



**Monday, July 27, 2026 - 7:00 PM**

**AGENDA**  
**CHEMUNG COUNTY CORRECTIONS AND LAW ENFORCEMENT COMMITTEE**  
**PURSUANT TO RESOLUTION NO. 08-100, RULES I, II, and III**

**I. COMMUNICATIONS**

**II. RESOLUTIONS, MOTIONS, AND NOTICES**

1. Resolution authorizing application for and acceptance of Aid to Defense Supplemental program funding from the New York State Department of Criminal Justice Services on behalf of the Chemung County Public Advocate
2. Resolution amending agreement with the New York State Office of Indigent Legal Services on behalf of the Chemung County Public Advocate (Fourth Counsel At First Appearance - Arraignment Bureau)
3. Resolution authorizing application for and acceptance of Aid to Defense for Discovery funding from the New York State Department of Criminal Justice Services on behalf of the Chemung County Public Advocate and Public Defender
4. Resolution amending agreement with the New York State Office of Indigent Legal Services on behalf of the Chemung County Public Advocate and Public Defender (Fourth Upstate Quality Improvement and Caseload Reduction)
5. Resolution authorizing agreement with Federal Engineering, Inc. on behalf of the Chemung County Office of Fire and Emergency Management (Consulting Services for Next Generation 911 Preparedness Project)
6. Resolution extending agreement with Catalis Courts & Land Records, LLC on behalf of the Chemung County Probation Department (Caseload Management)
7. Resolution authorizing application for and acceptance of funding for

**the Alternatives to Incarceration Program from the NYS Division of Criminal Justice Services, Office of Probation and Correctional Alternatives on behalf of the Chemung County Probation Department**

- 8. Resolution authorizing purchase agreement with United Uniform on behalf of the Chemung County Probation Department (Body Armor Vests)**
- 9. Resolution authorizing application for and acceptance of New York State Division of Criminal Justice Services Gun Involved Violence Elimination Grant on behalf of the Chemung County Sheriff's office, Chemung County District Attorney's office and Chemung County Probation Department**
- 10. Resolution authorizing application for and acceptance of NYS Law Enforcement Technology grant from the New York State Division of Criminal Justice Services on behalf of the Chemung County Sheriff's Office**
- 11. Resolution authorizing agreement with Elmira City School District on behalf of the Chemung County Sheriff's Office (SRO and SPO Services)**
- 12. Resolution authorizing agreement with GST BOCES on behalf of the Chemung County Sheriff's Office (SRO and SPO)**
- 13. Resolution authorizing agreement with Finn Academy on behalf of the Chemung County Sheriff's Office (SPO Services)**
- 14. Resolution authorizing agreement with Horseheads Central School District on behalf of the Chemung County Sheriff's Office (SRO and SPO Services)**
- 15. Resolution authorizing purchase agreement with Artes Intermediate Holdings, LLC dba Parkview Health Services, LLC on behalf of the Chemung County Sheriff's Office**
- 16. Resolution authorizing purchase agreement with AmChar Wholesale, Inc. on behalf of the Chemung County Sheriff's Office**

**III. OLD BUSINESS**

**IV. NEW BUSINESS**

**V. ADJOURNMENT**

[MEET\_FOOT]



## CHEMUNG COUNTY ROUTE SLIP

Resolution authorizing application for and acceptance of Aid to Defense Supplemental program funding from the New York State Department of Criminal Justice Services on behalf of the Chemung County Public Advocate

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**Resolution #:**

**Slip Type:** Grant

**SEQRA Status:**

**State Mandate:** No

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**Explanation Action Needed or Position Requested (Justification):**

Enter justification information here...DCJS has awarded \$241,333 for the term April 1, 2026 to March 31, 2027, to support public defense services and expenses related to discovery reform implementation. The funds will be used to support public defense services and expenses, including some expenses for assigned counsel costs not covered under County Law Article 18-B.

Vendor/Provider: NYS DCJS    Total Amount: 241,333.00    Prior Amount:

Term: 4/1/2026-3/31/2027    Total Amount: \$241,333.00    Federal Share: -0-

Local Share: -0-    State Share: 100%    Federal Share:

Other Share: -0-    Project Budgeted (Y or N): Y    Funds are in Account #: 10-1170-1172 43089 (Aid to Defense)

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**Approvals:**

Chris Moss, County Executive  
Chris Moss, County Executive  
Mark Margeson, Legislature

Created/Initiated - 7/8/2026  
Approved - 7/8/2026  
Final Approval - 7/16/2026

**Attachments:**

1. Aid to Defense Supplemental    Aid to Defense Supplemental.pdf



**Richard Jennings, Esq.**  
**Acting Public Advocate**  
Chemung County Public Advocate's Office  
163 Lake Street  
PO Box 588  
Elmira, NY 14902-0588  
rjennings@chemungcountyny.gov

Kelly A. Smith, Esq.  
Lauren A. Wolfe, Esq.  
*Assistant Public Advocates*

Jay Miller  
*Investigator*

To: Christopher J. Moss, County Executive  
From: Richard Jennings, Acting Public Advocate  
Date: May 18, 2026  
Re: Aid to Defense - Supplemental

The purpose of this correspondence is to request the Legislative authorization to accept funds from the New York State Department of Criminal Justice Services (DCJS) for Aid to Defense – Supplemental.

DCJS has awarded \$241,333 for the term April 1, 2026, to March 31, 2027, to support public defense services and expenses related to discovery reform implementation. The funds will be used to support public defense services and expenses, including some expenses for assigned counsel costs not covered under County Law Article 18-B.

Should you need any further information, please feel free to contact me.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Rich Jennings", is written over the typed name.

Richard Jennings  
Acting Public Advocate

Phone: (607) 737-5577  
Fax: (607) 737-2955  
ChemungCountyNY.gov





## Division of Criminal Justice Services

**KATHY HOCHUL**

Governor

**ROSSANA ROSADO**

Commissioner

**CILLIAN FLAVIN**

Deputy Commissioner

## Grant Award Notice

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>Grantee/Contractor:</b><br>Chemung County Public Defender                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Date:</b><br>June 11, 2025                 |
| <b>Program Name:</b><br>Aid to Defense                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Award Amount:</b><br>\$14,088 <sup>1</sup> |
| <b>Signatory Name and Title:</b><br>Jennifer LaBeau<br>Public Defender                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Term Dates:</b><br>4/1/2025 - 3/31/2026    |
| <b>Email:</b><br>jlabeau@chemungcountyny.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               |
| <b>SFS Vendor ID No.:</b> 1000004326                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                               |
| <b>Additional Information:</b><br><br>I am pleased to advise you that your county will receive funding under the Aid to Defense Program for the State Fiscal Year (FY) 2025-26. The award amount is consistent with the amount your county received last year.<br><br>Rather than issuing your grant award through a DCJS grant contract for this funding, the full award amount will be automatically disbursed to the county in one payment. It is important to note that this funding is provided to the county to provide support to defense services in your county in the same manner it was provided in prior years. DCJS will evaluate this process next year for its effectiveness prior to making subsequent grant awards.<br><br>The funding must be used to help offset the cost of public defense services that your county incurred on or after the start of SFY 2025-26 (April 1, 2025). DCJS requires that the funded agency(s) be able to fully account for every dollar expended. Should you have any questions, please email the DCJS contacts provided on this Award Notice. Thank you in advance for your cooperation and support.<br><br><b>Questions:</b><br>NYS Division of Criminal Justice Services, Finance Office<br><a href="mailto:dcjsgrantsunitvoucherinquiry@dcjs.ny.gov">dcjsgrantsunitvoucherinquiry@dcjs.ny.gov</a><br><br>NYS Division of Criminal Justice Services, Law Enforcement & Legal Services<br><a href="mailto:dcjs.sm.lelsunit@dcjs.ny.gov">dcjs.sm.lelsunit@dcjs.ny.gov</a> |                                               |

We look forward to working with you in our continued efforts to safeguard the health and safety of all New York residents and visitors.



## CHEMUNG COUNTY ROUTE SLIP

Resolution amending agreement with the New York State Office of Indigent Legal Services on behalf of the Chemung County Public Advocate (Fourth Counsel At First Appearance - Arraignment Bureau)

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**Resolution #:**

**Slip Type:** Grant

**SEQRA Status:**

**State Mandate:** No

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**Explanation Action Needed or Position Requested (Justification):**

Enter justification information here...Resolution #23-254 approved the Fourth Counsel at First Appearance (Arraignment Bureau) grant from the New York State Office of Indigent Legal Services for the period of January 1, 2023 to December 31, 2025 in the amount of \$294,465.48. In order to spend down the remainder of these funds, approval is requested for a no-cost 12 month extension to December 31, 2026. Funds support on-call attorneys who cover off-hours arraignments in all criminal courts in Chemung County.

Vendor/Provider: Chemung County      Total Amount: \$294,465.48      Prior Amount: \$294,465.48

Term: 1/1/23-12/31/26      Total Amount:      Federal Share:

Local Share: -0-      State Share: 100%      Federal Share:

Other Share:      Project Budgeted (Y or N):      Funds are in Account #:  
Y      10-1170-1172 50100.01  
(Arraignment Bureau Payroll)  
10-1170-1172 50100 (Payroll)  
10-1170-1172 50403 (Supplies)

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**Approvals:**

Chris Moss, County Executive  
Chris Moss, County Executive  
Mark Margeson, Legislature

Created/Initiated - 7/9/2026  
Approved - 7/9/2026  
Final Approval - 7/16/2026

**Attachments:**

1. EXT-Chemung-CAFA407 12.31.2026      EXT-Chemung-CAFA407 12.31.2026.pdf



# STATE OF NEW YORK CONTRACT FOR GRANTS FACE PAGE

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>STATE AGENCY (Name &amp; Address):</p> <p>NYS Office of Indigent Legal Services<br/>A. E. Smith Building, 11th Floor<br/>80 South Swan Street<br/>Albany, NY 12210</p>                                                                                                                                                                                                                                                                                                                               | <p>BUSINESS UNIT/DEPT. ID: OLS01 - 1350200</p> <p>CONTRACT NUMBER: CAFA407</p> <p>CONTRACT TYPE (select one):</p> <p><input checked="" type="checkbox"/> Multi-Year Agreement<br/><input type="checkbox"/> Simplified Renewal Agreement<br/><input type="checkbox"/> Fixed Term Agreement</p>                                                                                             |
| <p>CONTRACTOR NAME:</p> <p>Chemung, County of</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>TRANSACTION TYPE:</p> <p><input type="checkbox"/> New<br/><input type="checkbox"/> Renewal (list periods):<br/><input checked="" type="checkbox"/> Amendment (list periods):</p>                                                                                                                                                                                                       |
| <p>CONTRACTOR IDENTIFICATION NUMBERS:</p> <p>NYS Vendor ID Number: 1000004326<br/>Federal Tax ID Number: 16-6002557</p>                                                                                                                                                                                                                                                                                                                                                                                 | <p>PROJECT NAME:</p> <p>FOURTH COUNSEL AT FIRST APPEARANCE</p> <p>ASSISTANCE LISTINGS (formerly CFDA)<br/>NUMBER (ALN) (Federally Funded Grants Only):</p>                                                                                                                                                                                                                                |
| <p>CONTRACTOR PRIMARY MAILING ADDRESS:</p> <p>Chemung County Public Advocate Office<br/>219 Madison Avenue<br/>Elmira, NY 14901</p> <p>CONTRACTOR PAYMENT ADDRESS:</p> <p><input type="checkbox"/> Check if same as primary mailing address</p> <p>Chemung County Treasurer's Office<br/>320 East Market Street<br/>Elmira, NY 14901</p> <p>CONTRACT MAILING ADDRESS:</p> <p><input checked="" type="checkbox"/> Check if same as primary mailing address</p> <p>CONTRACTOR PRIMARY E-MAIL ADDRESS:</p> | <p>CONTRACTOR STATUS:</p> <p><input type="checkbox"/> For Profit<br/><input checked="" type="checkbox"/> Municipality<br/><input type="checkbox"/> Tribal Nation<br/><input type="checkbox"/> Individual<br/><input type="checkbox"/> Not-for-Profit</p> <p>Charities Registration Number:</p> <p>Exemption Status/Code: 70100000000</p> <p><input type="checkbox"/> Sectarian Entity</p> |

# STATE OF NEW YORK CONTRACT FOR GRANTS FACE PAGE

## CURRENT CONTRACT TERM:

From: January 1, 2023 To: December 31, 2025

## AMENDED TERM:

From: January 1, 2023 To: December 31, 2026

## CONTRACT FUNDING AMOUNT

(*Fixed Term* - enter current period amount;  
*Simplified Renewal* - enter cumulative amount  
to date; *Multi-year* - enter total projected  
amount of the contract):

CURRENT: \$ 297,465.48

AMENDED:

## FUNDING SOURCE(S)

- ☒ State  
☐ Federal  
☐ Other

## ATTACHMENTS INCLUDED AS PART OF THIS AGREEMENT (select all that apply):

- ☐ Appendix A
- ☐ Attachment A:
- ☐ Attachment B:
- ☐ Attachment C: Work Plan
- ☐ Attachment D: Payment and Reporting
- ☒ Other: Attachment E: Limitation on Contract Extensions
- ☐ A-1 Agency Specific Terms and Conditions
- ☐ A-2 Program Specific Terms and Conditions
- ☐ A-3 Federally Funded Grants and Requirements Mandated  
by Federal Laws
- ☐ B-1 Expenditure Based Budget
- ☐ B-2 Performance Based Budget
- ☐ B-3 Capital Budget
- ☐ B-4 Net Deficit Budget
- ☐ B-1(A) Expenditure Based Budget (Amendment)
- ☐ B-2(A) Performance Based Budget (Amendment)
- ☐ B-3(A) Capital Budget (Amendment)
- ☐ B-4(A) Net Deficit Budget (Amendment)

IN WITNESS THEREOF, the parties hereto have executed or approved this Master Contract on the dates below their signatures.

CONTRACTOR:

Chemung, County of

By: \_\_\_\_\_

Printed Name

Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE AGENCY:

NYS Office of Indigent Legal Services

By: \_\_\_\_\_

Patricia J. Warth

Printed Name

Title: Director - Office of Indigent Legal Services

Date: \_\_\_\_\_

STATE OF NEW YORK

County of \_\_\_\_\_

On the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me personally appeared \_\_\_\_\_, to me known, who being by me duly sworn, did depose and say that he/she resides at \_\_\_\_\_, that he/she is the \_\_\_\_\_ of the \_\_\_\_\_, the contractor described herein which executed the foregoing instrument; and that he/she signed his/her name thereto as authorized by the contractor named on the face page of this Master Contract.

(Notary) \_\_\_\_\_

ATTORNEY GENERAL'S SIGNATURE

\_\_\_\_\_

Printed Name

Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE COMPTROLLER'S SIGNATURE

\_\_\_\_\_

Printed Name

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment E: Limitation on Contract Extensions

### FOURTH COUNSEL AT FIRST APPEARANCE

Chemung, County of

The term extension provided for in this amendment shall represent the last and final extension to this contract. No additional term extensions will be provided. All claims eligible for reimbursement under the terms of this contract shall be submitted to the Office of Indigent Legal Services no later than one hundred twenty (120) days after the end date of the term extension. Upon expiration of this term, the claims covered by the terms of the contract and any associated funding shall no longer be available for such reimbursement.



## CHEMUNG COUNTY ROUTE SLIP

Resolution authorizing application for and acceptance of Aid to Defense for Discovery funding from the New York State Department of Criminal Justice Services on behalf of the Chemung County Public Advocate and Public Defender

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**Resolution #:****Slip Type:** Grant**SEQRA Status:****State Mandate:** No

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**Explanation Action Needed or Position Requested (Justification):**

Enter justification information here...DCJS has awarded \$277,864 for term April 1, 2026 to March 31, 2027, to support public defense services and expenses related to discovery reform implementation. The funds will support both the Public Advocate and Public Defenders offices.

Vendor/Provider: NYS DCJS    Total Amount: \$277,864.00    Prior Amount:

Term: 4/1/2026-3/31/2027    Total Amount: \$277,864.00    Federal Share:

Local Share: -0-    State Share: 100%    Federal Share: -0-

Other Share: -0-    Project Budgeted (Y or N):    Funds are in Account #:  
Y    10-1170-1172 43089 (Aid to Defense)

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**Approvals:**

Chris Moss, County Executive

Chris Moss, County Executive

Mark Margeson, Legislature

Created/Initiated - 7/8/2026

Approved - 7/8/2026

Final Approval - 7/16/2026

**Attachments:**

1. Aid to Defense for Discovery Grant\_3226 Aid to Defense for Discovery Grant\_3226.pdf





**Richard Jennings, Esq.**  
**Acting Public Advocate**  
Chemung County Public Advocate's Office  
163 Lake Street  
PO Box 588  
Elmira, NY 14902-0588  
rjennings@chemungcountyny.gov

Kelly A. Smith, Esq.  
Lauren A. Wolfe, Esq.  
*Assistant Public Advocates*

Jay Miller  
*Investigator*

To: Christopher J. Moss, County Executive  
From: Richard Jennings, Acting Public Advocate  
Date: May 18, 2026  
Re: Aid to Defense for Discovery

The purpose of this correspondence is to request the Legislative authorization to accept funds from the New York State Department of Criminal Justice Services (DCJS) for Aid to Defense for Discovery.

DCJS has awarded \$277,864 for the term April 1, 2026, to March 31, 2027, to support public defense services and expenses related to discovery reform implementation. The funds will support both the Public Advocate and Public Defenders offices.

Should you need any further information, please feel free to contact me.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Rich Jennings", is written over the typed name.

Richard Jennings  
Acting Public Advocate

Phone: (607) 737-5577  
Fax: (607) 737-2955  
ChemungCountyNY.gov



## Division of Criminal Justice Services

**KATHY HOCHUL**

Governor

**ROSSANA ROSADO**

Commissioner

**CILLIAN FLAVIN**

Deputy Commissioner

## Grant Award Notice

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Grantee/Contractor:<br>Chemung County                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Date:<br>July 2, 2025                |
| Program Name:<br>Aid to Defense for Discovery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Award Amount:<br>\$249,386           |
| Signatory Name and Title:<br>Christopher Moss<br>County Executive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Term Dates:<br>4/1/25 – 3/31/26      |
| Email:<br>cmoss@chemungcountyny.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | SFS Vendor ID No.: <b>1000004326</b> |
| Program Description:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                      |
| <p>The Division of Criminal Justice Services (DCJS) is pleased to provide this award letter to your county for the State's Aid to Defense for Discovery Reform Program from State Fiscal Year (SFY) 2025-26.</p> <p>Consistent with the appropriation, DCJS requires that recipients be able to account for every dollar expended and will be required to report on expenditures on a recurring basis. Please ensure there is no duplication of funding with any future amounts provided for this same purpose, and the tracking for such funds can account for that separation in sufficient detail.</p> <p>This funding must be used to support public defense services and expenses related to discovery reform implementation, including, but not limited to, digital evidence transmission technology, administrative support, computers, hardware and operating software, data connectivity, development of training materials, staff training, additional personnel or increased compensation to reflect additional responsibilities related to discovery, overtime costs, and litigation readiness.</p> <p>The funding must be used to help offset the cost of public defense services related to discovery reform that your county incurred on or after the start of SFY 2025-26 (April 1, 2025). Ideally, all eligible expenses should occur within the period. However, funds may continue to be utilized until the award is fully exhausted. Please be aware that all expenses must be for allowable discovery related expenses only and cannot be comingled with other funding. DCJS requires that the funded agency(s) be able to fully account for every dollar expended.</p> <p><b>Please see the attached document explaining the new options and reporting requirements on this funding program.</b></p> |                                      |
| <b>Grant Questions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                      |



## CHEMUNG COUNTY ROUTE SLIP

Resolution amending agreement with the New York State Office of Indigent Legal Services on behalf of the Chemung County Public Advocate and Public Defender (Fourth Upstate Quality Improvement and Caseload Reduction)

**Resolution #:**

**Slip Type:** Grant

**SEQRA Status:**

**State Mandate:** No

### Explanation Action Needed or Position Requested (Justification):

Enter justification information here...

Prior resolution #24-515 approved the acceptance of the Fourth Upstate Quality Improvement and Caseload Reduction grant that covered the contract period of July 1, 2023 through June 30, 2026 in the amount of \$284,317.00. In order to spend down these funds, approval is requested for a no-cost 6 month extension to December 31, 2026. The funds continue to support caseload reduction and improve the quality of services provided by both the Chemung County Public Defender and Public Advocate Offices.

Vendor/Provider: Chemung  
County

Total Amount:

284,317.00

Prior Amount:

284,317.00

Term: extension from 6/30/26  
to 12/31/2026

Total Amount:

Federal Share:

Local Share:

State Share: 100%

Federal Share:

Other Share:

Project Budgeted (Y or N):

Funds are in Account #:

Y

10-1170-1172 50100 Payroll  
10-1170-1170 50100 Payroll  
10-1170-1172 50403 Supplies

10-1170-1170 50403 Supplies  
10-1170-1172 50410 Employee  
Education  
10-1170-1170 50410 Employee  
Education

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**Approvals:**

Chris Moss, County Executive  
Chris Moss, County Executive  
Mark Margeson, Legislature

Created/Initiated - 7/8/2026  
Approved - 7/8/2026  
Final Approval - 7/16/2026

**Attachments:**

1. EXT.12.31.26-Chemung-C4TH607      EXT.12.31.26-Chemung-C4TH607.pdf

# STATE OF NEW YORK CONTRACT FOR GRANTS FACE PAGE

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>STATE AGENCY (Name &amp; Address):</p> <p>NYS Office of Indigent Legal Services<br/>A. E. Smith Building, 11th Floor<br/>80 South Swan Street<br/>Albany, NY 12210</p>                                                                                                                                                                                                                                                                                                                                                                             | <p>BUSINESS UNIT/DEPT. ID: OLS01 - 1350200</p> <p>CONTRACT NUMBER: C4TH607</p> <p>CONTRACT TYPE (select one):</p> <p><input checked="" type="checkbox"/> Multi-Year Agreement<br/> <input type="checkbox"/> Simplified Renewal Agreement<br/> <input type="checkbox"/> Fixed Term Agreement</p>                                                                                               |
| <p>CONTRACTOR NAME:</p> <p>Chemung, County of</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>TRANSACTION TYPE:</p> <p><input type="checkbox"/> New<br/> <input type="checkbox"/> Renewal (list periods):<br/> <input checked="" type="checkbox"/> Amendment (list periods):</p>                                                                                                                                                                                                         |
| <p>CONTRACTOR IDENTIFICATION NUMBERS:</p> <p>NYS Vendor ID Number: 1000004326<br/> Federal Tax ID Number: 16-6002557</p>                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>PROJECT NAME:</p> <p>FOURTH UPSTATE QUALITY IMPROVEMENT AND<br/>CASELOAD REDUCTION<br/> ASSISTANCE LISTINGS (formerly CFDA)<br/> NUMBER (ALN) (Federally Funded Grants Only):</p>                                                                                                                                                                                                          |
| <p>CONTRACTOR PRIMARY MAILING ADDRESS:</p> <p>Chemung County<br/>Public Advocate<br/>324 East Market Street Suite 1<br/>Elmira, NY 14901</p> <p>CONTRACTOR PAYMENT ADDRESS:</p> <p><input type="checkbox"/> Check if same as primary mailing address</p> <p>Chemung County<br/>Treasurer's Office<br/>320 East Market Street<br/>Elmira, NY 14901</p> <p>CONTRACT MAILING ADDRESS:</p> <p><input checked="" type="checkbox"/> Check if same as primary mailing address</p> <p>CONTRACTOR PRIMARY E-MAIL ADDRESS:</p> <p>cross@chemungcountyny.gov</p> | <p>CONTRACTOR STATUS:</p> <p><input type="checkbox"/> For Profit<br/> <input checked="" type="checkbox"/> Municipality<br/> <input type="checkbox"/> Tribal Nation<br/> <input type="checkbox"/> Individual<br/> <input type="checkbox"/> Not-for-Profit</p> <p>Charities Registration Number:</p> <p>Exemption Status/Code: 70100000000</p> <p><input type="checkbox"/> Sectarian Entity</p> |

# STATE OF NEW YORK CONTRACT FOR GRANTS FACE PAGE

|                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>CURRENT CONTRACT TERM:</b></p> <p>From: July 1, 2023      To: June 30, 2026</p><br><p><b>AMENDED TERM:</b></p> <p>From: July 1, 2023      To: December 31, 2026</p> | <p><b>CONTRACT FUNDING AMOUNT</b><br/> <i>(Fixed Term - enter current period amount; Simplified Renewal - enter cumulative amount to date; Multi-year - enter total projected amount of the contract):</i></p> <p>CURRENT:    \$ 284,317.00</p> <p>AMENDED:</p><br><p>FUNDING SOURCE(S)</p> <p> <input checked="checked" type="checkbox"/> State<br/> <input type="checkbox"/> Federal<br/> <input type="checkbox"/> Other         </p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**ATTACHMENTS INCLUDED AS PART OF THIS AGREEMENT (select all that apply):**

☐ Appendix A

☐ Attachment A:

☐ A-1 Agency Specific Terms and Conditions  
☐ A-2 Program Specific Terms and Conditions  
☐ A-3 Federally Funded Grants and Requirements Mandated by Federal Laws

☐ Attachment B:

☐ B-1 Expenditure Based Budget  
☐ B-2 Performance Based Budget  
☐ B-3 Capital Budget  
☐ B-4 Net Deficit Budget  
☐ B-1(A) Expenditure Based Budget (Amendment)  
☐ B-2(A) Performance Based Budget (Amendment)  
☐ B-3(A) Capital Budget (Amendment)  
☐ B-4(A) Net Deficit Budget (Amendment)

☐ Attachment C: Work Plan

☐ Attachment D: Payment and Reporting

☐ Other:

IN WITNESS THEREOF, the parties hereto have executed or approved this Master Contract on the dates below their signatures.

