of all products and services sold pursuant to this Sales Order. The Quote is hereby incorporated by reference as a term of this Sales Order.

Payment Terms:

- 100% due upon execution

Master Agreement. This Sales Order shall be governed by the terms and conditions of the existing Agreement between the parties, more specifically described as: **System Purchase Agreement** (the "Master Agreement"), dated January 27, 2016. NO OTHER TERMS OR CONDITIONS OF THE MASTER AGREEMENT ARE NEGATED OR CHANGED AS A RESULT OF THIS DOCUMENT.

Purchase Order. Customer may provide CentralSquare with a valid purchase order, upon execution of this Sales Order. Notwithstanding anything to the contrary herein, purchase orders are to be used solely for Customer's accounting purposes and any terms and conditions contained therein shall be deemed null and void with respect to the parties' relationship and this Sales Order. Any such purchase order provided to CentralSquare shall in no way relieve Customer of any obligation entered into pursuant to this Sales Order including, but not limited to, its obligation to pay CentralSquare in a timely fashion.

Acceptance of Order Terms. By signing this Sales Order below, Customer represents and warrants that: (a) it has read and understands the Master Agreement and Quote that are incorporated by reference into this Sales Order and agrees to be bound by the terms thereof, and (b) it has full power and authority to accept this Sales Order.

CentralSquare Technologies, LLC ("CentralSquare")	The County of Albany ("Customer")
1000 Business Center Dr. Lake Mary, FL 32746	449 New Salem Road Voorheesville, NY 12186
By:	By:
Print Name:	Print Name:
Print Title:	Print Title:
Date Signed:	Date Signed:

Quote #: Q-19078

Quote expires on: January 20, 2021

Quote prepared for:

John Rizzo

NY Capital Project Albany

449 New Salem Road

Voorheesville, NY 12186

(518) 655-7897

Thank you for your interest in CentralSquare. CentralSquare provides software that powers over 8,000 communities. More about our products can be found at www.centralsquare.com.

WHAT SERVICES ARE INCLUDED?

DESCRIPTION	TOTAL
Public Safety Project Management Services - Fixed Fee	1,560.00 USD
Public Safety Technical Services - Fixed Fee	52,650.00 USD
Services include contract start-up fees, project management, technical services, consulting, development, training, and installation.	
Services Total:	54,210.00 USD

WHAT HARDWARE IS INCLUDED?

PRODUCT NAME	QUANTITY	UNIT PRICE	TOTAL
Shipping & Handling TTZ	1	1,648.22 USD	1,648.22 USD
Services Design and Construct Hardware	50	1,431.65 USD	71,582.62 USD



Hardware Total: 73,230.84 USD

Maintenance Total: 10,872.62 USD

Quote Total: 127,440.84 USD

This Quote is not intended to constitute a binding agreement. The terms herein shall only be effective once incorporated into a definitive written agreement with CentralSquare Technologies (including its subsidiaries) containing other customary commercial terms and signed by authorized representatives of both parties.

BILLING INFORMATION

Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of \$21.37656 will be shown as a Unit Price of \$21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Quote Form.

PURCHASE ORDER INFORMATION

Is a Purchase Order (PO) required for the purchase or payment of the products on this Quote Form? (Customer to complete)

Yes ☐ No ☐

Customer's purchase order terms will be governed by the parties' existing mutually executed agreement, or in the absence of such, are void and will have no legal effect.

PO Number:

Initials:

RESOLUTION NO. 223

AUTHORIZING AN AGREEMENT WITH MUNICIPAL EMERGENCY SERVICES TO SUPPORT LOCAL EMERGENCY RESPONSE TEAMS THAT PROVIDE TECHNICAL RESCUE AND URBAN SEARCH AND RESCUE SERVICES

Introduced: 7/13/20

By Public Safety Committee:

WHEREAS, Pursuant to Resolution No. 506 for 2019, this Honorable Body authorized an agreement with the New York State Division of Homeland Security and Emergency Services regarding grant funding for the 2018 Technical Rescue and Urban Search and Rescue Program in the amount of \$149,973 with no County match, for a term commencing October 1, 2019 and ending August 31, 2021, and

WHEREAS, The Sheriff has requested authorization to enter into an agreement with Municipal Emergency Services using these grant funds to enhance and maintain the capabilities of local emergency response teams that provide Technical Rescue and Urban Search and Rescue services, in an amount not to exceed \$122,382 for a term commencing October 1, 2019 and ending August 31, 2021, and

WHEREAS, The Sheriff's Office, through the County Purchasing Agent, issued a request for bids regarding the use of the grant funding and two bids were received, and

WHEREAS, The Sheriff's Office reviewed said bids and recommended awarding the contract to Municipal Emergency Services as the lowest responsible bidder, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Municipal Emergency Services, Poughkeepsie, NY 12603 to use grant funds to enhance and maintain the capabilities of local emergency response teams that provide Technical Rescue and Urban Search and Rescue services, in an amount not to exceed \$122,382 for a term commencing October 1, 2019 and ending August 31, 2021, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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 - 7/13/20

Mr. A. Joyce abstained.



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

SHAWN P. NOONAN
CHIEF DEPUTY

ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

CRAIG D. APPLE, SR.
SHERIFF



WILLIAM M. RICE
UNDERSHERIFF

LEON A. BORMANN
CHIEF DEPUTY

November 23, 2020

Honorable Andrew Joyce
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

ANDREW
Dear Mr. Joyce:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is requested for the Albany County Sheriff's Office to enter into an agreement with Technical Building Services. Technical Building Services will be our vendor to install controls and train our employees on their usage with our HVAC equipment at our Public Safety Building in Clarksville, NY. This agreement would allow the Albany County Sheriff's Office to utilize the services of Technical Building Services as outlined in the attached proposal and allow the Sheriff's Office to move forward with the Public Safety Building renovations.

The cost of this agreement is not to exceed \$215,060.00 and was approved in the 2021 Capital Plan.

Should there be any questions, do not hesitate to call.

Sincerely,

Craig D. Apple, Sr.
Craig D. Apple, Sr.
Sheriff

cc: Hon. Daniel P. McCoy, County Executive
Hon. William Clay, Public Safety Chairman
Hon. Wanda Willingham, Audit & Finance
Brandon Russell, Esq., Majority Counsel
Hon. Arnis Zilgme, Esq., Minority Counsel
Christian Barnes, Minority Conference

FOR COUNSEL USE ONLY

DATE: _____
 RECEIVED: _____
 RECEIVED BY: _____
 METHOD: HAND _____
COURIER _____
MAIL _____

REQUEST FOR LEGISLATIVE ACTION

DATE : NOVEMBER 18, 2020

DEPARTMENT: ALBANY COUNTY SHERIFF'S DEPT

CONTACT PERSON: CRAIG D APPLE SR

TELEPHONE: 487-5440

DEPT. REPRESENTATIVE ATTENDING

COMMITTEE MEETING: SHERIFF CRAIG D APPLE SR

PURPOSE OF REQUEST:

ADOPTION OF LOCAL LAW _____
 AMENDMENT OF PRIOR LEGISLATION _____
 APPROVAL/ADOPTION OF PLAN/PROCEDURE _____
 BOND APPROVAL _____
 BUDGET AMENDMENT(SEE BELOW) _____
 CONTRACT AUTHORIZATION (SEE BELOW) X
 ENVIRONMENTAL IMPACT _____
 HOME RULE REQUEST _____
 PROPERTY CONVEYANCE _____
 OTHER:(STATE BRIEFLY IF NOT LISTED ABOVE) _____

CONCERNING BUDGET AMENDMENTS

STATE THE FOLLOWING

INCREASE ACCOUNT/LINE NO. _____
 SOURCE OF FUNDS: _____
 TITLE CHANGE: _____

CONCERNING CONTRACT AUTHORIZATION,

STATE THE FOLLOWING:

TYPE OF CONTRACT

CHANGE ORDER/CONTRACT AMENDMENT _____
 PURCHASE (EQUIPMENT/ SUPPLIES) _____
 LEASE (EQUIPMENT/SUPPLIES) _____
 REQUIREMENTS _____
 PROFESSIONAL SERVICES X
 EDUCATIONAL/TRAINING _____
 GRANT: NEW _____
 RENEWAL _____
 SUBMISSION DEADLINE DATE _____

SETTLEMENT OF A CLAIM _____
 RELEASE OF LIABILITY _____
 OTHER: (STATE BRIEFLY) _____

CONCERNING CONTRACT AUTHORIZATION (CONT'D)

STATE THE FOLLOWING:

CONTRACT TERMS/CONDITIONS: **PARTY (NAME/ADDRESS):**

TECHNICAL BUILDING SERVICES

12E COMMERCE DRIVE

BALLSTON SPA, NY 12020

AMOUNT/RATE SCHEDULE/FEE:

NOT TO EXCEED \$215,060

TERM:

