



REQUEST FOR PROPOSALS

SFY 2021-22 Securing Communities Against Hate Crimes (SCAHC)

KEY DATES AND NOTICES:	
Release Date of RFP:	Thursday, October 21, 2021
Submission Deadline:	Friday, January 7, 2022
Estimated Total Program Funding:	\$25 million
Award Ceiling:	\$50,000
Anticipated Number of Awards:	Approximately 500
Deadline for Final Submission of Questions:	Wednesday, November 3, 2021
Response to Questions Posted:	(On or about) – Wednesday, November 10, 2021
Notification of Award(s):	(On or about) Thursday, March 24, 2022
Anticipated Contract Start Date:	June 1, 2022

- Proposals must be received 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 to respond to this Solicitation.** See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints*.
- Questions regarding this RFP must be emailed to dcjsfunding@dcjs.ny.gov. Responses to the questions will be posted on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/index.htm> on or about the date 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.**
- 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 to the contact email provided in GMS. 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.) Unless otherwise modified by DCJS, the anticipated contract period for this grant opportunity will be for 24 months, beginning no earlier than June 1, 2022.
- Grants Gateway Prequalification – To be considered for an award**, not-for-profit (NFP) applicants **must** be pre-qualified through the NYS Grants Gateway prior to the RFP submission deadline. **NFP applicants should begin this process as soon as possible.** See Appendix: *Grants Gateway Prequalification Requirement* and Appendix: *Securing Communities Streamlined Prequalification Requirement* and also <https://grantsmanagement.ny.gov/securing-communities>.

SFY 2021-22 Securing Communities Against Hate Crimes (SCAHC) Request for Proposals

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APPENDICES:

- Grants Gateway Prequalification Process
- DCJS Grants Management System (GMS) Instructions and Helpful Hints
- Best Practices for Preparing an Effective Grant Application
- Best Practice Guide for Securing Your Facility
- State and Federal Resources for Facility Security
- Reported Hate Crime Incidents Per County Data
- County Population Size Data
- Budget Detail Worksheet and Narrative Guide
- Standardized Work Plan

ATTACHMENTS:

- Attachment 1 Vulnerability Self-Assessment Tool
- Attachment 2 Substitute Form W-9

I. INTRODUCTION

The New York State Division of Criminal Justice Services (DCJS) seeks proposals to fund safety and security projects at nonprofit organizations at risk of hate crimes or attacks because of their ideology, beliefs or mission. Approximately twenty-five million (\$25 million) is expected to be available to fund approximately 500 projects throughout New York State.

The total number of hate crime incidents reported to police represent a fraction of all reported crime in the state. Hate crimes, however, target individuals, groups of individuals or property because of a perception or belief about race, ethnicity, sex, sexual orientation, religion or other characteristic as defined by state law. This can result in these crimes adversely affecting entire communities, not just their intended target. New York State tracks these incidents separately from other crimes so trends can be monitored, and the state can remain proactive in efforts to prevent hate crimes and ensure the safety and equal treatment of all New Yorkers.

Through this Request for Proposals (RFP), DCJS is continuing the Securing Communities Against Hate Crimes Program (SCAHC) initiated in 2017 by the New York State Division of Homeland Security and Emergency Services (DHSES). This RFP seeks to strengthen safety and security arrangements at the facilities of New York nonprofit organizations at risk of hate crimes or attacks because of their ideology, beliefs, or mission. In support of this effort, \$25 million in grant funding has been made available on a statewide basis, with the grants administered by DCJS.

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; identification and funding of programs that reduce crime, recidivism, and victimization. Additionally, DCJS administers the state's Sex Offender Registry.

DCJS is committed to providing programs that improve the effectiveness of New York's justice system. Proposals will be rated and selected for funding consistent with the best interest of the state. Applicants are encouraged to demonstrate in their response to this solicitation how their proposal supports New York's commitment to public safety.

II. FUNDING, APPLICANT ELIGIBILITY AND CONTRACT TERM

A. Funding and Award Guidelines

DCJS expects that approximately \$25 million will be made available to support approximately 500 projects. Applications will be accepted for up to \$50,000 **per facility**. Each eligible organization may submit up to three (3) applications for a maximum total of \$150,000. **Each facility will require a separate application.** For purposes of this grant program, a facility is defined as a building, including recreational areas adjacent to the building. A facility that has

previously received funding through a DHSES SCAHC award is not eligible for funding under this RFP, although an organization may apply for grants for up to three (3) other facilities.

As an example, *Organization X* operates a campus incorporating 3 separate facilities: a school building, a separate structure housing a daycare center with an adjacent recreational area and a separate community center. Organization X received funding through a prior DHSES SCAHC award to secure the community center. This organization, if otherwise eligible (see additional eligibility information below), may apply for and submit up to two (2) separate proposals to fund separate projects on this campus --- the school, and the daycare center and adjacent recreational area. The community center at this campus would not be eligible to receive funding under this RFP because it was provided funding through a prior DHSES SCAHC award.

All funding must support project related costs that will be incurred during the contract period. Funding under this program must supplement, not supplant, non-grant funds that would otherwise be available for expenditure on the projects proposed.

B. Applicant Eligibility Requirements

This RFP requests applications to support projects that enhance the safety and security of nonprofit organizations at risk of hate crimes or attacks due to their ideology, beliefs or mission. Nonprofit organizations that have previously received an SCAHC award through DHSES are not eligible to apply for additional awards through this RFP to secure the same facilities. Each applicant must be pre-qualified on-line in the New York State Grants Gateway. Please see Appendix: *Streamlined Grants Gateway Prequalification Process* for instructions on how to become pre-qualified.

To be eligible, applicants must meet all the following requirements:

- Applicants must have received a Recognition of Exempt Status Determination letter from the IRS pursuant to 26 USC §501(c)(3). Alternatively, the applicant may self-certify by providing a letter affirming that the organization qualifies as a §501(c)(3) organization and is exempt from tax pursuant to 26 USC §501(a). The organization must maintain tax exempt status throughout the life of the grant. If the organization's tax-exempt status is jeopardized or placed into question at any point during the life of the grant, the organization must notify DCJS within fifteen (15) days; **AND**
- The applicant must be a nonprofit organization; **AND**
- Must be at risk of a hate crime or attack due to ideology, beliefs, or mission as described by the applicant organization; **AND**

- Must be registered, have recently applied for registration and such application remains pending, or be exempt from registering with the NYS Attorney General’s Office, Charities Bureau; **AND**
- Must be prequalified through the New York State Grants Gateway at <https://grantsmanagement.ny.gov/securing-communities> **prior** to application submission.

C. Availability and Approved Use of State Funds

Grant funding will be awarded competitively for allowable interior and exterior facility hardening, physical security enhancements and training of staff or organization members in the use of the security equipment to harden nonprofit facilities at risk of hate crimes. Staff or personnel are NOT allowable costs. Proposals must be for new projects. Grant funds cannot be used to support projects that have been undertaken prior to award or outside the period of the grant contract. Further, grant funds may not be used to fund projects that have already been reimbursed through any other grant program, including but not limited to the Non-public Safety Equipment (NPSE) Program administered by the State Education Department, or the Nonprofit Security Grant Program administered by DHSES.

The Securing Communities Against Hate Crimes Program (SCAHC) advances a common understanding of risk management, i.e., identification of risks and vulnerabilities and corollary methods of reducing and/or eliminating those risks and vulnerabilities. Applicants must have a facility-specific Vulnerability Assessment completed (see section III.A below for additional information) which describes relevant threats and security vulnerabilities and describes how the organization will prevent and protect against hate crimes or attacks targeting their facility. Grant funding must be proposed which will mitigate against those risks and vulnerabilities as identified in the Vulnerability Assessment.

