



Homeland Security and Emergency Services

State Fiscal Year 2017-18

Securing Communities Against Hate Crimes

Request for Applications (RFA)

Application Due Date: ~~December 18, 2017 by 4:00 p.m.~~

~~Updated Due Date: January 3, 2018~~

Updated Due Date: January 4, 2018 by 4:00 p.m.

To ensure adequate time to respond, substantive written questions regarding this Request for Applications will be accepted until 4:00 pm on December 27, 2017.

Technical Assistance for E-Grants will not be available after 4:00 pm on January 4, 2018

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I. Introduction

In 2015, the New York State Division of Criminal Justice Services' data reflects 503 reported hate crimes in New York State. In 2016, reported hate crimes grew to 600, a year to year increase of 19 percent. The rise in hate crimes and threats against the State's citizens and organizations is unacceptable.

New York State, committed to ensuring the safety and equal treatment of all New Yorkers, is launching the Securing Communities Against Hate Crimes Program to boost safety and security at New York's nonpublic schools, day care centers and cultural museums at risk of hate crimes or attacks because of their ideology, beliefs, or mission. In support of this effort, a total of \$25 million in grant funding has been made available on a statewide basis and will be administered by the New York State Division of Homeland Security and Emergency Services (DHSES).

The purpose of this Request for Applications (RFA) is to solicit proposals to support projects under the Securing Communities Against Hate Crimes Program (SCAHC Program). Applications will be accepted for up to \$50,000 per facility. Eligible organizations may submit up to three applications for a maximum total request of up to \$150,000 allowed per organization. For purposes of this grant program a facility is defined as a standalone building including recreational areas adjacent to the building.

The SCAHC Program provides grant funding to eligible non-profit nonpublic schools, non-profit day care centers, including those that are housed in community centers, and non-profit cultural museums, which demonstrate a significant risk of a hate crime due to their ideology, beliefs or mission. Grant funding will be awarded for allowable exterior facility hardening, physical security enhancements and security training to secure facilities at risk of hate crimes.

Proposals must be for new projects only. Grant funds cannot be used to support projects that have been completed prior to award or outside the period of performance of the grant. Also, grant funds cannot be used to fund projects that have already been reimbursed through the Nonpublic Safety Equipment (NPSE) program administered by the State Education Department or the UASI Nonprofit Security Grant Program administered by DHSES.

The SCAHC Program advances a common understanding of risk management. Applicants must complete a DHSES Risk Evaluation Tool that indicates how they will prevent and protect against hate crimes at their facilities. Grant funding must then be applied to mitigate risk/vulnerabilities as identified in the DHSES Risk Evaluation Tool.

In accordance with State Finance Law §§139-j and 139-k, this RFA includes and imposes certain restrictions on communications between DHSES personnel and an Applicant, or any representative, agent, consultant or other third party representing the Applicant during the procurement process. DHSES has assigned an Issuing Officer for this project. From the date of issuance of the RFA until the issuance of the Notice of Award, all communications must be directed to grant.info@dhSES.ny.gov in order to avoid being deemed non-responsive. Certain findings of non-responsibility can result in rejection for a contract award. Contacts made to any other DHSES or other State personnel regarding this procurement may disqualify the Applicant and affect future procurements with governmental entities in the State of New York.

II. Eligibility

To be considered for funding, eligible organizations must:

- Have received a Recognition of Exempt Status Determination letter from the IRS pursuant to 26 USC §501(c)(3). Alternatively, the applicant may self-certify by providing a letter affirming that the organization qualifies as a §501(c)(3) organization and is exempt from tax pursuant to 26 USC §501(a); and
 - The organization must maintain tax exempt status throughout the life of the grant. If the organization's tax exempt status is jeopardized or placed into question at any point during the life of the grant, the organization must notify DHSES within fifteen (15) days.
- Be a non-profit nonpublic school registered with the New York State Department of Education with a current Basic Educational Data System (BEDS code), or a non-profit day care center or school-age child care program licensed and/or registered, respectively, by the Office of Children and Family Services; or a group day care center permitted by the New York City Department of Health and Mental Hygiene, or enrolled group programs that are legally-exempt from the requirement to be licensed or registered by the Office of Children and Family Services, or a non-profit cultural museum which is a building or site for the exhibition or promotion of arts and culture of a particular region or people; and
- Be at significant risk of a hate crime due to ideology, beliefs, or mission as described by the applying organization under this RFA; and
- Be registered, have recently applied for registration or be exempt from registering with the NYS Attorney General's Office, Charities Bureau; and

- Be prequalified, through the New York State Grants Gateway at <https://grantsgateway.ny.gov> prior to application submission.