SCOPE OF SERVICES: VENDOR WILL INSTALL CONTROLS, AND TRAIN

EMPLOYEES ON THEIR USEAGE, ON OUR HVAC EQUIPMENT AT OUR

PUBLIC SAFETY BUILDING IN CLARKSVILLE NY

CONTRACT FUNDING:

ANTICIPATED IN CURRENT BUDGET: YES _____ NO X

COUNTY BUDGET ACCOUNTS:

REVENUE:

APPROPRIATION: 2021 CAPITAL PLAN

BOND(RES. NO. & DATE OF ADOPTION)

2019-097, 3/12/2019

CONCERNING ALL REQUESTS:

MANDATED PROGRAM/SERVICE: YES _____ NO X

IF MANDATED CITE: AUTHORITY

ANTICIPATED IN CURRENT ADOPTED BUDGET: YES _____ X NO _____

IF YES, INDICATE REVENUE APPROPRIATION ACCOUNTS:

INCLUDED IN 2021 CAPITAL PROJECT

FISCAL IMPACT - FUNDING: (DOLLARS OR PERCENTAGES)

FEDERAL

STATE

COUNTY

100%

TERM/LENGTH OF FUNDING

PREVIOUS REQUESTS FOR IDENTICAL OR SIMILAR ACTION:

RESOLUTION/LAW NUMBER: 2020-423

DATE OF ADOPTION: 11/9/2020

JUSTIFICATION: (STATE BRIEFLY WHY LEGISLATIVE ACTION IS REQUESTED)

THIS AGREEMENT WOULD ALLOW THE ALBANY COUNTY SHERIFF'S OFFICE TO

UTILIZE THE SERVICES OF TECHNICAL BUILDING SERVICES AS OUTLINED IN THE ATTACHED

PROPOSAL AND MOVE FORWARD WITH THE PUBLIC SAFETY BUILDING RENOVATIONS

AT THE CLARKSVILLE PUBLIC SAFETY BUILDING

BACK-UP MATERIAL SUBMITTED (I.E. APPLICATION/APPROVAL NOTICES FROM FUNDING SOURCE, BID TABULATION SHEET, CIVIL SERVICE APPROVAL NOTICE, PROGRAM ANNOUNCEMENT, CONTRACTS AND/OR ANY MATERIALS WHICH EXPLAIN OR SUPPORT THE REQUEST FOR LEGISLATIVE ACTION.)

SUBMITTED BY: CRAIG D APPLE SR

TITLE: SHERIFF

RLA



TECHNICAL BUILDING SERVICES

128 Commerce Drive
Ballston Spa, NY 12020
518-885-4444, X-3367
518-385-4680 fax
Jessica O'Brien
jessicaobrien@tbscontrols.com

Project Scope of Work

PROJECT: Albany County Sheriff's Building
Renovations
LOCATION: Clarksville, NY

DATE: 8-20-2020

PROPOSAL NO.: 20JAO080 **REV. NO.:**

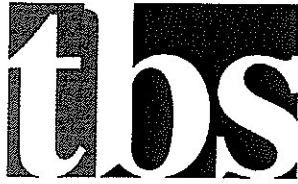
Technical Building Services bid is for an extension to the existing Schneider Electric IA series Building Management System, to be provided via State Contract # PT68868 based on the 'M' drawings dated 8/26/2016 with the following clarifications:

Included by Technical Building Services:

1. Our Proposal/Scope of Work becomes a part of the contract documents
2. Technical Building Services bid includes the following addendums 1, 2, 3, 4, 5
3. All wiring installed in mechanical rooms shall be in EMT conduit. Wire Above Ceilings shall be without conduit.
4. Web based graphics including all programming, floor plan & equipment graphics and start up
5. Email or text message alarming will require access to the simple mail transport protocol (SMTP) server in order to send out email or text message alarms from the user interface.
6. 8 Hours of Training included as specified
7. BASE BID price includes:
 - 2 Energy Recovery Unit (ERV-1,2) field mounted DDC Controls, includes low voltage actuators for factory control dampers
 - 1 Energy Recovery Unit (ERV-3) field mounted DDC Controls, includes outside air and exhaust air control dampers with low voltage actuators
 - 3 Unit Ventilator (UV-1,2,3) field mounted DDC Controls, includes control valve, low voltage actuators for factory control dampers
 - Low voltage interlock wiring to three (3) Air Cooled Condensing Units (ACCU-1,2,3)
 - Integrate to fifteen (15) Split Systems (DAC-1,2,3,4,5,6,7,8,9,10,11,12,13,14; CCU-1 / DCU-4,5,6,7,8,9,10,11,12,13,14). Low voltage wiring of indoor units to factory thermostat and low voltage interlock wiring from indoor unit to outdoor unit.
 - Integrate to three (3) Split Systems (FCU-1,2,3 / DCU-1,2,3). Low voltage wiring of indoor units to factory thermostat and low voltage interlock wiring from indoor unit to outdoor unit. BMS to monitor space temperature. Includes one (1) control damper with low voltage actuator for FCU-3.
 - 3 Cabinet Heater (CH-1,2,3) field mounted DDC Controls
 - 3 Exhaust Fan (EF-1,2,3) field mounted DDC Controls, includes control dampers with low voltage actuators
 - 9 Fin Tube Radiator (FTR-1) field mounted DDC Controls, includes control valves
 - 1 Control Valve for existing Pumps
 - **Note: Differential Pressure Sensor is existing**
 - Relocate one (1) BMS Panel in Utility Room 129
 - Monitor Space Temperature in Server Room
 - One (1) Data Server with computer
 - Two (2) complete BAS Inspections within the first year of substantial completion of project
 - Controls related Demolition

ALTERNATE MC-01, ADD TO THE BASE BID price:

- 1 Exhaust Fan (EF-4) field mounted DDC Control, includes control damper with low voltage actuator
- 3 Fin Tube Radiator (FTR-1) field mounted DDC Controls, includes control valves



TECHNICAL BUILDING SERVICES

12H Commerce Drive
Ballston Spa, NY 12020
518-885-4444, X-3367
518-885-4680 fax

Jessica O'Brien

jessicaobrien@tbscontrols.com

Project Scope of Work

ALTERNATE MC-02, ADD TO THE BASE BID price:

- 1 Rooftop Unit (RTU-1) field mounted DDC Controls, includes low voltage actuators for factory control dampers, control valve
- 1 Fin Tube Radiator (FTR-1) field mounted DDC Controls, includes control valve

Not Included by Technical Building Services:

1. All access doors
2. The setting of valves, dampers, flow measuring devices, humidifiers, and sensor wells furnished by Technical Building Services
3. Fire Alarm Control System work, Smoke Detectors and all associated installation & wiring
4. Fire, smoke and combination fire/smoke dampers, associated actuators, wiring, and installation
5. Re-insulation
6. Asbestos Abatement, Demolition, Removals, Cut, Patch, and Painting
7. Roof penetrations
8. Power wiring, motor starters, disconnects and VFD's
9. Installation of unit manufacturer supplied controls, & safety equipment including interlock wiring and end devices
10. Boiler Control Panel, Boiler Train and Packaged Controls
11. Remote connectivity for viewing or alarm distribution via email or text message.
12. Electric Cabinet Heater (ECH-1), to be provided with built in thermostat
13. Allowances and/or Liquidated Damages
14. Applicable Sales Tax, Use Tax and/or Bonds

BASE PRICE: \$ 197,500

ALTERNATE MC-01, ADD TO THE BASE BID: \$ 6,550

ALTERNATE MC-02, ADD TO THE BASE BID: \$ 11,010

RESOLUTION NO. 423

**AUTHORIZING AN AGREEMENT WITH H2M ARCHITECTS & ENGINEERS
FOR THE CLARKSVILLE 911-EOC PROJECT**

Introduced: 11/9/20

By Public Safety Committee:

WHEREAS, The Albany County Sheriff has requested authorization to enter into an agreement with H2M Architects & Engineers regarding construction management services for the Clarksville 911-EOC project located in Clarksville, New York in an amount not to exceed \$813,250, and

WHEREAS, The Albany County Purchasing Department issued a Request for Proposals (RFP) for Construction Management Services for the Construction of the Clarksville 911-EOC project in Clarksville, New York, and

WHEREAS, Eleven proposals were received in response to the RFP and H2M Architects & Engineers was considered the most qualified to provide the services and meets or exceeds all criteria as set forth in the RFP, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with H2M Architects & Engineers, Latham, NY 12110 regarding construction management services for the Clarksville 911-EOC project located in Clarksville, New York in an amount not to exceed \$813,250, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement 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.



