



2018-19 Gun Involved Violence Elimination (GIVE) Initiative REQUEST FOR APPLICATIONS (RFA)

KEY DATES AND NOTICES:

Release Date:	Wednesday, January 17, 2018
Application Submission Deadline:	Wednesday, February 21, 2018 at 12:00 PM
Bidder's Conference Webinar:	Wednesday, January 31, 2018 at 1:00 PM
Deadline for Final Submission of Questions Regarding RFA:	Friday, February 2, 2018
Response to Questions Posted:	On or about Wednesday, February 7, 2018
Notification of Award(s):	On or about Tuesday, April 2, 2018
Anticipated Contract Start Date:	July 1, 2018

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 to respond to this solicitation.** 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 respond to 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. A debriefing is available to any entity that submitted a proposal or application in response to this solicitation who was not selected for an award, and would like further details regarding the award decision. (See Section VI: Notification of Awards).
4. Unless otherwise modified by DCJS, the contract period for this grant opportunity will be July 1, 2018 through June 30, 2019.
5. A Bidder's Conference will be held via webinar on January 31, 2018 from 1:00pm to 2:00pm. See Appendix: *Bidder's Conference Webinar* for additional information.

2018-19 Gun Involved Violence Elimination (GIVE) Initiative

Request for Applications (RFA)

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I. INTRODUCTION

The New York State Division of Criminal Justice Services (DCJS) seeks applications to fund the Gun Involved Violence Elimination (GIVE) Initiative. Subject to available appropriation, approximately \$13.3 million dollars will be made available to support GIVE in the 17 counties outside of New York City that represent 82% of the Part I violent crime (murder, rape, robbery, aggravated assault) in New York State as reported through the Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) system. These counties were selected based on the three-year (2014, 2015 and 2016) volume of Part I violent crime reported through the UCR program.

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 criminal justice system. Proposals will be rated and selected for funding consistent with the best interests of the State. Applicants are encouraged to demonstrate, in their response to this solicitation, how their proposals support New York's commitment to public safety.

II. GUN INVOLVED VIOLENCE ELIMINATION (GIVE) INITIATIVE

A. Program Background

Crime in New York has declined 18% since 2006, making New York the fifth safest state in the nation and the safest large state in the country. To build on this track record of success, DCJS is continuing to focus on the problems of homicide and gun violence. First implemented in July 2014, the Gun Involved Violence Elimination (GIVE) Initiative is a key component of New York's shooting and homicide reduction strategy. GIVE is an evidence-based program involving the integrated efforts of the key criminal justice agencies and some vital support from service organizations in each funded jurisdiction.

The GIVE initiative is rooted in the Problem-Oriented Policing SARA (Scanning, Analysis, Response, and Assessment) Model. The SARA model requires public safety agencies to utilize data to identify a jurisdiction's problem; analyze the problem and identify available resources; develop a response based upon this analysis; and assess the response. A critical element of this initiative is the involvement of agency crime analysts and regional Crime Analysis Centers (CACs) to provide relevant data and

analysis. Together, the agencies, organizations and analysts implement coordinated evidence-based approaches to address the underlying issues associated with shootings and homicides in their areas, through strategies that include the four core elements of GIVE: People, Places, Alignment, and Engagement. (See page 15 for more information.)

In prior GIVE RFAs, applicants were required to submit responses developed through Problem-Oriented policing principles which addressed these four core elements utilizing designated evidence-based strategies. A review of the implementation and effectiveness of these prior efforts is critical, and applicants responding to this RFA must conduct an assessment of their previous GIVE strategy. The information obtained from this assessment should be utilized by the successful applicants to help guide the jurisdiction's plan for their respective RFA contract to begin on July 1, 2018, unless otherwise modified by DCJS.

DCJS recognizes that applicant jurisdictions now have considerable experience operating under the GIVE model, and expects applicants to build on that experience in their responses and reflect additional data analysis and integrated planning. DCJS also expects that as part of the integrated planning process, applicants will explore ways to institutionalize the evidence-based strategies into their agencies' overall standard operating procedures. Ultimately, applicants must specifically demonstrate in their responses how the chosen evidence-based strategies will be aligned to form a **comprehensive** shooting and homicide reduction plan.

B. GIVE Jurisdiction Support

To support efforts by GIVE jurisdictions to institutionalize these evidence-based approaches, DCJS will continue to provide a statewide GIVE network as a mechanism for sharing information on various aspects of program implementation and will continue to provide training and technical assistance. Network activities will include regular meetings, conference calls, webinars and peer-to-peer learning. Participating GIVE agencies will be required to be involved in these activities. The GIVE network will offer participants a forum to highlight successes and identify obstacles, enabling a constructive and candid conversation about effective strategies in reducing firearm-related violence.

GIVE partners will also have access to the Criminal Justice Research Consortium, which will support their efforts to engage in research or program development activities related to the strategies they are utilizing. They will also have an opportunity to benefit from the new DCJS Criminal Justice Knowledge Bank, which compiles and shares effective and promising efforts elsewhere in New York State and across the nation. The Criminal Justice Knowledge Bank is a resource for law enforcement and other professionals who seek to improve the effectiveness of the criminal and youth justice systems in their communities.

To access the DCJS Criminal Justice Knowledge Bank, please click <https://knowledgebank.criminaljustice.ny.gov/>.

See Appendix: *GIVE 2018-2019 Specific Contract Requirements* for more detailed information about the network sharing requirements of the GIVE application.

C. GIVE Aggravated Assault Jurisdictions

The shooting and homicide rates in some GIVE jurisdictions do not rise to the same level as other GIVE jurisdictions. To address this, DCJS conducted an analysis to identify which crimes were driving the violence in these jurisdictions, and determined that the following six jurisdictions must focus their respective GIVE strategies and response efforts toward reducing the Part I violent crime of **Aggravated Assault: Broome, Chautauqua, Rensselaer, Ulster and Rockland counties, and the City of Middletown in Orange County.**

In their responses, these jurisdictions are still each required to develop a comprehensive strategy utilizing the Problem-Oriented Policing SARA framework, and implement applicable evidence-based approaches to combat the identified aggravated assault problem in their jurisdiction. A partial list of evidence-based approaches to combating aggravated assaults can be found in Appendix: *Evidence-Based Policing Resources* within this RFA.

These six jurisdictions are required to fulfill all the requirements set forth in this RFA, but must address aggravated assaults in all areas of the RFA that specifically refer to shootings and homicides. For purposes of this RFA and for GIVE Initiative funding requested for the above jurisdictions' GIVE strategies, DCJS shall utilize the Federal Bureau of Investigation UCR definition of Aggravated Assault.

III. CONTRACT TERM, APPLICANT ELIGIBILITY, APPLICATION SUBMISSION REQUIREMENTS AND FUNDING

A. Contract Term

Grant award agreements, unless otherwise modified by DCJS, will be for a term of one year effective July 1, 2018 to June 30, 2019.

B. Applicant Eligibility

The 17 counties that account for 82% of the Part I violent crime outside of New York City are eligible to apply for funding. (See Appendix: *GIVE 2018-2019 Eligible Police Departments*). These counties were selected based on the three-year (2014-2016) volume of reported Part I violent crime (murder, rape, robbery, aggravated assault).

A single application must be submitted for each eligible county by one of the agencies named below, as designated by the county. Each eligible county must develop a partnership that consists of the eligible police department(s), District Attorney's office, Sheriff's office, and Probation Department. DCJS has designated specific agencies in each jurisdiction that will serve as co-chairs of the county partnership, with the executive heads of these agencies acting as the official co-chairs. This information is in Appendix: *GIVE 2018-2019 Eligible Police Departments* of this RFA.

The following agencies within the 17 counties identified are eligible to receive GIVE grant awards:

- Eligible Police Department(s) (See Appendix: *GIVE 2018-2019 Eligible Police Departments*);
- District Attorney's Offices;
- County Sheriff's Offices;
- County Probation Departments;
- Other agencies within eligible counties or eligible jurisdictions that are approved by the co-chairs (e.g., not-for-profit agencies, etc.); and
- Local governmental agencies that require funding to address the needs of certain populations.

If applicants choose to partner with other agencies approved by the co-chairs, including local governmental agencies requiring funding to address the needs of certain populations, a subcontract and/or a memorandum of understanding/memorandum of agreement (where applicable) with these agencies will be required. Examples of this may include partnerships with county social services departments, or non-profit organizations that offer social services to at-risk individuals.

State and Federal agencies are ***not*** eligible to receive GIVE funding, but their participation is strongly encouraged and their roles should be clearly defined by the applicant in their submission. Applicants are strongly encouraged to engage and collaborate with the New York State Department of Corrections and Community Supervision (DOCCS) and the New York State Police.

C. Application Submission Requirements

The application must be submitted to DCJS using the DCJS Grants Management System (GMS) by **12:00 PM noon, on Wednesday, February 21, 2018.**

- A single application must be submitted for each eligible county by an eligible agency designated by the county.
- The application must be complete, including all narrative responses, as

delineated in Section IV of this RFA.

- All participating agencies – including those associated with Broome, Chautauqua, Ulster, Rensselaer and Rockland counties and the City of Middletown, who must focus on Aggravated Assaults -- must be actively engaged in the GIVE strategy towards the elimination of shootings and homicides. The application from **all** 17 jurisdictions, including those addressing Aggravated Assaults, must clearly articulate the role of each of the partnership members and specifically how each of the agencies within the partnership will support and enhance the comprehensive GIVE strategy.
- Crime Reporting – All law enforcement agencies applying to receive GIVE funding must be up-to-date with submissions of **ALL** crime reports at the time the application is submitted. See Appendix: *GIVE Specific Contract Requirements* for a listing of all required crime reports.
- Monthly Firearm Data – All law enforcement agencies applying to receive GIVE funding must be up to date with their submissions of Monthly Firearm Data Reports at the time this application is submitted. Agencies should note that this report is now due to DCJS 7 days after the end of the reporting period.
- eTrace Data Sharing - All eligible GIVE agencies must have executed the Memorandum of Understanding with the Federal Bureau of Alcohol, Tobacco, and Firearms (ATF) for user access to the ATF eTrace System and are required to “opt in” to the Collective Data Sharing (CDS) option on the system. For more information on this requirement, please see Appendix: *GIVE Specific Contract Requirements*.
- Memorandum of Understanding (MOU)/Memorandum of Agreement (MOA) – The co-chairs must submit an MOU or MOA signed by themselves and all participating partner agencies. In addition, partner agencies must submit letters of support outlining in detail the contribution each agency will make to the strategy. MOUs/MOAs and Letters of Support should be attached to GMS as part of the RFA Application. Contracts will not be finalized until these items are received by DCJS.

D. Funding and Approved Use of State Funds

1. Funding

Subject to available appropriation, approximately \$13.3 million dollars will be made available to support 2018-19 GIVE grant awards. All funding must support program efforts during the contract period. Funding under this program must supplement, not supplant, non-grant funds that would otherwise be available for expenditure on the programs proposed.

DCJS conducts ongoing analyses of the extent of gun-violence in each of the GIVE jurisdictions. In previous GIVE RFA's, to ensure the most effective use of grant funding and direct available resources for combatting gun-violence in New York State to jurisdictions of greatest need, DCJS limited the amounts jurisdictions could apply for based on their ranking for three-year averages of specific gun crimes (Violent Crime by Firearm, Shooting Incidents Involving Injury, and Homicides by Firearm). For 2018-19, GIVE applicants may apply for no more than approximately 105% of the amount of GIVE funding they received in 2017-18; please see Appendix: *Maximum County Funding Amounts* for the list of maximum amounts each jurisdiction is eligible to apply for in 2018-19.

