



SFY 2023-24 Securing Communities Against Hate Crimes (SCAHC) Request For Proposals – Questions and Answers - Posted March 22, 2024

The following questions were sent via email to DCJS through Wednesday, February 28, 2024. Some language has been edited for grammar, clarity and to consolidate similar questions. Please read all questions and responses thoroughly.

A. General Questions

1. **Question:** I know that an organization can only submit one proposal for this solicitation. Can I submit an application on behalf of the JCC and also be the fiscal sponsor for another organization's proposal?

Answer: Yes, grant participants/contacts can be listed on more than one organization but may require separate GMS logins and/or participant records. Please consult the GMS helpdesk at funding@dcjs.ny.gov for assistance.

2. **Question:** Does the SCAHC application require the applicant to have a Unique Entity Identifier (UEI)?

Answer: No, at this time a Unique Entity Identifier is not required as part of the application.

3. **Question:** Do SCAHC funds have to be spent within the fiscal year they are awarded?

Answer: No, funds must be expended within the approved contract period. At this time the anticipated contract period is for two years (24 months) with an anticipated start date of October 1, 2024. Requests for contract extensions will be considered on an individual basis, as needed.

4. **Question:** Do we need an IJ (Investment Justification)?

Answer: The Investment Justification is a term usually related to federally funded programs and refers to a specific template/requirement. This program is state funded, so there is no specific template or document called an Investment Justification. Much of the information typically contained in an Investment Justification is provided in the grant application, either by entry in the Grants Management System or in response to the RFA questions.

5. **Question:** Our organization has submitted applications for previous rounds of SCAHC funding and would like to discuss those applications (whether approved or denied) in order to inform this application. Is there someone we can speak to?



Answer: No, we cannot discuss that at this time due to the open solicitation. The time for that conversation, also known as an applicant debrief, to occur was provided in previous solicitation(s). A debriefing is made available to any entity that submitted an application in response to the previous solicitation(s). This current question-and-answer process is an opportunity for engagement for this solicitation process.

6. **Question:** Can separate non-profit entities that share the same address/location both apply for funding? If yes, are there restrictions on the types of projects they can apply for?

Answer: Yes, but there must be no duplication in terms of projects that are applied for. For example, both entities must not submit for security enhancements to the same shared entrance. DCJS would recommend that you work together during the application submission process to avoid any issues that might arise from seemingly duplicative projects.

7. **Question:** What is the project start and end date?

Answer: The project term is expected to be 24 months with an expected start date of October 1, 2024. Contract terms are subject to change and will be finalized post-award during contract development.

8. **Question:** How is it determined what is considered an individual organization vs. one organization with multiple properties?

Answer: Each individual organization would be expected to have a separate EIN number. A single organization with multiple properties would all be under the same EIN number. One EIN number is allowed one application only.

9. **Question:** How long does the full procurement process typically take after the contract date? What is the earliest you can be fully reimbursed if the project is completed at an early stage?

Answer: The length of time that this process can take can vary significantly from grantee to grantee. After awards are issued, DCJS will begin communicating with successful applicants to finalize budgets and gather all required documents. Simultaneously, DCJS will seek approval from the NYS Division of Budget and Office of the State Comptroller for the process by which awardees were selected for funding. Additionally, the time required for grantees to identify and select vendors and then complete the project can vary depending on project type, geographic location, and other variables. Typically, the earliest a grantee could be fully reimbursed for a completed project would be after the first fiscal quarter contained in the contract term.

10. **Question:** Does DCJS provide organizations with a representative for support in the application process, or is that solely for the contracting/procurement/reporting process?



Answer: The GMS help desk is available for technical assistance regarding completing and submitting the application in the Grants Management System. Due to the competitive nature of the solicitation, we are only permitted to answer substantive or programmatic questions through this Questions and Answers document as described in the RFA.

11. Question: Are we required to use a DUNS number in the application process?

Answer: No, a DUNS number is not required for this application.

12. Question: If we were to receive funding, would there be any restrictions on how we can use or sell the facility? For instance, would we be required to keep the building for a specific number of years?

Answer: The State's [Master Grant Contract](#) contains provisions as to the rights the State reserves in this scenario.

13. Question: Can you please explain all of the differences from last year? Is all of the equipment that was eligible last year still eligible this year?

Answer: Each solicitation is a stand-alone document. Applicants should refer to the current RFA and this Questions and Answers document for any information needed to inform applications for this solicitation.

14. Question: The notification of award and contract start date are stated to be July 2024 and October 2024, respectively. Can physical construction take place between July and October, or work can only occur after contract start date?

Answer #14: In order to be reimbursable, all project work must occur during the contract term, which will be finalized post-award. The expected contract term start date is October 1, 2024.

15. Question: Does the qualifying project abide by the applicant's insurance requirements?

Answer: It is not immediately clear to DCJS what this question means. As a result, we are unable to provide an answer at this time. It is the applicant's responsibility to ensure compliance with all State, Federal, or local laws and rules.

16. Question: I see that the grant will use \$25 million from FY 2023-24 Enacted Budget with an additional amount subject to appropriation amounts in the FY 2024-25 Enacted Budget, does that mean it will not be an SCAHC grant next year?

Answer: This depends on how much of the anticipated 2024-25 Budget appropriation is used to fund projects from this solicitation and will be determined after awards have been made.



17. **Question:** Do applicants need to have an IRS W-9 (Request for Taxpayer Identification Number and Certification) on file with DCJS in order to be considered for this grant opportunity?

Answer: An IRS W-9 is required to create a new participant record in the Grants Management System (GMS) for an organization and/or for an organization to obtain access to the Statewide Financial System (SFS) and may be needed to complete prequalification. If an organization is already enrolled in those systems and prequalified, a new W-9 is not required.

18. **Question:** Can you provide details on what information that is submitted as required by the application can and will be made available in the Public Domain?

Answer: To date, requests for such information under the State's Freedom of Information Law have resulted in DCJS redacting portions of information provided in public responses, including but not limited to identifying details that constitute personal privacy protection and/or "life or safety" endangerment, pursuant to Public Officers Law Sections 87(2)(b) and 87(2)(f).

B. Applicant Eligibility Requirements/Prequalification

19. **Question:** I was wondering if this program is open for local governments/municipalities to apply?

Answer: No. This program is only available to non-profit organizations. Governments/municipalities are ineligible.

20. **Question:** Can you please help kindly confirm if this specific grant opportunity is only available for Organizations that have 501(c)(3) not-for-profit status? The information I have been able to access online states "Nonprofit, community-based organizations may apply for funding through the state's Securing Communities Against Hate Crimes grant program. This funding will allow organizations at risk of hate crimes or attacks because of their ideology, beliefs, or mission to strengthen safety and security for employees and individuals they serve."

I look forward to learning if only organizations that have 501(c)(3) status are eligible.

Answer: From the RFA Section II B. Applicant Eligibility Requirements:

"To be eligible, applicants must meet all the following requirements:

- Applicants 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 tax-exempt 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 DCJS within fifteen (15) days.

- The applicant must be a nonprofit organization.
- Must be at risk of a hate crime or attack due to ideology, beliefs, or mission as described by the applicant organization.
- Must be registered, have recently applied for registration and such application remains pending, or be exempt from registering with the NYS Attorney General's Office, Charities Bureau.

Exempt organizations must provide proof of exemption from the Charities Bureau or a signed attestation on organization letterhead affirming that the organization is exempt from registering and explaining the reason for exemption pursuant to Executive Law Article 7A and/or Estates, Powers, and Trusts Law (EPTL).

- Must be prequalified through the New York Statewide Financial System (SFS) at <https://grantsmanagement.ny.gov/get-prequalified> prior to application submission.”

21. Question: I am inquiring about the Securing Communities Against Hate Crimes Grant Program. Will there also be an opportunity for organizations that are for-profit to apply for this grant?

Answer: Only nonprofit organizations at risk of hate crimes or attacks due to their ideology, beliefs, or mission are eligible to apply. DCJS does not have any plans, or eligible funding sources, for for-profit organizations at this time. The appropriation in the Enacted State Budget specifically limits this program to non-profit entities.

22. Question: If an organization was prequalified (with all the proper forms) for the 2023 Securing Communities Against Hate grant, does the same organization need to go through the pre-qualification process again for the 2024 grant?

Answer: Prequalification is an ongoing process that may require regular updating of documentation in order to maintain Prequalified status. All applicants must be in Prequalified status in the Statewide Financial System (SFS) at the time of application submission or by the application submission deadline in order to be eligible for funding consideration as required by [Budget Bulletin H-1302](#). Organizations that were prequalified in the Grants Gateway at the time of the transition to SFS will remain in prequalified status as long as required documentation has not since expired. Applicants are strongly encouraged to confirm their prequalification status in SFS prior to submitting an application.

