Homeland Security and Emergency Services

NEW YORK STATE

State Fiscal Year 2019-2020

Securing Communities Against Hate Crimes
$25 Million

Request for Applications (RFA)

Application Due Date: March 16, 2020 by 5:00 p.m.

To ensure adequate time to respond, substantive written questions regarding this Request for Applications will be accepted until 5:00 pm on March 9, 2020

Technical Assistance for E-Grants will not be available after 5:00 pm on March 16, 2020.

Table of Contents

I.   Introduction

In recent years, the New York State Division of Criminal Justice Services' data reflects a rise in hate crimes in New York State. 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 continuing the Securing Communities Against Hate Crimes Program to boost safety and security at New York's nonprofit nonpublic schools (K-12), nonprofit day care centers, nonprofit community centers, nonprofit cultural museums, and nonprofit residential camps 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), pursuant to a plan approved by the Division of Budget (DOB).

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 five applications for a maximum total request of $250,000. For purposes of this grant program a facility is defined as a building including recreational areas adjacent to the building.

The SCAHC Program provides grant funding to eligible nonprofit organizations limited to the following: nonprofit nonpublic schools, nonprofit day care centers, nonprofit community centers, nonprofit cultural museums, and nonprofit residential camps, which demonstrate a risk of a hate crime due to their ideology, beliefs or mission. Grant funding will be awarded for allowable interior and exterior facility hardening, physical security enhancements and security training to secure facilities at risk of hate crimes.

Proposals must be for new projects or to expand upon previously completed projects. 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 any other grant program, including but not limited to the Nonpublic Safety Equipment (NPSE) program administered by the State Education Department, or the Nonprofit Security Grant Program administered by DHSES.

The SCAHC Program advances a common understanding of risk management. Applicants must have a **facility-specific** Vulnerability Assessment completed which describes relevant threats and security vulnerabilities and describe how they will prevent and protect against hate crimes at their facilities. Grant funding must then be applied to mitigate risks and vulnerabilities as identified in the Vulnerability Assessment.

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); 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;

   AND

- Meet at least one of the following:

    o are a nonprofit nonpublic school; **or**

    o are a nonprofit day care center ; **or**

    o are a nonprofit cultural museum, which is a building or site for the exhibition or promotion of arts and culture of a particular region or people; **or**

    o are a nonprofit residential camp, which is occupied on an overnight basis by persons under eighteen years of age **or**

    o are a nonprofit community center;

   AND

- Be at 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 and such application remains pending, or be exempt from registering with the NYS Attorney General's Office, Charities Bureau;

AND

Be prequalified, through New York State Grants Management at
https://grantsmanagement.ny.gov/securing-communities 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 New York State Grants Management by either
prequalifying through the traditional prequalification process or by prequalifying
through a new Securing Communities Streamlined Prequalification Questionnaire.
Additional information on prequalifying can be found at:
https://grantsmanagement.ny.gov/securing-communities

C. Complete a Vulnerability Assessment for Each Requested Facility

Applicants must submit a completed Vulnerability Assessment for each facility for
which grant funding is requested. The Vulnerability Assessment shall provide such
details including identified threats to the facility and identified physical and/or human
security vulnerabilities. Applicants must use the Vulnerability Self-Assessment Tool
(Attachment A) to satisfy the Vulnerability Assessment requirement. If your
organization has a previously completed (within the last three years) Vulnerability
Assessment, provided that assessment reflects the current vulnerabilities of the
facility, that assessment may be submitted in place of the Vulnerability Self-
Assessment Tool.

Applicants applying for multiple locations must submit a separate Vulnerability
Assessment for each location specific to the location/facility for which they are
applying. Each Vulnerability Assessment must include the address of the facility**.**
Please note, a separate application must be submitted for each requested facility.

The completed Vulnerability Assessment must be submitted as an attachment to, and
made part of, the application in E-Grants.

