



Office for the Prevention of Domestic Violence

New York State Office for the Prevention of Domestic Violence

REQUEST FOR PROPOSAL

The Risk Reduction Enhanced Response Pilot Program

Andrew M. Cuomo, Governor
Gwen Wright, Executive Director

RFP Release Date:	April 9, 2018
Deadline for Submission of Questions:	April 20, 2018
Response to Questions:	April 27, 2018
Proposal Due Date:	May 17, 2018 12:00 PM EST
*Amended 5/17/18 due to recent power outages	May 18, 2018 12:00PM EST
Anticipated Notification of Awards:	On or About June 15, 2018
Contract Start Date:	October 1, 2018

TABLE OF CONTENTS

- I. Overview**
- II. Program Goals and Objectives**
- III. Administrating Agency**
- IV. Funding**
- V. Eligible Applicants**
- VI. Evaluation of Proposals**
- VII. Noteworthy Details about the RFP**
- VIII. Proposal Submission**
- IX. Questions**
- X. Administration of Contracts**
- XI. Approval and Notification of Award**
- XII. OPDV Contract Award Protest Procedure**
- XIII. Application Forms and Requirements**

Appendix A Prequalification Requirement

Appendix B Grant Management System User Registration Form, Signatory

Registration Form, MWBE and SDVOB Language and Helpful Hints

I. OVERVIEW

This Request for Proposal (RFP) provides program and application guidelines for the NYS Office for the Prevention of Domestic Violence (OPDV) Risk Reduction Enhanced Response (RRER) Pilot Program, which seeks to prevent intimate partner related homicide. Domestic violence homicides continue to thwart efforts of law enforcement, human service and healthcare providers alike. New York State is averaging 80 domestic violence homicides a year. Nationally, one out of every three female victims of homicide is killed by an intimate partner; in New York, it's one out of two.

The RRER Pilot Program utilizes a team approach, in conjunction with locally selected risk assessment tools, to identify and respond to those domestic violence cases that are at the highest risk. The RRER Program brings together local multi-disciplinary program partners that share case information and implement case-specific intervention plans to mitigate danger. Required team members include a lead domestic violence service provider, law enforcement, a probation department, and a district attorney's office, and at least one other community partner that would be an integral member of the team. The program will be organized and maintained by a full-time RRER Program Coordinator. Other program partners are encouraged based on local relationships and need, including social services district representatives, housing authorities or coalitions, local hospitals, parole departments, legal services, disability service providers, or other organizations that work with specific sectors of the population in your defined jurisdiction. The specific interventions will be case-dependent, but might include: pre-trial supervision of abusive parties by probation, enhanced safety planning by domestic violence service providers, heightened legal intervention by courts, police conducting home visits, establishment of training plans for medical personnel, etc. The RRER Program is focused on increasing both victim safety and offender accountability.

OPDV is accepting proposals from NYS domestic violence service providers that are licensed and/or approved by the Office of Children and Family Services (OCFS) to coordinate and implement the RRER Pilot Program. Award preference will be given to applications with the greatest need, best potential for collaboration, and most thorough project summary. OPDV will fund up to two grants to NYS domestic violence programs that are licensed and/or approved by OCFS, for a total of \$200,000, with a maximum of \$100,000 annually per award. OPDV is requiring a 20% match for this Request for Proposals (RFP), resulting in a total of state-local investment of \$120,000 per year per pilot project. Applicants must identify the source of the 20% non-State portion of the total project costs and how they will use match funds. If a successful applicant proposes using more matching funds than the required match amount, and OPDV approves the budget, the total match amount becomes mandatory and subject to audit. Applicants may satisfy this match requirement with either cash or in-kind services, which must be designated at the time of application. Keep in mind that the use of matching funds is under the same State restrictions as awarded funds. Eligible costs for matching and state funds for this grant are outlined under "Eligible Costs" on page 7 of this RFP.

To demonstrate the aforementioned criteria, domestic violence service providers will devise a pilot program that provides an outline of how its community will assemble,

plan, implement, and monitor its version of the RRER Program. This project summary must include the intended partners with which the domestic violence service provider will collaborate, the tools to be used for high risk screening, the overall goal of the program, and will include details on how the program intends to measure and evaluate its progress throughout the course of the pilot. The lead domestic violence service provider will be expected to organize and attend program partner meetings at least once a month, complete and submit Quarterly Program and Fiscal Reports, administer and record approved funding to partner organizations and training providers on behalf of OPDV, identify the domestic violence cases with the highest level of risk in conjunction with other program partners, facilitate communication among program partners, including organizing and conducting stakeholder meetings prior to the implementation of the program, create victim centered safety plans, ensure that victim's services are comprehensive and accessible, and collect performance related data and provide it to OPDV. The program partners identified by the lead domestic violence service provider will be expected to identify the domestic violence cases with the highest level of risk, create victim centered response plans in conjunction with the program partners to contain and monitor the offender, participate in program stakeholder meetings as necessary, participate in necessary program policy development, make relevant employees available for program training as needed, designate an appropriate individual to sit on the team, and provide case information and data to the Program Coordinator, as requested and allowed.

