



**Homeland Security
and Emergency Services**

**New York State
Division of Homeland Security
and Emergency Services**

**2019-20
Public Safety Answering Point (PSAP)
Operations Grant Program
Grant Performance Period 1/1/2020-12/31/2020**

Request for Applications (RFA)

Application Deadline: June 7, 2019

Questions Due: May 24, 2019

RFA Updates and Q&A Posting, if any: May 31, 2019

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Revision History

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I. General Information

Summary Description

The purpose of this Request for Applications (RFA) is to solicit proposals for the 2019-20 Public Safety Answering Point (PSAP) Operations Grant (Grant). The Grant allows counties to receive State support for eligible public safety call-taking and dispatching expenses. The State will provide support in the form of reimbursement for operating expenses in a PSAP, including personnel costs.

New York Executive Law § 717 empowers the Office of Interoperable and Emergency Communications (OIEC), an office of the New York State Division of Homeland Security and Emergency Services (DHSES), to implement a grant program to facilitate the operation of public safety communications and support statewide interoperable communications for first responders. The State Budget for 2019-20 appropriates \$10 million in grants to Eligible Applicants in support of operations and improvements of PSAPs.¹

All counties and the City of New York are eligible to apply in accordance with the Tier 1 General Eligibility Criteria established in this document.

The Grant is noncompetitive and will allocate money by a formula which equitably distributes funding among awardee counties based on quantifiable elements and relevant metrics. The formula relies on criteria reflective of a county's operational scope, demographic elements, emergency services call metrics, progress made in deploying new technology, and adherence with State and national guidelines for emergency communications.

The Grant not only supports an awardee county's existing operations, but also encourages the development of Next Generation 911 (NG911) technologies and the Geographic Information System (GIS) data needed for NG911. The Grant also promotes the development of operational and procedural efficiencies and overall collaboration between different jurisdictions, such as other counties and state agencies.

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

¹ Chapter 53 of the Laws of 2019

Grant Performance Period

The period of performance for contracts supported by 2019-20 PSAP Operations Grant Program funds is January 1, 2020 to December 31, 2020. Contract extensions will not be considered.

Objectives

The objectives of the Grant are:

- 1) to facilitate PSAP consolidation, regional initiatives related to 911 operations, implementation of NG911, and improvements in the operations of public safety communications; and
- 2) to develop multijurisdictional PSAP compatibility throughout the state and support statewide interoperable communications for first responders to improve public safety.

Standards and Guidelines

Eligible applicants must comply with the following standards and guidelines listed below, as applicable:

- **New York Statewide Communications Interoperability Plan (SCIP)**
The most recent copy of NYS SCIP can be found at <http://www.dhSES.ny.gov/oiec/interoperability-plans/>.
- **New York State 911 Standards**
The New York State 911 minimum standards regarding direct dispatch of all emergency services can be found at <http://www.dhSES.ny.gov/oiec/technical-resources/>.
- **FCC Federal Advisory Committee**
See the Task Force on Optimal PSAP Architecture Report at https://transition.fcc.gov/pshs/911/TFOPA/TFOPA_FINALReport_012916.pdf.
- **National Plan for Migrating to IP-Enabled 911 Systems**
The National 911 Office website provides information on the development of optimal 911 services. This information can be found at https://www.911.gov/documents_tools.html.

Any new technology (such as equipment, software, interfaces, data management, etc.) purchased under the Grant must comply with the standards and guidelines listed below, as applicable:

- **National Emergency Number Association (NENA) Standards**
The NENA Standards can be found at www.nena.org.
 - NENA i3 Architectural Standard for NG911: NENA 08-003. This standard provides key technical guidelines for the implementation of NG911 systems.
- **The Association of Public-Safety Communications Officials (APCO) – Wireless 911 Deployment and Management Effective Practices Guide**
Available at <http://www.apcointl.org/standards/apco-standards-for-download.html>.
- **APCO/CSAA ANS 2.101.1-2008**
The Alarm Monitoring Company to Public Safety Answering Point Computer Aided Dispatch (CAD) External Alarm Interface Exchange or Automated Secure Alarm Protocol can be found at <http://www.apcointl.org/standards/apco-standards-for-download.html>.
- **Organization for the Advancement of Structural Information Standards (OASIS)**
For Data Standards refer to OASIS at www.oasis-open.org.

