

<b>2008-09 Spending Plan</b>	<b>Agency Name: NYS Office of Homeland Security</b>
	<b>Agency Head: F. David Sheppard, Director</b>

## **A. Overview of Proposed Plan**

### *A.1 Overall Approach*

The New York State Office of Homeland Security was codified in 2004 after three years of operation under an Executive Order signed on October 10, 2001. From inception, the overall approach to managing the goal of protecting the citizens of New York from a terrorist attack and ensuring an effective response to an “all-hazard” incident was to establish various levels of cooperation, information-sharing and coordination of programs with state agencies, local governmental jurisdictions and the federal government. This collaborative approach is in keeping with the fiscal goals for 2008-09 and has proven satisfactory in meeting federal requirements as well as goals of local and state government.

The overall agency plan to meet and sustain budget reductions is to reduce planned collaborative initiatives and to sharply reduce nonpersonal service expenses particularly with regard to travel, technology upgrades, equipment purchases and supplies. This will limit our ability to expand current initiatives regarding outreach to private sector/critical infrastructure partners.

With its small size, the agency is well-positioned to monitor all expenditures, even those routine in nature. All travel and equipment purchases require executive approval. Administrative and executive staff review and evaluate all contract renewals, regular expenditures for telecommunications, maintenance, and computer-technology equipment and all consultant agreements. Although we expect travel costs to increase due to the cost of fuel and increases in public transportation, we will curtail attendance at conferences and seminars; we will require attendance at meetings via video conferencing; and we will purchase nothing that is not essential to our goals. These practices will ensure that we meet our nonpersonal savings target of \$202,000 this year and next.

The Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) is pursuing an all-funds, cross-program and project spending plan development strategy with a singular purpose—to determine the minimum resources necessary in order to effectively perform only those activities that are mission-critical. Under this approach, the agency’s program managers and staff developed and submitted program spending plans outlining their minimum non-personal service (NPS) requirements supporting their core needs. Being a relatively new agency with ever-increasing critical responsibilities, the reductions create a strain on the agency, but one that will be managed. The agency has two core responsibilities:

- Overseeing and implementing cyber security strategies to protect the State’s systems and assets; and
- Developing and maintaining access to critical infrastructure/key resource (CIKR) data for NY State and local government use, including but not limited to homeland security, emergency management, and law enforcement programs.

All unit spending plans were developed on a zero-base budget methodology. The program submissions were compiled into a preliminary agency spending plan that was carefully scrutinized by the agency Director and his executive staff. The executive review paid particular attention to new technology acquisitions (and even those for maintenance of existing IT applications and hardware), planned office equipment (including replacement computer desktops and laptops) and supply purchases, and publication costs. Office equipment (including replacement computer desktops and laptops) and supplies and publication costs were also closely analyzed and found to make up only about 1% of our agency's NPS budget. All travel, training, and conference costs were immediately segregated by the Director from the individual program spend plans and a directive passed to all agency personnel that only those travel and training requests that are critical and fully justified (why each is essential to maintaining base level program performance) would be considered on an individual basis. The NPS reductions made by the Director were then communicated back to the program managers for their review and integration into revised unit spending plans.

Achieving substantial savings in personal service (PS) costs in FY 08-09 is extremely difficult for a very small agency such as CSCIC. With only 50 full-time government staff and a critical, growing mission, obtaining budget savings this fiscal year through reduction of CSCIC positions would have a debilitating impact on essential agency operations and ultimately the cyber security of the State. Therefore, in order to meet our overall reduced cash disbursement amount in FY 08-09 through NPS reductions and targeted PS savings, where possible, we developed a plan to hold positions vacant for longer periods and reduce overtime expenditures.

