



**Homeland Security
and Emergency Services**

**New York State
Division of Homeland Security and
Emergency Services**

**2017
Statewide Interoperable Communications
Grant Program
(Formula – Based Grant Program)**

Request for Applications (RFA)

Application Deadline: November 24, 2017

Substantive written questions regarding this RFA will be accepted until 5:00PM EDT on October 27, 2017. RFA updates will be posted on October 30, 2017.

Revision 0, September 21, 2017

Revision History

Revision #	Date	Description	Pages Affected
Original	09/21/2017	Original Document	1-23

Table of Contents

I. General Information	4
II. Eligibility	9
III. Authorized Program Expenditures.....	11
IV. Application Guidelines	13
V. Funding Distribution	14
VI. Application Evaluation Criteria	14
VII. Application Submission	15
VIII. Award of Funds	16
IX. Administration of Grant Contracts	17
A. Issuing Agency	17
B. Filing an Application.....	17
C. Reserved Rights.....	17
D. Terms of the Contract.....	19
E. Payment and Reporting Requirements of Grant Recipients	19
F. General Specifications	22
G. Special Conditions	22
X. Questions	23

I. General Information

1. Summary Description

The purpose of this Request for Applications (RFA) is to solicit applications for the 2017 Statewide Interoperable Communications Grant Program (SICG-Formula Program). Funding for the 2017 SICG-Formula Program is distributed by formula and a total of \$45 million in funding is available to eligible counties from this year's appropriation.

The SICG-Formula Program is State support in the form of reimbursement for eligible expenses that aids localities in the sustainment of and making necessary improvements to Land Mobile Radio Systems (LMR), maintenance of components that support interoperability, training and exercises that include communications as a component, and the sustainment and development of governance structures to improve interoperable communications. The 2017 SICG-Formula Program also supports county public safety organizations in enhancing emergency response, improving on capability and performance results from the U.S. Department of Homeland Security's (DHS) National Emergency Communications Plan, improving operating procedures and infrastructure development, and addressing SAFECOM guidance from the DHS Office of Emergency Communications (OEC).

The SICG-Formula Program focuses on minimizing gaps in interoperable communications by aligning technology acquisitions with the operational use by first responders, providing the foundation necessary to accomplish a high level of interoperability. The SICG-Formula Program concentrates on improving interoperability and operability of communication systems in New York State.

For public safety purposes, "interoperability" is defined as the ability of emergency responders to work seamlessly with other systems or products without any special effort. "Wireless communications interoperability" specifically refers to the ability of emergency response officials to share information via voice and data signals on demand, in real time, when needed, and as authorized.

While funding amounts are distributed on a formula basis, final awards are not automatic and are contingent upon 1) the submission of a completed application from the county that meets the Eligibility Criteria set in this RFA document, and 2) an executed, reimbursement-based contract.

This document contains information about the 2017 SICG-Formula Program rules and requirements, the types of expenses eligible for funding, and instructions for completing and submitting the grant application.

The SICG-Formula Program is open only to county governments which meet the criteria contained in Part II below. Please refer to Part II for further details on eligibility.

The authority to administer this grant program rests with the Division of Homeland Security and Emergency Services (DHSES) Office of Interoperable and Emergency Communications (OIEC), including amendments, alterations or changes to these guidelines and award distribution or amount available for award distribution.

2. Objectives

OIEC seeks to ensure progress towards the goals and milestones described in the New York State Statewide Communications Interoperability Plan (SCIP) and toward communication priorities identified by the Federal government (i.e., SAFECOM Guidance). The SICG-Formula Program focuses on providing stability, sustaining, and further developing LMR systems and regional solutions developed to date.

The SICG-Formula Program intends to aid county, local, and municipal public safety organizations in enhancing emergency response; improving capability, governance structures, operating procedures, infrastructure development; and addressing SAFECOM guidance from the OEC.

The main concepts, chief criteria, program, and technical requirements of this grant program continue to expand and strengthen the commitment to regional partnerships, formalizing governance, and implementing operating procedures between counties and agencies. Applicants for the 2017 SICG-Formula Program must utilize non-proprietary, open standards-based technologies and equipment.