CONTRACTOR:

Chemung, County of

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE AGENCY:

NYS Office of Indigent Legal Services

\_\_\_\_\_

By: \_\_\_\_\_

Patricia J. Warth  
Printed Name

Title: Director - Office of Indigent Legal Services

Date: \_\_\_\_\_

STATE OF NEW YORK

County of \_\_\_\_\_

On the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me personally appeared \_\_\_\_\_, to me known, who being by me duly sworn, did depose and say that he/she resides at \_\_\_\_\_, that he/she is the \_\_\_\_\_ of the \_\_\_\_\_, the contractor described herein which executed the foregoing instrument; and that he/she signed his/her name thereto as authorized by the contractor named on the face page of this Master Contract.

(Notary) \_\_\_\_\_

ATTORNEY GENERAL'S SIGNATURE

\_\_\_\_\_

\_\_\_\_\_  
Printed Name

Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE COMPTROLLER'S SIGNATURE

\_\_\_\_\_

\_\_\_\_\_  
Printed Name

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## CHEMUNG COUNTY ROUTE SLIP

Resolution authorizing agreement with Federal Engineering, Inc. on behalf of the Chemung County Office of Fire and Emergency Management (Consulting Services for Next Generation 911 Preparedness Project)

---

**Resolution #:****Slip Type:** Contract**SEQRA Status:****State Mandate:** No

---

**Explanation Action Needed or Position Requested (Justification):**

Enter justification information here...EMO is requesting permission to accept the proposal from Federal Engineering Inc. to provide consulting services for the NG911 project. This project is fully reimbursable with our NG911 grant.

Vendor/Provider: Federal      Total Amount: \$40,846      Prior Amount:  
Engineering Inc.

Term: one time consultant fee      Total Amount:      Federal Share:

Local Share:      State Share: 100% reimbursed      Federal Share:  
NG911 Grant

Other Share:      Project Budgeted (Y or N):      Funds are in Account #:  
Y      10-3020 50408 (contracts)

Budgeted: Yes

Account No. : 10-3020 50408 (contracts)

---

**Approvals:**

Chris Moss, County Executive  
Chris Moss, County Executive  
Mark Margeson, Legislature

Created/Initiated - 6/30/2026  
Approved - 7/22/2026  
Final Approval - 7/22/2026

**Attachments:**

- |                                                            |                                                             |
|------------------------------------------------------------|-------------------------------------------------------------|
| 1. Federal Engineering-Chemung Co NY<br>PRO NG911 20260623 | Federal Engineering-Chemung Co NY PRO<br>NG911 20260623.pdf |
|------------------------------------------------------------|-------------------------------------------------------------|







June 23, 2026

Submitted via email: [dwhouper@chemungcountyny.gov](mailto:dwhouper@chemungcountyny.gov)

Mr. Douglas Houser, Undersheriff  
Chemung County  
203 William St.  
Elmira, New York 14901

RE: NG911 Consulting Services

Dear Undersheriff Houser:

Federal Engineering, Inc. (**FE**) is pleased to submit this proposal in response to your recent request to provide consulting services for Chemung County's Next Generation 911 (NG911) preparedness. **FE** is best qualified to provide the requested services to meet the County's needs.

- **FE** has helped agencies across North America successfully implement NG911 solutions from the original assessment through procurement and final cutover. We have completed assessments for over 30 states, counties, regions, and cities, including Utah, Montana, North Carolina, Ohio, the Niagara Region, Ontario, and Peterborough, Ontario.
- Each person on our proposed project team has over 17 years of hands-on public safety service and consulting experience. Our experienced team brings critical knowledge of public safety operations, technology, industry standards, and best practices to this project.
- Many of our consultants are former State 911 Coordinators and are active in setting NENA i3 standards.

We can proceed with this effort immediately upon the County's issuance of a Purchase Order to Federal Engineering, referencing our General Services Administration (GSA) Master Award Schedule GS-35F-0159Y as the contract vehicle under Special Item Number 54151S Information Technology Professional Services and this proposal for NG911 Preparedness.

This proposal will remain valid for 60 days. Our Director of Business Development, Jeffrey Paré, is available to answer your questions; you can reach him via email at [jpare@fedeng.com](mailto:jpare@fedeng.com) or by telephone at 530-263-8541.

**FE** thanks you for the opportunity to provide consulting services.

Sincerely,

Ronald F. Bosco  
President and Chief Executive Officer  
Federal Engineering, Inc.

**TABLE OF CONTENTS**

**1 Company Information ..... 1**

**2 Project Understanding and Scope of Work..... 2**

2.1 Project Understanding ..... 2

2.2 Project Management and Quality Assurance ..... 2

2.3 Proposed Scope of Work ..... 4

**3 Proposed Team and Qualifications ..... 7**

**4 Optional Services ..... 9**

4.1 Cybersecurity ..... 9

4.2 Artificial Intelligence Workshop ..... 10

**5 Cost Proposal ..... 11**

5.1 Firm Fixed Price ..... 11

5.2 Hourly Rates ..... 11

5.3 Basis of Our Proposal ..... 12

**Proprietary Notice**

This proposal, its contents, and appendices are proprietary to Federal Engineering, Inc. and shall not be disclosed to third parties without prior written permission from Federal Engineering, Inc. Should this proprietary notice conflict with any government procurement regulations, policies, or practices, the government procurement regulations shall take precedence.

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# This is Federal Engineering



- Delivers industry-recognized independent consulting services for public safety solutions, communication technologies, and operational processes.
- Applies innovative and cost-effective approaches to enhance efficiencies and keep critical infrastructures reliable and sustainable.
- Provides full lifecycle of consulting services—public safety consulting is our only business.
- Promotes a collaborative approach as a proven trusted advisor, striving to retain lifelong partnerships with every client.

**43** Years in Business

**50** Subject Matter Experts

**500** Clients

**3,500+** Public Safety Consulting Projects

**1,200** Combined Years of Staff Experience

**\$ Billions** System Projects/Procurements

**Zero** Failed Projects





## 1 Company Information

Federal Engineering (**FE**) is the leading independent consulting firm in IT solutions, communications technologies, and operational processes for public safety organizations. **FE** has an unmatched reputation for delivering high-quality system analysis, requirements definition, operational assessments, conceptual design, procurement support, contract negotiation, project management, and implementation oversight for diverse public safety projects. **FE** is widely recognized for applying innovative and cost-effective technologies to keep critical processes and infrastructure reliable and sustainable.

**FE** delivers total independence, free from the influence of hardware vendors, software suppliers, system integrators, or managed service providers. **FE** has never worked for any hardware manufacturer or software supplier and does not sell, lease, or service any hardware, software, or managed services solutions. Objective independence and vendor neutrality are core values of the company.

### CONSULTING SERVICES

STRATEGIC PLANNING  
PROJECT MANAGEMENT  
NEEDS ASSESSMENTS  
GAP ANALYSES  
CONCEPTUAL DESIGNS  
STAFFING / TRAINING ASSESSMENTS  
SPECIFICATIONS / RFP DEVELOPMENT  
PROCUREMENT / CONTRACT NEGOTIATIONS  
IMPLEMENTATION MANAGEMENT  
INTEROPERABILITY ASSESSMENTS  
CYBERSECURITY  
CONTINUITY OF OPERATIONS (COOP)  
IV&V REVIEW / ANALYSIS / TESTING  
GOVERNANCE / LEGISLATIVE SUPPORT  
FUNDING / BUDGET / GRANT ANALYSES  
EXPERT WITNESS / LITIGATION SUPPORT  
SPECTRUM MANAGEMENT / ANALYSES  
COVERAGE MODELING

Partnering with **FE** will provide Chemung County with a full lifecycle of consulting services. As a trusted advisor, **FE** promotes a collaborative approach between both clients and vendors, and we are well known for maintaining lifelong partnerships with our clients.



## 2 Project Understanding and Scope of Work

### 2.1 Project Understanding

Chemung County wishes to retain a professional services consultant to assist with assessing its NG911 readiness. The County anticipates that the State of New York will begin moving to a statewide ESInet and NG911 core services in the next four years.

**FE** will conduct a current conditions assessment, gap analysis, and deliver a Recommendations Report to assist the County with preparing for an NG911 migration. The assessment will include Computer-Aided Dispatch (CAD), Call Handling Solution (CHS), radio consoles, and, optionally, a standard data set for the County's Geographic Information System (GIS) MSAG data.

We realize you are busy, and your time is valuable. **FE** is fully prepared to minimize the burden on County participants and guide you through this project. We anticipate that the County will have the following responsibilities during the effort:

- Appoint a primary point of contact.
- Provide existing system documentation to **FE** when requested to facilitate a quick start to the project.
- Facilitate the participation of designated stakeholders for key meetings and document reviews.
- Provide adequate conference rooms for on-site meetings.
- Review **FE** status reports and deliverables within the timeframe of the mutually agreed-upon project timeline.

### 2.2 Project Management and Quality Assurance

An effective project management approach is the key to the success of any project. Our proven project management approach focuses on collaboration, open communication, consensus building, and risk mitigation and will provide the County with a high level of visibility into the project's ongoing status. With 43 years of project management experience, **FE** understands that each project is unique, and we customize the approach, solutions, and deliverables to meet your specific needs and project objectives. **FE** will document notes from all project meetings and schedule follow-up discussions as required. Our project manager will create and distribute agendas and goals for each meeting to keep stakeholders informed and engaged. **FE** has successfully completed numerous projects with similar requirements to yours and commits to completing the proposed project outlined in the scope of services on time and on budget.

**FE** follows the Project Management Institute's (PMI) best practices and utilizes PMI's *Project Management Body of Knowledge* (PMBOK) methodology to manage project tasks and deliverables. Several **FE** project managers are PMI-certified Project Management Professionals (PMP). The PMBOK methodology breaks project management into five process groups, as shown on the next page, which **FE** uses to successfully execute project tasks.

### Initiation

This project begins immediately following receipt of notice to proceed. As the initial task, the **FE** project manager will schedule a project initiation meeting to confirm project objectives, identify stakeholders, and understand team member roles.

### Planning

During the project initiation meeting, the **FE** project manager will develop a customized project plan that drives the project from project initiation to successful completion. The project plan will vary depending on the project's complexity; an abbreviated plan may be more appropriate given the scope of work. Typically, the project plan includes the scope of services, work breakdown structure, schedule, project communication, staffing, stakeholder engagement methodologies, and potential risks. Our project manager will review the draft project plan with your project manager and finalize tasks, durations, and dependencies to generate the final project plan. The **FE** project manager is your single point of contact and will coordinate activities with your project manager and involve other stakeholders as needed.

### Execution

**FE** will complete the tasks as described in the project scope of work. Executing project tasks involves coordinating resources, managing stakeholder expectations, and integrating and performing the project's activities. The **FE** project manager will direct project resources, leverage expertise, identify and mitigate project risks, and optimize the performance of the project team to successfully achieve project objectives and tasks.

### Monitoring

Effective project management requires consistent communication. The **FE** project manager will continually track project performance against the established schedule and budget and conduct in-person and teleconference meetings to inform the project team of the project status. These meetings will cover accomplishments from the last reporting period, outline upcoming activities, identify outstanding issues, assign task responsibilities, evaluate risks, and compare task completion to the project schedule. The content of the meetings will be documented in monthly project status reports delivered via email to project team members.

### Closeout

Once all project activities are complete, the **FE** project manager will confirm with your project manager that deliverables are accepted and meet the agreed-upon scope of work. The final task will be a debrief with your project manager to assess your satisfaction with the project and identify any lessons learned.

**FE** takes pride in our rigorous quality assurance process. We conduct a comprehensive quality assurance review of deliverables for each project, using industry best practices, client feedback, and subject-matter experts. Through our established quality assurance process, we review procedures, documents, and reports, and make recommendations to the project team. Peer reviewers are individuals with skillsets directly applicable to each project but are not involved in the day-to-day project activities.

This approach provides an objective internal audit confirming that the project team has thoroughly evaluated all decisions. The County's project manager will actively participate in the quality assurance review process by providing **FE** feedback on draft documents and reports. The **FE** quality assurance review process provides our clients with the best value for their consulting services investment and the lowest possible risk.



## 2.3 Proposed Scope of Work

### Project Initiation Meeting

**FE** is prepared to begin this project immediately following contract execution. Upon receipt of a notice-to-proceed, our project manager will schedule a project initiation meeting via video conference with the County's project manager and designated representatives. The objectives of the meeting are to introduce team members, establish lines of communication, discuss the scope of services, identify resources, finalize the project schedule, define the responsibilities of participating staff and stakeholders, and identify critical success factors for the project. **FE** will assist the County in determining appropriate personnel to attend the project initiation meeting.

#### Project Initiation Meeting Agenda

- Introductions
- Clarify roles
- Review project objectives and expectations
- Review key issues
- Review key milestones/schedule
- Review/clarify deliverables
- Plan engagement strategies
- Schedule interviews and onsite observations
- Review status reporting methodologies
- Determine final review meeting schedule
- Resolve immediate issues



### Data Collection and Documentation Review

**FE** will develop a data-collection tool (questionnaire) for the data needed to survey the County's PSAP in advance of our visit. This survey will request data regarding the dispatch center, hardware, software, communications infrastructure, capabilities, and related equipment and services. We will then evaluate the data and gather additional information as needed during our on-site meetings.

### Stakeholder Interviews

**FE's** project manager will work with the County's project manager to finalize which stakeholders will be interviewed and identify the most effective method to obtain input, including advance surveys, individual interviews, and technology review sessions. We will schedule an interview with the designated agencies and stakeholders. It is critically important that the appropriate personnel attend these sessions to adequately represent the unique needs of each agency, department, division, and section. Our team will conduct follow-up discussions with participants as necessary to complete the needs assessment.

Our meetings lead to meaningful, impromptu discussions with agency personnel that complement our understanding of the operation, issues, and user-level desires. During observations, **FE** typically documents the following:

- Operational use of CAD and CHS
- Technical support capabilities
- Existing infrastructure
- Mobile data functionality
- Network design
- GIS standards
- Hardware platforms
- Cloud-hosted systems
- Capability for future growth
- Backup capabilities

### Assessment and Gap Analysis

#### Equipment, Facilities, and Technology Assessment

The County's PSAP will require a robust, reliable, and interoperable CHS that is fully compliant with current standards. The CHS must also be upgradeable to facilitate compliance with future i3 and NENA standards and technological advances.

Our experts will evaluate existing equipment and facilities and their readiness to support NG911 equipment. Our assessment will include the availability of space and the adequacy of environmental support for NG911 CHS. We will develop recommendations for the planning, development, procurement, and phased implementation of the NG911 CHS.

**FE** will develop recommendations for integrating the NG911 CHS with legacy telephone and public safety systems, including CAD, logging/recording, radio consoles, agent workstations, and the existing CHS. We will address the deployment, interconnection, and management of emergency services IP and other required networks, including but not limited to necessary technological upgrades and timelines.

### Network Assessment

We will research the County's existing network infrastructure and its capabilities, features, and functionality. **FE's** experts will evaluate the PSAP's internal local-area network and external wide-area network access. We will assess technology, how it is used to support business processes, software life-cycle requirements related to NG911, and the regulatory issues inherent to the project. We will evaluate existing IP routing protocols, network layout, equipment, service levels, Quality of Service policies, maintenance policies, security policies, and other services under contract with the County.

### Utilization Assessment

**FE** will work with the County's stakeholders to understand the existing emergency services system and document findings regarding bandwidth requirements, policies, network resources, and data storage characteristics. We will review and evaluate call processing, gathering information on trunk types and intended usage, available queue, and automatic call distribution.

### Redundancy and Security

Dynamic call routing and multimedia capabilities are changing 911 services. **FE** understands the need for survivable solutions. We will consider multiple servers, multiple sites, and fully redundant components and network connections. The systems must be easily serviceable without disrupting functionality, even in the case of a natural disaster. Production systems will be required to be fully vetted before their use in telecommunicator training prior to cutover.

**FE** will review the technical, operational, and management policies and requirements related to network and IT security in accordance with NENA NG-SEC standards. This review will evaluate the extent to which the County's network documentation addresses the elements of essential processes, security plans, and procedures, and adequately documents and implements them. These critical cybersecurity considerations must be assessed in the context of a status quo versus a hosted operational model. Different operational and governance models may significantly impact these considerations. Optionally, **FE** can perform a comprehensive cybersecurity assessment should the County desire (see Section 4).

### Readiness Report

Based on the analyses described above, **FE** will prepare a draft *Chemung County NG911 Readiness Report* and submit it for review and comment. The report will include information on status and gaps, as well as recommendations to prepare the County for NG911. We will meet using MS Teams with the County's stakeholders to review the recommendations outlined in the draft report. Upon receipt of the County's comments, we will update accordingly and issue the final report.

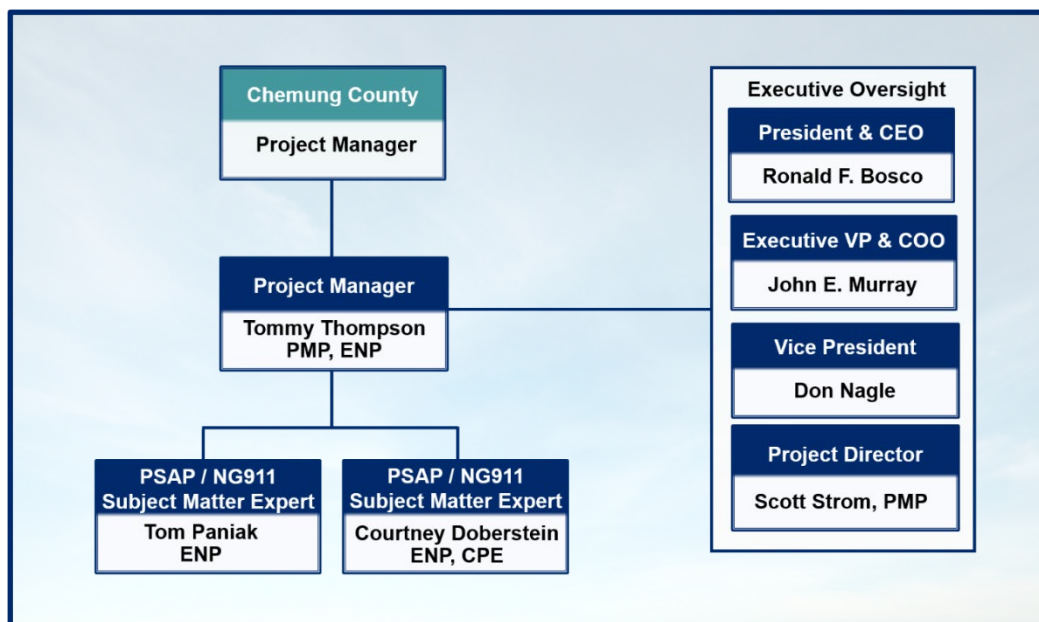
### 3 Proposed Team and Qualifications

**FE** has grown to 50 experienced project managers, consultants, technologists, technicians, and subject-matter experts. Our team is experienced in managing the project tasks, deliverables, and risks, and will complete this project on schedule and within budget. **FE** team members have relevant project and career experience in the following roles:

- Directors of communication centers, dispatch centers, and emergency operation centers
- Managers of NG911, 911, CAD, RMS, mobile, and telephony systems
- Communication center call takers and dispatchers
- Fire, EMS, and law enforcement first responders
- Radio system managers and technicians
- IT systems technologists
- Project managers selected for their ability to lead stakeholders to a consensus

**FE** has carefully selected a project team of subject-matter experts with extensive qualifications to provide services to the County. The team's strength comes from hands-on experience working in public safety environments; we know the issues, challenges, and risks agencies face when replacing integrated public safety software solutions.

Every **FE** client receives company-level oversight, a designated project manager, and a team of consultants. Shown below, the personnel proposed for this project have previously assisted numerous clients with similar requirements and have worked together for years. Each project team member brings more than 18 years of experience in public safety service and consulting. They will perform the work and guide the County in selecting the right solution tailored to your unique environment. Many **FE** consultants are certified Project Management Professionals (PMP) and Emergency Number Professionals (ENP), including staff assigned to this project.



**FE** understands that “life happens” and, with an extensive pool of qualified resources, is prepared to reallocate project resources to accommodate unforeseen staffing situations, such as an extended illness or family emergency. **FE** has a deep bench of experienced consultants and subject-matter experts to step in quickly if such an event occurs. Any substitution of the proposed project personnel will be mutually agreed upon between the County and **FE**.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Manager</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Tommy Thompson, PMP, ENP</b>                                                                                                               |
| As project manager, Mr. Tommy Thompson, PMP, ENP, will provide a single point of contact and manage the internal team on a day-to-day basis. Mr. Thompson will facilitate meetings and calls, track and document progress, identify issues or risks, and develop mitigation strategies as needed. With over 25 years in project management positions for public safety agencies, he has expertise in PSAP management, CAD, RMS, NG911, P25, networking, microwave, radio dispatch, and team leadership.                                                                                                                      |                                                                                                                                               |
| <b>PSAP/NG911 Subject-Matter Expert</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Courtney Doberstein, ENP, CPE</b>                                                                                                          |
| Ms. Courtney Doberstein, ENP, CPE, is an accomplished public safety communications executive with over 25 years of leadership in managing unified emergency communications centers. She has expertise in budget management, recruitment and retention strategies, interagency collaboration, and the implementation of innovative technologies for public safety organizations. Ms. Doberstein led statewide law enforcement transformation initiatives and technology upgrades, including improvements in 911 call answer performance, CAD and RMS system migrations, and comprehensive radio infrastructure modernization. |                                                                                                                                               |
| <b>PSAP/NG911 Subject-Matter Expert</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Tom Paniak, ENP</b>                                                                                                                        |
| Mr. Paniak is a seasoned telecommunications expert and strategist with 18 years of experience, focusing on wireless 911 technologies. He is a specialist in all things 911, including technology, service, product and project management, and standards development. Mr. Paniak understands not only the technical intricacies of 911 but also how to effectively work within a regulatory environment. A certified ENP, he is often invited to speak at industry events to discuss the latest improvements and developments in 911 technologies, including NG911.                                                          |                                                                                                                                               |
| <b>Executive Leadership and Oversight</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Ronald F. Bosco, President/CEO<br/>John E. Murray, Executive VP/COO<br/>Donald Nagle, Vice President<br/>Scott Strom, Project Director</b> |
| As Project Director, Mr. Scott Strom will regularly review project progress reports, make appropriate adjustments throughout the project lifecycle, and monitor that tasks and deliverables are completed on time, within budget, and to the client’s satisfaction. Mr. Strom will work closely with the <b>FE</b> Project Manager and is responsible for the overall success of the project. Vice President Donald Nagle serves as the project’s executive sponsor and the point of escalation to the executive team, if necessary.                                                                                         |                                                                                                                                               |
| Executive Vice President/COO Mr. John E. Murray will provide independent review and quality assurance of deliverables through executive management oversight. As President and CEO, Mr. Ronald F. Bosco participates in project reviews and the quality assurance process. The services of Mr. Murray and Mr. Bosco are provided at no charge to the County.                                                                                                                                                                                                                                                                 |                                                                                                                                               |

## 4 Optional Services

### 4.1 Cybersecurity

Cybersecurity threats are a growing concern for PSAPs across the country, especially with the added risks inherent in IP-based systems such as NG911 ESInets, cloud-based remotely hosted CAD solutions, and P25 digital radio networks. Government information technology (IT) systems are being compromised at an unprecedented rate. These diverse and complex security breaches and network attacks continue to expose the necessity for organizations to understand their weaknesses and take proactive measures to safeguard their networks and protect their critical assets. This becomes increasingly imperative as more mission-critical data and public safety applications transition from locally controlled servers to cloud-based solutions.