Additional approved use of state funds and costs that are not permissible are described under “Program Description” below.

D. Contract Term

Unless otherwise modified by DCJS, the anticipated contract period for this grant opportunity will be for 24 months, beginning no earlier than June 1, 2022.

I. PROJECT DESCRIPTION

A. Vulnerability Assessment

Applicants must submit a completed application and Vulnerability Assessment for **each** facility for which grant funding is requested. The Vulnerability Assessment shall identify threats to the facility as well as physical and/or human security vulnerabilities. Applicants must use the Attachment: *Vulnerability Self-Assessment Tool* included with this RFP to

satisfy the Vulnerability Assessment requirement. If your organization has a Vulnerability Assessment that has been completed within the past three years, it may be used to satisfy this requirement provided that the assessment reflects current vulnerabilities of the facility.

B. Permissible Costs

The SCAHC proposal must describe the new elements requested for funding in order to mitigate against the risks and vulnerabilities to a hate crime as identified in the Vulnerability Assessment.

Permissible costs to protect against potential hate crime activity include:

- Hardening the organization's facility, including recreational areas adjacent to the facility through exterior and/or interior physical security enhancement; and/or
- Providing security training that will advance the knowledge of security personnel, staff and membership as appropriate.
(If a paid trainer is to deliver training, the cost should be listed in the budget category of "Consultants." Training materials should be listed under the "Supplies" budget category.)

1. Facility Hardening Costs

Permissible costs include both internal and external facility hardening structures, devices or equipment that mitigate vulnerabilities identified in the Vulnerability Assessment. Funding can be used for the acquisition and installation of security equipment on real property/existing facilities owned or leased by the nonprofit organization, specifically for prevention of, and/or protection against, hate crimes. Any applicant who proposes work on a leased property is exclusively responsible to ensure compliance with the landlord lease agreement and associated requirements, particularly regarding structural alterations, equipment installations and any alterations made with grant funds. Additionally, the applicant/grantee is solely responsible for compliance with any and all State and local permitting or environmental compliance requirements. **Security enhancements must be for the facility or facilities that the organization physically occupies at the time of application.** Allowable equipment consists of, but is not limited to, the following external and internal facility hardening projects:

- Perimeter lighting;
- Door hardening/locking;
- Alarm systems;
- Camera-based security systems;
- Access control systems;
- Perimeter fencing, barriers, bollards;
- Blast resistant film for windows/shatter resistant glass;

- Interior door hardening/locking mechanisms;
- Panic Button/Lock-Down systems;
- Public Address (PA) Systems

Please note that external security vulnerabilities should be given priority before requesting internal security projects under this grant program.

Please refer to Appendix: *Best Practice Guide for Securing Your Facility* for further guidance on recommended security considerations and enhancements.

2. Security Training Costs

The SCAHC Program for nonprofit organizations allows costs to train security personnel and other appropriate staff or organization members to prevent and protect against acts of security threats and hate crimes. Allowable training topics are limited to the protection of physical security and training that will advance the knowledge of security personnel and/or staff or membership about hate crime activity, suspicious behavior; emergency evacuation procedures and similar topics that will secure the organization.

All training will require prior DCJS approval and must be within the United States, preferably within New York State. Out of state travel must be requested in writing and approved in writing by DCJS.

Allowable training costs include, but may not be limited to, the following:

- Attendance fees for training;
- Costs for training materials and supplies;
- Travel related costs to attend training.

C. Non-Permissible Costs

The following projects and costs are **not permissible** for award consideration:

- A project at a facility that has previously been funded through an SCAHC grant through DHSES;
- Anticipated security costs for facilities not yet built or existing;
- Security costs for facilities not being occupied by the organization;
- Personnel costs, including the hiring of security or safety personnel;
- General-use and maintenance expenditures;
- Overtime and backfill costs;
- Ancillary construction costs;
- The development of risk/vulnerability assessment models;
- Proof-of-concept initiatives;
- Organizational operating expenses or overhead costs;
- Reimbursement of pre-award costs or grant writing costs; and

- Indirect costs

II. BEST PRACTICES AND REFERENCE MATERIALS

A. Best Practices

See Appendices “*Best Practices for Preparing an Effective Grant Application*” and “*Best Practice Guide for Securing Your Facility*” included in this RFP.

B. Reference Materials

Please see Appendix: *State and Federal Resources for Facility Security* included in this RFP.

III. EVALUATION AND SELECTION OF APPLICATIONS

Tier I Evaluation

The Tier I Evaluation assesses whether proposals satisfy minimum “pass/fail” criteria for funding. All proposals will be initially screened by DCJS or other state agency reviewers to determine their completeness using the following criteria:

- Proposal was received by the published deadline;
- Applicant is eligible as defined by this solicitation; and
- Applicant is an eligible, **prequalified** entity in the Grants Gateway. This prequalification requirement may be satisfied through the traditional prequalification process or by prequalifying through a new Securing Communities Streamlined Prequalification Process. Information on prequalifying in Grants Gateway can be found at <https://grantsmanagement.ny.gov/securing-communities>.

To pass Tier I, the submitted proposals shall include:

- Answers to all questions 1-14 as presented in this RFP. Questions must be answered in the Questions tab of GMS and include a Word copy attachment in GMS;
- Budget detail and justification provided in GMS Budget tab itemizing eligible expenses in support of the project;
- Completed Project Work Plan. A standardized project work plan is included as an Appendix to this RFP and should be copied into the Work Plan tab of GMS.
- All attachments and required documents:
 - Completed Vulnerability Assessment – See Attachment: *Vulnerability Self-Assessment Tool*. Complete the Assessment and upload as an attachment in the DCJS electronic grants management system, GMS. Each facility requires a separate

application; and a separate Vulnerability Assessment must be completed for each facility for which funding is requested.

- A color, ground-level photo of the front façade of the facility and/or recreational area—close enough to show the location, but far enough away to show the immediate surroundings of the location for each application. The photo should be labeled with the name and address of the facility submitted as an attachment in GMS.
- Securing Communities Grants Streamlined Prequalification Certificate or Status History Report from Grants Gateway showing a prequalification status of “Document Vault Prequalified.” Submit as attachment in GMS.
- If you used the Streamlined Prequalification process, you must upload your IRS 501 (c) 3 determination letter or statement of exemption on letterhead and a substitute W-9 form as attachments in GMS.

Any proposal that does not meet each of these conditions shall be subject to disqualification from further review.

Tier II Evaluation

DCJS or other state agency staff reviewers will evaluate proposals that successfully pass the Tier I Evaluation. A standard rating tool will be used to score responses to questions provided in the proposal (see *Questions* section for additional information). The maximum proposal score based upon responses to the questions will be 100 points. Applicants that have not previously received a SCAHC award from DHSES will receive 5 bonus points. Each response will be scored, and all scores will be totaled - including bonus points - resulting in an overall score. The final score will be determined by averaging Team Reviewers’ overall scores for each proposal. Applicants must attain a minimum proposal score of 70 points to be eligible for funding. DCJS may, at its discretion, request additional information from an applicant as deemed necessary. In the event of a substantial scoring disparity between reviewers, an additional reviewer may rate the affected proposals and the average of all the scores will determine the final average score of the proposal. In the event of a tie score among applicants, and where both applicants cannot be selected, the applicant with the highest risk score will be given priority.

Tier III Evaluation

The Tier III Evaluation will be conducted by designated DCJS executive staff. During the Tier III Evaluation, applicants shall be selected for funding and award amounts shall be determined through consideration of some or all the following: Tier II Evaluation scoring and comments, strategic priorities, overall risk score of each application, available funding and best overall value to New York State.