**NOTE: Projects requested under this grant opportunity will only be considered if
they address a vulnerability identified in the Vulnerability Assessment.**

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 D.

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 nonprofit nonpublic schools, day care centers, community centers, residential camps, and cultural museums must submit an application using the E-Grants System (see Attachment D: E-Grants Instructions). A complete application includes the following:

- Contact Information (Please use the organization's legal name consistently throughout the Application process)
- Organization Type (Nonpublic School, Daycare, Community Center, Residential Camp, or Cultural Museum) (Question 4 in "Questions" tab in E-Grants)
- Organization Mission Statement (Question 5 in "Questions" tab in E-Grants)
- Organization/Risk Information (Questions 6-14 in "Questions" tab in E-Grants)
- Proposed Project Workplan Information ("Work Plan" tab in E-Grants)
- Budget Request Information ("Budget" Tab and "Funding Allocation" Tab in E-Grants)
- 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). Ground-level photos should be close enough to show the location, but far enough away to show the immediate surroundings of the location.
- Securing Communities Grants Streamlined Prequalification Certificate or Status History Report from Grants Gateway showing a prequalification status of "Document Vault Prequalified". (Submitted as an attachment in E-Grants). If you used the Streamlined Prequalification process, you must upload your IRS 501(c)3 determination letter or statement of exemption on letterhead and a Substitute W-9 Form
- Vulnerability Assessment (Vulnerability Self-Assessment Tool (Attachment A) or a previously completed (within the last three years) Vulnerability Assessment) for each facility for which grant funding is requested (submitted as an attachment in E-Grants). Please note, a separate application must be submitted for each requested facility.

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 and/or interior 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 both internal and external facility hardening activities that mitigate vulnerabilities identified in the Vulnerability Assessment. Funding can be used for the acquisition and installation of security equipment on real property/existing facilities owned or leased by the nonprofit organization, specifically 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, the applicant/grantee is solely responsible for compliance with any and all, State and local permitting or environmental compliance requirements. **Security enhancements must be for the facility or facilities that the organization physically occupies at the time of application**.   Allowable equipment consists of, but is not limited to, the following external and internal facility hardening projects:

- Perimeter lighting;
- Door hardening;
- Alarm systems;
- Camera-based security systems;
- Access control systems;
- Perimeter fencing; barriers; bollards;
- Blast resistant film for windows/shatter resistant glass;
- Interior door hardening/locking mechanisms;
- Panic Button/Lock-Down systems;
- Public Address (PA) Systems

Please note that external security vulnerabilities should be given priority, prior to requesting internal security projects under this grant program.
Please refer to Attachment B: Best Practice Guide for Securing Your Facility for further guidance on recommended security considerations and enhancements.

Security Training Costs

The SCAHC 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:

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

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 and the Division of the Budget.

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

A. Tier 1 Criteria

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. Was the Applicant prequalified with NYS Grants Management at the time of the application?

2. Was the Application submitted in the DHSES E-Grants System by 5:00 p.m. on March 16, 2020?

3. Is the application complete to include all questions answered in DHSES E-Grants.

4. Is the applicant a nonprofit nonpublic school, nonprofit day care center, nonprofit community center, nonprofit cultural museum, or nonprofit residential camp?

5. Is a color, ground-level photo of the front façade of the facility or recreational area attached? Ground-level photos should be close enough to show the location, but far enough away to show the immediate surroundings of the location.

6. Does the Organization information include all the necessary details?

7. Is a Vulnerability Assessment (Vulnerability Self-Assessment Tool (Attachment A) or a previously completed (within the last three years) Vulnerability Assessment) for each facility attached? Please note, a separate application must be submitted for each requested facility.

Please note that an answer of "NO" to any of the above Tier 1 Criteria will result in your Application being disqualified without further review or consideration.

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 information provided in both the E-Grants Application and Vulnerability Assessment. Scores per criterion will be totaled to establish a ranked list of eligible applications for consideration for awards. Proposed budgets will be submitted in DHSES E-Grants separately from the Vulnerability Assessment and will be reviewed and any expenses deemed inappropriate, unallowable, or inconsistent with project or program activities may be eliminated.

