

2019-20 Woodbury Town Court, Orange County ID: 5377

ANNUAL BUDGET: Court's itemized budget for the most recent municipal fiscal year.

AUTHORIZATION: Certified copy of the Local Resolution(s) of the Town or Village Board(s) authorizing this application. The Resolution may simply state the Town or Village authorizes the court to request up to the maximum amount available.

SUPPORTING DOCUMENTS: Estimates, Photographs, Floor Plans, etc.

JUSTICE SIGNATURE: Original signature(s) required from at least one justice (not an Associate Justice).

Name: Bruce Schorberg Signature:  Date: 9/24/19

Name: David V. Hasin Signature:  Date: 9/25/19

CERTIFICATION: Original signature(s) required by Town Supervisor or Village Mayor.

The following signature provides certification that: (1) any funds (and any goods or services) awarded pursuant to this application shall be used only in accordance with the provisions of Chapter 280 of the Laws of 1999 and with all rules and regulations governing the Justice Court Assistance Program; (2) any goods and/or services purchased with any Justice Court Assistance Program funds shall be obtained in accordance with acceptable procurement practices established by the governing municipality including, but not limited to, competitive bidding and procurement policies and procedures; (3) no funds awarded pursuant to this application shall be used to compensate justices or non-judicial staff or to reduce or otherwise supplant funding provided by a town or village to its justice court.

Signature: _____ Name: _____
 Town Supervisor Village Mayor (please print)

Date: _____

**REMEMBER: YOUR JCAP APPLICATION IS SUBMITTED ONLINE ONLY.
YOU MUST MAIL, FAX OR SCAN/EMAIL SIGNATURE PAGE & DOCUMENTS REQUIRED ABOVE.**

2019-20 JCAP Application

A. Application Information

Name of Court: Woodbury Town Court, Orange County			
Type of Application: <input checked="" type="radio"/> Individual <input type="radio"/> Joint If Joint, please select the name of Joint Applicant Field:			
Contact Person:			
Salutation: Mrs.	First Name: Carol	Last Name: Garen	Court Phone: 845-928-2311 Ext. 1231
Title: Court Clerk		Email: cgaren@nycourts.gov	
Address Information:	Address:	City:	Zip:
Court Mailing Address:	511 State Route 32	Highland Mills	10930
Court Physical Address:	511 State Route 32	Highland Mills	10930

B. Caseload: New Case Filings for 3 Years

Year	Criminal:	Civil:	VTL:	Jury Trials:
2018:	751-1,000	101-150	7,501-10,000	0-30
2017:	751-1,000	101-150	7,501-10,000	0-30
2016:	751-1,000	101-150	7,501-10,000	0-30

Has your court had a security assessment performed by the OCA's Dept. Of Public Safety? No Yes

Did you receive a grant in 2018-2019 No Yes Amount of Award \$14,031.00

Did you receive a grant in 2017-2018 No Yes Amount of Award \$11,540.98

Grant Items

Priority	Item Category	Item Name	Quantity	Price	Item Total
Total of all Items requested: \$1,432.10					
1	Office Equipment	Label Printer	2	\$117.99	\$235.98
Comment: replacement of one labeler and additional one for other court clerk					
1	Office Equipment	Court Seal	8	\$94.98	\$759.84
Comment: Replace seals that no longer imprint well					
1	Furniture	Bookcases	1	\$319.29	\$319.29
Comment: to store paperwork in office					
1	Furniture	File cabinets	1	\$116.99	\$116.99
Comment: needed to secure clerks paperwork					

Completing the process

Please mail, fax, or scan/email your Signature Page, along with required documentation to:

Office of Justice Court Support
Justice Court Assistance Program
187 Wolf Road, Suite 103
Albany, NY 12205
Fax: 518-471-4807
Email: jcap@nycourts.gov

Remember: Applications are not reviewed or considered until the required documentation and signature page are received.

Signature Acknowledgement

I understand that this application will not be reviewed until the signed signature page is received by the Office of Court Administration, along with any required documentation.

