

FUNDING OPPORTUNITY
NEIGHBORHOOD VIOLENCE PREVENTION PROJECT
CURE VIOLENCE (SNUG)
NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES
OFFICE OF PROGRAM DEVELOPMENT AND FUNDING
REQUEST FOR PROPOSALS

TABLE OF CONTENTS

I.	Introduction.....	1
II.	Background on Street Outreach Models	1
III.	Available Funds, Eligibility & Contract Period.....	4
IV.	Research and Reporting Project Performance.....	5
V.	Evaluation Criteria.....	6
VI.	Required Application Content.....	7
VII.	Timetable.....	13
VIII.	Administration of Contracts.....	13
IX.	Approval and Notification of Award.....	15
X.	Application Forms & Requirements.....	16
XI.	RFP Technical Assistance.....	18
XII.	Final Application Checklist	18
	Addendum A: GMS Guidance.....	20
	RFP Attachment 1: M/WBE and EEO Requirement Documents	
	RFP Attachment 2: 2012 Violent Crime Counts and Rates by IMPACT Jurisdiction	
	RFP Attachment 3: Shooting Incidents New York City 2012	
	RFP Attachment 4: Service Providers (Template)	
	RFP Attachment 5: Major Grants (Template)	
	RFP Attachment 6: Budget Calculation Worksheet (Template)	

I. Introduction

Operation SNUG, a 2009 New York State street outreach initiative, was established at ten project sites across the state. These programs followed the Cure Violence (formerly known as Chicago CeaseFire) model of violence prevention dedicated to reducing violence in targeted neighborhoods. The Cure Violence model is considered an evidence based model that successfully reduces neighborhood violence when implemented with fidelity. In recent years jurisdictions around the country (e.g. Boston, Los Angeles, Philadelphia, Providence,) adopted variations of the Cure Violence model. These model adaptations maintain core components of Cure Violence and use street outreach workers, or “violence interrupters” to reduce violence.

New York State is making approximately \$2 million available to support local street outreach and violence intervention projects to reduce violence associated with firearms in localities with high volumes and rates of homicides and shootings. Projects supported with funds awarded from this solicitation must be designed and implemented with fidelity to the Cure Violence model or follow a similar evidence based neighborhood violent crime prevention model. Projects must utilize violence interrupters and street outreach workers to stem local violence in a targeted area.

All projects should be focused on implementation of a coordinated, community-based strategy for reducing violence in a specified neighborhood or neighborhoods, precinct(s) or other geographically defined area. The proposals must target communities with high rates of gun violence and work through community-based organizations, residents and other individuals that are well positioned to work with high-risk youth and young adults in those areas. The applicant for these funds must clearly demonstrate that the proposed model is evidence based and maintains program fidelity to the model being implemented (see Section VI). Evidence based programs are interventions that are theory –based and through evaluation have been determined to be effective at achieving the stated outcomes. Evidence based programs are replicable when implemented with high fidelity to the core components of the model.

II. Background on Street Outreach Models

Street outreach occurs inside the framework of a cooperative relationship with other agencies, including probation, law enforcement, social services, and schools. Outreach workers are referred to as “street” outreach workers because their work is not office-based or even institutional- or school-based, but occurs primarily in the targeted neighborhoods, at the street and home level.¹

Details for the main components of the Cure Violence model used by the NYS SNUG projects are listed on the next page. Information and details for other street outreach models may be found at the links below:

- <http://www.nationalgangcenter.gov/Content/Documents/Street-Outreach-Comprehensive-Gang-Model.pdf>
- <http://www.crimesolutions.gov/TopicDetails.aspx?ID=13>

¹ National Gang Center Bulletin; Volume 7; June 2012

The information at the links above is not exhaustive, and applicants may be aware of other street outreach models that have the elements outlined on page 4.

A. Cure Violence Model

The Cure Violence model was developed in 1995 by the Chicago Project for Violence Prevention, under the auspices of the University of Illinois at Chicago's School of Public Health. Cure Violence takes a public health approach to stopping shootings and killings, focusing on interrupting violence and the transmission of norms that promote it.

Utilizing a multi-pronged approach to prevent shootings involving youth and young adults from ages 14-25, the model relies on the use of culturally appropriate staff who respond to shootings to prevent retaliation and detect and resolve conflicts that are likely to lead to shootings. They develop relationships with high risk individuals who are likely to engage in gun violence and link them with resources such as education and job training. Staff collaborates with neighborhood organizations and other community groups to organize neighborhood events and public education activities that promote a no-shooting message. The strategy aims to change behaviors, attitudes, and social norms directly related to gun violence.² (See Cure Violence website <http://cureviolence.org/violence-interruption/>).

The funded projects who will implement the Cure Violence model must maintain and follow core components as outlined below. Comprehensive staff training will be arranged by DCJS for those who follow the Cure Violence Model.

1. Culturally appropriate staffing:

Staff must be “credible messengers” (trusted community insiders with backgrounds similar to the high-risk youth being served). They may live in the community and should be known to high-risk people. Staff may be former gang members, individuals who have prior convictions related to firearms, others who have been previously incarcerated or served a sentence of probation or individuals from other high-risk groups. They must be individuals who have clearly demonstrated positive changes in their lives and turned away from crime.

