



REQUEST FOR PROPOSALS (RFP) ***FY21-22 Rural Communities of Practice Initiative***

KEY DATES AND NOTICES:

Release Date of RFP	Monday, December 6, 2021
Submission Deadline:	Friday, January 14, 2022 – 12 PM Noon
Estimated Total Program Funding:	\$525,000
Anticipated Number of Awards:	Up to seven (7)
Bidder's Conference	Wednesday, December 15, 2021 at 10:00 AM
Deadline for Final Submission of Questions Regarding this RFP:	Wednesday, December 22, 2021
Response to Questions Regarding this Posted:	On or about December 29, 2021
Notification of Award(s):	On or about January 28, 2022
Anticipated Contract Start Date:	No earlier than February 1, 2022

1. 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.*
2. **Grants Gateway Pre-Qualification – 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.*
3. 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 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.
4. 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 address provided by applicant 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.)
5. Unless otherwise modified by DCJS, the contract period for this grant opportunity will be two years beginning no earlier than February 1, 2022.

FY21-22 Rural Communities of Practice Initiative

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APPENDICES:

- Bidder's Conference Information
- Grants Gateway Prequalification Requirement
- DCJS Grants Management System (GMS) Instructions and Helpful Hints
- Budget Detail Worksheet and Narrative Guide
- Rural Communities of Practice Counties

I. INTRODUCTION

The New York State Division of Criminal Justice Services (DCJS) seeks applications to fund strategies for the prevention of and response to juvenile delinquency in rural areas of New York State. Approximately \$525,000 (five hundred twenty-five thousand dollars) will be made available to support programming that will improve approaches to prevent and respond to delinquent behavior in seven areas that were identified using data from the US Census Bureau as well as Office of Juvenile Justice and Delinquency Prevention's (OJJDP) definition of rural communities. (See *Appendix: Rural Community of Practice Counties* for a list of eligible counties).

The Juvenile Justice and Delinquency Prevention Act (JJDP) established in 1974 and most recently reauthorized in 2018 as the Juvenile Justice Reform Act, is based on the understanding and need for children, youth, and families involved in or at-risk of being involved in the juvenile justice system be guarded by federal standards of care and custody while taking into consideration community interests and the prevention of victimization. Through constant collaboration with OJJDP, New York State is able to develop and support strategies that work, meet local needs, and lead to best and promising practices for children, youth, and communities across the nation. As the designated state agency responsible for administering funds made available to the states for these purposes, DCJS oversees development and implementation of New York State's plan for juvenile justice, which must include plans for services for the prevention and treatment of delinquency in rural areas.

In 2016, DCJS supported the Rural Community of Practice initiative that brought juvenile justice stakeholders from rural counties in New York State together in multi-county, multi-disciplinary planning teams. The teams worked together to identify and prioritize juvenile justice related issues deemed locally or regionally significant and on the development of strategies and/or initiatives designed to address those issues. In 2018 seven teams were awarded funding to implement programming identified during the planning process. While each programming strategy was different across the state, plans included: *Real Colors* facilitator training for probation officers, interactive journaling, implementing trauma informed practices when working with youth, as well as developing a trauma team spanning three counties, restorative justice in schools through the International Institute for Restorative Practices, level three Dialectical Behavior Therapy (DBT) for therapists, mentoring program serving youth, Knowledge Empowers You (KEY) interactive group sessions, Service Provision for Individualized Needs (SPIN) specialized services for clients, and strengthening families. Each of the counties were able to successfully implement at least one evidence-based program in the area, with some counties implementing more.

Funds awarded through this RFP will support programming that will improve approaches to prevent and respond to delinquent behavior in rural areas. The initiative acknowledges that community structure, key stakeholders, programming needs, and available strategies may have all changed during this time period.

As part of this initiative, DCJS and the identified local teams will work with a consultant to review current local level data, identify current programmatic needs, and strategize ways to address those needs through evidence-based or promising practices.