In jurisdictions where more than one police agency is eligible for funding (Orange, Nassau, Westchester), the total amount of the combined county application request cannot exceed the amount noted in Appendix: *Maximum County Funding Amounts*. When determining funding requests, these jurisdictions (Orange, Nassau, Westchester) are **required to consider the extent of the crime problem faced by each police department eligible for funding through GIVE**. DCJS will consider shooting and where applicable, aggravated assault statistics, when determining award amounts for each eligible police department, as applicable.

Applicants are reminded that the GIVE RFA is a competitive process and continued funding is not guaranteed. Nothing herein requires DCJS to approve grant funding for any applicant.

2. Approved Use of State Funds

a. Allowable GIVE Program Costs

All funding requests must relate directly to the proposed GIVE strategy. Funding requests not directly related to the GIVE strategy will not be supported. DCJS reserves the right to re-distribute requested funds within an applicant agency's proposed budget to those specific elements of the GIVE strategy that are best articulated and justified in each applicant's response. See Section IV for additional information regarding the GIVE Initiative budget requests.

Examples of acceptable categories for funding include, but are not limited to, the following:

- (1) **Personnel** – All personnel supported through GIVE funding, whether as employees or as contractors, must devote their work day, commensurate with the percentage of salary GIVE supports, to working on the goals and objectives of the GIVE strategy. Fully funded GIVE positions may not take on duties unrelated to the GIVE strategy. Requests for funding that do not clearly justify how the requested

positions will support the reduction of shootings and homicides (or aggravated assault as applicable), or the enhancement of the CAC/crime analysts will not be considered. A complete job description of each requested personnel line must be included in an application. **Requests to fund positions to support activities unrelated to the strategy will not be considered.** Overtime compensation for non-sworn support or administrative positions will not be funded. This includes overtime for crime analysts and other non-sworn support positions.

- (2) **Requests to fund crime analysts are strongly encouraged**, especially in jurisdictions with resource needs in this discipline. Agencies that utilize more than one analyst to support the GIVE-related work must note the proportion of the allotted GIVE funds that will be designated for each analyst. **All GIVE funded analysts must be certified as NYS Crime Analysts. Any new analysts, not certified, must be certified within one of year appointment.**
- (3) **Crime Analysis and Intelligence-Led Policing** – As a vital component of all GIVE Initiative strategies, requests for software and other crime analysis tools are acceptable. Applicants are encouraged to explore methods of sharing resources, information, and data at the county, regional and statewide levels that enhance crime analysis and support intelligence-led policing.
- (4) **Intelligence Development** – Budget requests that will enhance agency field intelligence capacity are acceptable requests. Requests for overtime funding for intelligence development efforts by sworn law enforcement personnel are acceptable, provided the requests are directly related to the strategy. Intelligence collection efforts relating to incarcerated individuals, as well as those under community-based supervision, are also acceptable uses of funding.
- (5) **Enforcement/Investigative Component** – Requests for overtime funding for extra investigative and enforcement operations by sworn law enforcement personnel conducted as part of the strategy are acceptable, provided the requests are directly related to specific operations and other enforcement efforts of the GIVE strategy and clearly articulated in the budget justification. Specific justification must be made as to why the operation cannot be carried out within standard working shifts. No GIVE funding will be provided for “zero-tolerance” overtime details. Specific justification must be given for investigative support needed as an overtime cost and must tie into the GIVE

comprehensive plan. Relative to enforcement and investigation only, the following two conditions apply:

- The use of overtime funds for GIVE hot-spot policing details must be focused in the specific GIVE zones located within the city, village or municipality. These overtime details must be tracked using Attachment #1: *GIVE Tracker* and submitted quarterly to DCJS in GMS with the quarterly progress report.
- GIVE overtime funds must be proposed based on an analysis of the time of year, day(s) of week, and hours of the day when the majority of gun violence occurs.

(6) **Travel and Training Funds** – Funding to support travel costs to attend meetings, trainings and conferences sponsored or encouraged by DCJS are acceptable requests. NOTE: Funded personnel and command staff are required to make every effort to attend appropriate DCJS sponsored training, meetings and conferences. DCJS intends to host one or two single-day “roundtable” style regional meetings, as well as two or three regional technical assistance offerings and one statewide event held in the Albany area. Agencies are encouraged to plan their funding requests to address any anticipated costs they may incur to attend these meetings as well as any other travel that fosters cross-county information sharing.

b. Unallowable Budget Items

GIVE funds may **not** be used to support the following purchases or expenses:

- (1) Vehicles, firearms or conductive energy devices (e.g., Tasers and Stingers)
- (2) General office supplies and equipment
- (3) Fringe benefit costs for overtime expenses
- (4) Air cards, Leads Online or truancy programs
- (5) Support staff not specifically tied to the GIVE strategy
- (6) Traditional “gun buy-back” programs
- (7) Indirect costs charged by units of local government
- (8) Overtime compensation for non-uniformed support or administrative positions, including overtime for crime analysts and other non-sworn support positions.

IV. GIVE RFA INSTITUTIONALIZATION PLAN (INCLUDES NARRATIVE RESPONSES AND BUDGET)

A. Narrative Responses

Response requirements for this RFA are to be submitted in narrative form as described below. There are NO questions for applicants to answer within the DCJS Grants Management System (GMS) **Questions** module for this RFA. However, applicants must type **Not Applicable or N/A** in the body of any existing question space in GMS for the application to be accepted within GMS as complete. Applications must include a detailed response for each of the following **required Narrative Response** sections, and will be evaluated based on the criteria delineated in Appendix: *2018-19 GIVE Institutionalization Plan Evaluation Criteria*.

All narrative responses **must be submitted as GMS attachments in Microsoft Word, Arial 11-point font, 1.5-line spacing format**. Applications submitted in alternate formats will not be accepted or reviewed by DCJS. Use of the Portable Document Format (PDF) is NOT acceptable when submitting the narrative responses, however, other types of supporting documentation, e.g., charts and maps developed by crime analysts may be submitted in PDF format.

Please do not submit photographs or media articles as part of your proposal. These will not be reviewed or considered by DCJS during the GIVE RFA evaluation process.

Applications that do not address each of the Required Narrative Response elements below or do not adhere to the formatting guidelines above may receive significant point reductions.

Informed decision-making through data-driven policing is recognized as the foundation for effective strategies and crime reduction. The GIVE initiative is rooted in the Problem-Oriented Policing SARA (Scanning, Analysis, Response, and Assessment) Model. As indicated above, this RFA is focused specifically on the reduction of shootings and homicides or aggravated assaults where applicable. Please address each of the sections below when preparing your response.

1. Scanning and Analysis (50 points total) – Not to exceed 5 pages

a. Scanning (25 points)

In this section, applicants must describe how they have completed an assessment of their community. Applicants' responses should detail their coordination with a crime analyst or regional Crime Analysis Center to prepare a comprehensive analysis of shootings and homicides (or

aggravated assaults where applicable) that identifies patterns, trends, locations, and “Top Offenders” (including groups) responsible for the majority of shootings and homicides in the jurisdiction. Applicants should also note any significant changes identified in their analyses to these conditions that occurred during the previous GIVE contract periods, which they will also address in their narrative submission in the response section of the RFA. A summary of the significant data and points of the analysis must be submitted as part of their response to a) scanning.

Agencies should use at least three years of data for analyzing shootings and homicides within the jurisdiction, with particular attention paid to shootings and homicide activity occurring since July 1, 2014. DCJS has provided information to be used as a starting point to support the local assessment of their crime and community that will be undertaken in response to this RFA.

Appendix (a): Shooting Related Violence – GIVE Eligible Jurisdictions.

This table provides cumulative 35 month (January 2015 - November 2017) totals showing the number of shooting incidents, individuals killed by gun violence, reported homicides and reported violent crimes involving a firearm in each GIVE jurisdiction.

Appendix (b): Shooting Incidents Involving Injury by Year by GIVE Jurisdiction (2008-2017).

This table provides the annual number of shooting incidents involving injury for each of the past ten years. 2017 data is limited to eleven months, January through November. 2007 and 2008 data is unavailable for select jurisdictions.

Appendix (c): Firearm Activity Reports. These jurisdiction specific data pages can be used as an initial step in assessing firearm-related crime trends within a jurisdiction. (Additional more comprehensive local analysis must also be performed). The graphs and data tables present a year-to-date (January - November) comparison between the current reporting year (2017) and the prior reporting year (2016) and shows the 5 Year Average for the same YTD period 2012 through 2016.

Appendix (d): Aggravated Assault Crime Data.

Recognizing that the frequency of shooting and homicide events vary among GIVE jurisdictions, and based upon an analysis of crime data submitted by each GIVE police department, DCJS has determined that six jurisdictions; Broome, Chautauqua, Rensselaer, Rockland, and Ulster counties, and the City of Middletown must address the violent crime of Aggravated Assault. The data in this appendix provides annual counts of the number and type of assaults that occurred within these six jurisdictions during 2015, 2016, and January through November 2017.

b. Analysis (25 points)

(1) Problem Identification: Applicants must explain in their response how the data provided by DCJS, along with the additional analysis provided by crime analysts or the regional Crime Analysis Center, has influenced the jurisdiction's assessment of shootings and homicides, or aggravated assaults where applicable. Applicants are required to use this analysis to help identify the underlying problem(s) and factors that contribute to the majority of shootings and homicides within their jurisdiction e.g., gangs, narcotics, disputes. Applicants are reminded that the Problem-Oriented Policing (POP) framework must be utilized to identify the underlying issue associated with their crime problem.

(2) Hot Spots: Applicants must describe in this section how they have or will determine "hot spots," and their rationale for choosing the eligibility criteria. Applicants are strongly encouraged to use information gained from the Hot-Spots policing technical assistance offered. Applicants are required to utilize long-term (≥ 3 yr) analysis to determine persistent areas of gun violence within the jurisdiction where the majority of prevention and enforcement efforts regarding the GIVE hot-spots strategy will be concentrated. In their responses, jurisdictions focused on shooting incidents are expected to specifically delineate geographic locations where these efforts will occur such as Hot-Spots, GIVE zones and POP areas. Jurisdictions focused on the crime of aggravated assault must perform an analysis to determine whether or not aggravated assaults are clustered in small geographic locations and implement hot-spots prevention and enforcement, if applicable, according to the results of that analysis.

(3) Top Offenders: All applicants, including those that already utilize a top offender list, must explain how they have or will determine "top offenders" (i.e., the eligibility criteria used and the rationale for said criteria).

Applicants are required to use a non-biased, systematic ranking system to determine the list of top offenders in the jurisdiction, with consideration given to actionable intelligence gathered from crime analysts, field intelligence officers, and other intelligence sources. Applicants must also explain how frequently the list of "top offenders" will be updated. No case specific information should be provided as part of this RFA.

(4) Resources: Applicant responses must include an examination of other resources, programs, and initiatives that currently exist within their communities that support efforts to reduce shootings, homicides, and

associated violence. Examples include but are not limited to Byrne Criminal Justice Innovation grants, street outreach work (SNUG), call in programs (Ceasefire), CORE, Project Safe Neighborhoods, youth development and mentoring programs. Applicants must also describe how these resources will complement and coordinate with the jurisdiction's comprehensive plan under GIVE.