As an option, **FE's** experts can conduct a comprehensive cybersecurity assessment utilizing the NIST Cybersecurity Framework (CSF) by examining documents and interviewing key stakeholders. The assessment would cover the network and server infrastructure, systems, and processes related to public safety systems within the scope of this project, and would provide guidance and recommendations in the following key areas.

- **Security Controls**—We can assess the adequacy of your current security controls, including logical and physical access controls, encryption mechanisms, password management protocols, and network segmentation. Our recommendations focus on strengthening these controls to mitigate potential risks.
- **Monitoring and Detection**—We can evaluate your monitoring and detection systems to determine their effectiveness in identifying and responding to security incidents related to NG911 systems. Our report provides suggestions for enhancing these capabilities to support timely incident detection and response.
- **Incident Response Plan**—We can review your existing incident response plan and provide an assessment of its applicability to PSAP systems. Our recommendations will focus on improving the plan by clarifying guidelines, roles and responsibilities, and communication protocols.
- **Patch Strategy**—We can evaluate your patch management strategy and its alignment with industry best practices. Our analysis report highlights gaps and provides recommendations for implementing a robust, efficient patching process.
- **Penetration (PEN) Testing and Vulnerability Scanning**—We can review your penetration testing and vulnerability scanning policies and procedures. Our report also assesses requirements for penetration testing and regular vulnerability scans as they relate to public safety systems. **FE** can also provide independent internal and external PEN testing and scans.
- **Credentialing**—We can review your current credentialing practices to assess the adequacy of access controls and permissions, and their compatibility with PSAP guidelines. Our recommendations focus on enhancing the credentialing framework to minimize the risk of unauthorized access.

## 4.2 Artificial Intelligence Workshop

Virtually every industry, including public safety, is embracing Artificial Intelligence (AI). Since AI technology is new and evolving rapidly, most organizations are not equipped to make informed decisions about applying it to their practice.

Emergency communications, dispatch, and real-time crime centers are beginning to integrate AI in measurable ways. Examples include automated call triage tools that analyze spoken words in real time to assist call takers with faster emergency classification; predictive dispatch models that recommend the closest and most appropriate units based on historic call patterns and current resource status; and natural language processing features that transcribe and summarize calls to reduce administrative burden. These capabilities demonstrate how AI can enhance efficiency while preserving human oversight in critical decision-making.

**FE** can conduct an AI workshop to educate the County's participants regarding the current state of public safety AI. **FE's** subject-matter experts will detail available options. For example, stand-alone AI applications that operate alongside CAD systems are available. Alternatively, CAD vendors are providing AI functions integrated with CAD systems. The benefits and risks of each available alternative can be addressed. AI's potential to enhance efficiency and effectiveness must be weighed against challenges, including associated costs, public trust considerations, data security risks, and long-term sustainability.

Practical insights into how public safety can effectively integrate AI technologies into services will be discussed. The experiences of early adopters will be explored. **FE** can assist the County in deciding whether to proceed with incorporating AI components or to defer them to a later phase.

---

"The Federal Engineering AI Workshop is an unbiased, informative presentation that provides valuable knowledge about how artificial intelligence impacts the entire landscape of the 911 industry. Operational impacts, security risks, and governance are covered thoroughly."

~ Jolene Madrid, Emergency Communication Center Manager  
Rio Rancho, New Mexico

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## 5 Cost Proposal

### 5.1 Firm Fixed Price

The total firm-fixed-price, including labor, travel, and other direct costs, for the Chemung County, New York NG911 Consulting Services project is \$40,846.

*FE*'s proposed price for this project reflects the efficiency of our operations, our proven automated tools, our extensive experience completing similar projects, and our view of the strategic nature of Chemung County's project. Further, it is not our culture to "up-scope" during contract negotiations or during the project unless Chemung County adds scope of work beyond that outlined in our proposal.

### 5.2 Hourly Rates

If required by Chemung County, *FE* can provide additional services at the rates outlined in the schedule below.

#### GSA MASTER AWARD SCHEDULE (MAS)

SPECIAL ITEM NUMBER 54151S

INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

AUTHORIZED HOURLY RATES

Effective through January 22, 2027

| Labor Category                          | GSA Price with IFF |
|-----------------------------------------|--------------------|
| Project Executive                       | \$291.94           |
| Senior Program Manager                  | \$228.55           |
| Project Manager                         | \$175.22           |
| Senior Technology/Operations Specialist | \$252.54           |
| Subject Matter Expert III               | \$211.79           |
| Senior Subject Matter Expert II         | \$180.88           |
| Subject Matter Expert I                 | \$154.28           |
| Senior Network Analyst                  | \$185.31           |
| Senior Analyst                          | \$123.69           |
| Analyst                                 | \$92.77            |
| Senior Technical Writing Specialist     | \$110.83           |



### 5.3 Basis of Our Proposal

1. This proposal assumes Federal Engineering, Inc. will perform all of the tasks as called out in the proposal (excluding optional tasks). The deletion of a task, a significant change in scope of one or more tasks, or use of a phased implementation approach may affect the overall price.
2. **FE** will provide draft and final deliverables electronically to Chemung County, New York.
3. This proposal assumes that the County's project manager will schedule meetings, provide meeting facilities, notify attendees, and arrange for onsite visits.
4. Any optional or additional tasking will be authorized by mutual agreement of Chemung County and **FE**. Such tasks will be performed on a time-and-materials basis in accordance with the GSA rates in the previous section, or on a fixed-price basis as mutually agreed upon in a task order by the County and **FE**.
5. **FE's** ability to fulfill this task depends, in part, on the willingness and ability of Chemung County participants, equipment vendors, service providers, third parties, and others to provide information in a timely manner and upon the accuracy of the information as supplied. The accuracy of input data, whether provided in electronic or hard copy form, and the recommendations, actions, system designs, and license filings resulting therefrom cannot, therefore, be warranted by **FE**, nor can **FE** warrant the performance, suitability, or reliability of said systems. **FE** accepts no responsibility or liability to any third party with respect to any information or related work product delivered by **FE**, and Chemung County shall indemnify **FE** for any legal expenses, claim, suit, or judgment by a third party. This information is subjective in certain respects and, thus, susceptible to multiple interpretations and may need periodic revisions based on actual experience and subsequent developments.
6. **FE** is prepared to begin this project immediately upon execution of the contract. This proposal is based upon a start date on or before August 1, 2026, and assumes a four-month schedule. Delays to the project schedule due to actions or lack of actions on the part of the Chemung County participants, third parties, and others, including, but not limited to vendor protests, protracted contract negotiations, vendor delays that impact the program schedule and/or costs to Chemung County will be brought to the attention of the County's project manager in a timely manner and the schedule and cost impacts will be reduced to writing via a mutually agreed upon contract amendment.
7. In the event of a project delay by the County, **FE** reserves the right to invoice for efforts expended towards the completion of a task or deliverable, and the County agrees to pay the invoice.
8. This proposal assumes a mutually agreeable invoice schedule for work completed.
9. Federal Engineering reserves the right to assign/reassign work efforts and associated costs across tasks and between our professional staff members in order to meet our contractual obligations to the County.





## CHEMUNG COUNTY ROUTE SLIP

---

Resolution extending agreement with Catalis Courts & Land Records, LLC on behalf of the Chemung County Probation Department (Caseload Management)

---

**Resolution #:**

**Slip Type:** Contract

**SEQRA Status:**

**State Mandate:** No

---

**Explanation Action Needed or Position Requested (Justification):**

Enter justification information here...The purpose of this correspondence is to request Legislative authorization to amend the prior resolution 25-425 to extend the annual maintenance agreement with Catalis Courts & Land Records, LLC in the amount of \$26,075.61, for the Department's caseload management software and software hosting. The cost for the annual maintenance has increased by 5% from 2025 and is covered in our approved 2026 Departmental Budget.

Catalis Courts & Land Records, LLC is under contract with New York State Office of General Services (OGS) #PM67988 and is a sole source vendor.

|                                                        |                         |                         |
|--------------------------------------------------------|-------------------------|-------------------------|
| Vendor/Provider: Catalis<br>Courts & Land Records, LLC | Total Amount: 26,075.61 | Prior Amount: 24,833.91 |
|--------------------------------------------------------|-------------------------|-------------------------|

|                          |                           |                    |
|--------------------------|---------------------------|--------------------|
| Term: 7/1/2026-6/30/2027 | Total Amount: \$26,075.61 | Federal Share: -0- |
|--------------------------|---------------------------|--------------------|

|                  |                  |                    |
|------------------|------------------|--------------------|
| Local Share: 88% | State Share: 12% | Federal Share: -0- |
|------------------|------------------|--------------------|

|                  |                                 |                                                                          |
|------------------|---------------------------------|--------------------------------------------------------------------------|
| Other Share: -0- | Project Budgeted (Y or N):<br>Y | Funds are in Account #:<br>10-3140-3140-508.01<br>(Software Maintenance) |
|------------------|---------------------------------|--------------------------------------------------------------------------|

---

**Approvals:**

Chris Moss, County Executive  
Chris Moss, County Executive  
Mark Margeson, Legislature

Created/Initiated - 7/8/2026  
Approved - 7/8/2026  
Final Approval - 7/16/2026

**Attachments:**

- |                      |                       |
|----------------------|-----------------------|
| 1. memAutomon2026    | memAutomon2026.pdf    |
| 2. Estimate_EST13099 | Estimate_EST13099.pdf |





**CHEMUNG COUNTY PROBATION DEPARTMENT  
INTER-DEPARTMENTAL CORRESPONDENCE**

**TO:** Christopher J. Moss, County Executive  
Chemung County Legislature

**FROM:** Frank J. Tiberia, Probation Director

**DATE:** May 27, 2026

**RE:** Catalis Courts & Land Records, LLC Annual Maintenance Agreement

The purpose of this correspondence is to request Legislative authorization to amend the prior resolution 25-425 to extend the annual maintenance agreement with Catalis Courts & Land Records, LLC in the amount of \$26,075.61, for the Department's caseload management software and software hosting. The cost for the annual maintenance has increased by 5% from 2025 and is covered in our approved 2026 Departmental Budget.

Catalis Courts & Land Records, LLC is under contract with New York State Office of General Services (OGS) #PM67988 and is a sole source vendor.

Respectfully submitted,

Frank J. Tiberia  
Probation Director

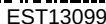


Chemung County Probation Department  
Chemung County, NY  
203-209 William Street  
Elmira New York 14902  
United States

\$26,075.61

|                  |             |
|------------------|-------------|
| <b>Subtotal</b>  | \$26,075.61 |
| <b>Tax Total</b> | \$0.00      |
| <b>Total</b>     | \$26,075.61 |

**Thank you for your continued business.**





## CHEMUNG COUNTY ROUTE SLIP

Resolution authorizing application for and acceptance of funding for the Alternatives to Incarceration Program from the NYS Division of Criminal Justice Services, Office of Probation and Correctional Alternatives on behalf of the Chemung County Probation Department

---

**Resolution #:****Slip Type:** Grant**SEQRA Status:****State Mandate:** No

---

**Explanation Action Needed or Position Requested (Justification):**

Enter justification information here...

Prior resolution 25-304

Requesting the Legislature's authorization to apply for and accept funds from the New York State Department of Criminal Justice Services (DCJS) to finance the Chemung County Probation Department's PreTrial program. The NYS Executive Law Article 13-A Classification/ATI Service Plan Application and funding represent a contract renewal covering the term from July 1, 2026- June 30, 2027.

|                                           |                                 |                                                                                             |
|-------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------|
| Vendor/Provider: Chemung County Probation | Total Amount: \$23,192          | Prior Amount: \$23,192                                                                      |
| Term: 7/1/26-6/30/27                      | Total Amount: \$23,192          | Federal Share: -0-                                                                          |
| Local Share:                              | State Share: \$23,192           | Federal Share:                                                                              |
| Other Share: -0-                          | Project Budgeted (Y or N):<br>Y | Funds are in Account #:<br>10-3140-3140 43312 (SA<br>Probation/Alt to Incarceration<br>13A) |

---

**Approvals:**

Chris Moss, County Executive  
Chris Moss, County Executive  
Mark Margeson, Legislature

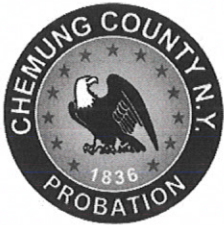
Created/Initiated - 7/8/2026  
Approved - 7/8/2026  
Final Approval - 7/16/2026

**Attachments:**

1. DOC DOC.pdf







**CHEMUNG COUNTY PROBATION DEPARTMENT**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**TO:** Christopher J. Moss, Chemung County Executive  
Chemung County Legislature

**FROM:** Frank J. Tiberia, Probation Director

**DATE:** May 27, 2026

**RE:** DCJS Alternatives to Incarceration Application  
2026-2027 Contract Renewal

The purpose of this correspondence is to request the Legislature for authorization to apply and accept funds from the New York State Department of Criminal Justice Services (DCJS) to finance the Chemung County Probation Departments PreTrial program. The NYS Executive Law Article 13-A Classification/ATI Service Plan Application and funding represents a contract renewal covering the term from July 1, 2026 to June 30, 2027. The award for the new contract period is the same as last year, that being \$23,192.

Chemung County Probation Department took over as the PreTrial provider in Chemung County on 1/1/2026. Chemung County Probation Department PreTrial program monitors and supervises Defendants, except for Adolescent Offenders who are supervised by the Probation Department as part of the County's approved Raise the Age plan. With bail reform, the Court determines which Defendants are eligible and determines the conditions of supervision, using the least restrictive means.

The availability of a pre-trial services program helps to decrease the unsentenced jail population, along with providing Defendants the opportunity to remain in the community pending the outcome of their court proceeding.

Upon approval, the necessary paperwork will be filed with DCJS.

Respectfully submitted,

A handwritten signature in blue ink, reading "Frank J. Tiberia".

Frank J. Tiberia  
Probation Director



## CHEMUNG COUNTY ROUTE SLIP

---

Resolution authorizing purchase agreement with United Uniform on behalf of the Chemung County Probation Department (Body Armor Vests)

---

**Resolution #:**

**Slip Type:** Personnel

**SEQRA Status:**

**State Mandate:** No

---

**Explanation Action Needed or Position Requested (Justification):**

The Probation Department has 19 Probation Officers that have body armor vests expiring in 2026. United Uniform is under state contract PC-69429. The Department is requesting to purchase replacement vests through this contract for a price not to exceed \$27,000.00. The funds are included in our 2026 budget.

Project Budgeted: Yes

Account No.: 10-3140-3140 50202 (Equipment (greater than \$500))

---

**Approvals:**

Chris Moss, County Executive

Chris Moss, County Executive

Mark Margeson, Legislature

Created/Initiated - 7/9/2026

Approved - 7/9/2026

Final Approval - 7/16/2026

**Attachments:**

- |                                                                                  |                                                                                   |
|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1. QT_Chemung Probation-Revised-Special Pricing-Price Quote-Body Armor-June 2026 | QT_Chemung Probation-Revised-Special Pricing-Price Quote-Body Armor-June 2026.pdf |
|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|





495 N French Road  
Buffalo, NY 14228

QUOTE

Quote Number: 4316528000150450013  
Created On: Jun 4, 2026 07:06 PM  
Valid Until: Jul 31, 2026  
Reference: Chemung Probation-Revised-Special Pricing-Price Quote-Body Armor-June 2026

**Account Name: Chemung County Probation Department**  
Contact Name: Mary Sandore  
Quote Stage: Emailed

**Bill To:**  
**Chemung County Probation Department**  
203-209 William Street,  
Elmira, NY, 14902-0588

**SHIP To:**  
**Chemung County Probation Department**  
**Amanda Suftin**  
203-209 William Street,  
Elmira, NY, 14902-0588

| # | Product Name                                                             | List Price | Qty | Total        |
|---|--------------------------------------------------------------------------|------------|-----|--------------|
| 1 | 1219784-M                                                                | \$ 925.00  | 19  | \$ 17,575.00 |
|   | Description: Safariland 1219784-M SX Level II A7 - Male Panel Set        |            |     |              |
|   | NYS Contract Price \$1050.00<br>List Price is Special Price              |            |     |              |
|   | Contract: NYS Contract PC-69429                                          |            |     |              |
| 2 | 1348925-Black                                                            | \$ 105.00  | 19  | \$ 1,995.00  |
|   | Description: Safariland Armor 1348925 M Series Concealable Carrier Black |            |     |              |
|   | NYS Contract Price is \$123.20<br>List price is special price            |            |     |              |
|   | Contract: NYS Contract PC-69429                                          |            |     |              |
| 3 | 1220902-58                                                               | \$ 28.00   | 19  | \$ 532.00    |
|   | Description: Soft Trauma Plate, 5" X 8"                                  |            |     |              |
|   | Contract: NYS Contract PC-69429                                          |            |     |              |
| 4 | 1290136-6650-Black                                                       | \$ 336.00  | 19  | \$ 6,384.00  |
|   | Description: TAC Overt Carrier, Side Opening, Fixed Pockets              |            |     |              |
|   | Contract: NYS Contract PC-69429                                          |            |     |              |

| # | Product Name                         | List Price | Qty | Total     |
|---|--------------------------------------|------------|-----|-----------|
| 5 | 1223589-BL                           | \$ 8.40    | 19  | \$ 159.60 |
|   | Description: ID Panel -Large 8.5 x 3 |            |     |           |
|   | “PROBATION” Rear ID Panel            |            |     |           |
|   | Contract: NYS Contract PC-69429      |            |     |           |

Sub Total \$ 26,645.60

Tax \$ 0.00

Adjustment \$ 0.00

**Grand Total \$ 26,645.60**



## CHEMUNG COUNTY ROUTE SLIP

Resolution authorizing application for and acceptance of New York State Division of Criminal Justice Services Gun Involved Violence Elimination Grant on behalf of the Chemung County Sheriff's office, Chemung County District Attorney's office and Chemung County Probation Department

---

**Resolution #:**

**Slip Type:** Grant

**SEQRA Status:**

**State Mandate:** No

---

**Explanation Action Needed or Position Requested (Justification):**

Enter justification information here...The Chemung County Sheriff, Chemung County District Attorney and Chemung County Director of Probation have requested authorization to apply for and to accept a New York State Division of Criminal Justice Services ("NYSDCJS") Gun Involved Violence Elimination ("GIVE") Grant for the purpose of eliminating gun violence in Elmira (the "Project") in the amount of \$442,535.00 (100% State Share) for a one-year period beginning July 1, 2026 through June 30, 2027.

Previous resolution 25-470

Vendor/Provider: NYSDCJS      Total Amount: \$442,535      Prior Amount: \$421,462

Term: 7/1/26-6/30/27      Total Amount:      Federal Share:

Local Share:      State Share: 100%      Federal Share:

Other Share:      Project Budgeted (Y or N):      Funds are in Account #:  
N

---

**Approvals:**

Chris Moss, County Executive

Chris Moss, County Executive

Mark Margeson, Legislature

Created/Initiated - 7/9/2026

Approved - 7/9/2026

Final Approval - 7/16/2026

**Attachments:**

1. Award Notice 2026-2027

2. GIVE Grant 2026-2027

Award Notice 2026-2027.pdf

GIVE Grant 2026-2027.pdf





## Division of Criminal Justice Services

**KATHY HOCHUL**

Governor

**ROSSANA ROSADO**

Commissioner

**CILLIAN FLAVIN**

Deputy Commissioner

## Grant Award Notice

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Grantee/Contractor:<br>Elmira Police Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Date:<br>6/10/2026                      |
| Program Name:<br>Project GIVE (2026-27)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Award Amount:<br>\$254,035 <sup>1</sup> |
| Signatory Name and Title:<br>Kristen Thorne<br>Chief                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Term Dates:<br>7/1/26 – 6/30/27         |
| Email:<br>kthorne@cityofelmira.net                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Contract Number: C485433                |
| Program Description: 2026-27 DCJS Gun Involved Violence Elimination (GIVE) Initiative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                         |
| <p>New York State Division of Criminal Justice Services (DCJS) Commissioner Rossana Rosado is pleased to provide funding to your county and agency to support the Gun Involved Violence Elimination (GIVE) initiative. The GIVE initiative is a critical component of the State's violence prevention and reduction strategy. Thank you for your partnership to help keep New Yorkers safe. Please find attached the approved budget for the funded agencies within your county.</p> <p>If you have any programmatic questions, please contact the DCJS Office of Public Safety (OPS) at <a href="mailto:LESAN@dcjs.ny.gov">LESAN@dcjs.ny.gov</a></p> <p>Your DCJS Office of Program Development and Funding (OPDF) Public Safety Grants Representative will be reaching out shortly with the next steps.</p> |                                         |

We look forward to working with you in our continued efforts to safeguard the health and safety of all New York residents and visitors.

<sup>[1]</sup> The award amount listed above is contingent upon the completion and submission (as applicable) of all contractual obligations as well as approval by the NYS Division of Budget and execution of the grant contract by the NYS Office of the State Comptroller.