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

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

Approximately \$525,000 will be made available in total to support seven multi-county, multi-disciplinary teams across New York State through capacity building strategies for the prevention of and response to juvenile delinquency in rural areas using strategies and/or initiatives proposed by teams through this process. Applicants may request up to \$75,000 each. Final award determinations will be made based on demonstrated need, scope of the work proposed, the quality of the proposal, and reasonableness of cost. All funding must support program efforts that will be accomplished during the contract period. Funding under this program must supplement, not supplant, non-grant funds that would otherwise be available for expenditure on the programs proposed.

This funding is provided by the Division of Criminal Justice Services (DCJS) with federal funds through the FFY20 Delinquency Prevention Grants Program). Grantees receiving funds will be subject to federal rules, regulations, and reporting requirements.

B. Applicant Eligibility Requirements

DCJS will accept proposals from teams made up of counties that participated in DCJS' Rural Community of Practice previously, as well as those now identified by the U.S. Census Bureau as being "rural" (See *Appendix : Rural Community of Practice Counties*). Proposals from existing multi-county, multi-disciplinary teams are eligible to apply. Not-for-profit entities, units of local government (including school districts) and institutions of higher learning (universities, colleges, and community colleges) who are located within the eligible counties, listed in *Appendix: Rural Community of Practice Counties*, are also eligible to apply.

In its approach to working with rural areas, DCJS sought conformity with OJJDP's designation, identifying as "rural" those counties that fall outside a Metropolitan

Statistical Area (MSA) as specified by the United States Census Bureau.¹ Because New York's MSAs are very large and include a number of counties whose populations live mainly in small towns or rural areas, eligibility was expanded to include counties whose largest urban area has a population of less than 20,000. Eligibility for funds awarded through this RFP is limited to the counties listed in Appendix: *Rural Communities of Practice Counties*. One Proposal from each area (combination of counties to form region/partnership - see below for examples) will be accepted, with a point of contact named in the Proposal. This representative of the team can submit a Proposal on behalf of all the counties listed as team members or on behalf of some of those listed; each Proposal must include at least one other county as a partner. Teams should also be multi-disciplinary. Various approaches to partnership and strategies are acceptable, for example:

- Two or more counties could apply to bring training or technical assistance to a combination of staff and/or community members from each of those county or counties
- Two or more counties could apply as a team in support of a strategy to be developed and piloted in one of the counties, with the understanding that experience gained during the pilot could be used to inform a similar strategy or program model in the partnering county or counties.
- A not-for-profit or institution of higher learning could apply on behalf of the county or counties. At least one county must be a partner in the application.

For purposes of this Proposal the team should identify a primary applicant/ lead agency that will act as the fiscal agent and also name an implementing agency if the project's primary activities will be carried out by an organization other than the primary applicant.

Funds may only be utilized for strategies identified by the team that focus on the youth population. The use of funds for new initiatives is strongly encouraged. Expansion of existing strategies and/or initiatives will be considered if the expansion adds a missing component that significantly impacts the locality's capacity for addressing identified needs or if an existing initiative cannot meet the existing demand. For example, if a locality has established a juvenile community accountability board that serves one jurisdiction but does not have the capacity to meet needs in other jurisdictions, funds could be used to support planning and training activities that would expand its scope to the other jurisdictions. Eligible expenses include training and curriculum, consultants, supplies and equipment, and travel (if current COVID related conditions allow). Personnel expenses must demonstrate a distinct and clear connection to this initiative.

C. Contract Term

Grant award agreements, unless otherwise modified by DCJS, will be for a term of two years beginning no earlier than February 1, 2022 with an optional six-month extension.

III. PROGRAM DESCRIPTION

¹ https://www2.census.gov/programs-surveys/metro-micro/reference-maps/2020/state-maps/36_NewYork_2020.pdf

In 2016 and again in 2018, DCJS supported the Rural Community of Practice Initiative that brought juvenile justice stakeholders from rural counties in New York State together in multi-county, multi-disciplinary planning teams. The Rural Community of Practice teams worked together to identify and prioritize juvenile justice related issues deemed locally or regionally significant and on the development of strategies and/or initiatives designed to address those issues. As the teams worked to identify local needs related to juvenile justice, some common themes emerged:

- A number of factors inhibit access to services including transportation issues, gaps in services – stemming from both a shortage of appropriate services and waiting lists for existing services, and information and communication gaps between referrers and service providers;
- Participants also identified specific needs for services related to mental health and substance abuse, youth with problem sexual behaviors and trauma;
- Factors related to the school/ justice intersection such as attendance and disciplinary practices put youth at risk;
- Racial disparity existed across systems; and
- Lack of family engagement.

