FY 2017 President-Elect Security Assistance Reimbursement Grant Program

Request for Information

KEY DATE AND NOTICE:	
Submission Deadline:	**Monday, May 15, 2017 at Noon**
Notification of Award:	**Subject to Approval by U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA)**
Anticipated Contract Start Date:	**TBD**

The New York State (NYS) Division of Criminal Justice Services (DCJS) seeks requests for reimbursement from state and local law enforcement agencies that engaged in security-related activities for the President-elect during the period from 11:00pm Eastern Standard Time (EST) November 9, 2016 through 12:00 Noon (EST) January 20, 2017.

DCJS, as the State Administering Agency (SAA) for federal criminal justice funds, will apply to Bureau of Justice Assistance (BJA) on behalf of New York State's law enforcement agencies for the $7 million being made available nationally through the FY 2017 President-Elect Security Assistance Reimbursement Grant Program. Awards will be made at the discretion of BJA on a pro-rata basis.

Applications from state and local law enforcement agencies must be submitted to DCJS using the DCJS Grants Management System (GMS). 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. See Appendix: GMS Helpful Hints.

Applicants will be advised of BJA's funding decision via a letter of notification from DCJS, 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.

Should New York State be successful in receiving funding under this opportunity, the grant contract period will be negotiated.

This funding may only be used to reimburse for extraordinary law enforcement overtime costs directly and solely associated with the security required to protect the President-elect during the Presidential transition period.

I.   FUNDING, APPLICANT ELIGIBILITY, CONTRACT TERM, AND ELIGIBLE EXPENSES

A.   Availability and Approved Use of State Funds

The New York State (NYS) Division of Criminal Justice Services (DCJS) seeks requests from state and local law enforcement agencies that engaged in security-related activities for the President-elect during the period from 11:00 pm (EST) November 9, 2016 through 12:00 noon (EST) January 20, 2017. DCJS, as the State Administering Agency (SAA) for federal criminal justice funds, will apply to BJA on behalf of New York State's law enforcement agencies for the $7 million being made available nationally.

Awards will be made at the discretion of BJA on a pro-rata basis. Applicants should anticipate that awards under the FY 2017 President-Elect Security Reimbursement Grant Program will be one-time awards.

B.   Applicant Eligibility and Requirements

Eligible applicants are limited to state law enforcement agencies and local law enforcement agencies of incorporated municipalities that engaged in security-related activities for the President-elect during the period from 11:00 pm (EST) November 9, 2016 through 12:00 Noon (EST) January 20, 2017.

C.   Contract Term

Should New York State be successful in receiving funding under this opportunity, the grant contract period will be negotiated.

D.   Eligible Expenses

Only overtime costs that the state or local law enforcement agency can document as *being over and above normal law enforcement operations*, and directly attributable to the security of the President-elect, will be allowed. Therefore, state and local agencies must document that all costs requested for reimbursement are:
- Extraordinary
- Incurred as a result of official security requirements
- Associated with law enforcement functions directly related to provision of security for the President-elect during the stated transition period
- Not otherwise reimbursable through currently available federal funding sources

Extraordinary costs are considered to be those costs over and above normal expenditures, which cumulatively present a burden on the jurisdiction resulting in an economic hardship. Costs incurred as a result of normal agency activities (e.g., salaries incurred during normal patrol hours for security operations that do not require overtime to accomplish or to backfill a position) are not allowable for reimbursement.

II.   APPLICATION REQUIREMENTS

A.   Program Narrative (Attachment 1)

Prepare a program narrative in Microsoft Word using Times New Roman, 12-point font that is double-spaced. Applicants should attach the Microsoft Word document using the *Attachments* module in GMS.

The program narrative should be no longer than 10 pages and include a description of:

- the extraordinary law enforcement activities engaged in as they related to providing security for the President-elect during the transition period;
- how the overtime costs are over and above normal law enforcement operations;
- how the costs are not otherwise reimbursable through currently available federal funding sources; and
- any and all agreements and/or memorandums of understanding (MOU) that were enacted to establish the security-related activities undertaken.