2017 SICG-Formula Program Goals:

1. Development and coordination of National Interoperability Channels, State, Regional, Tribal, and Local mutual aid channels;
2. Development of interoperable communications infrastructure;
3. Improvements of Public Safety Answering Points (PSAPs) toward Next Generation 911 (NG911) development in accordance with New York State plan and vision;
4. Development of governance and Standard Operation Procedures (SOPs);

5. Development of inventory of statewide communications resources (i.e. continuous participation in Communications Assets Survey and Mapping (CASM) tool) and Tactical Interoperable Communication Plan (TICP¹) development, updates, and utilization.

3. Grant Performance Period

The period of performance for contracts supported by the 2017 SICG-Formula Program is January 1, 2018 until December 31, 2018, with potential for extension.

4. Funding

This grant program is appropriated from the Public Safety Communications Account (i.e., cellular surcharge). For the 2017 SICG-Formula Program, \$45 million has been appropriated.

\$45 million is available for reimbursing county expenditures for the following purposes:

- Maintenance and sustainment expenditures for LMR systems;
- Technological updates and refresh of existing LMR systems, including equipment and software;
- Build-out of new larger-scale systems and infrastructure, expanding access to radio channels and equipment for local and state agencies within a region; and solutions which may aid in resolution of interoperability channel conflicts along Canadian border;
- Expansion of communications consortiums to currently non-participating counties and finalization of agreements between new and current consortium members. (These agreements, along with the full integration of SOPs, serve as the basis for efficient utilization of frequency resources, infrastructure and technology, as well as operational, administrative, and governance functions between counties, State Police, and other State agencies);
- Subsequent phases of communications-related projects previously initiated; including awards to counties pursuing additional build-out of their systems where coverage and frequencies are lacking. (This will help fulfill the “network of networks” vision by completing connectivity between regions); and
- Implementation of technologies to further NG911 development in accordance with the State plan and vision (i.e., SCIP).

¹ TICP captures technology assets, interoperable communications structure, and usage policies and procedures. The TICP defines available assets, prioritization, and utilization procedures. TICP template is available from OEC SAFECOM Program.

DHSES reserves the right to release additional Requests for Applications until all available funds are expended.

5. Standards and Guidelines

Eligible Applicants must comply with following standards and guidelines listed in this RFA, as applicable:

1) NYS SCIP

<http://www.dhses.ny.gov/oiec/interoperability-plans/>

2) New York State Guidelines for Base Station Implementation of Interoperability and Common Channels in New York State

<http://www.dhses.ny.gov/oiec/plans-policies-guidelines/>

3) Channel Name and Use of Common Fire VHF Radio Frequency in New York

<http://www.dhses.ny.gov/oiec/plans-policies-guidelines/>

4) NYS Minimum Channel Programming of Interoperability and Common Channels for Public Safety Mobile and Portable Radios

<http://www.dhses.ny.gov/oiec/plans-policies-guidelines/>

5) NYS Interoperability Channel Naming: 45.88 MHz (LFIRE4D)

<http://www.dhses.ny.gov/oiec/plans-policies-guidelines/>

6) NYS 700MHz Public Safety National Interoperability Channel Plan Guideline

<http://www.dhses.ny.gov/oiec/interoperability-plans/>

7) NYS Name and Use of 155.370 MHz in New York State (NYLAW1) Guideline

<http://www.dhses.ny.gov/oiec/interoperability-plans/>

8) NYS Name and Use of Common EMS VHF Radio Channels in New York Guideline

<http://www.dhses.ny.gov/oiec/interoperability-plans/>

9) DHS OEC Guidelines for Encryption in Land Mobile Radio Systems

<http://www.safecomprogram.gov>

10)SAFECOM Guidance

<http://www.safecomprogram.gov>

**11)The Association of Public-Safety Communications Officials (APCO)
Project 25 (P-25) for digital radio systems**

SCIP, as well as DHSES/OIEC Grant Guidance for grant funding, requires that all interoperable communications equipment employ the use of APCO P-25 compliant equipment, a technology that allows the achievement of efficient emergency interoperable communications.

12)APCO – Wireless 911 Deployment and Management Effective Practices Guide

<http://www.apcointl.org/standards/apco-standards-for-download.html>

13)New York State 911 Standards, including adoption of a law enforcement jurisdictional protocol that is used for all 911 calls and all emergency calls received by any other means dispatched for service.