**CHEMUNG**

**ELMIRA POLICE DEPARTMENT BUDGET**

| PERSONNEL                            |                                      | Awarded Budget   |
|--------------------------------------|--------------------------------------|------------------|
| <b>Job Title / Position</b>          |                                      |                  |
| 2                                    | Investigators FT                     | \$200,335        |
|                                      |                                      |                  |
|                                      |                                      |                  |
|                                      |                                      |                  |
|                                      |                                      |                  |
|                                      |                                      |                  |
|                                      |                                      |                  |
|                                      |                                      |                  |
|                                      |                                      |                  |
| <b>Job Title / Position Total</b>    |                                      | <b>\$200,335</b> |
| <b>Fringe Benefits for Positions</b> |                                      |                  |
|                                      |                                      |                  |
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|                                      |                                      |                  |
| <b>Fringe Benefits Total</b>         |                                      | <b>\$0</b>       |
| <b>Contracted Personnel</b>          |                                      |                  |
|                                      |                                      |                  |
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|                                      |                                      |                  |
| <b>Contracted Personnel Total</b>    |                                      | <b>\$0</b>       |
| <b>TOTAL PERSONNEL</b>               |                                      | <b>\$200,335</b> |
| <b>HOT-SPOT POLICING</b>             |                                      |                  |
|                                      | Overtime                             | \$34,000         |
|                                      | Software- Adobe Acrobat Pro (1 year) | \$324            |
|                                      | Software- OptiSigns (1 year)         | \$216            |
|                                      |                                      |                  |
|                                      |                                      |                  |
|                                      |                                      |                  |
|                                      |                                      |                  |
|                                      |                                      |                  |
| <b>TOTAL HOT-SPOT</b>                |                                      | <b>\$34,540</b>  |
| <b>FOCUSED DETERRENCE</b>            |                                      |                  |
|                                      |                                      |                  |
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|                                      |                                      |                  |
|                                      |                                      |                  |
| <b>TOTAL FOCUSED DETERRENCE</b>      |                                      | <b>\$0</b>       |

| CPTED                              |  |           |
|------------------------------------|--|-----------|
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|                                    |  |           |
|                                    |  |           |
| TOTAL CPTED                        |  | \$0       |
| PLACE NETWORK INVESTIGATIONS       |  |           |
|                                    |  |           |
|                                    |  |           |
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|                                    |  |           |
| TOTAL PNI                          |  | \$0       |
| COMMUNITY / YOUTH ENGAGEMENT       |  |           |
| Overtime                           |  | \$8,660   |
|                                    |  |           |
|                                    |  |           |
|                                    |  |           |
|                                    |  |           |
|                                    |  |           |
|                                    |  |           |
|                                    |  |           |
| TOTAL COMMUNITY / YOUTH ENGAGEMENT |  | \$8,660   |
| NON-FATAL SHOOTING                 |  |           |
|                                    |  |           |
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| TOTAL NON-FATAL SHOOTING           |  | \$0       |
| ALTERNATIVE RESPONSES              |  |           |
|                                    |  |           |
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|                                    |  |           |
| TOTAL ALTERNATIVE RESPONSES        |  | \$0       |
| TRAVEL & TRAINING                  |  |           |
| Travel                             |  | \$6,000   |
| Training                           |  | \$4,500   |
|                                    |  |           |
|                                    |  |           |
|                                    |  |           |
|                                    |  |           |
|                                    |  |           |
|                                    |  |           |
| TOTAL TRAVEL & TRAINING            |  | \$10,500  |
| POLICE DEPARTMENT TOTAL            |  | \$254,035 |

5/28/2026





## Division of Criminal Justice Services

**KATHY HOCHUL**

Governor

**ROSSANA ROSADO**

Commissioner

**CILLIAN FLAVIN**

Deputy Commissioner

## Grant Award Notice

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| Grantee/Contractor:<br>Chemung County District Attorney's Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Date:<br>6/10/2026                     |
| Program Name:<br>Project GIVE (2026-27)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Award Amount:<br>\$54,500 <sup>1</sup> |
| Signatory Name and Title:<br>Weeden Wetmore<br>District Attorney                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Term Dates:<br>7/1/26 – 6/30/27        |
| Email:<br>wwetmore@chemungcountyny.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Contract Number: C485434               |
| Program Description: 2026-27 DCJS Gun Involved Violence Elimination (GIVE) Initiative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |
| <p>New York State Division of Criminal Justice Services (DCJS) Commissioner Rossana Rosado is pleased to provide funding to your county and agency to support the Gun Involved Violence Elimination (GIVE) initiative. The GIVE initiative is a critical component of the State's violence prevention and reduction strategy. Thank you for your partnership to help keep New Yorkers safe. Please find attached the approved budget for the funded agencies within your county.</p> <p>If you have any programmatic questions, please contact the DCJS Office of Public Safety (OPS) at <a href="mailto:LESAU@dcjs.ny.gov">LESAU@dcjs.ny.gov</a></p> <p>Your DCJS Office of Program Development and Funding (OPDF) Public Safety Grants Representative will be reaching out shortly with the next steps.</p> |                                        |

We look forward to working with you in our continued efforts to safeguard the health and safety of all New York residents and visitors.

<sup>[1]</sup> The award amount listed above is contingent upon the completion and submission (as applicable) of all contractual obligations as well as approval by the NYS Division of Budget and execution of the grant contract by the NYS Office of the State Comptroller.

| DISTRICT ATTORNEY'S OFFICE BUDGET |                                                      |                |
|-----------------------------------|------------------------------------------------------|----------------|
| PERSONNEL                         |                                                      | Awarded Budget |
| Job Title / Position              |                                                      |                |
| 1                                 | ADA 0 33FTE                                          | \$40,000       |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
| Job Title / Position Total        |                                                      | \$40,000       |
| Fringe Benefits for Positions     |                                                      |                |
|                                   | Fringe Benefits Total                                | \$10,000       |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
| Fringe Benefits Total             |                                                      | \$10,000       |
| Contracted Personnel              |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
| Contracted Personnel Total        |                                                      | \$0            |
| TOTAL PERSONNEL                   |                                                      | \$50,000       |
| HOT-SPOT POLICING                 |                                                      |                |
|                                   | Stipend to assist EPD with evidence-based strategies | \$2,000        |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
| TOTAL HOT-SPOT                    |                                                      | \$2,000        |
| FOCUSED DETERRENCE                |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
|                                   |                                                      |                |
| TOTAL FOCUSED DETERRENCE          |                                                      | \$0            |





## Division of Criminal Justice Services

**KATHY HOCHUL**

Governor

**ROSSANA ROSADO**

Commissioner

**CILLIAN FLAVIN**

Deputy Commissioner

## Grant Award Notice

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| Grantee/Contractor:<br>Chemung County Sheriff's Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Date:<br>6/10/2026                     |
| Program Name:<br>Project GIVE (2026-27)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Award Amount:<br>\$90,000 <sup>1</sup> |
| Signatory Name and Title:<br>William Schrom<br>Sheriff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Term Dates:<br>7/1/26 – 6/30/27        |
| Email:<br>wschrom@chemungcountyny.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Contract Number: C485435               |
| Program Description: 2026-27 DCJS Gun Involved Violence Elimination (GIVE) Initiative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |
| <p>New York State Division of Criminal Justice Services (DCJS) Commissioner Rossana Rosado is pleased to provide funding to your county and agency to support the Gun Involved Violence Elimination (GIVE) initiative. The GIVE initiative is a critical component of the State's violence prevention and reduction strategy. Thank you for your partnership to help keep New Yorkers safe. Please find attached the approved budget for the funded agencies within your county.</p> <p>If you have any programmatic questions, please contact the DCJS Office of Public Safety (OPS) at <a href="mailto:LESAU@dcjs.ny.gov">LESAU@dcjs.ny.gov</a></p> <p>Your DCJS Office of Program Development and Funding (OPDF) Public Safety Grants Representative will be reaching out shortly with the next steps.</p> |                                        |

We look forward to working with you in our continued efforts to safeguard the health and safety of all New York residents and visitors.

<sup>[1]</sup> The award amount listed above is contingent upon the completion and submission (as applicable) of all contractual obligations as well as approval by the NYS Division of Budget and execution of the grant contract by the NYS Office of the State Comptroller.

| SHERIFF'S OFFICE BUDGET              |                                |                 |
|--------------------------------------|--------------------------------|-----------------|
| PERSONNEL                            |                                | Awarded Budget  |
| <b>Job Title / Position</b>          |                                |                 |
| 2                                    | Intelligence Officers (0.5FTE) | \$70,000        |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
| <b>Job Title / Position Total</b>    |                                | <b>\$70,000</b> |
| <b>Fringe Benefits for Positions</b> |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
| <b>Fringe Benefits Total</b>         |                                | <b>\$0</b>      |
| <b>Contracted Personnel</b>          |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
| <b>Contracted Personnel Total</b>    |                                | <b>\$0</b>      |
| <b>TOTAL PERSONNEL</b>               |                                | <b>\$70,000</b> |
| <b>HOT-SPOT POLICING</b>             |                                |                 |
|                                      | Overtime                       | \$15,000        |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
| <b>TOTAL HOT-SPOT</b>                |                                | <b>\$15,000</b> |
| <b>FOCUSED DETERRENCE</b>            |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
|                                      |                                |                 |
| <b>TOTAL FOCUSED DETERRENCE</b>      |                                | <b>\$0</b>      |





## Division of Criminal Justice Services

**KATHY HOCHUL**

Governor

**ROSSANA ROSADO**

Commissioner

**CILLIAN FLAVIN**

Deputy Commissioner

## Grant Award Notice

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| Grantee/Contractor:<br>Chemung County Probation Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Date:<br>6/10/2026                     |
| Program Name:<br>Project GIVE (2026-27)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Award Amount:<br>\$44,000 <sup>1</sup> |
| Signatory Name and Title:<br>Frank Tiberia<br>Acting Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Term Dates:<br>7/1/26 – 6/30/27        |
| Email:<br>fjtiberia@chemungcountyny.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Contract Number: T485436               |
| Program Description: 2026-27 DCJS Gun Involved Violence Elimination (GIVE) Initiative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |
| <p>New York State Division of Criminal Justice Services (DCJS) Commissioner Rossana Rosado is pleased to provide funding to your county and agency to support the Gun Involved Violence Elimination (GIVE) initiative. The GIVE initiative is a critical component of the State's violence prevention and reduction strategy. Thank you for your partnership to help keep New Yorkers safe. Please find attached the approved budget for the funded agencies within your county.</p> <p>If you have any programmatic questions, please contact the DCJS Office of Public Safety (OPS) at <a href="mailto:LESAU@dcjs.ny.gov">LESAU@dcjs.ny.gov</a></p> <p>Your DCJS Office of Program Development and Funding (OPDF) Public Safety Grants Representative will be reaching out shortly with the next steps.</p> |                                        |

We look forward to working with you in our continued efforts to safeguard the health and safety of all New York residents and visitors.

<sup>[1]</sup> The award amount listed above is contingent upon the completion and submission (as applicable) of all contractual obligations as well as approval by the NYS Division of Budget and execution of the grant contract by the NYS Office of the State Comptroller.



| COUNTY PROBATION BUDGET            |  |                |
|------------------------------------|--|----------------|
| PERSONNEL                          |  | Awarded Budget |
| Job Title / Position               |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
| Job Title / Position Total         |  | \$0            |
| Fringe Benefits for Positions      |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
| Fringe Benefits Total              |  | \$0            |
| Contracted Personnel               |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
| Contracted Personnel Total         |  | \$0            |
| TOTAL PERSONNEL                    |  | \$0            |
| HOT-SPOT POLICING                  |  |                |
| Electronic Home Monitoring Program |  | \$16,000       |
| Overtime                           |  | \$15,000       |
| Drug testing for GIVE probationers |  | \$2,000        |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
| TOTAL HOT-SPOT                     |  | \$33,000       |
| FOCUSED DETERRENCE                 |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
|                                    |  |                |
| TOTAL FOCUSED DETERRENCE           |  | \$0            |



|                                           |  |                  |
|-------------------------------------------|--|------------------|
| <b>CPTED</b>                              |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
| <b>TOTAL CPTED</b>                        |  | <b>\$0</b>       |
| <b>PLACE NETWORK INVESTIGATIONS</b>       |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
| <b>TOTAL PNI</b>                          |  | <b>\$0</b>       |
| <b>COMMUNITY / YOUTH ENGAGEMENT</b>       |  |                  |
| Cognitive Behavioral Interventions        |  | \$4,000          |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
| <b>TOTAL COMMUNITY / YOUTH ENGAGEMENT</b> |  | <b>\$4,000</b>   |
| <b>ALTERNATIVE RESPONSES</b>              |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
| <b>TOTAL ALTERNATIVE RESPONSES</b>        |  | <b>\$0</b>       |
| <b>TRAVEL &amp; TRAINING</b>              |  |                  |
| Travel                                    |  | \$6,000          |
| Training                                  |  | \$1,000          |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
|                                           |  |                  |
| <b>TOTAL TRAVEL &amp; TRAINING</b>        |  | <b>\$7,000</b>   |
| <b>COUNTY PROBATION TOTAL</b>             |  | <b>\$44,000</b>  |
| <b>COUNTY GRAND TOTAL</b>                 |  | <b>\$442,535</b> |

## **INTERMUNICIPAL AGREEMENT**

**THIS AGREEMENT** made this            day of            , 2026 by and between the **CITY OF ELMIRA, NEW YORK**, a New York municipal corporation, its departments and agencies, with its principal office at 317 East Church Street, Elmira, New York 14901("City");  
and

the **COUNTY OF CHEMUNG, NEW YORK**, a New York municipal corporation, its departments and agencies, with its principal offices at 203 Lake Street, Elmira, New York 14901 ("County"), to collectively combat increased gun and violent crime within the City and County.

### **WITNESSETH:**

**WHEREAS**, the Legislature and Governor of the State of New York have proposed initiatives to "improve the efficiency of local governments" by means of consolidation of municipal services; and

**WHEREAS**, the undersigned agencies agree to continue to participate in the Gun Involved Violence Elimination XIII (GIVE XIII) Initiative Project (hereinafter referred to as "Project GIVE XIII ") in Chemung County. This agreement solidifies our commitment to work together as the Project GIVE XIII partnership (hereinafter referred to as "Partnership"), pooling our resources and expertise to combat crime.

**WHEREAS** Each agency is contractually required to meet various requirements, which are closely monitored by the Division of Criminal Justice Services (DCJS) staff. Non-compliance with any of the requirements may result in the GIVE XIII award contract being placed in "stop payment" status until the delinquent measure is brought into compliance. See attached "Exhibit B: 2025-2026 Gun-Involved Violence Elimination (GIVE) Comprehensive Plan Proposal Guidance Document".

**WHEREAS**, the intent of this agreement is to set forth each party's rights, obligations, and responsibilities of performance.

**NOW, THEREFORE**, the City and County mutually agree as follows:

## **SECTION 1**

### **PURPOSE AND TERM**

The purpose of this Intermunicipal Agreement is to define the roles, responsibilities, and obligations of the participating municipalities with regard to the implementation of the Gun Involved Violence Elimination XIII (GIVE XIII) Initiative Project—grant program, the "Services."

The term of this Agreement shall be twelve (12) months from the effective date of 1st day of July, 2026 and expiring on June 30<sup>th</sup> 2027.

The municipalities agree to employ enforcement efforts, which is in the best interest of all funded parties, for the budget allocations are equitable with regard to activities being conducted under Project GIVE XIII. The municipalities agree that the monetary distribution best suits the collaborative and synergistic approach to crime reduction throughout Chemung County.

## **SECTION II**

### **CONSIDERATION.**

The total grant amount awarded for the GIVE XIII Initiative project grant program is \$442,535.00. The City and County agree to each provide allocated initial funding on behalf of each participating department/agency in anticipation of the funds to be reimbursed by the Division of Criminal Justice Services (DCJS) Grant.

Each department/agency has developed a budget proposal outlining the allocation of funds for various program activities and agrees to maintain accurate and up-to-date financial records of the grant program.

In consideration of the "Services," the County and the City will provide the following (more described in Exhibit A: Budget Worksheet, attached hereto and incorporated by reference):

- |                                                                         |                     |
|-------------------------------------------------------------------------|---------------------|
| <b>1. The City of Elmira Agrees to provide funding for \$254,035.00</b> |                     |
| <b>a. Elmira Police Department</b>                                      | <b>\$254,035.00</b> |
| i. 2 FT Police Investigators — Each \$100,167.50 totaling               | \$200,335.00        |
| ii. Hot Spot Policing (Overtime and software)                           | \$ 34,540.00        |
| iii. Community/Youth Engagement                                         | \$ 8,660.00         |
| iv. GIVE related travel and trainings                                   | \$ 10,500.00        |

|                                                                  |                    |
|------------------------------------------------------------------|--------------------|
| <b>2. The County agrees to provide funding for \$188,500.00.</b> |                    |
| <b>a. Chemung County District Attorney's Office</b>              | <b>\$54,500.00</b> |
| i. One ADA                                                       | \$40,000.00        |
| ii. Fringe Benefits                                              | \$10,000.00        |
| iii. Stipend to Support Evidence-Based Strategies                | \$ 2,000.00        |
| iv. GIVE related travel and trainings                            | \$ 2,500.00        |
| <b>b. Chemung County Sheriff's Office</b>                        | <b>\$90,000.00</b> |
| i. Two Intelligence Officer \$35,000.00 each                     | \$70,000.00        |
| ii. Overtime                                                     | \$15,000.00        |
| iii. Community/Youth Engagement Participation                    | \$ 3,000.00        |
| iv. GIVE related travel and trainings                            | \$ 2,000.00        |
| <b>c. Chemung County Probation Department</b>                    | <b>\$44,000.00</b> |
| i. Electronic Home Monitoring Program                            | \$16,000.00        |
| ii. Overtime                                                     | \$15,000.00        |
| iii. Drug testing for GIVE probationers                          | \$ 2,000.00        |
| iv. Cognitive Behavioral Interventions                           | \$ 4,000.00        |
| v. GIVE related travel and raining                               | \$ 7,000.00        |

### **SECTION III**

#### **DESCRIPTION OF INITIATIVE PROJECT SERVICES LINES OF AUTHORITY AND RESPONSIBILITY**

The City and County agree that each of department/agency will closely monitor the DCJS grant compliance requirements, as provided in the attached " Exhibit B: 2025-2026 Gun-Involved Violence Elimination (GIVE) Comprehensive Plan Proposal Guidance Document, and incorporated here by reference. Each agency/department will contribute resources, expertise, and support for the grant program, and not limited to the following:

- a. Applicable Monthly Progress Meeting and Executive Board meeting attendance including the submission of meeting minutes within 7 days of said meeting(s).
- b. Quarterly completion of the Self-Assessment Tool, Implementation Assessment Tool, Overtime Tracker, and GMS Progress Report as required by the GIVE XIII Guidance Document.
- c. Timely, Accurate, Crime Data: Each month, all participating law enforcement agencies will submit monthly crime reports to DCJS through the eJusticeNY Integrated Justice Portal (IJ Portal) IBR/UCR Reporting Interface within 30 days after the close of the reporting period.
- d. Weekly Shooting and Firearm Recovery Data: Submission of weekly shooting and firearm recovery data each Monday to DCJS for the preceding week.

- e. Attend regional information-sharing networking meetings
- f. Timely submission of voucher reimbursement forms as applicable.
- g. For any gun seizures, the agency department shall:
  - a. GINQ Check: If confirmed as lost or stolen, submit a GLOC Message through the IJ Portal. If negative for lost or stolen, submit a GREC Message (Recovered Gun Message).
  - b. GGUN Submission: Submit a GGUN Message through the IJ Portal that delivers the information to the NYS Criminal Gun Clearinghouse.
  - c. Secure ATF eTrace Results: Accessible through the agency's eTrace account, results are returned within 30 days of the GGUN submission.
  - d. NIBIN Evidence Lab Submissions: All recovered crime guns shall be properly test fired and the recovered test-fired casings submitted for NIBIN analysis. Agencies should also ensure that ballistic evidence (casings) secured from crime scenes are properly submitted for NIBIN analysis.
- h. Domestic Incident Report Database: Agencies will participate in utilizing the DCJS Domestic Incident Report (DIR) Repository.
- i. Each law enforcement agency shall participate in the deconfliction of targets by means of information sharing and/or SAFETNet as applicable.
- j. DNA Collection: Agencies will ensure that all DNA databank collections are being taken in a timely manner and as required by law.
- k. Sex Offender Address Verification: Agencies will be vigilant in verifying the addresses of all sex offenders assigned to their jurisdictions and promptly report the action taken on eJusticeNY.
- l. Sex Offender Photos: Agencies will be vigilant in ensuring all photos due from sex offenders assigned to their jurisdiction are obtained in a timely manner and promptly uploaded to eJusticeNY.
- m. Use of Force Reporting: All jurisdictions must comply with the following NYS Use of Force Reporting Law: Pursuant to New York State *Executive Law Section 837-t.*, Reporting is completed through the IBR Reporting Interface on the IJ Portal.

## SECTION IV

### INDEMNIFICATION

The County hereby indemnifies and holds harmless the City; its councilmembers, and officers for any loss. The City hereby indemnifies and holds harmless the County; its legislators, and officers for any loss.

## **SECTION V**

### **COMPLIANCE WITH APPLICABLE LAWS**

The County and City will comply with all applicable federal, state, and local statutes, rules, and regulations in providing "Services" and fulfilling its obligations under this agreement. Any issuing of new or revised regulations pertaining to services will be brought to the attention of all parties promptly, and shall notify each other.

## **SECTION VI**

### **RECORDS CREATION RETENTION AND ACCESS**

The County and City each agree to retain all books, records, and other documents pertinent to the "Services" rendered in accordance with federal and state law. The City and County will have access to all information pertaining to each other's records upon request

## **SECTION VII**

### **COOPERATION**

The City and the County recognize that in the performance of this Agreement, the greatest benefits derived by promoting the interest of both parties, and each of the parties does, therefore, enter into this Agreement with the intention of providing the highest service to the public we both serve.

## **SECTION VIII**

### **NONAPPROPRIATION**

This Agreement shall be deemed executory only to the extent of monies appropriated and available for the purpose of the Agreement and no liability on account thereof shall be incurred by each municipality beyond the amount of such monies. It is understood that neither this Agreement nor any representation by any public employee or officer creates any legal or moral obligation to request, appropriate, or make available monies for the purpose of this Agreement.

## **SECTION IX**

### **TERMINATION**

Each party shall have the right to terminate this Agreement on account of a material breach of this Agreement by the other party by giving thirty (30) days' prior written notice to the other party of such termination.

**SECTION X**  
**NONDISCRIMINATION**

County and City agree to comply with all applicable rules and regulations regarding nondiscrimination pertaining to work to be performed under this Agreement. In compliance with New York State and Federal Laws, County and City shall not discriminate because of age, race, creed, sex, color, disability, national origin, marital status, military status, sexual preference, or employment in the performance Agreement, nor shall either party retaliate against any person for reporting alleged acts of discrimination or for asserting any discrimination-based claims.

**SECTION XI**  
**NOTICES**

All notices required or otherwise made pursuant to this Agreement shall be made in writing and shall be addressed to the parties at the addresses first set forth above or at any other address as designated in writing from time to time by each party. All notices shall be sent by either certified mail, return receipt requested, or by overnight service. All notices will be deemed delivered three days after the date of transmittal.

**SECTION XII**  
**EMPLOYMENT RELATIONSHIP AND INSURANCE DISCLAIMER**

The City and County acknowledge and agree that this Intermunicipal Agreement does not create an employer-employee relationship between any of the municipalities or their respective officials, employees, or agents. It is explicitly understood that the participating municipalities are engaging in a cooperative arrangement solely for the purpose of implementing the GIVE XIII grant program. Nothing in this agreement shall be construed as creating an employment relationship, partnership, joint venture, or agency relationship between the municipalities. Each municipality shall maintain its own independent status and retain full responsibility for its own employees, including but not limited to matters of hiring, supervision, compensation, benefits, and termination.

Furthermore, each municipality shall maintain adequate insurance coverage to protect its own interests, employees, and assets. It is the responsibility of each municipality to secure and maintain appropriate insurance coverage, including but not limited to general liability insurance, workers' compensation insurance, and any other insurance required by applicable laws and regulations. The participating municipalities shall not be liable for any claims, losses, damages, or liabilities arising from or related to the insurance coverage or lack thereof maintained by any other participating municipality.

**SECTION XIII**  
**GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of the State of New York, without regard to its conflict of law provisions, except to the extent federal law applies.

**SECTION XIV**  
**GENERAL PROVISIONS**

1. This Agreement contains all the terms and conditions agreed upon by the parties and supersedes all prior or contemporaneous agreements and understandings, oral or otherwise, regarding the subject matter of this Agreement. All items incorporated by reference are attached.
2. The paragraph headings in this Agreement are inserted for convenience and reference only and shall not be used in any way to interpret this Agreement.
3. This Agreement may be amended only by a writing executed by the authorized representative of both parties.
4. Each party hereto represents and warrants that this Agreement has been duly authorized and executed by each and constitutes a valid and binding Agreement and any governmental and other material approvals necessary for the performance of this Agreement have been obtained.
5. If either party waives or excuses any breach by the other party, such waiver or excusal shall not be construed to be a waiver or excusal of any other breach, whether such other breach arises before or after such waiver or excusal shall be binding only if in writing and executed by the waiving or excusing party.
6. If any item or provision of this Agreement or the application thereof shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, other than those portions as to which it is held invalid or unenforceable, shall not be affected.
7. This Agreement may be executed in any number of counterparts and all such counterparts, taken together, shall constitute one document. Signatures transmitted by FAX shall be deemed originals for all purposes.