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.

The DCJS Executive Deputy Commissioner or designee will make final decisions regarding approval and individual award amounts based on the quality of each submission, the recommendations of the reviewers, specific criteria set forth in this solicitation and, where applicable, geographic balance and comparative crime and/or risk level. Awards must be approved by the Division of the Budget and may also require Attorney General and Office of the State Comptroller approval. **All awards are subject to availability of state funds.**

IV. REQUEST FOR PROPOSAL QUESTIONS

Important Reminders - In addition to answering the questions below and completing any other contractual requirements described in this RFP, all Applicants are required to complete and/or submit the following:

- Securing Communities Grants Streamlined Prequalification Certificate or Status History Report from Grants Gateway showing a prequalification status of “Document Vault Prequalified.” Submit as attachment in GMS.
- If you used the Streamlined Prequalification process, you must upload your IRS 501 (c) 3 determination letter or statement of exemption on letterhead and a substitute W-9 form as attachments in GMS. See Attachment: *Substitute W-9* in this RFP.
- Completed Vulnerability Assessment – See Attachment: *Vulnerability Self-Assessment Tool*. Complete the Assessment and upload as an attachment in the DCJS electronic grants management system, GMS. Each facility requires a separate application and a separate Vulnerability Assessment must be completed for each facility for which funding is requested.
- A color, ground-level photo of the front façade of the facility and/or recreational area —close enough to show the location, but far enough away to show the immediate surroundings of the location for each application. The photo should be labeled with the name and address of the facility submitted as an attachment in GMS.

Any proposal that does not meet each of the above **shall be subject to disqualification** from further review. See RFP Section V. *Evaluation and Selection of Applicants* for additional information.

RFP Questions

Applicants must respond to the questions below within the DCJS electronic grants management system - GMS, as instructed. GMS instructions are located as an Appendix to this solicitation.

First, please **prepare responses to questions in a Microsoft Word Document using Arial, 11-point font and 1.5 line spacing**. Responses should then be copied and pasted to GMS under the *Questions* “Tab” of the application. Applicants are also required to attach the Microsoft Word

document with responses to the questions using the *Attachments* Tab on GMS.

Responses to the questions will be scored and are the basis for Tier II Evaluation funding recommendations. **Note:** The aggregate scoring value assigned to all questions equals a total possible score of 100 points, plus 5 bonus points if an organization has not previously received a grant under the DHSES Securing Communities Against Hate Crimes Program. Applicants must attain a minimum proposal score of 70 points to be eligible for funding. All questions, including sub-sections and those which have no point value, must be answered.

Section 1 – Questions 1- 4 Organization Background & Overview (no points awarded for this section)

1. Identify the type of facility for which you are seeking funding as one of the following: House of Worship; Nonprofit School (K-__); Nonprofit Day Care; Nonprofit Community Center; Nonprofit Cultural Museum; Nonprofit Day Camp; Nonprofit Residential Camp; or Other (specify). (0 Points)
2. Provide your Organization's Mission Statement. (0 Points)
3. Provide a narrative to describe the nonprofit Organization. Information must include, at a minimum: (0 Points)
 - a) Size of Membership
 - b) Number of People Served
 - c) Community Served
 - d) Primary Use of Facility
 - e) Days & Hours of operation
 - f) Peak Occupancy
4. Describe your Organization's risk of a hate crime based on its ideology, beliefs or mission. Include if there is a symbolic value of the site as a highly recognized national, statewide, local or historical institution that renders the organization as a possible focus of a hate crime. (0 Points)

Section 2 – Question 5 - Vulnerability Assessment (maximum 30 points)

5. Applicants must complete and upload as part of their application submission a Vulnerability Assessment. (See Attachment: *Vulnerability Assessment*.) The Assessment will be scored and must be specific to the location for which you are seeking funding. Please note: Each requested Facility requires its own Vulnerability Assessment and GMS Application. **The completed and attached Vulnerability Assessment should:**
 - a) Clearly identify the perceived threats to the facility. (0-10 points)

- b) Clearly identify the vulnerabilities of the facility. **(0-10 points)**
- c) Describe how the vulnerabilities are linked to the threats. **(0-10 points)**

Section 3 – Questions 6-10 - Risk Assessment (maximum 45 points)

- 6. Is there a history of hate crimes at the facility? If Yes, provide a narrative for each. If you have documentation of hate crime history, such as police reports or insurance documentation, please provide them as an attachment. **(0-3 points)**
- 7. Does the location of the facility contribute to the risk of a hate crime incident? If so, please describe. **(0-2 points)**
- 8. Describe how the proposed facility hardening equipment and/or security training will mitigate the identified threats and vulnerabilities or enhance existing security measures. **(0-15 points)**
- 9. Answer the following as applicable:
 - a). What is the number of events at the facility per year? **(0-5 points)**
 - b). What is the largest Event Attendance at the facility? **(0-5 points)**
 - c). What is the average daily population at the facility? **(0-5 points)**
- 10. **APPLICANTS ARE NOT REQUIRED TO COMPLETE OR SUBMIT ANYTHING FOR QUESTION #10.** The following is provided for information:

Risk demographics – Applications will receive the following points based on the information provided in Appendix: *Reported Hate Crime Incidents for County* and Appendix: *County Population Size*.

 - a). Reported Hate Crime Incidents for County **(0-5 points)**
 - b). County Population Size **(0-5 points)**

Section 4 – Questions 11-13 - Budget Details and Workplan (maximum 25 points)

- 11. Operating Budget Detail and Justification **(0-20 points)**
 - a) Using the Budget Detail Worksheet and Budget Narrative sheet as a guide, enter the **allowable** costs into the operating budget directly into the Budget “Tab” of the GMS application. Prepare a line item budget, including justification, by appropriate category of expense (e.g., Equipment, etc.). Personnel positions, operating costs, and indirect costs are not allowed expenses. Budgets should reflect total projected costs for a 24-month contract period and be limited to eligible costs as described in the RFP. Operating budgets must not exceed the applicant’s maximum eligible award amount of

\$50,000 per application. A separate application must be submitted for each facility.

- b) If a paid trainer is to deliver training, the cost should be listed in the budget category as “Consultant Services.” Training materials should be listed under the “Supplies” budget category.
 - c). 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 vendor without competitive bidding will be required to 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 and the State Procurement Council.
 - d). The detailed budget for the grant period must be complete and provide sufficient detail to justify expenditure. It must also be reasonable and appropriate, as determined by DCJS, and directly tied to the Work Plan. For subcontracted agencies approved to provide services, where applicable, upload signed and executed agreements and the subcontractor’s approved operating budget using the **Attachment** Tab on GMS.
- 12.** Given the two-year performance period of this grant, please explain how the project will be completed by the end date of the contract period. **(0-5 points)**
- 13.** Complete the project work plan in the Work Plan tab of GMS using the Appendix: *Standardized Project Work Plan*. **(0 points)**

Section 5 – Question 14- Bonus Question

- 14. Bonus Question:** Has your organization previously received an SCAHC grant award from DHSES? Include a statement that responds Yes or No to this question. **(5 points for NO)**

VII. NOTIFICATION OF AWARDS

Applicants approved for funding will be notified in writing by DCJS to the email address provided in GMS. The terms of the final contract agreement are subject to negotiation between DCJS and the grantee.

If DCJS and a successful award recipient 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.

For those not approved to receive funding awards, notifications will be sent to the contact email address provided in the Grants Management System.