Yes

QUESTIONS: If you have questions about JCAP or need assistance completing the application, please call the Office of Justice Court Support at 1-800-232-0630 or email: jcap@nycourts.gov

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DYMO LabelWriter, 450 Desktop Label Printer (1752264)

Item #: 797806 | Model #: 1752264

★★★★★ 160 Reviews

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\$117.99

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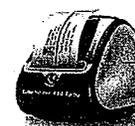
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Supplies and accessories



Open-End #6 Bubble Mailers, 12-3/8" x 17-3/4", 50/Box
★★★★★53



DYMO LabelWriter Address 30252 Label Printer Labels, 700/Box
★★★★★259



DYMO LabelWriter Shipping 30256 Label Printer Labels, 300/Box
★★★★★82



Dymo LabelWriter 1-Up File Folder 30327 Label Printer 260/Box
★★★★★98



Product details

Create crisp, easy-to-read labels with this DYMO LabelWriter thermal label maker, which features a 300 dpi resolution.

Print out everything from file labels to bar code price tags with this DYMO LabelWriter thermal print label maker. Thermal print technology delivers high-quality results without the need for special inks and toners, while the conveniently compatible setup lets you print from Microsoft Word and Outlook, Mac Address Book, and other software programs. Boasting a compact size, this DYMO LabelWriter fits neatly on your desk or in a storage drawer.

- Label printer for customized creation and printing of labels
- Prints up to 51 labels per minute
- It offers printing with 300 dpi maximum resolution
- Direct thermal print is not affected by sunlight or friction
- USB 2.0 for easy and flexible connectivity
- Connects easily with a USB cable
- Dimensions: 5.75"H x 4.88"W x 7.25"D
- 2-year manufacturer limited warranty
- test

Fast, Clear Prints

Boost your office productivity with this DYMO LabelWriter 450 that prints up to 51 labels per minute. Pull in the data you need via Windows Outlook or Mac Address Book when you require runs of prints for mailing out catalogs or promotional data. This label maker uses no ink or toner, only heat applied to special blank labels, ensuring your last print looks just as clear as the first.

Easy Compatibility

Load the DYMO Label v8 software on your Windows or Mac computer, and then plug in the LabelWriter 450 via the USB port for hassle-free setup and use. The compact sizing ensures this office essential doesn't take up lots of room on your desktop and lets you store it away with ease when not in use.

What's in the Box

This DYMO LabelWriter 450 label maker includes everything you need to print right away. The power adapter and cable work with standard electrical outlets, and the USB cable ensures a fuss-free computer connection. DYMO Label v8 software and a starter roll of thermal labels plus a Quick Start guide that works with Windows and Mac get you up and running quickly.

Would you like to give [feedback](#) on product content, images, or tell us about a lower price?

Specifications

Label Maker Connection Type	USB
PC Compatible	Yes
Label Maker Type	Label Printer
Cutter Type	Manual
Memory	0
Label Maker Design	Desktop
Mobile Capability	No
Label Maker Print Speed	B/W 51 labels/min
Label Maker PC Connectable	PC, Mac
Printing Technology	Direct Thermal
Maximum Label Width (Inches)	2.44
Maximum Resolution	300 dpi
Power Source(s)	External power adapter
Height in Inches	5.75
Width in Inches	4.88
Depth in Inches	7.25
Weight (lbs.)	1.5
Warranty	2-year manufacturer limited warranty
Label Makers Cutter Type	Manual
Thermal	Thermal
Series or Collection	LabelWriter 450
True Color	Black
Interface or Port Type	USB 2.0

From the Manufacturer | Powered by 

Ink and toner,
ordered automatically.
Introducing smart ordering with Auto Restock.

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1-800-657-9163

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Custom Artwork - Premium Soft Grip

SKU: CAPSG

Qty

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Categories

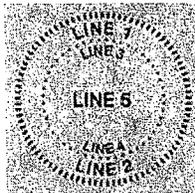
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- Wedding Embossers
- Address Embossers
- Stock Art Embossers
- Library Embossers
- Designer Embossers
- Foil Embossing Labels
- Oasis® Seai Image Inker/Blusher and Ink Shields
- Wax Seals
- Wax Sticks
- Replacement Embosser Inserts
- Idea Book
- Gallery
- Antique Embossers
- Name Plate
- Name Tags

Product Details

No other embosser looks like it or works like it! The SoftGrip™ Premium Pocket Seal offers a heavy duty frame and precision parts for the finest impressions every time. The "No Slip" Rubber Grips make it more comfortable to hold and easier to press. Comes with a **Deluxe Padded Case**. Imprint area is up to 2" in diameter.

Recommended for 20-24# paper.

Please send quality 300-600 dpi Black & White Line Art in one of the preferred file formats: .tiff, .eps, .jpeg, .ai or pdf. Don't have the right format? Send us what you have.