- **Bonus Points Criteria:** Due to the highly competitive nature of this program and to maximize the impacts of funding across the State, Bonus Points will be awarded to applicant organizations which have not been previously funded under the Securing Communities Against Hate Crimes Grant Program. All previously unfunded applicants will be awarded five (5) Bonus Points which will be added to their overall application score.

Application Evaluation Criteria	
Scoring Criteria	**Total Possible Points**
Risk	**45**
Vulnerability Assessment	**30**
Budget/Facility Hardening	**25**
Bonus Points- Previously Unfunded Organization under the SCAHC Program	**5**
TOTAL	**105 points maximum**

At DHSES' discretion and with DOB concurrence, 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

The NYS Division of Homeland Security and Emergency Services RFA released: January 5, 2020. All written questions must be submitted to DHSES by 5:00 p.m. March 9, 2020. Completed grant applications received via DHSES E-Grants by 5:00 p.m. on March 16, 2020. See Section VIII for more information.

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 a two (2) year period, which will be determined based on the award date.

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

Due to the competitive nature of this grant program, proposed changes to the scope of the project(s) or requests that do not align with vulnerabilities identified in the Vulnerability Assessment may not be approved post-award.

Vendor Responsibility: Recipients/Contractors shall at all times during the Contract term remain responsible. A Recipient/Contractor must, if requested by the Commissioner of DHSES, or his or her designee, present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity. 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 and all applications received in response to this RFA;

2. Withdraw the RFA at any time at DHSES' sole discretion;

3. Make an award under the RFA in whole or in part;

4. Disqualify any applicant whose conduct and/or application fails to conform to the requirements of the RFA;

5. Seek clarifications and revisions of the applications;

6. 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 or information submitted by the applicant in response to DHSES' request for clarifying information in the course of evaluation and/or selection under the RFA;

7. Prior to the application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available;

8. Make amendments and/or alter funding levels of any recipient based on any new information discovered that would have originally affected the scoring;

9. Waive or modify minor irregularities in applications received after prior notification to the applicant;

10. 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;

11. Prior to the application opening, direct applicants to submit application modifications addressing subsequent RFA amendments;

12. Change any of the scheduled dates;

13. Eliminate any mandatory, non-material specifications that cannot be complied with by all the prospective applicants;

14. Waive any requirements that are not material;

15. Negotiate with successful applicants within the scope of the RFA in the best interests of the State;

16. Conduct contract negotiations with the next responsible applicant, should DHSES be unsuccessful in negotiating with the selected applicant;

17. Utilize any and all ideas submitted in the applications received;

18. Unless otherwise specified in the RFA, every offer is firm and not revocable for a period of 60 days from the application opening; and,

19. Require clarification at any time during the application process and /or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of this RFA.

20. Award grants based on geographic or regional considerations to serve the best interests of the State.

21. Terminate, renew, amend or renegotiate contracts with recipients at the discretion of DHSES.

22. Periodically monitor the recipient's performance in all areas mentioned above, in addition to the activities in the contract.

23. 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.

24. Not fund any application that fails to submit a clear and concise work plan and/or budget.

25. 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.

26. Recipients and sub-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: (1) the nature and extent of any threats or hazards that may pose a risk to the recipient or sub-recipient; and (2) the status of any corresponding recipient or sub-recipient plans, capabilities, or other resources for preventing, protecting against, mitigating, responding to, and recovering from such threats or hazards.

27. Funded recipients and sub-recipients agree to attend and participate in any DHSES-sponsored conferences, training, workshops or meetings (excluding those identified by DHSES as voluntary) that may be conducted, by and at the request of DHSES, during the life of the grant contract.

28. DHSES reserves the sole discretion to increase or decrease the total funding available for this program at any time, resulting in more or fewer applications funded under this RFA.