A debriefing is available to any entity that submitted a proposal in response to this solicitation and was not successful in receiving an award. Applicants will be accorded fair and equal treatment with respect to an opportunity for a debriefing. 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. Questions must be submitted to the DCJS funding mailbox at dcjsfunding@dcjs.ny.gov with the following in the subject line: **Request for Debriefing (Securing Communities Against Hate Crimes)**. The debriefing shall be scheduled to occur within 30 business days of receipt of written request by DCJS or as soon after that time as feasible.

The method for the debriefing will be based upon mutual agreement by all parties and can be conducted via telephone, webinar, videoconference or if necessary, in-person in accordance with DOH protocols for COVID-19, or any combination thereof may be arranged.

VIII. REPORTING REQUIREMENTS

Standard reporting requirements are provided below and may be changed depending on applicability:

GMS Quarterly Progress Reporting

All grantees will be 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 grantees will be required to submit quarterly fiscal reports and claims for payment.

Reporting Due Dates:

GMS Progress Reports, Case-specific Reports (if applicable) and Fiscal Claims for Payment (formerly known as State-Aid Vouchers) are due to DCJS for the following quarters by the dates indicated, or as otherwise stated in the contract:

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

IX. ADMINISTRATION OF CONTRACTS

DCJS will negotiate and develop a contract with each successful applicant. If DCJS and the successful applicant cannot agree to contract terms within ninety days of notification of awards, DCJS reserves the right to rescind the award and redistribute the funds.

Contract Approval

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

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, amended, or renegotiated for any reason at the discretion of the Executive Deputy Commissioner of DCJS or designee because 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.

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. Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Executive Deputy Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller's website at www.osc.state.ny.us/epay/index.htm, or by email at epayments@osc.state.ny.us. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

To enroll in e-Payments:

1. Log in to the [Vendor Self-Service Portal](#)
2. Select the "Enroll in e-Payments (Direct Deposit)" link
3. Follow the prompts to complete your enrollment

Don't have an account? [Enroll in the Vendor Self-Service Portal](#)

Update or add additional bank accounts

See the section *Update or Add Locations* at [Update Vendor Information and Access](#).

For assistance, email ePayments@osc.state.ny.us

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 project issues that are significantly impacting the project 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 or its designee agency, and may take the form of site visits, project file review, written and telephone communication, or 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 initiate 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 designee.

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 entitled: [Encouraging Use of New York State Businesses in Contract Performance](#) and submit the completed form as an attachment to their application in GMS. There are no points attributable to this component of the application.

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 <https://online.ogs.ny.gov/SDVOB/search>.

Bidders/applicants 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/applicants 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 projects 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/applicants 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/applicants can demonstrate their commitment to the use of SDVOBs by responding to the questions on the form located [here](#) 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 the Master Grant Agreement, including the State Specific Terms and Conditions, Agency Specific Terms and Conditions, Program Specific Terms and conditions and other standard clauses for all New York State grant contracts with DCJS. Applicable contract appendices and attachments are available on the DCJS website at <https://www.criminaljustice.ny.gov/ofpa/applcmtgrntfrms.html>.

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). All forms are located at <http://www.criminaljustice.ny.gov/ofpa/mwbe/index.htm>.

DCJS will review the submitted 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 <https://www.criminaljustice.ny.gov/ofpa/applcngtrntfrms.html>. There are no points attributable to this component of the application.

Sexual Harassment Prevention Certification

As of January 1, 2019, bidders on procurements subject to competitive bidding in New York State, are required to submit a certification with every bid that states they have a policy addressing sexual harassment prevention and that they provide sexual harassment training to all employees on an annual basis. Pursuant to State Finance Law §139-l, bidders responding to a competitively bid Request for Proposals (RFPs) must certify that by submission of their bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies its own organization, under penalty of perjury, that the bidder has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law. Bidders that do not certify will not be considered for award; provided however, that if the bidder cannot make the certification, the bidder provides a signed statement with their bid detailing the reasons why the certification cannot be made.

In addition to requiring this certification for competitively bid RFPs, DCJS has included this requirement for all grantees receiving funds from DCJS. Grantees must provide certification that they have implemented a written policy addressing sexual harassment prevention in the workplace and that they provide annual sexual harassment prevention training to all their employees.

Therefore, all applicants to this RFP must complete the certification provided on the DCJS website at:

https://www.criminaljustice.ny.gov/ofpa/pdfdocs/sexual_harassment_prevention_policy_training_cert.pdf and submit the completed certification as an attachment to the application in GMS.

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/>. Any not-for-profit sub-grantees must also complete a Vendor Responsibility Questionnaire.

Charities Registration

Not-for-Profit entities must also ensure 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.**

X. APPLICATION SUBMISSION AND REQUIREMENTS

A. Specific Instructions

One application must be submitted for each facility for which funding is requested. Applicants may submit up to three (3) applications for separate facilities. Proposals must be submitted using the DCJS Grants Management System (GMS). Prior recipients of a Division of Homeland Security and Emergency Services (DHSES) Securing Communities Against Hate Crimes award may not apply to fund the same facility under this RFP.

B. Grants Management System (GMS)

Proposals must be submitted to DCJS using the Grants Management System (GMS). First time GMS users should download the GMS Application Manual [here](#). If you need assistance with accessing and using GMS, please contact the DCJS Office of Program Development and Funding (OPDF) GMS Help Desk at (518) 457-9787. **The DCJS GMS Help Desk is available Monday through Friday between the hours of 9:00 am and 5:00 pm. However, applicants should note specific RFP submission deadlines.**

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

Submitting a Proposal on GMS

To submit a new proposal 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 the name of the program **Securing Communities Against Hate Crimes**. Click "Create Project." Your application will now be ready to complete.

Completing the Application

Applicants must complete the GMS registration as well as the registration and/or prequalification on the NYS Grants Gateway System early, where applicable, to avoid any concerns with these automated systems. Grants Gateway prequalification and GMS signatory registration **must** be completed prior to the submission of a proposal. Each

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

- Participant name(s): primary contact, fiscal contact, contract signatory;
- Contact information for all participating agencies or organizations;
- Answers to project specific questions;
- Project Budget;
- Project Work Plan; and
- Any required attachments indicated in this RFP and noted below in the checklist.

When all 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 states “*Your application has been submitted.*”

XI. APPLICATION CHECKLIST

- Obtain and submit DUNS number as directed in this RFP.
- Complete Grants Gateway Prequalification Requirements – See Appendix: *Grants Gateway Prequalification Process*. Attach prequalification documentation showing “Document Vault Prequalified,” or if you used streamlined process, attach IRS 501(c) 3 determination letter or statement of exemption on letterhead and the substitute W-9 Form (attached to this RFP).
- 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 described in Section: *Administration of Contracts*.
- Complete all Tier I and Tier II evaluation requirements.
- Answer Project Narrative Questions in *QUESTIONS* TAB in GMS AND also attach the answers in a Word Document to GMS.
- Complete BUDGET TAB on GMS by entering the line-item Operating Budget with justifications.
- Complete project WORK PLAN TAB in GMS by copying and entering the content of Appendix: *Standardized Project Work Plan*.
- Attach completed facility Vulnerability Assessment (Attachment: *Vulnerability Self-Assessment Tool*) for each application.
- Attach a color, ground-level photo of the front façade of the facility and/or recreational area—close enough to show the location, but far enough away to show the immediate surroundings of the location for each application.

Appendix: GRANTS GATEWAY PREQUALIFICATION PROCESS

Nonprofit organizations interested in applying for the Securing Communities Against Hate Crimes grants for nonprofit organization's facilities at risk of hate crimes must meet prequalification requirements. This prequalification requirement can be met by either prequalifying through the traditional *full* prequalification process or by prequalifying through the new streamlined prequalification process outlined below. Additional information on prequalifying can be found at <https://grantsmanagement.ny.gov/securing-communities>.