23. Question: I am in receipt of information pertaining to the grant for security funding. I handle all grants for the Jewish Federation of Northeastern New York. Is the Federation invited to apply for grant funding or is this intended for our community partner organizations (i.e., Synagogues, JCCs, etc...)?



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Answer: Please refer to the RFA Section II B, Applicant Eligibility Requirements to determine if your organization is eligible to apply.

24. Question: Can a 2022-2023 grantee apply for 2023-2024 funding?

Answer: Yes, previous awardees can apply for funding through this solicitation. Please refer to Section II.A- Funding and Award Guidelines in the RFA for additional information about applicants with previously funded projects.

25. Question: Can an organization apply for this grant if they are currently leasing the space?

Answer: Yes. Any applicant who proposes work on a leased property is exclusively responsible to ensure compliance with the landlord lease agreement and associated requirements, particularly regarding structural alterations, equipment installations and any alterations made with grant funds.

26. Question: Are public school districts considered eligible applicants?

Answer: No. Public schools are considered governmental organizations and are not eligible.

27. Question: Are organizations who currently have open/active SCAHC grants eligible to apply for this round of funding?

Answer: Yes, previous awardees can apply for funding through this solicitation. Please refer to Section II.A- Funding and Award Guidelines in the RFA for additional information about applicants with previously funded projects.

28. Question: If an organization is an umbrella organization with multiple nonprofits operating under it, each a separate company with a unique mission and its own EIN number, do they each qualify for the grant?

Answer: Each organization with a unique EIN would be eligible to submit an application.

29. Question: Is an institution of higher education an eligible applicant?

Answer: Yes, an institution of higher education is a potentially eligible applicant if the organization meets the criteria in section II.B of the RFA, including demonstrating that the organization is at risk of hate crime based on their ideology, beliefs, or mission.

30. Question: Do we need to submit proof of SFS prequalification with the application? If so, what would be required for proof?



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Answer: Applicants are not required to submit proof of SFS prequalification with the application. Prequalification status will be reviewed with SFS during the application review/scoring process.

31. Question: Will a streamlined prequalification process be available due to the SFS transition?

Answer: No, there is no streamlined prequalification process for this solicitation.

32. Question: Is an organization that is located in New York State but was incorporated in a different state eligible to apply for this grant?

Answer: Yes, but the entire project must be for a location within New York State.

33. Question: Please confirm that private, liberal arts colleges (who are registered 501c3 organizations) qualify for this funding?

Answer: Yes, private liberal arts colleges are potentially eligible applicants if they meet the criteria in section II.B of the RFA, including demonstrating that the organization is at risk of hate crime or attack based on their ideology, beliefs or mission.

34. Question: How long does the pre-qualification process take to be approved? When is the deadline to submit the application for pre-qualification?

Answer: There is no specific deadline for submitting an application for pre-qualification. Prequalification staff will be working to complete prequalifications through the application deadline. However, prequalification records that are submitted near the application deadline may require corrections, additions, or updates and DCJS cannot guarantee that there will be enough time to review documents, request corrections, and process the prequalification record prior to the deadline. Applicants are strongly encouraged to complete the prequalification process as soon as possible.

35. Question: The Statewide Financial System (SFS) only shows a prequalification status on a Grant Tile it does not show the "Document Vault" and it does not permit updating of the document vault; can DCJS provide help and coordination with the NYS Comptroller's Office on this new Document Vault system? The new Document Vault system in SFS does not permit the addition of Primary Contacts involved in the Grant projects it only allows the designated financial person for the organization. Can DCJS help with this for the management of grant projects?

Answer: Information regarding prequalification in SFS is available here:

<https://grantsmanagement.ny.gov/get-prequalified>

If further assistance with prequalification is required, please email the SFS help desk at grantsreform@its.ny.gov.



C. **Funding and Award Guidelines/Project Eligibility**

36. Question: The proposal says \$200,000 per project. May this project be at multiple locations? What about a campus- can it be split between multiple buildings, or just one building? Can one organization apply for multiple sites for this grant as long as the amount doesn't exceed \$200,000?

Answer: Organizations can apply for up to a total of \$200,000. This can be for projects at multiple locations, multiple building on a campus, or for multiple separate projects at a single location. All proposed projects for an organization should be included in a single application.

37. Question: Our synagogue received a DHS award to build fencing that would only cover, dollar wise, the area around a playground and enclosing a breezeway. We need to enclose the entire perimeter of the property with a fence. However, due to unresolved regulation issues, the project work has not begun. Would an application for the remaining fencing be considered a new, separate project or be viewed as an extension of an existing uncompleted project by another agency and so not permissible for this \$200,000 grant?

Answer: For this solicitation, applicants may apply "for projects at facilities that have received prior DHSES or DCJS SCAHC funding if the proposed project is different than any previously funded projects or builds upon or enhances the security measures previously undertaken." In this case, the applicant should be sure to describe in detail how the proposed project builds upon or enhances the previously funded project.

38. Question: Regarding the FY 2023-24 Securing Communities Against Hate Crimes (SCAHC) request for applications, my organization has three facilities/locations consisting of Lower, Middle, and Upper schools. As the total an organization can request is \$200,000 should our organization be submitting three separate applications for \$66,666 each? Please let me know if further clarification is needed.

Answer: No, each organization may only submit one application, for a total of up to \$200,000 for this round of funding. The organization's application may include projects at multiple facilities/locations and/or different projects at the same facility. In this example, the organization should submit a single application for \$200,000 with projects at three locations. The application would require separate Vulnerability Assessments and photos for each facility included in the application. The applicant can choose how to divide the funds between the locations based on the organization's needs, they do not need to be equally distributed across locations.



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39. Question: Last year, we had to apply for three separate projects (each for a max of \$50,000). Do we have to apply for three separate projects this year OR can we do one project application for a total of \$200,000 with discrete requests within that one project (\$50k for X, \$75K for y etc. for a total of \$200,000?)

Answer: For this solicitation, applicants may submit one application for up to \$200,000. The application may include projects at multiple facilities/locations and/or different projects at the same facility. Organizations should not submit multiple applications for this round of funding.

40. Question: May an organization request as much as \$200,000 in just cybersecurity items or must the application also include some physical hardening equipment? May an organization request as much as \$200,000 in just physical security items or must the application also include some cybersecurity items?

Answer: An organization may request up to \$200,000, which can include only cybersecurity items, only physical hardening equipment, or both.

41. Question: I have a question regarding this year's grant. Is there a cap of \$50,000 per application or can an organization do one application for up to \$200,000?

Answer: There is no \$50,000 cap, organizations can submit one application for up to \$200,000.

42. Question: The RFA says that an organization can apply for a maximum of \$200,000. It is implied that an organization with multiple locations that need hardening should apply in a single application for the total amount. How would that work practically? Where would we list the addresses of the different facilities and where each enhancement will be implemented?

Answer #7: Yes, you should apply in a single application for up to \$200,000. There are multiple locations where the addresses can/should be listed. In the summary description of the project on the General Tab in GMS applicants can provide a brief description of the work to be done at each location. In the Budget Tab in GMS, applicants can provide details in the justification for each budget line. In the responses to the RFA questions that are facility-related, applicants should respond for each location to be funded. Finally, each location should have a separate vulnerability assessment and photo attached with the application.

43. Question: Upon reviewing the RFA guidelines, it is still unclear to us: Can we use all four (4) applications for target hardening and none (0) for cyber? Or must ONE (1) of the four (4) applications be for cyber?

Answer: Each organization may only submit one (1) application, for up to \$200,000. The application can include both physical security and cybersecurity projects. The application can



also include projects at multiple facilities as well as multiple projects at a single facility. If an organization submits more than one application, only the first application submitted will be eligible for review.

- 44. Question:** The guidance states “All funding must support project related costs that will be incurred during the contract period.” Does this mean that all purchases part of the project must be made after the contract start date? Or can we make purchases beforehand, as early as immediately, or after approval in July and seek reimbursement?

Answer: All purchases to be reimbursed must be made during the contract term. The anticipated contract term is for 24 months with a tentative start date of October 1, 2024. Further details about the contract term will be made available upon announcement of grant awards. Any purchases made prior to the contract start date would not be reimbursable.

- 45. Question:** We know that funding cannot overlap with other grant funding such as DHSES or the NPSE Program. The application (Section 5, question 14) gives us the opportunity to explain how this project differs from past projects/funding from a previous SCAHC grant from DHSES which we will address. While I see NPSE mentioned in the guidance, it’s not listed in this application question. We are pursuing a different project through them this year (for security guard coverage) – we wanted to confirm that if we apply for that, we are still eligible for potential funding for this DCJS SCAHC grant.

Answer: Yes, an organization that applies for an NPSE grant is still eligible to apply for the SCAHC grant. Applicants are only required to provide details about any current or previous SCAHC funding in the response to Question 14 but are also attesting that the proposed project does not include any items or services that have been, or will be, funded by any other funding source.