NOTE: The following GIVE jurisdictions are currently using the SNUG program as part of their overall violent crime reduction strategy: Albany, Wyandanch, Buffalo, Hempstead, Mt. Vernon, Poughkeepsie, Rochester, Syracuse, Troy, and Yonkers.

These jurisdictions are required to document in their responses how the SNUG and GIVE programs will coordinate efforts towards the goal of reducing shootings. These jurisdictions are also required to comply with the GIVE/SNUG information sharing requirements noted in Appendix: *GIVE Specific Contract Requirements*.

See Appendix: *GIVE 2018-19 Institutionalization Plan Evaluation Criteria* for the specific evaluation criteria that will be used to rate responses to this part of the application.

2. Response/Strategy Development (25 Points) - Not to exceed 12 pages

The **Response** component of SARA (Scanning, Analysis, Response, and Assessment) sets forth the comprehensive plan with integrated evidence-based strategies that the jurisdiction proposes to use to address the identified problems in a manner that is supported by the analysis conducted.

After the initial Problem-Oriented Policing Scanning and Assessment phases discussed in Section VI are complete, jurisdictions must develop one comprehensive strategy designed to reduce shootings and homicides, or aggravated assaults where applicable, that consists of multiple evidence-based strategies found below, that incorporate all four core elements of GIVE and includes procedural justice into all aspects of the comprehensive GIVE plan.

Applicants are reminded that aspects of Procedural Justice are to be incorporated in all elements of your comprehensive GIVE plan. Procedural justice focuses on the way law enforcement interacts with the public and how these interactions influence crime rates and the public's view of law enforcement and willingness to obey the law. It is not a practice, but a philosophy that promotes organizational change, upholds legitimacy in the community, and enhances officer safety. The four pillars of Procedural Justice

are: Fairness, Impartiality, Giving Voice, and Transparency.

In their response, applicant agencies must explain their plan, the approaches they choose, how their plan responds to the shooting and homicide (or aggravated assault where applicable) problem in their jurisdiction, and how they will incorporate all four of the required core elements into their GIVE strategy. (See below “Core Elements of Strategy.”) Responses will be judged on the way they integrate the strategies and detail the role of each funded partner in strategies designed into one comprehensive plan and how they intend to use the resources identified during the initial assessment (Scanning and Analysis). Jurisdiction plans must articulate enhanced integration with the Crime Analysis Centers or crime analysts in the implementation and institutionalization of these approaches. Institutionalization refers to the process of integrating the GIVE model and evidence-based practices into the overall daily operations of the GIVE partner agencies.

The comprehensive response plan should build on previous GIVE efforts implemented during past contract periods, considering alternative evidence-based strategies that may enhance the jurisdiction’s efforts to eliminate gun-involved violence or aggravated assaults, where applicable.

a. Core Elements of Strategy

The four core elements of GIVE that must be incorporated into an applicant’s comprehensive strategy include:

- (1) People** – The strategy must identify the key players (top offenders that are believed responsible for most shootings and homicides).
- (2) Places** – The strategy must identify and target the geographic locations (hot spots) identified in Section A, Scanning and Analysis, where most shootings and homicides occur.
- (3) Alignment** – The strategy must describe how it will coordinate and align the existing resources identified in Section 1.A, Scanning and Analysis, in its efforts to reduce shootings and homicides.
- (4) Engagement** – The strategy must clearly articulate how organized outreach to key stakeholders and the community at large will occur, how the stakeholders and community will be given a voice, and how coordination will occur in a transparent manner that fosters wide-ranging support for violence reduction efforts.

b. Required Evidence-Based Approaches to Response

Applicants must explain in their narrative responses how they have incorporated **more than one** of the evidence-based response approaches noted below into their comprehensive strategy and response plan.

(1) Hot Spots Policing – Hot Spots policing strategies focus on small geographic areas or locations, usually in urban centers, where crime is concentrated. It is based on the understanding that there are settings with significant clusters of crime that generate a large proportion of the total crime reported in the broader community. Considerable research and analysis have shown that these hotspots tend to persist over long periods of time. The concentration of crime in small places or micro-locations (buildings or addresses, street segments, or blocks) allows for focused interventions that may take a variety of forms. All jurisdictions are required to identify, using a CAC or agency crime analysts, the geographic areas in the city/village that account for the majority of gun crimes. These will hereafter be referred to as “GIVE zones.” GIVE zones should be targeted areas of concentrated crime, not half or entire cities/villages, or municipalities.

(2) Crime Prevention Through Environmental Design (CPTED) – CPTED is based on the principle that proper design and effective use of buildings and public spaces in neighborhoods can lead to a reduction in the fear and incidence of crime, and an improvement in the quality of life. CPTED’s goal is to prevent crime through designing a physical environment that positively influences human behavior. It is based on four principles: natural access control, natural surveillance, territoriality, and maintenance.

(3) Focused Deterrence – Focused deterrence applies to specific criminal behaviors that are being conducted by a select group of chronic offenders in a particular area. It has often been referred to as “pulling levers.” The offenders who are targeted by the program are confronted about their criminal activities, generally by a number of relevant agencies and organizations, and warned about the consequences of continuing to engage in the unacceptable behavior. Participants are provided with the opportunity to obtain social services and assistance. Continuing involvement in criminal activity subjects a participant, and any other members of an associated group where applicable, to increased police and law enforcement scrutiny, as well as enhanced sentences if arrested.

(4) Street Outreach Workers – The model relies on the use of culturally competent staff that respond to shootings and intervene to prevent retaliation and detect and resolve conflicts that are likely to lead to shootings. They develop relationships with high risk individuals who are likely to engage in gun violence and link them with resources such as education and job training. Staff collaborates with neighborhood

organizations and other community groups to organize neighborhood events and public education activities that promote a no-shooting message. The strategy aims to change behaviors, attitudes, and social norms directly related to gun violence. Discrete and careful communication with police (and crime analysis centers where appropriate) is encouraged to ensure appropriate coordination of activities. Jurisdictions that currently have a street outreach program must follow all the requirements listed in Appendix: *Evidence-Based Policing Resources*.

For more detailed information on the above strategies, including links to outside sources, please see Appendix: *Evidence-Based Policing Resources*.

See Appendix: *GIVE 2018-19 Institutionalization Plan Evaluation Criteria* for the specific evaluation criteria that will be used to rate responses to this part of the application. Institutionalization refers to the applicant's efforts to incorporate the GIVE evidence-based approaches into everyday operations.

3. Assessment/Performance Measures (5 points) - Not to exceed 4 pages

A critical piece of the development and institutionalization of any crime reduction strategy is an assessment of the strategy's effectiveness in achieving the desired outcome. Assessment requires an understanding of the expected outcomes of the proposed plan and a definition of qualitative and quantitative performance measures to determine whether the expectations were met. Assessment also requires a clear picture of how strategies were expected to be implemented, the fidelity of their actual implementation, and a periodic review of how the strategies can be modified and improved. Applicants must therefore articulate the following in this section of the RFA:

- a. A detailed operational plan that gathers data and information about the partners' specific efforts to implement the GIVE comprehensive strategy to reduce shootings or, where applicable, aggravated assaults.
- b. A detailed plan describing how the jurisdiction will continually conduct assessments through both qualitative and quantitative measures for gauging the effectiveness of each strategy within the context of a comprehensive GIVE plan.

DCJS has developed both qualitative and quantitative performance measures jurisdictions must report to DCJS via GMS on a quarterly basis. These performance measures can be found in the workplan tab of your contract in

GMS. Jurisdictions may use these performance measures to satisfy the requirements noted above, but are also encouraged to consider other measures that may assist in the assessment of the local GIVE strategy institutionalization efforts.

Note: Should the current measures in GMS be modified by DCJS, GIVE partners will be notified in advance of the contract start date of any changes to reporting requirements.

See Appendix: *2018-19 GIVE Institutionalization Plan Evaluation Criteria* for the specific evaluation criteria that will be used to rate responses to the above parts of the application.

4. GIVE Initiative Budget Worksheet and Budget Narrative (20 Points)

a. General Instructions

One GIVE Initiative Budget worksheet (See Attachment 2: *GIVE Budget Worksheet*) and a complete narrative budget response, must be submitted for each jurisdiction requesting funding. Each agency is required to complete the appropriate section of the budget spreadsheet that references their agency, and must outline the specific budget requested to support each one of the evidence-based strategy categories listed in the budget spreadsheet with appropriate justification for each in a required budget narrative. Any requests for funded personnel must also be detailed in the “personnel” section of the budget spreadsheet, including salary and fringe costs.

b. Complete Attachment 2: *GIVE Initiative Budget Worksheet* and submit as described below:

- (1) Complete the operating budget on Attachment 2: *GIVE Initiative Budget Worksheet*. Operating budgets should project total costs for the contract period and must not exceed the applicant’s eligible award. Please note that Tab 2 of the attached budget worksheet (Attachment 2) allows for the entry of other agencies outside of the four primary GIVE partners (police departments, district attorneys’ offices, county sheriffs’ offices, and county probation departments). This Worksheet must be attached to the submitted application using the **Attachment** module of GMS. See Appendix: *Grants Management System (GMS) Helpful Hints* document for assistance.
- (2) The detailed budget for the grant period provided must be complete, providing sufficient detail and justification for each component. It must also be reasonable and appropriate, as determined by DCJS, and

directly tied to the program plan. For subcontracted agencies approved to provide services, where applicable, upload signed and executed agreements and the approved operating budget using the **Attachment** Module of GMS.

- (3) Applicant budgets should include expenses for travel and training. **Note: Indirect costs are not an allowable expense for governmental agencies.**

Note: The GMS system requires that an actual Budget be included in an application submission. Because this RFA does not require Applicants to enter a budget in GMS, on the GMS Budget Tab, click **“Create New Budget Version”** for your agency. On the next screen, choose **“All Other Expenses”** from the Budget Category dropdown menu. Enter **“See attached budget narrative”** on the Description line. Enter the full requested amount of your grant in the Unit Cost field. Finally, enter **“N/A”** in the justification line, and Save.

As stated above, one GIVE Initiative Budget worksheet (See Attachment 2) along with a complete narrative budget response, must be submitted for each jurisdiction requesting funding.

The detailed requested project budget should be completed in Microsoft Word using Attachment 2: *GIVE Initiative Budget Worksheet* as indicated in this RFA, and uploaded to GMS as a file attachment. In the left navigation menu, choose **“Attachment,”** then **“New.”** Use the Browse function to locate your Budget Worksheet on your local drive, and click **“Open.”** Finally, click **“Upload.”**

Please be advised that very long file names or special characters will not be accepted by the GMS Attachment Module.

DCJS reserves the right to make mathematical corrections to requested budgets.

c. Budget Restrictions

The following restrictions apply to the GIVE Initiative funding requests:

- Applicant’s overall county funding request for the strategy and all approaches may not exceed the maximum amount specified Appendix: *Maximum County Funding Amounts*.
- DCJS may disallow, reduce or reallocate within an applicant’s budget

proposed funds should it be determined that the request lacks clear justification, including failing to make the link between the budget request and the strategy proposed, and/or not adequately supporting the dollar amount requested through the information provided.

d. Budget/Funding Overview

All funding requests must relate directly to the proposed GIVE Initiative strategy as described in Section II of this RFA. Funding requests not directly related to the GIVE strategy will not be granted. Detailed information on allowable programmatic expenses is provided in Section III of this RFA.