B.   Budget Narrative/Detail Worksheet (Attachment 2)

Prepare a budget narrative/detail worksheet in Microsoft Excel. Applicants should attach the Microsoft Excel document using the *Attachments* module in GMS.

The budget detail worksheet should include the following information:

- each employee's name, position, compensation rate, and total number of hours; and
- a brief 1-2 sentence explanation of the security-related activities engaged in during the stated transition period.

Matching funds are not required, but voluntary match can be included in the budget request. Please note that voluntary match will be incorporated into the approved grant contract budget, and becomes mandatory and subject to audit.

III.   NOTIFICATION OF AWARDS

If New York State is successful in obtaining funding, applicants approved for funding will be notified in writing by DCJS via email to the email address provided in GMS. The terms of the final contract agreement are subject to negotiation between DCJS and the grantee.

For those not approved to receive funding awards, notifications will be both emailed to the contact person in GMS and sent by U.S. Postal Service mail.

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.

IV.   REPORTING REQUIREMENTS

Awards granted under this request for information are to reimburse law enforcement agencies for extraordinary security-related costs incurred during a prior fiscal period, and as such, there are no required performance measures beyond the required information to be provided in the program narrative and budget documents submitted with the request.

Notwithstanding the provisions of paragraph 21 of Appendix A-1 of the resulting grant contract, which requires quarterly program reporting, no additional program reporting will be required.

Notwithstanding the provisions of paragraph 7 of Appendix C of the resulting grant contract, which requires quarterly fiscal reporting, only one voucher and fiscal cost report (and accompanying detail) for the entire period will be required.

V.   ADMINISTRATION OF CONTRACTS

Should DCJS be awarded FY 2017 President-Elect Security Assistance Reimbursement Grant Program funding, DCJS will negotiate and develop a contract with the eligible local law enforcement agency(s). Such grant contract(s) may be subject to approval by the NYS Office of the Attorney General (OAG) and the Office of the State Comptroller (OSC) before any funding may actually be disbursed. In the event that DCJS and any successful applicant cannot agree to contract terms within ninety (90) days of notification of selection for award, DCJS reserves the right to rescind the award(s).

A. Contract Approval

Any contract 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.

B. 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.

C. Contract Activities

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

D. Contract Changes

Any contract 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.

E. 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.

F. 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.

G. 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.

H. 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.

I. Disposition of Allocations

DCJS reserves the right to reject applications and/or deny or defer award 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.

J. 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 at the discretion of the Executive Deputy Commissioner of the DCJS or his or her designee.

Standard Contract Provisions

Contract(s) 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. Applicants are strongly encouraged to consider M/WBEs in the fulfillment of the requirements of their contracts.

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, applicants requesting funds 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.

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.

VI.   APPLICATION SUBMISSION

A. Application Specific Instructions

One application should be submitted for each entity that is applying. Application(s) must be submitted using the DCJS Grants Management System (GMS).

B. Grants Management System (GMS)

Applications must be submitted to DCJS using the 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.

C. 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 *President-Elect Security Assistance Reimbursement Grant Program.* Click "Create Project." Your application will now be ready to complete.

D. Completing the Application

Applicants are encouraged to complete the GMS Application as well as the registration and/or pre-qualification on the NYS DCJS Grants Gateway System, where applicable, early to avoid any concerns with these automated systems.

- Complete all DCJS Grants Management System (GMS) Registration Requirements (see information at: http://www.criminaljustice.ny.gov/ofpa/gms.htm).
- Complete all necessary contractual requirements as described in Section: *Administration of Contracts.*
- Complete and attach a Program Narrative Word document to GMS as previously described. In the work plan module enter "NA" for "Project Goal", "Objective", "Tasks", and "Performance Measure".
- Complete and attach a Budget Narrative/Detail Worksheet Excel document to GMS as previously described. In the budget module enter "NA" in the "Personal Service" category.

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.*"

APPENDIX: DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS
Dated February 2016

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 "Name of funding program," then click "Create Project." – choose President-Elect Security Assistance Reimbursement Grant Program from the drop-down menu.

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.

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.