



REQUEST FOR PROPOSALS (RFP) *SFY 2016-17 Crime Analysis Centers (CACs)*

Issued: September 13, 2016

KEY DATES AND NOTICES

Submission Deadline:	Tuesday, October 4, 2016 at 12:00 P.M. (Noon)
Deadline for Final Submission of Questions:	Tuesday, September 20, 2016 at 12:00 P.M. (Noon)
Response to Questions Posted:	On or about, Friday, September 23, 2016
Notification of Award(s):	On or about Thursday, October 14, 2016

1. All applications must be submitted by the submission deadline on-line via the DCJS Grants Management System (GMS). **Applicants who are not registered to access GMS will need to obtain user access in order to submit an application.** See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints.*
2. Questions regarding this RFP should be emailed to funding@dcjs.ny.gov. Please reference “**SFY 2016-17 Crime Analysis Centers (CACs)**” in the subject line of your email. Responses to submitted questions will be posted on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/index.htm> as indicated above. If the applicant has any general questions such as, “Did DCJS receive my e-mail?” please call (518) 457-9787. Please note that DCJS cannot answer substantive questions concerning this solicitation in any manner other than the e-mail method.
3. Applicants will be advised of award decisions via a letter of notification, which will be emailed to the address provided by applicant in GMS. Where applicable, applicants not receiving an award will receive notification via email and by U.S. Postal Service mail. A debriefing is available to any entity that submitted a proposal or application in response to this solicitation who is not successful in receiving an award. (See Section: Notification of Awards.)
4. Unless otherwise modified by DCJS, the contract period for this grant opportunity will be for a 12 month term effective no earlier than October 1, 2016, with the latest targeted start date of January 1, 2017.
5. Approximately \$3 million is expected to be available to fund Crime Analysis Centers (CACs) in the following counties: Albany, Erie, Franklin, Monroe, and Onondaga.
6. This is a competitive solicitation.
7. **Grants Gateway Pre-Qualification – In order to be considered for an award**, not-for-profit (NFP) applicants **must** be pre-qualified through the NYS Grants Gateway prior to application submission. **NFP applicants should begin this process as soon as possible.** See Appendix: *Grants Gateway Prequalification Requirement.*

Request for Proposals SFY 2016-17 Crime Analysis Centers (CACs)

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APPENDICES

- *DCJS Grants Management System (GMS) Instructions and Helpful Hints*
- *Grants Gateway Prequalification Requirement*
- *Budget Detail Worksheet and Narrative Guide*

ATTACHMENTS

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| Attachment | 1 | <i>Applicant Certification</i> |
| Attachment | 2 | <i>General Information on Currently Funded Crime Analysts</i> |

I. INTRODUCTION

The New York State Division of Criminal Justice Services (DCJS) seeks proposals for funding to provide continued support for DCJS funded positions assigned to the Crime Analysis Centers (CACs) in Albany, Erie, Franklin, Monroe, and Onondaga Counties. The CACs were developed in these counties based on the volume of Part 1 crime and firearm-related crime, the need to analyze Part I crime data on a regional level due to shared incidents and offenders, and to address emergent public safety threats associated with New York State's international border. The enacted SFY 2016-17 State budget includes approximately \$3,000,000 to be made available to the aforementioned CACs. Awards will be funded with both state and federal funds.

DCJS enhances public safety by providing resources and services that inform decision making and improve the quality of the criminal justice system. DCJS is a multi-function criminal justice support agency with a variety of responsibilities, including collection and analysis of statewide crime data; operation of the DNA databank and criminal fingerprint files; administration of federal and state criminal justice funds; identifying and funding programs that reduce crime, recidivism, and victimization. Additionally, DCJS administers the state's Sex Offender Registry. DCJS conducts research on critical criminal justice issues and provides training, legal guidance and regulation to the State's law enforcement, community corrections, and prosecution communities.

II. ELIGIBILITY REQUIREMENTS, AVAILABLE FUNDS AND CONTRACT TERM

A. Eligibility Requirements

Proposals will be accepted from any not-for-profit university and/or institute which offers specialization in the fields of criminal justice or public safety and which have significant relevant experience in undertaking recent or current crime analysis to support law enforcement or public safety initiatives.

Eligible applicants currently receiving funding for crime analysis center positions must submit a proposal in response to this RFP in order to continue to receive funding for those positions. All requests for funding must be to support DCJS-funded personnel.

Eligible applicants may submit a proposal to support any of the five CACs named above. Where an applicant is requesting DCJS funding for more than one CAC, separate proposals are required. The Division will select only one award per crime analysis center.

Applicant Certification

Applicants are required to submit signed Applicant Certifications (Attachment 1), which briefly outline the contract requirements for all funded positions. This Certification will demonstrate a commitment on the part of successful applicants to abide by this RFP and the DCJS contract components once contracts are executed. See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints* for instructions on submitting the Certification with your application.