Additional Recommendations and Guidelines

The following guidelines may improve PSAP grant funding implementation and benefit awardee counties.

- 1) For many CAD systems, GIS data is required for the system to function properly. The New York State GIS Program Office (GPO) provides NENA standard-compliant GIS data that can be used in CAD systems. However, each vendor's data requirements may be different. As such, counties may encounter the need to make NENA standard-compliant GIS data work in an individual CAD system, such as reformatting the data or adding additional data fields. Counties should discuss this with its selected CAD vendor prior to signing a contract.
- 2) NENA sets the standards for 911 CAD systems in North America. GPO is developing statewide, consistent, NENA standard-compliant GIS data; this data is made available to counties for use in their CAD systems. Some CAD vendors utilize proprietary data formats in their software, requiring NENA standard-compliant data to be altered for use in their systems. Changing data from a national NENA standard into proprietary standards for setup and maintenance of a CAD system involves time and expense. Preference should be given to CAD Systems that accept NENA standard-compliant GIS data without modifications or additional charges.

- 3) A GIS data governance and maintenance plan is necessary for the setup and maintenance of CAD systems that rely on GIS data. Setting up and maintaining a multicounty CAD system that relies on GIS data has several requirements. Participating counties should decide what GIS data will be used and ensure that their GIS data is compatible and aligned with their neighboring counties' data and, if necessary, State data before the project begins. Additionally, DHSES highly recommends that participating counties develop a plan for maintenance and periodic updates, including a schedule, roles, and responsibilities.
- 4) When purchasing new CAD software, counties should keep in mind that NYSP and other State agency patrol cars in a county will need the same CAD client software as the county's local patrol cars in order to be dispatched on the county's new CAD system. Please contact NYSP and other responding State agencies to coordinate the utilization of CAD client software for their patrol cars.

II. Eligibility

Counties within New York State and New York City are eligible to apply for the 2019-20 PSAP Operations Grant Program.

III. Authorized Program Expenditures

A. Permissible Costs

Permissible costs include, but are not limited to:

- Personnel cost solely related to operating the PSAP;
- NG911 technologies;
- New 911 telephone equipment for the exclusive use of the PSAP, including Automatic Location Information (ALI) displays or intelligent workstations and ALI controllers;
- CAD upgrades or replacement, including software and hardware that will perform integrated mapping functions through a CAD interface at each call taker position, utilizing the coordinates received via the ALI database link;
- GIS enhancements for the purpose of preparing for the implementation of the FCC wireless E911 requirements;
- Records Management Systems that will provide statistical analysis of wired line and wireless 911 calls;
- PSAP operating expenses (such as network connectivity, software licensing, etc.);
- Call accounting equipment;
- Microwave backhaul connectivity for the PSAP;

- Fit-up and installation of equipment in existing facilities that meet the above intent and purpose of the grant;
- Rental fees for PSAP facilities
- Developing, conducting, and attending 911 in-service training;
- Basic Certification Training; and
- Dispatch workstations.

B. Impermissible Costs

Costs that are not permissible include:

- Equipment or systems with proprietary technology that is non-compliant with standards listed in this document;
- Vehicles;
- Land Mobile Radio (LMR) subscriber equipment;
- Mobile data networks (including infrastructure, user equipment, service fees);
- New construction projects (such as new building constructions and capital projects);
- Furniture (other than dispatch workstations);
- Food and beverages;
- Out-of-State conferences and trainings; and
- Debt Service.

IV. Application Format and Content

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

A detailed tutorial on how to use the E-Grants system for PSAP Operations Grant submission can be found on DHSES OIEC Grants webpage at the following Internet address <http://www.dhSES.ny.gov/oiec/grants/> . It will guide you in a step-by-step process through the E-Grants application submission.