III. How to Apply

A. Issuing Agency

DHSES is responsible for issuing this RFA, including the requirements specified herein and the evaluation of all applications.

B. Prequalification

Prior to submitting an application in response to this RFA, all organizations are **required** to prequalify with the New York State Grants Gateway at <http://grantsreform.ny.gov/Grantees>.

Prequalification is a statewide process designed to facilitate prompt contracting with non-profit organizations. Non-profit organizations will be asked to submit commonly requested documents, and answer frequently asked questions, once. Organizations will submit their responses online in the Grants Gateway, and all information will be stored in a virtual, secured vault. In addition, an electronic “vault” will permit critical documents to be submitted and stored electronically to be used by all State agencies reviewing grants. For more information on Prequalification see Attachment A.

C. Complete a DHSES Risk Evaluation Tool

Applicants must complete the DHSES Risk Evaluation Tool to describe the organization’s significant risk of a hate crime and its proposed equipment and training needs to prevent and protect against a hate crime using the template in Attachment B. Applicants with a current or previously conducted (within three years) risk/security/threat assessment completed by a police department, private company or university should base their Risk Evaluation Tool submission on the information, analyses and findings contained in the risk/security/threat assessment(s).

The completed DHSES Risk Evaluation Tool must be submitted as an attachment to, and made part of, the application in E-Grants.

D. Filing an Application

Grant applications **must** be submitted via the automated DHSES E-Grants System. The system allows an organization to complete an application electronically and submit it over the Internet using a secure portal. If, upon reading this RFA, you are interested in completing a grant application and you have not previously been registered to use the DHSES E-Grants system, your organization will need to register and be assigned a user name and password. For more information on E-grants Registration see Attachment C.

A detailed tutorial on how to use the E-Grants system can also be found at: <http://www.dhSES.ny.gov/grants/nonprofit/hate-crimes.cfm>. It will guide you in a step-by-step process through the E-Grants application submission.

E. Required Application Submissions

To be considered for grant funding, eligible nonpublic schools and day care centers (including those that are housed in community centers) and cultural museums must submit an application using the State's Electronic Grants (E-Grants) System (see Attachment C – E-Grants Instructions). A complete application includes the following:

- Contact Information
- Proposed Project Workplan Information
- Budget Request Information
- A color, ground-level photo of the front façade of the facility and/or recreational area, which is labeled with the name and address of the facility (submitted as an attachment in E-Grants)
- Status History Report from Grants Gateway website showing prequalification status (Submitted as an attachment in E-Grants)
- DHSES Risk Evaluation Tool (Submitted as an attachment in E-Grants; refer to Attachment B for additional information)
- For nonpublic schools provide a letter on your organization's letterhead indicating your current Basic Educational Data System (BEDS code) (Submitted as an attachment in E-Grants)
- For day care centers/school-age child care programs a copy of the license and/or registration issued by the NYS Office of Children and Family Services; for group day care programs a copy of the permit issued by the New York City Department of Health and Mental Hygiene; if enrolled legally exempt, the Notice of Enrollment (Submitted as an attachment in E-Grants)

F. Authorized Program Expenditures

Permissible Costs

The SCAHC Program seeks applications for projects to protect against potential hate crime activity by:

- Hardening the organization's facility or facilities including recreational areas adjacent to the facility through exterior physical security enhancements; and/or
- Providing security training that will advance the knowledge of security personnel and staff.

Facility Hardening Costs

Permissible costs are focused on **external** facility hardening activities that mitigate risks/vulnerabilities identified in the DHSES Risk Evaluation Tool. Funding can be used for the acquisition and installation of security equipment on real property/existing facilities owned or leased by the non-profit organization, specifically in prevention of and/or protection against hate crimes. Any applicant who proposes work on a leased property is exclusively responsible to ensure compliance with the landlord lease agreement and associated requirements, particularly with regard to structural alterations, equipment installations and any alterations made with grant funds. Additionally, applicant/grantee is solely responsible for compliance with any and all federal, state and local permitting or environmental compliance requirements. Security enhancements must be for the facility or facilities that the organization physically occupies at the time of application. Allowable equipment consists of, but is not limited to:

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

Security Training Costs

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

All training will require prior DHSES approval and must be within the United States.

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

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

Costs Not Permissible

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

- Personnel costs, including the hiring of security or safety personnel;
- General-use expenditures;
- Overtime and backfill costs;
- Construction costs for new facilities;
- The development of risk/vulnerability assessment models;
- Proof-of-concept initiatives;
- Organizational operating expenses;
- Reimbursement of pre-award costs;
- Anticipated security costs for facilities not yet built or existing.

IV. Application Review

The following multi-tiered criteria will be used by a multi-agency committee to evaluate each application and to determine the best applications for recommendation to the Commissioner to receive grant awards. All grant awards are subject to the approval of the Commissioner of DHSES.