B. Availability and Approved Use of State Funds

Approximately \$3,000,000 in state and federal funds will be made available to support the CACs. All funding must support program efforts that will be accomplished during the contract period. Funding under this program must supplement, not supplant, non-grant funds that would otherwise be available for expenditure on the programs proposed. Applicants that receive funding must also agree to provide any fiscal, progress or data reports necessary to satisfy state or federal requirements.

C. Contract Term

Unless otherwise modified by DCJS, the contract period for this grant opportunity will be for a 12 month term effective no earlier than October 1, 2016, and beginning no later than January 1, 2017.

III. PROGRAM DESCRIPTION

Crime Analysis Centers provide centrally located, multi-jurisdictional units responsible for conducting in-depth regional analysis of crime, and sharing the results of those analyses with the local CAC partners and other involved public safety officials. CACs provide a comprehensive picture of the criminal environment within the participating counties where the Crime Analysis Centers exist, allowing law enforcement executives to make more informed decisions in the areas of strategic planning and tactical deployment, and aiding investigators in solving crimes.

The personnel supported through this RFP will be solely dedicated to their assigned CAC location. All crime analyst-related positions will work under the direction of their assigned CAC Director and the CAC Director will work under the general direction of the CAC Board, as applicable.

IV. EVALUATION AND SELECTION OF APPLICATIONS

Applications will undergo a three-tier evaluation as part of the review process to recommend funding awards.

DCJS will make final decisions regarding the funding of projects and individual award amounts based on the quality of each application, the recommendations of the reviewers, and the criteria set forth in this RFP.

Tier I Evaluation – Threshold Pass/Fail

The Tier I Evaluation assesses whether applications satisfy minimum “pass/fail” criteria for funding. All applications will be initially screened by DCJS reviewers to determine the completeness of the application using the following criteria:

- Application was submitted by the published deadline; and
- Applicant is eligible as defined by this Request; and Not-for-Profit Applicant must also meet pre-qualification requirements in the Grants Gateway.

The submitted application shall include:

- Answers to all questions as presented;
- Operating Budget Detail and Justification in GMS itemizing operating expenses in support of the program; and
- All attachments and required documents- see *Checklist*.

Tier I Evaluation criteria will receive pass/fail ratings. Any application that does not meet each of these conditions will be subject to disqualification from further review.

Tier II Evaluation – Evaluation and Scoring

Teams of at least two DCJS staff reviewers will evaluate applications that successfully pass the Tier I Evaluation. A standard rating tool will be used to score each application.

The maximum score will be 100 points. Each category within a proposal application will be scored and the category scores will be totaled, resulting in an overall score. The final score will be determined by averaging Team Reviewers' overall scores for each application. In the event of a substantial scoring disparity, an additional reviewer may rate the application(s) and all scores will be averaged to determine the final average score for the application.

A minimum score of 70 points is necessary to be eligible for funding. DCJS may, at its discretion, request additional information from an applicant as deemed necessary. See Section: Request for Proposal Questions for additional information.

Tier III Review

The Tier III Evaluation will be conducted by DCJS executive staff. The Tier III Evaluation will select applicants for funding and determine the award amount through consideration of the Tier II Evaluation scoring and comments, strategic priorities, and available funding. In the event of a tie where only one award will be made per jurisdiction, the applicant receiving the highest score based on relevant experience will be selected for an award.

Final award decisions will be made by DCJS in accordance with the best interests of the State. Nothing herein requires DCJS to approve funding for any applicant.

V. REQUEST FOR PROPOSALS (RFP) QUESTIONS – GENERAL INFORMATION FOR ALL APPLICANTS

Applicants must respond to all questions below within the DCJS Grants Management System (GMS), as instructed. **GMS instructions are located as an Appendix to this Application.** Please prepare prospective responses in a Microsoft Word Document using Ariel, 11 point font, 1.5 line spacing. Responses should then be copied and pasted to GMS under the *Questions* module “tab” of the application. Applicants are also required to attach the Microsoft Word document with responses using the *Attachments* module on GMS. The number of pages for each question is indicated below.

Responses to the following questions will be scored and are the basis for Tier II funding recommendations. Note the aggregate scoring value assigned to each question equals a total possible score of 100 points.

A minimum score of 70 points is necessary to be eligible for funding. Any and all sub-sections, including those that have no point value, must be answered. The recommended length for each response is provided.

VI. REQUEST FOR PROPOSAL QUESTIONS FOR EXISTING GRANTEES

Note: Questions in this section apply to eligible applicants seeking continuation funding for a CAC that they are currently supporting.

1 – 3: Program Narrative Questions (1-3) (80 points as follows)

1. Describe how crime patterns, crime trends, and crime problems have been identified and analyzed to date at the Crime Analysis Center. Give examples of major cases that have been assisted through the use of crime analysis. **(40 points) - Not to exceed 3 pages**
2. Describe how information developed at the Crime Analysis Center is disseminated to the law enforcement community (include reports, daily briefings, crime maps, etc.). **(20 points) - Not to exceed 3 pages**
3. Provide the name, education, relevant work experience, job duties, and any specialized training for all personnel currently supported by DCJS grant funds at the Crime Analysis Center. Also indicate what training requirements or specialized needs have been identified for these positions if funding is provided from this RFP. **(20 points) Not to exceed 3 pages**

VII. REQUEST FOR PROPOSAL QUESTIONS FOR NEW CAC APPLICANTS

Note: Questions in this section apply to eligible applicants seeking new funding to support positions in one of the five CACs. Responses must pertain to new initiatives and should not be in reference to a CAC the applicant is currently supporting with DCJS funding.

