

REVISED 3/5/14 - QUESTIONS AND ANSWERS

NYS DIVISION OF CRIMINAL JUSTICE SERVICES 2014 PROJECT **GIVE** - REQUEST FOR APPLICATIONS Questions and Answers

As stated in Section VI of the Request for Applications (RFA), and in the interest of fairness to all prospective applicants, DCJS is posting the following answers to substantive questions received through Wednesday February 26, 2014 regarding this RFA.

Q. Does the Primary Police Department need to be the lead applicant? Or can the District Attorney's Office apply as the lead? We understand that the Police Department and DA both must co-chair the project; however we are uncertain about which organization should be lead applicant/contractor.

A. DCJS did not designate the lead applicant in each county for the GIVE RFA. The jurisdiction that is applying can decide who is the lead applicant, keeping in mind that the RFA clearly states that the District Attorney's Office and the Primary Police Departments are the co-chairs.

Q. Our county has a primary and secondary police department eligible for funding. If the DA's office is the lead applicant, can we submit one single application with programming and funding covering both cities/jurisdictions? Or do we need to submit two applications – one for each city?

A. The secondary jurisdictions should draft their own strategy in collaboration with the other funded agencies in the GIVE County. Both strategies should be submitted together with the County application.

Q. Do you have a sample MOU for the GIVE grant?

A. No, DCJS cannot provide a sample MOU. Please reference Section II-B when submitting MOU's. It states: The co-chairs must submit a Memorandum of Understanding signed by themselves and all participating partner agencies. In addition partner agencies (not including the co-chairs) must submit letters of support outlining the contribution each agency will make to the strategy. It is also recommended that the MOU indicate that all funded and partner agencies will comply with the requirements set forth in Attachment 8 of the RFA (Contract Requirements).

Q. In reference to the applications for G.I.V.E., are we as a secondary agency submitting our applications through the primary agency (the City under the County partnership) as was the case with Impact? Or are we submitting individually and if so, do we continue the partnership and attend the monthly meetings? If we are submitting our applications through the primary agency, do we also submit our application to DCJS? In the past we have done one or both but there does not appear to be a clear definitive answer to this. I am not referring to the GMS, only the paper application(s).

A. The secondary jurisdiction should draft their own strategy in collaboration with the other funded agencies in the GIVE County. Both strategies should be submitted together with the county application.

In regards to attendance at monthly meetings, please reference Attachment 8 of the RFA (Contract Requirements) that stipulates that "...at least one representative from every GIVE funded agency within the partnership must attend all monthly meetings".

Q. Can secondary agencies utilize personnel funding to attend monthly analysts meetings as well as staffing at our Intel (CAC) Center, as long as there is a nexus to the gun violence?

A. Yes, in Section IV-B (Purpose Areas) crime analysis activities devoted to any method of sharing resources, information, and data at the county, regional, and statewide level is an acceptable area for GIVE funding.

Q. Would funding for a "Gun Buy-Back" event be an appropriate request under the GIVE grant budget?

A. A traditional gun buy-back event would be an acceptable request for GIVE Initiative funding, but this must not be a significant part of a jurisdiction's strategy. The gun buy-back justification must also show a direct link to one of the evidence-based models that agencies are required to implement as part of their GIVE RFA, and should not play a central role in an agency's shooting and homicide reduction strategy.

Q. We would like to know about the possibility of including RIT as an agency partner rather than a sub-contractor to allow for direct funding from DCJS. I believe that we can accomplish this with Co-Chair signoff as stipulated in Section II: Eligible Counties, Section A: Eligible Agencies, Bullet 6.

A. Yes, the RFA allows applicants to apply to receive funding for other agencies within the county that are approved by the co-chairs. However, no request for funding is guaranteed.

Q. We also are inquiring about the potential hire of a GIVE Analyst/Evaluator. Our goal would be to have a dedicated evaluation partner responsible for continuous evaluation and feedback of all GIVE interventions. This trained researcher would conduct ongoing evaluation including qualitative and quantitative analysis to be fed back to the GIVE partners and leadership group to support continuous improvement during the program. For example, the evaluator will interview call in participants to understand and suggest revision of the message to participants. He or She would devise and carry out data collection on such things as characteristics of hot spots before and after intervention, or interview jail offenders regarding their understanding of ongoing anti-gun strategies. They would also summarize findings from such things as shooting and homicide incident reviews. The position would involve active research and feedback to the GIVE program leadership and reporting to DCJS while being housed in the Crime Analysis Center.

A. Yes, this request is allowed through Section IV-B of the RFA that indicates that personnel who are “working on the goals and objectives of the GIVE strategy” are an allowable funding request. This would also be allowed under the crime analysis portion of the RFA.

Q. Although this was frozen previously under IMPACT X, can we now cover full FIO salary and related fringe?

A. As this is a new initiative, there is no cap for personnel salary or fringe. The personnel “must devote their work day, commensurate with the percentage of salary GIVE supports, working on the goals and objectives of the GIVE strategy”. For example, if the person you are requesting funding for devotes 50% of their work day to the GIVE strategy, then you can only request funding for 50% of their actual salary, and 50% of the fringe costs associated with that employee.

Q. The grant RFA says that GIVE will focus “exclusively on shootings, and homicides.” Assuming that it is integrated into the strategies outlined in the GIVE RFA and used by the primary police jurisdiction, would prosecution of gun possession cases (CPW 2nd) as a deterrent to future use of a gun in a shooting or homicide be a valid strategy?

A. Jurisdictions should present one comprehensive GIVE strategy that explains how all funded partners will contribute to the overall jurisdiction strategy and clearly articulates what role the partners will play in the implementation of the strategy. Prosecution of gun crimes would be an acceptable funding request through the GIVE RFA as long as there is a clear connection between individuals carrying illegal firearms and the GIVE goal of eliminating shootings and homicides and the application clearly articulates how this will enhance the overall GIVE strategy.

Applicants should reference all material relevant to the particular evidence-based strategies required for each partnership's role in the implementation of the GIVE strategy. Examples of materials that can be used include all material included as references in the actual GIVE RFA, as well as material covered and referenced in the GIVE Bidder's Conference. Please utilize the packets of materials provided at the conference as resources. These packets and the video of the conference will be posted to the IJ Portal. Once they are posted agencies will receive a notification from DCJS along with directions on how to access the materials.

Some examples of resources that can be used to assist District Attorney's Offices in the role they can play in the implementation of the jurisdictional strategy include, but are not limited to:

- **Problem Oriented Policing**

- Pop-center guide on Worcester gun violence initiative:
<http://www.popcenter.org/library/awards/goldstein/2007/07-43.pdf>
- <http://www.courtinnovation.org/topic/community-prosecution>

- **Hot-Spot Policing**

- o Vertical prosecution of gun-cases in cases originating from identified "hot-spots"
- o Enhanced prosecution/no plea from cases in hot-spot locales
- Focused Deterrence
- http://www.nnscommunities.org/Group_Violence_Intervention_An_ImplementationGuide.pdf

- **Procedural Justice**

- <http://www.courtinnovation.org/topic/procedural-justice>

- **Probation Resources**

- <http://www.popcenter.org/library/awards/goldstein/2007/07-43.pdf>

- Enhanced supervision of probationers in identified “hot-spot” locations
- Central role in participation of “call-ins” associated with Focused Deterrence strategy
- http://www.nnscommunities.org/Group_Violence_Intervention_-_An_Implementation_Guide.pdf

Sheriffs Resources

- Identification of known criminal group members
- http://www.nnscommunities.org/Group_Violence_Intervention_-_An_Implementation_Guide.pdf
- Participation in call-ins, especially with identification of currently imprisoned persons that may participate.
- Assist primary and secondary police department in directed/saturated patrols in identified geographic locations within the primary police jurisdiction that have been identified as “Hot-Spots”.

Please note that the above are just a few examples of how non-police agencies can actively participate in the jurisdictions GIVE strategy. As noted in the GIVE RFA, it is imperative that agencies work collaboratively in the drafting and implementation of the overall GIVE strategy. Use all available resources at your disposal to formulate the role that your agency may play in each part of the jurisdictional GIVE strategy.

Q. With respect to the budget piece, is a three page narrative all that is required? Is there a spreadsheet to be submitted, or are the numbers merely to be embedded in the budget narrative for all of the participating agencies?

A. Please reference Attachment 6 of the RFA for clarification to this question. Budgets are to be submitted as attachments in GMS, in Microsoft Word format. Once a final budget has been approved by DCJS and an award letter issued, applicants will be required to enter the approved budget into GMS.

DCJS will allow budget narratives to exceed three pages when needed to fully articulate the reasonableness of your budget request. Agencies are urged to be as concise as possible when drafting their budget detail, remembering that each part of the request must be tied directly to the GIVE strategy and that the budget complies with all aspects noted in the RFA.

Q. MOUs – Can we utilize the existing Memorandum of Understanding from the IMPACT grant, or is a new MOU required for this initiative?

A. As the GIVE Initiative is a new program a new MOU will be required as per Section II-B, Bullet 4. . The new MOU should clearly articulate what the role of each participating agency will be to support and enhance the overall GIVE strategy.

Q. For counties with a primary and a secondary police department, is there a formula for how much funding should be distributed to each police department? For example: Is it based on data, such as violent crimes or violent crimes by firearms?

A. There is no specific formula for how funding will be distributed in areas where there is a primary and secondary police agency. However, it is expected that a majority of the funding request will be to support the primary police department within those counties.

Q. Attachment 8, page 2: For budgeting purposes, how often will “Information Sharing Networking” meetings be held? What agencies will be required to attend; Police, DA, Sheriff’s Department, Probation etc.?

A. The Information Sharing Networking requirements are detailed in Section IV-B, #5 of the RFA. All funded personnel and command staff from all funded agencies are expected to attend these activities.

Q. As part of our strategy, we would like to target robberies for which a gun was used or implied, is this an allowable strategy/cost? Does the RFA strategy have to address strictly shootings and homicides, or can we target crime which guns were used or implied? In other words, gun possessions?

A. A strategy relating to robberies or other crimes when a gun was used is not an allowable request for funding through the GIVE Initiative, unless that robbery or crime included an actual shooting incident or you can articulate through the assessment and analysis portions of the RFA delineated in III A that these are the underlying factors that contribute to the majority of shootings and homicides within the jurisdiction. The GIVE Initiative funding, unless otherwise noted in the RFA, is to be used exclusively for strategies relating to efforts to eliminate shootings and homicides.

Q. Will the new GIVE contracts be performance based?

A. No, the GIVE Initiative is not a performance-based contract. However, please reference Section III-C of the RFA as it relates to performance measures that agencies are required to assess throughout the GIVE fiscal cycle. Agencies are to submit a plan for measuring the implementation, effectiveness, and outcomes of the strategies to eliminate shootings and homicides.

Q. Is there a max percentage on the allowed fringe benefits?

A. No, there is nothing noted in the RFA pertaining to maximum requests for fringe benefits.

Q. Can we ask for funding for a monthly cost of a cellphone?

A. Yes, you may request funding for a cell phone, but no request is guaranteed to receive funding and you must articulate how all funding requests are linked to the strategy.

Q. Is mileage an allowable cost?

A. Mileage for training and travel is allowable to DCJS sponsored events only and is covered under RFA section IV B.

Q. Are indirect costs for the administration of the requested position allowable? These would be costs associated to finance, HR etc...

A. Indirect costs for the position would not be supported with GIVE funding. Please refer to section IV-B, item #1 of the RFA that notes that "No support or administrative positions will be funded. All positions funded must be dedicated to the program."

Q. As the Give Initiative illustrates the use of Best Practices such as the Meares Project, will there be continued funding from the state for the Offender Notification Forums or should we plan to include that in our budget.

A. There is no 2014-15 funding to continue the Offender Notification Forum. This is one of the Best Practice models and can be requested as part of the overall GIVE strategy. Remember, it must be justified and relate to the proposed strategy in your application.

Q. Are there any caps on funding per category; personnel, equipment and/or overtime?

A. There is no cap on funding per category but the funding request must be directly linked to the strategy.

Q. The primary police department here currently has a full time, IMPACT funded crime analyst whose duties are the tracking and analysis of all Part One crimes with special concentration on the IMPACT crime of focus. The new GIVE grant allows funding for crime analysts, but the focus is on shootings and homicides. Does that mean if we apply for full time funding for a crime analyst through the GIVE grant that the analyst will no longer be able to analyze patterns and trends in other Part One crimes (residential burglary, strong-arm robbery, etc.)?

A. All personnel funded through the GIVE Initiative “must devote their work day, commensurate with the percentage of salary GIVE supports, working on the goals and objectives of the GIVE strategy.” (Section IV-B, #1 of the GIVE RFA). Requests to fund positions to support activities unrelated to the GIVE strategy of reducing shootings and homicides will not be considered.

Q. Preliminary analysis of shooting and homicide data, along with other gun related data is showing a connection between narcotics and firearms. Gun buy money is an allowable cost. If a jurisdiction can show a connection between firearms and narcotics, can drug buy money be requested?

A. Pursuant to the Analysis portion of the RFA (Section III-A, #2), applicants are required to identify the underlying factors that contribute to the majority of shootings and homicides within their jurisdiction. If your analysis indicates that narcotics is an underlying cause of the shooting and homicide problem within your jurisdiction, then the use of narcotics buy money would be an appropriate use of funds through the GIVE Initiative. You must articulate a clear connection between narcotics and the shooting and homicide problem in your jurisdiction and a connection to one of the evidence-based approaches required as part of your strategy development. The use of narcotics buy-money must play a small role in your overall strategy. As per Section IV-C, #2, buy money is limited to 10% of the partnership budget for each agency.

Q. The maximum page length for the budget justification is three pages. Is that three pages total for the entire application or for each agency that is submitting for funding under the grant? What about the secondary jurisdiction...do they get three pages for their budget and the three pages for the primary, or is it three pages total for the county wide application?

A. DCJS will allow budget narratives to exceed three pages when needed to fully articulate the reasonableness of your budget request. Agencies are urged to be as concise as possible when drafting their budget detail, remembering that each part of the request must be tied directly to the GIVE strategy and that the budget complies with all aspects noted in the RFA.

Q. Can an agency submit for funding to pay for guns recovered through a tip line? Will the grant fund a tip line for guns?

A. As per Section IV-C, #2, funds may be used to purchase illegal firearms obtained through a tip-line but this must not be a significant part of a jurisdiction's strategy. The tip-line justification must also show a direct link to one of the evidence-based models that agencies are required to implement as part of their GIVE RFA, and should not play a central role in an agency's shooting and homicide reduction strategy.