Product Options and Custom Information

Top Outer - Line 1
(or leave blank)

Bottom Outer - Line 2
(or leave blank)

Top Inner - Line 3
(or leave blank)

Bottom Inner - Line 4
(or leave blank)

Center - Line 5 Text or Icon
(or leave blank)

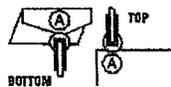
Size 1 5/8" Round

1 3/4" Round - Not Available In Gold +\$5.00

2" Round - Not Available In Gold +\$5.00

CNC Milled Brass Die Brass Die Upgrade +\$75.00 No

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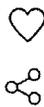
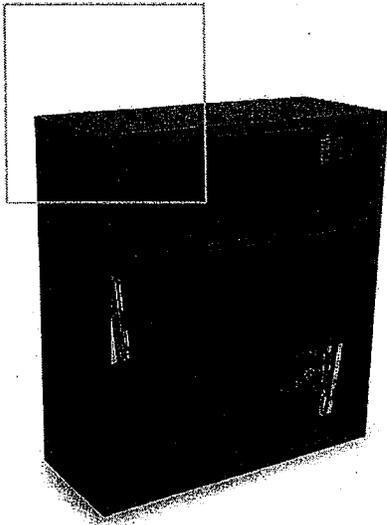
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Marvel® Ensemble® 36" x 14" x 40" Three Shelf Bookcase; Dark Neutral

Item #: 39246 | Model #: 762805000448

★★★★★ No reviews yet

Selection:

Dark Neutral ▾

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Supplies and accessories



Marvel® Ensemble® 36" x 14" x 65" Five Shelf
1Each
★★★★★0



Workplace2.0™ Multipurpose 30" Round
2/Bundle
★★★★★0



Essentials by OFM Bonded Leather Executive Side
1Each
★★★★★0



Tempur-Pedic TP9000 Mesh Task Chair, Black
1Each
★★★★★1210
Free delivery by tomorrow



Product details

Marvel® Ensemble® Dark neutral three shelf bookcase is an adjustable shelf bookcase adjusts up or down in 1/2" increments and includes 2 adjustable shelves for added comfort.

Marvel® Ensemble® Dark neutral three shelf bookcase has green guard certification which is used to organize your office & maximize your storage space. Bookcase has durable high quality textured powder coat finish & has a dimension of 40" x 36" x 14".

- Bookcases for under work surface or stand-alone storage
- Dimensions: 40"(H) x 36"(W) x 14"(D)
- 3 shelves (2 adjustable)
- Standards: GreenGuard certified
- Full assembly required
- Type: Stationary
- Four adjustable leveling glides
- Shelf brackets (four per shelf)
- Bookcases for under worksurface or stand alone storage

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Specifications

Type of Bookcase	Standard
Furnishing Color	Charcoal
Number of Shelves	3
Material	Metal
Adjustable	No
Height in Inches	40
Width in Inches	36
Depth in Inches	14
Weight (lbs.)	67
Number of Non-Adjustable Shelves	1

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Staples 2-Drawer Light Duty Vertical File Cabinet, Locking, Letter, Black, 18"D (52142)

Item #: 2806589 | Model #: 52142

★★★★★ [11 Reviews](#)

1/EA



Delivery

[Special purchasing options available at checkout](#)

\$116.99

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Qty:

1

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Frequently bought together

Total: \$116.99

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Consider these top essentials

Product details

Sort paperwork with this Staples black two-drawer letter-size light duty vertical file cabinet.

Keep documents accessible with this light duty vertical file cabinet. Integrated label holders let you categorize paperwork stored in each of the two drawers, and convenient handles make the drawers easy to open. With a compact size, this cabinet fits neatly in small work spaces. A keyed lock keeps important papers and personal items stored securely inside. This Staples letter-size vertical file cabinet boasts a flat top surface, which offers convenient space for a printer, a fax machine or other office essentials.

- Light duty vertical file cabinet for occasional use everyday
- Two-drawer light duty filing cabinet holds letter size documents
- Features black finish with metal construction
- Dimensions: 26.3"H x 14"W x 18"D
- Key lock for added security
- Assembly required
- 7-year manufacturer limited warranty
- Product Instructions

Organize your home or small office with the Staples 2-Drawer light duty vertical file cabinet. Keep all your letter-sized documents secure and tucked away in two 18" depth drawers. Label both drawers with the two built-in label holders allowing for quick identification of the contents in each drawer. This file cabinet comes equipped with one

Would you like to give [feedback](#) on product content, images, or tell us about a lower price?