All application budget requests must:

- Align with the strategy proposed;
- Clearly promote and enhance the shooting and homicide or aggravated assault reduction strategies;
- Within the budget narrative, provide specific justification for each budget item and its role in the strategy;
- The budget narrative, must clearly define the role of each funded partner in each element of the overall jurisdiction strategy to reduce shootings and homicides or aggravated assaults where applicable, and provide a justification for funding that role;
- The budget must include funding for each jurisdiction to travel to DCJS-sponsored events. A breakdown of all events that agencies will be expected to participate in can be found in Section III under the heading Travel and Training Funds.

Note: During the contract period, budget reallocations requested on final contracts will be carefully reviewed and require sufficient justification as to how the strategy will benefit from the modification, and a description of the impact of not expending the funds as originally requested and awarded. Circumstances do arise that require the need to reallocate, but requests to do so should be limited. Applicants should carefully consider all budget requests to ensure they are critically needed and are accurately estimated to be reasonably certain that amounts awarded will be expended fully within the contract period. All final reallocation requests must be submitted no later than 30 calendar days after the conclusion of the 2018-19 GIVE contract period and must support actual costs of the jurisdiction's GIVE strategy.

(5) 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 GMS to accept your application as complete. 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.

(6) DCJS Criminal Justice Research Consortium and Knowledge Bank (Optional and worth 0 Points)

DCJS continues to encourage GIVE partners to engage in academic partnerships to support and advance their application of GIVE strategies in their communities. Such partnerships can now be funded through the New York State Criminal Justice Research Consortium. The Consortium offers small grants to promote the use of data, foster the implementation and expansion of evidence-based programs, and assess program effectiveness. See <https://knowledgebank.criminaljustice.ny.gov/> for a description of the Criminal Justice Research Consortium.

Academic partners who are currently working within GIVE sites, or any potential academic partners who may work with a GIVE partner in the future, should be encouraged to join the Consortium. More information about the consortium can be found at <https://knowledgebank.criminaljustice.ny.gov/> or by emailing DCJS at researchconsortium@dcjs.ny.gov. To request assistance through the consortium, please submit a project request form, available [here](#). GIVE partners also benefit from the Criminal Justice Knowledge Bank, which compiles and shares effective and promising efforts throughout New York State and across the nation.

V. EVALUATION AND SELECTION

A. Tier I Evaluation – Threshold Pass/Fail

The Tier I Evaluation assesses whether proposals satisfy minimum “pass/fail” criteria for funding. All proposals will be initially screened by DCJS reviewers to determine if the following criteria have been met:

1. Application was submitted by the published deadline
2. Applicant is eligible as defined by this solicitation.
3. Application is complete.

The submitted application shall include:

1. All narrative responses as requested. DCJS reserves the right to allow applicants to correct minor errors or omissions in applications following their submission;
2. GIVE Initiative Budget Worksheet is provided as an attachment itemizing operating expenses in support of the program; and
3. All attachments and required documents. (See Section X. Application Checklist at the end of this document.)

Tier I Evaluation criteria will receive pass/fail ratings. Any proposal that does not meet each of these conditions may be subject to disqualification from further review. DCJS may, at its discretion, request additional information from an applicant as deemed necessary.

B. Tier II Evaluation – Evaluation and Scoring

DCJS staff reviewers will evaluate proposals that successfully pass the Tier I Evaluation. A standard rating tool will be used to score narrative responses provided. (See Section IV. GIVE RFA Institutionalization Plan) The maximum proposal score will be 100 points. Applicants must obtain 70 points to pass the Tier II Evaluation. Each response will be scored and all scores will be totaled, resulting in an overall score. The final score will be determined by averaging Team Reviewers' overall scores for each proposal. Also, in the event of a substantial scoring disparity of total available points, an additional reviewer may rate the affected proposals and the average of all of the scores will determine the final average score.

C. Tier III Evaluation

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

Award amounts for competitive funding will be based on demonstrated need and quality and completeness of application. The DCJS Executive Deputy Commissioner, or his or her designee, will make final decisions regarding approval and individual award amounts based on the quality of each submission, the recommendations of the reviewers and specific criteria set forth in this solicitation. 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. DCJS intends to offer one year contracts to successful applicants commencing July 1, 2018.

VI. 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.

If DCJS and the successful applicant cannot agree to contract terms within ninety calendar days of notification of selection for award, DCJS reserves the right to rescind the award and redistribute the funds. 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 its opportunity for a debriefing. A debriefing is available to any entity that submitted a proposal or application in response to this solicitation who did not receive the full amount of the award requested. A debriefing must be requested in writing by the Applicant within 15 calendar days of being notified in writing by DCJS that the Application was not fully funded.

An 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: GIVE RFA**. The debriefing shall be scheduled to occur within 30 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 telephone, webinar, or any combination thereof may occur.

VII. REQUIRED CONTRACT GMS REPORTING AND DATES

Grants Management System (GMS) Quarterly Progress Reporting

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

Quarterly Fiscal Reports

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

Reporting Due Dates:

GMS Progress Reports, 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

GIVE Specific Reporting:

In addition to the reporting described above, there are GIVE specific reporting requirements. See Appendix: *GIVE Contract Specific Requirements*.

VIII. 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. If DCJS and the successful applicant cannot agree to contract terms within ninety calendar 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, as required and described in a format and time frame as specified in the RFA and the contract. The quarterly GMS progress reports of the grantee's activities under this contract must be submitted electronically as directed by DCJS. The quarterly GMS progress reports shall include a description of the grantee's efforts undertaken during the reporting period and the current status of the project. 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 including those described in Appendix: *GIVE Contract Specific Requirements*.

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

<https://online.ogs.ny.gov/SDVOB/search>.

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.

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 dcjsfunding@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: <https://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.

IX. APPLICATION SUBMISSION

A. Application Specific Instructions

One proposal should be submitted for each county requesting funding. Proposals must be submitted using the DCJS Grants Management System (GMS).

All narrative proposals must be submitted as GMS attachments in Microsoft Word, Arial 11-point font, 1.5 line spacing format. Applications submitted in alternate formats may not be accepted or reviewed by DCJS. Use of the Portable Document Format (PDF) is NOT acceptable for the program narrative, but is acceptable when submitting other types of supporting documentation, e.g. charts and maps developed by crime analysts.

Please do not submit photographs or media articles as part of your application. These will not be reviewed by DCJS during the GIVE RFA evaluation process.

B. Grants Management System (GMS)

Applications must be submitted to DCJS using the DCJS 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.

See RFA for specific information related to the application. For general guidance and GMS Helpful Hints see Appendix: *Grants Management System (GMS) Instructions and Helpful Hints*.

Accessing the Application in GMS

To access a new application in 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 GIVE INITIATIVE. Click "Create Project." Your application will now be ready to complete.

Completing the Application

Applicants are encouraged to complete the GMS Application early to avoid any concerns with these automated systems. Each application submitted on GMS will consist of the following components that must be completed for the system to accept the Application:

- Participant name(s);

- Contact information for all participating agencies per application;
- Program specific questions - See GIVE RFA for instruction;
- Project budget– See GIVE RFA for instruction; and
- Program work plan – See GIVE RFA for instruction.

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.*”

X. APPLICATION CHECKLIST

- 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 VIII *Administration of Contracts.*
- Complete Narrative Responses as described in Section IV. GIVE RFA INSTITUTIONALIZATION PLAN (INCLUDES NARRATIVE RESPONSES AND BUDGET) and attach word document to GMS as indicated.
- Complete BUDGET using Attachment 2: *GIVE Budget Worksheet* and attach to GMS as instructed within the RFA.
- Attach the 2018-2019 Memorandum of Understanding(s)/Memorandum of Agreement(s) signed by the partnership members (include justification for any required member signatures not included), to the GMS Application. Contracts will not be finalized until MOU(s)/MOA(s) are received by DCJS.
- Attach signed Letters of Support from the participating 2018-2019 partnership members detailing their role in the strategy to the GMS application. Contracts will not be finalized until Letters of Support are received by DCJS.
- Ensure that Monthly crime data is submitted for primary and secondary (where applicable) police departments and no reports are outstanding at the time of application submission.
- Ensure Monthly Gun Data Reports are submitted for primary and secondary (where applicable) police departments and that no reports are outstanding at the time of application submission.

- Ensure that Application submitted complies with technical submission requirements noted in Section IX Application Submission of the RFA.
- Applications must be submitted to DCJS through the Grants Management System (GMS) by Wednesday, February 21, 2018 at 12:00pm.

Appendix: 2018-19 GIVE Initiative Bidder's Conference/Webinar Information

A Bidder's conference will be held on Wednesday, January 31, 2018 from 1:00 PM – 2:00 PM.

Information is as follows:

- 1. Call one of the following numbers:**
Local: 1-518-549-0500
Toll Free: 1-844-633-8697
- 2. Follow the instructions that you hear on the phone.**
Cisco Unified Meeting Place meeting ID: 319 945 501

[Click here](#)

APPENDIX: DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS

GMS Helpful Hints: This document provides general GMS information. Instructions for submitting a GIVE application are within the RFA.

General Information

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 "Name of funding 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 GMS will time out after 30 minutes of inactivity. 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.

Make sure to include the following in your application:

- **Budget - See Application for additional budget specific instructions.**
- **Work plan - See RFA for specific instructions pertaining to the GIVE work plan.**
- **Narrative Questions - See RFA for specific instructions.**

Note: 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. 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: *Eligible Police Departments GIVE 2018-2019 Initiative*

Note: The Co-Chairs of the partnership are the District Attorney and the Chief of Police in the Eligible Law Enforcement Agencies noted below.

Albany County
Albany City PD

Broome County
Binghamton City PD

Chautauqua County
Jamestown City PD

Dutchess County
Poughkeepsie City PD

Erie County
Buffalo City PD

Monroe County
Rochester City PD

Nassau County
Nassau County PD – Co-Chair
Hempstead PD

Niagara County
Niagara Falls City PD

Oneida County
Utica City PD

Onondaga County
Syracuse City PD

Orange County
Newburgh City PD – Co- Chair
Middletown PD

Rensselaer County
Troy City PD

Rockland County
Spring Valley Village PD

Schenectady County
Schenectady City PD

Suffolk County
Suffolk County PD

Ulster County
Kingston City PD

Westchester County
Yonkers City PD – Co-Chair
Mt Vernon PD

APPENDIX: *Maximum County Funding Amounts*

Erie	\$1,929,500
Monroe	\$1,831,300
Onondaga	\$1,220,100
Westchester	\$1,207,500
Suffolk	\$1,091,800
Nassau	\$1,017,500
Orange	\$871,100
Schenectady	\$840,000
Albany	\$803,800
Niagara	\$731,700
Oneida	\$648,900
Rensselaer	\$500,500
Broome	\$404,200
Dutchess	\$358,400
Ulster	\$230,900
Chautauqua	\$194,300
Rockland	\$107,600

APPENDIX: GIVE Specific Contract Requirements

Each agency is contractually required to meet various requirements which are closely monitored by DCJS staff. Non-compliance with any of the requirements may result in the contract being placed in “stop payment” status until the delinquent measure is brought into compliance.

A MONTHLY REQUIREMENTS

1. Monthly Meetings

Monthly partnership meetings are critical for coordination and collaboration and must be held each month. These meetings are required to be structured to maximize the coordination, collaboration and accountability of partner agencies. The general theme of the meeting shall be the discussion of each partner’s role in the four core principles of the jurisdictions GIVE plan: People, Places, Alignment, and Engagement.