Quote 1275

Quote: Clarksville 2020 project DAC

Payment Terms:
Expiration Date: 09/14/2020

Quote Prepared For

Greg Chudzinski
Albany County Sheriff
16 Eagle St
Albany, NY 12207
Phone: 518 655 7891
gregory.chudzinski@albanycounty.com

Quote Prepared By

Michael Sipperly
eCLIPSE Network Solutions, LLC
122 Karner Road
Albany, NY 12205
United States
Phone: 518-218-0130
Fax: 888-851-0644
mike@eclipsens.com

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
One-Time Items						
1)	13	HID MultiCLASS SE RP40 CONTACTLESS READER, S2 SECURITY BRANDED With Prox, Wall Switch, Wiegand, Pigtail, Black, LED Blue - Flash Green, Buzzer on, S2 Security Label	\$282.00	\$14.10	\$267.90	\$3,482.70
2)	1	S2 Micro Node S2-NDMN	\$1,390.00	\$347.50	\$1,042.50	\$1,042.50
3)	1	S2-EXT-128-RM S2 NETBOX EXTREME CONTROLLER (128 PORTAL LICENSE, RACK MOUNT) Rack mount enclosure with 128 portal license.	\$15,600.00	\$3,900.00	\$11,700.00	\$11,700.00
4)	1	2-NN-E10R-WM S2 Network Node 10 readers S2 Network Node with 10 readers (20 inputs/20 outputs) Includes (5) 2 reader access control blades.	\$5,530.00	\$1,382.50	\$4,147.50	\$4,147.50
5)	3	S2-ACM-P Reader Blade capable of supporting up to two card readers (readers and cards not included) NB: 82 NetBox access blades and S2 NetBox MicroNodes are NOT interchangeable with 82 Pronto systems or vice versa.	\$924.00	\$231.00	\$693.00	\$2,079.00
6)	13	S2-RLI-AD400 ALLEGION AD400 REMOTE LOCK INTEGRATION Integration per Allegion AD400 Lockset S2-RLI-AD400	\$322.00	\$80.50	\$241.50	\$3,139.50

Interest Charges on Past Due Accounts subject to a 1.5% monthly finance charge. Additional training or Professional Services can be provided at our standard rates.

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
7)	2	Mercury LP-1501 Board MERCURY EP1501 SINGLE DOOR CONTROLLER POE, 2 Readers, 2 Inputs, 2 Outputs	\$1,196.00	\$299.00	\$897.00	\$1,794.00
8)	3	:S2-PIM400-1501-LC ALLEGION STANDARD PANEL INTERFACE MODULE Supports up to (16) AD-Series wireless devices. Enclosure includes PIM400-485 and mounting for EP1501. EP1501 device sold separately. Features 900 MHz Spread. Spectrum RF technology and AES-128 bit encryption. 10.43 x 7.28 x 3.79 (26.49cm x 18.49 cm x 9.63 cm)	\$2,406.00	\$601.50	\$1,804.50	\$5,413.50
9)	1	NYS FA Installer - Rate "Individual employed by the Contractor or Subcontractor who Starts-Up, Commissions, Programs, Integrates, and Maintains (both Preventative and Remedial Maintenance) Facility Affixed CCTV/Surveillance Cameras, Facility Affixed Physical Access Control Systems, and Alarm and Signal Systems. ***This Job Title can only be used for work/Services on Systems/Product Lines/Equipment which are included on the Contractor's Contract***."	\$9,704.80		\$9,704.80	\$9,704.80
10)	1	NYS Program / Project Manager Individual employed by the Contractor or Subcontractor who oversees all onsite Work.	\$4,500.00		\$4,500.00	\$4,500.00
					One-Time Total	\$47,003.50
NYS Contact #PT68791					Subtotal	\$47,003.50
					Total Taxes	\$0.00
					Total	\$47,003.50

Authorizing Signature _____

Date _____

Interest Charges on Past Due Accounts subject to a 1.5% monthly finance charge. Additional training or Professional Services can be provided at our standard rates.



TECHNICAL BUILDING SERVICES

12E Commerce Drive
Ballston Spa, NY 12020
518-885-4444, X-3367
518-885-4680 fax

Jessica O'Brien
jessicaobrien@tbscontrols.com

Project Scope of Work

PROJECT: Albany County Sheriff's Building
Renovations
LOCATION: Clarksville, NY

DATE: 8-20-2020

PROPOSAL NO.: 20JAO080 **REV. NO.:**

Technical Building Services bid is for an extension to the existing Schneider Electric IA series Building Management System, to be provided via State Contract # PT68868 based on the 'M' drawings dated 8/26/2016 with the following clarifications:

Included by Technical Building Services:

1. Our Proposal/Scope of Work becomes a part of the contract documents
2. Technical Building Services bid includes the following addendums 1, 2, 3, 4, 5
3. All wiring installed in mechanical rooms shall be in EMT conduit. Wire Above Ceilings shall be without conduit.
4. Web based graphics including all programming, floor plan & equipment graphics and start up
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6. 8 Hours of Training included as specified
7. BASE BID price includes:
 - 2 Energy Recovery Unit (ERV-1,2) field mounted DDC Controls, includes low voltage actuators for factory control dampers
 - 1 Energy Recovery Unit (ERV-3) field mounted DDC Controls, includes outside air and exhaust air control dampers with low voltage actuators
 - 3 Unit Ventilator (UV-1,2,3) field mounted DDC Controls, includes control valve, low voltage actuators for factory control dampers
 - Low voltage interlock wiring to three (3) Air Cooled Condensing Units (ACCU-1,2,3)
 - Integrate to fifteen (15) Split Systems (DAC-1,2,3,4,5,6,7,8,9,10,11,12,13,14; CCU-1 / DCU-4,5,6,7,8,9,10,11,12,13,14). Low voltage wiring of indoor units to factory thermostat and low voltage interlock wiring from indoor unit to outdoor unit.
 - Integrate to three (3) Split Systems (FCU-1,2,3 / DCU-1,2,3). Low voltage wiring of indoor units to factory thermostat and low voltage interlock wiring from indoor unit to outdoor unit. BMS to monitor space temperature. Includes one (1) control damper with low voltage actuator for FCU-3.
 - 3 Cabinet Heater (CH-1,2,3) field mounted DDC Controls
 - 3 Exhaust Fan (EF-1,2,3) field mounted DDC Controls, includes control dampers with low voltage actuators
 - 9 Fin Tube Radiator (FTR-1) field mounted DDC Controls, includes control valves
 - 1 Control Valve for existing Pumps
 - **Note: Differential Pressure Sensor is existing**
 - Relocate one (1) BMS Panel in Utility Room 129
 - Monitor Space Temperature in Server Room
 - One (1) Data Server with computer
 - Two (2) complete BAS Inspections within the first year of substantial completion of project
 - Controls related Demolition

ALTERNATE MC-01, ADD TO THE BASE BID price:

- 1 Exhaust Fan (EF-4) field mounted DDC Control, includes control damper with low voltage actuator
- 3 Fin Tube Radiator (FTR-1) field mounted DDC Controls, includes control valves



TECHNICAL BUILDING SERVICES

12E Commerce Drive
Ballston Spa, NY 12020
518-885-4444, X-3367
518-885-4680 fax

Jessica O'Brien
jessicaobrien@tbscontrols.com

Project Scope of Work

ALTERNATE MC-02, ADD TO THE BASE BID price:

- 1 Rooftop Unit (RTU-1) field mounted DDC Controls, includes low voltage actuators for factory control dampers, control valve
- 1 Fin Tube Radiator (FTR-1) field mounted DDC Controls, includes control valve

Not Included by Technical Building Services:

1. All access doors
2. The setting of valves, dampers, flow measuring devices, humidifiers, and sensor wells furnished by Technical Building Services
3. Fire Alarm Control System work, Smoke Detectors and all associated installation & wiring
4. Fire, smoke and combination fire/smoke dampers, associated actuators, wiring, and installation
5. Re-insulation
6. Asbestos Abatement, Demolition, Removals, Cut, Patch, and Painting
7. Roof penetrations
8. Power wiring, motor starters, disconnects and VFD's
9. Installation of unit manufacturer supplied controls, & safety equipment including interlock wiring and end devices
10. Boiler Control Panel, Boiler Train and Packaged Controls
11. Remote connectivity for viewing or alarm distribution via email or text message.
12. Electric Cabinet Heater (ECH-1), to be provided with built in thermostat
13. **Allowances and/or Liquidated Damages**
14. **Applicable Sales Tax, Use Tax and/or Bonds**

BASE PRICE: \$ 197,500

ALTERNATE MC-01, ADD TO THE BASE BID: \$ 6,550

ALTERNATE MC-02, ADD TO THE BASE BID: \$ 11,010



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

SHAWN P. NOONAN
CHIEF DEPUTY

ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

CRAIG D. APPLE, SR.
SHERIFF



WILLIAM M. RICE
UNDERSHERIFF

LEON A. BORMANN
CHIEF DEPUTY

November 24, 2020

Honorable Andrew Joyce
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

Andrew
Dear Mr. Joyce:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is required in order to allow Albany County to apply for grant funding from the State of New York, Division of Homeland Security and Emergency Services, 2019 Cyber Security Grant Program.

The grant application for the Albany County Sheriff's Office is a maximum of \$50,000.00, with no match. These grant funds, if awarded, will be utilized for the purchase of equipment in the operations of detecting, identifying and prosecuting cybercrimes.