Specifications

Brand Name	Staples
File Cabinet Assembly	Assembly Required
Furnishing Color	Black
File Cabinet Type	Vertical File
Furnishing Material	Metal
Warranty Information	7 Year
Number of File Drawers	2
File Size	Letter
Lock Included	Lock Included
Height in Inches	26.3
Width in Inches	14
Depth in Inches	18
File Cabinet Usage	Home or Small Office Use
File Cabinet Features	Locking
Safety Features	Key Lock
True Color	Black

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As of: 09/06/2019

GENERAL FUND CONSOLIDATED STATEMENT OF EXPENSES

Court

		THIS MONTH	BUDGET	TO DATE THIS YEAR	TO DATE LAST YEAR	OVER / (UNDER)
1110.100	JUSTICES PERS SERV	\$0.00	\$326,000.00	\$201,199.21	\$208,129.29	(\$124,800.79)
1110.101	COMPENSATED ABSENCES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1110.200	JUSTICE EQUIPMENT	\$0.00	\$14,031.00	\$12,242.69	\$0.00	(\$1,788.31)
1110.400	JUSTICES CONT EXP	\$0.00	\$0.00	\$0.00	\$18,294.74	\$0.00
1110.401	TELEPHONE	\$0.00	\$1,200.00	\$250.00	\$0.00	(\$950.00)
1110.411	OFFICE SUPPLIES & EQUIPMENT	\$0.00	\$11,000.00	\$3,906.77	\$0.00	(\$7,093.23)
1110.412	POSTAGE	\$0.00	\$200.00	\$166.83	\$0.00	(\$33.17)
1110.430	TRANSPORTATION & TRAVEL	\$0.00	\$4,200.00	\$2,769.81	\$2,897.97	(\$1,430.19)
1110.444	SCHOOL & DUES	\$0.00	\$1,200.00	\$960.00	\$0.00	(\$240.00)
1110.448	MISCELLANEOUS	\$0.00	\$3,000.00	\$25.00	\$0.00	(\$2,975.00)
1110.463	COMPUTER MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1110.464	SERVICE CONTRACTS	\$0.00	\$1,200.00	\$713.69	\$474.67	(\$486.31)

NYCOURTS.GOV**CITY, TOWN & VILLAGE COURTS****Justice Court Assistance Program (JCAP)**

The following guidelines must be met to consider the court's application when submitting a Board and applying for Construction funds and Security-related equipment. Mailed, faxed or emailed Resolution submissions of supporting documentation not containing the necessary language or information described below cannot be considered.

Board Resolution

A certified copy of a Board Resolution is required which shall state the Town/Village of XYZ authorizes the XYZ Town/Village Court to apply for a JCAP grant in the 2019-20 grant cycle up to \$30,000.00, or the exact amount being requested. Resolutions that do not state this language cannot be considered for JCAP funding.

Construction – Interior/Exterior Renovations and Repairs

Explain the need for the construction project. Indicate if you are ready to begin this project and how long it will take to be completed. Funds are required to be spent within 180 days from receipt.

If the amount granted does not cover the entire amount necessary for the requested project, an alternate funding source to pay for the project will be necessary. As such, pursuant to section 138.4 of the Rules of the Chief Administrator, prior to final determination of any application, the administrators may inquire with respect to the availability of "other sources of funding to pay some or all of the costs for which the application seeks funding".

If the item you are requesting is in a shared space, you may request partial funding only. Costs are to be shared with your municipality.

The contractor or vendor should be aware that the funds will be disbursed on or before April 1, 2020 and that they honor any estimate until the court can begin the project. The detailed estimate must list the itemized cost of labor, itemized cost of materials, and a detailed scope of work including the exact location of work to be performed.

The online application must contain a narrative to explain the need for the request, the specific location being modified, and any pertinent information the court deems relevant to best describe the project.

Check with your municipality regarding prevailing rates and New York State bidding requirements.

Applications for construction projects must also include a sketch with dimensions of the existing floor plan of the building and room(s) along with proposed floor plans of the building and room(s). Indicate on the floor plan the various points of entry and room names or you may use digital photographs of the exterior of the building to understand your current facility as well as digital photographs of any interior rooms to be affected. Please take photographs from each angle of the room (i.e. from the bench as the judge views the room, from the back of the courtroom as the public sees the judge's bench, from each doorway, etc.)