4 - 6: New CAC Applicant Questions (4-6) (80 points as follows)

4. Delineate a strategy identifying how the university or institute will provide support to the Crime Analysis Center. **(40 points) Not to exceed 3 pages**
5. Describe the university or institute's relevant public safety initiatives and criminal justice programs. Specifically identify any current or prior collaborative partnerships with criminal justice organizations or law enforcement agencies, including pertinent research and/or policy analysis conducted. **(20 points) Not to exceed 3 pages**
6. Provide a descriptive narrative of the institute or university's criminal justice credentials, outlining any relevant experience to substantiate its capability to support a Crime Analysis Center. Detail the education, relevant work experience and job duties of current staff, and any requisite experience conducting recent or current crime analysis to support law enforcement or public safety initiatives. **(20 points) Not to exceed 3 pages**

VIII. REQUEST FOR PROPOSAL QUESTIONS FOR ALL APPLICANTS

7. Program Work Plan (0 points)

In the GMS *Work plan* module, enter “To Be Determined” for your Project Goal, Objective, Task, and Performance Measure. This entry is necessary in order for GMS to accept your application. Upon successful application and notification of award, DCJS staff will then assist awarded agencies with developing an appropriate program work plan, including project goal, objectives, tasks, and performance measures. Accordingly, there are no points attributed to this component of your application.

8. Operating Budget Detail and Justification (20 points)

Enter the operating budget directly into the *Budget* module “tab” of the GMS application. See Appendix: *Budget Detail and Justification Narrative Guide* to organize the operating budget, including budgets submitted by anticipated subcontracted service providers receiving funds within this award, if applicable. Operating budgets should project total costs for the contract period and must not exceed the applicant’s eligible award amount if provided.

A detailed budget for the grant period provided must be complete and provide sufficient detail and must also be reasonable and appropriate, as determined by DCJS, and directly tied to the work plan. A funded position should clearly indicate the general duties, full annual salary of the position, hours worked per week, and proposed hours or percentage FTE supported by the grant. For subcontracted agencies approved to provide services, where applicable, attach signed and executed agreements and the approved operating budget using the *Attachment* Module on GMS.

Allowable costs include funding to cover the cost of employment at the crime analysis center, certain fringe benefit expenditures, essential administrative costs, overtime, travel and training, and annual membership dues for the International Association of Crime Analysts. Please note that fringe benefits may not be charged on overtime pay. Travel and training costs may also be requested for individuals assigned to the CAC who are not funded through this grant but contribute to the overall goal of the CAC and the intended purpose of this funding. Each application must clearly outline the amount of funding that is being requested for consultant services to cover the salaries of personnel and the funding that is being requested for administrative costs. Funding for indirect costs, including administrative, is capped at a rate of 15%. Indirect costs are not an allowable expense for governmental organizations. Not-for-profit entities must also show the breakdown between salary and fringe benefits.

Funding requests for equipment, supplies, or any other budget category, will NOT be considered through this RFP.

Consultant Services: All consultant services must be obtained in a manner that provides for fair and open competition. The rate for a consultant should not exceed \$650 for an eight-hour day (not including travel and subsistence costs). A rate exceeding \$650 per eight-hour day requires prior written approval from DCJS and may be approved on a case-by-case basis where adequate justification is provided and expenses are reasonable and allowable. A grant award recipient obtaining consultant services that cost in excess of \$10,000 must use a competitive bidding process.

A grant award recipient who proposes to obtain consultant services from a particular vendor without competitive bidding, must obtain the prior written approval of DCJS. The request for approval must be in writing and set forth, at a minimum, a detailed justification for selection and basis upon which the price was determined to be reasonable. Further, such consultant services must be in accordance with the guidelines, bulletins and regulations of the NYS Office of the State Comptroller, State Procurement Council, and the U.S. Department of Justice.

IX. NOTIFICATION OF AWARDS

Applicants will be advised of award decisions with a letter of notification, which will be emailed to the address provided by the applicant in GMS.

For those not approved to receive funding awards, notifications will be emailed to the contact person and sent using first class mail to the applicant's postal address.

Applicants will be accorded fair and equal treatment with respect to their opportunity for a debriefing. A debriefing is available to any entity that submitted a proposal or application in response to this solicitation that is not successful in receiving an award. A debriefing shall be requested in writing by the unsuccessful Applicant within 15 calendar days of being notified in writing by DCJS that the Application was not selected for an award.

An unsuccessful Applicant's written request for a debriefing must include specific questions that the Applicant wishes to be addressed and must be submitted to DCJS via the funding mailbox at funding@dcjs.ny.gov with the following in the subject line: **Request for Debriefing Crime Analysis Center RFP**. The debriefing shall be scheduled within 30 business days of receipt of written request by DCJS or as soon after that time as practicable. The preferred method for the debriefing will be in-person. However, upon mutual agreement by all parties, another means of communication, i.e., telephone, webinar, or any combination thereof may occur.