The following outlines the review process that will be followed for this solicitation.

A. Tier 1 Criteria

- 1. You must be prequalified in the NYS Grants Gateway System at the time of the application; if you are not prequalified you will be disqualified without further review or consideration.**
- 2. You must submit your application in the E-Grants System by 4:00 p.m. on January 4, 2018; if your application is not submitted on the due date and time you will be disqualified without further review.**

Checklist for Eligible Applicants

DHSES staff will conduct an initial review of each application submitted to determine if applications are complete and received by the deadline by an eligible, prequalified nonprofit organization.

1. Is the application complete?
2. Has the applicant received a Recognition of Exempt Status Determination letter from the IRS pursuant to 26 USC §501(c)(3) from the Internal Revenue Code or, in the alternative, a self-certification letter affirming that the organization qualifies as a §501(c)(3) organization exempt from tax pursuant to 26 USC §501(a).
3. Is the applicant a non-profit nonpublic school, a non-profit day care center or cultural museum?
4. Is a color, ground-level photo of the front façade of the facility or recreational area attached?
5. Is the mission statement provided on the Risk Evaluation Tool and applicable based on the organizations ideology, beliefs or mission?
6. Does the background information include all the necessary information?

7. Is a copy of the DHSES Risk Evaluation Tool attached and complete?
8. Is the non-profit nonpublic school registered with the New York State Education Department (SED) with a current Basic Educational Data System Code (BEDS) or; is the non-profit day care center licensed and/or registered by the Office of Children and Family Services; or permitted by the New York City Department of Health and Mental Hygiene; and is it a program in good-standing?

B. Tier 2 Criteria

Applications meeting the Tier 1 review set forth above will be reviewed and evaluated competitively. This portion of the review will focus on the DHSES Risk Evaluation Tool. Scores per criterion will be totaled to establish a ranked list of eligible applications for consideration for awards. Proposed budgets will be submitted in E-Grants separately from the Risk Evaluation Tool and will be reviewed and any expenses deemed inappropriate, unallowable, or inconsistent with project or program activities will be eliminated.

DHSES Evaluation Tool	
Tier 2 Evaluation	Total Possible Points
Risk	55
Existing Security Measures	5
Facility Hardening/Budget	40
TOTAL	100 point maximum

At DHSES’ sole discretion, the agency may elect to not award funding to any application with a final average score of 70 or less.

V. Timeline and Checklist of Required Documents

UPDATED: The NYS Division of Homeland Security and Emergency Services must receive completed grant applications, via the electronic grants management system (E-Grants) by 4:00 p.m. on January 4, 2018. All written questions must be submitted to DHSES by 4:00 p.m. on December 27, 2017, see Section VIII for more information.

Required Documents:

Completed application in E-Grants must include the following documents as attachments in E-Grants:

- Status History Report from NYS Grants Gateway website showing prequalification status;

- A color, ground-level photo of the front façade of the facility or recreational area;
- DHSES Risk Evaluation Tool;
- Letter on organization's letterhead indicating the BEDS code; a copy of the license and/or registration issued by the NYS Office of Children and Family Services or permit issued by the New York City Department of Health and Mental Hygiene; if enrolled legally exempt, the Notice of Enrollment.

Any application received after the due date and time will not be considered.

VI. Award of Funds

Final grant award determinations will be made by DHSES. DHSES will issue award letters to successful applicants and enter into reimbursement-based grant contracts with awardees. Funds will be awarded for an 18-month period and will be determined based on the award period.

DHSES reserves the right to prioritize the awarding of funds in a manner that provides for geographic balance throughout the State.

Vendor Responsibility: Recipients/Contractors may be required to provide an updated Vendor Responsibility Questionnaire form to DHSES prior to contracting.

Suspension of Work for Non-Responsibility: The Commissioner of DHSES or his or her designee, in his or her sole discretion, reserves the right to suspend any or all activities under a Contract, at any time, when he or she discovers information that calls into question the responsibility of the recipient. In the event of such suspension, the Recipient/Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Recipient/Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the Commissioner of DHSES or his or her designee issues a written notice authorizing the resumption of performance under the Contract.

Termination for Non-Responsibility: Upon written notice to the Recipient/Contractor, and a reasonable opportunity to be heard by appropriate DHSES officials or staff, the Contract may be terminated by the Commissioner of DHSES or his or her designee at the Contractor's expense where the recipient/Contractor is determined by the Commissioner of DHSES or his or her designee to be non-responsible. In such event, the Commissioner of DHSES or his or her designee may complete the contractual requirements in any manner he or she may deem advisable and pursue legal or equitable remedies for breach.