Security Equipment Requests

All requests for security equipment must include a detailed estimate with the itemized cost of labor, itemized cost of materials, and a detailed scope of work stating where each piece of the security equipment will be placed. The online application must contain a narrative to explain the need for the item being requested, the specific location where the security equipment will be placed, and any pertinent information the court feels would best describe the need for the equipment. Online applications or submissions not meeting these guidelines cannot be considered.

1. **Video Surveillance Equipment, Duress Alarm** – If video surveillance or a duress alarm are being requested, the estimate from the vendor must state the exact court location of where each camera will be placed, location of where monitor will be placed, the exact location of where the duress alarm(s) will be and the cost per camera or duress alarm.
2. **Magnetometer or Handheld Metal Detector** – If a magnetometer or handheld metal detector is being requested, your online application must state if the court has security personnel to operate the magnetometer or handheld metal detector. Applications will not be considered if security personnel is not present to operate this equipment.
3. **Reception/Pay Window** – If a reception/pay window is being requested, the detailed estimate must be itemized to show the cost of labor, the itemized cost of materials, scope of work to include the exact location of the window.

Welcome**APPLICATION INFORMATION - TO BE COMPLETED ONLINE**

Court Name and Contact Information

CASELOAD - TO BE COMPLETED ONLINE

New Case Filings for 3 Years

GRANT ITEMS - TO BE COMPLETED ONLINE (Please note: certain items are not allowed and should not be applied for, such as salaries, telephone bills, internet access or annual renewal fees for software.)

Please choose the item needed, enter the quantity of that item, the cost and the priority level. Priority level is either "1" (High -needed immediately); "2" (Medium - needed in the near future); or "3" (Low). You may request numerous items with the same priority. (While 'priority level' is given consideration, the Chief Administrator is not bound by your priority assignments when deciding awards.)

SIGNATURE PAGE & SUPPORTING DOCUMENTATION

Applications are not complete until the Signature Page, a certified Board Resolution from the Town or Village, court budget, one estimate per item, and any other required documentation (construction estimates, drawings, price estimates, photographs and invoices, etc.) is received by the Office of Justice Court Support.

After submitting the application online, please print the Signature Page and mail, fax or scan/email it, along with the required documentation to Office of Justice Court Support Justice Court Assistance Program 187 Wolf Road, Suite 103, Albany, NY 12205

518-471-4807

Email: jcap@nycourts.gov

Please note: Only one mailed, faxed or scanned/emailed copy of paperwork is needed.

REQUIRED DOCUMENTS:

SIGNATURE PAGE - At least one Justice, other than an Associate Village Justice, and the Town Supervisor or Village Mayor must sign the Signature Page.

BOARD RESOLUTION - Attach a certified copy of the Town or Village Board Resolution stating the Town or Village Board authorizes the XYZ court to apply for a JCAP grant in the 2019-20 cycle, up to \$30,000.00.

ANNUAL BUDGET - Attach a copy of the Court's itemized budget for the most recent municipal fiscal year.

ESTIMATES - Only one estimate per item is required.

GRANT ELIGIBLE ITEMS:

Computer Hardware

Misc. Servers, backup systems, etc.

Computer Software

MS Office, etc.

*Computer Support

Records Management, etc.

Please note OCA's Division of Technology (DOT) provides The Courtroom Program, computer equipment such as desktops, laptops, network and personal printers, fax machines and scanners. If you have a question whether certain equipment is available through (DOT), please call 800-622-2522.

Construction Security

Exterior Renovations/Repairs

Handheld metal detector

Interior Renovations/Repairs

Duress Alarms

Audience Seating

Reception/Pay Window

Bench

Video Surveillance

Jury Box

Walkthrough Metal Detector

Other construction

Office Equipment

Cash Box

Court Seal

Label Printer

Standalone Copy Machine

Safe

Shredder

Other Telephone equipment/installation TV/Video

Furniture

Bookcases

Chairs

Desks

Other Courtroom Enhancements

File cabinets

Air conditioning

Gavel Lectern

Battery backup/Emergency lights

Judicial Robe

Storage cabinets
 Generator
 Flags
 Tables
 Audio/PA Systems
 Signs
 Other furniture
 Other supplies/equipment
 Wall Seal
 Other

Please Note: The maximum grant award is \$30,000 per court, \$60,000 jointly. JCAP funds are to be spent within 180 days of receipt. The JCAP Reconciliation Report, reflecting all funds have been spent, along with paid receipts, must be returned to OJCS within 180 days. Please call OJCS at 800-232-0630 for further direction if all funds have not been spent.