B. Required Application Content: All applicants must complete the 2019-20 PSAP Operations Grant Program Application Worksheet. The worksheet must be completed in its entirety, including the general information, applicant eligibility, and data aggregation sections of the application. **Incomplete applications will not be accepted.**

The Grant instructions and “Question and Answers” received during an application period are available on the DHSES OIEC website (<http://www.dhSES.ny.gov/oiec/grants/>) under the “2019-20 PSAP Operations Grant” tab.

After the submission of an application, the E-Grants system will email a notification of receipt to the Primary Point of Contact and Signatory Point of Contact email address listed in the application submitted by the County.

Following the announcement of the awards, each awardee county must revise and submit the Budget spending reflecting the actual award through the E-Grants system. Failure to complete the Budget will prevent the execution of a contract. The proposed budget must be submitted within 30 calendar days or the awardee county risks forfeiture of its award.

V. Funding Distribution

Funding distribution is based on a two-tiered approach:

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

Tier 2 – Formula driven distribution based on specific factors.

The \$10 million in funding for the PSAP Operations Grant will be distributed among all eligible counties that have submitted a complete application.

VI. Application Evaluation Criteria

DHSES will use the following criteria to evaluate each application to determine eligibility and award distribution.

A. Tier 1 Criteria

Tier 1 criteria are rated either “yes” or “no” and serve as a baseline by DHSES to determine if applicants are eligible and have appropriately submitted all the required application materials. If any of the answers are “no,” the application may be immediately disqualified without further review and will not be considered for an award.

B. Tier 2 Criteria

Applications that pass the Tier 1 review proceed to Tier 2. Tier 2 consists of a formula driven funding distribution based on specific factors, including verifiable and auditable information provided by the counties in their application.

Elements included in the formula:

- County population;
- Land area of the county;
- County crime index;
- PSAP call volume index;
- PSAP incidents/events recorded in CAD index;
- Text-to-911; and
- Implementation of Automated Secure Alarm Protocol (ASAP).

Other performance measurement factors affecting future allocations: The awardee county must spend the entire grant amount in the PSAP Operations Grant period of performance (January 1, 2020 to December 31, 2020). Any underspending may result in a reduction of future allocations.

VII. Timeline and Checklist of Required Documents

- Applications are due to DHSES by **5:00PM EDT on June 7, 2019.**
- Applications must be submitted via E-Grants. Applications that are not received by the due date will not be considered for funding.
- Complete applications must include answers to all questions listed in the application.
- County can attach documents to an application, if they would like to provide additional explanations of their projects.

VIII. Award of Funds and Vendor Responsibility

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

Following the announcement of the awards, each awardee county must submit their proposed budget to DHSES within 30 calendar days or risk forfeiture of its award.

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

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

Vendor Responsibility: The awardee county's vendors shall at all times during the contract term remain responsible. An awardee and/or its vendors must, if requested by the Commissioner of DHSES or his or her designee, present evidence of the vendor's continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.

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

Termination for Non-Responsibility: Upon written notice to the vendor, and a reasonable opportunity to be heard by appropriate DHSES officials or staff, the contract may be terminated by the Commissioner of DHSES or his or her designee at the vendor's expense where the vendor is determined by the Commissioner of DHSES or his or her designee to be non-responsible. In such event, the Commissioner of DHSES or his or her designee may complete the contractual requirements in any manner he or she may deem advisable and pursue legal or equitable remedies for such breach.

IX. Administration of Grant Contracts

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

The period of performance for contracts supported by 2019-20 PSAP Operations Grant Program funds runs from January 1, 2020 to December 31, 2020.

Although the contract format may vary, the contract will include such standard terms and conditions included in DHSES grant contracts (available for review on the DHSES website at <http://www.dhSES.ny.gov/grants>).

A. Issuing Agency

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

B. Filing an Application

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

A detailed tutorial on how to use the E-Grants system for PSAP Operations Grant submission can be found on DHSES OIEC Grants webpage at the following Internet address <http://www.dhSES.ny.gov/oiec/grants/> . It will guide you in a step-by-step process through the E-Grants application submission.