Funds awarded through this RFP will support capacity-building strategies and innovative approaches to address the types of issues listed above, with the goal of preventing delinquency and/ or improving the response to delinquent behavior in rural areas. Grantees will be invited to attend a virtual convening hosted by DCJS and the consultant to review data, discuss current needs/problems/gaps and ways to address them. Program ideas might include:

- Training, staff development, and/or capacity-building activities, such as:
 - Train-the-trainer approaches that promote long-term enhancement of localities' abilities to respond to youths' risks and needs;
 - Community-based training of stakeholders and development of sustainable implementation plans for juvenile accountability boards, youth courts, community service opportunities and other strength based, needs focused efforts that promote accountability and positive youth development.
- Technical assistance and support;
- Efforts to improve communication and access to services;
- Data improvement/ enhancements; and
- Projects that provide direct services to youth if the project includes evidence-based practices and a plan for sustainability, or development of an evaluable and replicable program/ service model can benefit additional jurisdictions. This could include piloting a program model that meets – or has been adapted to meet – needs of rural areas such as approaches to implementing restorative practices, mentoring, mobile case management or home-based therapeutic strategies and parent peer coaching.

IV. EVIDENCE-BASED PRACTICES AND REFERENCE MATERIALS

Applicants are encouraged to use data and information obtained locally from county or municipal agencies, service providers, schools and other available sources. Reports, school and/ or agency records, local surveys and interviews with key personnel are among the potential sources of reference that might be used. While county profiles are no longer available, other relevant data is available on the DCJS website in a variety of formats. Applicants are encouraged to support evidence-based and promising practices when identifying ways to address program needs and/or gaps.

V. EVALUATION AND SELECTION OF PROPOSALS

Tier I Evaluation – Threshold Pass/Fail

The Tier I Evaluation assesses whether Proposals satisfy minimum “pass/fail” criteria for funding. All Proposals will be initially screened by DCJS 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, pre-qualified entity in the Grants Gateway. (*This pre-qualification requirement applies only to not-for-profit applicants.*)

The submitted proposals shall include:

- Answers to all questions as presented;
- Budget detail and justification provided in GMS itemizing operating expenses in support of the initiative;
- Completed Program Work Plan, according to instructions provided; and
- All attachments and required documents

Tier I Evaluation criteria will receive pass/fail ratings. Any proposal that does not meet each of these conditions may be subject to disqualification from further review. DCJS may, at their discretion, request additional information from an applicant as deemed necessary.

Tier II Evaluation – Evaluation and Scoring

DCJS 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 will be 100 points. Each response will be scored, and all scores will be totaled, resulting in an overall score. Applicants must attain a minimum score of 70 points to be eligible for funding. The final score will be determined by averaging Team Reviewers’ overall scores for each proposal. DCJS may, at their discretion, request additional information from an applicant as deemed necessary. Also, in the event of a substantial scoring disparity, defined as 15 or more points of the total available points, 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, an additional reviewer will rate the affected proposals and the average of the scores will represent the final score.

Tier III Evaluation

The Tier III Evaluation assessments will be conducted by designated DCJS staff. During the Tier III Evaluation, applicants shall be selected for funding and award amounts shall be determined through consideration of some or all of the following: Tier II Evaluation scoring and comments, strategic priorities, 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, plan and impact on rural youth.

VI. REQUEST FOR PROPOSAL QUESTIONS

Applicants must respond to the questions below within the DCJS Grants Management System (GMS), as instructed. **GMS instructions are located as an Appendix to this solicitation.** Please prepare prospective responses 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* module "tab" of the application. Applicants are also required to attach the Microsoft Word document with responses to these questions using the *Attachments* module on GMS. The maximum number of pages allowed for each question is indicated.

Responses to the following 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*. 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.