The performance period for this grant is from the date of contract execution to 08/31/22.

There are no matching funds required.

Should there be any questions, do not hesitate to call.

Sincerely,

Craig D. Apple, Sr.
Craig D. Apple, Sr.
Sheriff

Att.

cc: Hon. Daniel P. McCoy, County Executive
Hon. William Clay, Public Safety Chairman
Hon. Wanda Willingham, Audit & Finance Committee
Brandon Russell, Esq., Majority Counsel
Arnis Zilgme, Esq., Minority Counsel
Christian Barnes, Minority Conference

REQUEST FOR LEGISLATIVE ACTION

FOR COUNSEL USE ONLY	
DATE:	_____
RECEIVED:	_____
RECEIVED BY:	_____
METHOD:	<u>HAND</u> _____
	<u>COURIER</u> _____
	<u>MAIL</u> _____

DATE : NOVEMBER 25, 2020

DEPARTMENT: ALBANY COUNTY SHERIFF'S OFFICE

CONTACT PERSON: SHERIFF CRAIG D APPLE SR

TELEPHONE: 518-447-5440

DEPT. REPRESENTATIVE ATTENDING

COMMITTEE MEETING: CRAIG D APPLE SR

PURPOSE OF REQUEST:

ADOPTION OF LOCAL LAW

AMENDMENT OF PRIOR LEGISLATION

APPROVAL/ADOPTION OF PLAN/PROCEDURE

BOND APPROVAL

BUDGET AMENDMENT (SEE BELOW)

CONTRACT AUTHORIZATION (SEE BELOW)

ENVIRONMENTAL IMPACT

HOME RULE REQUEST

PROPERTY CONVEYANCE

OTHER: (STATE BRIEFLY IF NOT LISTED ABOVE)

X

APPLICATION TO NYS DIVISION OF HOMLAND SECURITY FOR THE 2019 CYBER SECURITY

GRANT PROGRAM

CONCERNING BUDGET AMENDMENTS

STATE THE FOLLOWING

INCREASE ACCOUNT/LINE NO. _____

SOURCE OF FUNDS: _____

TITLE CHANGE: _____

CONCERNING CONTRACT AUTHORIZATION,

STATE THE FOLLOWING:

TYPE OF CONTRACT

CHANGE ORDER/CONTRACT AMENDMENT

PURCHASE (EQUIPMENT/ SUPPLIES)

LEASE (EQUIPMENT/SUPPLIES)

REQUIREMENTS

PROFESSIONAL SERVICES

EDUCATIONAL/TRAINING

GRANT:

NEW

X

RENEWAL

SUBMISSION DEADLINE DATE _____

SETTLEMENT OF A CLAIM

RELEASE OF LIABILITY

OTHER: (STATE BRIEFLY)

CONCERNING CONTRACT AUTHORIZATION (CONT'D)

STATE THE FOLLOWING:

CONTRACT TERMS/CONDITIONS:

PARTY (NAME/ADDRESS):

NYS DIVISION OF HOMELAND SECURITY

1220 WASHINGTON AVE., STATE CAMPUS BUILDING 7A

ALBANY, NY 12242

AMOUNT/RATE SCHEDULE/FEE:

UP TO \$ 50,000.00 (NO MATCH)

TERM: 9/1/2020 THRU 8/31/2022

**SCOPE OF SERVICES: THESE FUNDS WILL BE USED FOR THE PURCHASE OF
EQUIPMENT TO BE USED TO HELP DETECT, IDENTIFY AND PROSECUTE
CYBERCRIMES**

CONTRACT FUNDING:

ANTICIPATED IN CURRENT BUDGET: YES _____ NO X

FUNDING SOURCE: **NYS DIVISION OF HOMELAND SECURITY**

COUNTY BUDGET ACCOUNTS:

REVENUE: **A33310.03306**

APPROPRIATION: **A93110.22750**

BOND(RES. NO. & DATE OF ADOPTION) _____

CONCERNING ALL REQUESTS:

MANDATED PROGRAM/SERVICE: YES _____ NO X

IF MANDATED CITE: AUTHORITY _____

ANTICIPATED IN CURRENT ADOPTED BUDGET: YES _____ NO X

IF YES, INDICATE REVENUE APPROPRIATION ACCOUNTS: _____

FISCAL IMPACT - FUNDING: (DOLLARS OR PERCENTAGES)

FEDERAL _____

STATE **100%**

COUNTY _____

TERM/LENGTH OF FUNDING _____

PREVIOUS REQUESTS FOR IDENTICAL OR SIMILAR ACTION:

RESOLUTION/LAW NUMBER: _____

DATE OF ADOPTION: _____

JUSTIFICATION: (STATE BRIEFLY WHY LEGISLATIVE ACTION IS REQUESTED)

**FUNDS WILL BE USED TO PURCHASE EQUIPMENT WHICH WILL HELP IN DETECTING
AND IDENTIFYING CYBERCRIMES**

**BACK-UP MATERIAL SUBMITTED (I.E. APPLICATION/APPROVAL NOTICES FROM FUNDING SOURCE,
BID TABULATION SHEET, CIVIL SERVICE APPROVAL NOTICE, PROGRAM ANNOUNCEMENT, CONTRACTS
AND/OR ANY MATERIALS WHICH EXPLAIN OR SUPPORT THE REQUEST FOR LEGISLATIVE ACTION.)**

SUBMITTED BY: **CRAIG D APPLE SR**

TITLE: **SHERIFF**



Homeland Security and Emergency Services

FY2019 Cyber Security Grant Program: Request for Applications (RFA)

Application Deadline: January 6, 2021 by 5:00 pm

**In order to ensure adequate time to respond, substantive written questions regarding this
Request for Applications will be accepted until 12:00 noon on December 30, 2020.**

Technical Assistance for E-Grants will not be available after 5:00 pm on January 6, 2021.

Services programs that are being offered at no cost to the Counties. For additional information on these programs please email: info@elections.ny.gov.

IV. Authorized Program Expenditures

A. Permissible Costs

Grant funding under the FY2019 Cyber Security Grant Program may be used for certain planning, equipment, training and exercise costs allowable under the State Homeland Security Program (SHSP). ***Applicants should refer to Exhibit A, "Allowable Costs Matrix" for detailed information on allowable costs.***

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

1. Planning:

- Costs associated with the development of plans to include the hiring of consultants¹ to identify potential vulnerabilities and develop risk mitigation plans

2. Equipment:

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

3. Training:

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

4. Exercises:

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

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

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

2. **Basic 6 CIS Critical Security Controls Assessment:** As outlined above, the FY2019 Cyber Security Grant Program has adopted the "Basic 6" Critical Security Controls Assessment Tool, as defined by the Center for Internet Security's (CIS) Top 20 Critical Security Controls (CSC) version 7.1. Applicants should familiarize themselves with this tool via the "ReadMe" sheet of the RFA Worksheet. To use the tool, select responses from the drop-down menus for each CSC Detail under "Control Implemented" on the sheets labeled CSC #1 - CSC #6. As responses are provided, the assessment tool will automatically generate scores for each control, as well as other metrics on the "Dashboard" sheet. By periodically updating the responses in this assessment, your organization can measure its progress in closing implementation gaps associated with the Basic 6 CIS Critical Security Controls. Please refer to the "CSC Guidance" sheet, which is also linked from each of the control response sheets, for more information about the CIS controls and why they are each important to your organization. The "CSC Guidance" sheet may also be helpful in determining what types of products/services may be useful in closing vulnerability gaps identified from this assessment tool, and in turn may be used to guide budget requests under the grant program.
3. **Proposed FY2019 Budget Plan:** Applicants must list each project within the budget in order of priority (Project #1 being most critical, etc.) based on the submission of the budget details in the "Budget" tab of E-Grants, as well as the RFA Worksheet. For each project, applicants must select a project title, provide a project description and outline proposed expenditures within each of the allowable spending categories (*Federal Spending Category* and *NYS Budget Category*). There is no cap on the number of projects that may be submitted, but the total request for the FY2019 Cyber Security Grant Program funding cannot exceed **\$50,000**.

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

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

4. **Capability Advancement:** Applicants must provide a brief description of their current cyber security capabilities and highlight how the proposed projects in their budget for this grant program will address identified capability gaps and improve their overall cyber security posture. Please indicate any combined coordination, planning or training with external agencies or organizations with respect to cyber security. Applicants should describe their organization's existing measures that focus on prevention and response to disruptions of the confidentiality, integrity, and availability of their information systems. Applicants shall also indicate, as clearly as possible, how the overall capability of the organization will be enhanced by the requested goods/services outlined in their proposed budget plan.

