



REQUEST FOR APPLICATIONS (RFA) SFY 2016-17 Police Protective Equipment Program (PPEP)

KEY DATES AND NOTICES:

Release Date of RFA:	Friday, October 7, 2016
Submission Deadline:	Thursday, November 17, 2016 at 12 Noon
Deadline for Final Submission of Questions:	Friday, October 14, 2016
Response to Questions Posted:	On or about Wednesday, October 19, 2016
Notification of Award(s):	On or about Wednesday, December 14, 2016
Anticipated Contract Start Date:	January 1, 2017

1. Applications must be received by the submission deadline on-line via the DCJS Grants Management System (GMS). **Applicants who are not registered to access GMS, will need to obtain user access in order to respond to this Request.** See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints*.
2. Questions regarding this RFA must be emailed to dcjsfunding@dcjs.ny.gov. Responses to the questions will be posted on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/index.htm> on or about date indicated above. If the applicant has any general questions such as, "Did DCJS receive my e-mail?" please call (518) 457-9787. Please note that DCJS cannot answer substantive questions concerning this solicitation in any manner other than the e-mail method.
3. Applicants will be advised of award decisions via a letter of notification, which will be emailed to the address provided by applicant in GMS. Where applicable, applicants not receiving an award will receive notification via email and by U.S. Postal Service mail. A debriefing is available to any entity that submitted a proposal or application in response to this solicitation who is not successful in receiving an award (see Section: Notification of Awards).
4. Unless otherwise modified by DCJS, grant award agreements will be for a term of one year effective January 1 to December 31, 2017.

SFY 2016-2017 POLICE PROTECTIVE EQUIPMENT PROGRAM

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I. INTRODUCTION

The New York State (NYS) Division of Criminal Justice Services (DCJS) seeks applications to fund advanced ballistic helmets, advanced ballistic vests, and DCJS approved patrol rifles to local police agencies throughout NYS. (See section IV. Eligible Equipment for more detail.) For purposes of this RFA, local police agencies are local police departments and Sheriff's departments only. Approximately \$10,000,000 will be made available for award to all New York State counties based on county population and designated tier (*See Appendix: List of NYS Counties by Tier*). The Police Protective Equipment Program (PPEP) will equip local police agencies with protective equipment and DCJS approved patrol rifles to provide the greatest level of protection and effectiveness to local police agencies combatting active shooter incidents, terrorist attacks, and other criminal events.

With the exception of New York City, awards will be granted to the county executive within each county who will take the lead in disseminating funds to applicable local police agencies. For purposes of this RFA, county executive shall mean county administrator, county director, county manager, county commissioner, county president, or chair or supervisor of the county legislative body. It is required that funding must be made available to the largest police department within each jurisdiction. Additionally, outside of New York City, funding must also be made available to the county Sheriff's department and applicants must provide either an existing police mutual aid agreement or an equivalent existing or proposed countywide plan, detailing how local police entities within the county will share funded equipment in response to active shooter incidents, terrorist attacks, and other criminal events.

Recognizing that New York City has only one police department operating within the confines of the city's five boroughs (counties), the New York City Police Department is eligible to apply as the applicant for New York City.

DCJS enhances public safety by providing resources and services that inform decision making and improve the quality of the criminal justice system. DCJS is a multi-function criminal justice support agency with a variety of responsibilities, including collection and analysis of statewide crime data; operation of the DNA databank and criminal fingerprint files; administration of federal and state criminal justice funds; identifying and funding programs that reduce crime, recidivism, and victimization. Additionally, DCJS administers the state's Sex Offender Registry. DCJS conducts research on critical criminal justice issues and provides training, legal guidance and regulation to the State's law enforcement, community corrections and prosecution communities

DCJS is committed to providing programs that improve the effectiveness of New York's justice system. Applications will be rated and selected for funding consistent with the best interest of the State. Applicants are encouraged to demonstrate in their response to this solicitation how their purposes support New York's commitment to public safety.

