



STATE OF NEW YORK
UNIFIED COURT SYSTEM
EMPIRE STATE PLAZA
4 ESP, SUITE 2001
ALBANY, NEW YORK 12223-1450
(518) 453-8650

HON. JOSEPH A. ZAYAS
Chief Administrative Judge

HON. JAMES P. MURPHY
Deputy Chief Administrative Judge
Courts Outside New York City

March 4, 2024

Hon. Todd Ostrowski
Pendleton Town Court
6570 Campbell Boulevard
Lockport, NY 14094

Dear Judge Ostrowski:

I am pleased to advise you that the Pendleton Town Court has been awarded a grant under the 2023-24 cycle of the Justice Court Assistance Program (JCAP).

JCAP was established by the New York State Legislature in 1999, at the request of the Unified Court System, to help provide our State's town and village courts with the resources and equipment necessary to fulfill their critical role in our justice system.

The Pendleton Town Court is one of 248 courts receiving JCAP funding this year. Details regarding your award are set forth on the enclosed 2023-24 Justice Court Assistance Program Award Reconciliation Report. Funds will be sent on or before April 1, 2024 to your municipality via direct deposit or check and must be spent within 180 days. If the amount you spend purchasing the items(s) approved on the JCAP Reconciliation Report is less than the amount awarded, leftover funds are not to be used to offset the cost of another grant item awarded at a set monetary amount. Please contact the Division of Professional and Court Services at 518-238-4301 for further direction. The Reconciliation Report, along with paid receipts that certify total amount spent, are required to be returned to the Division of Professional and Court Services via fax: (518) 471-4807 or e-mail: jcap@nycourts.gov.

Very truly yours,

Honorable James P. Murphy

cc: Division of Professional and Court Services
Special Counsel

2023-24 Justice Court Assistance Program Award Reconciliation Report

Please fax this Report along with paid receipts to the dedicated JCAP Fax Number 518-471-4807, email jcap@nycourts.gov or mail to: Division of Professional and Court Services, Attention: JCAP, 2500 Pond View, Suite 104, Castleton on Hudson, N.Y. 12033

In the space provided below, please sign and indicate the exact amount spent

***Funds to be spent within 180 days of receipt**

Pendleton Town Court, Niagara County

District: 8

Item Category	Item Name	Approved Quantity	Item Approved Total
Construction	Bench	1	\$22000.00
Construction	Renovations Courtroom	1	\$8000.00
Total Amount of Grant			\$30,000.00

SPECIAL NOTE REGARDING AWARD DISBURSEMENTS:

Your Town Supervisor or Village Mayor should receive a check for the amount of the grant or the grant amount will be sent via direct deposit to your municipality. All grant recipients are reminded that, as required by law, funds received hereunder may not be used for purposes other than the purchase of the item(s) set forth on the enclosed award form or used to offset the cost of another grant item awarded at a set monetary amount. Also, as stipulated in the municipal certification accompanying the application for your grant, "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."

*Please submit paid receipts indicating funds were spent on approved items along with this Reconciliation Report within 180 days from receipt. Remember to save your receipts for at least three years for audit and review purposes. **If the amount you spend purchasing the item(s) approved on this Report is less than the amount awarded, leftover funds are not to be used to offset the cost of another grant item. Please contact the Division of Professional and Court Services at 518-238-4301 for further direction.**

Total Amount Spent: _____

By signing this form, I affirm that all the above approved items were purchased.

Date: _____ **Print Name:** _____ **Signature:** _____

FOR DPCS USE ONLY

Application #	5659	Attachments	_____
Vendor ID#	1000004125	AO Date	_____
Voucher#	_____	DN/SP	_____
Submit Date	_____	Business Unit	_____
		Grant Amt	_____
		Final Approval	_____