2. Staffing team:

- a. The violence interrupter, or street outreach worker, works to prevent retaliations when violence occurs and to prevent initial instances of violence when a threat has been made.
- b. Outreach workers (with one acting as outreach supervisor) maintain a caseload of high-risk individuals who, because of their backgrounds and present situations, are involved in or likely to become involved in shootings. They meet and work with those they assist in non-traditional settings – parks, street corners, places young people gather – during non-traditional hours when local data indicate violence is most likely to occur, particularly evenings and late-night hours and on weekends. Outreach staff work to mediate and intervene in conflicts and provide case management and other support.

² <http://cureviolence.org/violence-interruption/>

- c. A project coordinator/ manager supervises staff; oversees the overall coordination of the model's core components and works with other community organizations and individuals on anti-violence strategies.

3. Panels to hire the street/ community outreach workers:

The use of hiring panels made up of key community stakeholders (including, but not limited to, community based organizations, community advocates, and local government officials) and experienced Cure Violence staff (a service provided at no cost by Chicago Cure Violence) ensures community input to help hire the right people and get community buy-in and investment in the program. Local law enforcement will be expected to provide input into hiring.

4. Training and Technical Assistance:

Training and ongoing technical assistance by experienced Cure Violence staff. For those applicants using the Cure Violence model, training will be provided free of charge by Cure Violence and includes:

- a. An initial site visit to a Cure Violence established program site in Chicago for key staff (2 days)
- b. Program manager/outreach worker supervisor training (3 days)
- c. Violence interrupter and outreach worker training (6 days)
- d. Booster and documentation training (3 days)
- e. Additional booster training as needed (flexible)

5. Relationship with law enforcement:

Well-defined and appropriately structured relationships with local law enforcement are essential to the project's acceptance and success. The shared goals of saving lives and making neighborhoods safe should be emphasized.

6. Active engagement of critical partners

The funded projects can be most successful when they include active support and collaboration with both law enforcement (as outlined above) and community-based organizations and leaders. Proposed projects should include a structure for eliciting the active engagement of all of these partners, including regular meetings with law enforcement and community-based partners who are critical to the project's success.

7. Public education and community mobilization:

Community mobilization focuses on energizing and strengthening collaboration among residents, local businesses, service organizations and members of the faith community to build a safer and more viable community.

Project staff organizes community responses to every shooting, coordinate public education campaigns and hold other community events that promote anti-violence messaging and alternatives to violence.

8. Standardized data procedures:

Project sites must collect, maintain and report data in a prescribed format.

B. Other Street Outreach Models

If the applicant proposes a model other than Cure Violence it must be clearly demonstrated that the model is evidence based and maintains program fidelity to that model. The applicant should indicate in Section VI the training and technical assistance available to ensure fidelity to the proposed model. Below are examples of core components of other street outreach models that are required for this proposal. **(These components are not all inclusive and the applicant must provide the detail of the components of their proposed program in Section VI 3.)**

1. Street Outreach Workers

- a. The outreach worker must have a thorough understanding of the community that he will serve.
- b. The outreach worker must be familiar with the gang culture of the target community and have skills to work effectively with high-risk teenagers and young adults.
- c. Outreach workers need to represent the population they are trying to reach, especially in terms of ethnicity.

2. Credibility with Law Enforcement and Other Agencies

Programs develop and maintain credibility with local law enforcement and other governmental officials

3. Training and technical assistance

Applicants using other evidence based models must identify available training and or technical assistance for that model (see Section VI.)

III. Available Funds, Eligibility & Contract Period

Approximately two million (\$2,000,000) dollars is available to support up to seven (7) new community violence reduction projects. There is no match required for this grant program. Eligible entities are:

- 1) Local government agencies; and
- 2) Not-for-profit entities

Local government applicants **must** work in cooperation with a not-for-profit community based partner and include a signed MOU with such a partner detailing the agreed upon collaboration.

This RFP will be divided into Parts A and B.

- Part A – up to three (3) new projects will be established in localities outside of New York City and Onondaga County with a rate of shooting incidents involving injury that reaches

4.5 or higher³ and with a population of at least 60,000. Eligible localities are: Erie (Buffalo), Westchester (Mount Vernon) and Monroe (Rochester).

- Part B – up to four (4) new projects will be established, one each in the Bronx, Queens, Onondaga, and Rockland counties.

Funding levels for each project will be determined in part by the level of gun violence reflected in available data and the quality of the proposed project.

DCJS reserves the right to adjust the award amount of any application based on reasons that include but are not limited to: cost effectiveness and reasonableness of proposed project budget, demonstrated project need, grantee performance, funding cycles, inconsistent appropriation levels, grantee compliance, exigent circumstances, or number and location of qualifying applications.

Supplanting is not permitted: i.e., these State funds cannot replace or be substituted for federal, state or local funds or other funding sources that would otherwise be spent for a particular project or purpose. The non-supplanting requirement provides that the recipient shall use the funds to increase the amount of resources that would be made available from federal, state or local funds or other funding sources.