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

- **NOTE: Applications seeking funding for Projects that fall outside the scope of the Basic 6 Controls will be considered, however, strong justification for such Projects must be made in your application.**

5. **Multi-Year Planning:** Applicants must provide a Multi-Year Plan that communicates how capabilities (including the maintenance of equipment) will be developed under this grant program and how those capabilities will be enhanced and/or sustained after the successful completion of the projects proposed in your application upon the conclusion of the performance period (August 31, 2022).
6. **Overall Assessment of Application:** Under the FY2019 Cyber Security Targeted Grant Program, applicants will receive up to ten (10) points based on their "Overall Assessment of Application Score." This score will be determined by the reviewers based on a complete assessment of the application. Reviewers will assess how well the application addresses the five primary objectives of the FY2019 Cyber Security Grant Program.
 - **Grant Management Performance History:** Per the new Code for Federal Regulations (CFR) 2 CFR Part 200, DHSES is required to assess the risk posed by sub-recipients of federal funding passed through DHSES. For previously funded applicants, DHSES will assess how well they have historically managed federal grant funds. This will include reporting compliance, successful award spend-down, and program objective compliance. Once a prospective applicant's final overall average score is determined by the review panel, DHSES may subtract up to ten (10) points based on its "Grant Management Performance History" criteria.
7. **Bonus Points Criteria:** Due to the highly competitive nature of this program and to maximize the impacts of funding across the state, Bonus Points will be awarded to applicants who have not been previously funded under the Cyber Security Grant Program. All previously unfunded applicants will be awarded five (5) Bonus Points which will be added to their overall application score.

VI. Application Evaluation Criteria

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

A. Tier 1 Criteria

Tier 1 criteria are rated either "yes" or "no" and serve as a baseline by DHSES to determine if applicants are eligible and have appropriately submitted all the required application materials prior to review by the multi-agency review committee. If any of the answers are

The anticipated period of performance for contracts supported by **FY2019 Cyber Security Grant Program** funds will be determined once awards have been approved but cannot extend beyond **August 31, 2022**. Although the contract format may vary, the contract, or RFA, if applicable will include such standard terms and conditions included in DHSES grant contracts available for review on the DHSES website: <http://www.dhses.ny.gov/grants/forms-egrants.cfm>.

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

A. Issuing Agency

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

B. Filing an Application

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

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

C. Reservation of Rights

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

1. Reject any and all applications received in response to this RFA;
2. Withdraw the RFA at any time at DHSES' sole discretion;
3. Make an award under the RFA in whole or in part;
4. Disqualify any applicant whose conduct and/or application fails to conform to the requirements of the RFA;
5. Seek clarifications and revisions of the applications;
6. Use application information obtained through site visits, management interviews and the State's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to DHSES' request for clarifying information in the course of evaluation and/or selection under the RFA;
7. Prior to the application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available;

Exhibit A: Allowable Costs Matrix

Reminder: Allowable costs for the FY2019 Cyber Security Grant Program are more restrictive than the more general State Homeland Security Program (SHSP) because of the specialized nature of this targeted grant program. Please note that Organizational, Management & Administrative (M&A) as well as Construction costs, and the hiring of Personnel are not allowable under the FY2019 Cyber Security Grant Program.

Personnel Cap: Under the FY2019 Cyber Security Grant Program, there is a 50% cap on personnel costs. Personnel Costs include OT/Backfill for Training and Exercises and most Consultant Costs (unless the consultant is developing defined deliverable or installing equipment).

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

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

Unallowable Costs

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



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

December 30, 2020

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

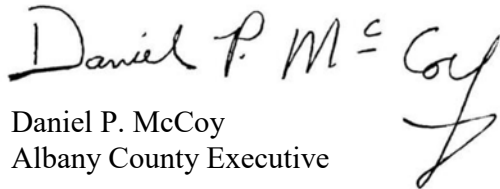
Dear Chairman Joyce:

We are requesting permission to apply to New York State Division of Homeland Security and Emergency Services (DHSES) for the FY2019 Cyber Security Grant for a total of \$43,673. This grant would provide a funding opportunity to purchase enhanced cyber security software and support for Albany County.

Due to increased remote working, the use of OneDrive and SharePoint in Office 365 correspondingly increased the County's exposure to data loss. Albany County currently owns the Varonis Data Security platform which monitors and protects sensitive data. The Division of Information Services is looking to add additional modules to protect data currently contained in Office 365.

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

Sincerely


Daniel P. McCoy
Albany County Executive

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Nellis 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-2107, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

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

Permission to Apply for the NYS DHSES FY19 Cyber Security Grant

Date: 12/1/2020
Submitted By: Patrick Alderson
Department: County Executive's Office
Title: Policy Analyst
Phone: 518-447-3033
Department Rep.
Attending Meeting: 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 1/6/2021

☐ 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 (DHSES)

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: \$43,673

Scope of Services: Increasing security for OneDrive and Office 365 to mitigate the accompanying risk from remote working due to COVID.

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) 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: 418 of 2018, 508 of 2019

Date of Adoption: 9/12/2018, 11/12/2019

Justification: (state briefly why legislative action is requested)

Albany County currently owns the Varonis Data Security platform which monitors and protects sensitive data. The platform is modular so Albany County is looking to add additional modules to protect data currently contained in Office 365. With the exponentially increased use of OneDrive and SharePoint in Office 365 because of employees working from home it has increased the County's exposure to data loss. Albany County is looking to purchase the Varonis modules for Office 365 SharePoint and OneDrive.



1020 John Street
West Henrietta, NY 14586
www.smp-corp.com
800.934.4790

Sold To: COAL01-Albany County

Perry Blanchard
112 State Street, Room 500
Information Services
Albany, NY 12207

Phone: (518) 447-4962

Ship To: COAL01-Albany County

Perry Blanchard
112 State Street, Room 820
Albany, NY 12207

Phone: (518) 447-4962

Varonis DataAdvantage

**Prepared by:**

SMP - Albany, NY

Doug Kelly, Account Manager
Tara Yates, Sales Support

518.435.0803
dkelly@smp-corp.com

Prepared for:

COAL01-Albany County

112 State Street, Room 820
Albany, NY 12207
Perry Blanchard
(518) 447-4962

perry.blanchard@albanycountyny.gov

Quote Information:

Quote #: 202003758

Version: 1

Quote Date: 12/30/2020

Expiration Date: 01/27/2021

Notes

Line	Description	Qty
Varonis NYS OGS Contract# PM67394		

Varonis Year One

Line	Description	Contract Price	Price	Qty	Ext. Price
1	DAOS-1001-15000S 1001 DatAdvantage for OneDrive and SharePoint Online Bundle On-prem subscription for 12 Months	\$60.49	\$25.37	1001	\$25,395.37
2	DCOS-1001-15000S 1001 Data Classification Framework for OneDrive and SharePoint Online Onprem subscription for 12 Months	\$43.55	\$18.26	1001	\$18,278.26



1020 John Street
West Henrietta, NY 14586
www.smp-corp.com
800.934.4790

Terms and Conditions

Thank you for the opportunity to quote the following products and services.

Prices are subject to change without notice and are exclusive of taxes, duties or tariffs, and shipping. SMP reserves the right to void and nullify this quote if a part number changes or discontinues. SMP reserves the right to cancel orders arising from pricing or other errors. This quote is valid for 30 business days and can be extended at SMP's discretion.

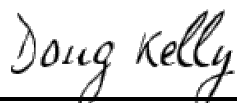
We specifically disclaim any and all warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. We shall not be liable for any loss of profits, business, goodwill, data interruption of business, nor for incidental or consequential merchantability or fitness of purpose, damages related to this agreement.

ACCEPTANCE PROCEDURES: IF YOU AGREE WITH THE TERMS OF THIS QUOTE PLEASE ISSUE A PURCHASE ORDER OR SIGN BELOW AS ACCEPTANCE. SMP WILL USE THE QUOTE NUMBER AS YOUR PURCHASE ORDER. PAYMENT IS DUE 30 DAYS FROM DATE OF INVOICE UNLESS OTHERWISE INDICATED ABOVE. NEW CUSTOMERS WILL BE GIVEN TERMS UPON COMPLETION OF A CREDIT REVIEW. UNTIL SUCH TIME THE TERMS WILL BE "PENDING."

Quote Summary

Description	Amount
Varonis Year One	\$43,673.63
Total:	
	\$43,673.63

SMP - Albany, NY

Signature: 
Name: Doug Kelly
Title: Account Manager
Date: 12/30/2020

COAL01-Albany County

Signature: _____
Name: Perry Blanchard
Date: _____



Homeland Security and Emergency Services

FY2019 Cyber Security Grant Program: Request for Applications (RFA)

Application Deadline: January 6, 2021 by 5:00 pm

In order to ensure adequate time to respond, substantive written questions regarding this Request for Applications will be accepted until 12:00 noon on December 30, 2020.

Technical Assistance for E-Grants will not be available after 5:00 pm on January 6, 2021.

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I. Introduction

The NYS Division of Homeland Security and Emergency Services (DHSES) is supporting local preparedness capabilities through a total of five competitive targeted grant RFAs for a total of up to \$5,000,000. The final award amount for each of the five programs will be based on the scoring of applications received and at the Division's sole discretion.