14)Organization for the Advancement of Structural Information Standards (OASIS)

For Data Standards refer to OASIS at www.oasis-open.org

15)National Plan for Mitigating to IP-Enabled 911 Systems

National 911 Office website provides information on development of optimal 911 services. See <http://www.911.gov/911-issues/standards.html>.

16)National Emergency Number Association (NENA) Standards

NENA Standards related to NG-11 and PSAPs. See www.nena.org.

17)APCO Project 36

Universal Standards for Computer Aided Dispatch (CAD) and CAD-to-CAD exchanges. <https://www.apcointl.org/standards/apco-standards-for-download.html>

18)APCO/CSAA 2.101.1-2008

Alarm Monitoring Company to Public Safety Answering Point CAD External Alarm Interface Exchange (or Automated Secure Alarm Protocol) <https://www.apcointl.org/standards/apco-standards-for-download.html>

II. Eligibility

Any proposal that does not address the eligibility requirements listed below will be eliminated from further consideration.

To be eligible to apply for and receive grant funding, applicant counties must:

- Be a county government within New York State or New York City and requesting funding for the benefit of the county as a single entity. Applications must be submitted by a county government. (The five boroughs which comprise New York City [Bronx, Kings, Queens, New York and Richmond] must apply as a single entity.)
- Be an active member of, or demonstrate a commitment to, at least one New York State Regional Interoperable Communications Consortium. Such a consortium must consist of two or more counties; be formed to promote multijurisdictional (two or more) and multidisciplinary (two or more) (e.g., law enforcement, fire service, emergency medical, emergency management, public health, public works, and communication centers) public safety communications and interoperability; and must support New York state agencies. If not a current member of a consortium, the commitment to participate in a consortium must be in effect and certified within 120 days of notice of potential award. A county's failure to certify a consortium commitment will result in forfeiture of the award.
- Have established, or will establish within 120 days of the potential notice of award, a single point of contact (the Interoperability Coordinator), to oversee the applicant county's interoperability efforts and coordinate interoperability and communication projects. Counties are expected to keep this information up to date and readily available to DHSES upon request.
- Affirmatively agree to accessibility for other jurisdictions and levels of government, including State agencies, to share communications systems to achieve further statewide cross-jurisdictional and intergovernmental interoperability goals and objectives. This assures formation of strong cross-jurisdictional and multigovernmental interoperability and system(s) accessibility across counties, regions, and State agencies. For example, in order to provide accessibility, a county must reserve a space on newly built towers and/or reserve channels/talk groups for public safety State operations.
- In order to implement cooperative use of interoperable radio communications in times of emergency, assistance, or otherwise agreed upon cooperation, the applicant county must permit DHSES employees and authorized users to transmit on radio channels utilized by public safety radio systems established within the county. As an exception, law enforcement channels may be used under other special needs and circumstances.

- Allow for other public safety/public service agencies (including State agencies and authorities) and jurisdictions in its region to operate on county's radio system(s) when required for incident response, regardless of the total percentage of system funding the county is receiving from the State. As part of this process, the county will cooperate with these agencies and jurisdictions in planning and integrating radios, programming, identifiers, and radio procedures.
- Dedicate funding (including amounts from any and all sources, such as county funding, this grant program, federal funding, etc.) to improve governance structure, develop Standard Operating Procedures (SOPs), and strengthen training and exercise programs to promote efficient interregional communications, interoperability, cooperation, and overall first responder readiness. The State recognizes the significance of governance and leadership as a foundation of public safety interoperable communications. Therefore, establishing and/or formalizing governance structure, governance agreements, procedures, and other documents will build higher levels of interoperability across the State between multiple jurisdictions and agencies. Establishing training and exercise programs will assist in achieving a high level of readiness and preparedness of public safety officers.
- Ensure that new LMR trunked systems and equipment be public safety grade P-25 Phase 2 compliant. The applicant county must agree that new LMR systems will be public safety grade operated as P-25 Phase 1 or Phase 2. All subscriber equipment purchased must support and contain all hardware and/or software options to operate P-25 Phase 1 at the time of purchase. Additionally, all subscriber equipment that operates on, or may operate on (through software options, programming, or other methods) trunking system(s) must contain Phase 2 hardware and/or software options at time of purchase.
 - Note: this requirement does not preclude the limited expansion of existing conventional systems in analog mode, although subscriber equipment must still adhere to the requirements above. Also, as directed by guidelines published by OIEC and DHS's National Interoperability Field Operations Guide, VHF, UHF, and 800 MHz National Interoperability and State Common Channels equipment must meet the above requirements, regardless of how they will be operated in analog mode on those channels.
 - Exception: VHF "low band" (e.g., 30-50 MHz) equipment purchased as part of an existing system may be purchased and operated as analog only.
- If encryption is utilized, utilize Advanced Encryption Standard-256.
- Implement and/or maintain interoperability channels on the infrastructure/system basis and program interoperability channels in public safety subscriber equipment. Interoperability base stations for VHF, UHF, 700, and 800