II. FUNDING, ELIGIBILITY, APPLICATION SUBMISSION AND CONTRACT TERM

A. Eligibility Requirements

Eligible applicants include the city of New York and all other NYS counties. Applicants are eligible to apply for funding up to the amount specified within their tier (see *Appendix: List of NYS Counties by Tier*).

Applications from counties outside of the city of New York must be collaborative countywide applications submitted by the county executive. Each individual police agency within the county identified as an equipment recipient must be listed as an implementing agency within the application.

All applicants must be current with the required submission to DCJS of their Uniform Crime Reports (UCR) or Incident-Based Reports (IBR).

B. Availability and Approved Use of State Funds

Approximately \$10,000,000 will be made available to support the Police Protective Equipment Program. All funding must support program efforts that will be accomplished during the contract period. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by state or federal law. Applicants should anticipate that awards under this initiative are **one-time awards and should propose project activities and deliverables that can be accomplished without additional and/or subsequent funding**. Agencies receiving awards should plan for the institutionalization of the project after grant funds are no longer available, including any prerequisite training requirements.

C. Contract Term

Grant award agreements, unless otherwise modified by DCJS, will be for a term of one year effective January 1, 2017 to December 31, 2017.

III. PROGRAM DESCRIPTION

This Police Protective Equipment Program is intended to equip local police agencies with protective equipment and DCJS approved patrol rifles to provide the greatest level of protection and effectiveness to local police agencies responding to active shooter incidents, terrorist attacks, and other criminal events.

Applicants are identified in *Appendix: List of NYS Counties by Tier*, as well as the total amount of money that the applicant may request on behalf of their respective jurisdiction's implementing agencies.

Law enforcement officers must be trained and equipped to respond to any public safety

situation and other emergencies. All local police agencies accepting funding for DCJS approved patrol rifles will be responsible to train any and all officers in the use of these DCJS approved patrol rifles prior to utilizing the equipment provided by DCJS. Appropriate training shall include agency approved training, manufacturer training or the use of the Municipal Police Training Council Patrol Rifle Course. Annual patrol rifle proficiency training consisting of live fire training on the firing range is also required.

IV. ELIGIBLE EQUIPMENT

Funding awarded through this program is strictly limited to the purchase of the following types of equipment:

- **“DCJS approved patrol rifle” is defined as** a M4A1 carbine, AR-15 rifle, Ruger Mini-14 rifle, MP5, or other firearm with similar capabilities as determined by DCJS;
- **“Advanced ballistic vest” is defined as** a ballistic vest classified as at least type IV by the national institute of justice standards for ballistic resistance of body armor; and
- **“Advanced ballistic helmet” is defined as** a ballistic helmet classified as at least type III-A by the national institute of justice standards for ballistic helmets.

With the exception of the New York City Police Department, applicants may apply for equipment for multiple agencies within each county, but funding **cannot** exceed the maximum set forth in the designated tier; and non-NYC applications must demonstrate necessity as it relates to their county’s police mutual aid agreement, should one currently exist, or an equivalent countywide plan detailing how local police entities within the county will share funded equipment in response to active shooter incidents, terrorist attacks, and other criminal events.

Any other costs, including upgrades, enhancements, and training are ineligible.

Equipment purchases must meet all procurement guidelines of federal, state, and local governments, as applicable.

V. EVALUATION AND SELECTION OF APPLICATIONS

Tier I Evaluation – Threshold Pass/Fail

The Tier I Evaluation assesses whether applications satisfy minimum “pass/fail” criteria for funding. All applications will be initially screened by DCJS reviewers to determine their completeness using the following criteria:

- Application was submitted by the published deadline; and
- Applicant is eligible as defined by this solicitation.

The submitted application shall include:

- Answers to all questions as presented;
- Budget detail and justification that itemizes expenses in support of the program;
- Completed Program Work Plan, where instruction has been provided; and
- All attachments and required documents as described herein. (See Checklist at the end of this document.)

Tier I Evaluation criteria will receive pass/fail ratings. Any application that does not meet each of these conditions will be subject to disqualification from further review.