Importantly, the awardee and program partners must determine risk assessment tools and/or protocols to be used by each of the program partners for high risk screening. The successful applicant will also identify training needs to prepare for the RRER project and will plan for it in the agency's budget over the course of each year of the project. Grant recipients may also receive comprehensive training where appropriate free of charge from OPDV on law enforcement, domestic violence programming, community collaboration, and other topics as applicable. Examples of risk assessment tools include: Jacqueline Campbell's Danger Assessment, the Ontario Domestic Assault Risk Assessment (ODARA), the Domestic Violence Risk Appraisal Guide (DVRAG), the Lethality Screen, the Danger Assessment for Law Enforcement (DA-LE), the Domestic Violence Screening Instrument (DVSI-R), New York State Police Domestic Incident Report (DIR), the Spousal Assault Risk Assessment, the CAASA-DASH Risk Identification Checklist, the Duluth Police Pocket Card, etc. Applicants should thoroughly research their selected tool with particular attention to training requirements of the tool, and implementation obstacles, in order to best plan for both budget and implementation of the Pilot.

This two year Enhanced Response Program is intended to enable communities to better assess and respond to those cases that may be at the highest risk for potentially lethal abuse, thereby reducing intimate partner related homicides, as well as to inform the State of the needs and challenges faced by selected projects.

II. Program Goals and Objectives

Intent of Program

The Risk Reduction Enhanced Response Pilot Program has the following primary goals:

- Reducing risk of intimate partner homicides
- Increasing safety of all domestic violence victims, enhancing abuser accountability, and reducing recidivism
- Improving both the coordinated community response to intimate partner violence and internal responses to domestic violence cases among each organization participating in the program
- Increasing awareness of any gaps in the local response to domestic violence, and growing the relationships necessary to address system gaps
- Providing enhanced domestic violence training, thereby increasing understanding of the issues and reducing repeat incidents of domestic violence

The Selected Domestic Violence Service Provider Will:

- Develop a project summary that provides an outline of how its community will assemble, plan, implement, and monitor its version of the RRER Program. This strategy should include:
 - the intended partners with which the domestic violence service provider will collaborate
 - the tools and/or protocols to be used for high risk screening
 - the overall goal of the program
 - details on how the program intends to measure and evaluate its progress throughout the course of the Pilot
- Organize and attend program partner meetings at least once a month
- Complete and submit Quarterly Program and Fiscal Reports
- Administer and record approved funding to partner organizations and training providers on behalf of OPDV
- Identify domestic violence cases with the highest level of risk to be conferenced at program partner meetings
- Facilitate communication among program partners, including organizing and conducting stakeholder meetings prior to the creation of the team
- Create victim centered safety plans and ensure that victim's services are comprehensive and accessible
- Collect performance related data and provide it to OPDV. Such data may include:
 - Number of cases identified as high risk by the team
 - Number of those cases that utilized services with the domestic violence service provider
 - Number and type of offender criminal incidents
 - Criminal charges
 - Case outcomes/disposition of criminal justice intervention (e.g. pretrial release, bail set, incarceration, plea deal, etc.)
 - Case referral source

- Tool or protocol used for screen-in of each referred high risk case (including those cases that are not accepted by the group)
- Victim and offender demographic information
- Percentage of cases with a given risk indicator from high risk assessment tools
- Percentage of victims with active orders of protection at the time of the case conference
- Type of order of protection
- Offenders sentenced and type of sentence (including probation, parole, etc.) at time of case conference
- Length and type of relationship
- Presence of children in the home (of offender and/or victim)
- Offender employment status
- Any other relevant data that the team believes is a significant indicator of team successes or failures (ex: number of home visits, cases conferenced, changes made to program or strategy, etc.)

