

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.)

2020-21 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:
2019:	751-1,000	101-150	7,501-10,000	0-30
2018:	751-1,000	101-150	7,501-10,000	0-30
2017:	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 2020-2019 No Yes **Amount of Award** \$1,016.00

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

Grant Items

Priority	Item Category	Item Name	Quantity	Price	Item Total
Total of all Items requested: \$10,884.07					
1	Security	Walkthrough metal detector	1	\$3,544.00	\$3,544.00
Comment: Need for back door entrance of court house where disabled or various others can enter from, we have 3 security officers to work the machines.					
1	Furniture	Desks	3	\$857.99	\$2,573.97
Comment: Desks are breaking and can not be put back together due to them being moved, the last movement of desks was due to covid19 and making sure we were following guidelines.					
1	Office Equipment	Shredder	1	\$329.99	\$329.99
Comment: Replacing old shredder that broke					
1	Courtroom Enhancements	Signs	1	\$8.79	\$8.79
Comment: Exit signs since we have reconfigured in and out due to covid 19					
1	Courtroom Enhancements	Signs	1	\$18.49	\$18.49
Comment: Exit signs since we have reconfigured in and out due to covid 19					
1	Other	Other	6	\$227.69	\$1,366.14
Comment: Metal shelving for our prior year file boxes that are put in our docket room.					
1	Other	Other	3	\$319.99	\$959.97
Comment: Dehumidifiers in 3 different locations in court house. one in front office, one in back office and one in judge's conference area. Offices are very humid, it is a very old building with old windows.					

1	Furniture	Chairs	1	\$411.99	\$411.99
Comment: Replacing broken chair					
1	Other	Other supplies/equipment	2	\$78.39	\$156.78
Comment: Additional gloves for protection from covid 19 medium and large size					
1	Other	Other supplies/equipment	1	\$979.00	\$979.00
Comment: Additional masks for protection from covid 19					
1	Other	Other supplies/equipment	5	\$35.00	\$175.00
Comment: additional kn95 masks preferred by the judges					
1	Other	Other supplies/equipment	5	\$71.99	\$359.95
Comment: additional Purell for hand sanitizing in court house					

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 recieved.

Signature Acknowledgement

I understand that this application will not be reviewed until the signed signature page is recieved 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