Tier II Evaluation – Evaluation and Scoring

DCJS staff reviewers will evaluate applications that successfully pass the Tier I Evaluation. A standard rating tool will be used to score responses to questions provided in the application. (See *Questions* section VI. for additional information). The maximum application score will be 100 points. Each response will be scored and the sum of the score will result in an overall score. The final score will be determined by averaging Team Reviewers' overall scores for each application. DCJS may, at their discretion, request additional information from an applicant as deemed necessary.

Tier III Evaluation

The Tier III Evaluation assessments will be conducted by designated DCJS executive staff, if applicable. The Tier III Evaluation will select applicants for funding and determine award amounts through consideration of the Tier II Evaluation scoring and comments, strategic priorities, available funding and best interests of New York State.

Final award decisions will be made by DCJS in accordance with the best interests of the State. Nothing herein requires DCJS to approve funding for any applicant.

VI. REQUEST FOR APPLICATION QUESTIONS

Applicants must respond to the questions below within the DCJS Grants Management System (GMS), as instructed. **GMS instructions are located as an Appendix to this solicitation.** Please prepare prospective responses in a Microsoft Word Document using Ariel, 11 point font and 1.5 line spacing.

Responses should then be copied and pasted to GMS under the *Questions* module “tab” of the application. Applicants are also required to attach the Microsoft Word document with responses to these questions using the *Attachments* module on GMS. The maximum number of pages allowed for each question is indicated.

Responses to the following questions will be scored and are the basis for Tier II Evaluation funding recommendations. Note: The aggregate scoring value assigned to all questions equals a total possible score of 100. Applicants must attain a minimum application score of 70 in order to be eligible for funding. All questions, including sub-sections and those which have no point value, must be answered.

Program Narrative Questions

Question #1 (40 points – Not to exceed 5 pages): Describe the proposed project and how acquisition of police protective equipment advances or enhances the mission of your municipality, addressing the following in your description:

- Describe the physical location of the project. Provide a brief profile of each police entity identified as an implementing agency, including organizational structure and operational units or divisions. Describe why police protective equipment is needed at each location.
- Describe the status of current equipment, providing the number and type(s) of police protective equipment currently being utilized.
- Provide a timeline for equipment ordering and operation, including any correlating training requirements.
- Provide a description of any malfunctioning or outdated equipment and how those issues impact your jurisdiction and/or implementing agency's ability to execute an emergency response plan effectively.
- Provide justification for the number of device(s) requested in the application.
- Include a plan to ensure the institutionalization of the project once funds are no longer available such as on-going training, equipment maintenance, and warranty issues.

Question #2 (40 points – Not to exceed 5 pages – with the exception of the plan question below, which does not have a maximum page amount):

- Articulate the nature and extent of inter-agency collaboration within your jurisdiction, identifying relevant outside agencies and how their assistance has enhanced and/or will enhance the effectiveness of the applicant's law enforcement strategy/plan. (5 points)
- Demonstrate how your jurisdiction has promoted and/or will promote reciprocal intelligence sharing and investigative and/or prosecutorial resources, citing specific cases where warranted. (5 points)
- Provide a plan delineating equipment dissemination within the jurisdiction. For counties outside New York City, attach a copy of any existing countywide police mutual aid agreement, or an equivalent existing or proposed countywide plan, using the attachments module in GMS. If submitting a countywide plan, detail how local police entities within the county will share funded equipment in response to active shooter incidents, terrorist attacks, and other criminal events. **(30 points)**

3: Operating Budget Detail and Justification (20 points)

- ✓ Enter the operating budget directly into the **Budget** module “tab” of the GMS application. Operating budgets should project total costs for the contract period, include justifications, and must not exceed the applicant’s eligible award amount if provided.
- ✓ A detailed budget for the grant period provided must be complete and provide sufficient detail. It must also be reasonable and appropriate, as determined by DCJS, and directly tied to the work plan.
- ✓ Operating budgets must list expenditures for police protective equipment **only** using the **Budget** module of your GMS application.
- ✓ Applicants requesting funding for more than one law enforcement entity in the county must provide separate budget versions in the GMS budget tab for each implementing agency.