Other Program Partners Will:

- Identify and implement the tools and/or protocols to be used for high risk screening
- Identify the domestic violence cases with the highest level of risk to refer to the program partner meetings
- Create victim centered response plans that contain and monitor the offender
- Participate in program stakeholder meetings, as necessary (note: required team members should be at every meeting)
- Participate in necessary program policy development
- Make relevant employees available for program training, as needed
- Provide case information and data to the Coordinator, as requested
- Designate an appropriate individual to sit on the team. This individual will:
 - Attend program partner meetings
 - Participate in developing and facilitating case-specific intervention plans
 - Participate in program training
 - Communicate with the Coordinator and other team members to address changes or immediate case concerns as needed between meetings

Program Coordinator Roles and Responsibilities:

- Schedule and lead regular program partner meetings, and disseminate important information (including meeting notes) between meetings
- Act as a credible team leader who approaches conflict diplomatically and maintains positive working relationships with members in the community
- Utilize a good understanding of victim advocacy, law, police procedures, and criminal justice processes relating to domestic violence in order to lead topic-specific trainings for existing program partners, as well as general trainings for new partners
- Ensure forms and contact information for program partners remain updated

- Pursue the best outcome for victims by ensuring plans for intervention are updated as new information becomes available, and appropriately employing the collective and individual abilities of program partners
- Collect and maintain the required evaluation data and case outcomes, and reporting this data to program partners and to OPDV
- Participate in program trainings as outlined by the domestic violence service provider's strategy, or as mandated by OPDV

III. ADMINISTERING AGENCY

OPDV is an executive level state agency created in 1992. OPDV's mission is to improve New York State's response to and prevention of domestic violence with the goal of enhancing the safety of all New Yorkers in their intimate and family relationships. In fulfilling this goal, OPDV has three primary areas of focus:

- Advise the governor and legislature on policies and practices for the State;
- Train NYS professionals from all systems about the interaction of domestic violence in their daily practice; and
- Serve as a resource regarding the issue of domestic violence by disseminating regular public awareness campaigns, publishing materials for use by non-profits and victims, distributing local assistance funds and highlighting best practices in the field.

OPDV is committed to supporting programs that meet the needs of all victims, especially underserved populations.

IV. FUNDING

Funds for this contract are provided by the New York State Office for the Prevention of Domestic Violence Aid to Localities appropriation. All agreements and funding are subject to the availability of funds. Funding is not guaranteed to any applicant. Modifications or additional requirements may be imposed during the award and/or contract period.

Funding Amounts

Up to two selected programs are eligible for a cumulative two year award of \$200,000, not to exceed an annual state-funded amount of \$100,000. The successful applicants will also be expected to contribute a minimum 20% match of \$20,000 per each year of the award, resulting in a total of state-local investment of \$120,000 per each year of the award. Funds will be used to augment, not supplant, existing programming in the domestic violence service provider organization (applicant) or in any identified program partners' agencies.

Eligible Costs

- Salary, overtime, and fringe for full time Program Coordinator
- Salary, overtime, and fringe for required program partner staff as described in “Section 4. Collaboration”
- Training and consultant fees related to program implementation and maintenance
- Travel related to integral parts of the program and to OPDV-sponsored training events (OPDV will make programmatic staff available free of charge to the successful applicants for training purposes and will provide subject-matter specific trainings on law enforcement, domestic violence programming, community collaboration, and/or other topics as applicable)
- Space costs (mortgage, rent, utilities) for new space requirements relative to the Pilot proposal
- Stipends for required program partner staff
- Supplies and equipment for newly created program positions
- An indirect cost rate that is federally approved, and no higher than 15%.

Ineligible Costs

- Audit costs
- Insurance costs
- Any and all costs that would be disallowed under New York State law including but not limited to costs outlined in the Office of the State Comptroller regulations and/or guidelines.

Any additional costs in excess of the awarded amounts incurred by work on this project would be the responsibility of the program and its partner organizations. Budgets must also reflect a 20% match contributions (in-kind services or cash) by the applicant, or by relevant stakeholders. Applicants must identify the source of the 20% non-State portion of the total project costs and how they will use match funds. If a successful applicant proposes using more matching funds than the required match amount, and OPDV approves the budget, the total match amount becomes mandatory and subject to audit. Applicants may satisfy this match requirement with either cash or in-kind services. Keep in mind that the use of matching funds is under the same State restrictions as awarded funds. Matching funds should be budgeted pursuant to the purposes listed above under “Eligible Costs”.

V. ELIGIBLE APPLICANTS

Applicants must be domestic violence service providers and must be licensed and/or approved by NYS Office of Children and Family Services. Funds provided under this program shall be used to expand, and not to supplant, the grantee's current funding of domestic violence services.

VI. EVALUATION OF PROPOSALS

There will be a three-tier evaluation of each application as detailed below.