## *A.2 Achievement of Savings on a Recurring Basis*

In OHS, a large amount of agency expenditures are directly related to the extent to which we collaborate with federal, state and local partners. To achieve recurring savings we will have to reduce plans to expand those collaborative efforts regarding intelligence and information sharing, and critical infrastructure protection. In particular, we will sustain reductions as noted above in travel expenses, supplies and equipment replacement

CSCIC has identified the following program/project cancellations and reductions, producing the indicated savings in FY 08-09 (a total GF reduction of \$325,000 and Special Revenue Fund decrease of \$200,000 to comply with the reduced cash levels communicated by our DOB examiner) and on a recurring basis:

1. **Kids Safe Online Conference** (part of annual Cyber Security Awareness Month): Reduced by **\$50,000**

Details: The annually hosted Kids Safe Online Conference, which includes guest speakers and an interactive play on safe Internet usage for children that is viewed in-person by hundreds and online by thousands, will be cancelled.

Potential Risk/Impact: Cancellation of the Kids Safe Online conference will eliminate a very successful outreach and educational program focused on keeping our children safe and mitigating the risk to them while on the Internet.

Plan to Mitigate that Risk/Impact: NY State will still be able to provide outreach and mitigate risk in this area through existing programs carried out by other departments/agencies.

2. **Managed Security Services (MSS):** Savings will be achieved by decreasing service and subscription levels within our new contract for Managed Security Services accordingly:
  - a. **Cyber Security Consulting Services:** Reduced by **\$116,000**  
Details: Annual savings on firewall and Intrusion Detection/Prevention System (IDS/IPS) device monitoring, correlation, and analysis were achieved through our negotiations of price discounts in the contract with the MSS vendor.
  - b. **Cyberspace Security Intelligence Subscription Services:** Reduce by **\$64,000**  
Details: Annual savings from reducing our subscription service level for the cyber threat and vulnerability intelligence and early warning system known as "Deep Sight." The license will be revised to limit our ability to share the information with State agencies and local government.  
Potential Risk/Impact: This reduction, although to an important mission activity, will have a minimal negative affect on our operations since our personnel will still receive threat and vulnerability intelligence through "Deep Sight."  
Plan to Mitigate that Risk/Impact: The few staff that will have access to the threat and vulnerability information will be responsible for briefing other members of the Cyber Security Team. We will need to validate cyber threats with other sources and draft our own notices to state agencies and local government inn lieu of directly transmitting the information. Our operations center maintains many other sources of information on cyber risk and will continue to seek other (no cost) avenues for cyber intelligence, including expansion of our information sharing partnerships.
  
3. **Streets and Address Database Maintenance:** Reduced by **\$40,000**  
Details: A Statement of Work (SOW) within a new Request for Proposals (RFP) to perform maintenance on CSCIC's Streets and Address Database has been revised to reduce the frequency that data point updates are provided from the prospective vendor to the agency from monthly to quarterly. Also, a lower level of verification of data point accuracy will be provided by the prospective vendor.  
Potential Risk/Impact: A Streets and Address database that is slightly less current and with less than optimal accuracy will have a medium negative impact on our customers.  
Plan to Mitigate that Risk/Impact: CSCIC will communicate to Streets and Address Database customers the expected accuracy of the data contained within it. And even at this reduced level of currency and accuracy (from monthly to quarterly updates), the database will still be one of the best of its kind throughout the U.S.
  
4. **Training and Travel Costs:** Reduced by **\$32,000**  
Details: CSCIC will significantly reduce program staff training and official travel.  
Potential Risk/Impact: A reduction in training investments will have a medium negative impact in the short term, but if these are sustained, they will significantly impede our ability to stay abreast of the latest cyber threats/exploits (e.g., malware and hacking techniques), vulnerabilities, and risk mitigation techniques and Geographic Information System (GIS) technologies. We are looked to by state and local government staff as the experts in cyber security and GIS services. We may need to identify other areas of savings in outyears in order to resume necessary training levels.  
Plan to Mitigate that Risk/Impact: The strategy that will be employed to mitigate risk caused by these cuts is to have the personnel who will receive training engage those that who will not in order to transfer the knowledge and skills attained through in-house training (increasing our utilization of the "train-the-trainer" approach).