VII. Administration of Grant Contracts

DHSES will negotiate and develop a grant contract with the applicant based on the contents of the submitted application and intent of the grant program as outlined in

this RFA. The grant contract is subject to approval by the NYS Office of the Attorney General and the Office of the State Comptroller before grant funding may actually be disbursed to reimburse project expenses.

A. Reserved Rights

DHSES reserves the right to:

- 1) Reject any or all applications received in response to this RFA;
- 2) Withdraw the RFA at any time, at DHSES sole discretion;
- 3) Disqualify any applicant whose conduct and/or application fails to conform to the material requirements of this RFA;
- 4) Award more than one or no contracts, in whole or in part, resulting from this RFA;
- 5) Make amendments and/or alter funding levels of any recipient based on any new information discovered that would have originally affected the scoring;
- 6) Waive or modify minor irregularities in applications received after prior notification to the applicant;
- 7) Adjust or correct cost figures with the concurrence of the applicant if errors exist and cannot be documented to the satisfaction of DHSES and the State Comptroller;
- 8) Negotiate with applicants responding to this RFA within the requirements to serve the best interests of the State;
- 9) Begin contract negotiations with the next highest scoring qualified applicant(s) in order to serve and realize the best interests of the State, if DHSES is unsuccessful in negotiating a contract with the selected applicant within an acceptable time frame;
- 10) Award grants based on the best interests of the State.
- 11) Change any of the scheduled dates;
- 12) Amend the specifications after release with appropriate notice on the DHSES website. The applicant, however, shall remain solely responsible to check the website periodically for updates and conform to such requirement prior to the final deadline; seek clarifications and revisions of applications; cancel or modify contracts due to the insufficiency of appropriations;
- 13) Award grants based on geographic or regional considerations to serve the best interests of the State;
- 14) Eliminate mandatory requirements unmet by all applicants;
- 15) Waive any requirement that is not material;
- 16) Terminate, renew, amend or renegotiate contracts with recipients at the discretion of DHSES;
- 17) Use application information obtained through site visits, management interviews and the state's investigation of an applicant's qualifications, experience, ability or financial standing, and any material submitted by the applicant in response to the agency's request for clarifying information in the course of the evaluation and/or selection under the RFA.
- 18) Utilize any and all ideas submitted in the proposals received from the applicants;
- 19) Periodically monitor the recipient's performance of all activities in the contract.
- 20) Revoke funds awarded to an applicant, or enforce any available sanction against any applicant, who materially alters the activities or is in material noncompliance

under the grant award, or who does not implement an approved project within 60 days of the final contract approval.

- 21) Not fund any application that fails to submit a clear and concise work plan and/or budget.
- 22) Consider all applications and documentation submitted as State agency records subject to the New York State Freedom of Information Law (Public Officers Law, Article 6). Any portion of the application that an applicant believes constitutes proprietary information entitled to confidential handling, as an exception to the Freedom of Information Law, must be clearly and specifically designated in the application. If DHSES agrees with the proprietary claim, the designated portion of the application will be withheld from public disclosure. Recipients funded through this program agree to provide DHSES, upon request at any time during the life of the grant contract, such cooperation and information deemed necessary by DHSES to ascertain: (a) the nature and extent of any threats or hazards that may pose a risk to the recipient or recipient; and (b) the status of any corresponding recipient or recipient plans, capabilities, or other resources for preventing, protecting against, mitigating, responding to, and recovering from such threats or hazards.
- 23) Increase or decrease the total funding available for this program at any time, resulting in more or fewer applications funded under this RFA and DHSES' sole discretion.
- 24) Disqualify applicants due to untimely submission of any requested supporting documentation.

B. Terms of the Contract

Any resulting contract or agreement for more than \$50,000 from this RFA will be effective upon approval by both the NYS Office of the Attorney General and the State Comptroller. Any resulting contract for \$50,000 and under from this RFA will be effective upon signature of both parties.

C. Payment and Reporting Requirements of Grant Awardees

1. Standard Cost Reimbursement Contract

Each successful applicant must enter into a standard cost reimbursement contract with DHSES. Such contract will include this Request for Applications, the successful applicant's proposal, any attachments or exhibits and the standard clauses required by the NYS Attorney General for all State contracts (available upon request) and any other attachments or exhibits required by DHSES. Although the contract format may vary, the contract will include such clauses, information and rights and responsibilities as can be found on the DHSES website, including:

- APPENDIX A-1 - Agency Specific Clauses
- APPENDIX B - Budget
- APPENDIX C - Payment and Reporting Schedule
- APPENDIX D - Workplan/Special Conditions

For purposes of this RFA, these terms and conditions are incorporated by reference and the applicant must agree to the inclusion of all of these terms and conditions in any resulting grant contracts as part of the application submission. Copies of the standard terms and conditions included in DHSES grant contracts are available for review on the DHSES website at <http://www.dhSES.ny.gov/grants/forms-egrants.cfm>. Payments will be made subject to proper documentation and compliance with reimbursement procedures and all other contractual requirements.