- 46. Question:** I have three locations under the same EIN - I want to split the \$200,000 between the three locations. Does each location need a separate Risk Assessment or Self-Assessment? Do I apply separately for each location or as one application altogether? If I apply under a single application for the 3 locations, do I upload the Risk Assessments/ Self-Assessments separately or combined as one document?

Answer: In this case, the applicant should submit one single application that includes the three locations. Each location/facility would require a separate Risk Assessment or Self-Assessment and they should be uploaded as separate documents. The applicant must also upload a photo of each location.

- 47. Question:** If an organization operates 3 summer residential sleep-away camps in upstate NY, does this organization submit 3 separate applications to apply for this grant, each with the camp address?



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Answer: No, each organization may submit only one (1) application for up to \$200,000. The application can include projects at multiple facilities and/or multiple projects at the same facility.

48. Question: For the 2024 Hate Crime grant, we want to apply for a fencing project that will cost more than the maximum grant amount of \$50,000. Can we apply for the fencing project within 2 different applications specifying different locations since we are allowed to apply for up to 4 grants?

Answer: There is not a \$50,000 limit for projects in this solicitation. Organizations may submit one (1) application for up to \$200,000. The application can include projects at multiple facilities and/or multiple projects at the same facility.

49. Question: I am aware that the RFP is for up to \$200,000 per organization, but what about organizations with different building locations? Is it \$200,000 per facility or \$200,000 per organization that needs to be split over different locations?

Answer: Each organization can submit one (1) application for up to \$200,000. The application can include projects at multiple facilities and/or multiple projects at the same facility.

50. Question: We are also planning to submit an application to the DHS/FEMA Nonprofit Security Grant Program (NSGP), which we anticipate will be due in April. While I understand that we cannot accept funding for the same activities from both programs, can we propose overlapping activities and decline some of the funding from NYS if we receive funding from FEMA? Alternatively, can we recategorize funding (e.g., we put cameras into our FEMA grant, but it was not funded; can we use NYS funding for cameras)?

Answer: There is no restriction in this solicitation on applying for funds for activities/items that have been applied for but not yet awarded through other funding sources. If funding is awarded, during the contract development process, a grants representative will work with the organization to finalize the project budget. Changes to the budget will be allowed at that time, but any proposed changes must be related to risks or vulnerabilities identified in the original application and the corresponding vulnerability assessment.

51. Question: Does the 2024 application process require separate project numbers and applications for cybersecurity enhancements and physical security enhancements? Does the award ceiling of \$200,000 apply to all grants combined, or are physical security enhancements a separate category from cybersecurity enhancements?

Answer: Each organization can submit one (1) application for up to \$200,000. The application can include both physical security projects and cybersecurity projects. There is a \$200,000



award ceiling per organization, regardless of whether the application is for physical security projects, cybersecurity projects, or both.

52. Question: My organization is moving its headquarters to a new location. The lease has been signed and we are currently planning renovations to the space preparatory to moving in Spring 2025. May we apply for SCAHC funding for this purpose?

Answer: No, proposed security enhancements must be for a facility or facilities that the organization physically occupies at the time of application.

53. Question: Our organization has multiple facilities where we would like to implement the \$200,000 application and award. Therefore, do we need to differentiate projects per building in the application? Or do we simply state \$40,000 in doors, and then after the award, that \$40,000 can be spent on doors between our three (3) buildings how we need it?

Answer: The application should clearly indicate the specific type(s) of projects to be completed at each building. Each project type can be listed on a single line in the project budget (i.e., \$40,000 in doors) but the justification should include details about which buildings will receive doors/door hardening. The responses to RFA questions should also clearly indicate where proposed projects will take place. Each building should also have a vulnerability assessment and photo and the proposed items should be related to risks/vulnerabilities identified for that building.

54. Question: We are a 34-acre campus and we are considering a number of funding opportunities for target hardening. Our question is about the requirement that a separate application needs to be completed for each facility being considered. How would we approach an exterior lighting project that potentially impacts our campus and is not necessarily facility/building specific.

Answer: A separate application is NOT required for each facility being considered. Each organization may submit only one (1) application for up to \$200,000. The application can be for projects at multiple facilities and/or multiple projects at the same facility. A vulnerability assessment and photo are required for each facility/building for which funding is requested. If the applicant is using the vulnerability assessment tool included with the RFA, there should be a separate tool for each facility/building included in the application. If using a professional prepared security assessment, it must clearly list each building/facility covered by the assessment and indicate which vulnerabilities apply to each building/facility. For items such as fencing or lighting that will be installed on the perimeter of the entire property and are not specific to a particular building, a single vulnerability assessment for the entire property would be acceptable. Any projects that involve work on a specific building would require a vulnerability assessment for that building.



55. Question: We have two schools that are operated under one corporation. They have common information (such as participants) except for the addresses. One is a boy's school and the other is a girl's school. How do we set up the project(s)? Can I apply for two sites under this grant opportunity? If yes, what will I need besides a separate assessment, a photo, and an explanation in the questions section?

Answer: As the schools are operated under the same corporation, that organization should submit one application, for up to \$200,000, that includes both locations. The applicant should clearly indicate in the responses to RFA questions and in the budget justifications, which project activities will occur at each location. A vulnerability assessment and photo should also be included for each location. If using a professional prepared security assessment, it must clearly list each building/facility covered by the assessment and indicate which vulnerabilities apply to each building/facility.

56. Question: We have three different addresses, all under the same 501c3. Are we allowed to request the \$200,000 be divided between the three addresses? If yes, how do we indicate that in the application questions? Are we allowed to ask for cybersecurity projects along with asking for physical security funding for 2 different addresses?

Answer: Yes, the organization can apply for up to \$200,000 to be divided among the three addresses as the applicant chooses based on the organization's needs. The application can include physical security projects, cybersecurity projects, or both. The applicant should clearly indicate in the responses to RFA questions and in the budget justifications, which project activities will occur at each location. A vulnerability assessment should also be included for each location. If using a professional prepared security assessment, it must clearly list each building/facility covered by the assessment and indicate which vulnerabilities apply to each building/facility.

57. Question: Should a full application be completed for each request? Is there a maximum amount for each enhancement? Should each application be for a single enhancement, such as doors to strengthen the exterior envelope or a theme i.e., doors and windows to strengthen the exterior envelope?

Answer: Each organization can submit one (1) application for up to \$200,000. The application can include projects at multiple facilities and/or multiple projects at the same facility. There is no maximum amount for a particular type of enhancement (other than the \$200,000 application maximum). The application can include multiple types of enhancements.



58. Question: Would DCJS fund a continuation of a camera project that has been previously supported? This would include placing cameras in new areas on campus that don't currently have cameras in place.

Answer: Funds are available for new projects or projects that build upon or enhance security measures previously undertaken. Applicants should clearly describe any previously funded projects or existing security measures and clearly identify how the proposed project builds upon or enhances the security measures previously undertaken.

59. Question: Our intention is to allocate funds to expand our camera network, thereby enhancing community monitoring capabilities. This would involve installing additional cameras at strategic locations. Would this use of funds align with the parameters of the grant?

Answer: Funds are available for new projects or projects that build upon or enhance security measures previously undertaken. Applicants should clearly describe any previously funded projects or existing security measures and clearly identify how the proposed project builds upon or enhances the security measures previously undertaken.

60. Question: How would an application for one nonprofit organization with multiple addresses/locations look? Are separate grant applications needed as well as risk assessments? Would answers to questions be broken out separately based on location?

Answer: Each organization may submit only one (1) application for up to \$200,000. The application can be for projects at multiple facilities and/or multiple projects at the same facility. A vulnerability assessment is required for each facility/building for which funding is requested. If the applicant is using the vulnerability assessment tool included with the RFA, there should be a separate tool for each facility/building included in the application. If using a professional prepared security assessment, it must clearly list each building/facility covered by the assessment and indicate which vulnerabilities apply to each building/facility. Questions that relate to the organization should be answered for the organization as a whole while questions that relate to a facility should include information for each facility included in the application. The applicant should clearly indicate in the responses to RFA questions and in the budget justifications, which project activities will occur at each location.

61. Question: Is there a limit of funding for a certain category (physical hardening, training, cybersecurity), or can all/most of the \$200,000 be used on one category? Can the funding for physical security improvements exceed \$50,000 buckets, such as \$75,000 or \$100,000 for CCTV, or fencing and not limited to just \$50,000?

Answer: There is no limit as to how much of the \$200,000 can be requested for a particular type of project. The full \$200,000 can be used to support one particular project type or can be divided among multiple projects as needed.