X. REQUIRED REPORTING

Reporting requirements that are applicable to this funding are provided below:

GMS Quarterly Progress Reporting

Programs are required to submit quarterly progress reports via GMS that describe quarterly performance and activities in support of the project Work Plan entered in GMS.

Quarterly Fiscal Reports

All DCJS funded grantees are required to submit quarterly fiscal reports and claims for payment. Forms can be found at <http://www.criminaljustice.ny.gov/ofpa/forms.htm>.

Reporting Due Dates:

GMS Progress Reports, Fiscal Reports, and Claims for Payment (formerly known as State-Aid vouchers) are due to DCJS by the following dates:

<u>Calendar Quarter</u>	<u>Report Due</u>
July 1 - September 30	October 31
October 1 - December 31	January 31
January 1 - March 31	April 30
April 1 - June 30	July 31

Federal Reporting

Awards made through this RFP may be funded with federal Byrne JAG funds. As a result, any award funded with Byrne JAG funding will be subject to quarterly federal PMT reporting requirements. Those applicants that receive awards funded with Byrne JAG will receive additional information on how to access the PMT reporting system shortly after receiving notice of their award.

XI. ADMINISTRATION OF CONTRACTS

DCJS will negotiate and develop a contract with each successful applicant. The grant contract may be subject to approval by the NYS Office of the Attorney General (OAG) and the Office of the State Comptroller (OSC) before funding may actually be disbursed. In the event that DCJS and the successful applicant cannot agree to contract terms within ninety days of notification of selection for award, DCJS reserves the right to rescind the award and redistribute the funds.

Contract Approval

All contracts may be subject to the approval of the Attorney General and the Comptroller of the State of New York, and until said approval has been received and indicated thereon, the Contract shall be of no force and effect.

Contract Term

DCJS will enter into a contract period as noted in this solicitation. DCJS reserves the right to modify the contract term in the best interests of the State.

Contract Activities

All activities must have prior approval from DCJS and meet the guidelines established by the State of New York.

Contract Changes

Contracts resulting from this solicitation may be executed, increased, terminated, renewed, decreased, extended or amended or renegotiated for any reason at the discretion of the Executive Deputy Commissioner of DCJS as a result of contractual performance, changes in project conditions, or as otherwise may be in the best interests of New York State.

Records

The grantee will keep books, ledgers, receipts, personnel time and effort records, consultant agreements and inventory records pertinent to the project and consistent with DCJS contractual provisions and mandated guidelines. In accordance with the standard contract Appendix A-1 (see "Standard Contract

Provisions” below), grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

Liability

Nothing in the contract between DCJS and the grantee shall impose liability on the State of New York for injury or damages incurred during the performance of approved grant activities or caused by the use of equipment purchased with grant funds.

Payments

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Where applicable, performance-based expenses will be reimbursed in compliance with the contract milestone performance and costs budget and the project work plan.

Reports

The grantee shall submit all reports to DCJS in a format and time frame as specified in the contract. Quarterly progress reports shall include a description of the grantee’s efforts undertaken during the reporting period and the current status of the project. The quarterly progress reports of the grantee’s activities under this contract must be submitted electronically as directed by DCJS. Independent of any reporting schedule, all grantees will be required to inform DCJS of any program issues that are significantly impacting program performance. Any project funded under this solicitation must comply with the requirements established by DCJS. The grantee agrees to submit any other reports considered relevant by DCJS.

Performance Review

The grantee's performance in all areas mentioned above, in addition to the services contracted for, will be monitored periodically by DCJS and will take the form of site visits, program file review, written and telephone communication, and any other methods deemed necessary by DCJS to ascertain the quality and quantity of grantee activities.

Disposition of Allocations

DCJS reserves the right to reject applications, deny awards, or defer applications for future consideration based on insufficient information in the application, lack of accompanying documentation, the inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature, or a history of contract non-compliance.

Revocation of Funds

Funds awarded to an applicant who does not implement an approved project within 90 calendar days of the contract start date may be revoked and redistributed at the discretion of the Executive Deputy Commissioner of the DCJS or his or her designee.

Use of Service-Disabled Veteran-owned Business Enterprises in Contract Performance

Article 17-B of the Executive Law enacted in 2014 acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State,

bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at http://ogs.ny.gov/Core/docs/CertifiedNYS_SDVOB.pdf.

Bidders/proposers need to be aware that all authorized users of this contract will be strongly encouraged to the maximum extent practical and consistent with legal requirements of the State Finance Law and the Executive Law to use responsible and responsive SDVOBs in purchasing and utilizing commodities, services and technology that are of equal quality and functionality to those that may be obtained from non-SDVOBs. Furthermore, bidders/proposers are reminded that they must continue to utilize small, minority and women-owned businesses consistent with current State law. Utilizing SDVOBs in State contracts will help create more private sector jobs, rebuild New York State's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its SDVOB partners. SDVOBs will promote the contractor's optimal performance under the contract, thereby fully benefiting the public sector programs that are supported by associated public procurements.