The purpose of this Request for Applications (RFA) is to solicit applications for up to \$50,000 in federal FY2019 State Homeland Security Program (SHSP) funding made available by DHSES for eligible applicants to enhance and sustain their cyber security posture as well as ensure that their information systems are secure and protected from cyber incidents. Funding will be awarded competitively based upon the submission of completed and eligible applications.

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

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

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

The primary objectives of this grant opportunity are as follows:

1. To provide New York State local jurisdictions with the resources and equipment necessary to prevent disruption of the confidentiality, integrity, and availability of their information systems.
2. To assess cyber security risks, identify vulnerabilities and determine capability gaps with the focus of allocating resources to address the most critical needs.

3. To ensure that local jurisdictions are equipped with the knowledge and resources necessary for providing cyber security awareness training to their staff in support of good cyber hygiene at the user level.
4. To develop actionable cyber security plans that focus on response and immediate remediation to a cyber incident.
5. To encourage the participation in established cyber security support networks and utilization of the vast amount of resources available to local governments.

This grant opportunity will ensure that critical homeland security funding addresses prioritized capability development goals and objectives, as recognized by State and local stakeholders in the 2017-2020 New York State Homeland Security Strategy, specifically, Goal 4: *Enhance Cyber Security Capabilities*.

II. Eligibility

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

- **Additional Eligibility Requirement:** Eligible applicants are further required to be an existing member or register as a new member of the Multi-State Information Sharing and Analysis Center (MS-ISAC). DHSES staff will collaborate with MS-ISAC administrators to verify eligibility of all applicants. An overview and registration information of the MS-ISAC can be found in **Exhibit B: MS-ISAC Membership** of this RFA.
- **Nationwide Cyber Security Review (NCSR) Requirement:** All applicants that receive funding through the FY2019 Cyber Security Grant Program will be required to participate in the Nationwide Cyber Security Review (NCSR) as a condition of receiving federal homeland security funding. Details concerning accessing and registering for the Nationwide Cyber Security Review (NCSR) can be found at: <https://www.cisecurity.org/ms-isac/services/ncsr/>. It is advised that you coordinate closely with your Information Security Officer (ISO) to determine if your jurisdiction has already completed this requirement – please note that you are only required to submit once for your specific jurisdiction.

III. FY2019 Cyber Security Grant Program Objectives

DHSES has identified the following objectives for the FY2019 Cyber Security Grant Program:

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

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

Cyberattacks are successful when vulnerabilities in these systems are exploited. The FY2019 Cyber Security Targeted Grant Program supports local jurisdictions in protecting their systems through the use of funding and ensuring these systems continue to operate effectively to minimize cyber security risk, thus limiting harmful consequences to the organization.

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

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

CIS Top 20 Critical Controls – Introduction

The DHSES Cyber Security Grant Program was created to help entities develop their cyber security programs. The grant encourages entities to evaluate their cyber posture using the Center for Internet Security (CIS) Top 20 Critical Security Controls and apply for funding to remediate the gaps they identify.

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

Details for the CIS Top 20 Critical Controls can be found here:

<https://learn.cisecurity.org/cis-controls-download>

CIS Top 20 Critical Controls – Focus on the Basic 6

DHSES has provided an abbreviated version of its controls assessment tool, which is based on AuditScripts' "Critical Security Controls Initial Assessment Tool", as a part of the Cyber Security Grant program. This version of the tool focuses on the implementation of the "Basic" 6 CIS controls and will aid New York's State and local governments in assessing their current posture and identify security gaps.

There are 47 sub controls for the Basic 6 CIS controls, many of which can be easily implemented with no-cost or low-cost solutions. Others may require advanced solutions and/or significant effort to implement. Many entities may not have the technical expertise or staff to implement or monitor such solutions, in which case the entity may wish to consider an outsourced/managed service.

Encouraged and Favored Projects

Applications seeking funding for projects related to the Basic 6 CIS security controls are encouraged and favored where gaps are identified in the assessment questionnaire. Other high priority projects that fall outside of this scope will also be considered but should be accompanied by justification and or supporting documentation (such as a risk assessment report).

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

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

Email Filtering - One of the most common vectors for malware and social engineering is phishing. When coupled with effective end user awareness training and other organizational controls, email filtering can provide effective protection for an entity and its mail system.

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

Backup Solutions – As seen in many headlines, ransomware continues to be a leading threat. Ensuring proper backup solutions are in place and tested can help with recovery in the case of a ransomware or other infection. It is important to maintain

offline, non-network addressable backups. Many entities have experienced infections that encrypted their entire network and backups.

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

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

In addition to physical systems, an equally, if not more critical component to cyber security is ensuring that all users of information technology systems are following safe and secure practices. This can be accomplished through regularly administered trainings of cyber security best practices and establishing jurisdiction-wide policies to enforce these practices. For example, a common method of cyberattack known as "phishing" occurs when a malicious party sends a fraudulent email, often purporting to be from a trusted source. The email will contain a link or attachment which installs malicious software (malware). Lacking proper knowledge and awareness, a user could be deceived and open the link, thus creating an entry point for a cyberattack. In this all too common scenario, a single user's error will place the entire organization's network at risk. With such cyberattacks targeting users' behavior, the importance of cyber security awareness training is paramount.

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

Applicants of the FY2019 Cyber Security Grant Program are strongly encouraged to develop new or enhance existing cyber security training programs within their agency, as well as other investments focused on the creation of robust cyber security policies and practices. Please note that a multitude of training resources are available for free, which applicants are highly encouraged to seek prior to requesting grant funds for such resources. Please refer to ***Exhibit C: Cyber Security Resources for Local Governments*** for more information on available free and low-cost trainings.

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

In addition to utilizing grant funds to enhance protection and prevention of cyber threats, the FY2019 Cyber Security Grant Program further supports a focus towards response to a cyberattack, should one occur. DHSES recognizes that even jurisdictions with a robust cyber

security posture still carry some degree of risk of a cyber incident. Having an effective response plan in place following such an event is critical in minimizing disruption of an organization's systems. Funding through this program supports local jurisdictions' preparedness efforts to include effective planning and executing regular cyber security exercises. With planning and exercises occurring at regular intervals, an organization can effectively measure their cyber security policies and defenses. This will provide an opportunity for the organization to address any vulnerabilities identified during the exercise. Consequently, the organization will be prepared for real world cyber threats and any potential disruption would be minimized.

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

Through the FY2019 Cyber Security Grant Program, applicants are encouraged to take advantage of the many resources, available from organizations at the state and federal level, as well as the private sector, including information sharing and support networks, assessment tools, best practice recommendations and incident response assistance. Many of these resources are available free of charge and provide government organizations with the ability to assess their current capabilities, identify where their vulnerabilities exist, prioritize where to focus their resources, and understand how to mitigate and plan for potential cyber incidents in the future. Several of these resources are outlined in ***Exhibit C: Cyber Security Resources for Local Governments*** of this RFA.

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

- **Multi-State Information Sharing and Analysis Center (MS-ISAC):** Applicants of the FY2019 Cyber Security Grant Program will be required to be an existing member or register as a new member of the MS-ISAC. The MS-ISAC is the focal point for cyber threat prevention, protection, response and recovery for the nation's state, local, tribal and territorial (SLTT) governments. They are a valued partner of New York State, and work closely with the New York State Intelligence Center (NYSIC) and other NYS agencies to support New York State's local governments. Direct membership in the MS-ISAC and access to all its resources and services are available at no cost to New York's local governments. More information is available at <https://www.cisecurity.org/ms-isac/>.
- **New York State Board of Elections (SBOE) Managed Security Service and Intrusion Detection Service Programs:** SBOE has recently made these services available to Counties for the benefit of the County Boards of Elections. When applying for grants, applicants should consider whether the services identified in the application would or could be covered by SBOE's Managed Security Services and Intrusion Detection

Services programs that are being offered at no cost to the Counties. For additional information on these programs please email: info@elections.ny.gov.

IV. Authorized Program Expenditures

A. Permissible Costs

Grant funding under the FY2019 Cyber Security Grant Program may be used for certain planning, equipment, training and exercise costs allowable under the State Homeland Security Program (SHSP). ***Applicants should refer to Exhibit A, "Allowable Costs Matrix" for detailed information on allowable costs.***

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

1. Planning:

- Costs associated with the development of plans to include the hiring of consultants¹ to identify potential vulnerabilities and develop risk mitigation plans

2. Equipment:

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

3. Training:

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

4. Exercises:

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

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

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

B. Costs Not Permissible

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

V. Application Format and Content

A. Format: Grant applications **MUST** be submitted via the automated E-Grants System operated by DHSES by 5:00 pm on January 6, 2021. The system allows an agency to complete an application electronically and submit it over the Internet using a secure portal. If upon reading this RFA you are interested in completing a grant application, and you have not previously been registered to use the DHSES E-Grants system, your agency will need to register and be assigned a username and password. The Registration Request Form and a detailed tutorial on how to use the E-Grants system is available at: <http://www.dhses.ny.gov/grants/forms-egrants.cfm>.