29. 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 nonprofit 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 are 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.

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 (MWBE) and the employment of minority group members and women in the performance of New York State Division of Homeland Security and Emergency Services contracts.

All qualified applicants shall be afforded equal employment opportunities without discrimination because of age, race, creed, color, national origin, sexual orientation, gender identity, military status, sex, marital status, disability or other protected basis.

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 and 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.

Worker's Compensation and Disability Benefits Insurance Coverage

Applicants must provide evidence of appropriate workers' compensation and disability insurance coverage, or proof of a legal exemption, prior to being awarded a contract. Failure to do so will result in the rejection of the application.

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 or entity is in violation of the above-referenced certification, DHSES will offer the person or entity a reasonable opportunity to respond. If the person or entity 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.   Nonprofit Specifications

1. Any resulting contract or agreement for more than $50,000 resulting from this RFA will be effective only upon approval by the New York State Office of the Comptroller and the Office of the Attorney General. Any resulting contract awarded pursuant to this RFA for $50,000 or less will be effective upon signature of both parties.
2. 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.
3. Your organization is required to be prequalified with New York State Grants Management at https://grantsmanagement.ny.gov/securing-communities.
4. Recipients must review and agree to the standard terms and conditions included in DHSES grant contracts, including but not limited to Appendices A-1 and C, which are available for review on the DHSES website at http://www.dhses.ny.gov/grants/forms-egrants.cfm.
5. Contract Period – Grant contracts supported with SFY 2019-2020 funding are executed for a period of two years and are subject to the continued availability of the grant funding.
6. Contract Activities - All activities must have prior approval from DHSES and meet guidelines established by the State of New York.
7. Contract Changes - Contracts with Recipient may be executed, terminated, renewed, increased, reduced, extended, amended, or renegotiated at the discretion of the Commissioner of DHSES, in light of a Recipient's performance, changes in project conditions, or otherwise.
8. Records – Recipients must keep books, ledgers, receipts, work records, consultant agreements and inventory records pertinent to the project; and in a manner consistent with DHSES contractual provisions and mandated guidelines.
9. Liability - Nothing in the contract between DHSES and the 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.
10. Payments - Payments to reimburse project expenses will be made pursuant to a schedule specified in a contract entered into between the State of New York and the grant award recipient.

11. <u>Reports</u> - A provider agency shall submit to the DHSES reports in a format and time schedule specified in the grant contract, which shall include a description of the program efforts undertaken during the report period and the current status of the project.

12. <u>Review</u> – 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.

13. <u>Revocation of Funds</u> - 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.

14. <u>Tax Law Section 5-a Certification</u> – 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).

15. <u>NYS Charities Bureau Filing</u>–Recipients are required to be current with their NYS Attorney General's Office, Charities Bureau filing.

16. 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.

17. <u>Standard Contract Provisions</u> - Grant contracts executed as a result of this RFA process will be subject to the terms and conditions of Appendix A-1, as referenced above.

18. <u>Compliance with Procurement Requirements</u> - The applicant shall certify to DHSES that all applicable federal and contractual procurement procedures were followed and complied with for all procurements.

19. Recipients must include in its required workforce utilization reports the job title and salary of each employee of the recipient performing work under the DHSES grant contract; or of each employee in recipient's entire workforce if the recipient cannot identify the individuals working directly on the DHSES grant contract. Recipient must include this same requirement on all subcontractors for their employees.

20. Applicants must submit a certification with their bid stating that recipient has a policy addressing sexual harassment prevention and that recipient provides sexual harassment training to all its employees on an annual basis that meets the Department of Labor's model policy and training standards. Bids that do not contain this certification will not be considered for awards; provided however, that if recipient cannot make the certification, the recipient may provide a statement with its bid detailing the reasons why the certification cannot be made.