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62. Question: What is considered eligible to build upon a previously reimbursed DHSES project? We have some CCTV/access control and other equipment that was recommended in our vulnerability assessment to be enhanced/increased in quantity. Just looking for further clarification in reference to this part of the RFA:

“Organizations may submit applications for projects at facilities that have received prior DHSES or DCJS SCAHC funding if the proposed project is different than any previously funded projects or builds upon or enhances the security measures previously undertaken. All applicants will be required to attest, in the response to the RFA questions, that the proposed project is separate and distinct from any previously funded projects and that none of the requested items/services have been funded by another grant or funding source. DCJS may request additional documentation of prior projects to ensure proposed projects are not duplicative.”

Answer: Projects that build upon or enhance previously funded projects would be expected to provide security enhancements above and beyond what has already been completed. This includes but is not limited to adding additional items to cover a larger area of the facility, replacing outdated equipment, and improving existing security equipment or systems.

63. Question: If an organization operates three separate nonprofit residential summer camps at three separate addresses/locations, should this organization submit three separate applications totaling \$200,000? If so, do we submit three separate GMS User and Signatory registration forms with each camp's address?

Answer: If the three summer camps are all part of the same organization, that organization may submit only one application for up to \$200,000. The application can include projects at multiple locations/addresses.

64. Question: We have two locations where we want to install a PA system. Can we apply for both in one application? If yes, where, and how should it be defined? Do we need two assessments? Can it be in one budget line, or should it be separate? How should the work plan be completed?

Answer: Yes, an organization may submit only one (1) application for up to \$200,000. The application can include projects at multiple facilities and/or multiple projects at the same facility. A vulnerability assessment is required for each facility/building for which funding is requested. If the applicant is using the vulnerability assessment tool included with the RFA, there should be a separate tool for each facility/building included in the application. If using a professional prepared security assessment, it must clearly list each building/facility covered by the assessment and indicate which vulnerabilities apply to each building/facility. The applicant can choose how to structure the budget lines but should be sure to include information in the budget justification indicating which location(s) those items apply to. The applicable standardized work plan(s) should be entered as written, inserting the organization name and any facilities included in the application where indicated.



65. Question: If an anticipated project is over the \$200,000 award threshold, can the grant be applied partially to the overall project cost?

Answer: Yes, applicants can apply to cover a portion of a project that exceeds the \$200,000 threshold. Only information for the portion of the project to be covered by grant funds must be included in the application. The application budget should not exceed \$200,000.

66. Question: If we applied for windows to be installed in the front of our building last year but haven't done it yet, can we apply this year for windows to be installed at the back of the building?

Answer: Yes, funds are available for new projects or projects that build upon or enhance security measures previously undertaken. Applicants should clearly describe any previously funded projects or existing security measures and clearly identify how the proposed project builds upon or enhances the security measures previously undertaken.

67. Question: Can a bungalow colony that has one street address submit one application for their synagogue and homes (bungalows) where the congregants live?

Answer: An organization may submit only one (1) application for up to \$200,000. This application can include projects at multiple locations. In this case, the bungalows can only be included if they are the property of the organization and not the individual congregants.

D. Vulnerability Assessment/Cybersecurity Self-Assessment

68. Question: Our organization has a professionally-completed Vulnerability Assessment that reflects current vulnerabilities of the applicant facility, dated January 29, 2020. Will this satisfy the requirement for the Attachment *Vulnerability Self-Assessment Tool* that must be attached to the above-referenced Grant Application?

Answer: From the RFA: "If your organization has a Vulnerability Assessment that has been completed *within the past three years*, it may be used to satisfy this requirement provided that the assessment reflects current vulnerabilities of the facility." An external assessment conducted within the last three years would satisfy the requirement, however, in this example the assessment was conducted more than three years ago and would not be sufficient.

69. Question: If our organization is applying ONLY for a cybersecurity project, are we required to fill out the physical vulnerability self-assessment tool? (I know we need to create a cybersecurity self-assessment, but wondering if we need both).



Answer: Yes, organizations applying for only cybersecurity projects should complete both a physical vulnerability assessment tool and a separate cybersecurity self-assessment. The physical vulnerability assessment tool should be completed for any facility where cybersecurity enhancements will occur. Please note that cloud-based security systems are permissible; please be sure to note this distinction in your physical assessment if proposing cloud-based technologies.

70. Question: For the vulnerability self-assessment, can we submit both the self-assessment tool through GMS and our own independent one made by a consultant if desired, or is it one or the other?

Answer: Applicants can submit both the self-assessment tool and an independent/outside vulnerability assessment if desired.

71. Question: If we have a professionally prepared security assessment, do we also need to include the self-assessment form provided in the RFA? This question applies to both applications for physical security equipment and cyber security equipment. If you have more than one building at the same address, do you need separate assessment reports for each building? Do requests for both buildings get included on the same application? If yes, how do you identify which item is for which building? If you have more than one building and they have different addresses, do you need separate assessment reports for each building? Do requests for both buildings get included on the same application? If yes, how do you identify which item is for which building?

Answer: You may use a professionally prepared security assessment to satisfy the vulnerability assessment requirements as long as it was conducted within the last three years and reflects current vulnerabilities of the facility. A vulnerability assessment is required for each facility/building for which funding is requested, regardless of whether they are at the same or different addresses. If the applicant is using the vulnerability assessment tool included with the RFA, there should be a separate tool for each facility/building included in the application. If using a professionally prepared security assessment, it must clearly list each building/facility covered by the assessment and indicate which vulnerabilities apply to each building/facility. An organization may submit only one (1) application for up to \$200,000 which may include projects at multiple facilities or multiple projects at the same facility. All proposed projects for an organization should be included in a single application. Please refer to the response to Section C Question #8 of this document for details on how to identify the facility/facilities each budget item pertains to.

72. Question: If we have a professional security assessment prepared within the last 3 years but some of the recommendations have been implemented, can we update the report by including a document on top that indicates what has been completed?



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Answer #5: Yes.

73. Question: If there are multiple buildings on one campus with one address, for example a camp or colony, and the organization wants to apply security enhancements to buildings throughout, is one VSA needed or more? Because for a big property doing so many VSA's would be impossible. For example, if we wanted to install a fence around the entire property or something like that.

Answer: A vulnerability assessment is required for each facility/building for which funding is requested, regardless of whether they are at the same or different addresses. If the applicant is using the vulnerability assessment tool included with the RFA, there should be a separate tool for each facility/building included in the application. If using a professionally prepared security assessment, it must clearly list each building/facility covered by the assessment and indicate which vulnerabilities apply to each building/facility. For items such as fencing or lighting that will be installed on the perimeter of the entire property and are not specific to a particular building, a single vulnerability assessment for the entire property would be acceptable. Any projects that involve work on a specific building would require a vulnerability assessment for that building.

74. Question: When you say a vulnerability assessment form must be completed for "each facility" does this mean each separate building on campus to receive a security enhancement - each residence hall and academic building, library, etc.? Or does a college campus count as a single facility as long as it all shares a single address?

Answer: A vulnerability assessment is required for each facility/building for which funding is requested, regardless of whether they are at the same or different addresses. If the applicant is using the vulnerability assessment tool included with the RFA, there should be a separate tool for each facility/building included in the application. If using a professionally prepared security assessment, it must clearly list each building/facility covered by the assessment and indicate which vulnerabilities apply to each building/facility. For items such as fencing or lighting that will be installed on the perimeter of the entire property and are not specific to a particular building, a single vulnerability assessment for the entire property would be acceptable. Any projects that involve work on a specific building would require a vulnerability assessment for that building.

75. Question: Do we need a TRVA (Threat, Risk, and Vulnerability Assessment)?

Answer: Please refer to the RFA Section III A: Vulnerability Assessment for the vulnerability assessment requirements.

76. Question: If we are submitting one application for security equipment in different locations, do we need to submit multiple assessments- one for each address?



Answer: Yes, a vulnerability assessment is required for each facility/building for which funding is requested, regardless of whether they are at the same or different addresses. If the applicant is using the vulnerability assessment tool included with the RFA, there should be a separate tool for each facility/building included in the application. If using a professionally prepared security assessment, it must clearly list each building/facility covered by the assessment and indicate which vulnerabilities apply to each building/facility.

77. Question: We have a security assessment that was conducted in February 2021. This is less than 3 years from when the grant opened but will be more than 3 years from when the grant application is submitted. Is this an acceptable substitute for the vulnerability assessment if the security assessment is up to date?

Answer: In order to satisfy the vulnerability assessment requirements, the assessment would have to have been completed within three years of the application submission, so this assessment would not qualify. However, the applicant can include the previous assessment for additional detail and simply complete a Vulnerability Self-Assessment Tool to satisfy the requirement, indicating areas from the original assessment that remain unaddressed.

78. Question: There is no tool for the "Cyber self-assessment." Does any 3rd party assessment suffice and if so does it still need to say, "self-assessment"?