5. **Orthoimagery Program: Reduced by \$206,000**

Details: The number of NY State counties that are covered under the Orthoimagery (aerial photography) Program will be reduced by 13% from approximately 15 to 13 each year thereby increasing the Statewide orthoimagery "refresh" period from about every 4 years to over every 4 ½ years.

Potential Risk/Impact: A small reduction in the pace with which we update orthoimagery will have a modest negative impact on the program and its customers.

Plan to Mitigate that Risk/Impact: We will target this reduction to the more rural areas of the state while keeping the urban areas updated according to the current schedule.

6. **Equipment Replacement: Reduced \$ 15,000**

Details: Equipment replacement for PC and Server (4 years) will be extended to 4 ½ years.

Potential Risk/Impact: Older equipment is more prone to failure.

Plan to Mitigate that Risk/Impact: We will prioritize the equipment replacement based on the criticality of the applications that reside on the equipment.

The next step in our spending reduction strategy began after the completion of (and in a few cases for necessary early fiscal year expenditures in concert with) our internal cash planning process as we have now entered the execution phase of the annual budget cycle. Our agency's spending process ensures that every procurement request is subjected to executive review and approval and that each request is for an item, and within the associated dollar ceiling, included in the CSCIC NPS spend plan. Furthermore, the amount budgeted for each item within the spending plan is reduced according to each amount obligated by a procurement submission and revised further upon our review of the actual payment of the corresponding vendor invoice. This process will be utilized to report monthly CSCIC's expenditures against its planned budget and running totals of its remaining cash balances.

### *A.3 Protecting Key Priorities*

OHS agency priorities remain the prevention of a terrorist attack, the protection of critical infrastructure and key resources in the state and the preparedness of first responders. These core priorities have been the focus of agency staffing and federal grant support. We will sustain these priorities although there will be little or no expansion in terms of additional programs or initiatives.

CSCIC's **Key Priorities** include:

1. Monitoring, identifying, assessing, preventing, and neutralizing cyber threats to NY State and local government, and other State and local govt., information technology infrastructure.
2. Sharing information on cyber threats and vulnerabilities with NY State and local government entities, the Federal government, and other security partners, both public and private sector—across the U.S. and around the world.
3. Responding and recovering from cyber attacks and incidents affecting NY State and local government, and other State and local govt., networks and systems.
4. Monitoring and reporting NY State department/agency compliance with mandatory information security policies and standards.

5. Coordinating NY State's public and private sector GIS services and providing direct GIS support to NY State and local government homeland security, law enforcement, and emergency response and recovery agencies and personnel. This includes developing and maintaining access to critical infrastructure data to assist homeland security, emergency management and law enforcement programs in the State.

It is crucial to our State and the nation that these CSCIC mission-critical functions continue to be sufficiently resourced. The reduced cash disbursement amounts place added strain on an organization that already operates within a constrained resource environment. The recommended program reductions in this plan, along with continued, often creative sharing of resources and operational efficiencies identified and implemented daily by our personnel, will enable CSCIC to do its part in helping to close the State's budget deficit. However, additional cuts this fiscal year and in those to follow could severely degrade our agency's ability to meet its key priorities, thus significantly increasing cyber risk—most directly to NY State departments and agencies, thereby threatening the successful performance of the critical, and very often cyber-dependent, functions and services they provide for our State's citizens.

Agency personnel have also been working diligently on enhancing the performance metrics we collect, assess, and act upon (some of which have already been reported in our monthly reporting to the State Director of Operations.) Our initial goal has been to identify meaningful and measurable performance measures and then set ambitious yet achievable targets by which to drive improved program performance. Our ultimate aim is to be able to specify those output measures that directly support mission-aligned outcomes—the anticipated results of our agency's key priorities. These will define our effectiveness and also spur continuous improvement. Further, we also plan to more directly tie these measures to budgeted dollars, thus clearly demonstrating CSCIC's return on NY State tax payer investment.