21. Pursuant to Section 163(9)(c) of the State Finance Law, any unsuccessful Bidder may submit a written request for a debriefing regarding the reasons that the Bid submitted by the Bidder was not selected for award. Requests for a debriefing must be made within 15 calendar days of notification by DHSES that the Bid submitted by the Bidder was not selected for award. An unsuccessful Bidder's written request for a debriefing shall be submitted to DHSES Director of Grants Program Administration. The

debriefing shall be scheduled within 10 business days of receipt of the written request by DHSES or as soon as practicable under the circumstances.

VIII.   Questions

Questions regarding the SFY 2019-2020 Securing Communities Against Hate Crimes 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 5:00 p.m. on March 9, 2020. 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 5:00 p.m. on March 16, 2020.

ATTACHMENT A: VULNERABILITY SELF-ASSESSMENT TOOL
(Required to be completed and submitted with each application – one per facility)

Organization Name: _____

Address of Facility: _____

Threat Identification

Instructions: From the list below, select all threats that apply to your facility. This may include threats that your facility has not experienced but is susceptible to, or threats that your facility has already experienced. If your facility has first-hand experience with any of the listed threats, please describe it in the "Comments" box.

Threats	Comments
□ Suspicious Behavior	
□ Graffiti	
□ Vandalism	
□ Harassment	
□ Assault	
□ Intimidation	
□ Robbery, Burglary, or Larceny-Theft	
□ Offensive Mailings or Leaflets	
□ Bomb Threat	
□ Arson	
□ Active Shooter	
□ Homemade Explosives	

□ Straight Edged Weapons and Knives	
□ Vehicle-Ramming	
□ Other (please explain)	

Security Measures

Instructions: Complete the checklists below by using the "Response" box to indicate which security measures you do or do not have in place. Use the "Comments" box to include any additional information you deem relevant.

General Questions		
These measures focus on your facility's overall security posture.		
Security Measure	Response	Comments
□ Your facility has invested in security already (e.g. CCTV; security staff or guards; electronic access controls; etc.)	□ Yes □ No □ N/A	
□ A Facility Security Committee has been established	□ Yes □ No □ N/A	
□ A security focused culture is promoted	□ Yes □ No □ N/A	
□ Suspicious Activity is reported to appropriate authorities	□ Yes □ No □ N/A	
Other (please explain)		

Perimeter and Internal Security Measures		
These measures focus on designating and/or restricting access on the grounds of, at the perimeter of, and within the facility. Ensuring these proper measures are in place helps staff and visitors monitor individuals and identify suspicious behaviors.		
Security Measure	Response	Comments
□ Access into the facility is controlled	□ Yes □ No □ N/A	
□ Internal and external doors have functioning locks	□ Yes □ No □ N/A	
□ All visitors are required to sign-in and be escorted if appropriate	□ Yes □ No □ N/A	

Security Measure	Response	Comments
□ All doors and rooms/windows are uniformly labeled on both sides to aid in emergency response	□ Yes □ No □ N/A	
□ Evacuation routes are posted next to all doors	□ Yes □ No □ N/A	
□ Lists of prohibited items (e.g. weapons) are posted at points of entry	□ Yes □ No □ N/A	
□ Rooms that can provide safe haven have been identified (e.g. have "hard corners" or minimal doors/windows); these rooms should lock easily	□ Yes □ No □ N/A	
□ Interior and exterior lighting is adequate to provide a safe environment	□ Yes □ No □ N/A	
□ Landscaping (e.g. trees, bushes) is maintained to minimize areas to hide or obstruct views	□ Yes □ No □ N/A	
□ Bus and other drop-off zones take place in areas away from parking areas and roadways	□ Yes □ No □ N/A	
□ Speedbumps and other techniques are used to slow vehicular movements on the grounds	□ Yes □ No □ N/A	
□ Anti-vehicle bollards have been implemented or considered	□ Yes □ No □ N/A	
□ Grounds and parking lots are fenced in where appropriate	□ Yes □ No □ N/A	
Other (please explain)		

Surveillance and Emergency Response Capabilities
This focus area is driven by technology and the use of it to ensure security on-site. Cameras, emergency notification systems, and methods of communication all assist in response efforts.