The traditional prequalification process in Grants Gateway is unchanged, and instructions can be found on the "Get Prequalified" page of the Grants Management website. However, a *streamlined process* has been developed for applicants to the **Securing Communities Against Hate Crimes RFP**. ***Organizations prequalified through the traditional or "full" prequalification process are eligible to apply for or receive grant award(s) from any state agency, whereas organizations prequalified through the streamlined prequalification process are only eligible to apply for and receive Securing Communities Against Hate Crimes grants.***

Streamlined Prequalification Process - To provide access to the new streamlined prequalification process, the Grants Management website now displays a banner across the top of the page that links to the streamlined prequalification page.

The new streamlined prequalification process is as follows:

1. The nonprofit organization downloads the Securing Communities Grants Streamlined Prequalification Questionnaire from the Grants Management website to complete.
2. Once completed, the nonprofit organization either submits the completed form and the required documentation via email or mail to the Grants Management team.
3. The Grants Management team will:
 - a. assign the submission a tracking/certificate number;
 - b. log the submission recording the tracking/certificate number, organization name, contact name, contact email, date received, agency assigned to review, date sent to agency; and
 - c. send the submission to the appropriate agency (DCJS for this RFP) for review and approval.
4. The agency will review the submission according to the guidelines below. If there are any questions for the nonprofit organization, they should be emailed by the agency to the contact provided on the form.
5. Once the review is completed and the agency approves the submission, the agency will email the Grants Management team at grantsgateway@its.ny.gov to notify them of the approval and include any additional supporting documentation submitted by the nonprofit organization during the review process.
6. The Grants Management team will log the date the agency approved the streamlined prequalification and the date the certificate is sent to the nonprofit organization.

7. The Grants Management team will complete and send the certificate to the nonprofit organization and copy the agency that certified them on the email. The following text will be included in the email:

The attached document certifies that your organization has met the standards for the Securing Communities Grants Streamlined Prequalification. Please keep a record of this certificate as it may need to be submitted as part of your application. For any application related questions, please reach out to the email provided for questions on the cover of the Request for Proposals (RFP).

Review Guidelines

The submission from the nonprofit organization must include a) the completed Securing Communities Grants Streamlined Prequalification Questionnaire, b) certification of incorporation or equivalent document, and c) organization leadership profiles. If any of this documentation is missing, email the contact provided on the streamlined prequalification questionnaire requesting the necessary documentation. Upon receipt of a completed submission, the State must complete its review within 5 business days.

Streamlined Prequalification Questionnaire

The integrity questions pertain to matters of organizational and business ethics and responsibility and are structured in a Yes or No format. For any “Yes” answer, the nonprofit organization must provide a complete explanation in the comment box. If the answer is not complete and you do not fully understand the issue and the outcome, email the contact provided on the form to request clarification and/or additional information. If questions remain after clarification is provided, notify your agency counsel or Executive Deputy Commissioner and the Grants Management team so we can advise staff accordingly.

Certification of Incorporation or Equivalent Document

Do not approve the application until evidence of incorporation is submitted. Acceptable documents to satisfy this requirement include:

1. A Certification of Incorporation issues by the NYS Department of State
2. A Charter Issued by the NY State Education Department (SED)
3. A County Certificate of Incorporation and Bylaws for a Religious Organization
4. Articles of Incorporation for a Foreign Corporation (including certification showing that the organization is registered to do business in NY State).

If the organization name has changed since the time of incorporation, they must attach the Certificate of Assumed Name provided by the Department of State.

Note: If the vendor provides a letter from SED stating that “it approves the incorporation of the entity” then make sure the vendor has also submitted the referenced incorporation documents.

Organization Leadership Profile

If the submission does not clearly outline the leadership structure of the organization and identify any governing Board of Directors (including Officers and Committees of the Board) OR Senior Leadership Team (including the Chief Executive Officer, Chief Financial Officer, Executive Director, President or other high-ranking officials), email the contact provided on the form to request clarification and/or additional documentation as necessary.

For submissions identifying the Board of Directors, the Officers and Committees of the Board should be listed. Under the New York Not-for-Profit Corporation Law (N-PCL), a nonprofit organization governed by the N-PCL, upon formation, must name a minimum of 3 individuals to serve as its initial board members. In some cases, organizations may be very small and state that they have not taken the time to assemble a board. However, governance with at least 3 board members is legally required.

General Prequalification Information - 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 contracting process, which require not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process for grant proposals to be evaluated. Information on these initiatives can be found on the [Grants Gateway 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 Gateway 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.

Vendors are strongly encouraged to begin this process as soon as possible to participate in this opportunity.

Appendix: DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS - See RFP for additional specific GMS directions.

First time GMS users should download the GMS Application Manual [here](#). 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."

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 Tabs 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. If 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 attempt 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. Please refer [here](#) to add a signatory for your agency.

Budget - See RFP for additional specific instructions.

Work Plan - In the GMS Work Plan Tab, enter the Project Goal, Objectives, Tasks and Performance Measures provided in the Standard Work Plan within this solicitation, unless otherwise instructed within the 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-

Answer all required project narrative and budget information questions.

Hint: Answers should be developed in Word. 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:

BEST PRACTICES FOR PREPARING AN EFFECTIVE GRANT APPLICATION

What to do when you have received the Request for Proposals (RFP):

It is important to start early in preparing your application, highlighting deadlines and/or tasks that must be completed as part of the application process.

Review all plans, strategies, policies and documents related to the grant you are applying for to ensure you can appropriately address the goals and objectives pertaining to the nature of the grant opportunity.

What to do when you are completing the application:

Ensure that the proposed budget is realistic, reasonable, and articulate how your budget will address the objectives of the grant opportunity, as well as how it will **mitigate the threat/vulnerabilities** that have been identified in the Vulnerability Assessment.

Review and evaluate the scoring criteria. Pay close attention to the sections that are weighted the most first as they have a greater impact on your overall score.

What to do prior to submitting your application:

Make sure that you have completed all the required sections of the application and attached all the required documents in GMS. Applicants are strongly recommended to share their completed applications with a colleague to ensure that the application is clearly written, complete, and addresses all the objectives of the grant opportunity.

Appendix: *BEST PRACTICE GUIDE FOR SECURING YOUR FACILITY*

This information provides examples of best practices to secure your facility from man-made threats which include, but are not limited to, an Active Shooter, Improvised Explosive Device (IED), Vehicle- Ramming, or use of an Edged Weapon.

The information is broken up into two sections. Section one is organized into five focus areas that demonstrate how basic security measures can be considered and implemented. *Basic* actions, or those that require little to no costs, primarily involve coordination among the facility staff and local first responders. Section two provides a table of *Intermediate* or low-cost actions that provide immediate benefits, and *Advanced* actions that cost more up-front and can be implemented over time.

The security measures mentioned in this document are not exhaustive lists, rather, intended to provide a starting point or building blocks for applying protective measures to enhance security.

***Please Note:** Some actions identified in this document are not allowable expenditures under the Securing Communities Against Hate Crimes Grant Program. Please ensure all budget items in your application are allowable according to the guidelines of this grant opportunity.

SECTION 1. BASIC ACTIONS

PERIMETER AND INTERIOR SECURITY MEASURES - Physical features or administrative actions that protect the facility and those inside it from the threat occurring.