IN WITNESS WHEREOF each of the parties has executed this Agreement by its duly authorized representative(s) on the dates set forth below.



**CITY OF ELMIRA**

Date: \_\_\_\_\_

\_\_\_\_\_  
Daniel J. Mandell, Jr.  
Mayor  
Res #. 2026 \_\_\_\_\_

Initials: \_\_\_\_\_  
Police Chief, City of Elmira

**COUNTY OF CHEMUNG**

Date: \_\_\_\_\_

\_\_\_\_\_  
Christopher J. Moss  
County Executive  
Res #.

Initials: \_\_\_\_\_  
Sheriff

Initials: \_\_\_\_\_  
Probation Director

Initials: \_\_\_\_\_  
District Attorney



## CHEMUNG COUNTY ROUTE SLIP

Resolution authorizing application for and acceptance of NYS Law Enforcement Technology grant from the New York State Division of Criminal Justice Services on behalf of the Chemung County Sheriff's Office

---

**Resolution #:**

**Slip Type:** Grant

**SEQRA Status:**

**State Mandate:** No

---

**Explanation Action Needed or Position Requested (Justification):**

Enter justification information here...

Accept LE Tech Grant funds to purchase technology equipment for the Sheriff's Office to use for law enforcement purposes.

|                                            |                                 |                                                            |
|--------------------------------------------|---------------------------------|------------------------------------------------------------|
| Vendor/Provider: NYSDCJS                   | Total Amount: \$250,000         | Prior Amount:                                              |
| Term: 24 months, beginning 1/1/27-12/31/28 | Total Amount:                   | Federal Share:                                             |
| Local Share: -0-                           | State Share: \$250,000          | Federal Share:                                             |
| Other Share:                               | Project Budgeted (Y or N):<br>Y | Funds are in Account #:<br>10-3120-3110 4300 (STATE GRANT) |

---

**Approvals:**

Chris Moss, County Executive  
Chris Moss, County Executive  
Mark Margeson, Legislature

Created/Initiated - 7/9/2026  
Approved - 7/9/2026  
Final Approval - 7/16/2026

**Attachments:**

1. LETech RFA - Final LETech RFA - Final.pdf



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

### **Law Enforcement Technology (LETech) 2026-2027**

**Kathy Hochul, Governor**

**Rossana Rosado, Commissioner**

#### **Key Dates and Notices**

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

# Law Enforcement Technology (LETech)

## TABLE OF CONTENTS

|       |                                                          |    |
|-------|----------------------------------------------------------|----|
| I.    | INTRODUCTION AND GENERAL INFORMATION .....               | 3  |
| II.   | PROCUREMENT REQUIREMENTS – GUIDELINES – VENDOR SELECTION | 4  |
| III.  | FUNDING, APPLICANT ELIGIBILITY, AND CONTRACT TERM.....   | 5  |
| IV.   | BACKGROUND INFORMATION AND FUNDING GOAL .....            | 7  |
| V.    | EVALUATION AND SELECTION OF APPLICATIONS .....           | 8  |
| VI.   | REQUEST FOR APPLICATION QUESTIONS .....                  | 9  |
| VII.  | NOTIFICATION OF AWARDS.....                              | 12 |
| VIII. | REPORTING REQUIREMENTS .....                             | 12 |
| IX.   | ADMINISTRATION OF CONTRACTS.....                         | 13 |
| X.    | APPLICATION SUBMISSION AND REQUIREMENTS.....             | 18 |
| XI.   | APPLICATION CHECKLIST .....                              | 19 |

### APPENDICES:

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

### REQUIRED ATTACHMENT:

- Grantee Attestation Form

## I. INTRODUCTION AND GENERAL INFORMATION

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

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

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

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

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

Please Note:

1. Applications must be received by the submission deadline on-line via the DCJS [Grants Management System](#) (GMS). **Applicants who are not registered to access GMS will need to obtain user access to respond to this Solicitation.**
  - Please See [Appendix: DCJS Grants Management System \(GMS\) Instructions and Helpful Hints.](#)
2. Questions regarding this RFA must be emailed to [dcjsfunding@dcjs.ny.gov](mailto:dcjsfunding@dcjs.ny.gov). Responses to the questions will be posted on the [DCJS website](#). If the applicant has any general questions such as, "Did DCJS receive my e-mail?" please call (518) 457-9787. Please note that DCJS cannot answer substantive questions concerning this solicitation in any manner other than the e-mail

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

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

## **II. PROCUREMENT REQUIREMENTS – GUIDELINES – VENDOR SELECTION**

### **Procurement Guidelines:**

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

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

### **Competitive Bidding Procurement Process (must include):**

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

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

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

### **III. FUNDING, APPLICANT ELIGIBILITY, AND CONTRACT TERM**

#### **A. Funding**

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

#### **B. Applicant Eligibility Requirements**

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

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

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

allowable.

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

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

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

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

### **C. Contract Term**

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

### **D. Availability and Approved Use of State Funds**

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

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

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

Indirect costs are not an allowable expense for governmental organizations.

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



## E. Eligible Items for Consideration

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

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

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

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

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

## IV. Background Information and Funding Goal

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

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

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

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

Governor Kathy Hochul.

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

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

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

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

## **V. EVALUATION AND SELECTION OF APPLICATIONS**

### **Tier I Evaluation – Threshold Pass/Fail**

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

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

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

## Tier II Evaluation – Evaluation and Scoring

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

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

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

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

## Tier III Evaluation

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

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

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

## VI. REQUEST FOR APPLICATION QUESTIONS

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

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

questions using the *Attachments* module in GMS.

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

#### **A. Statement of Need (20 points)**

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

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

#### **B. Project Plan (30 points)**

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

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

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

### **C. Implementation Plan (25 points)**

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

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

### **D. Operating Budget Detail and Justification (25 points)**

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

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

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

## VII. NOTIFICATION OF AWARDS

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

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

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

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

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

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

## VIII. REPORTING REQUIREMENTS

**Reporting requirements are provided below:**

### ***GMS Progress Reporting***

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

### ***Quarterly Fiscal Reports***

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

**Reporting Due Dates:**

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

| <b>Calendar Quarter</b> | <b>Report Due</b> |
|-------------------------|-------------------|
| July 1 – September 30   | October 31        |
| October 1 – December 31 | January 31        |
| January 1 – March 31    | April 30          |
| April 1 – June 30       | July 31           |

**IX. ADMINISTRATION OF CONTRACTS**

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

**Contract Approval**

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

**Contract Term**

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

**Contract Activities**

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

**Contract Changes**

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

**Records**

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

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

### **Liability**

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

### **Payments**

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

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

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

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

### **Update or add additional bank accounts**



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

For assistance, email [ePayments@osc.ny.us](mailto:ePayments@osc.ny.us)

## **Reports**

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

## **Performance Review**

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

## **Disposition of Allocations**

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

## **Revocation of Funds**

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

## **Encouraging Use of New York State Businesses in Contract Performance**

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

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

Article 17-B of the Executive Law enacted in 2014 acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at [Division of Service-Disabled Veterans' Business Development](#)

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

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

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

### **Standard Contract Provisions**

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

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

DCJS recognizes its obligation under New York State Executive Law Article 15-A to promote opportunities for the participation of certified minority-and women-owned business

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

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

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

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

### **Sexual Harassment Prevention Certification**

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

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

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

### **Gender-Based Violence and the Workplace Requirements**

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

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

Website:

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

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

## **X. APPLICATION SUBMISSION AND REQUIREMENTS**

### **A. Specific Instructions**

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

### **B. Grants Management System (GMS)**

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

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

#### **Submitting an Application in GMS**

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

#### **Completing the Application**

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

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

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

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

## **XI. APPLICATION CHECKLIST**

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

## Appendix A:

# DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS

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

First time GMS users should download the GMS Application Manual [here](#)

Persons familiar with GMS can use the following simplified guidelines:

**Getting Started:** Sign on to GMS.

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

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

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

**General** - Complete the text screens and press save.

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

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

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

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

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

**Budget - See RFA for additional specific instructions.**

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

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

### **Questions-**

Answer all required project narrative and budget information questions.

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

### **Attachments –**

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

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

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

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



## **Appendix B:**

### **BEST PRACTICES FOR PREPARING AN EFFECTIVE GRANT APPLICATION**

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

It is important to start early in preparing your application, highlighting deadlines and/or tasks that must be completed as part of the application process.

Review all plans, strategies, policies and documents related to the grant you are applying for to ensure you can appropriately address the goals and objectives pertaining to the nature of the grant opportunity.

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

Ensure that the proposed budget is realistic, reasonable, and articulate how your budget will address the objectives of the grant opportunity.

Review and evaluate the scoring criteria. Pay close attention to the sections that are weighted the most first as they have a greater impact on your overall score.

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

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



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

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

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

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

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

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

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

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

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

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

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



## CHEMUNG COUNTY ROUTE SLIP

Resolution authorizing agreement with Elmira City School District on behalf of the Chemung County Sheriff's Office (SRO and SPO Services)

**Resolution #:**

**Slip Type:** Contract

**SEQRA Status:**

**State Mandate:** No

**Explanation Action Needed or Position Requested (Justification):**

Enter justification information here...Authorization to enter into an agreement with Elmira City School District for the provision of SRO and SPO services in the Elmira City schools during the period of 9/1/2026 - 6/30/2027.

Vendor/Provider: Elmira City School District    Total Amount: \$890,317.25    Prior Amount:\$750,987.61

Term: 9/1/2026-6/30/2027    Total Amount: \$890,317.25    Federal Share: -0-

Local Share: -0-    State Share: -0-    Federal Share:

Other Share: -0-    Project Budgeted (Y or N): Y    Funds are in Account #:  
10-3120-3110 41512 (Sheriff  
School Resource Officer  
10-3120-3110 50100  
(Payroll/Regular)  
10-3120 3110 50100 (Payroll  
Overtime)

**Approvals:**

Chris Moss, County Executive  
Chris Moss, County Executive  
Mark Margeson, Legislature

Created/Initiated - 7/9/2026  
Approved - 7/9/2026  
Final Approval - 7/16/2026

**Attachments:**

1. 2026-2027 ECSD Agreement    2026-2027 ECSD Agreement.pdf

## **AGREEMENT**

This AGREEMENT is made by and between the Elmira City School District, a public-school district of the State of New York, having its principal office at 430 W. Washington Street, Elmira, New York 14901 (“District”),

AND

The Chemung County Sheriff’s Office, having an address located at 203 William Street, Elmira, New York 14901 (“Agency”).

**WHEREAS**, District wishes to implement a program to ensure the safety and security of District personnel, students and members of the public at Elmira High School, located at 777 South Main Street, Elmira, New York; Broadway Academy School, located at 1000 Broadway, Elmira, New York; Ernie Davis Academy School, located at 933 Hoffman Street, Elmira, New York; Fassett Elementary, located at 309 W. Thurston St., Elmira, New York; Broadway Elementary, located at 1000 Broadway St., Elmira, New York; Pine City School, located at 1551 Pennsylvania Ave., Pine City, New York; Diven School, located at 1115 Hall St., Elmira, New York; Riverside School, located at 409 Riverside Ave., Elmira, New York; Hendy, Avenue School, located at 110 Hendy Ave., Elmira, New York; Thomas K. Beecher School, located at 310 Sullivan St., Elmira, New York; and Parley Coburn School, located at 216 Mt. Zoar St., Elmira, New York; (each of the foregoing referred to singly as a “School” and collectively as “Schools”)

**WHEREAS**, District wishes to engage the services of Agency to provide Deputy Sheriffs to assist District in ensuring such safety and security at each of the schools.

**NOW, THEREFORE**, for an in consideration of the mutual covenants and obligations set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

**1.     TERM OF AGREEMENT**

This Agreement shall be effective for a term commencing on September 1, 2026, and expiring on June 30, 2027, unless sooner terminated.

**2.     SERVICES**

Agency shall provide the services set forth in Attachment A hereto (“Services”).



### 3. **COMPENSATION**

In consideration of the Services provided to District by Agency, District shall pay to Agency an amount calculated using the rates set forth below for all services provided at each School during the term hereof:

- **One (1) full-time Deputy Sheriff Sergeant (entry)** for a total cost of \$127,388.50 (salary of \$84,469.53 plus fringe \$42,918.97).
- **Three (3) Deputy Sheriffs (entry)** for a cost of \$102,016.30 per deputy (salary of \$67,645.55 plus fringe \$34,370.70.). Total cost of \$306,048.80.
  - *Total cost for all four Deputies (salary and fringe) is \$433,437.25.*
- **Eight (8) part-time Special Patrol Officers (SPOs) (entry)** for a cost of \$54,610.00 per SPO (salary \$50,000 plus fringe \$4,610.00).
  - *Total cost for all eight (8) SPO's (salary and fringe) is \$436,880.00.*
- **Event Overtime Coverage**
  - *Total projected cost for Event Overtime is \$20,000.00*

**TOTAL PROGRAM COST IS \$890,317.25**

In the event that one of the above-identified Deputies/SPOs is for any reason unable to provide services at the School to which he is then assigned by Agency, Agency may substitute the services of another Deputy/SPOs not identified above; provided, however, that Agency shall provide District with prompt (if possible, thirty (30) days prior to the effective date of the substitution) notice of any such substitution.

Additionally, should any long-term vacancies occur and no alternative Deputy Sheriff/SPO be available, the Agency with the approval of District, reserves the ability to fill the vacancy with overtime coverage. Furthermore, it is understood that District will be responsible to reimburse this overtime coverage at full cost, including fringe.

Deputies appointed by Agency to provide the Services will not be assigned to other duties by Agency at any time when Services are to be provided under this Agreement.

Amounts payable hereunder shall be invoiced and paid as provided in Attachment B, to include COLA.

Any events agreed upon between the District and the Agency that require coverage outside of the course of normal business and that warrant additional personnel outside the agreed

upon personnel for said events will result in reimbursement from the District. The reimbursement will be requested at the actual rate for the Deputies working the detail.

It has been agreed upon between the District and the Agency that the Agency will work to transition Special Patrol Officers into all schools currently being filled by a full-time Deputy Sheriff. The District understands and agrees that should coverage of a part-time Special Patrol Officer not be able to be obtained that the coverage will continue with a full-time Deputy Sheriff within the school until such time the SPO coverage can be attained.

Should additional equipment or items be identified as needed to properly outfit the full-time Deputies and part-time SPOs, the District and Agency will discuss the necessity of these purchases and the proper entity to pay for said items.

4. **COOPERATION**

Agency and District recognize that in performance of this Agreement the greatest benefits will be derived by promoting the interests of both parties and each of the parties does, therefore, enter into this Agreement with the intention of loyally cooperating with the other in carrying out the terms of this Agreement, and each party agrees to perform its obligations hereunder in such manner as will promote the interests of both and of the public.

5. **COMPLIANCE WITH APPLICABLE LAWS**

Agency agrees to fully comply with all Federal, State, and local statutes, rules, or regulations that govern student privacy and confidentiality of student records and information. Agency also agrees to refrain from re-disclosing or using for any other purpose any information or educational records of students that are obtained in furtherance of its duties under this Agreement.

Agency shall furnish services in accordance with applicable requirements of law and shall cooperate with District as may be required so that District shall be able to fulfill its function and responsibilities thereunder.

6. **NEW FEDERAL OR STATE REQUIREMENTS**

In the event that Federal or State authorities issue new or revised requirements to District pertaining to services rendered in the performance of the Agreement, then District shall promptly notify Agency of said change(s) and Agency shall then have reasonable amount of time to comply with said requirements.

7. **ASSIGNMENTS**

Agency shall not assign, transfer, convey, subcontract, or otherwise dispose of this Agreement or any of its rights or obligations hereunder to any third party without prior written consent of District, which consent shall not be reasonably withheld. Any purported or attempted assignment, transfer, conveyance, subcontract, or disposition in contravention of the provisions of this section shall be void.

8. **RECORDS**

Agency agrees to create and deliver to District dated case notes documenting all hours of service provided by Agency. Case notes shall be delivered to District from time to time as mutually agreed by the parties and, in any event, promptly upon the termination or expiration of this Agreement.

9. **CONFLICT OF INTEREST**

Agency agrees that no officer, trustee, Board of Education member, or employee of District shall be hired, retained, or otherwise compensated by Agency to perform any services required under this Agreement while such a person remains an officer, trustee, Board of Education member, or employee of District. Agency agrees that spouses and children of such persons also shall not be hired, retained or otherwise compensated by Agency to perform any services required under this Agreement without prior written approval of District. Agency hereby declares that no such conflicts exist upon the execution of this Agreement and hereby agrees that it shall disclose any such conflicts as soon as they arise. Such obligation to disclose shall continue through the entire term hereof.

10. **NONAPPROPRIATION**

This Agreement shall be deemed executory only to the extent of monies appropriated and available for the purpose of the Agreement and no liability on account thereof shall be incurred by District beyond the amount of such monies. It is understood that neither this Agreement nor any representation by any public employee or officer creates any legal or moral obligation to request, appropriate, or make available monies for the purpose of this Agreement.

11. **SECTARIAN PURPOSES**

Agency agrees that Agency will not use any funds received pursuant to this Agreement for sectarian purposes or to further the advancement of any religion.

12. **CLAIMS AND AUDITS**

Agency agrees that all claims submitted for reimbursement to District shall be true and correct and that reimbursement by District will not duplicate reimbursement received by Agency from any other sources. Agency agrees that District is authorized to audit the program at its request.

The District's Treasurer is hereby authorized by this Agreement to make payments to Agency as authorized hereunder upon proper invoicing and administrative approval.

**13. HOLD HARMLESS INDEMNIFICATION**

Agency agrees to defend, indemnify, and hold harmless the District, its board members, officers, employees, and agents, against all claims, causes of action, liability, judgments, costs, and expenses (including, without limitation, reasonable attorney's fees) arising out of the acts or omissions of Agency, its agents, officers, employees, or anyone else under the control of the Agency in performing its obligations under this Agreement.

District agrees to defend, indemnify, and hold harmless the Agency, its board members, officers, employees, and agents, against all claims, causes of action, liability, judgments, costs, and expenses (including without limitation reasonable attorney's fees) arising out of the acts or omissions of District, its agents, officers, employees, or anyone else under the control of the District in performing its obligations under this Agreement.

The respective obligations of the parties under this Section shall survive the termination of this Agreement.

**14. TERMINATION**

- A. Each party shall have the right to terminate this Agreement on account of a material breach of this Agreement by the other party by giving thirty (30) days' prior written notice to the other party of such termination.
- B. Notwithstanding the above, if, through any cause, Agency fails to comply with legal, professional, District, Federal, or State requirements for the provision of services or with the provisions of this Agreement, or if Agency becomes bankrupt or insolvent, or falsifies its records or reports, or misuses its funds from whatever source, District may terminate this Agreement effective immediately, or, at its option, effective at a later date, by sending notice of such termination to Agency.
- C. Upon early termination for any reason, District shall be released from any and all responsibilities and obligations arising out of this Agreement, effective as of the date of termination, but District shall be responsible for payment of all claims for services provided and costs incurred by Agency prior to termination of this Agreement that are pursuant to, and after Agency's compliance with, the terms and conditions herein, subject to any adjustments District may be entitled to make hereunder.

15. **NONDISCRIMINATION**

Agency and District agree to comply with all applicable rules and regulations regarding nondiscrimination pertaining to work to be performed under this Agreement. In compliance with New York State and Federal Laws, Agency and District shall not discriminate because of age, race, creed, sex, color, disability, national origin, marital status, military status, sexual preference, or employment in the performance Agreement, not shall either party retaliate against any person for reporting alleged acts of discrimination or for asserting any discrimination-based claims.

16. **NOTICES**

All notices required or otherwise made pursuant to this Agreement shall be made in writing and shall be addressed to the parties at the addresses first set forth above or at any other address as designated in writing from time to time by each party. All notices shall be sent by either certified mail, return receipt requested, or by overnight service. All notices will be deemed delivered three days after the date of transmittal.

17. **INSURANCE**

Agency agrees to procure and maintain insurance, at its own cost and expense and without direct expense to District, of the kinds and in the amounts hereinafter specified in and attached hereto as Attachment C.

Agency acknowledges that failure to obtain or maintain such insurance constitutes a material breach of this Agreement and subjects Agency to liability for damages, indemnification, and all other legal remedies available to District, including, but not limited to, immediate termination of this Agreement.

18. **STATUS OF SCHOOL RESOURCE OFFICERS**

As between Agency and District, all persons designated to provide the Services by Agency shall be deemed employees of the Agency and not of District, and Agency shall retain full responsibility for training, supervision, and compensation of such persons.

19. **GENERAL PROVISIONS**

- A. This Agreement contains all the terms and conditions agreed upon by the parties and supersedes all prior or contemporaneous agreements and understandings, oral or otherwise, regarding the subject matter of this Agreement. All items incorporated by reference are attached.
- B. The paragraph headings in this Agreement are inserted for convenience and reference only and shall not be used in any way to interpret this Agreement.

- C. This Agreement may be amended only by a writing executed by the authorized representative of both parties.
- D. Each party hereto represents and warrants that this Agreement has been duly authorized and executed by each and constitutes a valid and binding Agreement and any governmental and other material approvals necessary for the performance of this Agreement have been obtained.
- E. If either party waives or excuses any breach by the other party, such waiver or excusal shall not be construed to be a waiver or excusal of any other breach, whether such other breach arises before or after such waiver or excusal shall be binding only if in writing and executed by the waiving or excusing party.
- F. This Agreement shall be construed in accordance with the laws of the State of New York, determined without regard for conflict of laws principles. Any legal action or proceeding pertaining to this Agreement shall be brought in the courts of the State of New York in the County of Chemung and all parties consent to such personal jurisdiction.
- G. If any term or provision of this Agreement or the application thereof shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, other than those portions as to which it is held invalid or unenforceable, shall not be affected.
- H. This Agreement may be executed in any number of counterparts and all such counterparts, taken together, shall constitute one document. Signatures transmitted by FAX shall be deemed originals for all purposes.

**20. ATTACHMENTS**

Agency shall also comply with the terms of each Attachment identified on the Attachment Checklist.

## **ATTACHMENT CHECKLIST**

|          |                     |                                                                                                      |
|----------|---------------------|------------------------------------------------------------------------------------------------------|
| <b>X</b> | <b>ATTACHMENT A</b> | <b>Services</b>                                                                                      |
| <b>X</b> | <b>ATTACHMENT B</b> | <b>Invoices and Payments</b>                                                                         |
| <b>X</b> | <b>ATTACHMENT C</b> | <b>Insurance Requirements</b>                                                                        |
|          | <b>ATTACHMENT D</b> | <b>Program Inspections</b>                                                                           |
|          | <b>ATTACHMENT E</b> | <b>Case Records and Reporting Requirements</b>                                                       |
|          | <b>ATTACHMENT F</b> | <b>Case Records and Reporting Requirements-Special Education</b>                                     |
|          | <b>ATTACHMENT G</b> | <b>Grievance/Fair Hearings</b>                                                                       |
|          | <b>ATTACHMENT H</b> | <b>Fees</b>                                                                                          |
|          | <b>ATTACHMENT I</b> | <b>Sanctions/Non-Reimbursement</b>                                                                   |
|          | <b>ATTACHMENT J</b> | <b>Non-discrimination for HIV -      Related Conditions – For Contracts Receiving State Funding</b>  |
|          | <b>ATTACHMENT K</b> | <b>For Contracts Receiving Federal Funding, Either Directly or Through State or Local Government</b> |
|          | <b>ATTACHMENT L</b> | <b>Lobbying – Federal Contracts</b>                                                                  |

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers on the date herein written:

Date: \_\_\_\_\_

ELMIRA CITY SCHOOL DISTRICT

Federal Tax ID #16-6001720

BY: \_\_\_\_\_

Hillary Austin, Superintendent

Resolution No. 25-429 .