Public procurements can drive and improve the State's economic engine through promotion of the use of SDVOBs by its contractors. The State, therefore, expects bidders/proposers to provide maximum assistance to SDVOBs in their contract performance. The potential participation by all kinds of SDVOBs will deliver great value to the State and its taxpayers.

Bidders/proposers can demonstrate their commitment to the use of SDVOBs by responding to the questions on the form located at http://www.criminaljustice.ny.gov/ofpa/pdfdocs/Veteran_Owned_Business_Form.pdf and attach the completed form, along with your Application, to the NYS Division of Criminal Justice Services' Grants Management System (GMS). There are no points attributable to this component of the application.

Standard Contract Provisions:

Any contracts negotiated as a result of this solicitation will be subject to the provisions of Appendix A, Appendix A-1, and Appendix M, which contain the standard clauses for all New York State grant contracts with DCJS. Appendices are available on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm>.

Minority and Women-Owned Business Enterprises (M/WBE) and Equal Employment Opportunity (EEO) Requirements

DCJS recognizes its obligation under New York State Executive Law Article 15-A to promote opportunities for the participation of certified minority-and women-owned business enterprises (M/WBEs), as well as the employment of minority group members and women in the performance of DCJS contracts.

Contracts in excess of \$25,000 require grant recipients to document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of grant contracts, as well as the employment of minority group members and women.

Accordingly, applicants requesting in excess of \$25,000 must be prepared to submit a Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301), and a Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet (DCJS-3309). For contracts in excess of \$250,000

applicants must also submit an M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300). All forms are located at <http://www.criminaljustice.ny.gov/ofpa/mwbe/index.htm>.

DCJS will review the submitted Local Assistance M/WBE Equal Employment Opportunity Staffing Plan, the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form, Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet, and Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement and advise the applicant of DCJS' acceptance once an award determination is made. For additional information regarding M/WBE requirements see also <http://www.criminaljustice.ny.gov/ofpa/forms.htm>. There are no points attributable to this component of the application.

Encouraging Use of New York State Businesses in Contract Performance

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the State and the nation. In recognition of their economic activity and leadership in doing business in New York State, applicants for this solicitation are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract(s) resulting from this solicitation. Such partnering with New York State businesses may be as subcontractors, suppliers, protégés or other supporting roles. To assist in demonstrating commitment to the use of New York State businesses in the performance of the contract(s), all applicants must complete the form provided on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm> entitled: *Encouraging Use of New York State Businesses in Contract Performance* and submit the completed form as an attachment to the their application in GMS. There are no points attributable to this component of the application.

Vendor Responsibility

Not-for-Profit entities that are receiving an award of \$100,000 or greater are required to complete an updated Vendor Responsibility Questionnaire. The questionnaire and additional information are available on the NYS Office of State Comptroller website: http://www.osc.state.ny.us/vendrep/vendor_index.htm.

Charities Registration

Not-for-Profit entities must also insure that their filing requirements are up-to-date with the Charities Bureau of the NYS Attorney General's Office. Further information on the registration requirements may be obtained at the Attorney General's website: <http://www.charitiesnys.com/home.jsp>.

Data Universal Numbering System (DUNS) Registration Requirements

All DCJS funding applicants are required to provide a DUNS number. If you are unsure whether or not your organization has a DUNS number, check with your Fiscal Officer. New applicants will enter the DUNS number in GMS while completing the Participant section; existing DCJS grantees whose DUNS number is not already on file should email the number to funding@dcjs.ny.gov to have it entered by DCJS staff prior to submission of the application. Any organization needing a DUNS number can register through the following link: <http://fedgov.dnb.com/webform>. Please note the process of requesting and receiving a DUNS number and/or having it entered into GMS by DCJS staff will require additional time. It is strongly recommended that applicants begin this process early.

XII. SPECIFIC APPLICATION AND SUBMISSION REQUIREMENTS

A. Application Specific Instructions

Where an applicant is requesting DCJS funding for more than one CAC, separate proposals are required. Applications must be submitted using the DCJS Grants Management System (GMS).

B. Grants Management System (GMS)

First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Applications must be complete in order for the GMS submission to be successful. If you need assistance with accessing and using GMS, please contact the DCJS Office of Program Development and Funding GMS Help Desk at (518) 457-9787. **Applicants are encouraged to complete the GMS Application, as well as the registration and/or pre-qualification on the Grants Gateway, where applicable, early to avoid any concerns with these automated systems.**

The following information is specific to this Application, for general guidance and GMS Helpful Hints see Appendix: *Grants Management System (GMS) Instructions and Helpful Hints*.

Accessing the Application on GMS

To access a new application on GMS, log on to the system and click on “Project”. Click the “New” button at the top of the project grid. This will take you to a screen that says “Select a Program Office”. Using the drop-down box, find and select “Crime Analysis Center Initiative”. Click “Create Project”. Your application will now be ready to complete.