Contract Period

Funds will cover a 21 month project period, with the expectation that the first six to nine months will be a planning and startup period. Planning activities will include working with DCJS and with the research entity (“researcher”) to be identified by DCJS, or the researcher’s DCJS approved subcontractor, to plan the projects, develop logic models, and set up data collection systems. Staff hiring and training should be completed during the planning period. It is anticipated that sites will be fully implemented by the start of Month 10 and fully operational for a minimum of 12 months after the planning/startup period.

IV. Research and Reporting Project Performance

Research is a key element of this initiative. A researcher will be selected by DCJS through a separate competitive solicitation. Applicants selected for funding as project sites will be required to work closely with the selected researcher. The researcher’s role will include pre-implementation program planning support, which will include assistance with the development of a logic model for the program, and working with the program to prepare a detailed analysis of current community conditions to aid in the program’s identification of a specific target area. The researcher will also be expected to assess program fidelity, and conduct a program evaluation. Any project funded under this RFP will be required to comply with the evaluation requirements established by DCJS.

³ Shooting incidents involving injury are collected by DCJS for large jurisdictions within the 17 Operation IMPACT counties. Attachment 2 outlines this data for 2012 and should be used to identify the rate of shooting incidents involving injury for each proposed project outside of New York City. Attachment 3 outlines the 2012 shooting incidents for each precinct within New York City.

Successful applicants implementing the Cure Violence model will be required to input monthly data in the database maintained by Cure Violence staff in Chicago and provide monthly narrative reports on a template to be provided by DCJS. Those implementing other program models will be expected to report data similar to the Cure Violence data in a format to be identified by DCJS in addition to completing the monthly narrative reports. All funded programs must submit monthly data and narrative reports to DCJS.

DCJS will coordinate at least two cross-site meetings to bring project staff from all sites together in a sharing and learning collaborative. These meetings will foster in-state relationships and technical assistance. Applicants should include travel related expenses in their budgets as needed for staff to attend two such meetings in the Capital Region.

V. Evaluation Criteria

Listed below are the multi-tiered criteria that will be used to rate applications and determine awards. DCJS' Executive Deputy Commissioner will make all final decisions concerning the funding of projects and individual award amounts.

TIER 1 Evaluation:

Tier 1 will be rated with pass/fail responses. Any application that does not meet each of the following criteria will be immediately disqualified without further review:

1. The complete application, with all required documentation and attachments, is submitted on time. The deadline for applications is **12:00 PM (Noon) on October 16, 2013**.
2. The applicant is an eligible agency for a qualifying Part A or Part B locality as described in Section III.
3. Identify the evidenced based model proposed in the application.
4. The applicant has fulfilled the prequalification requirements described in Section X.
5. The application is complete, with responses to all items in Section VI and a completed budget in GMS.

TIER 2 Evaluation:

Following Tier 1 evaluation, each qualified application will be read and reviewed independently by a minimum of two reviewers as part of the Tier 2 evaluation. Reviewers may consist of DCJS staff and neutral peer reviewers in the field. The reviewers will evaluate the submissions and score each application according to the scoring criteria addressed in the application questions (Section VI). DCJS may request additional information and/or clarification from applicants as deemed necessary to more fully evaluate the proposals.

The maximum score that can be achieved for meeting application requirements is 100 points. Scores will be averaged across reviewers to establish a list of eligible applicants from highest to lowest average score. The scores will provide a framework for the final review that will follow in Tier 3, and will in no way bind the final determination that will be made as part of the Tier 3 evaluation.

Tier 3 Evaluation:

DCJS will select applicants for funding and determine the amount of funding for each project based on the scoring, need, population to be served and the overall review process. Priority will be given to statewide geographic diversity in final funding decisions. Final funding 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.

VI. Required Application Content

Successful applications must include responses to the questions / requirements outlined in each of the following sections:

1. Executive Summary (5 points)
2. Community Profile (10 points)
3. Neighborhood Violence Prevention Model (10 points)
4. Agency Experience and Qualifications (45 points)
5. Timeline and Deliverables (10 points)
6. Budget Detail and Budget Narrative (20 points)

Each of the following sections appears and must be completed in DCJS's Grants Management System (GMS). (See Section X for more information regarding the submission of applications using GMS.) In addition, **each applicant must submit a separate Microsoft Word document containing the responses to the questions in this Section VI as an attachment to their GMS application.**

1. Executive Summary (5 points)

This section provides a brief overview of the applicant or implementing organization and the proposed project.

Applicants must provide a brief executive summary (not to exceed 300 words) that summarizes characteristics that identify the target area appropriate for the proposed violent crime neighborhood intervention model and describes the applicant or implementing organization, highlighting experience which uniquely qualifies it to accomplish the goals of this RFP.

A local government applicant must identify the community organization that is collaborating with them and implementing the project. An MOU between the local government agency and the not-for-profit should be attached to the GMS application.

2. Community Profile (10 points)

This section provides a description of the locality that explains why this project is needed, summarizes the community and identifies the model to be used.

