

Criminal Justice & Public Safety Committee  
Warren County Office of Emergency Services  
AGENDA  
February 25, 2022

Committee Members: GERACI, Braymer, Seeber, Dickinson, Driscoll, McDevitt, Diamond -  
*Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the  
Section D(6) of the Rules of the Board*

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior committee meeting
- III. Action Agenda/New Business
  1. **Request:** Resolution request to apply for and accept the FY2020 Building Resilient Infrastructure and Communities (BRIC) Grant. *Attachment #1 & #1A*  
**Rationale:** Warren County Soil & Water Conservation District applied and was awarded this grant and Warren County will be named as the subrecipient. Grant funding will be used to update the Warren County Multi-Jurisdictional Hazard Mitigation Plan. This is a 75% reimbursable grant up to \$90,000 with \$30,000 of local match. The period of performance is 12/18/2021 through 12/17/2024.
  2. **Request:** Resolution request to establish Capital Project H413██████████ Hazard Mitigation Grant Program.  
**Rationale:** The total amount of the project will be \$120,000 with the following funding sources identified: H.413.9550 4308 Hazard Mitigation \$90,000; H413.9550 2791 In Kind Contributions \$30,000; and H413.9550 5031 Interfund Transfers. *Attachment #2*
  3. **Request:** Resolution request approve Contingency Management Consulting Group to use a subcontractor to complete the Warren County Multi-Jurisdictional Hazard Mitigation Plan updates. *Attachment #3*  
**Rationale:** Warren County Bid WC 17-21 RFP to Provide Assistance in Emergency Planning, Training and Exercise was awarded to Contingency Management Consulting Group (CMCG) and approved by Resolution 171 of 2021. CMCG will subcontract with TetraTech to complete the updates to the Warren County Multi-Jurisdictional Hazard Mitigation Plan. The current plan expires July 2022.
- IV. Information for Discussion/Review
- V. Referrals and Pending Items
- VI. Privilege of the Floor and Public Comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

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**Attachments**

- #1 Request to Apply for a Grant Application and Grant Agreement
- #1A FY2020 Building Resilient Infrastructure and Communities (BRIC) Grant Contract
- #2 Request to Establish Capital Project or Capital Reserve Project
- #3 Miscellaneous

# ***RESOLUTION REQUEST FORM NO. 5***

## ***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME:** Office of Emergency Services

**DATE:** February 25, 2022

- (a) Purpose of Grant:  
**FY2020 Building Resilient Infrastructure and Communities (BRIC) Grant  
Project Name: Warren County Multi-Jurisdictional Hazard Mitigation Plan  
Update**
- (b) Name of Grantor:  
**NYS Division of Homeland Security and Emergency Services**
- (c) Address of Contractor: **1220 Washington Ave.  
Building 7a  
Albany, NY 12242**
- (d) Grantor's Contact Person and Telephone Number:  
**Elizabeth O'Reilly 518-292-1153 elizabeth.oreilly@dhses.ny.gov**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **Attached**
- (f) Effective Date of Grant: **12/18/2021**
- (g) Termination Date of Grant: **12/17/2024**
- (h) Total Dollar Amount Involved (not to exceed): **\$120,000**
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
- (j) Is a Budget amendment required?                      If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **Yes**    If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **Yes**    If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

**H413.9550 2791 Hazard Mitigation Grant-In Kind Contributions \$30,000**

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS



**FEMA**

December 30, 2021

Ms. Rayana Gonzales  
Deputy Director for Disaster Recovery Programs  
New York State Division of Homeland Security and Emergency Services  
Building #7A  
1220 Washington Avenue  
Albany, NY 12242

RE: Building Resilient Infrastructure and Communities (BRIC) Grant FY 2020  
EMN-2020-BR-063-0019  
Warren County Soil and Water Conservation District  
Warren County Multi-Jurisdictional Hazard Mitigation Plan Update - Approval

Dear Ms. Gonzales:

This letter serves as a supplemental notice to the New York Division of Homeland Security and Emergency Services (DHSES) for funding of the Building Resilient Infrastructure and Communities (BRIC) project number EMN-2020-BR-063-0019 for the Warren County Multi-Jurisdictional Hazard Mitigation Plan Update. The subgrant award was obligated on December 17, 2021. Agreement articles and conditions of approval are identified within the Federal Emergency Management Agency (FEMA) FEMA GO system. DHSES, as the grant recipient (hereinafter known as the Recipient), will administer this sub-grant award to the Warren County Soil and Water Conservation District (hereinafter known as the Sub-recipient).