#### *A.4 Treatment of New Initiatives*

Although OHS will not be able, in 2008-09 or 2009-10, to fully develop all critical initiatives, all executive staff work to maintain some progress in priority areas. Some additional examples of work that will be delayed include plans to establish an automated system of data coordination and use across the agency and further to the NYSIC, CSCIC and other areas. We have also identified an initiative with SEMO to enhance emergency planning at the local level which will not be fully in place this year or next, but will be ready for implementation when funding allows. Private Sector Outreach will begin this year but full implementation will be delayed until late next fiscal year; other programs will be treated in the same way. OHS will remain focused on maintaining critical core mission areas including prevention, protection and preparedness.

In order to enhance the overall cyber security posture of the State, CSCIC needs to expand its managed security services (cyber threat monitoring and analysis) customer base by adding those NYS agencies that are still not under its coordinated, 24x7 cyber threat watch. The interconnectedness of our State government IT networks means that a cyber attack or incident to one less aware or resilient network, system, or asset places our entire enterprise infrastructure at risk. CSCIC may also increase the number of other State government MSS customers (that pay for those services via an internal service fund) and potentially offer cyber vulnerability scanning services to those States, and their local governments, as part of a comprehensive cyber risk reduction service offering. However, there are no truly new initiatives being planned by the agency during this fiscal year.

**B. Summary of General Fund Financial Impacts**

<b>GENERAL FUND -- SAVINGS SUMMARY</b>			
GF Operating	Required Reduction	2008-09 Savings	2009-10 Savings
Local Assistance			
Personal Service	N/A	7	7
Non-personal Service	N/A	401	401
Total State Operations		408	408
Capital			
<b>TOTAL</b>	N/A	408	408

<b>GENERAL FUND -- YEAR-TO-YEAR CHANGE, AFTER SAVINGS</b>			
GF Operating	2007-08 Actual 04/01/07-03/31/08	2008-09 Projection	Percent Change
Local Assistance			
Personal Service	4,764	4,506	-5.41
Non-personal Service	5,904	6,127	+3.78
Total State Operations	10,668	10,633	-0.01
Capital			
<b>TOTAL</b>	10,668	10,633	-0.01

**C. Identification of Proposed General Fund Actions**

	2008-09 Cash	2009-10 Cash	2010-11 Cash
<b>GENERAL FUND</b>			
<b>State Operations</b>			
<b>OHS:</b>			
1. Reduce PS OT	7	7	7
2. Reduce Travel Expenditures	80	80	80
3. Reduce Equipment Purchases and Maintenance	72	72	72
4. Eliminate Unnecessary Supplies	50	50	50
<b>CSCIC:</b>	50	50	50
Cancel Kids Safe Online Conference	133	133	133
Cyber MSS Contract	16	16	16
Travel and Training			

**B. Summary of General Fund Financial Impacts-Miscellaneous**

<b>GENERAL FUND -- SAVINGS SUMMARY</b>			
	Required Reduction	2008-09 Savings	2009-10 Savings
Local Assistance			
Personal Service	N/A		
Non-personal Service	N/A	374	374
Total State Operations			
Capital			
<b>TOTAL</b>	N/A	374	374

<b>GENERAL FUND -- YEAR-TO-YEAR CHANGE, AFTER SAVINGS</b>			
	2007-08 Actual <u>04/01/07-03/31/08</u>	2008-09 Projection	Percent Change
Local Assistance			
Personal Service	3,021	0	-100.0
Non-personal Service	4,193	14,361	+242.5
Total State Operations	7,214	14,361	+99.1
Capital			
<b>TOTAL</b>	<b>7,214</b>	<b>14,361</b>	<b>+99.1</b>

**C. Identification of Proposed General Fund Actions-Miscellaneous**

	2008-09 Cash	2009-10 Cash	2010-11 Cash
<b>GENERAL FUND</b>			
<b>State Operations</b>			
1. OHS:			
2. Reduce Travel, Equipment, Maintenance, Supplies	233	233	233
<b>CSCIC:</b>			
3. Reduce Cyber Subscription	64	64	64
4. Reduce Roads and Address Contract	40	40	40
Reduce Equipment and Travel	37	37	37