A. Statement of Need

1. Identify specific neighborhood(s) or precinct(s) within the eligible area that is the proposed target area for the proposed project. Explain why that target area was chosen.
2. Define the target area by its geographic boundaries, precinct(s), police beats or by some other method. While the detailed analysis of the target area will occur with assistance from the researcher, the applicant should identify the general neighborhood or area that will be targeted. Describe the characteristics that make the target area appropriate for intervention. This section should provide information on the level of violent activity and other indications of need in the target area.
3. Identify the police agency/ agencies that are responsible for law enforcement in the locality.

B. Resources

List and describe the activities of any known existing anti-violence resources within the eligible jurisdiction and specifically within the target area. Include coalitions, initiatives, strategies, agencies and programs that are focused on preventing and/ or reducing homicides, non-fatal shootings and other violent crimes. Describe how the proposed project will fit into the current landscape. If the proposed project is to be coordinated with existing community projects, please describe how you will accomplish this.

3. Neighborhood Violence Prevention Model (10 points)

Identify the neighborhood violence prevention model being implemented with this RFP and provide documentation of the model's acceptance as evidence based. Details of its core elements must be identified and described in this section. Also, list the availability of training and/or technical assistance for the proposed model. If the applicant plans to follow the Cure Violence model with fidelity, a statement to that effect will suffice. If a variation of the Cure Violence model described in this RFP, or another model is being recommended, the detailed response requested above is required.

4. Agency Qualifications and Experience (45 points)

This section establishes the applicant's capacity for implementing the project with fidelity to the Cure Violence or other evidence based community violence reduction model. It should reflect the qualifications and experience of the agency that will be primarily responsible for implementing the proposed model's core components. Please address the following items in this section:

- A. Briefly explain the function of the applicant (in addition, if the implementing entity is different from applicant, provide the information requested herein for both the applicant and the implementing agency, and include the entity's name).
- B. Provide an explanation of what makes the applicant qualified to successfully administer

the proposed project by outlining its capacity and relevant experience in the areas listed below. If the applicant does not have applicable experience in some area, describe a plan for identifying and engaging partners or consultants that do have the necessary expertise or ability.

1. Describe the applicant's ties to the community to be served. This section should demonstrate the agency's credibility with the community in the target area specified.
2. Describe the applicant's work to date with community residents, other community-based organizations and faith-based organizations, emphasizing activities related to relevant topic areas (crime and violence prevention and public health) and activities (outreach, public education, engagement and community organizing). Describe how these relationships and activities will be maintained and expanded in relation to the proposed initiative.
3. What experience prepares the applicant for hiring, training, managing and retaining staff consisting of former gang members, individuals who have prior convictions related to firearms, others who have been previously incarcerated or served a sentence of probation or individuals from other high-risk groups?
4. Attach copies of the applicant's employee and client drug screening policy or the applicant's timeframe to develop and implement such policy.
5. Summarize the applicant's experience with managing direct services. Provide examples of work with older adolescents and young adults who are at high risk of involvement in shootings and killings.
6. What prior experience does the applicant have working with the local police? Please describe its interactions in the last three years with law enforcement. Describe joint projects, if any, and any other work in which the applicant and the police have been involved together.
7. Characterize the applicant's working relationships, if any, with local officials (including, but not limited to, county executive, mayor's office, city council, state assembly members and senators, and congressional representatives).
8. Identify the applicant's key partners which are critical to the project's success, and describe the method that will be used to have regular meetings with such key partners.
9. Please provide information about local providers for employment and educational assistance, substance abuse treatment services and other services from which prospective clients might benefit by completing RFP Attachment 4 (Service Providers) as needed for the proposed model. Describe in narrative form how the applicant/implementing agency has worked with each of the identified organizations in the past.
10. If the model requires the project to have a physical office that is located in, or in close proximity to, the identified target areas how will that be accommodated? What are the plans to provide appropriate working space for employees and meeting space for clients?

11. Does the applicant use a Records Management System (“RMS”) or database? If yes, note the type of RMS or database being used. If no, describe how accomplishments are currently, or will be, documented and measured for this program. Outline prior experience with data collection, management and reporting.
 12. Summarize the applicant’s prior experience working with researchers and/or evaluators.
 13. Use RFP Attachment 5 (Major Grants) to list the five largest major grants (more than \$50,000) the applicant/implementing agency has administered over the past three years, along with funding sources and contact information. If fiscal or program management issues resulted in contract suspension or termination, the applicant must disclose it and provide an explanation in the narrative.
 14. Does the applicant have other resources (i.e., relevant programs, volunteers, administrative support, food for meetings etc.) that can be dedicated to the implementation of the program in the identified community? If yes, please describe.
- C. List titles, desired qualifications, and anticipated roles of staff that will be needed to implement and administer this project. A job description of staff to be hired will fulfill this section. Provide resumes for any staff that have been identified for specific roles on the project.
- D. Identify any collaboration between the applicant and any partners or consultants that are expected to have roles in implementing the project. Include a signed Memoranda of Understanding (“MOUs”), other written agreements and/or letters of support stating the roles and responsibilities of the participant agencies who have agreed to a role in this proposal.
- E. Describe any foreseeable obstacles to achieving the goals of this RFP and how the applicant’s experience prepares it to overcome these obstacles.
- F. Address whether either the applicant, or the implementing entity, is or was the subject of any completed, current, pending or ongoing investigation by any federal, state, or local authority for criminal, civil or regulatory violations, include the current status or outcome, if known.
- G. Applicants must provide letters from local leadership and community organizations that validate both the need for the project and the local support for it. This must include a letter of support from the law enforcement organization in the target area as well as community partners that will participate in quarterly project meetings. The letters should include information whether such supporters will participate in quarterly project meetings. Desirable supporters include local law enforcement, public officials, violence prevention groups and relevant service providers. List the contributing supporters in the narrative and attach letters to the project in GMS.