- Access into the facility is controlled.
- Internal and external doors have functioning locks.
- All visitors are required to sign-in, receive a pass, and even be escorted if appropriate.
- All doors and rooms/windows are uniformly labeled on both sides to aid in emergency response.
- Evacuation routes are posted next to all doors.
- Lists of prohibited items (e.g. weapons) are posted at points of entry.
- Rooms that can provide safe haven have been identified (rooms with "hard corners" or minimal doors and windows). These rooms should be locked easily.
- Interior and exterior lighting is adequate to provide a safe environment.
- Landscaping (e.g. trees, bushes) is maintained to minimize areas to hide or obstruct views.
- Bus and other drop-off zones take place in areas away from parking areas and roadways.
- Speedbumps and other techniques are used to slow vehicular movements on the grounds.
- Grounds and parking lots are fenced in where appropriate.

SURVEILLANCE AND EMERGENCY RESPONSE CAPABILITIES - Leadership and culture that aid in the response to an incident on-site.

- Establish a Facility Security Committee that meets regularly.
- Promote a Security-Focused Culture.
- Staff participate in security by monitoring their surroundings and regularly inspecting hallways, classrooms and stairwells for suspicious items and behavior.

- Use phone trees during emergencies to maintain an informed, well-connected workforce, membership and community.

RELATIONSHIPS WITH KEY PARTNERS - Consistent engagement with local law enforcement, fire, EMS, emergency managers, and other public safety professionals.

- There is regular engagement with first responders through informal (e.g. "coffee break" or meet-and-greet) and formal (e.g. patrol) settings.
- Phone numbers for facility leadership are shared with local first responders.
- Emergency phone numbers are posted in offices and common areas.
- A Knox Box is installed near the main entrance to aid in response.
- Lists of key events (e.g. holidays, large or notable events) are shared with local law enforcement.
- Incidents that occur at the facility are reported to local law enforcement.
- Local law enforcement is involved in the creation and testing of active shooter preparedness, bomb threat, and vehicle-ramming response plans.
- All areas of the grounds and interior of the facility are accessible by emergency personnel.
- Local law enforcement has been engaged in discussions related to measures to control traffic during large events or services.

TRAINING/AWARENESS - Educating and training staff and visitors on security and preparedness.

- Fire, evacuation, and other emergency drills are conducted regularly.
- Staff and visitors, where appropriate, are trained on identifying suspicious activities and familiar with the See Something Say Something program.
- Train staff and provide checklists of what information to document during a bomb threat.
- Staff are trained on the *Run, Hide, Fight* method.
- Staff are trained to provide first aid, including CPR with AED and Stop the Bleed.
- Train staff on identifying alternate evacuation routes; and establish muster points in hardened areas.
- Staff are trained on identifying suspicious mail and packages and creating vehicle-ramming response plans.

POLICIES AND PROCEDURES - Emergency plans that guide staff and visitors in preventing and responding to an incident on-site.

- A policy and list of prohibited items are disseminated to staff and posted on the organization's website. Social and other media can also be used in advance of events and large gatherings
- Emergency plans are reviewed regularly and communicated to staff, visitors and local first responders.
- There is a clear procedure for reporting incidents to leadership and/or local law enforcement.
- There are procedures for safe mail/package handling.
- An active shooter preparedness plan is created, which discusses the *Run, Hide, Fight* method, where designated safe rooms are located, how to respond when law

enforcement arrives, and indicates how to report incidents.

- A bomb threat plan is created, detailing evacuation procedures and maps, what key information to capture in the event of a bomb threat, and how to report incidents.
- A vehicle-ramming prevention and response plan is created, detailing all potential evacuation procedures and maps, identifying hardened areas inside and outside of the facility to muster, and notice of where and how to submit incident report.

SECTION 2. INTERMEDIATE AND ADVANCED ACTIONS

Intermediate or "Low-Cost Actions"	Advanced or "Long-Term" Actions
Provide clear transitions from public to semi-private and private space.	Harden entranceways and ground floor windows; maintain and/or update locks and hardware.
Develop a strategy to utilize security guards and a contracting mechanism.	Install a facility-wide public address (PA) system and consider incorporating panic or duress buttons in locations where staff interact with visitors.
Update or add signage to restrict access, designate entrances and exit-only doors, label visitor-only parking, etc.	Install electronic access control systems.
Ensure that activities such as bus loading and visitor drop-offs take place in safe locations.	Install Closed-Circuit Television (CCTV) cameras that can record for at least 30 days.
Separate employee and visitor access points.	Hire security staff and contract for K9 sweeps during large events.
Create template messages for emergencies that can be disseminated to staff, volunteers, parents, and/or the media following an incident.	Purchase screening equipment and conduct screening and/or bag checks during events to detect suspicious items.
Use trash receptacles that can be easily checked for suspicious objects, such as wire-style cans with transparent bags and locate them away from entrance and egress points to limit places that can be used to conceal items.	Implement vehicle barriers or bollards to prevent vehicular access to pedestrian walkways, courtyards, playing fields, and other key locations.
Establish Go Bags with supplies you may need in an emergency. They should be kept in different locations at your venue and at an evacuation site.	Use self-locking doors that are compliant with fire codes but provide safe havens.

Appendix: STATE AND FEDERAL RESOURCES FOR FACILITY SECURITY

DHSES is actively engaged in securing communities from terrorist or other man-made threats

<p><i>New York State School Violence/Active Shooter Resource Guide</i></p>	<p>Created by DHSES and New York State’s Emergency Management Association (NYSEMA), this guide assists K-12 schools on securing their facility and preparing their community for an active shooter incident. The guide can be found online at http://www.dhSES.ny.gov/planning/nys-resource-guides/documents/School_Violence_Active_Shooter_Resource_Guide.pdf</p>
<p>“If You See Something, Say Something” materials</p>	<p>NYS promotes the federal campaign for “If You See Something, Say Something.” All materials educate people on suspicious activities and behaviors and provide information on how to report that information to the Terrorism Tips Line.</p> <p>All items are <u>free-of-cost</u> and include, but are not limited to, posters, brochures, window clings, pens, magnets, among others. Items can be ordered with the <i>Safeguard Order</i> form found online at http://www.dhSES.ny.gov/oct/safeguardNY/.</p>
<p>Training video: <i>480 Seconds – Surviving an Active Shooter Incident</i></p>	<p>This active shooter training details how to prepare and respond to an active shooter incident using the Run, Hide, Fight method. Additional tips are provided, like how to respond when law enforcement arrives on the scene. The training video can be found online at http://www.dhSES.ny.gov/oct/.</p>
<p>Training video: <i>Markers of Destruction</i></p>	<p><i>Markers of Destruction</i> trains those in the Retail/Business sector on how to identify suspicious items and activities, and where to report that information. The video can be found online at http://www.dhSES.ny.gov/oct/safeguardNY/.</p>

Federal resources for preparedness and security for faith-based organizations

<p>Department of Homeland Security (DHS) <i>Hometown Security Initiative</i> webpage</p>	<p>DHS recognizes that communities are the first line of defense in keeping the public safe. This program provides free resources for faith-based organizations on securing their facilities and provides tools and resources for the community to use. For more information go to https://www.dhs.gov/cisa/hometown-security.</p>
<p>DHS <i>Active Shooter Preparedness</i> webpage</p>	<p>Active Shooter resources on this website are available for the whole community and enhance preparedness efforts for your type of organization. More information can be found online at https://www.dhs.gov/cisa/active-shooter-preparedness.</p>
<p>DHS Office for Bombing Prevention website</p>	<p>The Office for Bombing Prevention leads DHS’s efforts to counter the use of explosives against the public and private sectors. Resources available include a guide on what to do during a bomb threat, awareness training, and resources for information sharing. Go to https://www.dhs.gov/cisa/office-bombing-prevention-obp for more information.</p>