Completing the Application

Each GMS application will consist of the following components that must be completed using GMS:

- Participant name(s);
- Contact information for all participating agencies per application
- Program specific questions;
- Project budget;
- Program work plan (to be submitted in GMS as described in this Application); and
- any file attachments specified in the RFP as having to be submitted in GMS

When all of the above requirements and GMS Application components are completed, click the “**Submit**” button. GMS will review the application for completeness. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and you submit successfully, GMS will display a screen that says “*Your application has been submitted.*”

XIII. APPLICATION CHECKLIST

- Not-for-Profit Applicants ONLY: Complete Grants Gateway Prequalification Requirements – See Appendix: *Grants Gateway Prequalification Requirement*.
- All Applicants: Complete all DCJS Grants Management System (GMS) Registration Requirements – See Appendix – *DCJS Grants Management System (GMS) Instructions and Helpful Hints*.
- Complete all necessary contractual requirements as outlined in Section: *Administration of Contracts, including question regarding “Encouraging Use of New York State Businesses in Contract Performance”*.
- Answer all Program Narrative Questions in *QUESTIONS* TAB in GMS and attach as a Microsoft Word document to GMS if indicated.
- Complete *BUDGET* TAB on GMS by entering the line-item Operating Budget.
- Attach Applicant Certification.

Appendix

Grants Gateway Prequalification Requirement – Not for Profit Applicants Only

Grants Gateway Pre-Qualification

Not-for-profit applicants **must** be pre-qualified through the New York State Grants Gateway prior to the application submission deadline in order to be eligible for awards under this funding.

Applicants are strongly encouraged to begin this process as soon as possible.

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process, which require not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated. Information on these initiatives can be found on the [Grants Reform Website](http://www.grantsreform.ny.gov/) at <http://www.grantsreform.ny.gov/>.

Specific questions about the prequalification process should be referred to your agency representative or to the Grants Reform Team at grantsreform@budget.ny.gov.

Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

Appendix

DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS

Dated February 2016

GMS Helpful Hints: Also read Application for additional specific GMS directions.

First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Persons familiar with GMS can use the following simplified guidelines:

Getting Started: Sign on to GMS.

Click "Project" to go to project grid. Click the "New" button at the top of the project grid. This will take you to a screen that says "Select a Program Office" in a drop-down box format. Find and highlight "Crime Analysis Centers" funding program," then click "Create Project."

This begins your application. You may work on the application, save and return to it at a later time, except as noted below. Note that GMS will time out after 30 minutes of inactivity. That means that you should save your work frequently. Each save re-sets the timer.

In the newly-created project complete the following modules which are listed across the top of the screen:

General - Complete the text screens and press save.

Participants/Contacts - Complete the text screens and press save.

Click on "Add Participant" and in the search prompt that appears type in your agency name. This should take you to a list, find your agency, and click in the blue section of your agency name. This will prompt a drop down list that defaults to "Grantee." Click "Add." If there will be a separate Implementing Agency, repeat the process, choosing "Implementing Agency" as the Participant Type. In the event your agency is not listed, click the "New" button to add your agency to our database. Please complete all required information on the screen, including the Employer Identification Number (EIN) before you SAVE the entry. GMS will only allow one attempt then locks the entry to edits. Should you still need additional information added to the Participant record, please call GMS Help at (518) 457-9787.

Scroll to the bottom of the screen to add contact information. Click on "Add Contact" and in the search prompt that appears type in the last name of the person to be added. This should take you to a list. Find the person to be added and click in the blue section of the name. This will prompt a drop down list that defaults to "Primary." Ensure you do this until you have added a minimum of three contacts: Primary, Signatory and Fiscal. In the event that the contact you are attempting to add does not appear in a search, click the "New Contact" button to add the contact to our database.

Note: If the signatory you try to add is not eSignature registered, you will get an error message and will not be allowed to add that person at that time. You will NOT be able to submit the application without a signatory attached.

Budget - See Application for additional specific instructions.

Work plan - In the GMS work plan module, enter the Project Goal, Objectives, Tasks and Performance Measures provided in the Standard Work Plan within this solicitation.

- Fill in the “Project Goal” text box and click “Save.”
- Click “Create New Objective” and fill in the text box and click “Save.”
- Click “Add Task to this Objective” and fill in the text box and click “Save.”
- Click “Add Performance Measure to this Task” and fill in the text box and click “Save.”

Questions (where applicable and when the solicitation includes questions) -

Answer all required program narrative and budget information questions.

Hint: Answers should be developed in Word. DCJS-GMS will time out after 30 minutes and unsaved material will be lost. Cutting and pasting from a Word document will prevent the loss of any work.

Attachments -

Click on “Attachment,” and upload the required attachments for this solicitation. Note: Follow the instructions in the GMS User’s Manual for Attachments; also, see screen instructions for accepted file types and advice on file names.

Remember: Failure to submit required documents will be considered the same as failure to meet the deadline for application submission. This may result in a non-award due to the application being untimely.

When all requirements are completed, click the “Submit” button. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and the application is submitted, GMS will display a screen that says “*Your application has been submitted.*” In addition, GMS will send an email notification to the Signatory official listed on the application to make him or her aware that an application has been submitted on your jurisdiction’s or organization’s behalf.