5. **Timeline and Deliverables** (10 points)

Describe the activities the applicant will undertake to implement the project and achieve its goals. It demonstrates the applicant's thorough understanding of the model and the scope of work involved and establishes a detailed and realistic schedule for tasks required for planning, implementation and operation.

- A. Describe the project timeline, keeping in mind the up to nine-month planning/startup period, 12 month operational period and maximum 21-month contract time frame. The timeline should include and project a schedule for the following:
1. Goals and accomplishments of the planning period;
 2. Neighborhood-based events for the purpose of public education and community mobilization, and
 3. Achievement of other significant project milestones.

6. **Budget Detail and Budget Narrative** (20 points)

Provide justification for each item to be supported with grant funds. This section appears as two separate sections in GMS, a budget tab and questions to provide a narrative explaining that budget. **Both the budget tab and the narrative must be completed.** However, it will be scored as one section.

Please complete Attachment 6, Budget Calculation Worksheet. This worksheet is provided to assist applicants in estimating overall project budgets, based on estimated salary and personnel costs. **It is recommended, although not mandated, that 80% of the project budget be dedicated to the support of direct service staff,** and reasonableness of costs will be considered in budget scoring. The worksheet will provide reviewers with an easily interpretable presentation of overall project costs.

Allowable costs include: personnel costs which must be indicated in terms of percent of annual salary full-time equivalents ("FTE") or rate of pay and number of hours for part-time personnel; fringe benefit costs which should either be itemized or budgeted as a percent of salary; and consultant services procured in accordance with state and local guidelines (as outlined in paragraph 11 of Appendix A-1, "Agency-specific Clauses", for DCJS grant contracts at http://www.criminaljustice.ny.gov/ofpa/downloadforms/appendixa-1_april_2013.doc.)

Additional administrative costs attributable to the project may be specified in the itemized line budget. Administrative costs are limited to 5% of the total project award costs. An indirect cost rate of 10% of the total amount requested for personnel costs only (salary, plus fringe) is allowable only for non-governmental organizations. Indirect costs are not an allowable expense for governmental organizations.

Be sure to allocate funds for expenses associated with travel and training, as outlined in 6 (A) (3) (page 12).

Please address the following items in this section:

A. Budget Detail

1. Using the GMS Budget module, provide a comprehensive twenty-one-month line item budget including line item justifications for project costs to be supported with requested grant funds. Include the line item budget with the separate attachment to your GMS application containing all application content.
2. Include a clear break down of all costs including salary and fringe benefits. Line items should specify personnel titles and the justification for costs of salary and fringe benefits for each staff person and briefly describe their role in the administration of the project. Start up and planning costs should be clearly indicated in the justification.
3. Each **site will be responsible for budgeting for training-related expenses as follows:**
 - a. Transportation and lodging for key staff to attend a two-day initial site visit to the Chicago Cure Violence site
 - b. Any training appropriate for another violence reduction model approved for funding; and
 - c. Transportation and lodging as needed for all staff to attend additional trainings as required by DCJS and those listed above, which will be held regionally within New York State.

B. Budget Narrative

Include a 21-month comprehensive budget narrative in response to the budget narrative questions. Budget scoring will include an assessment of reasonableness of cost.

1. Clearly describe how expenditures contribute to the implementation of the project.
2. Include the percent of time for each personnel line in the budget in terms of FTE's or number of hours and rate of pay for part time employees. Budget scoring will include an assessment of the capacity for projected staff to fulfill project goals and objectives.
3. Indirect costs of up to 10% of grant funds based on personnel salaries and fringe costs are allowable for non-governmental organizations. Explain how you arrived at any indirect cost rate that was included.

Program Workplan (0 points)

In the GMS Workplan module enter "To Be Determined" for your project goal, objective, task and performance measures. **This is necessary in order for GMS to accept your application.** Upon successful application and notification of award, DCJS staff will then assist awarded applicants with developing an appropriate workplan, including project goal, objectives, tasks and performance measures (See Section VIII, "Reports"). Accordingly, there are no points

attributable to this component of the application.

M/WBE Requirements (0 points)

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

Effective April 1, 2013, all DCJS grant contracts 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 must submit both a (1) Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form and (2) M/WBE Equal Employment Opportunity Staffing Plan as attachments to their GMS application as instructed in RFP Attachment 1.

DCJS will review the submitted Local Assistance M/WBE Equal Employment Opportunity Staffing Plan and the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form and advise the applicant of DCJS’ acceptance once an award determination is made.

There are no points attributable to this component of the application.