A. Program Narrative Questions (1-7) (*Narrative Questions total 80% of overall total points*)

1. Question #1 - Executive Summary (5 points) - Not to exceed 1 page

Provide an Executive Summary. The summary should identify the applicant, the participating counties, and implementing partners (if any). Include a brief overview of the issue(s) to be addressed and the activities proposed. Name the multidisciplinary team and how the partners currently work together.

2. Question #2 - Problem Description/ Identified Need (10 points) - Not to exceed 3 pages

Describe the need for the proposed strategy/ initiative, using local and regional data wherever possible and practicable. In addition, applicants are encouraged to use information obtained locally from county or municipal agencies, service providers, schools and other available sources. Reports, school and/ or agency records, local surveys and interviews with key personnel are among the potential sources of information that might be used. The response should address each of the following:

- a. What juvenile-justice-related problem or issue will be addressed by the proposed activity(ies)?
- b. Provide data and/ or other information that demonstrates the existence of the problem and its significance.
- c. If there are gaps in data that impede a full description of the problem, describe them; include any plans proposed you might have for addressing those gaps.

3. Question #3 – Target Audience (5 points) - Not to exceed 1 page

Describe the targeted audience for this project and how rural youth will be impacted by this project. List any unique groups within a rural context that will be impacted (girls, Sexual Orientation Gender Identity Expression (SOGIE), runaways etc.)

4. Question #4 - Proposed Programming - (20 points) Not to exceed 3 pages

What programs/activities are proposed in response to the needs identified in Question #2 above. Include the following items in the response:

- a. Categorize the proposed strategy/initiative in broad terms (training, technical assistance, improvement in communication/ access to services/ data, strategic innovation using software/ technology/ equipment, direct services etc.)
- b. Provide an outline of the proposed activities.
- c. Note whether any of the proposed activities include evidence-based or promising practices or interventions. If they do, identify the source of the categorization.
- d. Explain how the proposed project addresses the issue/ problem(s) identified in Question #2.
- e. If the applicant is requesting the expansion of an existing program or initiative, provide a detailed description of how the expansion will provide a missing component that impacts the program's capacity for addressing identified needs.
- f. Identify staff roles that will be required to implement the proposed project.

5. Question #5 - Provide a timeline that includes project activities and deliverables. (10 points) Not to exceed 2 pages

6. Question #6 - Qualifications of Applicant/ Lead Agency and Implementing Agency (15 points) Not to exceed 3 pages

Describe the applicant's capacity for implementing the proposed project/initiative. This

response should include detail regarding the qualifications and experience of the agency or organization that will be primarily responsible for implementing the proposed activities. The response should:

- a. Briefly explain the function of the implementing agency (provide its name, if different from applicant). Include its history and mission, highlighting their relevance to this proposal.
- b. Discuss the connection between the applicant and/ or implementing agency and any collaborating partners or collateral agencies, i.e. local law enforcement, probation, Family Court, social services, the local mental health system, and school(s).

7. Question #7 - Outcomes/ Anticipated Results – (15 points) Not to exceed 2 pages

What are the anticipated benefits and outcomes that will result from the project/initiative?

- a. Describe how local approaches to preventing delinquency and/or responses to delinquent behavior will be improved by the proposed strategy or initiative. Describe the anticipated impact of these activities. How will the impact and/or improvements be measured?
- b. Describe plans for data collection and data analysis.
- c. Describe how any innovations or changes supported with this funding can be developed and embedded in local system operation or otherwise sustained.
- d. How will rural youth in your area be impacted by this project?

B. Operating Budget Detail and Justification (20 points)

- a. Using the Budget Detail Worksheet and Budget Narrative sheet as a guide, enter the operating budget directly into the Budget module “tab” of the GMS application. Prepare a line-item budget, including justification, by appropriate category of expense (e.g., Personnel, Fringe Benefits, Consultants, etc.). All funded positions should clearly indicate the general duties, full annual salary of the position, hours worked per week, and proposed hours or percentage FTE supported by the grant. Budgets should reflect total projected costs for a 12-month contract period and be limited to eligible costs. Operating budgets must not exceed the applicant’s eligible award amount if provided.
- b. The detailed budget for the grant period must be complete and provide sufficient detail. Eligible expenses include training and curriculum, consultants, supplies and equipment, and travel (if current COVID related conditions allow). Personnel expenses must demonstrate a distinct and clear connection to this initiative. The budget 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** Module on GMS.