Date: \_\_\_\_\_

CHEMUNG COUNTY SHERIFF'S OFFICE

Federal Tax ID #16-6002557

BY: \_\_\_\_\_

William A. Schrom, Sheriff

Date: \_\_\_\_\_

CHEMUNG COUNTY

Federal Tax ID #16-6002557

BY: \_\_\_\_\_

Christopher J. Moss, County Executive



**ATTACHMENT A**  
**TO AGREEMENT BETWEEN ELMIRA CITY SCHOOL DISTRICT**  
**AND CHEMUNG COUNTY SHERIFF'S OFFICE**

**Services**

A Sheriff Deputy or Special Patrol Officer shall be assigned to each School to serve as that School's Community Resource Officer. Each such officer will act as visible role models for District students and personnel and will provide opportunities for positive interaction between District students and law enforcement. Each Community Resource Officer shall be present and provide services at the school to which he or she has been assigned by Agency at all times during school hours during the regular school year. Terms for events outside of normal school hours, which require the services of Deputy Sheriffs, will be discussed and mutually agreed upon by both parties on a case-by-case basis. No services shall be provided on weekends, before or after any school day, on District breaks or holidays, or during any District summer school session, except for special events coverage as noted above. Each school resource officer shall appear in full duty uniform at all times when providing services under this Agreement, unless otherwise approved by the District and/or Agency. Each Deputy Sheriff or Special Patrol Officer will adhere to the County's designated holidays.

Each Community Resource Officer will attend all training required to maintain necessary certifications for law enforcement, as well as training specific to his or her service in the role of Community Resource Officer. This training will include, but is not limited to, de-escalation techniques used by District staff, state-sponsored school safety officer training (basic and advanced), and training related to community-wide planning.

Services to be provided by each Community Resource Officer will include, but not be limited to, assisting the District in monitoring and maintaining the safety and security of each School, District personnel, and District students; informal group and individual contacts with District students, with a special emphasis on deterring gang activities and bullying; serving as a resource for students, personnel, and families to help address problem behavior; working with District to provide programming for students and personnel regarding positive choices, motivation and reward vs. violence and aggression, tolerance of differences, and anger replacement training; creating and participating in volunteer activities for students to promote positive choices; and assisting the District in creating and implementing educational programming for students, personnel, and members of the public on topics such as gang violence and bullying.

**ATTACHMENT B**  
**TO AGREEMENT BETWEEN ELMIRA CITY SCHOOL DISTRICT**  
**AND CHEMUNG COUNTY SHERIFF'S OFFICE**

**Invoicing and Payments**

District shall remit payment to Agency as work is performed by Agency and pursuant to invoices prepared by Agency and approved by District on a quarterly basis. The 1<sup>st</sup> of such quarterly invoices for each school year covered by this Agreement must be received by the District no later than January 31 of the applicable school year. Agency shall deliver to District one (1) original invoice for payment on a form approved by District. The invoices shall request payment for work performed in accordance with this Agreement. All invoices for payment shall be processed by District and approved payments made to Agency within thirty (30) days of the invoice date.

**ATTACHMENT C**  
**TO AGREEMENT BETWEEN ELMIRA CITY SCHOOL DISTRICT**  
**AND CHEMUNG COUNTY SHERIFF'S OFFICE**

**Insurance Requirements**

1. Agency shall maintain, at Agency's sole expense, such insurance coverage as will protect it and District from all claims which arise out of or which result from Agency's performance under this Agreement including, but not limited to, the acts of anyone directly or indirectly employed or retained by Agency, or the acts of anyone for whose acts Agency may be liable.
2. Agency shall, at a minimum, maintain coverages as prescribed below:
  - a. Worker's Compensation, Employer's Liability, Disability Benefits, and other similar coverages, in amounts no less than those required by law.
  - b. Commercial General Liability on an occurrence basis, using ISO Form CG0001 or equivalent. The policy limits shall be at least \$1,000,000 per occurrence and \$3,000,000 aggregate. Agency's commercial general liability policy shall provide coverage for Bodily Injury and Contractual Liability and shall be endorsed specifically to cover the contractual liability of Agency arising under this Agreement.
  - c. Automobile Liability, including coverage for all owned, non-owned, and hired automobiles, written on an occurrence basis with a combined single limit of at least \$1,000,000 per occurrence.
3. Prior to commencing work under this Agreement, and upon District's request from time to time, Agency shall provide evidence that Agency has obtained and is maintaining the aforesaid insurance coverage and that such coverage remains available. Such evidence shall be in form and substance reasonable acceptable to District. Such policies shall include a provision that the policies under which the aforesaid insurance coverage is provided will not be changed or cancelled until at least thirty (30) days' prior written notice has been given to the District.
4. If Agency subcontracts any portion of this contract, it shall require by contract that each subcontractor or consultant retained by Agency maintain insurance of the types and in the amounts set forth herein.
5. All policies except for Workers' Compensation and Employer's Liability policies shall be endorsed to name District and its employees, officers, and Board of Education members as additional insureds on a primary basis.
6. The insurance requirements set forth herein shall not act as any kind of limitation on the liability of the Agency for claims arising out of or resulting from Agency's performance hereunder.



## CHEMUNG COUNTY ROUTE SLIP

---

Resolution authorizing agreement with GST BOCES on behalf of the Chemung County Sheriff's Office (SRO and SPO)

---

**Resolution #:**

**Slip Type:** Contract

**SEQRA Status:**

**State Mandate:** No

---

**Explanation Action Needed or Position Requested (Justification):**

Enter justification information here...Authorization to enter into an agreement with GST BOCES Bush Campus for the provision of CRO & SPO services during the period of 7/1/2026-6/30/2027.

Vendor/Provider: GST BOCES Total Amount: \$176,662.80 Prior Amount:\$180,192.54  
Bush Campus

Term: 7/1/2026-6/30/2027

Total Amount:

Federal Share:

Local Share: -0-

State Share: -0-

Federal Share: -0-

Other Share:

Project Budgeted (Y or N):  
Y

Funds are in Account #:  
10-3120-3110 41512 (Sheriff  
School Resource Officer  
10-3120-3110 50100 (Payroll  
Regular)

---

**Approvals:**

Chris Moss, County Executive  
Chris Moss, County Executive  
Mark Margeson, Legislature

Created/Initiated - 7/9/2026  
Approved - 7/9/2026  
Final Approval - 7/16/2026

**Attachments:**

1. GST BOCES MOA 26-27

GST BOCES MOA 26-27.pdf

## **AGREEMENT**

This AGREEMENT is made by and between The Greater Southern Tier Board of Cooperative Educational Services (GST BOCES) Bush Campus, an educational institution of the State of New York, having an address located at 459 Philo Road Elmira, New York 14903 (“BOCES”),

AND

The Chemung County Sheriff’s Office, having an address located at 203 William Street, Elmira, New York 14901 (“Agency”).

**WHEREAS**, BOCES wishes to implement a program to ensure the safety and security of BOCES personnel, students, and members of the public at GST BOCES Bush Campus, located at 459 Philo Road, Elmira, New York 14903, (referred to as “BOCES”); and

**WHEREAS**, BOCES wishes to engage the services of Agency to provide a Deputy Sheriff to assist BOCES in ensuring such safety and security at BOCES.

**NOW, THEREFORE**, for and in consideration of the mutual covenants and obligations set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. **TERM OF AGREEMENT**

This Agreement shall be effective for a term commencing on July 1, 2026, and expiring on June 30, 2027, unless sooner terminated.

2. **SERVICES**

Agency shall provide the services set forth in Attachment A hereto (“Services”).

3. **COMPENSATION**

In consideration of the Services provided to BOCES by Agency, BOCES shall pay to Agency an amount calculated using the rates set forth below for all services provided at BOCES during the term hereof:

- One (1) full-time Deputy Sheriff, Kaitlyn Fletcher, at a total cost of \$122,052.80 (salary of \$80,931.51 plus fringe \$41,121.30).
- One (1) part-time Special Patrol Officers (entry) at a total cost of \$54,610.00 (salary of \$50,000 plus fringe \$4,610.00).
  - **TOTAL CONTRACT AMOUNT is \$176,662.80**

In the event that one of the above assigned Deputy Sheriff/SPO is for any reason unable to provide services at BOCES, Agency may substitute the services of another Deputy Sheriff/SPO not identified above; provided, however, that Agency shall provide BOCES with prompt (if possible, thirty (30) days prior to the effective date of the substitution) notice of any such substitution.

Additionally, should any long-term vacancies occur and no alternative Deputy Sheriff/SPO be available, the Agency with the approval of BOCES, reserves the ability to fill the vacancy with overtime coverage. Furthermore, it is understood that BOCES will be responsible for reimbursing this overtime coverage at full cost, including fringe.

The Deputy Sheriff and SPO appointed by Agency to provide the Services will not be assigned to other duties by Agency at any time when Services are to be provided under this Agreement.

Amounts payable hereunder shall be invoiced and paid as provided in Attachment B, to include COLA.

4. **COOPERATION**

Agency and BOCES recognize that in performance of this Agreement the greatest benefits will be derived by promoting the interests of both parties and each of the parties does, therefore, enter into this Agreement with the intention of loyally cooperating with the other in carrying out the terms of this Agreement, and each party agrees to perform its obligations hereunder in such manner as will promote the interests of both and of the public.

5. **COMPLIANCE WITH APPLICABLE LAWS**

Agency agrees to fully comply with all Federal, State, and local statutes, rules, or regulations that govern student privacy and confidentiality of student records and information. Agency also agrees to refrain from re-disclosing or using for any other purpose any information or educational records of students that are obtained in furtherance of its duties under this Agreement.

Agency shall furnish services in accordance with applicable requirements of law and shall cooperate with BOCES as may be required so that BOCES shall be able to fulfill its function and responsibilities thereunder.

6. **NEW FEDERAL OR STATE REQUIREMENTS**

In the event that Federal or State authorities issue new or revised requirements to BOCES pertaining to services rendered in the performance of the Agreement, then BOCES shall promptly notify Agency of said change(s) and Agency shall then have reasonable amount of time to comply with said requirements.

7. **ASSIGNMENTS**

Agency shall not assign, transfer, convey, subcontract, or otherwise dispose of this Agreement or any of its rights or obligations hereunder to any third party without prior written consent of BOCES, which consent shall not be reasonably withheld. Any purported or attempted assignment, transfer, conveyance, subcontract, or disposition in contravention of the provisions of this section shall be void.

8. **RECORDS**

Agency agrees to create and deliver to BOCES dated case notes documenting all hours of service provided by Agency. Case notes shall be delivered to BOCES from time to time as mutually agreed by the parties and, in any event, promptly upon the termination or expiration of this Agreement.

9. **CONFLICT OF INTEREST**

Agency agrees that no officer, trustee, Board of Education member, or employee of BOCES shall be hired, retained, or otherwise compensated by Agency to perform any services required under this Agreement while such a person remains an officer, trustee, Board of Education member, or employee of BOCES. Agency agrees that spouses and children of such persons also shall not be hired, retained, or otherwise compensated by Agency to perform any services required under this Agreement without prior written approval of BOCES. Agency hereby declares that no such conflicts exist upon the execution of this Agreement and hereby agrees that it shall disclose any such conflicts as soon as they arise. Such obligation to disclose shall continue through the entire term hereof.

10. **NONAPPROPRIATION**

This Agreement shall be deemed executory only to the extent of monies appropriated and available for the purpose of the Agreement and no liability on account thereof shall be incurred by BOCES beyond the amount of such monies. It is understood that neither this Agreement nor any representation by any public employee or officer creates any legal or moral obligation to request, appropriate, or make available monies for the purpose of this Agreement.

11. **SECTARIAN PURPOSES**

Agency agrees that Agency will not use any funds received pursuant to this Agreement for sectarian purposes or to further the advancement of any religion.

12. **CLAIMS AND AUDITS**

Agency agrees that all claims submitted for reimbursement to BOCES shall be true and correct and that reimbursement by BOCES will not duplicate reimbursement received by Agency from any other sources. Agency agrees that BOCES is authorized to audit the program at its request.

The BOCES Treasurer is hereby authorized by this Agreement to make payments to Agency as authorized hereunder upon proper invoicing and administrative approval.

13. **HOLD HARMLESS INDEMNIFICATION**

Agency agrees to defend, indemnify, and hold harmless the BOCES, its board members, officers, employees, and agents, against all claims, causes of action, liability, judgments, costs, and expenses (including, without limitation, reasonable attorney's fees) arising out of the acts or omissions of Agency, its agents, officers, employees, or anyone else under the control of the Agency in performing its obligations under this Agreement.

BOCES agrees to defend, indemnify, and hold harmless the Agency, its board members, officers, employees, and agents, against all claims, causes of action, liability, judgments, costs, and expenses (including without limitation reasonable attorney's fees) arising out of the acts or omissions of BOCES, its agents, officers, employees, or anyone else under the control of the BOCES in performing its obligations under this Agreement.

The respective obligations of the parties under this Section shall survive the termination of this Agreement.

14. **TERMINATION**

- A. Each party shall have the right to terminate this Agreement on account of a material breach of this Agreement by the other party by giving thirty (30) days' prior written notice to the other party of such termination.
- B. Notwithstanding the above, if, through any cause, Agency fails to comply with legal, professional, BOCES, Federal, or State requirements for the provision of services or with the provisions of this Agreement, or if Agency becomes bankrupt or insolvent, or falsifies its records or reports, or misuses its funds from whatever source, BOCES may terminate this Agreement effective immediately, or, at its option, effective at a later date, by sending notice of such termination to Agency.
- C. Upon early termination for any reason, BOCES shall be released from any and all responsibilities and obligations arising out of this Agreement, effective as of the date of termination, but BOCES shall be responsible for payment of all claims for services provided and costs incurred by Agency prior to termination of this Agreement that are pursuant to, and after Agency's compliance with, the terms and conditions herein, subject to any adjustments BOCES may be entitled to make hereunder.

15. **NONDISCRIMINATION**

Agency and BOCES agree to comply with all applicable rules and regulations regarding nondiscrimination pertaining to work to be performed under this Agreement. In compliance with New York State and Federal Laws, Agency and BOCES shall not discriminate because of age, race, creed, sex, color, disability, national origin, marital status, military status, sexual preference, or employment in the performance Agreement, nor shall either party retaliate against any person for reporting alleged acts of discrimination or for asserting any discrimination-based claims.

16. **NOTICES**

All notices required or otherwise made pursuant to this Agreement shall be made in writing and shall be addressed to the parties at the addresses first set forth above or at any other address as designated in writing from time to time by each party. All notices shall be sent by either certified mail, return receipt requested, or by overnight service. All notices will be deemed delivered three days after the date of transmittal.

17. **INSURANCE**

Agency agrees to procure and maintain insurance, at its own cost and expense and without direct expense to BOCES, of the kinds and in the amounts hereinafter specified in and attached hereto as Attachment C.

Agency acknowledges that failure to obtain or maintain such insurance constitutes a material breach of this Agreement and subjects Agency to liability for damages, indemnification, and all other legal remedies available to BOCES, including, but not limited to, immediate termination of this Agreement.



18. **STATUS OF COMMUNITY RESOURCE OFFICERS**

As between Agency and BOCES, all persons designated to provide the Services by Agency shall be deemed employees of the Agency and not of BOCES, and Agency shall retain full responsibility for training, supervision, and compensation of such persons.

19. **GENERAL PROVISIONS**

- A. This Agreement contains all the terms and conditions agreed upon by the parties and supersedes all prior or contemporaneous agreements and understandings, oral or otherwise, regarding the subject matter of this Agreement. All items incorporated by reference are attached.
- B. The paragraph headings in this Agreement are inserted for convenience and reference only and shall not be used in any way to interpret this Agreement.
- C. This Agreement may be amended only by a writing executed by the authorized representative of both parties.
- D. Each party hereto represents and warrants that this Agreement has been duly authorized and executed by each and constitutes a valid and binding Agreement and any governmental and other material approvals necessary for the performance of this Agreement have been obtained.
- E. If either party waives or excuses any breach by the other party, such waiver or excusal shall not be construed to be a waiver or excusal of any other breach, whether such other breach arises before or after such waiver or excusal shall be binding only if in writing and executed by the waiving or excusing party.
- F. This Agreement shall be construed in accordance with the laws of the State of New York, determined without regard for conflict of laws principles. Any legal action or proceeding pertaining to this Agreement shall be brought in the courts of the State of New York in the County of Chemung and all parties consent to such personal jurisdiction.
- G. If any term or provision of this Agreement or the application thereof shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, other than those portions as to which it is held invalid or unenforceable, shall not be affected.
- H. This Agreement may be executed in any number of counterparts and all such counterparts, taken together, shall constitute one document. Signatures transmitted by FAX shall be deemed originals for all purposes.

20. **ATTACHMENTS**

Agency shall also comply with the terms of each Attachment identified on the Attachment Checklist.

## ATTACHMENT CHECKLIST

|                          |                     |                                                                                                      |
|--------------------------|---------------------|------------------------------------------------------------------------------------------------------|
| <b>X</b>                 | <b>ATTACHMENT A</b> | <b>Services</b>                                                                                      |
| <b>X</b>                 | <b>ATTACHMENT B</b> | <b>Invoices and Payments</b>                                                                         |
| <b>X</b>                 | <b>ATTACHMENT C</b> | <b>Insurance Requirements</b>                                                                        |
| <input type="checkbox"/> | <b>ATTACHMENT D</b> | <b>Program Inspections</b>                                                                           |
| <input type="checkbox"/> | <b>ATTACHMENT E</b> | <b>Case Records and Reporting Requirements</b>                                                       |
| <input type="checkbox"/> | <b>ATTACHMENT F</b> | <b>Case Records and Reporting Requirements-Special Education</b>                                     |
| <input type="checkbox"/> | <b>ATTACHMENT G</b> | <b>Grievance/Fair Hearings</b>                                                                       |
| <input type="checkbox"/> | <b>ATTACHMENT H</b> | <b>Fees</b>                                                                                          |
| <input type="checkbox"/> | <b>ATTACHMENT I</b> | <b>Sanctions/Non-Reimbursement</b>                                                                   |
| <input type="checkbox"/> | <b>ATTACHMENT J</b> | <b>Non-discrimination for HIV - Related Conditions – For Contracts Receiving State Funding</b>       |
| <input type="checkbox"/> | <b>ATTACHMENT K</b> | <b>For Contracts Receiving Federal Funding, Either Directly or Through State or Local Government</b> |
| <input type="checkbox"/> | <b>ATTACHMENT L</b> | <b>Lobbying – Federal Contracts</b>                                                                  |

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers on the date herein written:

Date: \_\_\_\_\_

BOCES  
Federal Tax ID # 76-0814144

BY: \_\_\_\_\_  
Tracy Loukopoulous, Director of Finance

Resolution No. \_\_\_\_.

Date: \_\_\_\_\_

CHEMUNG COUNTY SHERIFF'S OFFICE  
Federal Tax ID #16-6002557

BY: \_\_\_\_\_  
William A. Schrom, Sheriff

Date: \_\_\_\_\_

CHEMUNG COUNTY  
Federal Tax ID #16-6002557

BY: \_\_\_\_\_  
Christopher J. Moss, County Executive

**ATTACHMENT A**  
**TO AGREEMENT BETWEEN GST BOCES BUSH CAMPUS**  
**AND CHEMUNG COUNTY SHERIFF'S OFFICE**

**Services**

A Deputy Sheriff or Special Patrol Officer shall be assigned to the GST BOCES Bush Campus to serve as the Campus's Community Resource Officer. Each such officer will act as visible role models for BOCES students and personnel and will provide opportunities for positive interaction between BOCES students and law enforcement. Each Community Resource Officer shall be present and providing services at the school to which he or she is assigned by Agency at all times during school hours during the regular school year. The Sheriff's Office may provide, for an additional charge, a Deputy, or Special Officer to cover special events, i.e., sporting events and dances, with BOCES personnel. No services shall be provided on weekends, before or after any school day, or on BOCES breaks or holidays, except for special events coverage as noted above. The community resource officer shall always appear in full duty uniform when providing services under this Agreement, unless otherwise approved by BOCES and/or Agency. Each Deputy Sheriff or Special Patrol Officer will adhere to the County's designated holidays.

Each Community Resource Officer will attend all training required to maintain necessary certifications for law enforcement, as well as training specific to his or her service in the role of Community Resource Officer. This training will include, but is not limited to, de-escalation techniques used by BOCES staff, state-sponsored school safety officer training (basic and advanced), and training related to community-wide planning.

Services to be provided by each Community Resource Officer will include, but not be limited to, assisting BOCES in monitoring and maintaining the safety and security of the Campus, BOCES personnel, and BOCES students; informal group and individual contacts with BOCES students, with a special emphasis on deterring gang activities and bullying; serving as a resource for students, personnel, and families to help address problem behavior; working with BOCES to provide programming for students and personnel regarding positive choices, motivation and reward vs. violence and aggression, tolerance of differences, and anger replacement training; creating and participating in volunteer activities for students to promote positive choices; and assisting the BOCES in creating and implementing educational programming for students, personnel, and members of the public on topics such as gang violence and bullying. The Community Resource Officer will offer at least two (2) scheduled preventative programs per year as requested.

**ATTACHMENT B**  
**TO AGREEMENT BETWEEN GST BOCES BUSH CAMPUS**  
**AND CHEMUNG COUNTY SHERIFF'S OFFICE**

**Invoicing and Payments**

BOCES shall remit payment to Agency as work is performed by Agency and pursuant to invoices prepared by Agency and approved by BOCES on a quarterly basis. The 1<sup>st</sup> of such quarterly invoices for each school year covered by this Agreement must be received by BOCES no later than October 30 of the applicable school year. Agency shall deliver to BOCES one (1) original invoice for payment on a form approved by BOCES. The invoices shall request payment for work performed in accordance with this Agreement. All invoices for payment shall be processed by BOCES and approved payments made to Agency within thirty (30) days of the invoice date.

**ATTACHMENT C**  
**TO AGREEMENT BETWEEN GST BOCES BUSH CAMPUS**  
**AND CHEMUNG COUNTY SHERIFF'S OFFICE**

**Insurance Requirements**

1. Agency shall maintain, at Agency's sole expense, such insurance coverage as will protect it and BOCES from all claims which arise out of or which result from Agency's performance under this Agreement including, but not limited to, the acts of anyone directly or indirectly employed or retained by Agency, or the acts of anyone for whose acts Agency may be liable.
2. Agency shall, at a minimum, maintain coverages as prescribed below:
  - a. Worker's Compensation, Employer's Liability, Disability Benefits, and other similar coverages, in amounts no less than those required by law.
  - b. Commercial General Liability on an occurrence basis, using ISO Form CG0001 or equivalent. The policy limits shall be at least \$1,000,000 per occurrence and \$3,000,000 aggregate. Agency's commercial general liability policy shall provide coverage for Bodily Injury and Contractual Liability and shall be endorsed specifically to cover the contractual liability of Agency arising under this Agreement.
  - c. Automobile Liability, including coverage for all owned, non-owned, and hired automobiles, written on an occurrence basis with a combined single limit of at least \$1,000,000 per occurrence.
3. Prior to commencing work under this Agreement, and upon BOCES's request from time to time, Agency shall provide evidence that Agency has obtained and is maintaining the aforesaid insurance coverage and that such coverage remains available. Such evidence shall be in form and substance reasonable acceptable to BOCES. Such policies shall include a provision that the policies under which the aforesaid insurance coverage is provided will not be changed or cancelled until at least thirty (30) days' prior written notice has been given to BOCES.
4. If Agency subcontracts any portion of this contract, it shall require by contract that each subcontractor or consultant retained by Agency maintain insurance of the types and in the amounts set forth herein.
5. All policies except for Workers' Compensation and Employer's Liability policies shall be endorsed to name BOCES and its employees, officers, and Board of Education members as additional insureds on a primary basis.
6. The insurance requirements set forth herein shall not act as any kind of limitation on the liability of the Agency for claims arising out of or resulting from Agency's performance hereunder.