2. Procurements

Recipients, as non-profit corporations, must follow procurement policies that ensure prudent and economical use of public money. Failure to comply with these requirements could jeopardize full reimbursement of your approved eligible project costs. At a minimum, recipients must comply with the following:

- i. If the Recipient is eligible to purchase an item or service from a government contract or is able to purchase such item or service elsewhere at a lower than or equal price, then such purchase may be made immediately.
- ii. A Recipient may purchase any single piece of equipment, single service or multiples of each that cost up to \$999 at its discretion.
- iii. Before purchasing any piece of equipment, service or multiples of each that have an aggregate cost between \$1,000 and \$4,999, a Recipient must secure at least three telephone quotes and create a record for audit of such quotes.
- iv. Before purchasing any piece of equipment, service or multiples of each that have an aggregate cost of between \$5,000 and \$9,999, the Recipient must secure at least three written quotes on a vendor's stationery and maintain a record of the competitive procurement process for audit purposes.
- v. A Recipient spending in aggregate of \$10,000 and above must use a competitive bidding process. Guidance may be obtained from DHSES. At a minimum, the competitive bidding process must incorporate the following: open, fair advertisement of the opportunity to provide services; equal provision of information to all interested parties; reasonable deadlines; sealed bids opened at one time before a committee who will certify the process; establishment of the methodology for evaluating bids before the bids are opens; and maintenance of a record of the competitive procurement process.

Vendor Responsibility – Recipients/Contractors shall at all times during the Contract term remain responsible. Should the Recipient/Contractor be found at any point to be non-responsible, DHSES reserves the right to suspend or terminate the award or contract.

Contracting with Small and Minority Firms, Women's Business Enterprise and Labor Surplus Area Firms

Pursuant to New York State Executive Law Article 15-A, the New York State Division of Homeland Security and Emergency Services recognizes its

obligation under the law to promote opportunities for maximum feasible participation of certified minority-and women-owned business enterprises and the employment of minority group members and women in the performance of New York State Division of Homeland Security and Emergency Services contracts.

For purposes of this solicitation, applicants and recipients are hereby notified the State of New York has set an overall goal of **30% for MWBE participation** or more, **15% for Minority-Owned Business Enterprises** (“MBE”) participation and **15% for Women-Owned Business Enterprises** (“WBE”) participation, based on the current availability of qualified MBEs and WBEs for your project needs.

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 economics 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.

For purposes of this solicitation, applicants and recipients are hereby notified the State of New York has set an overall goal of 6% for SDVOB participation or more.

Contractor will report on actual participation by each SDVOB during the term of the contract to the contracting agency/authority according to policies and procedures set by the contracting agency/authority.

Iran Divestment Act: As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), §165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL §165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submitting a proposal in response to this RFA or by assuming the responsibility of a Contract awarded hereunder, the Applicant (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Applicants are advised that once the list is posted on the OGS website, any Applicant seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should DHSES receive information that a person is in violation of the above-referenced certification, DHSES will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then DHSES shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

DHSES reserves the right to reject any bid or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

3. Satisfactory Progress

Satisfactory progress toward implementation includes, but is not limited to; executing contracts and submitting payment requests in a timely fashion, retaining consultants, completing plans, designs, reports, or other tasks

identified in the work plan within the time allocated for their completion. DHSES may recapture awarded funds if, in DHSES' judgment, the services provided by the Contractor under the Contract are unsatisfactory or untimely or if progress is not being made on the implementation of a grant project.