MHz National Interoperability and State Common Channels must operate in accordance with guidelines published by OIEC (<http://www.dhSES.ny.gov/oiec/plans-policies-guidelines/>).

- Input and maintain up-to-date information in CASM.
- Be National Incident Management System (NIMS) compliant.
- Include only those costs deemed permissible under the grant.
- Submit the application by the method identified in the RFA.
- Submit the application on time by the established deadline.
- Utilize open-standard/vendor-neutral technologies and equipment.
- Comply with Minority-and-Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO) Requirements. DHSES recognizes its obligation under New York State Executive Law Article 15-A to promote opportunities for the participation of certified minority-and women-owned business enterprises, as well as the employment of minority group members and women in the performance of DHSES contracts. All DHSES grant contracts require grant recipients to document good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of grant contracts, as well as the employment of minority group members and women. Applicants must submit both a 1) Local Assistance MWBE Subcontractor/Supplier Utilization Proposal Form, and 2) MWBE Equal Employment Opportunity Staffing Plan after award announcement.
- 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 subrecipient; and 2) the status of any corresponding recipient or subrecipient plans, capabilities, or other resources for preventing, protecting against, mitigating, responding to, and recovering from such threats or hazards.
- 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.²

Failure to comply with any and all requirements in this section may result in the immediate suspension and/or revocation of the grant award.

III. Authorized Program Expenditures

1. Permissible Costs

² Pursuant to Article 26 of New York State Executive Law, DHSES is authorized to undertake periodic drills and simulations designed to assess and prepare responses to terrorist acts or threats and other natural and man-made disasters.

Funding under the SICG-Formula Program may be used for certain planning, equipment, and training costs related to the Grant Objectives and Program Goals. Permissible costs include, but are not limited to, the categories below. DHSES has sole discretion in determining which costs are permissible.

Equipment, Infrastructure, and Technology

- Up to 20% base salary on an annual basis of a person performing duties of a County Interoperability Coordinator (does not include overtime);
- Radio Frequency Systems (e.g. microwave, base stations, antennas, other);
- Subscriber Equipment (mobiles, portables, desktop);
- Towers;
- Upgrade of Customer Premises Equipment (CPEs) to IP-based technologies;
- Network components (e.g. routers, switches) as related to public safety communications;
- Telecommunication circuit setups;
- Shelters;
- Gateways;
- Backup power;
- Fiber and microwave connectivity (i.e. backhaul);
- Cost of lease or lease to purchase on LMR buildouts;
- LMR maintenance costs;
- Tower site security; and
- Other LMR related expenses.

Planning, Administration, and Deployment Costs

- Services relating to development of governance, documentation and SOPs;
- Utilization of CASM and development of Tactical Interoperable Communications Plans (TICPs);
- Services relating to developing, designing and implementing interoperability plans and network system development;
- Training and Exercises pertaining to system/equipment proposal and enhancements in interregional/interagency response readiness;
- Costs associated with the development and deployment of public safety communications systems, networks, technology or facilities whose purpose is to provide the sharing of voice, data and video transmissions; dispatch and incident management involving two or more organizations or jurisdictions and in accordance with approved interoperability plans and operating standards.