Tier I Evaluation - Pass/Fail

Tier 1 evaluation assesses whether applications satisfy minimum “pass/fail” requirements for funding consideration. All proposals will initially be screened by OPDV to determine if the applications are complete using the following criteria:

- Application was submitted by the deadline. The deadline for applications is May 17, 2018.
- Application is from an eligible, pre-qualified provider as described in Section V.
- The applicant has submitted all required responses to the application questions. Applications include the following required elements:
 - Problem Statement and Identified Needs
 - Experience and Organizational Capacity
 - Project Summary
 - Collaboration
 - Evaluation
 - Budget

Tier 1 review will receive a pass/fail rating. **Any application that does not meet each of these criteria will be immediately disqualified from further review.**

Tier II Evaluation - Evaluation, Scoring and Ranking

A team of at least three reviewers will evaluate proposals that have successfully passed the Tier I evaluation. Each reviewer will review and evaluate all proposals. A standard rating tool will be used by all reviewers to score each proposal. The maximum score will be 80 points. Each category (Problem Statement and Identified Needs, Experience and Organizational Capacity, Project Summary, Collaboration, Evaluation, and Budget) will be scored and the category scores will be totaled for an overall score. A proposal’s final score will be determined by averaging the overall scores from each reviewer. Applicants must receive a final score of at least 55 on this RFP in order to be considered for an award.

Discrepancies of 15 points or more will receive an additional review unless all scores are below 55 points.

In the event of a tie for the average overall score among two or more applicants, impacted programs will be ranked against each other based on the combined average score in the following evaluation segment:

- Collaboration

Upon initial scoring of all applications, the Tier II recommendations will be submitted to executive management for review.

Tier III Evaluation- Executive Management Review

OPDV's Executive Director will evaluate the top five scoring proposals. A standard rating tool will be used by the Executive Director to score each proposal. The maximum score will be 20 points.

Final decisions regarding the funding of programs will be determined on the cumulative Tier 1, 2, and 3 scores.

Evaluation Components

Applications must be submitted directly into the DCJS Grants Management System (GMS). Applicants should answer all questions and complete each section in GMS as indicated. Additionally, applicants are required to attach a Microsoft Word document with their responses to sections 1-6 in the Attachments section of GMS. Applications will be scored on the following criteria:

1. Problem Statement and Identified Needs (10 Points)

- Define the community to be served (include geographic area, racial, ethnic, socio-economic, and language makeup).
- Using supportive data, analyze and describe the problem of domestic or intimate partner violence in your proposed jurisdiction.
- Give an overview of the frequency and scope of domestic or intimate partner violence-related homicide in your proposed jurisdiction. Give context in relation to population and to the overall homicide rate.
- Identify current gaps in the services or programs accessed by victims of domestic or intimate partner violence in your proposed community.
- Describe how the program would be used to enhance any or all of the following OPDV priorities:
 - Victim/survivor safety
 - Offender accountability
 - Community coordination
 - Underserved populations
 - Public awareness
 - Community outreach

2. Experience and Organizational Capacity (10 Points)

- Describe your organization's mission.
- Highlight how your organization's mission is relevant to the services proposed.
- Detail your organization's qualifications, expertise, and experience in working closely with various local resources, and for the proposed community (as defined by the geographic area, and racial, ethnic, socio-economic, and

language makeup outlined in the “Problem Statement and Identified Need” section).

- Describe your organization’s administrative capacity to execute the program (e.g., experience managing grants and contracts, completing fiscal and program reports, etc.)
- Demonstrate your organization’s ability to augment its current services including caseload and intensiveness of services provided, including the ability to appoint a lead advocate to manage each high risk case.
- Please explain how this prospective funding would not supplant the purpose or function of existing community initiatives.
- Submit a current organizational map and a document that describes your current organizational structure and job descriptions for each role noted on the map that will be involved with the pilot program.

3. Project Summary (15 Points)

Based on the analysis of the problem of intimate partner violence in the proposed community, provide a detailed description of an overall strategy to reduce risk. The strategy should be responsive to the specific needs of your community and incorporate an enhanced team response to prevent and reduce the incidence of intimate partner violence related homicide. Summaries will be evaluated for overall feasibility, comprehensiveness, and for responsiveness to each of the following components:

- Develop a program strategy that provides an outline of how its community will assemble, plan, implement, and monitor its version of the RRER Program. This strategy should include the intended partners with which the domestic violence service provider will collaborate, and will include details on how the program intends to measure and evaluate its progress throughout the course of the pilot (i.e. what measurable outcomes would constitute a successful program?)
- Indicate tools and/or protocols to be used to refer high risk cases to the program by each of the proposed program partners.
- Provide a justification for the selection of the proposed tools or practices.
- Identify the Program Coordinator. If not known, describe how the Coordinator will be selected.
- Demonstrate how the Program Coordinator will reasonably fulfill the outlined roles and responsibilities.
- Include a list of positions to be utilized in this project that will support the overall program strategy. Indicate which of these positions would be RRER grant funded, and which would not.
- Identify the potential ways in which the program partners will provide an enhanced response to cases that are deemed high risk.
- Identify the potential ways in which this program will remain sustainable after the two year Pilot funding concludes.
- Include a statement that you have read and agree to the following: The start date of the contract is October 1, 2018. Upon notification by OPDV of a tentative award, the domestic violence service provider should plan to hire the

Program Coordinator prior to the beginning of the contract, with a start date of October 1, 2018. Additionally, in an effort to efficiently begin the work of the Risk Reduction Enhanced Response Pilot Program, upon notification of the award the domestic violence service provider should begin work in scheduling meetings, scheduling training arranged by OPDV, and general procedural setups prior to the beginning of the contract.

4. Collaboration (20 points)

Collaboration and existing positive relationships between domestic violence service providers and other community systems is crucial to the success of a risk reducing enhanced response.

- Indicate the role of each of the proposed partner organizations individually within the program, how their assistance will enhance the effectiveness of the program, and, if known, the individual from the organization that will regularly attend meetings.
 - Please note *required* partners include: domestic violence service provider, law enforcement, probation department, and the district attorney's office and at least one other community partner that would be an integral member of the team.
 - Encouraged partners: social services district representative, housing authorities or coalitions, local hospitals, parole departments, legal services, disability service providers, or other organizations that work with specific sectors of the population in your defined jurisdiction.
 - Please note: Programs may select more than one law enforcement/legal jurisdiction with which to partner for the course of the pilot, however, for the purposes of this application, one of those jurisdictions should be designated as the primary jurisdiction.
- If your program has selected more than one law enforcement/legal jurisdiction with which to partner for the course of the pilot, indicate a designated primary partner.
- Give an overview of the existing working relationships with each of the proposed program partners.
- Other than attendance at meetings and trainings, detail evidence of working together in the community to solve problems.
- Propose when, where, and how often the program partners will meet, as well as the method and frequency of communication between meetings.
- Propose a potential strategy for how the group will decide to accept cases after initial referrals by program partners.
- Describe how the program partners currently and will handle conflict and how the program partners might be held accountable working in a team structure.
- Indicate the confidentiality requirements of each partner, and how they will be handled when agencies are working together in a team structure.
- Include a Letter of Commitment from each proposed program partner that includes a minimum of the following information:

- Describe the willingness and ability of the program partner to participate in necessary trainings, team meetings, and other necessary communication.
- Identify the potential specific ways in which the organization will provide an enhanced response to cases that are deemed high risk.
- Identify an individual or position from the organization to attend meetings.
- Identify and explain existing protocol for review of intimate partner violence cases.
- Describe the willingness and ability to adopt program-related risk assessment tools and/or protocols as outlined by the domestic violence service provider in the Project Summary.
- Describe the perceived benefit of this program to the organization.
- Describe the ability and commitment to implementing individualized intervention plans for cases deemed high risk by the program partners.
- Indicate the willingness and ability to provide information and outcome data to the program partners.

Each letter should provide specific examples of how the committing program partner intends to accomplish the aforementioned elements of the letter.

*Note: The primary legal jurisdiction designated by the applicant is the only jurisdiction required to submit a Letter of Commitment.

5. Evaluation (5 points)

OPDV will require a quarterly narrative report, and a status update on the aforementioned data points which may include but are not limited to: number of cases identified as high risk by the team, number of those cases that utilized services with the domestic violence service provider, number and type of offender criminal incidents, criminal charges, case outcomes/disposition of criminal justice intervention (e.g. pretrial release, bail set, incarceration, plea deal, etc.), case referral source, tool or protocol used for screen-in of each referred high risk case (including those cases that are not accepted by the group), victim and offender demographic information, percentage of cases with a given risk indicator from high risk assessment tools, percentage of victims with active orders of protection at the time of the case conference, type of order of protection, offenders sentenced and type of sentence (including probation, parole, etc.) at time of case conference, length and type of relationship, presence of children in the home (of offender and/or victim), offender employment status, and any other relevant data that the team believes is a significant indicator of team successes or failures (ex: number of home visits, cases conferenced, changes made to program or strategy, etc.). Additionally, applicants will:

- Describe how the domestic violence service provider agency will determine the effectiveness of the proposed RRER Program.
- Describe the existing and proposed ways in which the required data will be collected.