D. Non-Profit Specifications

- 1) If your organization is not currently doing business with NYS, you will need to submit a Substitute W-9 form to obtain a NYS Vendor ID. The form is available on the Office of the State Comptroller website at http://www.osc.state.ny.us/vendor_management/forms.htm
- 2) Your organization is required to be prequalified in the Grants Gateway system (<https://www.grantsgateway.ny.gov>).
- 3) Liability - Nothing in the contract between DHSES and Recipients shall impose liability on the State of New York or DHSES for injury incurred during the performance of approved activities or caused by use of equipment purchased with grant funds.
- 4) Review – The Recipient's performance in all areas mentioned above, in addition to the services contracted for, will be monitored by DHSES. Monitoring activities may take the form of site visits, record inspections, written and telephone communication, or other methods deemed necessary by DHSES.
- 5) Revocation of Funds - Funds awarded to an applicant who does not implement an approved project within one year of the award date may be revoked and reallocated to another applicant at the discretion of the Commissioner of DHSES.
- 6) Tax Law Section 5-a Certification – In accordance with section 5–a of the Tax Law, Recipients will be required, prior to the approval of any contract awarded as a result of this RFA, to certify that it and its affiliates, subcontractors, and subcontractors' affiliates have registered with the New York State Tax Department for the purpose of collection and remittance of sales and use taxes. In order to trigger this certification requirement, a Recipient or its affiliates, subcontractor, or subcontractors' affiliates must have made more than \$300,000 in sales of tangible personal property or taxable services to location within New York State and the contract must be valued in excess of \$15,000. Certification will take the form of a completed Tax Form ST-220 (1/05).
- 7) NYS Charities Bureau Filing–Recipients will be required to be current with their NYS Attorney General's Office, Charities Bureau filing. A nonprofit organization that reports it is exempt from registering with the

NYS Charities Bureau will be required to sign a Certification to that effect before a grant award contract is finalized.

- 8) Recipients will need to provide up-to-date documentation of New York State Workers' Compensation and Disability Benefits coverage or exemption before grant award contract is finalized.

VIII. Questions

Questions regarding the FY 2017-18 Securing Communities Against Hate Crime Program should be directed to the following e-mail address Grant.Info@dhses.ny.gov. To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. Written questions will be accepted until 4:00 pm on December 27, 2017. Updates and frequently asked questions will be posted on the NYS Division of Homeland Security and Emergency Services (DHSES) website: <http://www.dhses.ny.gov/grants/nonprofit/hate-crimes.cfm>. Please check the website frequently for updates. All questions regarding the E-Grants System should be directed to DHSES via e-mail at Grant.Info@dhses.ny.gov or by telephone (866-837-9133). No technical assistance will be available after 4:00 pm on January 4, 2018.

ATTACHMENT A

Prequalification Requirement for Nonprofit Applicants

The State of New York has implemented a statewide prequalification process designated to facilitate prompt contracting for nonprofit organizations. Interested organizations are asked to submit commonly requested documents, and answer frequently asked questions once. The application requests organizational information about the vendor's capacity, legal compliance, and integrity.

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

- Go to the Grants Reform website at (<http://grantsreform.ny.gov/Recipients>) and download a copy of the Registration Form. Please review the instructions for submission of this Form. The registration form must be signed and notarized and mailed to the address on the back of the form along with a copy of your organizational chart that shows, at a minimum, the top three levels of your organization. The form also requires your 10 digit Statewide Financial System (SFS) Vendor ID Number. If your organization does not have an SFS Vendor ID Number you must submit a completed Substitute W-9 Form along with the Registration Form. The Substitute W-9 Form can be found on the Grants Gateway website (<http://grantsreform.ny.gov/Recipients>). Incomplete forms or missing documentation will hold up your registration process.
- Upon submission of your Registration Form, you will be emailed a User ID allowing you to gain access to the Grants Gateway. Log into the Gateway System and begin your prequalification application.
- Organizations that have already submitted registration materials and received their user credentials can begin to upload documents into the Document Vault and complete their online prequalification application.
- As you fill out the prequalification application, please refer to the Gateway Training Materials and resource links posted on the Grants Reform website to help you navigate through the process. If you still have questions, please contact the Grants Reform office at grantsreform@its.ny.gov and someone will get back to you quickly with a response.
- To learn how to obtain the status sheet from the Grants Gateway website verifying that you are prequalified please refer to page 57 of the E-Grants Tutorial located at: <http://www.dhSES.ny.gov/grants/nonprofit/hate-crimes.cfm>

All nonprofit organizations MUST be prequalified in the Grants Gateway prior to submitting a grant application. If your organization is not prequalified at the time of application submission your application will be disqualified without further review or consideration.

ATTACHMENT B DHSES Risk Evaluation Tool

The information below should be consistent with the contents of any current or previously conducted (within three years) risk/security/threat assessment. If requesting equipment at multiple locations, separate applications must be submitted for each location and you must provide a DHSES Risk Evaluation Tool for each location/application.

APPLICATION INFORMATION

Name of Organization:

Physical Address (where security equipment will be installed):

POINT OF CONTACT

Name:

Phone:

Type:

Email Address:

PREVIOUS RISK/SECURITY/THREAT ASSESSMENT

Completed by:

Date:

Is the applicant described under section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from tax under section 501(a) of such Code?