Federal Emergency Management Agency (FEMA) <i>Resources to Protect Your House of Worship</i> webpage	This website is a “one stop shop” for faith-based organizations, to find Federal tools, resources, and assistance available to the community. For more information, go to www.fema.gov/faith-resources .
FEMA <i>Guide for Developing High-Quality Emergency Operations Plans for Houses of Worship</i>	FEMA’s guide provides in-depth information on how to plan for security at your facility, while utilizing the prevent, protect, mitigate, respond, and recover principles. A copy of this guidebook can be found at https://www.fema.gov/sites/default/files/2020-07/developing-eops-for-houses-of-worship.pdf
Mobile app: <i>Safeguarding Houses of Worship</i>	<p><i>Safeguarding Houses of Worship</i> is an innovative tool used to provide resources, tools, and other information “on-the-go.” The app helps houses of worship develop tailored safety and security plans that meet their needs as a community organization.</p> <p>The app is only available to law enforcement agencies, which in turn share codes with their local houses of worship. To access the app, contact your local law enforcement agency and go to https://www.justnet.org/resources/Houses_of_Worship.html.</p>

Additional Federal Resources

- The Department of Justice runs the Community Relations Service, who serve communities in conflict through mediation and other resolution tactics and support programs that combat hate crimes – <https://www.justice.gov/crs>.
- The Disability.gov resource page provides information on promoting inclusive workspaces. The *Emergency Preparedness* section provides numerous resources that support inclusive security planning – <https://www.dol.gov/odep/topics/disability.htm>.
- The Federal Bureau of Investigation’s Office of Partnerships has a resource page dedicated to Active Shooter Incidents, with an overview of training opportunities and videos and bulletins or guides detailing these incidents – <https://www.fbi.gov/about/partnerships/office-of-partner-engagement/active-shooter-resources>.
- The United States Fire Administration runs the *Preventing Arson at Houses of Worship* outreach program, designed to share information and raise awareness of arson and provide strategies to combat those problems at the community level – https://www.usfa.fema.gov/prevention/outreach/arson_prevention_houses_of_worship/.
- FEMA Emergency Management Institute provides free courses for all individuals, to enhance preparedness efforts and knowledge – <https://training.fema.gov/is/>.
 - Sample of courses:
 - *Active Shooter: What You Can Do (IS-907)*
 - *Community Preparedness: Implementing Simple Activities for Everyone (IS-909)*
 - *Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship (IS-360)*

Appendix: HATE CRIME INCIDENTS AND POINT ALLOCATIONS

						COUNTY SCORE	
County	2018	2019	2020	Q1 2021	Total 2018-Q1 2021	Total 2018-Q1 2021	County
Albany	15	12	4	7	38	5	Albany
Allegany	1	0	0	0	1	1	Allegany
Bronx	23	28	22	5	78	5	Bronx
Broome	4	0	8	1	13	5	Broome
Cattaraugus	0	1	2	0	3	2	Cattaraugus
Cayuga	1	0	3	1	5	3	Cayuga
Chautauqua	0	0	2	0	2	1	Chautauqua
Chemung	0	0	1	1	2	1	Chemung
Chenango	0	0	0	0	0	0	Chenango
Clinton	2	3	9	1	15	5	Clinton
Columbia	0	0	8	1	9	4	Columbia
Cortland	0	2	0	0	2	1	Cortland
Delaware	0	0	1	0	1	1	Delaware
Dutchess	4	10	8	2	24	5	Dutchess
Erie	12	8	12	3	35	5	Erie
Essex	0	0	3	0	3	2	Essex
Franklin	0	0	2	0	2	1	Franklin
Fulton	0	0	0	0	0	0	Fulton
Genesee	0	0	0	0	0	0	Genesee
Greene	0	0	1	1	2	1	Greene
Hamilton	0	0	0	0	0	0	Hamilton
Herkimer	2	1	1	0	4	2	Herkimer
Jefferson	0	0	2	1	3	2	Jefferson
Kings	124	182	103	24	433	5	Kings
Lewis	0	0	0	0	0	0	Lewis
Livingston	1	1	0	1	3	2	Livingston
Madison	0	1	2	0	3	2	Madison
Monroe	5	9	16	2	32	5	Monroe
Montgomery	0	1	0	0	1	1	Montgomery
Nassau	20	34	28	8	90	5	Nassau
New York	144	132	82	40	398	5	New York
Niagara	1	1	2	0	4	2	Niagara

*The New York State total includes counts from multi-jurisdictional agencies not included in regional totals.

Source: DCJS, Uniform Crime Reporting system (as of 9/13/21).

INCIDENT RANGES AND POINTS ASSIGNED		
DATA SET FOR POINTS SCALE - COUNTIES		
Hate Crime/Bias Incident Data		
Number of Incidents	Points	# of Counties
0	0	10
1-2	1	16
3-4	2	10
5-6	3	5
7-12	4	4
> 12	5	17

						COUNTY SCORE	
County	2018	2019	2020	Q1 2021	Total 2018-Q1 2021	Total 2018-Q1 2021	County
Oneida	1	3	3	0	7	4	Oneida
Onondaga	3	2	0	0	5	3	Onondaga
Ontario	1	5	3	0	9	4	Ontario
Orange	3	10	5	0	18	5	Orange
Orleans	0	0	0	0	0	0	Orleans
Oswego	2	1	2	0	5	3	Oswego
Otsego	0	0	2	0	2	1	Otsego
Putnam	1	0	1	0	2	1	Putnam
Queens	47	68	47	19	181	5	Queens
Rensselaer	1	0	0	1	2	1	Rensselaer
Richmond	14	10	18	4	46	5	Richmond
Rockland	3	9	4	0	16	5	Rockland
Saratoga	1	4	7	1	13	5	Saratoga
Schenectady	0	1	0	0	1	1	Schenectady
Schoharie	2	1	2	0	5	3	Schoharie
Schuyler	0	0	0	0	0	0	Schuyler
Seneca	1	0	0	0	1	1	Seneca
St. Lawrence	1	2	1	0	4	2	St. Lawrence
Steuben	0	0	1	0	1	1	Steuben
Suffolk	28	20	8	1	57	5	Suffolk
Sullivan	0	3	0	0	3	2	Sullivan
Tioga	0	1	1	0	2	1	Tioga
Tompkins	2	0	2	0	4	2	Tompkins
Ulster	5	4	3	0	12	4	Ulster
Warren	0	0	1	1	2	1	Warren
Washington	0	0	0	0	0	0	Washington
Wayne	3	1	1	0	5	3	Wayne
Westchester	21	23	40	2	86	5	Westchester
Wyoming	0	0	0	0	0	0	Wyoming
Yates	0	0	0	0	0	0	Yates
*Multiple	28	36	21	7	92		Multiple
New York City Counties	352	420	272	92	1,136		
Non-NYC Counties	147	174	202	36	559		
NYC+Non-NYC Counties	499	594	474	128	1,695		
New York State*	527	630	495	135	1,787		

*The New York State total includes counts from multi-jurisdictional agencies not included in regional totals.

Source: DCJS, Uniform Crime Reporting system (as of 9/13/21).