The period of performance (POP) for this grant is December 18, 2021 through December 17, 2024, as established by the program office. This period provides ample time for the Sub-recipient to complete all activities identified within the approved scope of work and address any potential delays that may arise due to unforeseen circumstances. It also includes sufficient time for your office to conclude its administrative requirements after the project is completed.

Funding has been made available in an amount not to exceed the total project cost of \$120,000 with a Federal share of \$90,000 and the required non-Federal matching share of \$30,000.

The approved Scope of Work (SOW) outlined in the application includes the Warren County Multi-Jurisdictional Hazard Mitigation Plan Update. The plan includes all 14 jurisdictions within the county and consists of participation of agencies, stakeholders, and the public; hazard identification and risk/vulnerability assessment; mitigation strategy; plan adoption; and plan maintenance.

Ms. Rayana Gonzales

December 30, 2021

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Any change to the approved scope of work must be submitted to FEMA Region 2 for consideration and approval before implementation. Implementation of any modifications to the approved scope of work before receipt of FEMA Region 2's approval would jeopardize grant reimbursement.

FEMA urges your office to meet with the Sub-recipient to review the project requirements as soon as possible. At this meeting, please discuss in detail the project schedule including quarterly performance reporting, fiscal documentation requirements and period of performance extension requirements. FEMA is available to assist the Recipient and Sub-recipient in the implementation of this project.

Should you have any questions or require additional information, please contact Sharon Edwards, Hazard Mitigation Branch Chief at (212) 680-3633.

Sincerely,

WILLIAM  
MCDONNELL

Digitally signed by  
WILLIAM MCDONNELL  
Date: 2021.12.30 10:24:24  
-05'00'

Michael F. Moriarty  
Director  
Mitigation Division

CC: Ms. Marlene White, NYSDHSES, Chief of Hazard Mitigation Programs

**STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE**

<p>STATE AGENCY (Name &amp; Address):</p> <p>NYS Division of Homeland Security and Emergency Services 1220 Washington Avenue, Building 7a - 4th. Floor Albany, New York 12242</p>	<p>BUSINESS UNIT/DEPT. ID: DHS01</p> <p>CONTRACT NUMBER: C000882</p> <p>CONTRACT TYPE:</p> <p><input type="checkbox"/> Multi-Year Agreement <input type="checkbox"/> Simplified Renewal Agreement <input checked="" type="checkbox"/> Fixed Term Agreement</p>
<p>CONTRACTOR SFS PAYEE NAME:</p> <p>Warren County</p>	<p>TRANSACTION TYPE:</p> <p><input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment</p>
<p>CONTRACTOR DOS INCORPORATED NAME:</p> <p>Warren County</p>	<p>PROJECT NAME:</p> <p>Warren County Multi-Jurisdictional Hazard Mitigation Plan Update</p>
<p>CONTRACTOR IDENTIFICATION NUMBERS:</p> <p>NYS Vendor ID Number: 1000002438 Federal Tax ID Number: 14-6002576 DUNS Number (if applicable): 091754098</p>	<p>AGENCY IDENTIFIER:</p> <p>CFDA NUMBER (Federally Funded Grants Only):</p> <p>97.047</p>
<p>CONTRACTOR PRIMARY MAILING ADDRESS:</p> <p>Warren County Treasurer 1340 State Rte 9 Lake George NY 12845</p> <p>CONTRACTOR PAYMENT ADDRESS:</p> <p><input checked="" type="checkbox"/> Check if same as primary mailing address</p> <p>CONTRACT MAILING ADDRESS:</p> <p><input type="checkbox"/> Check if same as primary mailing address</p> <p>Warren County SWCD 394 Schroon River Road Warrensburg NY 12885</p>	<p>CONTRACTOR STATUS:</p> <p><input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Municipality, Code: <input type="checkbox"/> Tribal Nation <input type="checkbox"/> Individual <input type="checkbox"/> Not-for-Profit</p> <p>Charities Registration Number:</p> <p>Exemption Status/Code:</p> <p><input type="checkbox"/> Sectarian Entity</p>