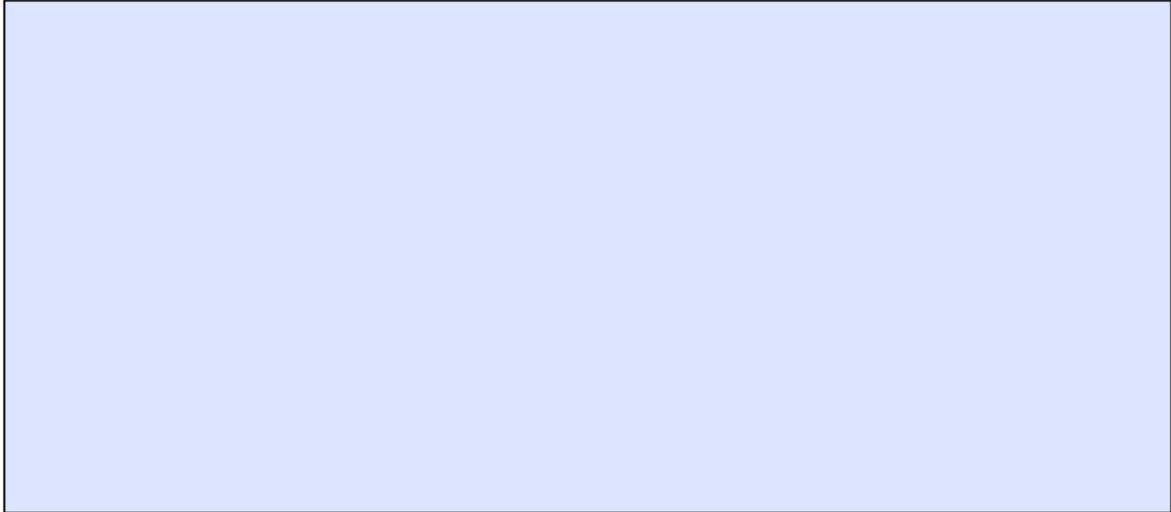
Total amount of funds requested:

Mission: Provide your organization's mission statement. (500 character limit – including spaces)

THE INFORMATION PROVIDED HERE IS ESSENTIAL TO DETERMINE AN APPLICANT'S ELIGIBILITY BASED ON RISK BUT IT WILL NOT BE SCORED.

Background Information: In this section, use narrative to describe the nonprofit organization. Information should include, but is not limited to:

Size of membership; number of people served; community served; what is the primary use of the facility; days and hours of operation; and peak occupancy.
(1,200 character limit – including spaces)



Describe your organization's risk of a hate crime based on the ideology, beliefs or mission and if there is a symbolic value of the site as a highly recognized national, statewide, local or historical institution that renders the organization as a possible focus of a hate crime.
(1,200 character limit – including spaces)



THE INFORMATION PROVIDED ON THE FOLLOWING PAGES IS ESSENTIAL TO DETERMINE AN APPLICANT'S ELIGIBILITY BASED ON RISK AND WILL BE SCORED.

Risk: For purposes of this grant funding risk is defined as the product of three principal variables: Threat, Vulnerability and Consequences. Applicants may use information from a current or previously conducted (within three years) risk assessment including a) threats, b) vulnerabilities and c) potential consequences of an attack to complete this section.

A. Threat: In considering threat, the applicant can discuss the identification and/or the substantiation of prior threats or attacks against the organization (i.e. police reports or insurance claims). The applicant may also discuss any incidents they are aware of at similar organizations and/or in the surrounding area. (1,500 character limit – including spaces)

Is there a history of hate crimes with the facility?

If yes, provide a narrative for each threat/hate crime. (1,200 character limit – including spaces)

Do you have documentation of this history (i.e.: police reports, insurance claims, etc.)?

If so, please provide as an attachment(s) in E-Grants to the application.

How does the location of the site increase the risk of a hate crime incident?
(700 character limit – including spaces)

B. Vulnerability: In considering vulnerabilities the applicant should discuss the organization's susceptibility to incapacitation or exploitation by a hate crime attack, such as lack of camera coverage or lighting around the facility, lack of access control or other factors. Identify and describe specific vulnerabilities that exist given the described threats.
(1,500 character limit – including spaces)

Are there plans/procedures in place that address the vulnerabilities identified?

If yes, please describe (i.e. lack of access control is addressed with staff signing people in/out).
(500 character limit – including spaces)

C. Potential Consequence: In considering potential consequences, the applicant should discuss potential negative effects on the organization's building and/or systems if damaged, destroyed, or disrupted by a hate crime.