**D. Summary of Impact on Other Funds**

<b>OTHER FUNDS -- SAVINGS SUMMARY</b>			
	Required Reduction	2008-09 Savings	2009-10 Savings
Cyber Upgrade			
Local Assistance			
Personal Service	N/A		
Non-personal Service	N/A	200	200
Total State Operations			
Capital			
<b>TOTAL</b>	<b>N/A</b>	<b>200</b>	<b>200</b>

<b>OTHER FUNDS -- YEAR-TO-YEAR CHANGE, AFTER SAVINGS</b>			
	2007-08 Actual <u>04/01/07-03/31/08</u>	2008-09 Projection	Percent Change
Cyber Upgrade			
Local Assistance			
Personal Service			
Non-personal Service	694	600	-13.5
Total State Operations	694	600	-13.5
Capital			
<b>TOTAL</b>	<b>694</b>	<b>600</b>	<b>-13.5</b>

**E. Identification of Proposed Other Fund Actions**

	2008-09 Cash	2009-10 Cash	2010-11 Cash
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**OTHER FUNDS (Note the fund/s affected by each proposal, in parentheses at the end of each entry)**

**State Operations Cyber Upgrade**

1. Reduce Orthoimagery Expenditures	200	200	200
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**F. Plan to Manage the Workforce**

*F.1 Overall Approach*

The agency currently has 174 positions filled, significantly under our target of 192. These include positions funded for Cyber Security (Public Service Account); the federal Disaster Preparedness Program (Weapons of Mass Destruction) through which the agency has granted over \$1.5 billion in federal grant funds across the state; the Miscellaneous Homeland Security Appropriation which funds the critical training initiative for first responders; and the General Fund Appropriation for managing and administering agency programs.

From fewer than 20 temporary positions originally provided to OHS, we have developed and utilize various titles from the competitive class, three non-competitive title series, and exempt positions which are used appropriately to reach our goals. In this initiative, we strive to establish a stable, competent workforce able to provide the leadership, skills and technical knowledge needed as we work to integrate federal and state homeland security priorities, push for regional cooperation among local entities, other states and Canada; enhance the training provided to first responders; develop and disseminate intelligence and law enforcement information to our private and public sector partners; and assess vulnerabilities in our critical infrastructure and key resources.

Since CSCIC is a relatively new agency with expanding critical responsibilities, even maintaining the current target level creates a significant strain on our operational capabilities. An anticipated increase in the provision of managed security services and the role out of the new Critical Infrastructure Response Information System (CIRIS) via the IJAB Portal this fiscal year will be accomplished with no additional staff. We will continue to scrutinize each vacancy that may occur and will hold positions open for as long as possible without jeopardizing vital services to our customers. We will also closely analyze and evaluate all overtime requests.

**F.2 Plan for Refill of Vacant Positions (both current and anticipated vacancies)**

OHS intends to fill its positions to target, as we cannot achieve satisfaction of our mission with less. We will adhere to the minimal personal service savings suggested by the Division of the Budget in recognition of this fact this year and next. With such limited staffing, we must constantly evaluate and shift responsibilities and can only reach priority goals by sacrificing other critical programs.

In order to produce PS savings in FY 09-10 and beyond, CSCIC will review the feasibility of holding less critical positions vacant for several months. The achievement of savings will depend upon the criticality of the positions that are vacated.