## CHEMUNG COUNTY ROUTE SLIP

---

Resolution authorizing agreement with Finn Academy on behalf of the Chemung County Sheriff's Office (SPO Services)

---

**Resolution #:**

**Slip Type:** Contract

**SEQRA Status:**

**State Mandate:** No

---

**Explanation Action Needed or Position Requested (Justification):**

Enter justification information here...

Authorization to enter into an agreement with Finn Academy for the provision of SPO services during the period of 9/1/2026 - 6/30/2027.

Vendor/Provider: Finn Academy      Total Amount: \$54,610.00      Prior Amount: \$54,925.00

Term: 9/1/2026-6/30/2027      Total Amount:      Federal Share: -0-

Local Share: -0-      State Share: -0-      Federal Share: -0-

Other Share: -0-      Project Budgeted (Y or N): Y      Funds are in Account #:  
10-3120-3110 41512 (Sheriff  
School Resource Officer  
10-3120-3110 50100  
(Payroll/Regular)

---

**Approvals:**

Chris Moss, County Executive  
Chris Moss, County Executive  
Mark Margeson, Legislature

Created/Initiated - 7/9/2026  
Approved - 7/9/2026  
Final Approval - 7/16/2026

**Attachments:**

1. Finn Academy MOA 2026-2027      Finn Academy MOA 2026-2027.pdf

## **AGREEMENT**

This AGREEMENT is made by and between Finn Academy, a charter school of the State of New York, having its principal office at 610 Lake Street, Elmira, New York 14901,

AND

The Chemung County Sheriff's Office, having an address located at 203 William Street, Elmira, New York 14901 ("Agency").

**WHEREAS**, Finn Academy wishes to implement a program to ensure the safety and security of Finn Academy personnel, students, and members of the public at Finn Academy, located at 610 Lake Street, Elmira, New York 14901, (referred to as a "Finn Academy"); and

**WHEREAS**, Finn Academy wishes to engage the services of Agency to provide a Special Patrol Officer (SPO) to assist Finn Academy in ensuring such safety and security at Finn Academy.

**NOW, THEREFORE**, for an in consideration of the mutual covenants and obligations set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. **TERM OF AGREEMENT**

This Agreement shall be effective for a term commencing on September 1, 2026, and expiring on June 30, 2027, unless sooner terminated.

2. **SERVICES**

Agency shall provide the services set forth in Attachment A hereto ("Services").

3. **COMPENSATION**

In consideration of the Services provided to Finn Academy by Agency, Finn Academy shall pay to Agency an amount calculated using the rates set forth below for all services provided at Finn Academy during the term hereof:

- One (1) part-time Special Patrol Officer (entry) at a total cost of \$54,610.00 (salary of \$50,000.00 plus fringe \$4,610.00).

In the event that the assigned SPO is for any reason unable to provide services at Finn Academy, Agency may substitute the services of another SPO not identified above; provided, however, that Agency shall provide Finn Academy with prompt (if possible, thirty (30) days prior to the effective date of the substitution) notice of any such substitution.

Additionally, should any long-term vacancies occur and no alternative Deputy Sheriff/SPO be available, the Agency with the approval of Finn Academy, reserves the ability to fill the vacancy with overtime coverage. Furthermore, it is understood that Finn Academy will be responsible for reimbursing this overtime coverage at full cost, including fringe.



The SPO appointed by Agency to provide the Services will not be assigned to other duties by Agency at any time when Services are to be provided under this Agreement.

Amounts payable hereunder shall be invoiced and paid as provided in Attachment B, to include COLA.

4. **COOPERATION**

Agency and Finn Academy recognize that in performance of this Agreement the greatest benefits will be derived by promoting the interests of both parties and each of the parties does, therefore, enter into this Agreement with the intention of loyally cooperating with the other in carrying out the terms of this Agreement, and each party agrees to perform its obligations hereunder in such manner as will promote the interests of both and of the public.

5. **COMPLIANCE WITH APPLICABLE LAWS**

Agency agrees to fully comply with all Federal, State, and local statutes, rules, or regulations that govern student privacy and confidentiality of student records and information. Agency also agrees to refrain from re-disclosing or using for any other purpose any information or educational records of students that are obtained in furtherance of its duties under this Agreement.

Agency shall furnish services in accordance with applicable requirements of law and shall cooperate with Finn Academy as may be required so that Finn Academy shall be able to fulfill its function and responsibilities thereunder.

6. **NEW FEDERAL OR STATE REQUIREMENTS**

In the event that Federal or State authorities issue new or revised requirements to Finn Academy pertaining to services rendered in the performance of the Agreement, then Finn Academy shall promptly notify Agency of said change(s) and Agency shall then have reasonable amount of time to comply with said requirements.

7. **ASSIGNMENTS**

Agency shall not assign, transfer, convey, subcontract, or otherwise dispose of this Agreement or any of its rights or obligations hereunder to any third party without prior written consent of Finn Academy, which consent shall not be reasonably withheld. Any purported or attempted assignment, transfer, conveyance, subcontract, or disposition in contravention of the provisions of this section shall be void.

8. **RECORDS**

Agency agrees to create and deliver to Finn Academy dated case notes documenting all hours of service provided by Agency. Case notes shall be delivered to Finn Academy from time to time as mutually agreed by the parties and, in any event, promptly upon the termination or expiration of this Agreement.

9. **CONFLICT OF INTEREST**

Agency agrees that no officer, trustee, Board of Education member, or employee of Finn Academy shall be hired, retained, or otherwise compensated by Agency to perform any services required under this Agreement while such a person remains an officer, trustee, Board of Education member, or employee of Finn Academy. Agency agrees that spouses and children of such persons also shall not be hired, retained, or otherwise compensated by Agency to perform any services required under this Agreement without prior written approval of Finn Academy. Agency hereby declares that no such conflicts exist upon the execution of this Agreement and hereby agrees that it shall disclose any such conflicts as soon as they arise. Such obligation to disclose shall continue through the entire term hereof.

10. **NONAPPROPRIATION**

This Agreement shall be deemed executory only to the extent of monies appropriated and available for the purpose of the Agreement and no liability on account thereof shall be incurred by Finn Academy beyond the amount of such monies. It is understood that neither this Agreement nor any representation by any public employee or officer creates any legal or moral obligation to request, appropriate, or make available monies for the purpose of this Agreement.

11. **SECTARIAN PURPOSES**

Agency agrees that Agency will not use any funds received pursuant to this Agreement for sectarian purposes or to further the advancement of any religion.

12. **CLAIMS AND AUDITS**

Agency agrees that all claims submitted for reimbursement to Finn Academy shall be true and correct and that reimbursement by Finn Academy will not duplicate reimbursement received by Agency from any other sources. Agency agrees that Finn Academy is authorized to audit the program at its request.

The Finn Academy's Treasurer is hereby authorized by this Agreement to make payments to Agency as authorized hereunder upon proper invoicing and administrative approval.

13. **HOLD HARMLESS INDEMNIFICATION**

Agency agrees to defend, indemnify, and hold harmless the Finn Academy, its board members, officers, employees, and agents, against all claims, causes of action, liability, judgments, costs, and expenses (including, without limitation, reasonable attorney's fees) arising out of the acts or omissions of Agency, its agents, officers, employees, or anyone else under the control of the Agency in performing its obligations under this Agreement.

Finn Academy agrees to defend, indemnify, and hold harmless the Agency, its board members, officers, employees, and agents, against all claims, causes of action, liability, judgments, costs, and expenses (including without limitation reasonable attorney's fees) arising out of the acts or omissions of

Finn Academy, its agents, officers, employees, or anyone else under the control of the Finn Academy in performing its obligations under this Agreement.

The respective obligations of the parties under this Section shall survive the termination of this Agreement.

14. **TERMINATION**

- A. Each party shall have the right to terminate this Agreement on account of a material breach of this Agreement by the other party by giving thirty (30) days' prior written notice to the other party of such termination.
- B. Notwithstanding the above, if, through any cause, Agency fails to comply with legal, professional, Finn Academy, Federal, or State requirements for the provision of services or with the provisions of this Agreement, or if Agency becomes bankrupt or insolvent, or falsifies its records or reports, or misuses its funds from whatever source, Finn Academy may terminate this Agreement effective immediately, or, at its option, effective at a later date, by sending notice of such termination to Agency.
- C. Upon early termination for any reason, Finn Academy shall be released from any and all responsibilities and obligations arising out of this Agreement, effective as of the date of termination, but Finn Academy shall be responsible for payment of all claims for services provided and costs incurred by Agency prior to termination of this Agreement that are pursuant to, and after Agency's compliance with, the terms and conditions herein, subject to any adjustments Finn Academy may be entitled to make hereunder.

15. **NONDISCRIMINATION**

Agency and Finn Academy agree to comply with all applicable rules and regulations regarding nondiscrimination pertaining to work to be performed under this Agreement. In compliance with New York State and Federal Laws, Agency and Finn Academy shall not discriminate because of age, race, creed, sex, color, disability, national origin, marital status, military status, sexual preference, or employment in the performance Agreement, nor shall either party retaliate against any person for reporting alleged acts of discrimination or for asserting any discrimination-based claims.

16. **NOTICES**

All notices required or otherwise made pursuant to this Agreement shall be made in writing and shall be addressed to the parties at the addresses first set forth above or at any other address as designated in writing from time to time by each party. All notices shall be sent by either certified mail, return receipt requested, or by overnight service. All notices will be deemed delivered three days after the date of transmittal.

17. **INSURANCE**

Agency agrees to procure and maintain insurance, at its own cost and expense and without direct expense to Finn Academy, of the kinds and in the amounts hereinafter specified in and attached hereto as Attachment C.

Agency acknowledges that failure to obtain or maintain such insurance constitutes a material breach of this Agreement and subjects Agency to liability for damages, indemnification, and all other

legal remedies available to Finn Academy, including, but not limited to, immediate termination of this Agreement.

18. **STATUS OF SPECIAL PATROL OFFICERS**

As between Agency and Finn Academy, all people designated to provide the Services by Agency shall be deemed employees of the Agency and not of Finn Academy, and Agency shall retain full responsibility for training, supervision, and compensation of such people.

19. **GENERAL PROVISIONS**

- A. This Agreement contains all the terms and conditions agreed upon by the parties and supersedes all prior or contemporaneous agreements and understandings, oral or otherwise, regarding the subject matter of this Agreement. All items incorporated by reference are attached.
- B. The paragraph headings in this Agreement are inserted for convenience and reference only and shall not be used in any way to interpret this Agreement.
- C. This Agreement may be amended only by a writing executed by the authorized representative of both parties.
- D. Each party hereto represents and warrants that this Agreement has been duly authorized and executed by each and constitutes a valid and binding Agreement and any governmental and other material approvals necessary for the performance of this Agreement have been obtained.
- E. If either party waives or excuses any breach by the other party, such waiver or excusal shall not be construed to be a waiver or excusal of any other breach, whether such other breach arises before or after such waiver or excusal shall be binding only if in writing and executed by the waiving or excusing party.
- F. This Agreement shall be construed in accordance with the laws of the State of New York, determined without regard for conflict of laws principles. Any legal action or proceeding pertaining to this Agreement shall be brought in the courts of the State of New York in the County of Chemung and all parties consent to such personal jurisdiction.
- G. If any term or provision of this Agreement or the application thereof shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, other than those portions as to which it is held invalid or unenforceable, shall not be affected.
- H. This Agreement may be executed in any number of counterparts and all such counterparts, taken together, shall constitute one document. Signatures transmitted by FAX shall be deemed originals for all purposes.

20. **ATTACHMENTS**

Agency shall also comply with the terms of each Attachment identified on the Attachment Checklist.

**ATTACHMENT CHECKLIST**

|                          |                     |                                                                                                      |
|--------------------------|---------------------|------------------------------------------------------------------------------------------------------|
| <b>X</b>                 | <b>ATTACHMENT A</b> | <b>Services</b>                                                                                      |
| <b>X</b>                 | <b>ATTACHMENT B</b> | <b>Invoices and Payments</b>                                                                         |
| <b>X</b>                 | <b>ATTACHMENT C</b> | <b>Insurance Requirements</b>                                                                        |
| <input type="checkbox"/> | <b>ATTACHMENT D</b> | <b>Program Inspections</b>                                                                           |
| <input type="checkbox"/> | <b>ATTACHMENT E</b> | <b>Case Records and Reporting Requirements</b>                                                       |
| <input type="checkbox"/> | <b>ATTACHMENT F</b> | <b>Case Records and Reporting Requirements-Special Education</b>                                     |
| <input type="checkbox"/> | <b>ATTACHMENT G</b> | <b>Grievance/Fair Hearings</b>                                                                       |
| <input type="checkbox"/> | <b>ATTACHMENT H</b> | <b>Fees</b>                                                                                          |
| <input type="checkbox"/> | <b>ATTACHMENT I</b> | <b>Sanctions/Non-Reimbursement</b>                                                                   |
| <input type="checkbox"/> | <b>ATTACHMENT J</b> | <b>Non-discrimination for HIV - Related Conditions – For Contracts Receiving State Funding</b>       |
| <input type="checkbox"/> | <b>ATTACHMENT K</b> | <b>For Contracts Receiving Federal Funding, Either Directly or Through State or Local Government</b> |
| <input type="checkbox"/> | <b>ATTACHMENT L</b> | <b>Lobbying – Federal Contracts</b>                                                                  |

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers on the date herein written:

Date: \_\_\_\_\_

FINN ACADEMY  
Federal Tax ID #

BY: \_\_\_\_\_  
A. Renee Sutton

Resolution No. 25-426 .

Date: \_\_\_\_\_

CHEMUNG COUNTY SHERIFF'S OFFICE  
Federal Tax ID #16-6002557

BY: \_\_\_\_\_  
William A. Schrom, Sheriff

Date: \_\_\_\_\_

CHEMUNG COUNTY  
Federal Tax ID #16-6002557

BY: \_\_\_\_\_  
Christopher J. Moss, County Executive

**ATTACHMENT A  
TO AGREEMENT BETWEEN FINN ACADEMY  
AND CHEMUNG COUNTY SHERIFF'S OFFICE**

**Services**

A Special Patrol Officer shall be assigned to Finn Academy to serve as the Special Patrol Officer. The officer will act as a visible role model for Finn Academy students and personnel and will provide opportunities for positive interaction between Finn Academy students and law enforcement. The Special Patrol Officer shall be present and provide services at Finn Academy at all times during school hours during the regular school year.

Terms for events outside of normal school hours, which require the services of the SPO will be discussed and mutually agreed upon by both parties on a case-by-case basis. No services shall be provided on weekends, before or after any school day, on District breaks or holidays, or during any District summer school session, except for special events coverage as noted above. The SPO shall appear in full duty uniform at all times when providing services under this Agreement, unless otherwise approved by Finn Academy and/or Agency. The Special Patrol Officer will adhere to the County's designated holidays.

The SPO will attend all training required to maintain necessary certifications for law enforcement, as well as training specific to his or her service in the role of Special Patrol Officer. This training will include, but is not limited to, de-escalation techniques used by Finn Academy staff, state-sponsored school safety officer training (basic and advanced), and training related to community-wide planning.

Services to be provided by the Special Patrol Officer will include, but not be limited to, assisting Finn Academy in monitoring and maintaining the safety and security of Finn Academy, Finn Academy personnel, and Finn Academy students; informal group and individual contacts with Finn Academy students, with a special emphasis on deterring gang activities and bullying; serving as a resource for students, personnel, and families to help address problem behavior; working with Finn Academy to provide programming for students and personnel regarding positive choices, motivation and reward vs. violence and aggression, tolerance of differences, and anger replacement training; creating and participating in volunteer activities for students to promote positive choices; and assisting Finn Academy in creating and implementing educational programming for students, personnel, and members of the public on topics such as gang violence and bullying. The Special Patrol Officer will offer at least two (2) scheduled preventative programs per year as requested.

The SPO shall not, however, be responsible for school discipline. School discipline of Finn Academy students is delegated solely to the Finn Academy School administration.

**ATTACHMENT B  
TO AGREEMENT BETWEEN FINN ACADEMY  
AND CHEMUNG COUNTY SHERIFF'S OFFICE**

**Invoicing and Payments**

Finn Academy shall remit payment to Agency as work is performed by Agency and pursuant to invoices prepared by Agency and approved by Finn Academy on a quarterly basis. The 1<sup>st</sup> of such quarterly invoices for each school year covered by this Agreement must be received by Finn Academy no later than January 31 of the applicable school year. Agency shall deliver to Finn Academy one (1) original invoices for payment on a form approved by Finn Academy. The invoices shall request payment for work performed in accordance with this Agreement. All invoices for payment shall be processed by Finn Academy and approved payments made to Agency within thirty (30) days of the invoice date.



**ATTACHMENT C  
TO AGREEMENT BETWEEN FINN ACADEMY  
AND CHEMUNG COUNTY SHERIFF'S OFFICE**

**Insurance Requirements**

1. Agency shall maintain, at Agency's sole expense, such insurance coverage as will protect it and Finn Academy from all claims which arise out of or which result from Agency's performance under this Agreement including, but not limited to, the acts of anyone directly or indirectly employed or retained by Agency, or the acts of anyone for whose acts Agency may be liable.
2. Agency shall, at a minimum, maintain coverages as prescribed below:
  - a. Worker's Compensation, Employer's Liability, Disability Benefits, and other similar coverages, in amounts no less than those required by law.
  - b. Commercial General Liability on an occurrence basis, using ISO Form CG0001 or equivalent. The policy limits shall be at least \$1,000,000 per occurrence and \$3,000,000 aggregate. Agency's commercial general liability policy shall provide coverage for Bodily Injury and Contractual Liability and shall be endorsed specifically to cover the contractual liability of Agency arising under this Agreement.
  - c. Automobile Liability, including coverage for all owned, non-owned, and hired automobiles, written on an occurrence basis with a combined single limit of at least \$1,000,000 per occurrence.
3. Prior to commencing work under this Agreement, and upon Finn Academy's request from time to time, Agency shall provide evidence that Agency has obtained and is maintaining the aforesaid insurance coverage and that such coverage remains available. Such evidence shall be in form and substance reasonable acceptable to Finn Academy. Such policies shall include a provision that the policies under which the aforesaid insurance coverage is provided will not be changed or cancelled until at least thirty (30) days' prior written notice has been given to Finn Academy.
4. If Agency subcontracts any portion of this contract, it shall require by contract that each subcontractor or consultant retained by Agency maintain insurance of the types and in the amounts set forth herein.
5. All policies except for Workers' Compensation and Employer's Liability policies shall be endorsed to name Finn Academy and its employees, officers, and Board of Education members as additional insureds on a primary basis.
6. The insurance requirements set forth herein shall not act as any kind of limitation on the liability of the Agency for claims arising out of or resulting from Agency's performance hereunder.



## CHEMUNG COUNTY ROUTE SLIP

---

Resolution authorizing agreement with Horseheads Central School District on behalf of the Chemung County Sheriff's Office (SRO and SPO Services)

---

**Resolution #:**

**Slip Type:** Contract

**SEQRA Status:**

**State Mandate:** No

---

**Explanation Action Needed or Position Requested (Justification):**

Enter justification information here...

Authorization to enter into an agreement with Horseheads Central School District for the provision of SRO and SPO services in the Horseheads Central schools during the period of 9/1/2026 - 6/30/2027.

Vendor/Provider: Horseheads Central School District    Total Amount: \$440,038.76

Prior Amount:

\$419,174.07

Term: 9/1/2026-6/30/2027

Total Amount:

Federal Share:

Local Share: -0-

State Share: -0-

Federal Share: -0-

Other Share: -0-

Project Budgeted (Y or N): Y

Funds are in Account #:

10-3120-3110 41512 (Sheriff  
School Resource Officer)

10-3120-3110 50100

(Payroll/Regular)

10-3120-3110 50100

(Payroll/Overtime)

---

**Approvals:**

Chris Moss, County Executive  
Chris Moss, County Executive  
Mark Margeson, Legislature

Created/Initiated - 7/9/2026

Approved - 7/9/2026

Final Approval - 7/16/2026

**Attachments:**

1. 2026-2027 HHDS Agreement

2026-2027 HHDS Agreement.pdf



**INTERMUNICIPAL AGREEMENT  
BY AND BETWEEN THE COUNTY OF CHEMUNG AND THE  
HORSEHEADS CENTRAL SCHOOL DISTRICT**

This AGREEMENT is made by and between the Horseheads Central School District, a public-school district of the State of New York, having its principal office at 143 Hibbard Road, Horseheads, NY 14845 ("District"),

AND

The Chemung County Sheriff's Office, of and with the County of Chemung, a municipal corporation of the state of New York, with an address at 203 William Street, Elmira, New York 14901 ("Agency").

**WITNESSETH:**

**WHEREAS**, municipal corporations are authorized, pursuant to both Article 9, § 1 of the state constitution and Article 5-G of the General Municipal Law, to enter into intergovernmental agreements; and

**WHEREAS**, Article 5-G of the General Municipal Law specifically authorizes and encourages municipal corporations to enter into agreements with each other in order to provide cooperatively, jointly, or by contract any facility, service, activity, or undertaking which each participating municipal corporation has the power to provide separately; and

**WHEREAS**, District wishes to implement a program to ensure the safety and security of District personnel, students and members of the public at Horseheads High School, located at 401 Fletcher Street, Horseheads, New York; Horseheads Middle School, located at 950 Sing Sing Road, Horseheads, New York; Horseheads Intermediate School, located at 952 Sing Sing Road, Horseheads, New York; Ridge Road Elementary, temporarily located at 812 Center, Horseheads, New York; Gardner Road Elementary, located at 541 Gardner Road, Horseheads, New York; York; Center Street Elementary, located at 812 Center Street, Horseheads, New York; and Big Flats Elementary, located at 543 Maple Street, Big Flats, New York; (each of the foregoing referred to singly as a "School" and collectively as "Schools"); and

**WHEREAS**, District wishes to engage the services of Agency to provide Special Patrol Officers to assist District in ensuring such safety and security at each of the Schools;

**WHEREAS**, the respective governing boards of the Horseheads Central School District and the County have determined that it is in their mutual best interests to enter into this agreement for the purpose of providing safety and security to the District that benefits the students of the District and the community on a continued basis; and

**NOW, THEREFORE**, for an in consideration of the mutual covenants and obligations set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. **TERM OF AGREEMENT**

This Agreement shall be effective for a term commencing on September 1, 2026, and expiring on June 30, 2027, unless sooner terminated.

2. **SERVICES**

Agency shall provide the services set forth in Attachment A hereto ("Services").

3. **COMPENSATION**

In consideration of the Services provided to District by Agency, District shall pay to Agency an amount calculated using the rates set forth below for all services provided at each School during the term hereof:

- **One (1) Deputy Sheriff Sergeant (Step 9 -Max Step)** for a total cost of \$161,988.76 (salary of \$107,412.48 plus fringe \$54,576.28).
- **Five (5) part-time Special Patrol Officers (SPOs)** (entry) for a cost of \$54,610.00 per SPO (salary \$50,000 plus fringe \$4,610.00).
  - *Total cost for five (5) SPOs (salary and fringe) is \$273,050.00.*
- **Event Overtime Coverage** for a total cost of \$5,000.00

**TOTAL PROGRAM COST IS \$440,038.76**

In the event that one of the above-identified Deputies/SPOs is for any reason unable to provide services at the School to which he is then assigned by Agency, Agency may substitute the services of another Deputy/SPO not identified above; provided, however, that Agency shall provide District with prompt (if possible, thirty (30) days prior to the effective date of the substitution) notice of any such substitution.

Additionally, should any long-term vacancies occur and no alternative Deputy Sheriff/SPO be available, the Agency with the approval of District, reserves the ability to fill the vacancy with overtime coverage. Furthermore, it is understood that District will be responsible for reimbursing this overtime coverage at full cost, including fringe.

Deputies appointed by Agency to provide the Services will not be assigned to other duties by Agency at any time when Services are to be provided under this Agreement.

Amounts payable hereunder shall be invoiced and paid as provided in Attachment B, to include COLA.