Security Measure	Response	Comments
□ Staff participate in security by monitoring their surroundings and regularly inspecting hallways, classrooms and stairwells for suspicious items and behavior	□ Yes □ No □ N/A	
□ Your organization uses phone trees during emergencies to maintain an informed, well-connected workforce and community	□ Yes □ No □ N/A	

	Response	Comments
☐ A facility-wide public address (PA) system has been installed	☐ Yes ☐ No ☐ N/A	
☐ Your facility has incorporated panic or duress buttons in locations where staff interact with visitors	☐ Yes ☐ No ☐ N/A	
☐ Closed-Circuit Television (CCTV) cameras are installed and can record for at least 30 days	☐ Yes ☐ No ☐ N/A	
Other (please explain)		

Training and Awareness

Any trainings, outreach initiatives, and awareness efforts are key to making sure staff and visitors know what to do, where to go, and how to respond to an incident on-site.

Security Measure	Response	Comments
☐ Fire, evacuation, and other emergency drills are regularly conducted	☐ Yes ☐ No ☐ N/A	
☐ Staff and visitors, where appropriate, are trained on identifying suspicious activities and familiar with the "See Something Say Something" program	☐ Yes ☐ No ☐ N/A	
☐ Staff are trained on and provided checklists of what information to document during a bomb threat	☐ Yes ☐ No ☐ N/A	
☐ Staff are trained on the *Run, Hide, Fight* method	☐ Yes ☐ No ☐ N/A	
☐ Staff are trained to provide first aid, including CPR with AED and "Stop the Bleed"	☐ Yes ☐ No ☐ N/A	
☐ Staff are trained on identifying alternate evacuation routes and muster points	☐ Yes ☐ No ☐ N/A	
☐ Staff are trained on identifying suspicious mail and packages	☐ Yes ☐ No ☐ N/A	
Other (please explain)		

For additional resources and information related to security best practices, see Attachment B.

NOTE: Due to the competitive nature of this grant program, applications containing Vulnerability Assessments that fail to address the criteria outlined herein may receive a deduction in points, which may place the applicant at risk of not being awarded funding.

Guidance for Your Vulnerability Assessment Submission(s)
Your Vulnerability Assessment needs to be documented, objective, and defensible. It should include the evaluation of specific threats to your facility. The specific threats should be used to identify areas of weakness (i.e. vulnerabilities) that could result in consequences of concern. Your Vulnerability Assessment should cover your entire facility, not just one or two specific areas or projects you seek to fund, however, projects included in your application must be identified in the assessment. Below is a diagram of the full risk management cycle, which includes an analysis of threat and vulnerability.

If the requesting facility had a recent risk and/or vulnerability assessment completed within the last three years that reflects the current vulnerabilities of the facility and addresses all required criteria, you may submit that assessment with your application.

<u>Required Criteria for Your Vulnerability Assessment(s)</u>
There are two primary steps to conducting your Vulnerability Assessment, both described below:

1. Identify Threats Facing Your Facility – Threats are events that have or indicate the potential to harm children, staff visitors, property, and/or the overall mission of the organization.
    a. For purposes of this grant, consider man-made threats, including but not limited to: Active Shooter, Improvised Explosive Device (IED), Vehicle-Ramming, and Edged Weapons.

2. Identify Vulnerabilities at Your Facility – Vulnerabilities are physical features or operational attributes that directly or indirectly allow for an unwanted event to occur. Vulnerabilities may be associated with factors such as physical (e.g. a broken fence), or human (e.g. untrained staff). Consider:
    a. Perimeter and Internal Security Measures – Physical features or administrative actions that protect the facility from the threat occurring.
        i. For example: Do you have sufficient access controls for ingress and egress points (such as functioning locks and/or badge readers)? Does perimeter lighting minimize corners or areas of concealment? Do you have adequate vehicle barriers in place?
    b. Surveillance/Emergency Response Capabilities – Technology or processes that aid detection of and response to an incident on-site.
        i. For example: Do you have security cameras on at least all access points? Do you have a functioning PA system or other emergency notification system? Do you have panic buttons or duress alarms installed?
    c. Training/Awareness – Educating and training staff and visitors on security and preparedness.
        i. For example: Have staff and/or visitors received active shooter training? Are staff members trained on indicators of suspicious activity? Do staff and visitors know where to go during an evacuation or incident on-site?