- 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 particular 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, State Procurement Council and, if applicable, the U.S. Department of Justice.

Note:

- Not-for-Profits: Funding for indirect costs is capped at a rate of 15%.
- Governmental Organizations: Indirect costs are not an allowable expense for governmental organizations.

VII. NOTIFICATION OF AWARDS

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

For those not approved to receive funding awards, notifications will be sent in writing via email to the email address provided in GMS.

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 Proposal was not selected for an award.

An unsuccessful Applicant's written request for a debriefing must include specific questions that the Applicant wishes to be addressed and must be submitted to DCJS via the funding mailbox at dcjsfunding@dcjs.ny.gov with the following in the subject line: **Request for Debriefing FY21-22 Rural Communities of Practice Initiative**. The debriefing shall be scheduled to occur within 30 days business days of receipt of written request by DCJS or as soon after that time as feasible.

The preferred method for the debriefing will be in-person, however, upon mutual agreement by all parties, another means such as via telephone, webinar, or any combination thereof may occur.

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.

VIII. REPORTING REQUIREMENTS

Reporting requirements are provided below:

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.

Other Federal Reports

The federal government requires federal reporting based on the program. Examples include Performance Measurement Tool (PMT) and Data Collection and Technical Assistance Tool (DCTAT) reports.

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 by the following dates:

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

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 selection for award 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 or amended or renegotiated for any reason at the discretion of the Executive Deputy Commissioner of DCJS 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. In accordance with the standard contract Appendix A-1 (see "Standard Contract Provisions" below), grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

Liability

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

Payments

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Where applicable, performance-based expenses will be reimbursed in compliance with the contract milestone performance and costs budget and the project work plan. Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the 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 program issues that are significantly impacting program performance. Any project funded under this solicitation must comply with the requirements established by DCJS. The grantee agrees to submit any other reports considered relevant by DCJS.

Performance Review

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

Disposition of Allocations

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

Revocation of Funds

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

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

http://ogs.ny.gov/Core/docs/CertifiedNYS_SDVOB.pdf.

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

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

Bidders/proposers can demonstrate their commitment to the use of SDVOBs by responding to the questions on the form located [here](#) and attach the completed form, along with your Proposal, to the NYS Division of Criminal Justice Services' Grants Management System (GMS). There are no points attributable to this component of the Proposal.

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/applcngntfrms.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). For contracts in excess of \$250,000 applicants must also submit an M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300). All forms are located at <http://www.criminaljustice.ny.gov/ofpa/mwbe/index.htm>.

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

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 of 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 (please copy/paste the link into your browser) 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 insure that their filing requirements are up-to-date with the Charities Bureau of the NYS Attorney General's Office. Further information on the registration requirements may be obtained at the Attorney General's website:

<http://www.charitiesnys.com/home.jsp>.

Data Universal Numbering System (DUNS) Registration Requirements

All DCJS funding applicants are required to provide a DUNS number. If you are unsure whether or not your organization has a DUNS number, check with your Fiscal Officer. New applicants will enter the DUNS number in GMS while completing the Participant section; existing DCJS grantees whose DUNS number is not already on file should email the number to funding@dcjs.ny.gov to have it entered by DCJS staff prior to submission of the Proposal. 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. PROPOSAL SUBMISSION AND REQUIREMENTS

A. Specific Instructions

One proposal should be submitted for each Rural Communities of Practice Initiative Proposals must be submitted using the DCJS Grants Management System (GMS).

B. Grants Management System (GMS)

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 particular name of program Rural Communities of Practice Initiative. Click "Create Project." Your application will now be ready to complete.

Completing the Application

Applicants are encouraged to complete the GMS registration as well as the registration and/or pre-qualification on the NYS Grants Gateway System, where applicable, early to

avoid any concerns with these automated systems. Grants Gateway prequalification and GMS signatory registration **must** be complete prior to the submission of a proposal.