Appendix

BUDGET DETAIL WORKSHEET AND BUDGET NARRATIVE GUIDE - This document can be used as a guide when providing detail budget information in GMS. Use as applicable to your Application. However, please note budget restrictions, as described in the RFP, when preparing budgets.

Note: Allowable costs include funding to cover the cost of employment at the crime analysis center, certain fringe benefit expenditures, essential administrative costs, overtime, travel and training, and annual membership dues for the International Association of Crime Analysts

Funding requests for equipment, supplies, or any other budget category, will NOT be considered through this RFP.

PERSONAL SERVICES – List each position by title and name of employee, if available. Show the annual rate of pay, the percentage of time to be devoted to the project (percent of FTE) and the cost to grant funding.				
Name	Position	Salary	Computation (Annual Salary, % of FTE Time)	Cost
█	█	█	█	█
<i>Personal Narrative:</i> Describe responsibilities and duties of each position in implementing and operating the grant program. █				
FRINGE BENEFITS- Should be based on actual known costs or approved negotiated rate of the agency. Fringe benefits are for the personnel listed above, and only for the percentage of time (%FTE) of each position charged to the project.				
Approved Rate or Description of Actual Costs		Computation (Salary x Rate)		Cost
█		█		█
<i>Fringe Benefits Narrative:</i> Describe computation of fringe benefits to be charged to the project. █				
CONSULTANT SERVICES – For each consultant, enter the name, service to be provided, hourly or daily fee, and estimated time on the project. Upload the signed consultant agreement as an Attachment in GMS.				
Name of Consultant	Service Provided	Computation	Cost	
█	█	█	█	
<i>Consultant Services Narrative:</i> Explain how each consultant is necessary to the success of the project and discuss the procurement method to be used. Using the format of "F – Travel" category, list all expenses to be paid from the grant to the individual consultants in addition to their fees (e.g., travel, meals, lodging). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, community partners. Consultant costs are limited to \$650 per 8 hour day (excluding travel, meals, and lodging) unless justification is provided and approved by DCJS. █				
EQUIPMENT – List non-expendable items that are purchased. List expendable equipment under the "Supplies" category. Rented or leased equipment should be listed in this category.				
Item	Quantity	Cost per Item	Total Cost	
█	█	█	█	
<i>Equipment Narrative:</i> Explain how the equipment is necessary for the success of the Project and describe the procurement method to be used. █				
SUPPLIES – List supplies by type (office supplies, postage, training materials, copying paper, and expendable equipment, such as books or hand-held tape recorders) and how the basis of computation.				
Item	Quantity	Cost per Item	Total Cost	
█	█	█	█	
<i>Supplies Narrative:</i> Discuss the supplies needed for success of the project and indicate who will be using expendable materials. █				

TRAVEL AND SUSTENANCE – Itemize project related expenses required of staff by purpose (e.g. training, field work, meetings). Prior to any out-of-state travel, a written request for approval to use grant funds must be submitted to, and granted approval by DCJS. Show all travel expense computations (# of people x cost of travel, daily lodging cost x number of rooms x number of nights, per diem meals x number of travelers). Identify location.

Travel Purpose and Location	Number of People	Cost of Travel per diem	Number of Travel Days	Total Cost
█	█	█	█	█

Travel and Sustenance Narrative: Describe location of travel, purpose of travel, mode of transportation and cost. Also indicate who is traveling and how this travel is necessary for the success of the project. Meals and lodging must be itemized and must not exceed published NYS per diem rates. █

RENTAL OF FACILITIES – Provide square footage of **NEW** space rented specifically for the project and the rental cost per square foot. Provide a monthly cost multiplied by the number of months that rent is required within the program period. Note: Units of local government may not charge rent to the awardee for existing agency office space.

Monthly Rent	X Number of Months	Cost
█	█	█

ALL OTHER COSTS – List line item costs, such as reproduction and telephone, by category and the basis for computation.

Description	Computation	Cost
█	█	█

ADMINISTRATION/INDIRECT COSTS – Combined funding for administrative and/or indirect costs is capped at a rate of 15 percent. Note: Indirect costs are not an allowable expense for governmental agencies.

Description	Computation	Cost
█	█	█

BUDGET CATEGORY	AMOUNT
Personal Services	\$ █
Fringe Benefit	\$ █
Consultant Services	\$ █
Equipment	\$ █
Supplies	\$ █
Travel and Sustenance	\$ █
Rental of Facilities	\$ █
All Other Expenses	\$ █
Administration/Indirect Costs	\$ █
TOTAL OPERATING BUDGET	\$ █

Grant Amount Requested:	Match Amount (if applicable):	Total Project Amount:
\$ █	\$ █	\$ █



Division of Criminal Justice Services

ATTACHMENT 1

APPLICANT CERTIFICATION

By signing this Applicant Certification, the Applicant agrees and certifies that:

- The applicant accepts and will abide by the terms and conditions of the SFY 2016-17 Crime Analysis Centers (CACs) Request for Proposals (RFP) and this Certification document.
The positions that are funded through awards made pursuant to the SFY 2016-17 CACs RFP will dedicate 100% of the time to their respective CAC for the contractual period.
Any crime analyst-related positions funded through awards made pursuant to the SFY 2016-17 CACs RFP will report to the Director of their respective CAC and will prioritize their work based on directives from the CAC Director, as applicable.
Any notification by DCJS of its intent to award funding to an applicant who has previously been a CAC award recipient from the Division of Criminal Justice Services (DCJS) will be sufficient to continue any current CAC positions funded by DCJS with no disruption in service pending final contract execution.