Answer: A third-party cybersecurity assessment completed within the last three years is acceptable. Alternatively, the organization can provide a cybersecurity self-assessment that describes the organizations current cybersecurity capabilities and vulnerabilities. The file should be clearly named to identify it as a cybersecurity assessment.

E. Permissible Costs/Non-Permissible Costs

79. Question: Will it be possible to use 5% of the grant award for management and administration like in the FEMA grant?

Answer: Administrative/indirect costs are NOT allowable expenses for this program.

80. Question: Does the Securing Communities Against Hate Crimes program provide funds for security guards? Please confirm whether this is a fundable item?

Answer: No, personnel costs, including the hiring, or contracting of security or safety personnel are not permissible costs due to the funding source for this program.

81. Question: Some cybersecurity projects are subscription based with a minimum 3-year subscription. Is this allowable? Can SCAHC funds be used to support multi-year vendor



agreements? Can grant funds be used for ongoing consultant services (for example, security monitoring, intrusion detection, and remediation)?

Answer: All expenditures and services must occur / be received within the contract period. It is difficult to provide a concrete answer to this question without more specific details. DCJS would have to evaluate each circumstance as it relates to consultants to determine whether or not it would be allowable.

82. Question: Are license plate readers or cameras with facial recognition software eligible items for this grant? If yes, if we have cameras but no facial recognition software, is the software an eligible item? Is this considered a cybersecurity project or a physical equipment project?

Answer: Any item not specifically listed under Non-Permissible Costs is potentially allowable. Final determinations of expense eligibility will depend on the justification of the expense and its relation to the threats and vulnerabilities identified in the vulnerability assessment and in the RFA questions.

Whether the item is considered a physical security, or cybersecurity project, would depend on the use/purpose of the item. For example, software/equipment used to restrict access to the facility could be considered a physical security enhancement, while software used to restrict access to the organization's computer network/systems could be considered a cybersecurity enhancement.

83. Question: Are the following items allowable items?

- generators
- license plate readers (fixed and mobile/car mounted)
- facial recognition software
- managed service providers
- conversion of a window into an emergency exit
- adding/improving handicap access
- speed bumps to control traffic
- impact resistant vehicle control lift barrier arm (with electronic control to recognize authorized vehicles/ deny access to unauthorized vehicles)
- fire alarm work (such as installing a remote annunciator positioned at the security desk)
- reflective coating on windows to obscure view from the outside
- exterior lighting as well as indoor lighting to enhance safety
- to enhance security measures within our office space, specifically to safeguard our servers and ensure the security of our work space
- a mantrap system (including the building of a second set of doors outside the existing entrance where no framing currently exists)
- portable cameras, alarm sensors, or other portable systems
- pre-fabricated security booths (no construction required)



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- phone boosters/cell phone boosters/phone line to reach emergency services (including line service costs)
- upgrade software such as Microsoft Office, Adobe, Quickbooks to the latest version
- forced entry/blast/smash resistant windows (not just window films)

Answer: Any items not specifically listed under Non-Permissible Costs are potentially allowable. Final determinations on expense eligibility will depend on the justification of the expense and its relation to the threats and vulnerabilities identified in the vulnerability assessment/cybersecurity assessment and in the RFA questions.

84. Question: In reference to III. PROJECT DESCRIPTION, B. Permissible Costs, 1. Facility Hardening Costs, "Allowable equipment consists of, but is not limited to, the following external and internal facility hardening projects:" - Can the upgrades associated with Facility Hardening Costs specifically be utilized to upgrade Fire & Life Safety Systems associated with detection and annunciation?

In reference to III. PROJECT DESCRIPTION, B. Permissible Costs, 1. Facility Hardening Costs, "Allowable equipment consists of, but is not limited to, the following external and internal facility hardening projects:" - Can the upgrades associated with Facility Hardening Costs specifically be utilized to install and monitor electronic shot detection devices and systems?

If allowed, and if required, what Authorized Equipment List (AEL) category would items in 1 & 2 be assigned to for reimbursement purposes?

Answer: See response to Question 83 above. This RFA is not federally funded, there is no requirement to utilize the FEMA Authorized Equipment List categories.

85. Question: Permissible costs list facility hardening, security training, and cybersecurity. In the cybersecurity section, I see that consultant and planning costs are listed as a subcategory with details listed in the application question (Section 4, question 11). Do these consultant costs apply only to cybersecurity costs, or can they be included in a project for consultants hired for hardening costs? (For example, we will be using consultants for architectural and hard security equipment purposes).

Answer: Consultant costs can be included for both cybersecurity projects and physical security projects as long as they are not otherwise ineligible expenses (e.g., funds cannot be used to hire a consultant for the development of risk/vulnerability assessment models or to provide security personnel).

86. Question: I was wondering if an organization could apply for a grant who is occupying and operating out of the address but is going to do an addition and would like to apply for items within the addition. Is that possible? It doesn't exist right now, but given the known size, location, etc. of the lot of land and they are operating from it now, so they can predict the vulnerabilities. I wasn't sure if they could apply for the 'new section'?



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Answer: No, security enhancements must be for a facility or facilities that the organization physically occupies at the time of application. Although the addition may eventually be part of an existing facility, it is not currently occupied and therefore is ineligible for this funding.

87. Question: Page 7 of the RFA indicates where costs for paid trainers should be included in the budget categories. However, on pages 8 and 9 there is a list of allowable training costs that does not include payment of a paid trainer. Please confirm whether payment of a consultant to come to the facility and train the employees, lay leaders and congregants is an eligible cost.

Answer: Yes, payment of a consultant to come to the facility to provide eligible training is an allowable cost.

88. Question: Can an organization apply for cybersecurity equipment that will be installed/configured/updated in its main office in NY but also in branches in other states? It's all one large infrastructure.

Answer: Only the costs applicable to NYS offices will be allowable. It is the responsibility of the grant applicant to ensure appropriate pro-rating is applied to any cost that includes non-eligible jurisdictions.

89. Question: Can organizations apply for ongoing fees and maintenance required for a pre-existing weapons detection system?

Answer: No, the purpose of the program is to provide funding for projects to enhance the security of organizations. Funding cannot be used to only continue existing security measures.

90. Question: Our organization has received prior SCAHC funding to support the installation of security systems and fences for select locations. We are now considering upgrades to some security systems, which are no longer considered state of the art and therefore increase our vulnerability risk. Can we apply for funding to upgrade the security systems for those locations?

Answer: Any item not specifically listed under Non-Permissible Costs is potentially allowable. Final determinations of expense eligibility will depend on the justification of the expense and its relation to the threats and vulnerabilities identified in the vulnerability assessment and in the RFA questions. In this case the applicant must also sufficiently describe how the proposed project is different from, builds upon, or enhances the previously funded project(s).

91. Question: Cybersecurity is an issue that can impact all levels of our staff. Is cybersecurity awareness training an allowable SCAHC cost?



Answer: Yes, costs associated with the development and delivery of cybersecurity awareness training are allowable and are listed under the permissible costs in the RFA.

92. Question: Cybersecurity is a concern for much of our organization's service population. Can SCAHC funds be used to provide ransomware and malware prevention training to community residents or people served by our programs?

Answer: Any item not specifically listed under Non-Permissible Costs is potentially allowable. Final determinations of expense eligibility will depend on the justification of the expense and its relation to the threats and vulnerabilities identified in the vulnerability assessment or cybersecurity self-assessment and in the RFA questions. In this case the applicant would be expected to describe how providing training to community members or people served by the program would enhance the organization's own cybersecurity.

93. Question: The RFA lists public address systems as eligible equipment. Are there any restrictions on the type of systems that can be installed? I believe in the past that these systems were limited to radio-based systems.

Answer: There are no specific restrictions on the type of public address systems applicants can apply for. Applicants should clearly describe how the proposed system relates to risks/vulnerabilities identified in the vulnerability assessment and enhances the organizations security.

94. Question: We plan to request funding to put up fencing along the perimeter of our property but are unsure of the exact perimeter. Could the associated cost of putting up fencing include a surveyor?

Answer: This would be permissible as long as the sole purpose of the cost is to determine the appropriate boundaries for fencing installation, and that the project also includes the installation of such fencing. Please note, that the fencing itself would need to be justified as prescribed in this solicitation.

95. Question: If we decide to utilize the budget for fencing, does this have to mean a complete four-sided fence? In our situation it would be too expensive to fence around our entire property. However, installing fencing at strategic areas will still deny entry and provide safety measures to prevent attacks at given areas.

Answer: There is no requirement that fencing surround the entire property. Applicants should clearly describe in the application how the proposed project is related to the risks and vulnerabilities identified in the vulnerability assessment and/or the response to RFA questions and how it will enhance the organization/facility security.



96. Question: In this RFA, it states the funding can be used for the acquisition and installation of security equipment, however under Non-Permissible Costs, it lists “personnel costs.” Under this grant, is all installation work or services provided to be performed only by outside contractors who are selected via competitive public bidding process?

Answer: Personnel costs are not allowable expenses for reimbursement from grant funding. Applicants are free to use in-house personnel to install items but cannot be reimbursed from the grant for those installation costs. If an organization is using an outside contractor for installation, the costs are reimbursable and the required method of selection of contractors (discretionary, telephone quotes, written quotes, competitive bid process) is based on the cumulative dollar amount of the purchase/service. Please note that you must adhere to all procurement requirements as illustrated in the solicitation, and should you receive an award, in the master grant contract.

97. Question: Would software packages/applications with a 3-5 year agreement be covered by this 2-year grant? In other words, could we budget the 3-5 year cost of the software applications within a 2-year budget?

Answer: All expenditures and services must be occur / be received within the contract period. It is difficult to provide a concrete answer to this question without more specific details. The application should only include appropriately pro-rated expected expenditures for such a service.

98. Question: Does any electrical or facilities hardening equipment or building have to comprise one complete, closed system? For instance, if we apply for a security system, must the request include all requisite components (e.g., cameras, wiring, monitors, etc.), or can funding for any one of these items be requested?

Answer: Applicants can apply for individual components of a larger system but should consider including information in the application about how the components integrate into existing systems or with items funded by other sources in order to demonstrate that the proposed components effectively enhance the organization’s security.

99. Question: Would all costs of installation (design and/or installation fees, consultant/project management fees, etc.) for physical systems or building improvements be covered? Are certain installation-related costs NOT eligible? Are any organizational staff costs eligible expenses for time spent on the project?

Answer: Costs of installation by outside vendors/consultants are all potentially eligible expenses. Final determination of expense eligibility will depend on the justification of the expense and its relation to the threats and vulnerabilities identified in the vulnerability



assessment and in the RFA questions. Organizational personnel costs are not allowable expenses.

100. Question: Can we learn more about the security training piece? For example, we are interested in more details on the types of trainings that qualify. Also, would the grant cover costs if we host the training on our campus or is this for attending existing trainings at other sites?

Answer: Please refer to Section III. B.2. Permissible Costs- Security Training on Page 8 of the RFA for information on the types of trainings that qualify, as well as Section III C. Non-Permissible Costs for specifically prohibited items. Any item/training not specifically listed under Non-Permissible Costs is potentially allowable. Final determinations of expense eligibility will depend on the justification of the expense and its relation to the threats and vulnerabilities identified in the vulnerability assessment and in the RFA questions. Funds can be used to provide in-house trainings or for attending trainings at other sites but cannot be used for food/beverage costs at in-house trainings.

101. Question: We would like to utilize these funds to replace our weak existing door. Additionally, we are considering changing the setup to incorporate two doors due to the size constraints. Would this proposed alteration be an allowable expense under the SCAHC grant?

Answer: Any item not specifically listed under Non-Permissible Costs is potentially allowable. Final determinations of expense eligibility will depend on the justification of the expense and its relation to the threats and vulnerabilities identified in the vulnerability assessment and in the RFA questions.

102. Question: Does this year's grant allow for the hiring of an outside consultant to assist with the grant implementation?

Answer: Consultant costs are only allowable for eligible purposes that are associated with the proposed security projects. Separate project management costs, administrative costs, or grant implementation costs associated with the project are not allowable. If the vendor(s) selected to complete construction projects include project management/implementation in the cost of the project those costs are allowable, but awardees cannot pay a separate consultant for project management/implementation costs. Please refer to page 9 of the solicitation for specific information regarding non-permissible costs.

103. Question: Are we allowed to allocate a portion of the funds for the installation of the items we are purchasing with the grant money?

Answer: Yes, grant funds can be used to cover the cost of installation of items purchased with grant funds provided that the installation is done by an outside vendor. Personnel costs are



ineligible, so applicants cannot seek reimbursement for installation if completed by organization staff.

104. Question: Our vulnerability assessment has identified the need to create safe rooms because in the event of a terror attack congregants may be unable to safely exit the building. Would this request be allowable under the "interior door hardening/lockdown mechanisms" category or another category?

Answer: Any item not specifically listed under Non-Permissible Costs is potentially allowable. Final determinations of expense eligibility will depend on the justification of the expense and its relation to the threats and vulnerabilities identified in the vulnerability assessment and in the RFA questions. The items/projects listed under Permissible Costs are meant as examples of potential measures and are not intended to cover all possible projects. The creation of a safe room might include multiple measures, such as door hardening/locking, access control systems, panic button/lock-down systems and others not listed in the RFA.

105. Question: Our vulnerability assessment also identified the need to harden the facility through the creation of exits from the first and second floor by installing windows that open out as there is only one front and one back door. Would this request be allowable under the "access control system" or another category?

Answer: Any item not specifically listed under Non-Permissible Costs is potentially allowable. Final determinations of expense eligibility will depend on the justification of the expense and its relation to the threats and vulnerabilities identified in the vulnerability assessment and in the RFA questions. The items/projects listed under Permissible Costs are meant as examples of potential measures and are not intended to cover all possible projects.

106. Question: In an effort to maximize the capture of client data in our central database, we are considering increasing the number of minimum active user access licenses we contract for with company that hosts the database. We are considering increasing the number of licenses from 15 to a minimum of 31, which would increase our vulnerability to cyberattacks. To mitigate this threat, we would like to introduce 2-Step Verification (2SV) for all users. We would like to know if, should we be awarded funding through the Securing Communities Against Hate Crimes grant, we could use these funds to purchase additional active user access licenses and offset the costs of staff time spent implementing and training database users on 2SV.

Answer: Based on the description provided, the purchase of additional active user licenses would increase the organizations vulnerability to cyberattacks, and therefore would not be eligible for funding. Additionally, personnel costs for the time for staff to implement and attend training are ineligible. Funding could potentially be used for other training expenses, such as attendance/registration fees for training, travel costs to attend off-site training, a consultant/vendor to provide in-house training, or for the purchase of training materials.



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107. Question: Is there any specification on the type of doors or windows that need to be installed? Or is it enough if they are sturdier than the previous ones?

Answer: There are no specific requirements on the type of doors or windows to be installed. The applicant must sufficiently demonstrate that any proposed projects/items address a vulnerability identified in the vulnerability assessment and enhance the organization's security.

108. Question: There is a parking lot in the basement under our facility which currently has no cameras that members are using. Can we apply for a grant to install cameras in the parking lot?

Answer: Yes, the parking lot would be considered part of the facility and security cameras are allowable items specifically listed in the RFA.

109. Question: We received a grant in the past to install doors on the left side of our building. Can we apply this year to install doors on the right side of the building?

Answer: Yes, projects that build upon or enhance previously funded security projects are eligible, as long as the proposed project identifies appropriately how it is mitigating an identified threat or vulnerability in the manner prescribed in this solicitation. The applicant should be sure to clearly describe both projects to demonstrate that the proposed project is separate and distinct from the previously funded project.

110. Question: Are design services/consulting fee for a physical project covered under the grant?

Answer: Any item not specifically listed under Non-Permissible Costs is potentially allowable. Final determinations of expense eligibility will depend on the justification of the expense and its relation to the threats and vulnerabilities identified in the vulnerability assessment and in the RFA questions. Funds cannot be used for the development of risk/vulnerability assessments.

111. Question: We would like to fund training from our own IT department, can we do this? Will it require three bids?

Answer: While personnel costs are not eligible expenses, you could fund other costs of training conducted by your IT department, such as the costs of training materials or licensing costs for the use of an external training program. The procurement requirements will depend on the specific circumstances of the purchase, including the total dollar amount and the availability of vendors to provide the service.

112. Question: We have a need to upgrade our CCTV servers as the equipment is legacy and the operation system is no longer supported. Would that fall into the Cybersecurity umbrella or the regular CCTV category?



Answer: If the proposed server upgrades are intended to improve/enhance a physical security system (CCTV) it would be considered a physical security project.

113. Question: Is new construction an approved expense if it enhances the emergency exits of an organization building?

Answer: This depends on the meaning of “new construction”. Construction of a new building would not be allowed, but construction that enhances the security of the existing building, such as adding an additional layer of doors (such as a mantrap) to a building entrance, may be eligible.

F. Evaluation of Applications/Scoring

114. Question: If a previous application (from last year) was rejected on a technical issue which has been fixed by State of NY staff, will a new grant application from the same organization be considered as a priority in this new grant process?

Answer: All applications will be evaluated, and funding decisions made based on the criteria described in the RFA in Section V. Evaluation and Selection of Applications.

115. Question: Can DCJS approve/deny part of the grant application, or is it all or nothing?

Answer: DCJS can select applicants for funding and determine award amounts through consideration of some/all of the following: Tier 1 eligibility review, Tier II Evaluation scoring and comments, strategic priorities, overall risk score of each application, availability of funding, and best overall value to New York State. The DCJS Commissioner or their designee will make final decisions regarding approval and individual award amounts based on the quality of each submission, the recommendations of reviewers, specific criteria set forth in the solicitation, and where applicable, geographic balance and comparative crime and/or risk level.

G. Request for Applications Questions/Narrative Responses/Budget and Work Plan

116. Question: If our organization is a nonprofit school, house of worship, and community center, can we include all 3 in our responses to RFA Question 1? I am unsure how to respond when the organization wears multiple hats.



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Answer: Yes, in response to RFA Question 1 you should include all facility types that apply to the facility or facilities for which you are applying.

117. Question: If we would like to harden multiple sites with different addresses, do we explain that in the budget section of the proposal and show which equipment will go on which site? Under Question 3, should we focus on the main facility or explain for every facility that is being hardened?

Answer: Applicants seeking funding for projects at multiple sites/facilities should clearly describe each project in the Summary Description of Project on the General Tab of the application in the Grants Management System (GMS). In addition, responses to RFA questions (including Question 3) should include information for any/all facilities for which funding is sought. In the budget section of the proposal, similar projects/items can be grouped together on a single budget line, but information about the specific location(s) for those items/projects should be included in the justification portion of the budget line.

For example, if the application is requesting \$45,000 in fencing at three locations (1 Main St, 25 Elm St, and 10 Fifth Avenue), the budget line might read:

Table with 5 columns: Description, Number, Unit Cost, Total Cost, Grant Funds. Row 1: Fencing and installation, 1, \$45,000, \$45,000, \$45,000

Justification: Fencing and installation costs at:

- 1 Main Street- Approximately \$20,000- approximately X linear feet of security fencing, X gates, X posts and installation.
25 Elm Street- Approximately \$15,000- approximately X linear feet of security fencing, X gates, X posts and installation.
10 Fifth Avenue- Approximately \$10,000- approximately X linear feet of security fencing, X posts, and installation.

118. Question: Should the cybersecurity narrative be attached separately from the standard physical security equipment narrative?

Answer: Applicants should provide one narrative response to all RFA questions that incorporates all aspects of the proposed project(s). If the proposal includes both cybersecurity and physical security components, the narrative responses to RFA questions should discuss both. For the Vulnerability Assessment, all applications that include requests for cybersecurity funding must include both a physical Vulnerability Assessment and a separate self-assessment of the organization's current cybersecurity capabilities and vulnerabilities.



119. Question: If an organization is just applying for cybersecurity is it required to also have a physical equipment narrative in place too?

Answer: Applicants should provide one narrative response to all RFA questions that incorporates all aspects of the proposed project(s). If the proposal includes both cybersecurity and physical security components, the narrative responses to RFA questions should discuss both. For the Vulnerability Assessment, all applications that include requests for cybersecurity funding must include both a physical Vulnerability Assessment and a separate self-assessment of the organization's current cybersecurity capabilities and vulnerabilities.

120. Question: On page 29 of the RFA it says to use the appropriate work plan for our project. There are only two standardized work plans listed, one for physical security projects and one for cybersecurity projects. If we are applying for only physical security projects, then is it correct that only the physical security work plan is to be submitted? Additionally, there are two objectives listed for the physical security work plan. The second objective is related to training. If we are not including training in our project budget, should that second objective be included in the work plan that is submitted in GMS?

Answer: Applicants should submit the project work plan(s) that apply to their proposed projects. Applications for only physical security projects should include the physical security work plan. Applications for cybersecurity projects should include the cybersecurity work plan. Applications for both physical security projects and cybersecurity projects should include both work plans (Please be advised that if both work plans are included, objective numbers will be different). In all cases, the applicable work plan(s) should be entered in their entirety at this time.

121. Question: In the work plan text, what should be included where we are asked to enter the name of the organization and facility? Should it be the address of the facility? If there are multiple sites/locations in a single application how should they be included here?

Answer: In the section(s) of the work plan where applicants are required to enter the organization name and facility, you should include both the name of the applicant organization and information to identify the facility/facilities included in the application. This could be address(es) or simply a description of the type of facility.
For example: "To complete projects to improve the safety and security of the ABC Organization's Administration Building, Dining Hall, and Dormitory Building..." or "To complete projects to improve the safety and security of the ABC Organization's 1 Main St and 10 Second Avenue facilities..."

122. Question: In the work plan tab for physical security projects, does Objective 2 need to be added for all applications, regardless of what the budget is, or does it only need to be added if training is included in the budget?



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KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

CILLIAN FLAVIN
Deputy Commissioner

Answer: Applicants should include the work plan(s) that are applicable to their proposed projects (physical security, cybersecurity or both) in their entirety. Work plans may be modified during contract development, but at this time all objectives in the applicable work plan should be included.

123. Question: Does the language in the Standardized Project plan get lifted and copied word for word from the RFA into the online application?

Answer: Yes, the applicant should select the Standardized Work Plan(s) (physical security, cybersecurity, or both) that correspond to the proposed project(s) and copy into the online application in GMS as written, with the exception of inserting the organization name and facility information where indicated. Please note that if an application includes both the physical security work plan and the cybersecurity work plan, the objective numbers may be different when entered in GMS.

124. Question: According to the RFP, “a grant award recipient obtaining consultant services that cost in excess of \$10,000 must use a competitive bidding process.” If we have to use the competitive bidding process, which entails writing a RFP, publishing it, getting bids, etc...are we supposed to do this before we apply for this funding, so we are able to fill out the required line budget in the application?

Answer: Applicants are not required to complete a bid process prior to submitting your application. Applicants should complete the proposed budget with the best information available regarding expected cost of items/services at the time of application.

125. Question: RFA Question # 3.a. asks for the “size of membership” of the applicant organization. May we provide the number of individuals primarily served by and employed by our organization?

Answer: The size of membership should include the number of employees in the organization and/or the number of formal members of the organization (as this funding is available to a wide variety of organizations, there is also a wide variety of possible organizational structures). The number of people served by the organization should be included in Question 3.b.

126. Question: Page 39-41 references the “Work Plan” tab in GMS. In previous grants we submitted a separate grant for physical security projects versus cybersecurity projects. Now everything is being submitted in one grant. If we plan to apply for both physical security and cybersecurity, do we list both project goals in the “Project Goal” box? I don’t see an option to add a separate goal? This will also mean that all the cybersecurity objectives, tasks and performance measures will not have the same number as indicated in the RFA. They would start with Objective 3. Can you confirm this?



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Answer: Yes, if applying for both physical security and cybersecurity projects, the applicant should include both project goals in the Project Goal box and should include both the Standardized Work Plan for Physical Security Projects and the Standardized Work Plan for Cybersecurity Projects. If both work plans are included, some Objective numbers will be different than those listed in the RFA.

127. Question: Are there character limits for the RFA question responses, particularly to questions 6 and 7, and if so what are they?

Answer: There are no pre-set character limits for responses to the RFA questions. If an applicant encounters a situation where the Grants Management System (GMS) will not allow entry of the complete response, the applicant should enter "See Attached Word Document" and provide the complete response in the Word document that will be attached to the application.

128. Question: Are the components of question 5 supposed to be answered through the vulnerability assessment or separately in the Word document and application?

Answer: In order to score RFA question # 5, reviewers will read the vulnerability assessment to determine how well the threats and vulnerabilities have been identified and linked. Applicants can provide additional information in the question response to expand upon the information in the vulnerability assessment if desired. GMS will require a response to the question in order to submit the application, so applicants can simply enter "See attached" if there is no information to add to the vulnerability assessment.

129. Question: If we are not completing a cybersecurity assessment or requesting assistance regarding cybersecurity, do we need to respond to the cybersecurity questions?

Answer: There are no RFA questions that only pertain to cybersecurity projects. For questions that discuss both physical security and cybersecurity, applicants that are not proposing a cybersecurity project are only required to answer the physical security portion of the question.

130. Question: Regarding Section 5-Question 14- Project Eligibility, if an organization received a prior SCAHC grant from DHSES or DCJS, but for an entirely different building or location- not for the building in our current application, do we answer No to this question?

Answer: You should respond "Yes" and provide sufficient detail about the locations/addresses of any previous projects to demonstrate that the current projects are distinct from the previously funded projects.

131. Question: How should the grant be formatted and written when two or more sites are being applied for? Should each question be answered in two sections, one for site one and another site two, and so on?



Answer: There is no required format for answering the RFA questions when multiple sites are included. Applicants should be sure that responses include information about any facilities included in the application as applicable and the application clearly indicates which proposed project activities apply to each facility.

132. Question: For question 10, should we write N/A? And for number 13, should we simply write 'completed'?

Answer: GMS will require that something be entered for each question in order to submit the application. For any question that simply refers to an attached document or section of the application and does not require a written response, applicants can enter "Not Applicable", "See Attached", or "Completed".