2. Impermissible Costs

- Proprietary technologies;

- Salaries, overtime, fringe, indirect, or travel expenses associated with existing or on-going operations (with the exception of eligible portion of County Interoperability Coordinator salary);
- Paging receivers;
- Broadband;
- CAD systems and software;
- PSAP furniture, including dispatch furniture;
- Emergency Services IP network (ESInet);
- Debt service or local municipal bond funding;
- Recurring commercial service costs, such as cellular voice, data or leased time; and
- Out of State travel expenses to conferences, meetings, training sessions, etc.

IV. Application Guidelines

All grant application documents must be submitted via email to Grant.Info@dhses.ny.gov by **5:00PM EDT on November 24, 2017**.

All applicants must complete the 2017 SICG-Formula Program application and any required attachments. Only one application can be submitted from each county. If multiple applications are submitted, all applications will be rejected. All information, affirmations, and certifications will be treated as material representations of fact which DHSES will rely on in awarding grants. The RFA package consists of RFA Instructions, RFA Application, and Attachments.

Applicants must complete all sections of the application as described below. Attention should be given to the completeness and specificity of the responses.

Indicate if a statement or question is not relevant to your agency or application.

Following the announcement of the awards, each awarded county must submit its proposed budget to DHSES within 30 calendar days or risk forfeiture of the award. While the submission of a budget is not required at the time of application submission, applicant counties are encouraged to begin developing a budget during the application process in order to ensure timely submission of its budget. DHSES recommends counties use their 2016 SICG-Formula award as a basis of the budget for the 2017 SICG-Formula award.

V. Funding Distribution

Funding distribution is based on a two-tiered approach:

Tier 1 – Eligibility Requirements (pass/fail); and

Tier 2 – Formula driven distribution based on specific factors.

VI. Application Evaluation Criteria

The following multi-tiered criteria will be used by DHSES to evaluate each application and to determine eligibility of applications and award distribution.

A. Tier 1 Criteria

Tier 1 criteria are rated either “yes” or “no” and serve as a baseline by DHSES to determine if applicants are eligible and have appropriately submitted all the required application materials. If any of the answers are “no,” the application will not be considered for funding.

In addition to criteria listed in the 2017 SICG-Formula Application document, the following factors will be taken into consideration:

1. Was the application submitted on time?
2. Was the application complete (included all required attachments, if applicable)?
 - a. Signed Application Cover page (PDF)
 - b. 2017 SICG-Formula Application Worksheet (Microsoft Word document)
3. Did the application meet the eligibility requirements?

B. Tier 2 Criteria

Applications that meet the Tier 1 review will be included in the Tier 2 formula-driven funding distribution based on specific factors, including verifiable and auditable information a county provides in its application.

Elements included in the formula:

- County population
- Land area of the county

- Current quantity of towers or structures owned/leased by county for county LMR operations
- How many State Agencies and Authorities are operating on the county system
- How many County users are on the system
- National Interoperability channels implemented on the system
- Monitoring of National Interoperability channels
- P-25 Compliance
- Applicant maintains current data in the CASM database

VII. Application Submission

Applications must be received **via email by 5:00PM EDT on November 24, 2017**. Late applications will not be considered for funding. Applicants must follow directions for submission of applications provided in this RFA.

- 1) The application must be completed with the forms provided. Applications received in any other form or format will not be accepted.
- 2) All fields of the application must be completed.
- 3) The application package must be submitted in electronic format to Grant.Info@dhses.ny.gov and consist of the following:
 - a. Scanned copies of Application Cover Page, i.e. Signature Page (pages 5 & 6 of 2017 SICG-Formula Application Worksheet document), as a PDF file named “**2017 SICG-Formula_ County Name_Signature.**”
 - b. 2017 SICG-Formula Application Worksheet, as a Microsoft Word Document, with the following name: “**2017 SICG-Formula_ County Name.**”
 - c. If applicable, additional documentation of Consortium Agreements and/or MOUs with state agencies/authorities. The additional attachments should be named as: “**2017 SICG-Formula_ County Name_Attachment X**” (X=1, 2, or 3).

Submit complete application package via email Grant.Info@dhses.ny.gov. Partial submissions will not be accepted.

VIII. Award of Funds

Final grant award determinations are made by DHSES. DHSES will issue award letters to successful applicants and enter reimbursement-based grant contracts with awardees.