- a) The GIVE Initiative Co-Chairs, or their Executive level designee, and at least one representative from every GIVE funded agency within the partnership must attend all monthly meetings. In the case of the District Attorney’s Office, if the District Attorney is unable to attend, the designee must be a supervising Assistant District Attorney or equivalent.
- b) The meeting agenda must be sent via email to the DCJS GIVE Initiative Manager a minimum of two days in advance of the meeting.
- c) The meetings must include an in-depth discussion of the firearm-related violent crime (or aggravated assaults as applicable), shootings and homicides, performance measure outcomes and the need for strategy modification when applicable. In the jurisdictions where a regional Crime Analysis Center (CAC) exists, the CAC should play an integral role in the meeting through preparation (i.e., providing analysis of crimes and related material) and participation. In jurisdictions without a regional CAC, a designated Crime Analyst should assume this role.
- d) In addition to the requirements noted above, the monthly meetings should include a summary of the following information:
 - (1) Number of shooting incidents involving injury;
 - (2) Number of victims hit by gunfire;
 - (3) Individuals killed as a result of gun violence;
 - (4) The number of total aggravated assaults (aggravated assault jurisdictions only)
 - (5) The number of domestic violence-related assaults occurring, both aggravated and simple

For each of the above, jurisdictions should report on the statistics for the identified “GIVE zones”, SNUG zones, and citywide totals.

- (1) Total crime guns recovered and submitted to ATF for trace;

- (2) Total persons arrested for firearm-related crimes;
- (3) Discussion of institutionalization efforts on GIVE Initiatives;
- (4) Updated intelligence regarding “hot spots” and “top offenders”
- (5) Documented summaries, including performance measure outcomes from each meeting with general plans and contributions of funded agencies in addressing firearm-related crimes and homicides shall be forwarded via e-mail to the assigned GIVE jurisdiction representative within five (5) business days of the meeting. In addition, monthly reports must be submitted using the DCJS monthly report format.

2. Timely, Accurate, Crime Data – Each month, all participating law enforcement agencies are required to submit monthly crime reports to DCJS through the eJusticeNY Integrated Justice Portal (IJPortal) IBR/UCR Reporting Interface within 30 days after the close of the reporting period.

3. Incident-Based Reporting (IBR) Agencies – Monthly IBR extract files are required to be uploaded through the IBR Reporting Interface on the IJPortal. The following two UCR Summary reports are required to be submitted to DCJS through the UCR Data Entry Interface on the IJPortal:

- a) Hate Crime
- b) Law Enforcement Officers Killed or Assaulted (LEOKA)

4. Summary (UCR) Reporting Agencies – The following UCR Summary reports are required to be submitted to DCJS through the UCR Data Entry Interface on the IJPortal:

- a) Return A (Monthly Offenses known to Police)
- b) Arrests of Persons 18 and Over
- c) Arrest of Persons Under 18
- d) Supplemental Homicide Report (SHR)
- e) Arson
- f) Hate Crime
- g) Law Enforcement Officers Killed or Assaulted (LEOKA)

5. Monthly Gun Data – Both primary and DCJS designated secondary police departments must submit the Monthly Gun Data Report within 7 business days of the end of the month that is being reported on. When the police department is unable to submit the data within 7 business days, the Chief must submit the reasoning to DCJS while ensuring the data is submitted as soon as possible. If it is deemed that the reasoning for the late submission was out of the control of the police department, a waiver will be granted to avoid a finding of contract non-compliance.

Instructions for accessing and submitting crime reports through the IJPortal can be found at: http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/ucr_refman/IJPortal-UCR-Data-Entry-Manual.pdf

All law enforcement agencies must stay current with their monthly submissions. When the police department is unable to submit the data within 30 days, the Chief must submit the reasoning to DCJS while ensuring the data is submitted as soon as possible. If it is deemed that the reasoning for the late submission was out of the control of the police department, a waiver will be granted to avoid a finding of contract non-compliance.

B. ONGOING REQUIREMENTS

- 1. Information Sharing Networking**– DCJS will conduct region based roundtable style meetings occasionally throughout the budget cycle in order to bring jurisdictions together to discuss current trends and best practices. Agencies will be required to send appropriate representatives when requested by DCJS. Participants of GIVE will also participate in cross-jurisdictional networks that will help shape strategies and share the results of the institutionalization of the strategies with multiple jurisdictions. These networks will be implemented through participation in cross-jurisdictional information sharing meetings, conference calls, and other information sharing initiatives.
- 2. Crime Guns** - All crime gun seizures require the following:
 - a. GGUN Entry:** All required information on the seized firearm are to be submitted via the IJPortal GGUN entry form. This step will automatically initiate an ATF eTrace submission, a NYS Pistol Permit inquiry and submission to the NYS Gun Clearinghouse for further analysis. NOTE: Agencies must have executed an MOU with ATF for access to an eTrace account, and per the MOU, are NOT to make entries into the ATF eTrace program. The GGUN entry will automatically initiate the eTrace inquiry. NOTE: eTrace access is intended for information access only. Agencies are not to submit any information via the eTrace system.
 - b. Lab Submission for Firearm Analysis:** All recovered crime guns and appropriately related ballistic evidence including recovered casings are to be submitted to your regional crime lab for analysis; to include National Integrated Ballistic Information Network (NIBIN) inquiries. Submissions, including test firing requirements, are to be executed per the requirement of your regional crime lab.
 - c. Crime Analysis Support:** All information related to a crime gun recovery including firearm information, incident information on the seizure, and all subsequent results of the above inquiries including NIBIN results are to be shared with your crime analysis unit and/or regional Crime Analysis Center when the information is received.
- 3. Domestic Incident Report Database** - Agencies are required to participate in utilizing the DCJS Domestic Incident Report (DIR) Repository. The repository provides

electronic, cross- agency access to DIRs filed by police departments and sheriff's offices in the 57 counties outside of New York City. This secure database automates information – previously only captured on paper – that will enable law enforcement to more safely respond to domestic incidents, improve the supervision of offenders on parole and probation and enhance the prosecution of domestic violence crimes.

Contact the DCJS Customer Contact Center at cccenter@dcjs.ny.gov, 518-457-5837 or 1- 800-262-3257 for more information and to enroll.

4. **DNA Collection** – Agencies are expected to ensure that all DNA databank collections are being taken in a timely manner and as required by law.
5. **Sex Offender Address Verification** – Agencies are expected to be vigilant in verifying the addresses of all sex offenders assigned to their jurisdictions and promptly report the action taken on eJusticeNY.
6. **Sex Offender Photos** – Agencies are expected to be vigilant in ensuring all photos due from sex offenders assigned to their jurisdiction are obtained in a timely manner and promptly uploaded to eJusticeNY.
7. **SNUG Data Sharing Requirements** – Jurisdiction's that have a SNUG Street Outreach program are required to adhere to the following data sharing requirements:
 - a) Participating police departments will attend monthly meetings, at a minimum, with the SNUG (also known as Neighborhood Violence Prevention Project) program manager or his/her designee and regional crime analysts, or agency crime analyst, to discuss firearm related crime, gang activity, and violence. Meeting frequency may be increased at the discretion of DCJS based on shootings, homicides, and the incidence of violent crime within a jurisdiction.
 - b) By the 15th day of each month, participating police departments will provide SNUG personnel with a monthly list of high risk individuals who have been identified as known or suspected gang members, gang leaders who promote gun violence, and candidates most likely to carry guns and/or be involved in shooting incidents. Police agencies may use discretion when it comes to supplying sensitive information regarding these high-risk individuals (i.e. persons involved in active criminal investigations).
 - c) By the 7th day of each month, the participating police department will provide DCJS a crime map pinpointing the locations of the prior month's shooting incidents for both the SNUG target area(s) and the entire city. A copy of this map will be sent to the GIVE Program Manager and the Statewide SNUG Director.
 - d) Participating police departments will provide DCJS an annual crime map

pinpointing the locations of all shooting incidents which have occurred between July 1 and June 30 of the preceding GIVE contract period for both the SNUG target area(s) and the entire city. This annual crime map will be due on the last day of the month following the expiration date of the contract. A copy of this map will be sent to the GIVE Program Manager and the Statewide SNUG Director.

- e) By the 7th day of each month the participating police department will provide DCJS a report detailing a month to month comparison of shootings and homicides for the current calendar year and the two preceding calendar years for the target area(s) and the entire city.
- f) Participating police departments will develop written protocols detailing established procedures to notify the SNUG program manager or his/her designee of all shootings and/or homicides within 24 hours of each incident. The written procedures must be submitted to DCJS with the first Quarterly Progress Report.

APPENDIX: Evidence – Based Policing Resources

Problem Oriented Policing

“Problem-oriented policing is an approach to policing in which discrete pieces of police business (each consisting of a cluster of similar incidents, whether crime or acts of disorder, that the police are expected to handle) are subject to microscopic examination (drawing on the especially honed skills of crime analysts and the accumulated experience of operating field personnel) in hopes that what is freshly learned about each problem will lead to discovering a new and more effective strategy for dealing with it. Problem-oriented policing places a high value on new responses that are preventive in nature, that are not dependent on the use of the criminal justice system, and that engage other public agencies, the community and the private sector when their involvement has the potential for significantly contributing to the reduction of the problem. Problem-oriented policing carries a commitment to implementing the new strategy, rigorously evaluating its effectiveness, and, subsequently, reporting the results in ways that will benefit other police agencies and that will ultimately contribute to building a body of knowledge that supports the further professionalization of the police.”

- Herman Goldstein (2001)

For resources on Problem-Oriented Policing see:

1. [Center for Problem-Oriented Policing](#)
2. [The Police Society for Problem Based Learning](#)
3. [US DOJ COPS](#)
4. [POP Reflections](#)
5. [Herman Goldstein - Developing POP](#)

Jurisdictions must articulate how they will incorporate procedural justice into their overall strategy. Below is a more detailed explanation of procedural justice followed by specific guidance on how to incorporate procedural justice into strategies.

Procedural Justice

“A substantial body of research tells us that—when those who come into contact with the police feel that they are treated fairly—they are more likely to accept decisions by the authorities, obey the law, and cooperate with law enforcement in the future – even if they disagree with specific outcomes. Clearly, each of us has an opportunity, and a responsibility, to refocus on engagement with the individual communities we serve—by involving our fellow citizens in the process of establishing clear norms of behavior; by setting standards for right and wrong; and, ultimately, by relegating the era of suspicion and distrust to the past.”

Former Attorney General Eric Holder in his speech to the International Association of Chiefs of Police on October 21, 2013

Below are some links to journal articles and other publications to assist in creating a thorough understanding of Procedural Justice.