C. Reserved Rights

DHSES reserves the right to:

1. Reject any and all applications received in response to this RFA;
2. Withdraw the RFA at any time at DHSES' sole discretion;
3. Make an award under the RFA in whole or in part;
4. Disqualify any applicant whose conduct and/or application fails to conform to the requirements of the RFA;
5. Seek clarifications and revisions of the applications;
6. Use application information obtained through site visits, management interviews and the State's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to DHSES' request for clarifying information in the course of evaluation and/or selection under the RFA;
7. Prior to the application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available;
8. Prior to the application opening, direct applicants to submit application modifications addressing subsequent RFA amendments;
9. Change any of the scheduled dates;
10. Eliminate any mandatory, non-material specifications that cannot be complied with by all the prospective applicants;

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

D. Terms of the Contract

Any resulting contract or agreement for more than \$50,000 from this RFA will be effective only upon approval by both the NYS Office of the Attorney General and State Comptroller. Any resulting contract for up to \$50,000 from this RFA will be effective upon signature of both parties.

E. Payment and Reporting Requirements of Grant Recipients

1. Standard Cost Reimbursement Contract

Each successful applicant must enter into a standard cost reimbursement contract with DHSES. Such contract will include this RFA, the successful applicant's proposal, any attachments or exhibits, the standard clauses required by the NYS Attorney General for all State contracts, and any other attachments or exhibits required by DHSES. Although the contract format may vary, the contract will include standard terms, conditions, clauses, information, rights, and responsibilities of all DHSES grant contracts, including:

- APPENDIX A-1 – Agency Specific Clauses
- APPENDIX B – Budget
- APPENDIX C – Payment and Reporting Schedule
- APPENDIX D – Work plan/Special Conditions

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

2. Procurements

Additionally, applicants must follow and comply with all procurement procedures under General Municipal Law 5-A.

Contracting with Small and Minority Firms, Women's Business Enterprises

Pursuant to New York State Executive Law Article 15-A, DHSES recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority and women-owned business enterprises (MWBE) and the employment of minority group members and women in the performance of DHSES contracts.

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

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

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

Applicants need to be aware that all authorized users of this contract will be strongly encouraged to the maximum extent practical and consistent with legal requirements of the applicable laws to use responsible and responsive SDVOBs in purchasing and utilizing commodities, services, and technology that are of equal quality and functionality to those that may be obtained from non-SDVOBs. Utilizing SDVOBs in State contracts will help create more private sector jobs, rebuild New York State's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its SDVOB partners. SDVOBs will promote the recipient's optimal performance under the contract, thereby fully benefiting the public-sector programs that are supported by associated public procurements.

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

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

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

Applicants are reminded that they must continue to utilize small, minority, and women-owned businesses consistent with current State law. A business enterprise can be either a MWBE or a SDVOB for the purposes of achieving the set goals of MWBE and SDVOB participation, but not both.

Iran Divestment Act: The Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, added section 165-a to the State Finance Law

effective April 12, 2012. The Act is available at: <https://www.ogs.ny.gov/about/regs/docs/ida2012.pdf>.

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

By submitting a response to this RFA or by assuming the responsibility of a contract awarded hereunder, the applicant (or any assignee) certifies that it will not utilize on such contract any entity that is identified on the prohibited entities list.

During the term of the contract, should DHSES receive information that a person is in violation of the above-referenced certification, DHSES will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, DHSES shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the contractor in default.

DHSES reserves the right to reject any bid or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Worker’s Compensation and Disability Benefits Insurance Coverage

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

3. Satisfactory Progress

Satisfactory progress toward implementation includes, but is not limited to: executing contracts and submitting payment requests in a timely fashion; retaining consultants; or completing plans, designs, reports, or other tasks identified in the work program within the time allocated for their completion.

DHSES may recapture awarded funds if satisfactory progress is not being made on the implementation of a grant project.