4: Program Work Plan (0 points)

In the GMS *Work Plan* module, enter “to be determined” for your Project Goal, Objective, Task, and Performance Measure. These entries are necessary for the GMS to accept your application. Upon successful application and if approved for an award, DCJS staff will assist awarded agencies in developing an appropriate program work plan to include project goal, objectives, tasks, and performance measures. **Accordingly, there are no points attributed to this component of your application.**

VII. NOTIFICATION OF AWARDS

Applicants approved for funding will be notified in writing by DCJS via email to the email address provided in GMS. The terms of the final contract agreement are subject to negotiation between DCJS and the grantee.

For those not approved to receive funding awards, notifications will be both emailed to the contact person and sent by U.S. Postal Service mail.

Applicants will be accorded fair and equal treatment with respect to an opportunity for a debriefing. A debriefing is available to any entity that submitted an application in response to this solicitation who is not successful in receiving an award. A debriefing shall be requested in writing by the unsuccessful Applicant within 15 calendar days of being notified in writing by DCJS that the Application was not selected for an award.

An unsuccessful Applicant’s written request for a debriefing must include specific questions that the Applicant wishes to be addressed and must be submitted to DCJS via the funding mailbox at dcjsfunding@dcjs.ny.gov with the following in the subject line: **Request for Debriefing Police Protective Equipment RFA**. The debriefing shall be scheduled within 30 days business days of

receipt of written request by DCJS or as soon after that time as practicable under the circumstances. The preferred method for the debriefing will be in-person, however, upon mutual agreement by all Parties, another means such as via telephone, webinar, or any combination thereof may occur.

In the event that DCJS and the successful applicant cannot agree to contract terms within ninety days of notification of selection for award, DCJS reserves the right to rescind the award and redistribute the funds.

VIII. REQUIRED REPORTING

Reporting requirements are provided below:

GMS Quarterly Progress Reporting

All grantees will be required to submit quarterly progress reports via GMS that describe quarterly performance and activities in support of the project Work Plan entered in GMS.

Quarterly Fiscal Reports

All grantees will be required to submit quarterly fiscal reports and claims for payment.

Reporting Due Dates:

GMS Progress Reports, Case-specific Reports (if applicable) and Fiscal Claims for Payment (formerly known as State-Aid Vouchers) are due to DCJS by the following dates:

<u>Calendar Quarter</u>	<u>Report Due</u>
July 1 - September 30	October 31
October 1 - December 31	January 31
January 1 - March 31	April 30
April 1 - June 30	July 31

IX. ADMINISTRATION OF CONTRACTS

DCJS will negotiate and develop a contract with each successful applicant. The grant contract may be subject to approval by the NYS Office of the Attorney General (OAG) and the Office of the State Comptroller (OSC) before funding may actually be disbursed. In the event that DCJS and the successful applicant cannot agree to contract terms within ninety days of notification of selection for award, DCJS reserves the right to rescind the award and redistribute the funds.

Contract Approval

All contracts may be subject to the approval of the Attorney General and the Comptroller of the State of New York, and until said approval has been received and indicated thereon, the Contract shall be of no force and effect.

Contract Term

DCJS will enter into a contract period as noted in this solicitation. DCJS reserves the right to modify the contract term in the best interests of the State.

Contract Activities

All activities must have prior approval from DCJS and meet the guidelines established by the State of New York.

Contract Changes

Contracts resulting from this solicitation may be executed, increased, terminated, renewed, decreased, extended or amended or renegotiated for any reason at the discretion of the Executive Deputy Commissioner of DCJS as a result of contractual performance, changes in project conditions, or as otherwise may be in the best interests of New York State.

Records

The grantee will keep books, ledgers, receipts, personnel time and effort records, consultant agreements and inventory records pertinent to the project and consistent with DCJS contractual provisions and mandated guidelines. In accordance with the standard contract Appendix A-1 (see "Standard Contract Provisions" below), grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

Liability

Nothing in the contract between DCJS and the grantee shall impose liability on the State of New York for injury or damages incurred during the performance of approved grant activities or caused by the use of equipment purchased with grant funds.