<b>Workforce Impact -- All Funds</b>	
<b>a. Initial Target: x,xxx [for reference] 192</b>	-----
b. Current Fills PP# 3 or 4	176
c. Recurring impact of proposed actions (see Parts C & E)	-
d. Recurring impact of vacancy-refilling plan (see F.2)	+16
e. Total FTEs March 31, 2009 (line b minus line c, plus/minus line d)	192
f. Change from Initial 2008-09 Target (line a minus line e)	-0-

**G. Monthly Projections: GF Operating ; GF State Operations/Local/Capital**

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
<b>A. Workforce - All Funds</b>													
Est FTEs Month-end	44	44	44	44	44	44	44	44	44	44	44	44	
<b>B. State Operations</b>	April	May	June	July	August	September	October	November	December	January	February	March	
Personal Service													
1st PP	\$169,970	\$172,854	\$168,547	\$175,235	\$178,973	\$182,448	\$173,760	\$173,760	\$163,334	\$173,760	\$170,547	\$176,735	\$2,079,923
2nd PP	\$172,808	\$178,973	\$167,859	\$177,235	\$177,452	\$181,358	\$172,760	\$173,760	\$165,072	\$172,760	\$170,285	\$170,235	\$2,080,557
3rd PP (if applies)	\$173,760	\$0	\$0	\$0	\$0	\$0	\$171,760	\$0	\$0	\$0	\$0	\$0	\$345,520
Subtotal PS	\$516,538	\$351,827	\$336,406	\$352,470	\$356,425	\$363,806	\$518,280	\$347,520	\$328,406	\$346,520	\$340,832	\$346,970	\$4,506,000
NPS	\$0	\$125,000	\$450,000	\$475,000	\$675,000	\$950,000	\$750,000	\$550,000	\$575,000	\$375,000	\$550,000	\$652,000	\$6,127,000
<b>Total Disbursements -- State Ops</b>	<b>\$516,538</b>	<b>\$476,827</b>	<b>\$786,406</b>	<b>\$827,470</b>	<b>\$1,031,425</b>	<b>\$1,313,806</b>	<b>\$1,268,280</b>	<b>\$897,520</b>	<b>\$903,406</b>	<b>\$721,520</b>	<b>\$890,832</b>	<b>\$998,970</b>	<b>\$10,633,000</b>
<b>C. Local Assistance</b>													
Program x	0	0	0	0	0	0	0	0	0	0	0	0	0
Program y	0	0	0	0	0	0	0	0	0	0	0	0	0
Program z	0	0	0	0	0	0	0	0	0	0	0	0	0
All other local assistance	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Disbursements - Local</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. Capital Projects</b>													
Program/project aa	0	0	0	0	0	0	0	0	0	0	0	0	0
Program/project bb	0	0	0	0	0	0	0	0	0	0	0	0	0
Program/project cc	0	0	0	0	0	0	0	0	0	0	0	0	0
All other Capital Projects	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Disbursements - Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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### G. Monthly Projections: GF Misc HS –; GF State Operations/Local/Capital

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	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
<b>A. Workforce - All Funds</b>													
Est FTEs Month-end	46	46	46	50	54	56	58	58	66	66	66	66	
<b>MISCELLANEOUS APPROPRIATION</b>													
<b>B. State Operations</b>													
	April	May	June	July	August	September	October	November	December	January	February	March	
Personal Service													
1st PP	\$59,620	\$103,958	\$103,958	\$123,789	\$139,389	\$147,189	\$154,989	\$154,989	\$178,999	\$178,999	\$178,999	\$181,178	\$1,706,056
2nd PP	\$60,699	\$103,958	\$103,958	\$123,789	\$139,389	\$147,189	\$154,989	\$154,989	\$178,999	\$178,999	\$178,999	\$181,178	\$1,707,135
3rd PP (if applies)	\$61,820						\$154,989						\$216,809
Subtotal PS	\$182,139	\$207,916	\$207,916	\$247,578	\$278,778	\$294,378	\$464,967	\$309,978	\$357,998	\$357,998	\$357,998	\$362,356	\$3,630,000
NPS	25,000	300,000	350,000	750,000	850,000	950,000	850,000	750,000	450,000	400,000	375,000	615,000	6,665,000
<b>Total Disbursements -- State Ops</b>	<b>207,139</b>	<b>507,916</b>	<b>557,916</b>	<b>997,578</b>	<b>1,128,778</b>	<b>1,244,378</b>	<b>1,314,967</b>	<b>1,059,978</b>	<b>807,998</b>	<b>757,998</b>	<b>732,998</b>	<b>977,356</b>	<b>10,295,000</b>
<b>C. Local Assistance</b>													
Program x	0	0	0	0	0	0	0	0	0	0	0	0	0
Program y	0	0	0	0	0	0	0	0	0	0	0	0	0
Program z	0	0	0	0	0	0	0	0	0	0	0	0	0
All other local assistance	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Disbursements - Local</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. Capital Projects</b>													
Program/project aa	0	0	0	0	0	0	0	0	0	0	0	0	0
Program/project bb	0	0	0	0	0	0	0	0	0	0	0	0	0
Program/project cc	0	0	0	0	0	0	0	0	0	0	0	0	0
All other Capital Projects	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Disbursements - Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### G. Monthly Projections: All Funds Workforce; General Fund State Operations/Local/Capital