B. Required Application Content: The following questions must be addressed in your FY2019 Cyber Security Grant Program application. You must answer these grant specific questions in the required RFA Worksheet for your application to be considered.

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

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

- 2. Basic 6 CIS Critical Security Controls Assessment:** As outlined above, the FY2019 Cyber Security Grant Program has adopted the “Basic 6” Critical Security Controls Assessment Tool, as defined by the Center for Internet Security’s (CIS) Top 20 Critical Security Controls (CSC) version 7.1. Applicants should familiarize themselves with this tool via the “ReadMe” sheet of the RFA Worksheet. To use the tool, select responses from the drop-down menus for each CSC Detail under "Control Implemented" on the sheets labeled CSC #1 - CSC #6. As responses are provided, the assessment tool will automatically generate scores for each control, as well as other metrics on the “Dashboard” sheet. By periodically updating the responses in this assessment, your organization can measure its progress in closing implementation gaps associated with the Basic 6 CIS Critical Security Controls. Please refer to the "CSC Guidance" sheet, which is also linked from each of the control response sheets, for more information about the CIS controls and why they are each important to your organization. The “CSC Guidance” sheet may also be helpful in determining what types of products/services may be useful in closing vulnerability gaps identified from this assessment tool, and in turn may be used to guide budget requests under the grant program.
- 3. Proposed FY2019 Budget Plan:** Applicants must list each project within the budget in order of priority (Project #1 being most critical, etc.) based on the submission of the budget details in the “Budget” tab of E-Grants, as well as the RFA Worksheet. For each project, applicants must select a project title, provide a project description and outline proposed expenditures within each of the allowable spending categories (*Federal Spending Category* and *NYS Budget Category*). There is no cap on the number of projects that may be submitted, but the total request for the FY2019 Cyber Security Grant Program funding cannot exceed **\$50,000**.

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

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

- 4. Capability Advancement:** Applicants must provide a brief description of their current cyber security capabilities and highlight how the proposed projects in their budget for this grant program will address identified capability gaps and improve their overall cyber security posture. Please indicate any combined coordination, planning or training with external agencies or organizations with respect to cyber security. Applicants should describe their organization’s existing measures that focus on prevention and response to disruptions of the confidentiality, integrity, and availability of their information systems. Applicants shall also indicate, as clearly as possible, how the overall capability of the organization will be enhanced by the requested goods/services outlined in their proposed budget plan.

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

- ***NOTE: Applications seeking funding for Projects that fall outside the scope of the Basic 6 Controls will be considered, however, strong justification for such Projects must be made in your application.***

5. **Multi-Year Planning:** Applicants must provide a Multi-Year Plan that communicates how capabilities (including the maintenance of equipment) will be developed under this grant program and how those capabilities will be enhanced and/or sustained after the successful completion of the projects proposed in your application upon the conclusion of the performance period (August 31, 2022).
6. **Overall Assessment of Application:** Under the FY2019 Cyber Security Targeted Grant Program, applicants will receive up to ten (10) points based on their “Overall Assessment of Application Score.” This score will be determined by the reviewers based on a complete assessment of the application. Reviewers will assess how well the application addresses the five primary objectives of the FY2019 Cyber Security Grant Program.
 - **Grant Management Performance History:** Per the new Code for Federal Regulations (CFR) 2 CFR Part 200, DHSES is required to assess the risk posed by sub-recipients of federal funding passed through DHSES. For previously funded applicants, DHSES will assess how well they have historically managed federal grant funds. This will include reporting compliance, successful award spend-down, and program objective compliance. Once a prospective applicant’s final overall average score is determined by the review panel, DHSES may subtract up to ten (10) points based on its “Grant Management Performance History” criteria.
7. **Bonus Points Criteria:** Due to the highly competitive nature of this program and to maximize the impacts of funding across the state, Bonus Points will be awarded to applicants who have not been previously funded under the Cyber Security Grant Program. All previously unfunded applicants will be awarded five (5) Bonus Points which will be added to their overall application score.

VI. Application Evaluation Criteria

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

A. Tier 1 Criteria

Tier 1 criteria are rated either “yes” or “no” and serve as a baseline by DHSES to determine if applicants are eligible and have appropriately submitted all the required application materials prior to review by the multi-agency review committee. If any of the answers are

“no”, the application will be immediately disqualified without further review and will not be considered for an award.

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

B. Tier 2 Criteria

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

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

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

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

VII. Checklist of Required Documents

- ☐ Applications must be submitted to DHSES via E-Grants with the required attachment uploaded.
- ☐ FY2019 Cyber Security Grant Program RFA Worksheet must be submitted as an attachment in E-Grants.

VIII. Timeline

DHSES must receive completed grant applications by **5:00 p.m. on January 6, 2021.** Applications received after the due date and time will not be considered. Applications must be submitted via the DHSES E-Grants System. Please note that E-Grants Technical Assistance will only be available during business hours on the date the application is due. Furthermore, all written questions must be submitted to DHSES by **12:00 noon on December 30, 2020** to ensure that a timely response is provided to the applicant.

Grant applicants can expect to be notified of award decisions sometime in late March 2021.

IX. Approval and Notification of Awards

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

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

X. Administration of Grant Contracts

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

The anticipated period of performance for contracts supported by **FY2019 Cyber Security Grant Program** funds will be determined once awards have been approved but cannot extend beyond **August 31, 2022**. Although the contract format may vary, the contract, or RFA, if applicable will include such standard terms and conditions included in DHSES grant contracts available for review on the DHSES website: <http://www.dhSES.ny.gov/grants/forms-egrants.cfm>.

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

A. Issuing Agency

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

B. Filing an Application

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

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

C. Reservation of Rights

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

1. Reject any and all applications received in response to this RFA;
2. Withdraw the RFA at any time at DHSES' sole discretion;
3. Make an award under the RFA in whole or in part;
4. Disqualify any applicant whose conduct and/or application fails to conform to the requirements of the RFA;
5. Seek clarifications and revisions of the applications;
6. Use application information obtained through site visits, management interviews and the State's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to DHSES' request for clarifying information in the course of evaluation and/or selection under the RFA;
7. Prior to the application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available;

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

DHSES may exercise the foregoing rights at any time without notice and without liability to any responding applicant or any other party for its expenses incurred in preparation of responses

hereto or otherwise. All costs associated with responding to this RFA will be at the sole cost and expense of the applicant.

D. Term of the Contract

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

E. Payment and Reporting Requirements of Grant Awardees

1. Standard Cost Reimbursement Contract

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

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

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

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

2 CFR Part 200

Applicants (also referred to herein as "Subrecipients") are responsible to become familiar with and comply with all state and federal laws and regulations applicable to these funds. Applicants are required to consult with the DHSES standard contract language (referenced above) for more information on specific requirements. Additionally, applicants must comply with all the requirements in 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). Applicants are required to

understand and adhere to all federal requirements. You may access 2 CFR Part 200 at: <https://www.ecfr.gov/cgi-bin/text-idx?SID=1c9afe07b881b32365c2f4ce1db64860&mc=true&node=pt2.1.200&rgn=div5>

Procurements

Additionally, applicants must follow and comply with all procurement procedures under General Municipal Law 5A and 2 CFR Part 200, Subpart D (see 2 CFR §§200.317-.326), and/or any other state or federal regulations applicable to these funds and will be subject to monitoring by DHSES to ensure compliance.

Single Audit

For audits of fiscal years beginning on or after December 26, 2014, applicants that expend \$750,000 or more from all Federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of U.S. Government Accountability Office's (GAO) Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and the requirements of Subpart F of 2 CFR Part 200 located at: <http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f>.

Conflict of Interest

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

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

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

Additionally, applicants must disclose, in writing to the Federal Awarding Agency or to the pass-through entity (State) all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required

disclosures can result in any of the remedies described in § 200.338. Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180 and 31 U.S.C. 3321).

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

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

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

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

Affirmative steps must include:

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

For purposes of this solicitation, applicants and subcontractors are hereby notified the State of New York has set an overall goal of **30% for MWBE participation** or more, **15% for Minority-Owned Business Enterprises** ("MBE") participation and **15% for Women-Owned**

Business Enterprises (“WBE”) participation, based on the current availability of qualified MBEs and WBEs for your project needs.

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

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

Sexual Harassment Prevention

Applicants must submit a certification with their bid stating that applicant has a policy addressing sexual harassment prevention and that applicant provides sexual harassment training to all its employees on an annual basis that meets the Department of Labor’s model policy and training standards. Bids that do not contain this certification will not be considered for awards; provided, however, that if applicant cannot make the certification, the applicant may provide a statement with its bids detailing the reasons why the certification cannot be made.

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

Article 17-B of the Executive Law enacted in 2014 acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economics of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at <https://online.ogs.ny.gov/SDVOB/search>

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

performance under the contract, thereby fully benefiting the public sector programs that are supported by associated public procurements.