1. [US Conference of Mayors Report](#)
2. [Procedural Justice for Judges and Courts](#)
3. [The Importance of Procedural Justice](#)
4. [Procedural Justice | Center for Court Innovation](#)
5. [PERF Report](#)
6. [Innovation: Racial Reconciliation | National Network for Safe Communities](#)
7. [National Initiative for Building Community Trust and Justice](#)
8. [21st Century Policing Task Force Report](#)

Jurisdictions must use more than one of the evidence based strategies listed below when developing a comprehensive strategy to respond to their shooting and homicide problem. All approaches must be formulated based on the four core elements of people, places, alignment, and engagement with the primary goal of the elimination of gun-involved violence. References to additional materials on each of the approaches are included:

Crime Prevention Through Environmental Design (CPTED)

Crime Prevention Through Environmental Design (CPTED) may be a proactive or reactive activity which uses existing aspects of the environment, or modifies the environment, to decrease the likelihood of criminal activity. As a proactive activity, this may occur as new developments are being planned. When reactive, it is likely to be a response to a particular event or series of events. Environmental changes may be modifications to physical structures or vehicular and pedestrian traffic flow. They may entail “target hardening” by modifying access points, installing spot lights or adding video surveillance. It can also involve broader changes to the surrounding environment, such as cleaning up communities, modifying street lighting, fixing broken windows, adding parks and recreation or encouraging outdoor communal social activities. CPTED is an activity that can include a wide variety of law enforcement and community stakeholders. Below is a list of web based resources for a better understanding of CPTED and its institutionalization.

1. [U.S. Department of Housing and Urban Development - Creating Defensible Spaces](#)
2. [Pop Center - Tools for CPTED](#)
3. [NIJ - Crime Prevention Through Environmental Design](#)
4. [CPTED Security - Guidelines](#)
5. [Robert A. Gardner, CPP - CPTED Overview](#)
6. [Seattle Police Department – Neighborhood CPTED Guide](#)

Hot Spots Policing

Hot Spots Policing strategies focus on small geographic areas or locations, usually in urban centers, where crime is concentrated. It is based on the understanding that there are settings with significant clusters of crime that generate a large proportion of the total crime reported in the broader community. The concentration of crime in small places or micro locations (buildings or addresses, street segments, or blocks) allows for focused interventions. These may take a variety of forms. Analysis is necessary to identify the locations and the nature of the crime that characterizes them. Approaches may range from directed patrols and heightened levels of traffic enforcement to aggressive disorder enforcement and problem oriented policing to address the location-specific issues that have been identified through analysis. Below are links to additional

information on Hot Spots Policing.

1. [NIJ Hot Spots Policing](#)
2. [Practice: Hot Spots Policing - CrimeSolutions.gov](#)
3. [The Importance of Legitimacy in Hot Spots Policing](#)
4. [Hot Spots Policing | Center for Evidence-Based Crime Policy](#)
5. [Dispatch - A Hot Spots Experiment: Sacramento Police Department](#)

Street Outreach Workers

The model relies on the use of culturally appropriate staff that respond to shootings to prevent retaliation and detect and resolve conflicts that are likely to lead to shootings. They develop relationships with high risk individuals who are likely to engage in gun violence and link them with resources such as education and job training. Staff collaborates with neighborhood organizations and other community groups to organize neighborhood events and public education activities that promote a no-shooting message. The strategy aims to change behaviors, attitudes, and social norms directly related to gun violence.¹ (See Cure Violence website [Cure Violence](#).)

1. <http://cureviolence.org/>
2. [National Gang Center Bulletin](#)
3. [National League of Cities](#)

Focused Deterrence

The National Network’s intervention model, known formally as a “pulling levers” focused deterrence framework^[2], identifies a particular serious crime problem, assembles a partnership of law enforcement, community leaders, and social service providers; conducts research to identify the small number of people driving the vast majority of serious offending; responds to continued offending by activating a variety of sanctions—i.e., “pulling levers”; focuses social services and community resources on offenders; and communicates with them directly and repeatedly to give them a clear moral message from the community that the offending must stop, provide them credible information about the legal consequences for further offending, and offer them help.^[3]
^[4] The model recognizes that offenders, although they engage in behavior damaging to their communities, are also rational, responsible adults governed by formal and informal social norms,

and that they will respond when given the information they need to change their behavior. This approach has resulted in reductions in serious crime in a range of cities nationwide.^[5]

For more information on focused deterrence, please review the links below:

1. [National Network for Safe Communities Brochure.pdf](#)
2. [National Network for Safe Communities - Pulling Levers](#)
3. <https://www.crimesolutions.gov/Practice Profile Details>
4. [National Network for safe Communities - Group-Violence-Intervention-institutionalization-guide](#)
5. [National Network for Safe Communities - Custom-Notifications](#)
6. [National Network for Safe Communities - Shooting-Scorecards](#)
7. [The National Network for Safe Communities- Racial Reconciliation - Drugs-race-and-common-ground-reflections-on-the-high-point-intervention](#)

[2] Braga & Weisburd. The Effects of “Pulling Levers.”

[3] Kennedy, D. M. (1997). “Pulling Levers: Chronic Offenders, High-Crime Settings, and a Theory of Prevention.” Valparaiso University Law Review, 21: 449-484.

[4] Kennedy, D. M. (2008). Deterrence and Crime Prevention: Reconsidering the Prospect of Sanction. London: RoutledgePress.

[5] Braga & Weisburd. The Effects of “Pulling Levers.”

Aggravated Assault

The six jurisdictions (Broome, Chautauqua, Rensselaer, Rockland, and Ulster counties and the City of Middletown in Orange County) are required to focus on aggravated assaults may use the below resources to respond to the problems underlying aggravated assaults (as defined by FBI Uniform Crime Reporting guidelines). Should it be determined that the other evidence based approaches will appropriately address the underlying aggravated assault problem they may also be considered.

1. [POP in Violent Crime Places](#)
2. [DCJS Youth Violence Reduction Strategy](#)
3. [Australian Institute of Criminology](#)
4. [POP and Domestic Violence](#)
5. [Intimate Partner Violence Intervention](#)
6. [Domestic Violence High Risk Team](#)

APPENDIX: GIVE 2018-2019 Institutionalization Plan Evaluation Criteria

The following criteria should be utilized as a guide to formulate your jurisdiction's GIVE Institutionalization Plan and responses. Applicants' submissions will be evaluated based on the inclusion of the following components:

See Required Narrative Responses: Section a) – Scanning/Analysis (50 Total Points)

1. Did the jurisdiction utilize the Problem-Oriented Policing framework in developing its jurisdictional assessment?
2. Does the jurisdiction provide an adequate assessment of the underlying factors that contribute to the majority of shootings and homicides, or aggravated assaults where applicable, within their jurisdiction?
3. Was this assessment performed with the assistance of the Crime Analysis Center or Crime Analyst?
4. Did the applicant summarize the analysis of their shootings and homicides, or aggravated assaults where applicable?
5. Did the applicant identify patterns, trends, and locations of shootings and homicides, or aggravated assaults where applicable?
6. Did the applicant utilize DCJS crime statistics, along with their own crime analysis, using at least three years of shooting and homicide data, or aggravated assault data where applicable ?
7. Did the applicant address any changes noted in the patterns, trends, locations, and top offenders of their shootings and homicides, or aggravated assaults where applicable, during the initial GIVE cycle?
8. Did the applicant describe the criteria used to develop a list of "top offenders"?
9. Did the applicant summarize how they plan to develop and monitor a "top offender" list?
10. Did the applicant provide a summary of the criteria used to develop a list of "hot spots"?
11. Did the applicant identify specific geographic locations in the jurisdiction where hot-spots enforcement and preventive activities will be concentrated (i.e. GIVE zones)?
12. Did the applicant summarize how they plan to develop and monitor a list of "hot spots"?
13. Did the applicant demonstrate how they plan to use information learned from hot-spot policing technical assistance offerings in their identification of hot-spot location(s) in their jurisdiction?
14. Did the jurisdiction name other programs and resources that currently exist that are used to reduce shootings and homicides and how their GIVE strategy will align with these programs?

15. Does the application describe how the applicant plans to coordinate resources and prevention efforts with state agencies such as DOCCS and the New York State Police?
16. Does the application adequately address the information requested and include the required components established through the RFA?

See Required Narrative Responses: Section b) – Response/Strategy Development (25 Total Points)

1. Is the strategy based on the results of the problem analysis identified during the scanning/analysis phase?
2. Is the strategy based on the data obtained through crime analysis?
3. Is the overall GIVE strategy comprehensive in nature and based on the Problem-Oriented Policing SARA methodology?
4. Does the strategy clearly define the role that each funded agency will play in the jurisdiction's GIVE strategy?
5. Does the strategy clearly define how procedural justice will be incorporated into each aspect of their overall GIVE strategy?
6. Does the strategy include an element of how the agency will address "top offenders"?
7. Does the strategy indicate a plan for addressing "hot spots" within the jurisdiction?
8. Did the agency state a plan for aligning existing programs and resources into their proposed strategy?
9. Does the strategy ensure coordination and alignment with other violence-prevention efforts in the community?
10. Does the strategy articulate the way the agency will obtain active engagement with key stake-holders, the community, and other law enforcement agencies?
11. Does the strategy provide for the ongoing use of timely and relevant crime data?
12. Does the strategy articulate the enhanced integration of the Crime Analysis Center and/or Crime Analysts?
13. Is the applicant's plan to eliminate shootings and homicides, or aggravated assaults where applicable, multifaceted, employing multiple evidence based strategies?
14. Does the applicant clearly articulate how they will develop a plan that will be provided to DCJS on the institutionalization of the strategy?
15. Does the application adequately address the information requested and include the required components established through the RFA?

See Required Narrative Responses: Section c) – Assessment/Performance Measures (5 Total Points)

1. Does the applicant include a plan for the continued monitoring and evaluation of shootings and homicides?
2. Does the applicant include a plan for measuring the institutionalization of the strategy?
3. Does the applicant include quantified performance measures to monitor the effectiveness of the planned strategy?
4. Does the applicant include a plan for assessing the effectiveness of the strategy?
5. Does the applicant provide detailed measurements, other than crime statistics, to measure the effectiveness of the strategy?
6. Does the response address the requirements in the request for application?

See GIVE Initiative Budget Worksheet and Budget Narrative (20 Points)

1. Did the applicant comply with the funding restrictions set forth in this RFA?
2. Did each agency within the eligible jurisdiction complete the individual agency budget section on the combined county budget worksheet for the 12-month budget cycle?
3. Are budget lines directly related to program institutionalization and sufficiently justified?
4. Is there a clear relationship between the budgeted items and resource requirements identified in the applicant's GIVE strategy?
5. Are the roles of budgeted personnel well defined and essential to the applicant's strategy to reduce shootings and homicides?
6. Is the time allotment specified for proposed personnel commensurate with the amount of funding requested for that position?
7. Are non-personnel service items essential and directly related to the strategy?
8. Are budgeted amounts reasonable and calculated based on adequate supporting detail (e.g., number of hours worked, hourly rates, percent-of-effort (FTEs), fringe rates, unit costs, etc.)?
9. Is there sufficient detail with regard to requests for overtime to conduct operations?
10. Are all requested items allowable costs for this RFA?