133. Question: For the Budget Detail & Project Work Plan, is there room to change the specifics of proposed items during the procurement process? Since there is a long period between the application due date and contract start period, and we are still in the process of searching for prospective vendors, I'm curious if we can provide a budget generally for what we're spending on each category of permissible costs in the application, while further refining it in terms of exact items, individual costs, product numbers, etc.

Answer: Application budgets should be based on the best information you have at the time of application regarding proposed projects, items, and costs. The budget detail is a scored part of the application and is rated based on the and justification provided for each item. If awarded funds, a DCJS grants representative will work with each awardee to refine and finalize the budget during the contract development process, so changes can be made at that time. After contract execution, there is also a process for budget amendments if necessary.

H. Notification of Awards/Administration of Contracts/Submission Requirements

134. Question: Does the new grant have an MWBE requirement? Current DCJS SCAHC awards have waived the MWBE goal. Will this still be applicable for the current program too? Will this depend on a specific amount of the grant? If so, what is that amount?



Answer: From the RFA: "... all contracts in excess of \$100,000 and some contracts in excess of \$25,000 require grant recipients to document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of grant contracts." Contracts between \$25,000 and \$100,000 may require M/WBE participation depending on the nature of the proposed project. Projects deemed to be construction projects will only require M/WBE participation if the contract exceeds \$100,000. Projects that include non-construction items, such as training or cybersecurity consultants, will require M/WBE participation if the contract exceeds \$25,000. DCJS staff will determine whether M/WBE participation is required post-award, during contract development.

135. Question: Can you confirm the Vendor Responsibility Questionnaire only needs to be completed upon award?

Answer: That is correct. Not-for-profit entities *receiving an award* of \$100,000 or greater are required to complete an updated Vendor Responsibility Questionnaire. This requirement will be communicated and verified post-award during the process of contract development. It is not required at the time of application.

136. Question: Please clarify the MWBE goals for this grant. Will DCJS determine on a case-by-case basis for grants that are awarded between \$25,000 and \$100,000 whether the 30% MWBE goal will be applicable? Are all grants that are awarded over \$100,000 absolutely required to have a 30% MWBE goal?

Answer: Yes, for contracts between \$25,000 and \$100,000 DCJS will determine on a case-by-case basis if the MWBE requirements apply. All contracts over \$100,000 will be required to submit MWBE forms which help determine the discretionary budget amount. For those contracts, all items that are included in the discretionary budget amount will be subject to a 30% MWBE spending requirement.

137. Question: The guidance states that contracts in excess of \$100,000 and some in excess of \$25,000 require good faith efforts to purchase through Minority and women-Owned Business Enterprises (M/WBEs). To confirm, is this referring to the contract amounts with DCJS (rather than contracts with vendors used for our project)? If referring to contracts with vendors, does that mean a M/WBE is not needed for purchases with vendor contracts below \$25,000 (with project still exceeding this amount in total with different vendors combined). If required to use M/WBEs and we are unable to find one(s) for our project, are there waiver options?

Answer: The thresholds for the inclusion of MWBE requirements refer to the DCJS contract amount, not the grantee's contracts with vendors. For contracts that include MWBE requirements, a grants representative will work with the awardee during contract development to determine a discretionary budget amount, to which the MWBE goal is applied. If there are no MWBE vendors available for a particular item or service, that budget line would be excluded



from the discretionary budget and the MWBE goal amount would be reduced accordingly. There is also a waiver process available if a grantee is subsequently unable to meet the MWBE goal but can demonstrate a good faith effort to do so.

138. Question: Do we need to attach proof of SFS prequalification? Charities Exemption? Vendor Responsibility Questionnaire? Any MWBE forms at this time?

Answer: Applicants are not required to submit proof of SFS prequalification with the application. Prequalification status will be reviewed with SFS during the application review/scoring process. Although Charities Exemption and Vendor Responsibility Questionnaires are not required for application submission, they will be required post-award prior to contract execution and applicants are encouraged to obtain/complete them where applicable. MWBE forms are not required at the time of application but applicants should be aware that they may be required prior to contract execution and that MWBE requirements may apply to awards resulting from this solicitation.

139. Question: The RFA encourages use of NYS businesses (including the completed form in our application) and SDVOBs, and the RFA requires applicants to utilize M/WBE businesses per State law. If the applicant organization employs individuals with the expertise (e.g., in-house staff who are licensed electricians) can we use our employees to perform the installation work associated with equipment purchased through the grant? Or are we required to solicit bids from and use NYS businesses, SDVOBs, and M/WBEs to procure equipment and also perform installation of security equipment?

Answer: Applicants can use in-house personnel to install items but cannot seek reimbursement from grant funds for those installation costs as personnel costs are not allowable. Please note that you must adhere to all procurement requirements as illustrated in the solicitation, and should you receive an award, in the master grant contract. DCJS will provide technical assistance to successful applicants as to whether they are subject to MWBE goals during contract development.

140. Question: Are projects funded through this grant subject to NYS prevailing wage (Davis-Bacon wage determination) requirements? If yes, does the prevailing wage requirement only apply to external vendors/businesses utilized, or does it also apply to the applicant organization's employees who perform associated work with the grant project?

Answer: DCJS does not believe these projects to qualify as public works and therefore are not subject to prevailing wage requirements.

141. Question: How do you register to get reimbursed for a voucher by electronic deposit to your bank account?



Answer: Please refer to the Section IX. Administration of Contracts- Payments on page 19 of the RFA for information and links to enroll and authorize e-payments.

142. Question: What do we need to submit as proof of Charities Bureau registration or exemption? Is a screenshot from the Charities Registration portal good? What should we submit for an organization that just submitted their application but it still pending or is exempt from registering with Charities Bureau? Can we submit the email from Charities Bureau with the status?

Answer: Applicants who are registered with the Charities Bureau should provide their registration number in the applicable line in the Participants tab in the Grants Management System (GMS). Applicants who have submitted registration but have not yet received a registration number should provide the email from the Charities Bureau confirming application submission. Organizations that are exempt from registering with the Charities Bureau should provide either a certificate of exemption from the Charities Bureau or a letter on the organization's letterhead attesting that they are exempt from registering that includes the reason for exemption pursuant to Executive Law Article 7A and/or Estates, Powers, and Trusts Law (EPTL).

143. Question: I understand that grant recipients are required to upload to GMS the sexual harassment form referenced in the RFA. Do grant recipients also need to require contractors bidding on projects to submit the sexual harassment form, or is it enough for the bid documents to reference the requirement that contractors/bidders have a written policy in place?

Answer: Grant recipients may have contractors complete the sexual harassment prevention certification but are not required to do so.

144. Question: Can you please provide a list of documents that are required for application submission on GMS?

Answer: Please refer to Section XI Application Checklist on page 25 of the RFA.

145. Question: Are we required to upload on GMS a Recognition of Exempt Status Determination letter or self-certifying letter for 501c3 status?

Answer: No, this may be required as part of the Prequalification process in SFS but does not need to be uploaded in GMS.

146. Question: Are we required to upload on GMS proof of exemption from the Charities Bureau or a signed attestation on organization letterhead?

Answer: Applicants who are registered with the Charities Bureau should provide their registration number in the applicable line in the Participants tab in the Grants Management



System (GMS). Applicants who have submitted registration but have not yet received a registration number should provide the email from the Charities Bureau confirming application submission. Organizations that are exempt from registering with the Charities Bureau should provide either a certificate of exemption from the Charities Bureau or a letter on the organization's letterhead attesting that they are exempt from registering and includes the reason for exemption pursuant to Executive Law Article 7A and/or Estates, Powers, and Trusts Law (EPTL).

147. Question: If you don't have paid employees, volunteers only, are we required to send a Sexual Harassment Prevention Certification?

Answer: If you believe your organization is unable to make the certification, you may submit a signed statement detailing the reasons why the certification cannot be made.

I. Grants Management System (GMS)

148. Question: Is there a PowerPoint document with specifics for the GMS application? In the past there was a PowerPoint provided to complete the application with step-by-step instructions, such as the name of the project, which I don't see explained in the RFA.

Answer: Applicants are encouraged to review the GMS Application Manual linked in Section X. B Application Submission and Requirements- Grants Management System (GMS) on page 24 of the RFA and also linked [here](#). The manual contains detailed instructions for GMS, including screenshots for each step.

149. Question: On the GMS User and Signatory registration forms, when clicking on the link to obtain the IRS form W-9 (Request for Taxpayer Identification Number and Certification), we get a message "Not Found" Page cannot be found on this server. Can this be corrected?

Answer: DCJS staff are working to correct the registration forms. Links to the W-9 form and Substitute W-9 form are available here: <https://www.in.gov/dva/files/W9-fillable.pdf>
<https://grantsmanagement.ny.gov/system/files/documents/2018/09/subw9.pdf>