Appendix: COUNTY POPULATION AND POINT ALLOCATION BY COUNTY

County	2019 Population	Points
Albany	305,810	4
Allegany	45,870	1
Bronx	1,428,772	5
Broome	189,538	3
Cattaraugus	74,208	2
Cayuga	76,385	2
Chautauqua	126,417	3
Chemung	83,232	2
Chenango	46,931	1
Clinton	80,080	2
Columbia	59,211	2
Cortland	47,382	1
Delaware	43,120	1
Dutchess	291,611	4
Erie	914,740	5
Essex	35,343	1
Franklin	49,852	1
Fulton	52,946	2
Genesee	56,777	2
Greene	47,029	1
Hamilton	4,361	1
Herkimer	61,174	2
Jefferson	110,566	3
Kings	2,576,770	5
Lewis	26,224	1
Livingston	62,634	2
Madison	70,084	2
Monroe	738,135	5
Montgomery	49,080	1
Nassau	1,352,968	5
New York	1,624,880	5
Niagara	208,537	4
Oneida	227,680	4
Onondaga	458,568	4
Ontario	109,474	3
Orange	380,924	4
Orleans	40,120	1
Oswego	116,733	3
Otsego	59,117	2
Putnam	98,253	2
Queens	2,273,559	5

New York State County Population		
Points	Population Volume	# Counties
1	< 50,000	17
2	50,000 - 99,000	17
3	100,000 - 199,999	10
4	200,000 - 499,999	9
5	> 500,000	9

County	2019 Population	Points
Rensselaer	158,579	3
Richmond	475,062	4
Rockland	325,586	4
Saratoga	230,182	4
Schenectady	154,557	3
Schoharie	30,734	1
Schuyler	17,763	1
Seneca	33,994	1
St Lawrence	106,996	3
Steuben	94,878	2
Suffolk	1,471,317	5
Sullivan	74,843	2
Tioga	47,997	1
Tompkins	102,363	3
Ulster	177,151	3
Warren	63,740	2
Washington	60,599	2
Wayne	89,121	2
Westchester	964,433	5
Wyoming	39,619	1
Yates	24,639	1
New York City	8,379,043	
Non-New York City	11,070,205	
New York State	19,449,248	

Appendix: BUDGET DETAIL WORKSHEET AND NARRATIVE GUIDE – (This document is a guide for use in completing a budget in GMS. Please see RFP for allowable expenses and include only budget items that are allowed in the RFP)

PERSONAL SERVICES – List positions by title. For each position title, 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.

Position	Salary	Computation (Annual Salary, % of FTE Time)	Cost
█	█	█	█

Personal Justification: Describe the responsibilities and duties of each position in implementing and operating the grant program. █

FRINGE BENEFITS- Fringe benefits to be aggregated for the personnel listed above, and only for the percentage of time (%FTE) of each position charged to the project. Fringe should be based on actual known costs or approved negotiated rate of the agency.

Approved Fringe Rate	Computation (Aggregate Grant Salaries x Rate)	Cost
█	█	█

Fringe Benefits Justification: Use approved fringe rate for grant related salaries above. Need not break out dollar value of each benefit. █

CONSULTANT SERVICES – For consultant 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
█	█	█	█

Consultant Services Justification: Explain how the consultant(s) is necessary to the success of the project and discuss the procurement method to be used. Provide explanation of cost to be paid from the grant to the consultant, i.e., fees (limited to \$650 per 8-hour day unless justification is provided and approved by DCJS), travel, meals, and lodging per OSC guidelines unless otherwise approved by DCJS. Any consultant anticipated out-of-state travel must be pre-requested and approved in writing by DCJS.

EQUIPMENT – List aggregate cost of non-expendable program equipment to be purchased and aggregate cost of office equipment to support the grant. (List expendable equipment under the "Supplies" category.) Rented or leased equipment should be included in this category.

Item	Approx. Quantity	Approx. Cost per Item	Total Cost
█	█	█	█

Equipment Justification: List included equipment and explain how the equipment is necessary for the success of the project. Describe the procurement method to be used. █

SUPPLIES – List aggregate cost of program supplies and aggregate cost of office supplies. (Do not break out costs of individual office or program supplies, i.e., postage, training materials, copying paper, and expendable equipment, such as books or hand-held tape recorders.)

Supplies	N/A	N/A	Total Cost
█	█	█	█

Supplies Justification: Identify supplies and discuss why the supplies are needed for the success of the project and indicate who will be using expendable materials. █

TRAVEL AND SUSTENANCE – Indicate aggregate project related expenses required of staff (for example, for training, field work, meetings). Prior to any out-of-state travel, a written request for approval to use grant funds must be submitted to DCJS for written approval. Also indicate aggregate cost of participant travel if reimbursed, for example, metro cards.

Travel	N/A	Total Cost
█	█	█

Travel and Sustenance Justification: Describe location and 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 not exceed

published state per diem rates. Participant cost must be specified, e.g., metro cards. [REDACTED]

RENTAL OF FACILITIES – Not-for-Profit applicants: Provide cost of rent specifically for the project. Property taxes are **not** an allowable separate line item expense. Units of local government may **not** charge rent to the grant for agency office space.

Total Rent for budget period	N/A	Cost
[REDACTED]	[REDACTED]	[REDACTED]

Rent Justification: Provide total rent cost for budget period and describe the cost allocation method for determining how much rent is being charged to the grant.

ALL OTHER COSTS –List aggregate cost of miscellaneous other allowable costs.

Description		Cost
[REDACTED]	[REDACTED]	[REDACTED]

Justification: Indicate indirect cost rate and amount. Indirect costs may be limited by the RFA or RFP and are not allowed for units of local government. Additionally, list items included, but not limited to, in the aggregate cost of other miscellaneous expenses, approximate costs, and how these items are necessary for the success of the project.

BUDGET CATEGORY	AMOUNT
Consultant Services	\$ [REDACTED]
Equipment	\$ [REDACTED]
Supplies	\$ [REDACTED]
Travel and Sustenance	\$ [REDACTED]
Rental of Facilities	\$ [REDACTED]
All Other Expenses	\$ [REDACTED]
Indirect Cost	

TOTAL OPERATING BUDGET \$ [REDACTED]

Amount Requested: **Match Amount (if applicable):** **Total Project Amount:**

Appendix: *STANDARDIZED PROJECT WORK PLAN*

Goal:

To complete projects to improve the safety and security of the [XXXXXX enter name of organization and facility] due to the risk of hate crimes or attacks because of the organization's ideology, beliefs or mission.

Objective 1:

Reflective of the award, the XXXXX organization will identify, purchase, and install the type(s) of indoor and/or outdoor facility hardening measures needed to improve the safety and security of the facility.

Task #1:

Within the first three months of the contract period, the grantee will identify the specific equipment to be purchased as well as the cost of installation and establish that costs are within the contract budget.

Performance Measure:

1. Provide description of equipment to be acquired including cost per unit
2. Provide description of cost of installation of equipment.

Task #2:

Within the first six months of the grant contract, the grantee will order the equipment identified.

Performance Measure:

1. Provide description of equipment and number of units ordered within the quarter.
2. Provide the date equipment was ordered within the quarter.

Task #3:

The grantee will work with the vendor(s) to receive, install, and begin utilizing the identified equipment by the contract end date.

Performance Measure:

1. Provide the date(s) of receipt and/or installation of equipment.
2. Provide a narrative description of the usage and maintenance of any equipment acquired through the grant.

Objective 2:

To provide necessary training to the organization's/facility's staff and other appropriate individuals to prevent and protect against hate crimes and acts of bias. Training should be limited to topics that improve physical security and/or enhance staff and/or facility users' knowledge of hate crime activity and use of the equipment, suspicious behavior, emergency evacuation procedures, or similar topics that improve the security of the facility and safety of its users.

Task #1:

Identify and procure training to be provided using appropriate procurement requirements.

Performance Measure:

1. List and describe the type(s) of training provided during the quarter and the name of the organization providing training. If the training was conducted off-site, provide the date and location where the training was held.
2. Identify the number and titles of staff that attended each training(s) during the quarter.
3. Provide date and number of attendees at each training, for example, X number of school students or campers, or X number of worshippers, etc. attended active shooter training

ATTACHMENTS:

- Attachment 1 Vulnerability Self-Assessment Tool
- Attachment 2 Substitute Form W-9

End of RFP