Shooting Related Violence GIVE Eligible Jurisdictions

Ranked by Shooting Incidents Involving Injury

January 2015 - November 2017

Jurisdiction	Shooting Incidents Involving Injury	Individuals Killed by Gun Violence	Homicides	Violent Crimes Involving a Firearm
Buffalo City PD	653	103	123	2,599
Rochester City PD	492	64	100	1,889
Syracuse City PD	345	48	67	674
Suffolk County PD	204	36	76	1,148
Newburgh City PD	95	12	16	299
Middletown City PD	5	1	3	62
Orange County Total	100	13	19	361
Yonkers City PD	95	9	20	435
Mount Vernon City PD	70	14	19	297
Westchester County Total	165	23	39	732
Albany City PD	95	8	14	308
Nassau County PD	79	16	35	542
Hempstead Vg PD	64	10	17	221
Nassau County Total	143	26	52	763
Utica City PD	66	6	12	259
Niagara Falls City PD	55	5	9	381
Schenectady City PD	53	11	19	297
Poughkeepsie City PD	40	4	7	124
Troy City PD	30	4	14	249
Binghamton City PD	20	6	12	130
Jamestown City PD	13	3	7	81
Kingston City PD	6	0	1	29
Spring Valley Vg PD	1	0	2	29

Source: DCJS, Uniform Crime reporting System
Data as of 01/02/2018

Shooting Incidents Involving Injury By GIVE Jurisdiction

As of 12/11/2017

	2008	2009	2010	2011	2012	2013	2014	2015	2016	Jan - Nov 2017
Buffalo City PD	220	261	220	229	217	171	205	204	262	187
Rochester City PD	157	126	155	131	194	192	168	191	156	145
Syracuse City PD	93	73	80	86	78	74	94	113	128	104
Suffolk County PD	93	84	81	77	53	57	65	74	72	58
Newburgh City PD	12	19	30	28	36	36	42	43	38	14
Middletown City PD	N/A	1	4	3	6	0	0	0	3	2
Orange County Total	12	20	34	31	42	36	42	43	41	16
Yonkers City PD	39	43	31	21	8	12	27	34	35	26
Mount Vernon City PD	30	15	15	25	31	12	16	22	25	23
Westchester County Total	69	58	46	46	39	24	43	56	60	49
Nassau County PD	79	61	59	41	39	34	33	28	32	19
Hempstead Vg PD	29	36	38	23	37	37	27	16	32	16
Nassau County Total	108	97	97	64	76	71	60	44	64	35
Albany City PD	44	27	37	44	27	33	34	31	27	37
Utica City PD	19	13	12	11	9	21	24	22	21	23
Niagara Falls City PD	16	13	18	22	25	20	29	15	19	21
Poughkeepsie City PD	22	17	15	17	13	32	13	15	17	8
Schenectady City PD	20	15	24	21	21	15	15	24	18	11
Jamestown City PD	1	0	1	1	0	1	2	3	7	3
Troy City PD	2	9	14	10	11	7	11	13	7	10
Binghamton City PD	1	6	11	2	8	2	6	5	5	10
Kingston City PD	4	5	6	5	1	2	2	2	2	2
Spring Valley Vg PD	0	2	0	0	1	0	1	0	0	1

Source: DCJS, Office of Justice Research and Performance

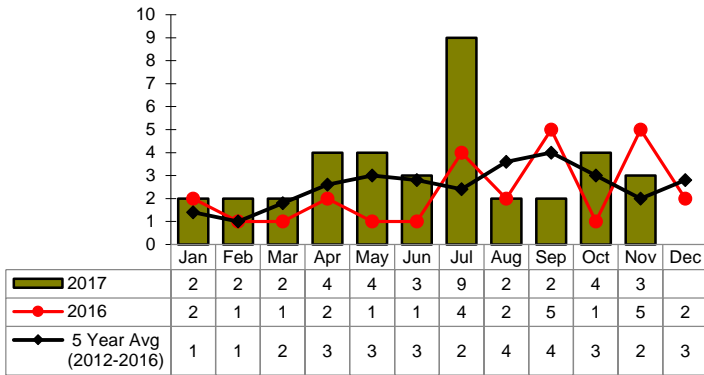
Albany City PD

January - November 2017 vs. 2016

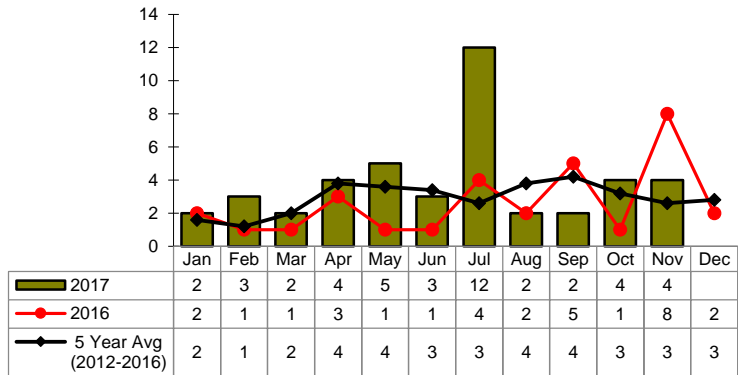
As of 12/11/2017

	5 Year Average YTD (2012-2016)	2016 YTD	2017 YTD	% Change	
				16 vs. 17	5 Yr. Avg vs. 2017
Shooting Incidents Involving Injury	28	25	37	48.0%	34.1%
Shooting Victims (Persons Hit)	32	29	43	48.3%	34.4%
Individuals Killed by Gun Violence	3	1	3		

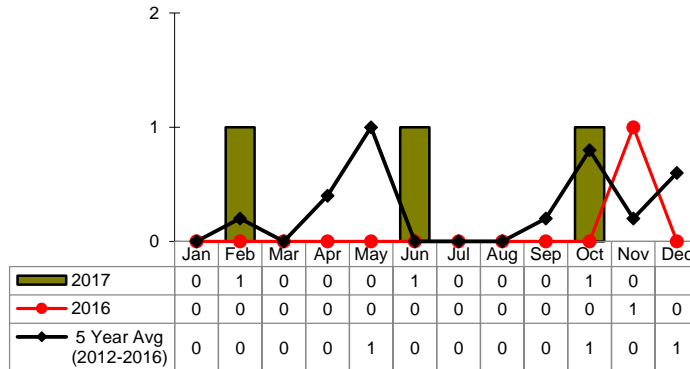
Shooting Incidents Involving Injury



Shooting Victims (Persons Hit)



Individuals Killed by Gun Violence



Current year data is preliminary and subject to change.

NOTE: Percentage change is not calculated when counts are fewer than 10 and the 5-year Averages are rounded to the nearest whole number.

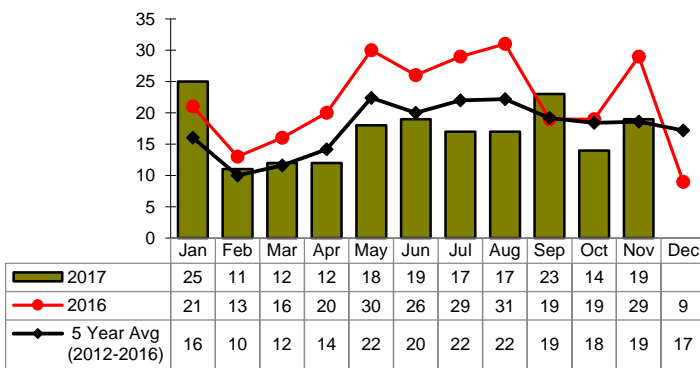
Buffalo City PD

January - November 2017 vs. 2016

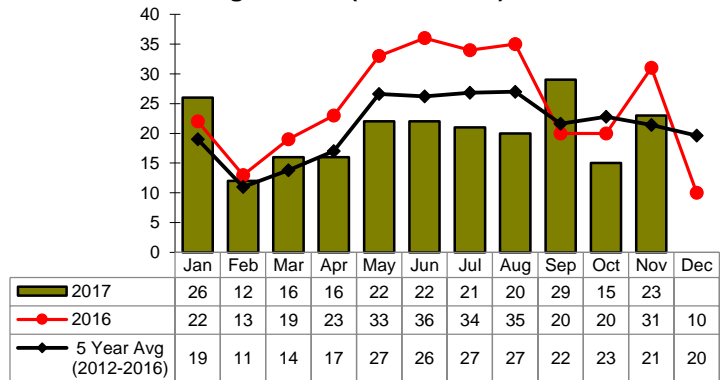
As of 12/11/2017

	5 Year Average YTD (2012-2016)	2016 YTD	2017 YTD	% Change	
				16 vs. 17	5 Yr. Avg vs. 2017
Shooting Incidents Involving Injury	195	253	187	-26.1%	-3.9%
Shooting Victims (Persons Hit)	233	286	222	-22.4%	-4.8%
Individuals Killed by Gun Violence	34	35	33	-5.7%	-3.5%

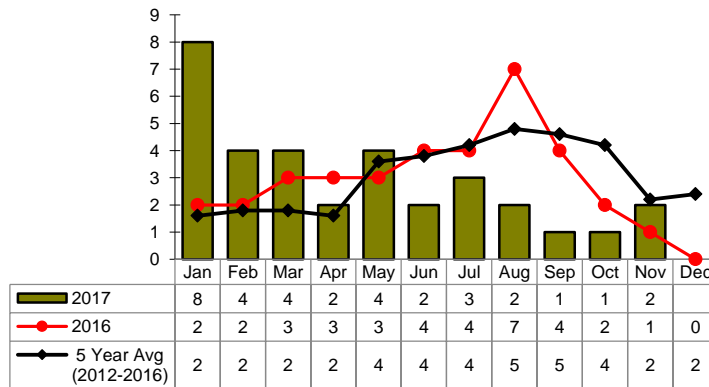
Shooting Incidents Involving Injury



Shooting Victims (Persons Hit)



Individuals Killed by Gun Violence



Current year data is preliminary and subject to change.

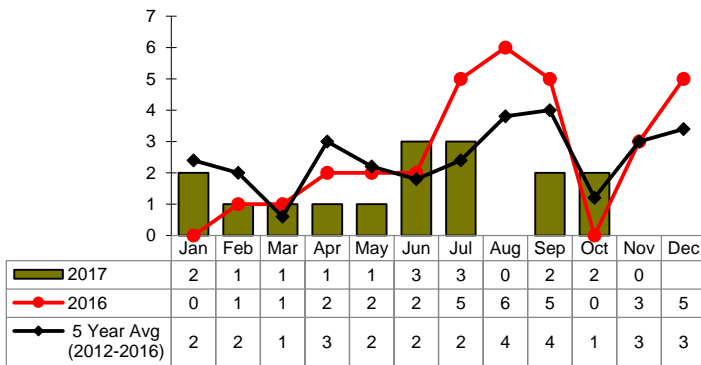
Hempstead Village PD

January - November 2017 vs. 2016

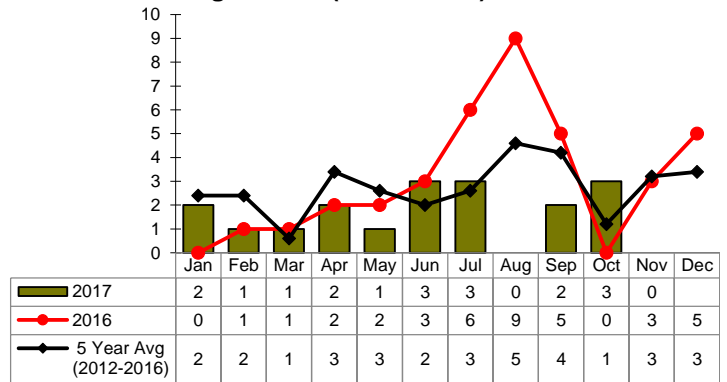
As of 12/11/2017

	5 Year Average YTD (2012-2016)	2016 YTD	2017 YTD	% Change	
				16 vs. 17	5 Yr. Avg vs. 2017
Shooting Incidents Involving Injury	26	27	16	-40.7%	-39.4%
Shooting Victims (Persons Hit)	29	32	18	-43.8%	-38.4%
Individuals Killed by Gun Violence	5	3	1		

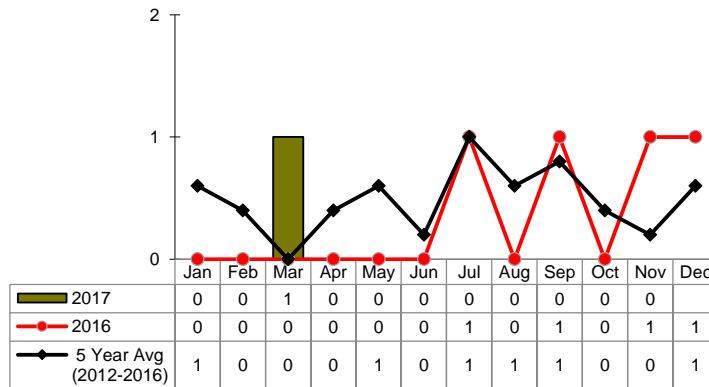
Shooting Incidents Involving Injury



Shooting Victims (Persons Hit)



Individuals Killed by Gun Violence



Current year data is preliminary and subject to change.