Payments

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Where applicable, performance-based expenses will be reimbursed in compliance with the contract milestone performance and costs budget and the project work plan.

Reports

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

Performance Review

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

Disposition of Allocations

DCJS reserves the right to reject applications, deny awards, or defer applications for future consideration based on insufficient information in the application, lack of accompanying documentation, the inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature, or a history of contract non-compliance.

Revocation of Funds

Funds awarded to an applicant who does not implement an approved project within 90 calendar days of the contract start date may be revoked and redistributed at the discretion of the Executive Deputy Commissioner of the DCJS or his or her designee.

Encouraging Use of New York State Businesses in Contract Performance

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the State and the nation. In recognition of their economic activity and leadership in doing business in New York State, applicants for this solicitation are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract(s) resulting from this solicitation. Such partnering with New York State businesses may be as subcontractors, suppliers, protégés or other supporting roles. To assist in demonstrating commitment to the use of New York State businesses in the performance of the contract(s), all applicants must complete the form provided on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm> entitled: *Encouraging Use of New York State Businesses in Contract Performance* and submit the completed form as an attachment to the their application in GMS. There are no points attributable to this component of the application.

Use of Service-Disabled Veteran-owned Business Enterprises in Contract Performance

Article 17-B of the Executive Law enacted in 2014 acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at http://ogs.ny.gov/Core/docs/CertifiedNYS_SDVOB.pdf.

Bidders/proposers need to be aware that all authorized users of this contract will be strongly encouraged to the maximum extent practical and consistent with legal requirements of the State Finance Law and the Executive Law to use responsible and responsive SDVOBs in purchasing and utilizing commodities, services and technology that are of equal quality and functionality to those that may be obtained from non-SDVOBs. Furthermore, bidders/proposers are reminded that they must continue to utilize small, minority and women-owned businesses consistent with current State law. Utilizing SDVOBs in State contracts will help create more private sector jobs, rebuild New York State's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its SDVOB partners. SDVOBs will promote the contractor's optimal performance under the contract, thereby fully benefiting the public sector programs that are supported by associated public procurements.

Public procurements can drive and improve the State's economic engine through promotion of the use of SDVOBs by its contractors. The State, therefore, expects bidders/proposers to provide maximum assistance to SDVOBs in their contract performance. The potential participation by all kinds of SDVOBs will deliver great value to the State and its taxpayers.

Bidders/proposers can demonstrate their commitment to the use of SDVOBs by responding to the questions on the form located at http://www.criminaljustice.ny.gov/ofpa/pdfdocs/Veteran_Owned_Business_Form.pdf and attach the completed form, along with your Application, to the NYS Division of Criminal Justice Services' Grants Management System (GMS). There are no points attributable to this component of the application.

Standard Contract Provisions:

Any contracts negotiated as a result of this solicitation will be subject to the provisions of Appendix A, Appendix A-1, and Appendix M, which contain the standard clauses for all New York State grant contracts with DCJS. Appendices are available on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm>.

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

DCJS recognizes its obligation under New York State Executive Law Article 15-A to promote opportunities for the participation of certified minority-and women-owned business enterprises (M/WBEs), as well as the employment of minority group members and women in the performance of DCJS contracts.

Contracts in excess of \$25,000 require grant recipients to document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of grant contracts, as well as the employment of minority group members and women.

Accordingly, applicants requesting in excess of \$25,000 must be prepared to submit a Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301), and a Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet (DCJS-3309). For contracts in excess of \$250,000 applicants must also submit an M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300). All forms are located at <http://www.criminaljustice.ny.gov/ofpa/mwbe/index.htm>.

DCJS will review the submitted Local Assistance M/WBE Equal Employment Opportunity Staffing Plan, the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form, Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet, and Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement and advise the applicant of DCJS' acceptance once an award determination is made. For additional information regarding M/WBE requirements see also <http://www.criminaljustice.ny.gov/ofpa/forms.htm>. There are no points attributable to this component of the application.