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

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

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

Worker's Compensation and Disability Benefits Insurance Coverage

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

3. Iran Divestment Act

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

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

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

During the term of the Contract, should DHSES receive information that a person is in violation of the above-referenced certification, DHSES will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then DHSES shall take such action as may be appropriate including, but not

limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default. DHSES reserves the right to reject any bid or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

4. Vendor Responsibility

State Finance Law §163(9)(f) requires a State Agency to make a determination that an applicant is responsible prior to awarding that applicant a State contract which may be based on numerous factors, including, but not limited to the applicants: (1) financial and organizational capacity; (2) legal authority to do business in this State; (3) integrity of the owners, officers, principals, members, and contract managers; and (4) past performance of the applicant on prior government contracts. Thereafter, applicants shall at all times during the Contract term remain responsible. The applicant agrees, if requested by the Commissioner of DHSES, or his or her designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity. DHSES requires that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System, see the VendRep System Instructions available at: http://www.osc.state.ny.us/vendrep/info_vrsystem.htm or go directly to the VendRep system online at <https://onlineservices.osc.state.ny.us/Enrollment/login?0>. Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at ITServiceDesk@osc.state.ny.us. Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website http://www.osc.state.ny.us/vendrep/forms_vendor.htm or may contact the Office of the State Comptroller's Help Desk for a copy of the paper form. Applicants will also be required to complete and submit a Vendor Responsibility Questionnaire prior to contracting.

a) Suspension of Work for Non-Responsibility:

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

b) Termination for Non-Responsibility:

Upon written notice to the applicant, and a reasonable opportunity to be heard by appropriate DHSES officials or staff, the Contract may be terminated by the

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

F. Satisfactory Progress

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

G. General Specifications

By submitting the application, the applicant attests that:

1. Applicant has express authority to submit on behalf of the applicant's agency.
2. Submission of an application indicates the applicant's acceptance of all conditions and terms contained in this RFA, including Appendices A-1 and C, and all other terms and conditions of the award contract.
3. The application and any resulting grant, if awarded, must adhere to, and be in full compliance with any, resulting contract(s) and relevant federal and states policies and regulations or be subject to termination.
4. Any not-for-profit subrecipients are required to be prequalified, prior to contract execution, by the State of New York upon application submission through the New York State Grants Gateway (<https://grantsgateway.ny.gov>)
5. If your organization is not currently doing business with NYS, you will need to submit a Substitute W-9 form to obtain a NYS Vendor ID. The form is available on the Office of the State Comptroller website at: http://www.osc.state.ny.us/vendor_management/forms.htm.
6. Contract Changes - Contracts with applicants/subrecipients may be executed, terminated, renewed, increased, reduced, extended, amended, or renegotiated at the discretion of the Commissioner of DHSES, in light of applicants/subrecipients performance, changes in project conditions, or otherwise.

7. Records – Applicant/subrecipient must keep books, ledgers, receipts, work records, consultant agreements and inventory records pertinent to the project; and in a manner consistent with DHSES contractual provisions and mandated guidelines.
8. Liability - Nothing in the contract between DHSES and the applicant shall impose liability on the State of New York or DHSES for injury incurred during the performance of approved activities or caused by use of equipment purchased with grant funds.
9. Reports - A provider agency shall submit to the DHSES reports in a format and time schedule specified in the grant contract, which shall include a description of the program efforts undertaken during the report period and the current status of the project.
10. Tax Law Section 5-a Certification – In accordance with section 5–a of the Tax Law, sub-recipients will be required, prior to the approval of any contract awarded as a result of this RFA, to certify that it and its affiliates, subcontractors, and subcontractors’ affiliates have registered with the New York State Tax Department for the purpose of collection and remittance of sales and use taxes. In order to trigger this certification requirement, a subrecipient or its affiliates, subcontractor, or subcontractors’ affiliates must have made more than \$300,000 in sales of tangible personal property or taxable services to location within New York State and the contract must be valued in excess of \$15,000. Certification will take the form of a completed Tax Form ST-220 (1/05).
11. Standard Contract Provisions - Grant contracts executed as a result of this RFA process will be subject to the standard clauses for New York State Contracts as referenced herein and as located at:
https://online.ogs.ny.gov/purchase/biddocument/23128i_AppendixA.pdf
12. Compliance with Procurement Requirements - The applicant shall certify to DHSES that all applicable federal and contractual procurement procedures were followed and complied with for all procurements.

H. Special Conditions

New York State Emergency Management Certification and Training Program

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

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

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

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

XI. Questions

Questions regarding the FY2019 Cyber Security Grant Program should be directed to the following e-mail address Grant.Info@dhses.ny.gov. To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. Written questions will be accepted until **12:00 noon on December 30, 2020**.

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

All questions regarding the E-Grants System should be directed to DHSES via e-mail (Grant.Info@dhses.ny.gov) or telephone (866-837-9133). No technical assistance will be available after **5:00 pm on January 6, 2021**.

Exhibit A: Allowable Costs Matrix

Reminder: Allowable costs for the FY2019 Cyber Security Grant Program are more restrictive than the more general State Homeland Security Program (SHSP) because of the specialized nature of this targeted grant program. Please note that Organizational, Management & Administrative (M&A) as well as Construction costs, and the hiring of Personnel are not allowable under the FY2019 Cyber Security Grant Program.

Personnel Cap: Under the FY2019 Cyber Security Grant Program, there is a 50% cap on personnel costs. Personnel Costs include OT/Backfill for Training and Exercises and most Consultant Costs (unless the consultant is developing defined deliverable or installing equipment).

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

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

Unallowable Costs

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

Exhibit B: MS-ISAC Membership

(Requirement for Grant Applicants)

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

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

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

MS-ISAC Member Benefits:

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

Exhibit C: Cyber Security Resources for Local Governments

Nationwide Cyber Security Review (NCSR)

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

NYS Intelligence Center (NYSIC)

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

NYS Office of Information Technology Services (ITS)

Local Government Cyber Security Toolkit – Features practical information, risk assessment tools and guidance to help local government minimize cyber risk and increase cyber security awareness, available at (its.ny.gov/ciso/local-government – TOOLKIT tab). Components of the toolkit include:

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

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

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

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

New York State Information and Cyber Security Awareness Training - designed to improve employees' cyber security awareness and to strengthen overall cyber security readiness.

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

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

Non-Technical Cyber Security Guides – helpful for increasing the information security awareness level of those local government staff in non-technical positions (such as elected officials and administrators, available at (its.ny.gov/ciso/local-government – click on the REPORTS tab).

Awareness, Training, and Events – Provides training videos, best practices, links to free/discounted training opportunities (e.g., FedVTE, Cybrary) and other offerings and is available at <http://its.ny.gov/awarenesstrainingevents> and at its.ny.gov/ciso/local-government – click on the AWARENESS, TRAINING & EVENTS tabs.

Information Classification Resources – An important step in your cyber security program is identifying information assets in your organization, classifying them and determining controls for protecting them. An information classification toolkit is available at <http://its.ny.gov/information-classification-resources>.

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

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

NYS Office of General Services (OGS)

IT Umbrella, System Integration, Project Consulting, Manufacturing, Distribute – This group of contracts includes three different umbrella contracts that municipalities can use to procure cyber security technology and services from accredited contractors and is available at

https://ogs.ny.gov/purchase/snt/lists/gp_73600.asp.

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

U.S. Department of Homeland Security (DHS)

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

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

DHS Cyber Resilience Review (CRR) – The CRR is a non-technical assessment to evaluate an organization's operational resilience and cybersecurity practices. The CRR may be conducted as a self-assessment or as an on-site assessment facilitated by DHS cybersecurity professionals and is available at <https://www.us-cert.gov/ccubedvp/assessments>.

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

DHS External Dependencies Management (EDM) Assessment – The EDM Assessment is a non-technical facilitated assessment to help stakeholders assess and manage risks arising from external dependencies, specifically dependencies on the information and communication technology service supply chain. More information is available at <http://static1.1.sqspcdn.com/static/f/869587/26055675/1426700102660/EDM+Fact+Sheet+2014.pdf?token=ypiA0Bflcc1qJooca1q%2BCrxdRXw%3D>.

Industrial Control Systems Cyber Emergency Response Team (ICS-CERT) Assessments – ICS-CERT performs cyber assessments to safeguard the nation’s critical infrastructure. These assessments are available at <https://ics-cert.us-cert.gov/Assessments>.

Federal Cyber Incident Unified Message – This message provides useful points of contact in the federal government as well as detailed descriptions of when to report cyber incidents, what to report, how to report, and types of federal responses, and it is available at <https://www.dhs.gov/sites/default/files/publications/Cyber%20Incident%20Reporting%20United%20Message.pdf>.

Federal Ransomware Guidance – This guide has preventive and response advice for ransomware, and it is available at https://www.us-cert.gov/sites/default/files/publications/Ransomware_Executive_One-Pager_and_Technical_Document-FINAL.pdf.

Exhibit D: Best Practices for Preparing an Effective Grant Application

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

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

What to do when you are completing the application:

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

What to do prior to submitting your application:

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