Signature of Applicant _____ Date: _____

Applicant/Acknowledgment

STATE OF NEW YORK

COUNTY OF _____

On the _____ day of _____ in the year _____ before me personally came _____ to me known, who, being by me duly sworn, did depose and say that he/she/ resides in _____

_____ ; that he/she/ is the _____

_____ (indicate title) of the

_____ (name of applicant), the entity described in

and which executed the above instrument; and that he/she signed his/her name thereto by authority of the _____ of said entity.

Notary Public

Printed Name: _____

My Commission Expires: _____



Division of Criminal Justice Services

ATTACHMENT 2

GENERAL INFORMATION ON CURRENTLY FUNDED CRIME ANALYSTS

Crime Analysis Centers County Location	Number of Lead/Senior Crime Analysts Currently Supported	Average Lead/Senior Crime Analyst Salary	Number of Crime Analysts Currently Supported	Average Crime Analyst Salary
Albany	2	\$65,750	5	\$45,800
Erie	1	\$69,000	6	\$50,585
Monroe	2	\$63,750	7	\$47,500
Onondaga	1	\$69,500	5	\$47,700
Franklin*	1	\$62,500	2	\$44,750

***The North Country CAC currently funds a Crime Analysis Center Director at a salary of \$103,000**

IMPORTANT INFORMATION: The data represented above is merely informational and is subject to change as a result of this RFP. These figures are reflective of the SFY 2015-16 Crime Analysis Centers (CAC) RFA awards.

Please refer to the *Operating Budget Detail and Justification* section for more in depth budget clarification.

Standard job description of currently funded Crime Analysts:

- Works on-site at a designated NYS Crime Analysis Center;
- Addresses emergent public safety threats in relation to CAC activities in NYS;
- Performs a variety of research and analytical tasks;
- Collects, compiles, validates, interprets, and analyses data and trends using standard practices and techniques of crime and/or law enforcement intelligence analysis;
- May perform statistical, spatial, and/or qualitative analyses as needed, making use of standard software packages;
- Works on assignments that are moderately complex under direct or indirect supervision, where there is latitude for independent action and decision-making; and
- Prepares and delivers reports and presentations of analytic results.

Standard job description of currently funded Lead Crime Analysts:

- Supervising, directing, assigning tasks and evaluating performance of crime analysts who may be assigned to report to the Lead Analyst, when applicable. Identifying, organizing and completing projects that enhance overall Center operations, efficiencies and services;
- Coordinating and addressing routine information technology-related service issues and working with support vendors to derive solutions and operational improvements to the CAC;
- Reviewing crime analysts' and CAC operations to identify processes where efficiency can be improved;
- Assisting and coordinating analysts in development of crime analysis products, bulletins, and pattern analysis;
- Independently performing a variety of research and analytical tasks;
- Collecting, compiling, validating, interpreting and analyzing data and trends using standard practices and techniques of crime and/or law enforcement intelligence analysis;
- Performing statistical, spatial, and/or qualitative analyses, making use of standard software packages;
- Preparing and delivering reports and presentations of analytic results; and
- Conducting routine audits to ensure accuracy and confidentiality.

Standard job description of currently funded CAC Director:

- Overseeing a CAC including space, technology, equipment and staffing;
- Managing the participation of designated agencies, through assignment of staff to CAC, as well as communication and consultation with representatives at all participating agencies.;
- Soliciting and encouraging additional participation as the CAC expands its role within the county by reaching out to new agencies as appropriate;
- Collaborating with DCJS in preparation and implementation of any Memoranda of Understanding to confirm agreements and establish parameters;
- Overseeing the provision of training to participating agency staff, by assessing existing gaps. This includes both the provision of training in various crime analysis methods, such as how to analyse data and early recognition of crime patterns, as well as determining what software tools would enhance analysis and offering related training to participating entities;
- Maximizing all information and intelligence sharing opportunities by facilitating the participation of various law enforcement and criminal justice agencies as directed by the CAC Board and in collaboration with DCJS. Continue to collaborate with these agencies to create technology links to facilitate agency authorized sharing of information and data, such as correctional facility phone and visitor records, in order to identify connections and possible locations of fugitives who have been previously incarcerated;

- Collaborating with law enforcement agencies as directed by CAC Board to create links that will facilitate applicable sharing of information; and
- Encouraging and recommending to DCJS and CAC Board that the CAC be equipped with cutting-edge technology, seeking input from designated information technology staff.

End of Application