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
<b>A. Workforce - Federal Funds</b>													
Est FTEs Month-end	36	36	36	36	36	36	36	36	36	36	36	36	
<b>B. State Operations</b>													
	April	May	June	July	August	September	October	November	December	January	February	March	
Personal Service													
1st PP													
2nd PP													
3rd PP (if applies)													
Subtotal PS													
NPS													
<b>Total Disbursements -- State Ops</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>C. Local Assistance</b>													
Program x	0	0	0	0	0	0	0	0	0	0	0	0	0
Program y	0	0	0	0	0	0	0	0	0	0	0	0	0
Program z	0	0	0	0	0	0	0	0	0	0	0	0	0
All other local assistance	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Disbursements - Local</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. Capital Projects</b>													
Program/project aa	0	0	0	0	0	0	0	0	0	0	0	0	0
Program/project bb	0	0	0	0	0	0	0	0	0	0	0	0	0
Program/project cc	0	0	0	0	0	0	0	0	0	0	0	0	0
All other Capital Projects	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Disbursements - Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

(double-click to enter table)

## G. Monthly Projections: All Funds Workforce; B3 and C3 State Operations/Local/Capital

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
<b>A. Workforce - Special Revenue</b>													
Est FTEs Month-end	46	46	46	46	46	46	46	46	46	46	46	46	
<b>B. State Operations</b>													
Personal Service	April	May	June	July	August	September	October	November	December	January	February	March	
1st PP													
2nd PP													
3rd PP (if applies)													
Subtotal PS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NPS													
<b>Total Disbursements -- State</b>													
Ops	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>C. Local Assistance</b>													
Program x	0	0	0	0	0	0	0	0	0	0	0	0	0
Program y	0	0	0	0	0	0	0	0	0	0	0	0	0
Program z	0	0	0	0	0	0	0	0	0	0	0	0	0
All other local assistance	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Disbursements - Local</b>													
	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>D. Capital Projects</b>													
Program/project aa	0	0	0	0	0	0	0	0	0	0	0	0	0
Program/project bb	0	0	0	0	0	0	0	0	0	0	0	0	0
Program/project cc	0	0	0	0	0	0	0	0	0	0	0	0	0
All other Capital Projects	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Disbursements - Capital</b>													
	0	0	0	0	0	0	0	0	0	0	0	0	0

(double-click to enter table)

## H. Assumptions Underlying the Proposed Plan

In this plan, OHS assumes that there will be no terrorist attack in New York State or increase in the federal Homeland Security Advisory System. It also assumes that there are no new state or federal mandates with which OHS will be required to comply. A recent example of this type of mandate was legislation directing OHS to review the security of critical pipeline transmission facilities in the state and provide a report by the end of 2008. This plan assumes that we will not need to respond to an increasing number of both Department of Homeland Security and FEMA initiatives including, for example an increase in the number of federal grant programs. In 2008, grant programs were expanded to include three cities in the state that are now eligible for special Urban Area Security Initiative (UASI) funding; a Regional Catastrophic Planning Grant Program; and "Operation Stonegarden" grant funding.