VII. Timetable

Applications must be received by 12:00 PM (Noon) on October 16, 2013. Complete applications, including all required documentation and attachments, received by that date will be considered for review. Applications received after that date and time will be disqualified, and will not be accepted or reviewed.

VIII. Administration of Contracts

DCJS will negotiate and develop a grant contract with the successful applicants (“Grantees”). The grant contract is subject to approval by the NYS Office of the Attorney General and the Office of the State Comptroller before grant funding may actually be disbursed to reimburse project expenses. In the event that the grantee cannot begin contractual activities within 90 days of contract execution, DCJS reserves the right to rescind the selection and redistribute the grant funds.

Contract Approval

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

Contract Period

DCJS will enter into a contract for a period of up to 21 months, with two (2) one-year renewal options. DCJS reserves the right to modify the contract period 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 and the federal government as applicable.

Contract Changes

Contracts resulting from this RFP may be executed, increased, terminated, renewed, decreased, extended, amended, or renegotiated at the discretion of the Executive Deputy Commissioner of DCJS in light of a grantee's performance, changes in project conditions, or otherwise.

Records

Grantees will keep books, ledgers, receipts, personnel time and effort records, consultant agreements and inventory records pertinent to the project and consistent with DCJS contractual provisions and mandated guidelines. In accordance with the standard contract Appendix A-1 (see "Standard Contract Provisions" below); grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

Liability

Nothing in the contract between DCJS and the grantee shall impose liability on the State of New York for injury incurred during the performance of approved 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. Project expenses will be reimbursed for expenditures incurred during the contract period, and made in compliance with the contract budget and compliance with the project workplan.

Reports

Grantees will be required to work with DCJS or its designee to develop a project workplan that will become part of their contract and will form the basis of quarterly progress reports. The workplan will formalize and detail the applicant's commitment to accomplishing the activities outlined in this application's Scope of Work. It will state the program's goals and will include, as tasks or performance measures, output indicators that outline program components, services and activities and estimate achievement of goals and objectives. In addition, DCJS mandates a set of output (process) and outcome (impact) measures that are to be included in all contracts.

Grantees will be required to cooperate and collaborate with DCJS and the research partner to be identified by DCJS, to facilitate the development of a logic model and to collect and report the requisite process measures, performance outputs and outcome data.

In addition, grantees implementing the Cure Violence model will be required to input project data through the online Cure Violence data reporting and management system, on a schedule to

be provided by Cure Violence. Training in the use of that database will be provided by Cure Violence staff.

The grantee shall submit all reports to DCJS in a format and time frame, as specified in the grant contract. Such reports shall include a description of the program efforts undertaken during the reporting period and the current status of the project. The quarterly progress reports of the grantee's activities under the contract must be submitted electronically as directed by DCJS. Grantees agree to submit any other reports considered relevant by DCJS.

Review

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

Disposition of Allocations

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

Revocation of Funds

Funds awarded to an applicant who does not implement an approved project within 90 days of the contract start date may be revoked and redistributed at the discretion of the Executive Deputy Commissioner of the Division of Criminal Justice Services.

Standard Contract Provisions

Any contracts negotiated as a result of this RFP will be subject to the provisions of Appendix A, Appendix A-1, Appendix C, 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>.

Funding Prohibitions

Funds awarded may **not** be used for the purchase of firearms or other deadly weapons; payment for school resource officers; private security guard services; out-of state travel unless pre-approved by DCJS; the preparation of project proposals, and indirect costs for governmental entities.

IX. Approval & Notification of Award

Applicants approved for funding will be advised by DCJS through a letter of notification. Once a project is approved, contracts will then be negotiated.

An applicant whose proposal is not selected for funding will be notified by letter.

All notification letters will be sent on or about November 20, 2013.

In the event that DCJS and the successful applicant cannot execute a contract within **ninety days** of notification of selection of the applicant, then DCJS reserves the right to rescind the award and redistribute the funds at the discretion of the Executive Deputy Commissioner of the Division of Criminal Justice Services.

X. Application Forms & Requirements

Application Submission

Applications must be submitted on-line via GMS. **No other format of application will be accepted.** Applicants who do not currently have access to GMS must first submit a GMS Registration Form (See Addendum A). It is strongly suggested that the GMS User Manual be downloaded from the following web address: <http://www.criminaljustice.ny.gov/ofpa/gms.htm>.

In addition, **each applicant must submit a separate Microsoft Word document containing the responses to the questions in Section VI as an attachment to their GMS application.**

Persons authorized to execute contracts on behalf of an applicant, hereafter referred to as the signatory, must submit a separate GMS eSignature registration form. This allows general access to GMS and for eSignature of grants. All applications, once approved, will be processed as eSignature contracts. **Failure of an applicant to have an authorized signatory with eSignature rights will prevent submission of the application.** Both GMS registration forms can be e-mailed to funding@dcjs.ny.gov or faxed to (518) 457-1186 and should be submitted at least 7 days prior to submission of the application to allow sufficient time to process your registration.

A simplified set of instructions for submitting the application within GMS can be found in Addendum A.

When accessing GMS to complete an application, click "Project>New," then select *Neighborhood Violence Prevention Project* as the funding program to begin entering your application.