Following the announcement of the awards, each awardee county must submit their proposed budget to DHSES within 30 calendar days or risk forfeiture of its award.

By law, State contracting entities (in this case, the awardee county) may only award contracts to responsible vendors. A responsible vendor must have the:

- integrity to justify the award of public dollars; and
- the capacity to perform the requirements of the contract fully.

Vendor Responsibility: The awardee county's vendors will, at all times during the contract term, remain responsible. An awardee and/or its vendors must, if requested by the Commissioner of DHSES, or his or her designee, present evidence of the vendor's continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.

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 awardee and its vendors. In the event of such suspension, the vendor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the awardee and the vendor 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 vendor, 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 vendor's expense where the vendor 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 such breach.

IX. Administration of Grant Contracts

DHSES will negotiate and develop a grant contract with the awardee county based on the contents of the county's submitted application and the 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 be disbursed to reimburse project expenses.

The period of performance for contracts supported by 2017-18 PSAP Operations Grant Program funds is January 1, 2018 to December 31, 2018.

Although the contract format may vary, the contract will include such standard terms and conditions included in DHSES grant contracts available for review on the DHSES website: <http://www.dhses.ny.gov/grants>.

A. Issuing Agency

This RFA is issued by DHSES, which is responsible for the requirements specified herein and for the evaluation of all applications.

B. Filing an Application

Grant applications must be submitted via email to the Grants Program Administration unit of DHSES. Completed applications, along with any required documentation, must be submitted to Grant.Info@dhSES.ny.gov by the application deadline.

C. 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's 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. Award grants based on the best interests of the State;
10. Change any of the scheduled dates;
11. 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;
12. Award grants based on geographic or regional considerations to serve the best interests of the State;
13. Eliminate mandatory requirements unmet by all applicants;
14. Waive any requirement that is not material;
15. Terminate, renew, amend or renegotiate contracts with recipients at the discretion of DHSES;
16. 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 during the evaluation and/or selection under the RFA.
17. Utilize any and all ideas submitted in the proposals received from the applicants;
18. Periodically monitor the awardee's performance of all activities in the contract;
19. Revoke funds awarded to an applicant, or enforce any available sanction against any applicant who materially alters the activities, is in material noncompliance under the grant award, or who does not implement an approved project within 60 days of the final contract approval;
20. Not fund any application that fails to submit a clear and concise work plan and/or budget.
21. 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;
22. 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's sole discretion; and

23. Disqualify applicants due to untimely submission of any requested supporting documentation.

D. Terms of the Contract

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

E. Payment and Reporting Requirements of Grant Recipients

1. Standard Cost Reimbursement Contract

Each successful applicant must enter a standard cost reimbursement contract with DHSES. Such contract will include this RFA, the successful applicant's proposal, any attachments or exhibits, 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, rights, and responsibilities as found on the DHSES website (<http://www.dhSES.ny.gov/grants/forms-egrants>), including:

- APPENDIX A-1 – Agency Specific Clauses
- APPENDIX B – Budget
- APPENDIX C – Payment and Reporting Schedule
- APPENDIX D – Work plan/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 these terms and conditions in any resulting grant contracts as part of the application submission. Payments will be made subject to proper documentation and compliance with reimbursement procedures and all other contractual requirements.

2. Procurements

Applicant counties must follow and comply with all procurement procedures under General Municipal Law 5-A.

Contracting with Small and Minority Firms, Women's Business Enterprises

Pursuant to New York State Executive Law Article 15-A, DHSES 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 DHSES contracts.

For purposes of this solicitation, applicants and subrecipients are hereby notified that 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, Grant recipients are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as vendors, contractors, 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.

Applicant counties 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 applicable laws 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. 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 recipient'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 awardee counties 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 subrecipients are hereby notified the State of New York has set an overall goal of 6% for SDVOB participation or more.

Grant recipients will report on actual participation by each SDVOB during the term of the contract to DHSES per the policies and procedures set DHSES.

Applicants are reminded that they must continue to utilize small, minority, and women-owned businesses consistent with current State law. A business enterprise can be either a MWBE or a SDVOB for the purposes of achieving the set goals of MWBE and SDVOB participation, but not both.