Any events agreed upon between the District and the Agency that require coverage outside of the course of normal business and that warrant additional personnel outside the agreed upon personnel for said events will result in reimbursement from the District. The reimbursement will be requested at the actual rate for the Deputies working the detail.

Should additional equipment or items be identified as needed to properly outfit full-time Deputies and part-time SPOs, the District and Agency will discuss the necessity of these purchases and the proper entity to pay for said items.

Should the District wish to change the level of services under this agreement for the subsequent school year, the District should notify the Agency of the intended change by July 1 of the then current school year. The Agency will make every effort to accommodate the District with respect to the change in level of

4. **COOPERATION**

Agency and District recognize that in performance of this Agreement the greatest benefits will be derived by promoting the interests of both parties and each of the parties does, therefore, enter into this Agreement with the intention of loyally cooperating with the other in carrying out the terms of this Agreement, and each party agrees to perform its obligations hereunder in such manner as will promote the interests of both and of the public.

5. **COMPLIANCE WITH APPLICABLE LAWS**

Agency agrees to fully comply with all Federal, State, and local statutes, rules, or regulations that govern student privacy and confidentiality of student records and information. Agency also agrees to refrain from re-disclosing or using for any other purpose any information or educational records of students that are obtained in furtherance of its duties under this Agreement.

Agency shall furnish services in accordance with applicable requirements of law and shall cooperate with District as may be required so that District shall be able to fulfill its function and responsibilities thereunder.

6. **NEW FEDERAL OR STATE REQUIREMENTS**

In the event that Federal or State authorities issue new or revised requirements to District pertaining to services rendered in the performance of the Agreement, then District shall promptly notify Agency of said change(s) and Agency shall then have reasonable amount of time to comply with said requirements.

7. **ASSIGNMENTS**

Agency shall not assign, transfer, convey, subcontract, or otherwise dispose of this Agreement or any of its rights or obligations hereunder to any third party without prior written consent of District, which consent shall not be reasonably withheld. Any purported or attempted assignment, transfer, conveyance, subcontract, or disposition in contravention of the provisions of this section shall be void.

8. **RECORDS**

Agency agrees to create and deliver to District dated case notes documenting all hours of service provided by Agency. Case notes shall be delivered to District from time to time as mutually agreed by the parties and, in any event, promptly upon the termination or expiration of this Agreement.

9. **CONFLICT OF INTEREST**

Agency agrees that no officer, trustee, Board of Education member, or employee of District shall be hired, retained, or otherwise compensated by Agency to perform any services required under this Agreement while such a person remains an officer, trustee, Board of Education member, or employee of District. Agency agrees that spouses and children of such persons also shall not be hired, retained or otherwise compensated by Agency to perform any services required under this Agreement without prior written approval of District. Agency hereby declares that no such conflicts exist upon the execution of this Agreement and hereby agrees that it shall disclose any such conflicts as soon as they arise. Such obligation to disclose shall continue through the entire term hereof.

10. **NONAPPROPRIATION**

This Agreement shall be deemed executory only to the extent of monies appropriated and available for the purpose of the Agreement and no liability on account thereof shall be incurred by District beyond the amount of such monies. It is understood that neither this Agreement nor any representation by any public employee or officer creates any legal or moral obligation to request, appropriate, or make available monies for the purpose of this Agreement.

11. **SECTARIAN PURPOSES**

Agency agrees that Agency will not use any funds received pursuant to this Agreement for sectarian purposes or to further the advancement of any religion.

12. **CLAIMS AND AUDITS**

Agency agrees that all claims submitted for reimbursement to District shall be true and correct and that reimbursement by District will not duplicate reimbursement received by Agency from any other sources. Agency agrees that District is authorized to audit the program at its request.

The District's Treasurer is hereby authorized by this Agreement to make payments to Agency as authorized hereunder upon proper invoicing and administrative approval.

**13. HOLD HARMLESS INDEMNIFICATION**

Agency agrees to defend, indemnify, and hold harmless the District, its board members, officers, employees, and agents, against all claims, causes of action, liability, judgments, costs, and expenses (including, without limitation, reasonable attorney's fees) arising out of the acts or omissions of Agency, its agents, officers, employees, or anyone else under the control of the Agency in performing its obligations under this Agreement.

District agrees to defend, indemnify, and hold harmless the Agency, its board members, officers, employees, and agents, against all claims, causes of action, liability, judgments, costs, and expenses (including without limitation reasonable attorney's fees) arising out of the acts or omissions of District, its agents, officers, employees, or anyone else under the control of the District in performing its obligations under this Agreement.

The respective obligations of the parties under this Section shall survive the termination of this Agreement

**14. TERMINATION**

- A. Each party shall have the right to terminate this Agreement on account of a material breach of this Agreement by the other party by giving thirty (30) days' prior written notice to the other party of such termination.
- B. Notwithstanding the above, if, through any cause, Agency fails to comply with legal, professional, District, Federal, or State requirements for the provision of services or with the provisions of this Agreement, or if Agency becomes bankrupt or insolvent, or falsifies its records or reports, or misuses its funds from whatever source, District may terminate this Agreement effective immediately, or, at its option, effective at a later date, by sending notice of such termination to Agency.
- C. Upon early termination for any reason, District shall be released from any and all responsibilities and obligations arising out of this Agreement, effective as of the date of termination, but District shall be responsible for payment of all claims for services provided and costs incurred by Agency prior to termination of this Agreement that are pursuant to, and after Agency's compliance with, the terms and conditions herein, subject to any adjustments District may be entitled to make hereunder.

**15. NONDISCRIMINATION**

Agency and District agree to comply with all applicable rules and regulations regarding nondiscrimination pertaining to work to be performed under this Agreement. In compliance with New York State and Federal Laws, Agency and District shall not discriminate because of age, race, creed, sex, color, disability, national origin, marital status, military status, sexual preference, or employment in the performance Agreement, not shall either party retaliate against any person for reporting alleged acts of discrimination or for asserting any discrimination-based claims.



**16. NOTICES**

All notices required or otherwise made pursuant to this Agreement shall be made in writing and shall be addressed to the parties at the addresses first set forth above or at any other address as designated in writing from time to time by each party. All notices shall be sent by either certified mail, return receipt requested, or by overnight service. All notices will be deemed delivered three days after the date of transmittal.

**17. INSURANCE**

Agency agrees to procure and maintain insurance, at its own cost and expense and without direct expense to District, of the kinds and in the amounts hereinafter specified in and attached hereto as Attachment C.

Agency acknowledges that failure to obtain or maintain such insurance constitutes a material breach of this Agreement and subjects Agency to liability for damages, indemnification, and all other legal remedies available to District, including, but not limited to, immediate termination of this Agreement.

**18. STATUS OF SCHOOL RESOURCE OFFICERS**

As between Agency and District, all persons designated to provide the Services by Agency shall be deemed employees of the Agency and not of District, and Agency shall retain full responsibility for training, supervision, and compensation of such persons.

**19. GENERAL PROVISIONS**

- A. This Agreement contains all the terms and conditions agreed upon by the parties and supersedes all prior or contemporaneous agreements and understandings, oral or otherwise, regarding the subject matter of this Agreement. All items incorporated by reference are attached.
- B. The paragraph headings in this Agreement are inserted for convenience and reference only and shall not be used in any way to interpret this Agreement.
- C. This Agreement may be amended only by a writing executed by the authorized representative of both parties.
- D. Each party hereto represents and warrants that this Agreement has been duly authorized and executed by each and constitutes a valid and binding Agreement and any governmental and other material approvals necessary for the performance of this Agreement have been obtained.
- E. If either party waives or excuses any breach by the other party, such waiver or excusal shall not be construed to be a waiver or excusal of any other breach, whether such other breach arises before or after such waiver or excusal shall be binding only if in writing and executed by the waiving or excusing party.

- F. This Agreement shall be construed in accordance with the laws of the State of New York, determined without regard for conflict of laws principles. Any legal action or proceeding pertaining to this Agreement shall be brought in the courts of the State of New York in the County of Chemung and all parties consent to such personal jurisdiction.
- G. If any term or provision of this Agreement or the application thereof shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, other than those portions as to which it is held invalid or unenforceable, shall not be affected.
- H. This Agreement may be executed in any number of counterparts and all such counterparts, taken together, shall constitute one document. Signatures transmitted by FAX shall be deemed originals for all purposes.

**20. ATTACHMENTS**

Agency shall also comply with the terms of each Attachment identified on the Attachment Checklist.

**ATTACHMENT CHECKLIST**

|          |                     |                               |
|----------|---------------------|-------------------------------|
| <b>X</b> | <b>ATTACHMENT A</b> | <b>Services</b>               |
| <b>X</b> | <b>ATTACHMENT B</b> | <b>Invoices and Payments</b>  |
| <b>X</b> | <b>ATTACHMENT C</b> | <b>Insurance Requirements</b> |

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers on the date herein written:

Date: \_\_\_\_\_

HORSEHEADS CENTRAL SCHOOL DISTRICT

Federal Tax ID #16-6002681

BY: \_\_\_\_\_

Board of Education President

Date: \_\_\_\_\_

CHEMUNG COUNTY SHERIFF'S OFFICE

Federal Tax ID #16-6002557

BY: \_\_\_\_\_

William A. Schrom, Sheriff

Date: \_\_\_\_\_

CHEMUNG COUNTY

Federal Tax ID #16-6002557

BY: \_\_\_\_\_

Christopher J. Moss, County Executive

**ATTACHMENT A**  
**TO AGREEMENT BETWEEN HORSEHEADS CENTRAL SCHOOL DISTRICT**  
**AND CHEMUNG COUNTY SHERIFF'S OFFICE**

**Services**

A Special Patrol Officer shall be assigned to each School to serve as that School's Community Resource Officer. Each such officer will act as visible role models for District students and personnel and will provide opportunities for positive interaction between District students and law enforcement. Each Community Resource Officer shall be present and provide services at the school to which he or she has been assigned by Agency at all times during school hours during the regular school year. Terms for events outside of normal school hours, which require the services of Special Patrol Officers or Deputy Sheriffs will be discussed and mutually agreed upon by both parties on a case-by-case basis. No services shall be provided on weekends, before or after any school day, on District breaks or holidays, or during any District summer school session, except for special events coverage as noted above. Each Community Resource Officer shall appear in full duty uniform at all times when providing services under this Agreement, unless otherwise approved by the District and Agency. Each Deputy Sheriff or Special Patrol Officer will adhere to the County's designated holidays.

Each Community Resource Officer will attend all training required to maintain necessary certifications for law enforcement, as well as training specific to his or her service in the role of Community Resource Officer. This training will include, but is not limited to, de-escalation techniques used by District staff, state-sponsored school safety officer training (basic and advanced), and training related to community-wide planning.

Services to be provided by each Community Resource Officer will include, but not be limited to, assisting the District in monitoring and maintaining the safety and security of each School, District personnel, and District students; informal group and individual contacts with District students, with a special emphasis on deterring gang activities and bullying; serving as a resource for students, personnel, and families to help address problem behavior; working with District to provide programming for students and personnel regarding positive choices, motivation and reward vs. violence and aggression, tolerance of differences, and anger replacement training; creating and participating in volunteer activities for students to promote positive choices; and assisting the District in creating and implementing educational programming for students, personnel, and members of the public on topics such as gang violence and bullying.

Nothing within this agreement shall prevent an SRO from taking appropriate law enforcement action while on duty.

The District may request that an unsatisfactory SRO be reassigned by the Agency to another school or not serve at the District. The parties agree that they will discuss this option prior to any decision by the Agency.

In compliance of 8 NYCRR 19-5, the Community Resource Officers shall comply with all applicable laws, regulations, and District policies regarding corporal punishment of students and the use of physical and mechanical restraints on students. When acting as an agent of the District, the

Community Resource Officers shall be prohibited from using prone restraints or mechanical restraints, including handcuffs, on students. However, the Community Resource Officers shall not be considered an agent of the District when a student is under arrest and handcuffs are necessary for the safety of the student and others. In such circumstances, the Community Resource Officer(s) shall act solely under their authority as police officers or peace officers, as applicable, and supervised by the Sheriff's Department, in making determinations of whether to arrest a student and the manner of any such arrest and detention. Community Resource Officers(s) shall comply with all training, laws, and regulations applicable to law enforcement officers in connection with such arrest. Arrest includes any lawful detention, including but not limited to taking students to crisis intervention programs.

**ATTACHMENT B**  
**TO AGREEMENT BETWEEN HORSEHEADS CENTRAL SCHOOL DISTRICT**  
**AND CHEMUNG COUNTY SHERIFF'S OFFICE**

**Invoicing and Payments**

District shall remit payment to Agency as work is performed by Agency and pursuant to invoices prepared by Agency and approved by District on a quarterly basis. The 1<sup>st</sup> of such quarterly invoices for each school year covered by this Agreement must be received by the District no later than January 31 of the applicable school year. Agency shall deliver to District one (1) original invoices for payment on a form approved by District. The invoices shall request payment for work performed in accordance with this Agreement. All invoices for payment shall be processed by District and approved payments made to Agency within thirty (30) days of the invoice date.

**ATTACHMENT C**  
**TO AGREEMENT BETWEEN HORSEHEADS CENTRAL SCHOOL DISTRICT**  
**AND CHEMUNG COUNTY SHERIFF'S OFFICE**

**Insurance Requirements**

1. Agency shall maintain, at Agency's sole expense, such insurance coverage as will protect it and District from all claims which arise out of or which result from Agency's performance under this Agreement including, but not limited to, the acts of anyone directly or indirectly employed or retained by Agency, or the acts of anyone for whose acts Agency may be liable.
2. Agency shall, at a minimum, maintain coverages as prescribed below:
  - a. Worker's Compensation, Employer's Liability, Disability Benefits, and other similar coverages, in amounts no less than those required by law.
  - b. Commercial General Liability on an occurrence basis, using ISO Form CG0001 or equivalent. The policy limits shall be at least \$1,000,000 per occurrence and \$3,000,000 aggregate. Agency's commercial general liability policy shall provide coverage for Bodily Injury and Contractual Liability and shall be endorsed specifically to cover the contractual liability of Agency arising under this Agreement.
  - c. Automobile Liability, including coverage for all owned, non-owned, and hired automobiles, written on an occurrence basis with a combined single limit of at least \$1,000,000 per occurrence.
3. Prior to commencing work under this Agreement, and upon District's request from time to time, Agency shall provide evidence that Agency has obtained and is maintaining the aforesaid insurance coverage and that such coverage remains available. Such evidence shall be in form and substance reasonable acceptable to District. Such policies shall include a provision that the policies under which the aforesaid insurance coverage is provided will not be changed or cancelled until at least thirty (30) days' prior written notice has been given to the District.
4. If Agency subcontracts any portion of this contract, it shall require by contract that each subcontractor or consultant retained by Agency maintain insurance of the types and in the amounts set forth herein.
5. All policies except for Workers' Compensation and Employer's Liability policies shall be endorsed to name District and its employees, officers, and Board of Education members as additional insureds on a primary basis.
6. The insurance requirements set forth herein shall not act as any kind of limitation on the liability of the Agency for claims arising out of or resulting from Agency's performance hereunder.



## CHEMUNG COUNTY ROUTE SLIP

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Resolution authorizing purchase agreement with Artes Intermediate Holdings, LLC dba  
Parkview Health Services, LLC on behalf of the Chemung County Sheriff's Office

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**Resolution #:**

**Slip Type:** Other

**SEQRA Status:**

**State Mandate:** No

---

**Explanation Action Needed or Position Requested (Justification):**

Authorization to process purchases of specialty medication from Parkview Health Services, LLC for Incarcerated Individuals (IIs) within the Chemung County Jail per regulations of the NYS Medication Assisted Treatment (MAT) Program. The MAT Program is legally required in all NYS correction facilities and must be funded by the facilities themselves. There is not a local pharmacy that carries this specific specialty medication needed for the program. The needed medication retails for approximately \$2,200.00 per monthly injection. Total cost will be based on how many IIs are prescribed the medication, but annual cost is not expected to exceed \$105,000.00 annually.

Project is budgeted

Account No.: 10-3120-3150- 50434 (Medical/Drugs)

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**Approvals:**

Chris Moss, County Executive

Chris Moss, County Executive

Mark Margeson, Legislature

Created/Initiated - 7/8/2026

Approved - 7/8/2026

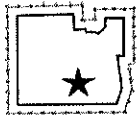
Final Approval - 7/16/2026

**Attachments:**

1. Parkview Health Sole Source

Parkview Health Sole Source.pdf





CHEMUNG COUNTY  
CITY OF ELMIRA  
PURCHASING DEPARTMENT

SOLE SOURCE AND/OR EMERGENCY PROCUREMENT JUSTIFICATION FORM  
(CC Purchasing Policy, Section 10 and 11)

CHECK ALL BOXES THAT APPLY AND INCLUDE JUSTIFICATION BELOW:

☒ Sole Source Procurement that exceeds bidding thresholds (\$20,000 for Commodity, \$35,000 for Building Service/Public Work):

- Sole source procurement is justified when there is only one good(s) or service that can reasonably meet a need and there is only one vendor who can provide the good(s) or service.
- Department heads will describe in detail below the products and/or services to be procured and how they meet your needs:
  - Define the unique benefits to the County of the item as compared to other products in the marketplace;
  - Show that no other product provides substantially equivalent or similar benefits;
  - Considering the benefits received, the cost is reasonable in comparison to other products in the marketplace.
  - Attach complete vendor documentation.

☐ Emergency Purchase that exceeds bidding thresholds (\$20,000 for Commodity, \$35,000 for Building Service/Public Work):

Department heads will provide justification below for all emergency purchases that exceed bidding thresholds. An emergency purchase is justified as an exception to competitive bidding when it meets all three criteria listed below:

- The situation must arise out of an accident or unforeseen occurrence or condition;
- Public buildings, public property, or the life, health, safety, or property of residents must be affected;
- The situation must require immediate action, which cannot await competitive bidding.

**\*\* Note: excessive emergency purchases are strongly discouraged \*\***

JUSTIFICATION Specialty medication is needed for Incarcerated Individuals (IIs) within the Chemung County Jail per regulations of the NYS Medication Assisted Treatment (MAT) Program. The MAT Program is legally required in all NYS correction facilities and must be funded by the facilities themselves. There is not a local pharmacy that carries this specific medication needed for the program. Parkview Health Services, LLC is currently utilized by CASA Trinity who assists the Chemung County Jail with facilitating their MAT Program.  
(ATTACH SEPARATE SHEET IF NEEDED)

Requesting Department: Chemung County Sheriff's Office - Jail

Department Contact Name: McKenzie Roberts Title Administrative Assistant

Vendor Name: Artes Intermediate Holdings, LLC dba Parkview Health Services, LLC Est. Amount \$ Not to exceed \$105,000/yr.

Vendor Address: 3920 Main Street, Suite 100, Buffalo NY 14226 E-mail dslade@parkviewhs.com

Department Approval: [Signature]

Date: 05/13/2026

Purchasing Approval: Tricia Wise

Date: 05/15/2026

County Attorney Approval: [Signature]

Date: 05/21/2026

**\*\* Attach form to Legislative Route Slip once completed and signed by all listed above\*\***

Sole source form 06/21



## CHEMUNG COUNTY ROUTE SLIP

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Resolution authorizing purchase agreement with AmChar Wholesale, Inc. on behalf of the Chemung County Sheriff's Office

---

**Resolution #:**

**Slip Type:** Other

**SEQRA Status:**

**State Mandate:** No

---

**Explanation Action Needed or Position Requested (Justification):**

)

Enter justification information here...

Authorization to utilize piggyback NYS OGS Contract for the purchase of Firearms, Ammunition, & Less Lethal Products from Amchar Wholesale. The NYS OGS Contract for Amchar Wholesale is PC70923 SB and has been approved for piggyback by the Chemung County Purchasing Department under PGB-2891.

Project budgeted: Yes

Account No.: 10-3120-3110 50457 (Ammunition & Firearms)

|                                   |                                                                                 |               |
|-----------------------------------|---------------------------------------------------------------------------------|---------------|
| Vendor/Provider: Amchar Wholesale | Total Amount: estimated total cost: \$230,000 (estimated annual cost: \$46,000_ | Prior Amount: |
|-----------------------------------|---------------------------------------------------------------------------------|---------------|

|                         |               |                |
|-------------------------|---------------|----------------|
| Term: 4/14/26-4/13/2031 | Total Amount: | Federal Share: |
|-------------------------|---------------|----------------|

|                   |              |                |
|-------------------|--------------|----------------|
| Local Share: 100% | State Share: | Federal Share: |
|-------------------|--------------|----------------|

|              |                            |                                                                    |
|--------------|----------------------------|--------------------------------------------------------------------|
| Other Share: | Project Budgeted (Y or N): | Funds are in Account #: 10-3120-3110 50457 (Ammunition & Firearms) |
|--------------|----------------------------|--------------------------------------------------------------------|

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**Approvals:**

Chris Moss, County Executive

Chris Moss, County Executive

Mark Margeson, Legislature

Created/Initiated - 7/9/2026

Approved - 7/22/2026

Final Approval - 7/22/2026

**Attachments:**

|                                         |                                          |
|-----------------------------------------|------------------------------------------|
| 1. PGB-2891 Justification form - signed | PGB-2891 Justification form - signed.pdf |
|-----------------------------------------|------------------------------------------|



**CHEMUNG COUNTY ~ CITY OF ELMIRA PURCHASING DEPARTMENT  
PIGGYBACK CHECKLIST**

**ISSUING COUNTY** NYS OGS

**BID NUMBER & TITLE** Group 35200 23392 Fire Arms, Ammunition & Less Lethal Products

**VENDOR NAME** Amchar Wholesales (PC70923 SB)

**COUNTY BID #** PGB-2891

**REQUESTING DEPT.** Sheriff's Department

|                                                                   | EXPLANATION                                  |
|-------------------------------------------------------------------|----------------------------------------------|
| <input checked="" type="checkbox"/> <b>RESOLUTION BID</b>         | <u>NYS OGS</u>                               |
| <input checked="" type="checkbox"/> <b>DOCUMENT</b>               | <u>Received</u>                              |
| <input checked="" type="checkbox"/> <b>BID TAB</b>                | <u>Yes</u>                                   |
| <input checked="" type="checkbox"/> <b>SOLICITATION</b>           | <u>NYS OGS</u>                               |
| <input checked="" type="checkbox"/> <b>PIGGYBACK LANGUAGE</b>     | <u>Yes</u>                                   |
| <input checked="" type="checkbox"/> <b>METHOD OF AWARD</b>        | <u>Lowest Responsive, Responsible Bidder</u> |
| <input checked="" type="checkbox"/> <b>SIGNED FORMS</b>           | <u>NA Approved by NYS OGS</u>                |
| <input checked="" type="checkbox"/> <b>CONTRACT TERM</b>          | <u>04/14/2026 04/13/2031</u>                 |
| <input checked="" type="checkbox"/> <b>IS THIS BEST VALUE</b>     | <u>No</u>                                    |
| <input checked="" type="checkbox"/> <b>LOCAL VENDOR AVAILABLE</b> | <u>No</u>                                    |

**Nina Wells**  
Digitally signed by Nina Wells  
DN: CN=Nina Wells, E=nwells1@chemungcountyny.gov  
Reason: I am the author of this document  
Location: your signing location here  
Date: 2026-04-30 09:24:34  
Road PhantomPDF Version: 9.5.0

SIGNATURE

*Tricia Wise*

SIGNATURE

**Nina Wells**

BUYER NAME

**Tricia Wise**

DIRECTOR OF PURCHASING NAME

# PGB-2891 Justification form

Final Audit Report

2026-04-30

|                 |                                               |
|-----------------|-----------------------------------------------|
| Created:        | 2026-04-30                                    |
| By:             | Nina Wells (nwells1@chemungcountyny.gov)      |
| Status:         | Signed                                        |
| Transaction ID: | CBJCHBCAABAABVJkb5Rcifsc6uHWkD5vh4UyMald7PlyR |

## "PGB-2891 Justification form" History

-  Document created by Nina Wells (nwells1@chemungcountyny.gov)  
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