For general questions or for technical assistance with the Grants Management System, please call the Office of Program Development and Funding at (518) 457-9787. DCJS assistance with GMS will be available until **12:00 PM (Noon) on October 16, 2013.**

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 of their application; 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/displayHomePage.do;jsessionid=B9E740A165>. 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.

Vendor Prequalification Requirements for Not-for-profit Applicants

The State of New York has implemented a new statewide prequalification process designed to facilitate prompt contracting for not-for-profit vendors. Interested vendors are asked to submit commonly requested documents, and answer frequently asked questions once. The application requests organizational information about the vendor's capacity, legal compliance, and integrity. To learn more about prequalification, go to the Grants Reform website (<http://www.grantsreform.ny.gov/Grantees>) where you can preview the questions and required documents.

All not-for-profit vendors are required to prequalify prior to grant application. Vendors are strongly encouraged to begin the process as soon as possible in order to participate in this RFP bid competition.

Following is a summary of the steps that must be undertaken in order for you to prequalify.

- Go to the Grants Reform website (<http://www.grantsreform.ny.gov/Grantees>) and download a copy of the Registration Form. Please review the instructions for submission of this Form. The form must be signed and notarized by an authorized representative of your organization, and must be sent to the Division of Budget as soon as possible in order to gain access to the Grants Gateway to enable prequalification.
- Upon submission of your Registration Form, you will be provided with a User ID allowing you to gain access to the Gateway. From there, please logon to the Gateway System (https://grantsgateway.ny.gov/IntelliGrants_NYSGG/login2.aspx) and begin your Prequalification Application.
- Vendors who already submitted registration materials and received their user credentials can begin to upload documents into the Document Vault and complete their online Prequalification Questionnaire.
- As you fill out the Questionnaire, please refer to the Gateway Training Materials and resource links posted on the “grantees” section of the Grants Reform website to help you navigate the questionnaire. If you still have questions, simply contact DCJS’ Office of Program Development and Funding at (518) 457-9787 or post your question to GrantsReform@Budget.ny.gov, and someone will get back to you quickly with a response.

Vendor Responsibility

Notwithstanding the not for profit prequalification noted above, State law requires that the award of state contracts be made to responsible vendors. Before an award is made to a not-for-profit entity, a for-profit entity, a private college or university or a public entity not exempted by the Office of the State Comptroller, DCJS must make an affirmative responsibility determination. The factors to be considered include: legal authority to do business in New York State; integrity; capacity- both organizational and financial; and previous performance.

Before an award of \$100,000 or greater can be made to a covered entity, the entity will be required to complete and submit a Vendor Responsibility Questionnaire. School districts, Charter Schools, BOCES, public colleges and universities, public libraries, and the Research Foundation for SUNY and CUNY are some of the exempt entities. For a complete list, see: http://www.osc.state.ny.us/vendrep/resources_docreq_agency.htm .

DCJS recommends that applicants file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at http://www.osc.state.ny.us/vendrep/vendor_index.htm or go directly to the VendRep System online at <https://portal.osc.state.ny.us> .

Applicants must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us .

Applicants opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact DCJS or the Office of the State Comptroller's Help Desk for a copy of the paper form.

XI. RFP Technical Assistance

Requests for technical assistance with accessing and using GMS may be directed to the DCJS Office of Program Development and Funding at (518) 457-9787.

Non-GMS questions regarding this RFP may be emailed to funding@dcjs.ny.gov through **September 18, 2013**. Please reference "Neighborhood Violence Prevention RFP" in the subject line of your email. On **September 25, 2013** DCJS will post answers to the received questions on our website at <http://www.criminaljustice.ny.gov/ofpa/newrfp.htm> without identifying questioners. **The deadline for applications is 12:00 PM (Noon) on October 16, 2013.**

XII. Final Application Checklist

Applicants must submit applications electronically through DCJS' Grants Management System (GMS). Please review Section X of the RFP for GMS instructions. Before submitting your application, please ensure that you have:

- Provided responses to the questions outlined in Section VI, “Required Application Content”, in the GMS Questions module;
- Provided a Microsoft Word document containing responses to all questions in Section VI as a separate attachment to your GMS application;
- Provided the completed Attachment 4: Service Providers template;
- Provided the completed Attachment 5: Major Grants template;
- Provided the completed Attachment 6: Budget Calculation Worksheet template;
- Attached signed MOUs, other written agreements and/or letters of support for collaborating project partners, local stakeholders and any consultants identified in the application. This should include letters of support from the law enforcement organization in the project target area and identified community partners that will participate in quarterly project meetings;
- Completed a line item budget in the GMS Budget module, including narrative justification for requested items, *and* submitted your budget request with narrative as a separate attachment to the GMS application. See Section VI(6);
- Completed the GMS Workplan module as instructed in Section VI; and
- Completed and attached the Local Assistance M/WBE Equal Employment Opportunity Staffing Plan and the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form as instructed in Section VI and RFP Attachment 1.
- Addressed the Vendor Prequalification Requirements for Not-for-Profit Applicants outlined in Section X.

Applications must be submitted by **12:00 PM (Noon) on October 16, 2013**. Late applications will be disqualified, and will not be accepted or reviewed.