This should be documented in the tool above. Remember to assess each threat and how it can impact your facility, then use that information to further evaluate and identify vulnerabilities or gaps in protection efforts.

If the requesting facility had a recent risk and/or vulnerability assessment completed within the last three years that reflects the current vulnerabilities of the facility and addresses all required criteria, you may submit that assessment with your application.

ATTACHMENT B

Best Practice Guide for Securing Your Facility

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

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

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

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

SECTION 1. BASIC ACTIONS

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

SURVEILLANCE AND EMERGENCY RESPONSE CAPABILITIES – **Leadership and culture that aid in the response to an incident on-site**.
- □ Establish a Facility Security Committee that meets regularly.
- □ Promote a Security-Focused Culture.
- □ Staff participate in security by monitoring their surroundings and regularly inspecting hallways, classrooms and stairwells for suspicious items and behavior.
- □ Use phone trees during emergencies to maintain an informed, well-connected workforce and community.

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

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

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

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

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

- □ A policy and list of prohibited items is disseminated to staff and posted on the organization's website. Social and other media can also be used in advance of events and large gatherings.
- □ Emergency plans are reviewed regularly and communicated to staff, visitors and local first responders.
- □ There is a clear procedure for reporting incidents to leadership and/or local law enforcement.
- □ There are procedures for safe mail/package handling.
- □ An active shooter preparedness plan is created, which discusses the *Run, Hide, Fight* method, where designated safe rooms are located, how to respond when law enforcement arrives, and whom to report incidents to.
- □ A bomb threat plan is created, detailing evacuation procedures and maps, what key information to capture in the event of a bomb threat, and whom to report incidents to.
- □ A vehicle-ramming prevention and response plan is created, detailing all potential evacuation procedures and maps, hardened areas inside and outside of the facility to muster, and whom to report incidents to.

SECTION 2. INTERMEDIATE AND ADVANCED ACTIONS

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

ATTACHMENT C

STATE AND FEDERAL RESOURCES FOR FACILITY SECURITY

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

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

	during a bomb threat, awareness training, and resources for information sharing. Go to https://www.dhs.gov/cisa/office-bombing-prevention-obp for more information.
Federal Emergency Management Agency (FEMA) *Resources to Protect Your House of Worship* webpage	This website is a "one stop shop" for faith-based organizations, to find Federal tools, resources, and assistance available to the community. For more information, go to www.fema.gov/faith-resources.
FEMA *Guide for Developing High-Quality Emergency Operations Plans for Houses of Worship*	FEMA's guide provides in-depth information on how to plan for security at your facility, while utilizing the prevent, protect, mitigate, respond, and recover principles. A copy of this guidebook can be found at https://www.fema.gov/media-library-data/20130726-1919-25045-2833/developing_eops_for_houses_of_worship_final.pdf.
Mobile app: *Safeguarding Houses of Worship*	*Safeguarding Houses of Worship* is an innovative tool used to provide resources, tools, and other information "on-the-go." The app helps houses of worship develop tailored safety and security plans that meet their needs as a community organization. The app is only available to law enforcement agencies, which in turn share codes with their local houses of worship. To access the app, contact and your local law enforcement agency and go to https://www.justnet.org/resources/Houses_of_Worship.html.

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

ATTACHMENT D

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 E

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 Vulnerability Assessment.

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

What to do prior to submitting your application:

❖ Make sure that you have completed all the required sections of the application and attached all 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.