- Indicate data points to be collected from any organization that is not the domestic violence service provider, and corresponding program partners that will be responsible for providing the Program Coordinator with these data points.

6. Budget (20 points)

Enter directly into the Budget module “tab” of the GMS application. Under Version 1, prepare a line item budget outlining the cost of salary and fringe benefits for the Coordinator for the first six months of the Pilot (October 1, 2018-March 31, 2019) and additional expenses as necessary pursuant to the Eligible Costs portion of Section III of this RFP, “Funding” and to your determination as the prospective project administrator. Under Version 2, prepare a line item budget outlining the cost of salary and fringe benefits for the Coordinator for April 1, 2019-March 31, 2020 and additional expenses pursuant to the Eligible Costs portion of Section IV of this RFP, “Funding”. Under Version 3, prepare a line item budget outlining the cost of salary and fringe benefits for the Coordinator for the final six months of the Pilot (April 1, 2020-September 31, 2020) and additional expenses as necessary pursuant to the Eligible Costs portion of Section III of this RFP, “Funding” and to your determination as the prospective project administrator. Budgets in Versions 1, 2, and 3 should reflect total projected costs for the 24-month contract period. Proposed budgets that include charges to OPDV in categories other than those stated in the Eligible Costs portion of Section III of this RFP may be disqualified. Budgets must also reflect a 20% match contributions (in-kind services or cash) by the applicant, or by relevant stakeholders for each year of the contract. Applicants must identify the source of the 20% non-State portion of the total project costs and how they will use match funds. If a successful applicant proposes using more matching funds than the required match amount, and OPDV approves the budget, the total match amount becomes mandatory and subject to audit. Matching funds should be budgeted pursuant to the purposes listed under “Eligible Costs” and are under the same State restrictions as awarded funds. The detailed project budget lines must be directly related to program implementation and must include sufficient narrative justification demonstrating how each requested line item is essential to implementing the proposed strategy.

Additionally, please detail the additional cost (if any) above the cap of the annual funding total of \$100,000 per year (\$120,000 including matching costs) that will be the responsibility of your organization in the space provided under the Questions module “tab” of the GMS application. Provide a statement on how those costs would be covered by the organization. Please also include a statement that you have read and agree to the following regarding supplanting current budgetary activities: As a pre-condition of the award of this funding, the prospective grantee guarantees that no funding received from this grant award will supplant current resources used by the organization to support current programming.

7. Executive Management Review (20 points)

The top five scoring proposals will be evaluated by the Executive Director using a standard rating tool based on the criteria set forth in this RFP and the recommendations of project staff and OPDV senior staff.

VII. NOTEWORTHY DETAILS ABOUT THE RFP

- **Grants Gateway Pre-Qualification**

Not-for-profit applicants **must** be pre-qualified through the New York State Grants Gateway prior to submitting their grant application in order to be eligible for awards under this funding. **Applicants are strongly encouraged to begin this process as soon as possible.**

- **All applicants must have the ability to submit proposals electronically.**

- Grant applications should be submitted to the automated DCJS Grants Management System (GMS) by **12:00 PM Eastern Standard Time, May 17, 2018.**

- The GMS system allows an organization to complete an application electronically and submit it over the Internet. If you are interested in completing a grant application and you have not previously registered to use the DCJS GMS system, your organization will first need to register a user who will be responsible for electronically completing and submitting applications and submitting quarterly program and fiscal reports.

- In addition, you must ensure that the signing official for your organization has registered as a Signatory User in the GMS system. The Signatory will be required to electronically indicate his/her acceptance of the grant contract (if awarded) on behalf of your organization. GMS will not allow the submission of an application for funds without a registered Signatory User.

- [Registration Request Forms](#) for both general GMS users and Signatories are available online. Please allow three to five business days to process your GMS Registration request. Applicants are encouraged to register and begin their online application early in order to allow time to obtain assistance with using GMS. A User Manual and tutorials are available online at the foregoing Internet address. If you experience difficulty using GMS or do not have Internet access, please contact [DCJS' Office of Program Development & Funding](#) or call (518)457-9787. DCJS technical assistance with GMS will be available until 12:00 PM Eastern Standard Time, May 17, 2018.

- When accessing the GMS system to complete an application, click Project>New, then select "Risk Reduction Enhanced Response Pilot Program" as the funding program.

FINAL RFP CHECKLIST

All requests for funding must comply with the guidelines set forth in the attached Request for Proposals (RFP).