Applications are Due on or before October 10, 2019.

QUESTIONS: If you have questions about JCAP or need assistance completing the application, please call the Office of Justice Court Support at 1-800-232-0630 or email: jcap@nycourts.gov.

INSTRUCTIONS

Online Application Only justice court personnel shall be designated to submit the application.

Joint Application If applying jointly, click "yes" and list the court which is applying with you.

Contact Person Name of justice court personnel we may contact if necessary

E-mail Enter your nycourts.gov email address (Ex. AJones@nycourts.gov)

Address Enter court's mailing and physical address

Caseload List new case filings for the last 3 years

Grants List JCAP awards for the last 2 fiscal years

Items requested (see 'construction' and 'security' below for additional specific instructions)

Please submit one estimate per item. These may be pages from catalogs showing the item and price. When ordering from vendors, be sure to request the "State Contract Price".

1. Select level of priority. (1-high, 2-medium, 3-low)
2. Select "item category"
3. Click on "save category" box
4. Choose "item" (click on the box to see options)
5. Enter "quantity" of item ("1" for items that quantity does not apply (construction, etc.))
6. Enter "price" per item
7. Click on "Add New Item" box to total
8. Continue same procedure for each item requested
9. MUST add narrative stating the need for each item requested in Grant Items

Construction Projects (These projects require extra documentation and explanation)

Applications seeking a construction grant must submit the following:

1. A detailed estimate showing itemized costs of both materials and labor, and scope of work
2. A sketch with dimensions of the existing floor plan of the building and room(s) along with proposed floor plans of the building and room(s). Indicate on the floor plan the various points of entry and room names or use
3. Photos of the exterior of the building and any interior rooms to be affected

Security Items

Requests for walkthrough and/or handheld metal detectors cannot be approved unless the court states in the Court Comments section of their online application it has, or will have, security personnel to staff the equipment. (Please note: JCAP funds may not be used for judicial or non-judicial salaries).

Printing Your Application

You must print your application PRIOR TO clicking "Submit Completed Application". Go to the "file" menu at the top left of the page and choose "print." Print each page separately. Once submitted, you will no longer be able to modify your application.

Submitting your Application

Click "Submit Completed Application" to submit the on-line portion of the application. You must print the Signature Page and either mail, fax or scan/email the following documents to complete the process:

Desiree Potvin, Town Clerk
Town of Woodbury
PO Box 1004, Highland Mills, NY 10930
(845) 928-6829 Phone; (845) 928-7380 Fax
dpotvin@woodburyny.us



TO: Alice Confield and Carol Garen, Justice Court Clerks
DATE: October 5, 2018
SUBJECT: 2018/2019 Justice Court Assistance Program

At the Town Board meeting held on October 4, 2018, the following was approved:
Motion was offered by Councilwoman Hernandez, seconded by Councilman Hunter, to authorize the Town Justice Court to participate in the 2018/19 Justice Court Assistance Program and to authorize the Supervisor to sign any and all necessary documents relating to the application process.

ADOPTED **AYES** 4 *Palermo, Arone, Hernandez, Hunter*
 NOES 0

STATE OF NEW YORK; COUNTY OF ORANGE
Office of the Clerk of the TOWN OF WOODBURY

I, Desiree Potvin, Town Clerk of the Town of Woodbury, Orange County, New York, DO HEREBY CERTIFY, that I have compared the above with the original resolution adopted by the Town Board of the Town of Woodbury at a meeting of said Board held on the 4th day of October, 2018, and that the above is a true and correct transcript of said original resolution and of the whole thereof, and that said original resolution is on file in my office.

I DO FURTHER CERTIFY, that each of the members of the Town Board had due notice of said meeting, and that Frank Palermo, Supervisor, and Timothy Arone, Jacqueline Hernandez and Robert Hunter, Councilpersons, were present at such meeting, and that Michael Essig, Councilman, was absent.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Town this 5th day of October, 2018.

Desiree Potvin, Town Clerk
of the Town of Woodbury
Orange County, New York

(SEAL)