Iran Divestment Act: Because of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new was added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. The Act is available at: <https://www.ogs.ny.gov/about/regs/docs/ida2012.pdf>.

The Act imposes limitations on “persons” that are determined to be engaged in investment activities in the Iranian energy sector, as defined in the Act. Under the Act, the Commissioner of the Office of General Services (OGS) is required to develop and maintain a list of “persons” who are engaged in “investment activities in Iran.” Once an entity appears on the prohibited entities list, it will be considered a non-responsive bidder/offerer and prohibited from entering into contracts with the State or local governments. This list is available at: <https://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>.

By submitting a response to this RFA or by assuming the responsibility of a contract awarded hereunder, the applicant (or any assignee) certifies that it will not utilize on such contract any entity that is identified 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, 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; or completing plans, designs, reports, or other tasks identified in the work program within the time allocated for their completion.

DHSES may recapture awarded funds if satisfactory progress is not being made on the implementation of a grant project.

F. General Specifications

By submitting the application, the applicant county attests that:

- 1) Applicant county's signatory contact person has express authority to submit on behalf of the applicant's county;
- 2) Submission of an application indicates the applicant county's acceptance of all conditions and terms contained in this document, including Appendices A-1 and C, and all other terms and conditions of the award contract;
- 3) The application and any resulting grant, if awarded, must adhere to, and be in full compliance with any, resulting contract(s), and relevant federal and State policies and regulations or be subject to termination; and
- 4) Any not-for-profit recipients or subrecipients are required to be prequalified, prior to contract execution, by the State of New York upon application submission through the New York State Grants Gateway (<https://grantsgateway.ny.gov>).

G. Special Conditions

New York State Emergency Management Certification and Training Program

1. A mandatory requirement under the resulting contract and a condition of funding is the county's participation in, and successful completion of, the New York State Emergency Management Certification and Training Program (EMC Training Program). The EMC Training Program will be made available to, and required for, DHSES-specified county and city government officials in order to ensure a consistent emergency management preparedness and response strategy across the State. Attendee substitutions, except as expressly approved by DHSES, shall not be permitted or deemed to be in compliance with this requirement.
2. To fulfill the EMC Training Program requirement of the resulting contract and in order to be eligible for funding under the resulting contract, the awardee county must arrange for DHSES-specified county employees to receive and acknowledge receipt of EMC Training no later than 180 days after execution of the contract. Copies of the training certificates for each required participant must be submitted to DHSES upon execution of the contract, or, in the event that training is scheduled, but not yet complete, the awardee county will be required to submit a signed statement indicating the scheduled future dates of attendance, and no later than thirty (30) days after the training is complete, forward such training certificates to DHSES. Continued compliance with the EMC Training Program also requires an annual refresher training of one day per 365 day-cycle from the date of initial training for previously trained individuals if such person remains employed by the Awardee and fulfilling the same functions as he or she fulfilled during the initial training. Should a new employee be designated to serve in the DHSES-specified positions, then he or

she must come into compliance with the EMC Training Program requirements not later than 180 days after taking office.

3. Awardees must commit to active participation in a DHSES Annual Capabilities Assessment as a condition of funding. Active participation includes making reasonable staff, records, information, and time resources available to DHSES to perform the Annual Capabilities Assessment and meet the objectives and goals of the program. PSAP Operations Grant recipients must be aware that the process of conducting a DHSES Annual Risk Assessment is an ongoing process and requires a continued commitment on the part of the Awardee to ensure that it is effective.
4. All recipients and subrecipients 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.
5. Additionally, pursuant to Article 26 of the NYS Executive law, DHSES is authorized to undertake periodic drills and simulations designed to assess and prepare responses to terrorist acts or threats and other natural and man-made disasters. Funded recipients and subrecipients 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.
6. Failure to comply with any of the requirements, as listed above, may result in sanctions up to and including the immediate suspension and/or revocation of the grant award.

X. Questions

Questions regarding the 2017 SICG-Formula Program should be directed to the following email address: Grant.Info@dhses.ny.gov. To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. Updates and frequently asked questions will be posted online at <http://www.dhses.ny.gov/oiec/grants/>. Please check the website frequently for updates.