All applications must be from an eligible, pre-qualified provider as described in Section V, must be completed using GMS, and must include:

- ✓ Contact information
- ✓ Answers to Program Specific Questions (1–6) described in Section V, **attached as Word documents**
- ✓ Letter(s) of Commitment from each proposed program partner
- ✓ Complete Budget Section
- ✓ “TBD” entered in Work Plan Section
- ✓ Attachments of a current organizational map and a document that describes your current organizational structure and job descriptions for each role noted on the map that will be involved with the pilot program.

VIII. PROPOSAL SUBMISSION

All submissions must be received electronically through the DCJS Grant Management System by **12:00 PM EST on May 17, 2018**.

Registration and Pre-Qualification

All applicants must be registered in Grants Gateway, and must be pre-qualified in Grants Gateway or their application will be considered non-responsive and disqualified from further consideration. Vendors are strongly encouraged to begin the process as soon as possible in order to participate in this opportunity.

To register and/or pre-qualify in Grants Gateway:

- Download a copy of the Registration form on the [Grants Reform website](#). Complete and submit the registration form to the New York State Division of Budget for review and approval.
- Once registered you will receive a User ID and you can [access Grants Gateway](#) and begin the Pre-qualification Application.
- Refer to the Grants Gateway training materials and resource links found on the “Grantees” section of the Gateway website for assistance in filling out the Pre-qualification Questionnaire and uploading required documents into the Document Vault.
- Questions concerning pre-qualification can be sent to the [Grants Reform](#) team at grantsreform@budget.ny.gov.

On-Line Application

Receipt of an application does not indicate that OPDV has pre-determined an organization’s qualifications to receive a grant award. Such determination will be made only after a complete evaluation of the application compared to specific requirements and qualification in this RFP.

No material received after or apart from the electronically submitted Application will be added to, or considered part of, the Application. All forms necessary to complete the application process should be attached to the online application.

All proposals **must** be submitted via the DCJS Grants Management System. **Any proposals submitted via fax, email, U.S. Postal Service, express delivery service, courier, in person or any other non-GMS means will not be reviewed and will be returned to sender un-opened.**

Applicants should:

- Thoroughly read the OPDV RFP and Application Instructions.
- Thoroughly read and understand all appendices associated with this RFP.
- Prepare all forms as required by this RFP.
- Review application before submitting for completeness, accuracy and clarity.

Application Overview

Applicants must submit the following information using the online GMS application process:

- Problem Statement and Identified Needs
- Experience and Organizational Capacity
- Project Summary
- Collaboration
- Evaluation
- Budget

IX. QUESTIONS

All questions about the requirements contained in this RFP must be submitted in writing (emails are accepted) by **5:00 PM EST on April 20, 2018** to:

NYS OPDV
Risk Reduction Enhanced Response Program
Alfred E. Smith Building
80 South Swan Street – Suite 1157
Albany, NY 12210

Email: [Erin Trowbridge](mailto:Erin.Trowbridge@nys.gov)

OPDV is unable to answer specific questions regarding individual proposals but questions concerning the RFP generally are accepted. Applicants should cite the particular section of the RFP about which they have questions, if applicable. All clarification is to be resolved prior to the submission of a proposal. A list of questions about the RFP which are received from potential applicants, answers to those questions, as well as any changes, additions, or deletions to the RFP, will be noted on

the [OPDV homepage](#) under “What’s New” and will be listed with the [electronic version of this RFP](#). Answers to questions will be posted **on or before April 27, 2018**.

X. ADMINISTRATION OF CONTRACTS

Contract Approval

OPDV 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 NYS Office of the State Comptroller before grant funding may actually be disbursed to reimburse project expense. Until said approval has been received, the Contract shall be of no force and effect.

Contract Period

OPDV will enter into a contract period of 24 months beginning on October 1, 2018 and ending September 30, 2020. OPDV reserves the right to modify the contract period in the best interest of the State.

Contract Activities

All activities must have prior approval from OPDV and meet the guidelines established by the State of New York and federal government as applicable.

Contract Changes

Contracts resulting from this RFP may be executed, increased, terminated, renewed, decreased, extended, amended or renegotiated by the Executive Director of OPDV or his or her designee, in light of a grantee’s performance, changes in project conditions, or otherwise.

Records

The grantee will keep books, ledger, receipts, personnel time and effort records, consultant agreements, and inventory records pertinent to the project and consistent with OPDV contractual provisions and mandates 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 OPDV and the grantee shall impose liability on the State of New York for injury incurred during the performance of approved activities.

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 work plan.

Reports

The grantee will be required to work with OPDV to develop a project work plan that will become part of their contract and will form the basis of quarterly progress reports. The grantee shall submit all reports to OPDV in a format and time frame as specified in the grant contract. Quarterly reports shall include a description of the grantee's efforts undertaken during the reporting period and the current status of the project. The quarterly reports must be submitted electronically as directed by OPDV. Independent of any reporting schedule, all grantees will be required to inform OPDV of any program issues significantly impacting program performance. Any project funded under this RFP must comply with the requirements established by OPDV. The grantee agrees to submit any other reports considered relevant by OPDV.

Performance Review

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

Disposition of Allocations

OPDV 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 noncompliance.

Revocation of Funds

Funds awarded to an applicant who does not implement an approved project within the parameters specified by the grant may be revoked and redistributed at the discretion of the Executive Director of OPDV.

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 OPDV. [Appendices](#) are available on the DCJS website.

XI. APPROVAL AND NOTIFICATION OF AWARD

Applicants approved for funding will be advised 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.

In the event that OPDV and the successful applicant cannot execute a contract within the parameters specified by the grant, OPDV reserves the right to rescind the award and redistribute the funds at the discretion of the OPDV Executive Director.

XII. OPDV CONTRACT AWARD PROTEST PROCEDURE

The State of New York strives to assure a fair, open and competitive process to all vendors qualified to respond to this Procurement. In the event that any vendor has a complaint or objection to the RFP requirements, the procurement process, or any matter affecting the submission of a vendor's Bid Proposal, the vendor is encouraged to informally contact OPDV, to address the matter.

XII. 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 Appendix B). It is strongly suggested that the [GMS User Manual](#) be downloaded.

In addition, each applicant must submit a **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](#) 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 Appendix B.

When accessing GMS to complete an application, click "Project>New," then select "Risk Reduction Enhanced Response Program" 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 EST on May 17, 2018.

DUNS Registration Requirements

All OPDV 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. Applicants should enter the DUNS number in GMS while completing the Participant section of their application.

Any program needing a DUNS number can register [here](#). Please note the process of requesting and receiving a DUNS number will require additional time. It is strongly recommended that applicants begin this process early.

Appendix A – Grants Gateway Prequalification Requirement- Not for Profit Applicants Only

Grants Gateway Pre-Qualification

Not-for-profit applicants must be pre-qualified through the New York State Grants Gateway prior to the application submission deadline in order to be eligible for awards under this funding. **Applicants are strongly encouraged to begin this process as soon as possible.**

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

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

Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State. Once you are Prequalified, please check the status of your document vault on a regular basis to ensure that none of your documents expire prior to the application due date. Expired documents will lead to the loss of Prequalification status.

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

Appendix B – GMS Registration Forms



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.

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

OPDV 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 OPDV 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 (OPDV-3301), and a Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet (OPDV-3309). For contracts in excess of \$250,000 applicants must also submit an M/WBE Equal Employment Opportunity Staffing Plan (OPDV-3300). All forms are located at <http://www.criminaljustice.ny.gov/ofpa/mwbe/index.htm>.

OPDV 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 OPDV's acceptance once an award determination is made. For additional information regarding M/WBE requirements see <http://www.criminaljustice.ny.gov/ofpa/forms.htm>. 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 at http://www.criminaljustice.ny.gov/ofpa/pdfdocs/Veteran_Owned_Business_Form.pdf and attach the completed form, along with your Application, to the NYS Division of Criminal Justice Services' Grants Management System (GMS). There are no points attributable to this component of the application.

DCJS Grants Management System (GMS) Instructions and 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 GMS can use the following simplified guidelines.

Getting Started: Sign on to GMS. Complete the text screens and press save.

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 "*Risk Reduction Enhanced Response Pilot Program*" then click "*Create Project*."

This begins your application. You may work on the application, save and return to it at a later time, except as noted below. Note that GMS will time out after 30 minutes of inactivity. That means that you should save your work frequently. Each save re-sets the timer. In the newly-created project complete the following modules which are listed across the top of the screen:

General: Complete the text screens and press save.

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

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

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

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

Budget: See Application for additional specific instructions.

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.

Work plan: In the GMS work plan module, enter “TBD” in every text box. 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 creating and adjusting the program work plan Project Goal, Objectives, Tasks, and Performance Measures as necessary.

Questions (where applicable and when the RFA/RFP includes questions): Answer all required program narrative and budget information 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 (if applicable). 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: Click on “Attachment,” and upload the required attachments for this RFA. 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 an application being disqualified for the application being untimely.

When all requirements 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 the application is successfully 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.