CSCIC's underlying assumptions in this plan are that the reductions will not have any *significant* impacts on the State agencies and local governments that are the recipients of our products and services. However, potential areas of concern will include addressing requests for new functionality in the CIRIS application, fully supporting first responder GIS needs during State declared emergencies, maintaining and updating orthoimagery and electronic street and road files, and effectively implementing new enterprise cyber security initiatives aimed at improving the overall cyber security posture of the State.

## I. Management of Risks Inherent in the Plan

OHS acknowledges that there are always risks when dealing with potential terrorist attacks and any hazardous event; the selection of which initiatives and programs to implement attempts to minimize those risks, and is based on the best thinking of public safety officials at all governmental levels. However, our Intelligence Unit in collaboration with the NYSIC, points out that threats and vulnerabilities continue unabated. We therefore attempt to prepare ourselves with all possible collaborative information-sharing; recognition of common goals with

agencies like DSP, DOH, and Agriculture and Markets; data-sharing with CSCIC; planning with SEMO; and training with entities from the state, federal and local governments. These initiatives remain largely unfunded but recognized, and will be implemented if and when the critical necessity arises. Our understanding of our mission is that priorities are relative and must constantly be reassessed.

CSCIC identified risks for each of the items where savings will be realized in FY 08-09 and on a recurring basis in Section A.2 of this plan. Additionally, a proposed approach to mitigate each of those risks was presented in that section.

**J. Additional Savings Opportunities for 2008-09**

CSCIC will continue to review all agency operations for savings opportunities. All major purchases and contracts will require review and approval of Executive staff. Any reduction in the rates for data center services provided by OFT, primarily for open systems, would generate additional savings. Also, any increase in the rates would reduce our projected savings this year and in the out years.

**K. Potential Future Savings Opportunities/Operational Improvements (indicate if statutory change is required)**

OHS utilizes its staff to the fullest extent possible, and attempts to hire people with many skills, a dedication to our mission and the ability to be flexible in accepting assignments. Nevertheless, the agency must assign significant personnel to our federal program (36), to training (64), and the remaining 44 to Intelligence Analysis, Critical Infrastructure Analysis, Public Safety, Operations, IT, and Administration. We do not believe there is any potential for savings within these numbers.

As indicated above, CSCIC will continue to review agency operations for savings opportunities. We will seek every opportunity to streamline operations and identify and eliminate any activity that is deemed non-essential to the effective and efficient performance of mission of the agency

**Office of Homeland Security**

**General Fund - Operating**

**Required Savings for 2008-09    \$209,000**

**Personal Service \$7,000**

Reduce Overtime Expenditures by:

Requiring prior approval by executive/administrative  
staff;

Limiting overtime to instances when travel funds will  
be positively impacted; or when critical work under  
deadline is required

**Total** **\$7,000**

**Nonpersonal Service \$202,000**

Save travel expenditures by:

Allowing staff to attend meetings via video conferencing  
from off-site locations;

Eliminating most attendance at conferences;

Not allowing travel plan changes once tickets/rooms  
are booked;

Traveling together in state vehicles whenever at all  
feasible;

Requiring calculation of public transportation costs on all travel  
authorization requests, and use if less. \$80,000

Save on equipment purchases (in 07-08, \$800,000); and \$50,000  
maintenance \$22,000

Save on supplies by eliminating non-essentials and by requiring  
a specific reduction per agency unit \$50,000

**Total** **\$202,000**

**Total Savings Projected** **\$209,000**

**General Fund - Miscellaneous Homeland Security Appropriation**

**Required Savings for 2008-09    \$233,000**

**Nonpersonal Service \$233,000**

Savings will be made following the same general plan as outlined for the  
agency's operating budget. Categories affected are:

Travel \$80,000

Equipment/Maintenance 93,000

Supplies 60,000

**Total** **\$233,000**