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

- Participant name(s);
- Contact information for all participating agencies per application;
- Program specific questions;
- Project budget; and
- Project work plan.
- Any required attachments, such as letters of support

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

XI. PROPOSAL CHECKLIST

- Not-for-Profit Applicants ONLY: Complete Grants Gateway Prequalification Requirements – See Appendix: *Grants Gateway Prequalification Requirement*
- All Applicants: Complete all DCJS Grants Management System (GMS) Registration Requirements – See Appendix – *DCJS Grants Management System (GMS) Instructions and Helpful Hints.*
- Complete all necessary contractual requirements as described in Section: *Administration of Contracts.*
- Answer Program Narrative Questions in *QUESTIONS* TAB in GMS and also attach the answers on a Word Document to GMS.
- Complete *BUDGET* TAB on GMS by entering the line-item Operating Budget.

Appendix
Bidder's Conference Information
Wednesday, December 15, 2021 at 10:00 AM

Join from the meeting link

<https://meetny.webex.com/meetny/j.php?MTID=m4f3d62b63f972977b20b8278841003cf>

Join by meeting number

Meeting number (access code): 1611 66 7324

Meeting password: THjp8yVv24w

Tap to join from a mobile device (attendees only)

[+1-518-549-0500](tel:+1-518-549-0500), [1611667324##](tel:+1-518-549-0500) USA Toll

Join by phone

+1-518-549-0500 USA Toll

Join from a video system or application

Dial [1611667324@meetny.webex.com](tel:+1-518-549-0500)

You can also dial 173.243.2.68 and enter your meeting number.

Appendix

Grants Gateway Prequalification Requirement – Not for Profit Applicants Only

Grants Gateway Pre-Qualification

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

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

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

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

Once your Prequalification Proposal 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 – October 2021 - See also 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.

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

Getting Started: Sign on to GMS.

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

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

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

General - Complete the text screens and press save.

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

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

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

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

Budget - See RFP for additional specific instructions.

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

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

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

Answer all required program narrative and budget information questions.

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

Attachments -

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

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

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

Appendix

BUDGET DETAIL WORKSHEET AND NARRATIVE GUIDE

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
█	█	█	█
<i>Personal Justification:</i> 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
█	█		█
<i>Fringe Benefits Justification:</i> 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
█	█	█	█
<i>Consultant Services Justification:</i> 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
█	█	█	█
<i>Equipment Justification:</i> 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
█	█	█	█
<i>Supplies Justification:</i> 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
█	█		█
<i>Travel and Sustenance Justification:</i> 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. █			

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
█	█	█

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 indirect cost rate which may be capped under the RFP or RFP, and is not an allowable expense for governmental agencies. List aggregate cost of miscellaneous other costs.

Description		Cost
█	█	█

Justification: Indicate indirect cost rate and amount. Indirect costs may be limited by the RFP 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
Personal Services	\$ █
Fringe Benefit	\$ █
Consultant Services	\$ █
Equipment	\$ █
Supplies	\$ █
Travel and Sustenance	\$ █
Rental of Facilities	\$ █
All Other Expenses	\$ █
Indirect Cost	
TOTAL OPERATING BUDGET	\$ █

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

Appendix
RURAL COMMUNITY OF PRACTICE COUNTIES

In its approach to working with rural areas, DCJS sought conformity with OJJDP's designation, identifying as "rural" those counties that fall outside a Metropolitan Statistical Area (MSA) as specified by the United States Census Bureau. Because New York's MSAs are very large and include several counties whose populations live mainly in small towns or rural areas, eligibility was expanded to include counties whose largest urban area has a population of less than 20,000. Eligibility for funds awarded through this RFP is limited to the counties listed in this appendix.

Allegany
Cattaraugus
Cayuga
Chautauqua
Chenango
Clinton
Columbia
Cortland
Delaware
Essex
Franklin
Fulton
Genesee

Greene
Hamilton
Lewis
Montgomery
Otsego
Schuyler
Seneca
St Lawrence
Steuben
Sullivan
Wyoming
Herkimer
Livingston

Madison
Ontario
Orleans
Oswego
Putnam
Schoharie
Tioga
Warren
Washington
Wayne
Yates