Contract Number: # C000882

**STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE**

<p>CURRENT CONTRACT TERM: From: 12/18/2021      To: 12/17/2024</p> <p>CURRENT CONTRACT PERIOD: From: 12/18/2021      To: 12/17/2024</p> <p>AMENDED TERM: From:                      To:</p> <p>AMENDED PERIOD: From:                      To:</p>	<p>CONTRACT FUNDING AMOUNT (<i>Multi-year</i> - enter total projected amount of the contract; <i>Fixed Term/Simplified Renewal</i> - enter current period amount):</p> <p>CURRENT: \$ 90,000</p> <p>AMENDED:</p> <p>FUNDING SOURCE(S)</p> <p><input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Other</p>
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*FOR MULTI-YEAR AGREEMENTS ONLY* - CONTRACT PERIOD AND FUNDING AMOUNT:  
(Out years represent projected funding amounts)

#	CURRENT PERIOD	CURRENT AMOUNT	AMENDED PERIOD	AMENDED AMOUNT
1				
2				
3				
4				
5				

ATTACHMENTS PART OF THIS AGREEMENT:

- Attachment A:
  - A-1 Program Specific Terms and Conditions
  - A-2 Federally Funded Grants
  
- Attachment B:
  - B-1 Expenditure Based Budget
  - B-2 Performance Based Budget
  - B-3 Capital Budget
  - B-1(A) Expenditure Based Budget (Amendment)
  - B-2(A) Performance Based Budget (Amendment)
  - B-3(A) Capital Budget (Amendment)
  
- Attachment C: Work Plan
- Attachment D: Payment and Reporting Schedule
- Other: Attachment A3: FY21 DHS Standard Terms and Conditions; Attachment C1  
Attachment F: FEMA Approval Letter dated December 30, 2021  
Attachment G: 2017 NYSHDSES Hazard Mitigation Planning Standards

Contract Number: # C000882

## ***RESOLUTION REQUEST FORM NO. 8***

### ***Request to Establish Capital Project or Capital Reserve Project\****

***\*If this is the result of a grant award, also complete and submit Form No. 5 or 6***

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: February 25, 2022**

- (a) Exact Title\* and Number of Project (must be obtained from Treasurer's Office): **H413██████████ Hazard Mitigation Grant Program**
- (b) Is this a Capital Project? **Yes**
- (c) Is this a Capital Reserve Project? **No**
- (d) Amount of Project: **\$120,000**
- (e) Source of Funding (including name & title of codes, etc.):  
**H413.9550 2791 - In Kind Contributions \$30,000**  
**H413.9550 4308 - Hazard Mitigation \$90,000**  
**H413.9550 5031 - Interfund Transfers**
- (f) Purpose of Establishment: **Updating the Warren County Multi-Jurisdictional Hazard Mitigation Plan.**

**\*Title should reflect department if possible:**

**i.e. Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport *Replace VASI with PAPI*.**

# **RESOLUTION REQUEST FORM NO. 20**

## **MISCELLANEOUS**

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: February 25, 2022**

(a) Purpose of Request:

**Approve Contingency Management Consulting Group (CMCG) to use subcontractor, TetraTech. CMCG was awarded the bid to provide Warren County with assistance in emergency planning, training and exercise.**

(b) Details:

**This will be to complete the Hazard Mitigation Plan Update. Grant award letters were issued late. Our current plan expires July 2022. TetraTech was the contactor that updated the plan in 2016.**

(c) Previous Resolution Number:

**171 of 2021**

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Funds will be coming from FY2020 BRIC(Building Resilient Infrastructure & Communities) Grant Award. Capital Project H413.9550 Hazard Mitigation Grant Program to be established upon approval**

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS