

**Gun Involved Violence Elimination (GIVE) RFA Questions and Responses**  
**March 20, 2015**

1. Attachment 8 provides the page limitations. We are submitting an application including the Westchester County District Attorney's Office, the Yonkers Police Department, the Mt. Vernon Police Department, Westchester County Dept. of Public Safety and Westchester County Department of Probation. If necessary, are the page limitations expanded in that circumstance, and if so, by how much?

**Response:** For jurisdictions that have more than one police agency eligible for funding, DCJS will allow each police agency's portion of the application to comply with the response requirements regarding length of submission.

2. With respect to the Budget, are we required to submit, in addition to the budget narratives in a Microsoft Word document, a separate budget spreadsheet with this application, and if so, in what format? Are we required to attach in GMS a complete job description of each requested personnel line, and if so, in what format? Can the job description be included as part of the budget narrative?

**Response:** Each jurisdiction is required to submit a separate budget spreadsheet that includes the budget request for each agency within that jurisdiction. This spreadsheet was distributed to each executive head of the eligible agencies in each county, and also distributed to all participants of the GIVE RFA Bidder's Conference held on 3/16/15. For a copy of this spreadsheet please contact Charles Tyree at [Charles.tyree@dcjs.ny.gov](mailto:Charles.tyree@dcjs.ny.gov). This spreadsheet should be included as a GMS attachment with your application submission. All jurisdictions requesting funding for personnel (not overtime expenses) must include a job description for each requested personnel line as a separate attachment to the application.

3. With respect to Attachment 9-B, Encouraging Use of New York State Businesses in Contract Performance, must this be completed just by our Office, or do our participating, funded agencies on the grant also have to fill it out (Yonkers and Mt. Vernon Police Departments; Public Safety; Probation), and we upload all in GMS?

**Response:** Yes, each participating implementing agency included on the RFA application must complete the Encouraging Use of New York State Businesses in Contract Performance document. The individual forms should be uploaded and attached to the GMS application.

4. In addition to the DA's Office, must each of the funded participating agencies submit Attachment 9-A-the MWBE and EEO Policy Statement, in GMS, with the application (Yonkers PD, Mt Vernon PD, Probation, Public Safety)?

**Response:** Yes, each participating implementing agency included in the RFA must complete a Local Assistance MWBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301), Local Assistance MWBE NPS Determination Worksheet (DCJS-3309), and Minority and Women-Owned Business Enterprises – Equal Employment Opportunity Policy Statement. In addition, implementing agencies applying for funding in excess of \$250,000 must submit a Local Assistance MWBE Equal Employment Opportunity Staffing Plan (DCJS-3300).

5. Page 6, Bulleted item #5 – If a county Memorandum is Understanding is very detailed, are letters of support still required from each agency?

**Response:** As long as the MOU clearly states the contribution each agency will make to the strategy the letter of support can be excluded from your application.

6. Page 6, Bulleted item #5 – Are Letters of Support required from agencies who are not receiving funding under the GIVE initiative, i.e. State Police?

**Response:** Per the RFA, a letter of support from all partner agencies should be submitted with your application. This should include funded and non-funded partners, and clearly state their role in the jurisdictional comprehensive GIVE plan.

7. Page 12, Qualitative and Quantitative Measures – Can you give an example of qualitative measures?

**Response:** No, these are jurisdictions/agency specific and therefore specific examples cannot be given. You may reference the document provided to participants of the GIVE Bidder's Conference that will be posted on the DCJS website titled "GIVE Program Self-Assessment Final".

8. Page 14, Bulleted item #3 – Job Descriptions – "a complete job description of each requested personnel line must be included with your application". Where should they be included in the application? As an attachment?

**Response:** Yes, the job description(s) should be included as an attachment in your application.

9. Match – should in-kind matching funds be included in the application to show the true cost of the total project? While not required, will matching funds be viewed favorably in application scoring?

**Response:** No, matching funds should not be included in the application. Furthermore, matching funds will have no bearing on the application scoring criteria.

10. MWBE – Since multiple agencies are included in the application, does each agency need to complete their own forms? i.e. A Police Department may not be able to fill out a Staffing Plan including proposed staff employed by outside organizations, such as a District Attorney's Office.

**Response:** Yes, each participating implementing agency included in the RFA must complete a Local Assistance MWBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301), Local Assistance MWBE NPS Determination Worksheet (DCJS-3309), and Minority and Women-Owned Business Enterprises – Equal Employment Opportunity Policy Statement. In addition, implementing agencies applying for funding in excess of \$250,000 must submit a Local Assistance MWBE Equal Employment Opportunity Staffing Plan (DCJS-3300).

The Local Assistance MWBE Equal Employment Opportunity Staffing Plan (DCJS-3300) is a planning document. It is expected that staff levels may change throughout the life of a contract. Actual staff dedicated to GIVE during the contract period should be reflected on the Local Assistance MWBE Workforce Employment Utilization Report (DCJS-3303) which is required at the end of the contract period.

11. MWBE – If there will be new hires under the proposed program, how should we fill out the Staffing Plan? Can we list TBD (to be determined)?

**Response:** Again, the Local Assistance MWBE Equal Employment Opportunity Staffing Plan (DCJS-3300) is a planning document. Current staff should be reflected on this document. Staff hired during the contract period will be reflected on Local Assistance MWBE Workforce Employment Utilization Report (DCJS-3303).

12. MWBE – If new vendors will be utilized under the proposed program, how do we complete the Utilization Proposal Form (DCJS-3301)? Can we list TBD since we must comply with our county procurement policy after a contract is in place with DCJS?

**Response:** Yes, it is permissible to indicate TBD in field 10 and leave fields 11-19 blank on the DCJS-3301. Once an award has been determined, an amended DCJS-3301 will be required.

13. Page 17, Budget narrative and spreadsheets –Are budget spreadsheets required as an attachment to the application? Page 17 says budget spreadsheets are required **upon DCJS request** prior to the contract period; however Attachment 5 under the heading “Attachments” shows “the agency budget requests entered on the approved DCJS Excel spreadsheet” as a required attachment. Please clarify.

**Response:** There are two separate references to the budget spreadsheet articulated in this section. The first reference is to the budget spreadsheet that details the budget request reflected for the 2015-16 grant cycle. The second reference refers to the fact that DCJS will ask for a separate budget spreadsheet for the second renewal period of GIVE (2016-17). This request will be sent to the eligible jurisdictions in advance of that contract cycle.

14. Attachment 8, Supporting Documentation – are charts and maps developed by crime analysts required to be included as attachments to the application?

**Response:** No, on Page 3 of the RFA it states that “all jurisdictions are expected to provide a description of the “top offenders” (excluding sensitive identifying information) and “hot spots” that drive the jurisdiction’s shootings...” However, crime maps and charts are encouraged as noted in Attachment 8.

15. Attachment 8, Budget Detail – maximum of 6 pages. Does this refer to the Budget Narrative / Budget Justification or the Budget spreadsheets? Or a combination of the 2?

**Response:** This requirement refers to the budget narrative portion of your submission.

16. Attachment 9A, Are these 2 forms required at application? The “Minority and Women-Owned Business Enterprises – Equal Employment Opportunity Policy Statement” and the document that begins with “Name of Designated Liaison”?

**Response:** Yes, the Minority and Women-Owned Business Enterprises – Equal Employment Opportunity Policy Statement is required with the application. The page that begins with “Name of Designated Liaison” is the second page of Minority and Women-Owned Business Enterprises – Equal Employment Opportunity Policy Statement.

17. Budget Justification – is there a recommended format for this document? Or a page limit?

**Response:** Yes, please reference Attachment 8 of the RFA. The budget narrative portion is limited to 6 pages and is to be submitted in Microsoft Word, Arial 11 point font, 1.5 lines spaced format.

18. In the Budget section of Attachment 5, the RFP states that “the full requested amount **for the initial one year GIVE contract period**” should be entered in GMS, and that agencies will be required to submit a separate budget spreadsheet, upon DCJS request, prior to the origination of the second annual renewal contract period. However, Response D – Budget Detail – Question # 2 asks “Did each agency within the eligible jurisdiction submit an individual budget worksheet for **each** annual cycle”? Should we prepare and submit a budget for only the first year or for both years? (I believe the conference call reiterated it should be just one year)

**Response:** The budget spreadsheet and narrative should be submitted for the 2015-16 cycle only.

19. For counties where there are more than one police agency eligible for funding, can each prepare their own responses to Responses A, B, C, D, etc. and submit them together in the same GMS application, or must they be combined into one set of responses? (Minimum Eligibility Criteria question # 1 states there can only be one application per county.)

**Response:** For jurisdictions that have more than one police agency eligible for funding, DCJS will allow each police agency portion of the application to comply with the response requirements regarding length of submission. These should be separate documents within the overall jurisdiction application.

20. The RFP states that the “Encouraging Use of New York State Businesses in Contract Performance” form must be completed and submitted as an attachment. The form asks for a strict ‘yes’ or ‘no’ response on whether New York State businesses will be used in the performance of this contract. It also asks for information on specific businesses that will be utilized. We are unable to know this answer for sure until items are put out for bid, as per County and State General Municipal law guidelines. As such, how can we complete this form?

**Response:** The utilization of New York State businesses is encouraged. In the event you intend to utilize them, please indicate yes and TBD for specific businesses. If you do not expect to utilize New York State businesses, indicate no on this document.

21. What types of technical assistance is DCJS considering providing? If parts of the strategy that has been developed depends upon technical assistance from DCJS, and it is not provided, will the County still be responsible for achieving those activities?

**Response:** DCJS is considering technical assistance in relation to all of the evidence-based strategies in the GIVE RFA. No specific activities or assistance are planned at this time, and agencies are encouraged to submit their own proposal for technical assistance as stated on Pages 2-3 of the RFA.

22. My question was related to the requirement to include job descriptions for each funded position. My guess is that does not apply for positions funded only by overtime, not by any straight salary. Is this correct?

**Response:** Yes, job descriptions should only be submitted for specific personnel line item requests, not overtime expenses.

23. We were allowed 40% fringe for 2014-2015 GIVE award. Can we still use this same percentage for 2015-2016 application – is this the max allowed for this year?

**Response:** Fringe costs are limited to 40% of the salaried position, or whatever was paid under the initial GIVE cycle (2014-15), whichever is less.

24. Page 5 lists the agencies eligible to receive funds. In Erie County, DCJS has funded our Central Police Services in both IMPACT and GIVE. They do not fall under any of the first 4 bullets but under the 5<sup>th</sup> bullet of “Other agencies within eligible counties...” Will we now have to have a subcontract with this agency that we have been a partner with for so many years?

- **Response:** Page 5 of the GIVE RFA articulates the requirements for sub-contracts required for agencies other than the four agencies eligible for funding. The agencies that do not require a sub-contract are the eligible police department(s), District Attorney’s Office, County Sheriff’s Offices, and County Probation Departments. Because the Erie County Central Police Services does not fall within one of those four agencies, a sub-contract will be required.

25. There is some confusion regarding budgets. Page 17 (Section V;A;4) indicates that the application includes a "single budget narrative for each agency completed in a Microsoft Word document." Does that mean that each agency (PD, DA, Probation, Sheriff, etc.) has to do their own budget narrative (with a 6 page limit) or is there to be one submitted budget for the partnership (with a 6 page limit)?

**Response:** The entire budget request for all funded agencies within the county is limited to six pages.

26. In section (V;A;4) it says that "each agency requesting funding must complete a separate budget worksheet (sent under separate cover)." Also on Page 20 "Response D-Budget Detail," #2 says "did each agency within the eligible jurisdiction submit an individual budget worksheet for each annual cycle." The way it reads is that each agency (PD, DA, Probation, Sheriff, etc.) should submit their own MS Excel budget worksheet. Is this the case or should we submit one MS Excel budget worksheet for the entire partnership?

**Response:** The entire budget request for all funded agencies within the county is limited to six pages and must include the budget narrative for each agency requesting funding and their role in the comprehensive plan must be clearly defined.

27. In section (V;A;4) on Page 20 "Response D-Budget Detail," #2, it specifies "for each annual cycle." This makes it sound like we should be submitting both years' budgets for this application. That is contrary to what was said on the Bidder's phone conference on Monday, March 16. Please clarify.

**Response:** You should only be submitting a budget request for one GIVE cycle (2015-16). A separate budget spreadsheet will be required for the second renewal period, and will be sent at a later date prior to the renewal period (2016-17).

28. For a partnership community event (GIVE partners meeting with community in a relaxed setting), is food and related supplies an allowable expenditure?

**Response:** Refreshments are an allowable expenditure in this scenario.

29. Can you clarify what was said on "bidder's conference call" regarding the 2nd year's GIVE budget under the multi-year contract: Will the budget allow flexibility for cost of living/wage increases or will what you received totally in the first year of the multi-year contract, be what you will be given and is there the potential for less?

**Response:** The second budget request for the renewal period cannot exceed the amount of funding granted for 2015-16, but can be reduced or eliminated due to lack of appropriation authority, program performance or at the discretion of the Executive Deputy Commissioner of DCJS.

30. Is DCJS planning to provide procedural justice training and if not, will that type of training qualify under a jurisdiction's budget, because it is really not an evidence-based strategy?

**Response:** DCJS is considering various types of technical assistance offerings, including those focused on procedural justice. As noted in the RFA, "*DCJS recognizes that as an emerging topic for law enforcement there is limited evidence-based research regarding specific implementation efforts for this approach. DCJS intends to offer all GIVE jurisdictions specific technical assistance and other activities designed to foster police-community relations. Due to the limited research regarding this approach, DCJS will accept reasonable approaches in the jurisdiction that foster police-community relations.*"

31. Is SUNY Buffalo Research Foundation, which we understand to be a is a private, not-for profit educational corporation that administers and manages financial research grants awarded to the State University of New York (SUNY) eligible for GIVE Funding.

**Response:** Yes, the Research Foundation is eligible to receive funding through the GIVE grant as long as the co-chairs of the partnership approve. (PG.5)

32. This question is regarding the RFA length requirements (attachment 8). Is there a limit on the number of attachment pages that may be submitted?

**Response:** There is no limit to the number of pages for attachments that can be submitted as part of the RFA.

33. Standard agency job descriptions do not mention GIVE. They are generic in nature. Are we expected to provide the official agency job description for each position with an additional document describing the role that the position will play in the GIVE project, or should we generate new (unofficial) job descriptions that are for grant purposes only?

**Response:** There is no limit to the number of pages for attachments that can be submitted as part of the RFA, however applicants are encouraged to only submit attachments that are specifically requested in the RFA. Examples of this include crime analysis charts and maps as well as letters of support and MOU's with the GIVE partners.

34. There is some confusion here among partners regarding the need for budget spreadsheets from each funded partner. Can you please confirm that a separate budget spreadsheet is needed for each funded partner?

**Response:** One excel spreadsheet should be submitted that includes entries for all of the agencies in the partnership. The excel spreadsheet has separate sections for Police Department, District Attorney's Office, Sheriff's Office, and Probation, as well as an additional tab for additional agencies.

- 35.** Attachment 9 of the RFA provides the requirements for MWBE and EEO goals that seem to be specific to contracts awarded using grant funds. The information is to be reported on Forms 9-A and 9B. Since our grant application for the DA's Office is only requesting reimbursement of salaries for our own employees, do we need to submit Forms 9-A and 9B, as we are only requesting funding for employees and are not requesting funding for any business contracts?

**Response:** Yes, each participating implementing agency included in the RFA must complete a Local Assistance MWBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301), Local Assistance MWBE NPS Determination Worksheet (DCJS-3309), and Minority and Women-Owned Business Enterprises – Equal Employment Opportunity Policy Statement. In addition, implementing agencies applying for funding in excess of \$250,000 must submit a Local Assistance MWBE Equal Employment Opportunity Staffing Plan (DCJS-3300).

- 36.** Do our funded participating agencies, Yonkers PD, Mt. Vernon PD., Public Safety, and Probation have to submit forms 9A and 9B? Do they have to only in the event that they are contracting with another company to purchase equipment for the grant?

**Response:** Each participating implementing agency included in the RFA must complete a Local Assistance MWBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301), Local Assistance MWBE NPS Determination Worksheet (DCJS-3309), and Minority and Women-Owned Business Enterprises – Equal Employment Opportunity Policy Statement. In addition, implementing agencies applying for funding in excess of \$250,000 must submit a Local Assistance MWBE Equal Employment Opportunity Staffing Plan (DCJS-3300).

- 37.** The DA portion of the budget worksheet only has 10 rows for Personnel. I'm applying for 11 positions and cannot add a row because the worksheet is protected. How should I proceed?

**Response:** In the event that there are not enough rows in the appropriate section in the budget spreadsheet to note each personnel line item, applicants may use the "Additional Agencies" tab (located on the bottom of the spreadsheet), insert your agency name and place any additional line items in the appropriate section of this tab. Please make sure to note this in the budget narrative of your application.