(1,500 character limit – including spaces)

Number of Events at the site per Year:

Largest Event Attendance at the Facility:

Average Daily Population at the Facility:

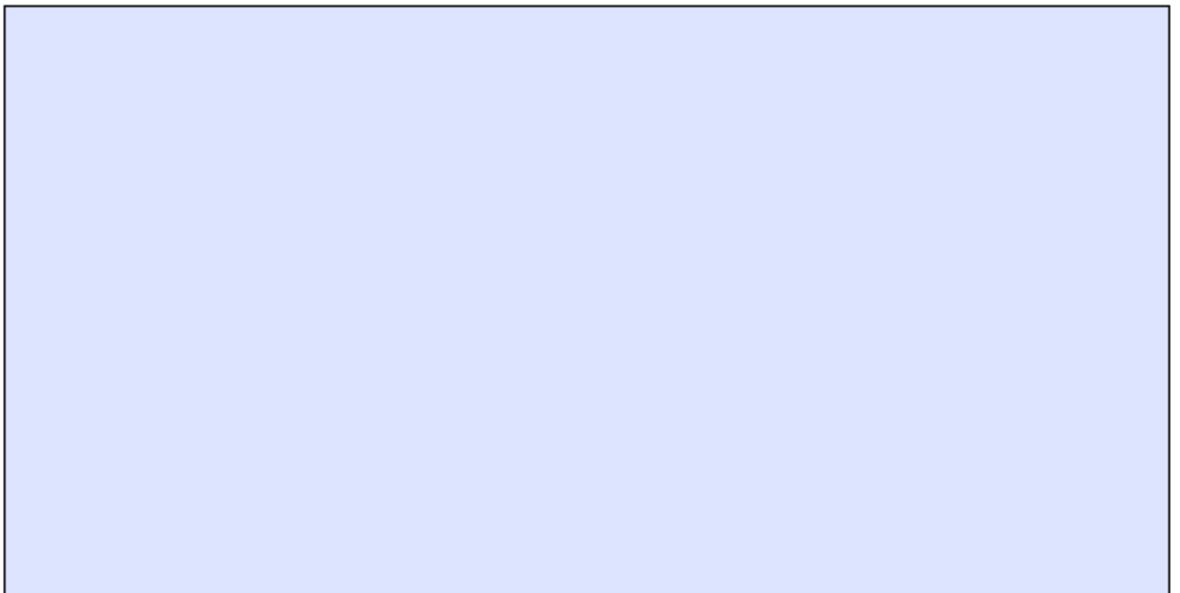
Existing Security Measures: In this section please describe any existing security measures and identified gaps. For camera, alarm, or lighting systems already in place please describe coverage areas, technologies used, useful life and age of equipment, condition and monitoring policies currently in place. (1,500 character limit – including spaces)



Facility Hardening: In this section please describe the proposed facility hardening activity (equipment/training) that will address the identified threat or vulnerability. Permissible costs are focused on exterior facility hardening equipment as well as security training.

Provide a detailed description of facility hardening equipment/security training being requested and budget costs for each item.

(1,500 character limit – including spaces)



Describe how the proposed exterior facility hardening equipment and/or security training will mitigate the identified threat and vulnerabilities or enhance existing security measures that were previously described.

(1,500 character limit – including spaces)

Given the eighteen month performance period of this grant, please explain how the project(s) will be implemented by the end date of the period of performance.

(700 character limit – including spaces)

ATTACHMENT C

E-Grants Instructions

Grant applications must be submitted to the NYS Division of Homeland Security and Emergency Services (DHSES) via the automated DHSES E-Grants System operated by DHSES. The system allows an agency to complete an application electronically and submit it over the Internet. If upon reading this RFA you are interested in completing a grant application, and you have not previously been registered to use the DHSES E-Grants system, your agency will need to register and be assigned a username and password. The Registration Request Form can be found at the following Internet address: <http://www.dhses.ny.gov/grants/forms-egrants.cfm>. Send the completed registration form to: grant.info@dhses.ny.gov

Instructions for use of the E-Grants system by a nonprofit organization can be found at <http://www.dhses.ny.gov/grants/nonprofit.cfm>

If you have difficulty in accessing or using the E-Grants system please call 1-866-837-9133 for assistance.

ATTACHMENT D

Best Practices for Preparing an Effective Grant Application

What to do when you have received the Request for Applications (RFA):

- ❖ It is important to start early in preparing your application, highlighting deadlines and/or tasks that must be completed as part of the application process.
- ❖ Review all plans, strategies, policies and documents related to the grant you are applying for to ensure you can appropriately address the goals and objectives pertaining to the nature of the grant opportunity.

What to do when you are completing the application:

- ❖ Ensure that the proposed budget is realistic, reasonable, and articulate how your budget will address the objectives of the grant opportunity; and how it will **mitigate the threat/vulnerabilities** that have been identified in the Risk Evaluation Tool.
- ❖ Review and evaluate the scoring criteria. Pay close attention to the sections that are weighted the most first as they have a greater impact on your overall score.

What to do prior to submitting your application:

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