Addendum A

GMS Registration Form

GMS Signatory Registration Form

Helpful Hints for GMS



NYS Division of Criminal Justice Services
Alfred E. Smith Building
80 South Swan Street
Albany, NY 12210
Phone: (518) 457-8462
<http://www.criminaljustice.ny.gov>

Office of Program Development and Funding

GMS USER REGISTRATION

In order to complete grant applications online to DCJS, your agency must register with the GMS system. Do so by submitting this Registration Request form – and the attached IRS W-9 form – via email attachment to funding@dcjs.ny.gov. When your request has been processed, you will be sent a username and instructions. Please download the GMS User Manual at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>.

Please allow 3-5 business days for your Registration Request to be processed.

Registrant Information (all fields are required):

Agency:

EIN (Tax ID#):

Registrant:

Title:

Address:

Address2: (if applicable)

City/State:

Zip:

Email:

Phone: (Ex.: (555) 111-1111)

DCJS #s of Current Grants (if applicable):

NOTE: You must also complete IRS form W-9, Request for Taxpayer Identification Number and Certification, in order for your registration to be processed. Faxed signatures are acceptable. Download the form at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Fax to (518) 457-1186. Indicate here that form W-9 has been completed and faxed:



NYS Division of Criminal Justice Services
Alfred E. Smith Building
80 South Swan Street
Albany, NY 12210
Phone: (518) 457-8462
<http://www.criminaljustice.ny.gov>

Office of Program Development and Funding

GMS SIGNATORY REGISTRATION

In order to complete grant applications online to DCJS, your agency must register with the GMS system. Do so by submitting this Registration Request form via email attachment to funding@dcjs.ny.gov. When your request has been processed, you will be sent a username and instructions. Please download the GMS User Manual at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>.

Please allow 3-5 business days for your Registration Request to be processed.

Registrant Information (all fields are required):

Agency:

EIN (Tax ID#):

Authorized Signing Official:

Title:

Address:

Address2: (if applicable)

City/State:

Zip:

Email:

Phone: (Ex.: (555) 111-1111)

Basis for signing authority (Ex., executive officer, authorized by municipal charter, e.g.)

DCJS #s of Current Grants (if applicable):

NOTE: If your agency has not yet submitted IRS form W-9, Request for Taxpayer Identification Number and Certification, you will be required to do so. Download the form at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Fax to (518) 457-1186.

Helpful Hints

First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>.

Persons familiar with NYS-DCJS GMS can use the following as a simplified guideline.

The following instructions apply to DCJS' Neighborhood Violence Prevention Project Request for Proposals as previously described.

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 "***Neighborhood Violence Prevention Project***" then click "***Create Project***"

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

In the newly created project, complete the following modules (listed across the top of the screen):

General

Complete the text screens and press save.

Participants/Contacts

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. Please refer to the preceding GMS Signatory Registration form and instructions to register a GMS signatory for your agency.

Budget

Select the "***Budget***" tab at the top of the application screen. Click on "***Create a new budget for (your agency)***". On the subsequent entry screen, you will choose a budget category to work on from a drop-down list. You may continue to work within a category, or choose a new category at any time. Proceed through the various budget categories to enter your proposed project budget. Please make sure that sufficient justification is provided for each budgeted line item.

If you should need to exit the budget module and return to it later for editing or updating, click the blue "Edit" button to return to the budget screen to input your updates.

Workplan

In the GMS workplan module, enter "To Be Determined" for your Project Goal, Objective, Task and Performance Measure. **This is necessary in order for GMS to accept your application.** Upon successful application and notification of award, DCJS staff will then assist awarded agencies with developing an appropriate program workplan including Project Goal, Objectives, Tasks, and Performance Measures.

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

For purposes of this RFP, when entering applications into GMS, make sure to answer all required questions.

Hint: You should work in a word processing document for any long answers. DCJS-GMS will time out after 30 minutes and you will lose any unsaved material. Cutting and pasting from a word processing software document will prevent you from losing any work in this manner.

Acceptance

Click in the blue lettering anywhere under “*Assurances*.” This will bring you to a list of Certified Assurances. Read the assurances carefully and at the bottom of the list (if they are acceptable); click the “*Certify*” button. This will automatically fill in the “Certified by” and “Certified Date” fields, as GMS will recognize the user based upon user name and password when signing on to GMS.

Note: Your signatory will not be able to "accept" the appendices at this time as the project is still just an application. Accepting appendices occurs as part of the contract signature at a later date.

Attachments

You may click on “*Attachment*,” and upload the required attachments for this RFP. Note: Follow the instructions in the GMS Users 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 an award being rescinded for the application being untimely.***

When you have completed all of the above requirements, 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.*” 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.

Attachments

RFP Attachment 1: M/WBE and EEO Requirement Documents

RFP Attachment 2: 2012 Violent Crime Counts and Rates by IMPACT Jurisdiction

RFP Attachment 3: Shooting Incidents New York City 2012

RFP Attachment 4: Service Providers (Template)

RFP Attachment 5: Major Grants (Template)

RFP Attachment 6: Budget Calculation Worksheet (Template)