Vendor Responsibility

Where eligible to receive an award, Not-for-Profit entities that are receiving an award of \$100,000 or greater are required to complete an updated Vendor Responsibility Questionnaire. The questionnaire and additional information are available on the NYS Office of State Comptroller website:

http://www.osc.state.ny.us/vendrep/vendor_index.htm.

Charities Registration

Not-for-Profit entities eligible for funding must also insure that their filing requirements are up-to-date with the Charities Bureau of the NYS Attorney General's Office. Further information on the registration requirements may be obtained at the Attorney General's website:

<http://www.charitiesnys.com/home.jsp>.

Data Universal Numbering System (DUNS) Registration Requirements

All DCJS funding applicants are required to provide a DUNS number. If you are unsure whether or not your organization has a DUNS number, check with your Fiscal Officer. New applicants will enter the DUNS number in GMS while completing the Participant section; existing DCJS grantees whose DUNS number is not already on file should email the number to funding@dcjs.ny.gov to have it entered by DCJS staff prior to submission of the application. Any organization needing a DUNS number can register through the following link: <http://fedgov.dnb.com/webform>. Please note the process of requesting and receiving a DUNS number and/or having it entered into GMS by DCJS staff will require additional time. It is strongly recommended that applicants begin this process early

X. APPLICATION SUBMISSION

A. Application Specific Instructions

One application should be submitted for each eligible jurisdiction. Applications must be submitted using the DCJS Grants Management System (GMS).

B. Grants Management System (GMS)

Applications must be submitted to DCJS using the Grants Management System (GMS). First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Applications must be complete in order for the GMS submission to be successful. If you need assistance with accessing and using GMS, please contact the DCJS Office of Program Development and Funding GMS Help Desk at (518) 457-9787.

The following information is specific to this Application. For general guidance and GMS Helpful Hints see Appendix: *Grants Management System (GMS) Instructions and Helpful Hints*.

Accessing the Application on GMS

To access a new application on GMS, log on to the system and click on "Project."

Click the “New” button at the top of the project grid. This will take you to a screen that says “Select a Program Office.” Using the drop-down box, find and select *Police Protective Equipment*. Click “Create Project.” Your application will now be ready to complete.

Completing the Application

Applicants are encouraged to complete the GMS Application as well as the registration and/or pre-qualification on the NYS DCJS Grants Gateway System, where applicable, early to avoid any concerns with these automated systems.

Each application will consist of the following components that must be completed using GMS:

- Participant name(s);
- Contact information for all participating agencies per application;
- Program specific questions;
- Project budget; and
- Program work plan, as directed.

When all of the above requirements and GMS Application components are completed, click the “**Submit**” button. GMS will review the application for completeness. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and you submit successfully, GMS will display a screen that says “*Your application has been submitted.*”

XI. APPLICATION CHECKLIST

- All Applicants: Complete all DCJS Grants Management System (GMS) Registration Requirements – See Appendix – *DCJS Grants Management System (GMS) Instructions and Helpful Hints*.
- Complete all necessary contractual requirements as described in Section: *Administration of Contracts*.
- Answer Program Narrative Questions in *QUESTIONS* TAB in GMS and also attach the answers on a Word Document to GMS in Ariel font size 11 point, 1.5 line spacing. Complete *BUDGET* TAB on GMS by entering the line-item Operating Budget.
- Attach existing police mutual aid agreement, or an equivalent existing or proposed countywide plan, for any jurisdiction outside New York City as described herein.

Appendix

DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS

Dated February 2016

GMS Helpful Hints: Also read Application for additional specific GMS directions.

First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Persons familiar with GMS can use the following simplified guidelines:

Getting Started: Sign on to GMS.

Click "Project" to go to project grid. Click the "New" button at the top of the project grid. This will take you to a screen that says "Select a Program Office" in a drop-down box format. Find and highlight "Police Protective Equipment Program" then click "Create Project."

This begins your application. You may work on the application, save and return to it at a later time, except as noted below. **Note that DCJS-GMS will time out after 30 minutes of inactivity and unsaved material will be lost.** That means that you should save your work frequently. Each save re-sets the timer.

In the newly-created project complete the following modules which are listed across the top of the screen:

General - Complete the text screens and press save.

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

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

Scroll to the bottom of the screen to add contact information. Click on "Add Contact" and in the search prompt that appears type in the last name of the person to be added. This should take you to a list. Find the person to be added and click in the blue section of the name. This will prompt a drop down list that defaults to "Primary." Ensure you do this until you have added a minimum of three contacts: Primary, Signatory and Fiscal. In the event that the contact you are attempting to

add does not appear in a search, click the "New Contact" button to add the contact to our database.

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

Budget - See Application for additional specific instructions.

Work plan - In the GMS work plan module, enter the Project Goal, Objectives, Tasks and Performance Measures provided in the Standard Work Plan within this solicitation.

- Fill in the "Project Goal" text box and click "Save."
- Click "Create New Objective" and fill in the text box and click "Save."
- Click "Add Task to this Objective" and fill in the text box and click "Save."
- Click "Add Performance Measure to this Task" and fill in the text box and click "Save."

Questions (where applicable and when the solicitation includes questions) -

Answer all required program narrative and budget information questions.

Hint: Answers should be developed in Word. DCJS-GMS will time out after 30 minutes and unsaved material will be lost. Cutting and pasting from a Word document will prevent the loss of any work.

Attachments -

Click on "Attachment," and upload the required attachments for this solicitation. Note: Follow the instructions in the GMS User's Manual for Attachments; also, see screen instructions for accepted file types and advice on file names.

Remember: Failure to submit required documents will be considered the same as failure to meet the deadline for application submission. This may result in a non-award due to the application being untimely.

When all requirements are completed, click the "Submit" button. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and the application is submitted, GMS will display a screen that says "*Your application has been submitted.*" In addition, GMS will send an email notification to the Signatory official listed on the application to make him or her aware that an application has been submitted on your jurisdiction's or organization's behalf.



**APPENDIX: 2016-17 Police Protective Equipment Program RFA
Funding Tier Structure**

PPEP RFA Funding Tiers 1-8		
Tier	Municipality	Maximum Funding Request per Tier Designation
1	New York City	\$4,000,000
2	Suffolk	\$500,000
2	Nassau	\$500,000
2	Westchester	\$500,000
2	Erie	\$500,000
2	Monroe	\$500,000
3	Onondaga	\$250,000
3	Orange	\$250,000
3	Rockland	\$250,000
3	Albany	\$250,000
3	Dutchess	\$250,000
4	Oneida	\$100,000
4	Saratoga	\$100,000
4	Niagara	\$100,000
4	Broome	\$100,000
4	Ulster	\$100,000
5	Rensselaer	\$75,000
5	Schenectady	\$75,000
5	Chautauqua	\$75,000
5	Oswego	\$75,000
5	Jefferson	\$75,000
5	St. Lawrence	\$75,000
5	Ontario	\$75,000

5	Tompkins	\$75,000
6	Putnam	\$50,000
6	Steuben	\$50,000
6	Wayne	\$50,000
6	Chemung	\$50,000
6	Clinton	\$50,000
6	Cayuga	\$50,000
6	Cattaraugus	\$50,000
6	Sullivan	\$50,000
6	Madison	\$50,000
7	Warren	\$35,000
7	Livingston	\$35,000
7	Herkimer	\$35,000
7	Washington	\$35,000
7	Columbia	\$35,000
7	Otsego	\$35,000
7	Genesee	\$35,000
7	Fulton	\$35,000
7	Franklin	\$35,000
7	Montgomery	\$35,000
8	Tioga	\$25,000
8	Chenango	\$25,000
8	Cortland	\$25,000
8	Greene	\$25,000
8	Allegany	\$25,000
8	Delaware	\$25,000
8	Orleans	\$25,000
8	Wyoming	\$25,000
8	Essex	\$25,000
8	Seneca	\$25,000
8	Schoharie	\$25,000
8	Lewis	\$25,000
8	Yates	\$25,000
8	Schuyler	\$25,000
8	Hamilton	\$25,000

End of Application.