F. General Specifications

By submitting the application, the Applicant attests that:

- 1) Applicant county's signatory contact person has express authority to submit on behalf of the applicant's county;
- 2) Submission of an application indicates the county's acceptance of all conditions and terms contained in this document, including Appendices A-1 and C, and all other terms and conditions of the award contract;
- 3) The application and any resulting grant, if awarded, must adhere to, and be in full compliance with any, resulting contract(s), and relevant federal and State policies and regulations or be subject to termination; and
- 4) Any not-for-profit recipients or subrecipients are required to be prequalified, prior to contract execution, by the State of New York upon application submission through the New York State Grants Gateway (<https://grantsgateway.ny.gov>).

G. Special Conditions

New York State Emergency Management Certification and Training Program

1. A mandatory requirement under the resulting contract and a condition of funding is the county's participation in, and successful completion of, the New York State Emergency Management Certification and Training Program (EMC Training Program). The EMC Training Program will be made available to, and required for, DHSES-specified county and city government officials in order to ensure a consistent emergency management preparedness and response strategy across the State. Attendee substitutions, except as expressly approved by DHSES, shall not be permitted or deemed to be in compliance with this requirement.
 - a. To fulfill the EMC Training Program requirement of the resulting contract and in order to be eligible for funding under the resulting contract, the awardee county must arrange for DHSES-specified county employees to receive and acknowledge receipt of EMC Training no later than 180 days after execution of the contract. Copies of the training certificates for each required participant must be submitted to DHSES upon execution of the contract, or, in the event that training is scheduled, but not yet complete, the awardee county will be required to submit a signed statement indicating the scheduled future dates of attendance, and no later than thirty (30) days after the training is complete, forward such training certificates to DHSES. Continued compliance with the EMC Training Program also requires an annual refresher training of one day per 365 day-cycle from the date of initial training for previously trained individuals if such person remains employed by the Awardee and fulfilling the same functions as he or she

fulfilled during the initial training. Should a new employee be designated to serve in the DHSES-specified positions, then he or she must come into compliance with the EMC Training Program requirements not later than 180 days after taking office.

2. Awardees must commit to active participation in a DHSES Annual Capabilities Assessment as a condition of funding. Active participation includes making reasonable staff, records, information, and time resources available to DHSES to perform the Annual Capabilities Assessment and meet the objectives and goals of the program. PSAP Operations Grant recipients must be aware that the process of conducting a DHSES Annual Risk Assessment is an ongoing process and requires a continued commitment on the part of the Awardee to ensure that it is effective.
3. All recipients and subrecipients funded through this program agree to provide DHSES, upon request at any time during the life of the grant contract, such cooperation and information deemed necessary by DHSES to ascertain: 1) the nature and extent of any threats or hazards that may pose a risk to the recipient or sub-recipient; and 2) the status of any corresponding recipient or sub-recipient plans, capabilities, or other resources for preventing, protecting against, mitigating, responding to, and recovering from such threats or hazards.
4. Additionally, pursuant to Article 26 of the NYS Executive law, DHSES is authorized to undertake periodic drills and simulations designed to assess and prepare responses to terrorist acts or threats and other natural and man-made disasters. Funded recipients and subrecipients agree to attend and participate in any DHSES-sponsored conferences, training, workshops or meetings (excluding those identified by DHSES as voluntary) that may be conducted, by and at the request of DHSES, during the life of the grant contract.
5. Failure to comply with any of the requirements, as listed above, may result in sanctions up to and including the immediate suspension and/or revocation of the grant award.
6. A debriefing is available to any unsuccessful applicant to this RFA. A debriefing shall be requested in writing by the unsuccessful applicant within 15 business days of DHSES' written notification to the applicant of the final award decision. The debriefing shall be scheduled within a reasonable time after the request.

X. Questions

Questions regarding the 2019-20 Public Safety Answering Points Operations Grant Program should be directed to the following email address Grant.Info@dhses.ny.gov. To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. Updates and frequently asked questions will be posted online at <http://www.dhses.ny.gov/oiec/grants/>. Please check the website frequently for updates.