NOTE: Percentage change is not calculated when counts are fewer than 10 and the 5-year Averages are rounded to the nearest whole number.

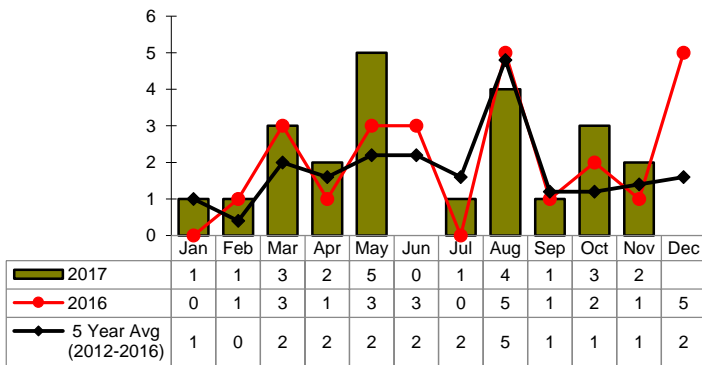
Mount Vernon City PD

January - November 2017 vs. 2016

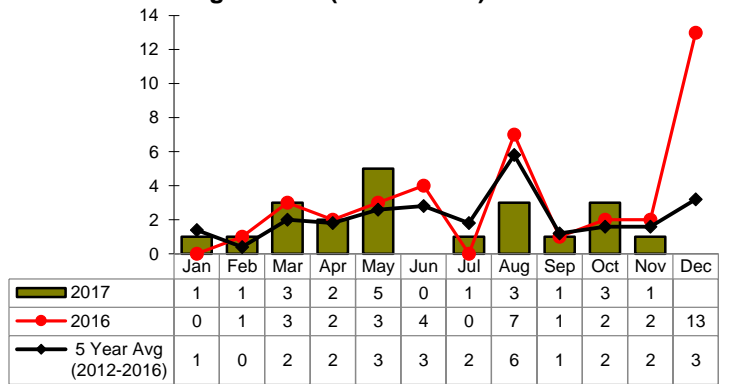
As of 12/11/2017

	5 Year Average YTD (2012-2016)	2016 YTD	2017 YTD	% Change	
				16 vs. 17	5 Yr. Avg vs. 2017
Shooting Incidents Involving Injury	20	20	23	15.0%	17.3%
Shooting Victims (Persons Hit)	23	25	21	-16.0%	-8.7%
Individuals Killed by Gun Violence	4	6	4		

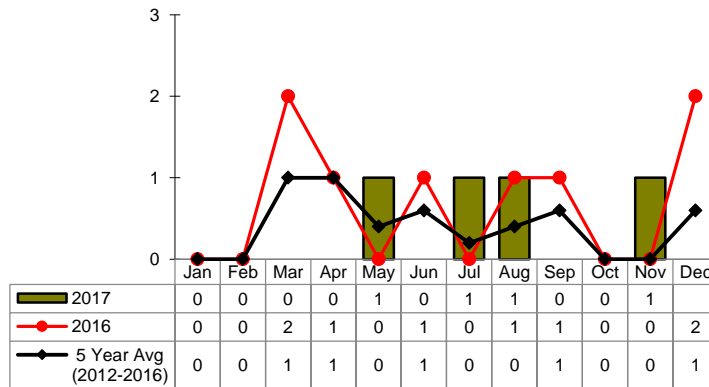
Shooting Incidents Involving Injury



Shooting Victims (Persons Hit)



Individuals Killed by Gun Violence



Current year data is preliminary and subject to change.

NOTE: Percentage change is not calculated when counts are fewer than 10 and the 5-year Averages are rounded to the nearest whole number.

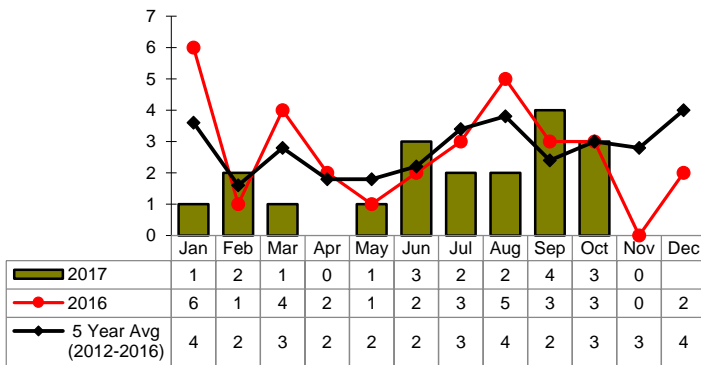
Nassau County PD

January - November 2017 vs. 2016

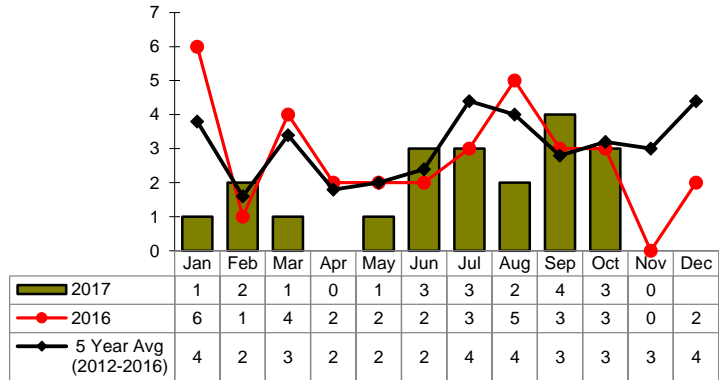
As of 12/11/2017

	5 Year Average YTD (2012-2016)	2016 YTD	2017 YTD	% Change	
				16 vs. 17	5 Yr. Avg vs. 2017
Shooting Incidents Involving Injury	29	30	19	-36.7%	-34.9%
Shooting Victims (Persons Hit)	32	31	20	-35.5%	-38.3%
Individuals Killed by Gun Violence	6	5	2		

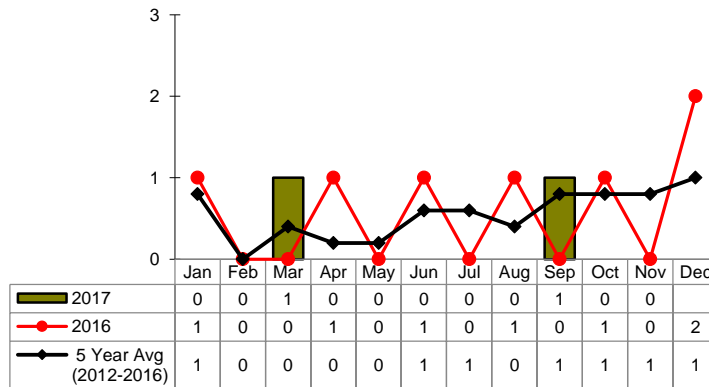
Shooting Incidents Involving Injury



Shooting Victims (Persons Hit)



Individuals Killed by Gun Violence



Current year data is preliminary and subject to change.

NOTE: Percentage change is not calculated when counts are fewer than 10 and the 5-year Averages are rounded to the nearest whole number.

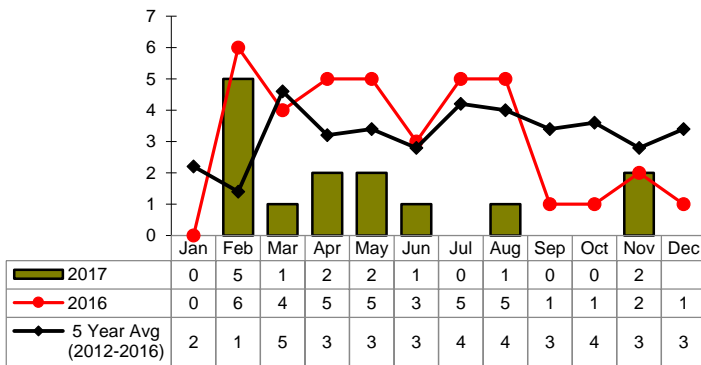
Newburgh City PD

January - November 2017 vs. 2016

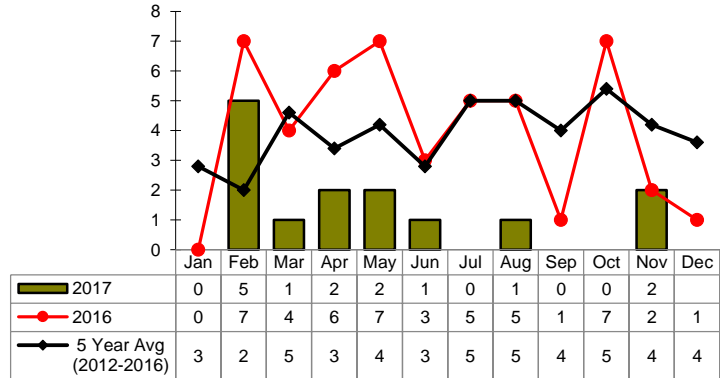
As of 12/11/2017

	5 Year Average YTD (2012-2016)	2016 YTD	2017 YTD	% Change	
				16 vs. 17	5 Yr. Avg vs. 2017
Shooting Incidents Involving Injury	36	37	14	-62.2%	-60.7%
Shooting Victims (Persons Hit)	43	47	17	-63.8%	-60.8%
Individuals Killed by Gun Violence	3	5	4		

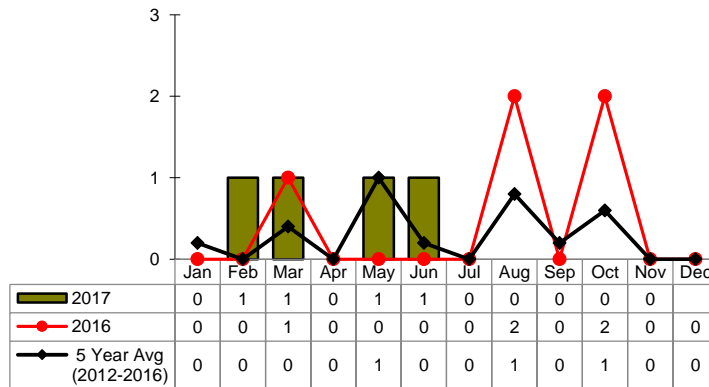
Shooting Incidents Involving Injury



Shooting Victims (Persons Hit)



Individuals Killed by Gun Violence



Current year data is preliminary and subject to change.

NOTE: Percentage change is not calculated when counts are fewer than 10 and the 5-year Averages are rounded to the nearest whole number.

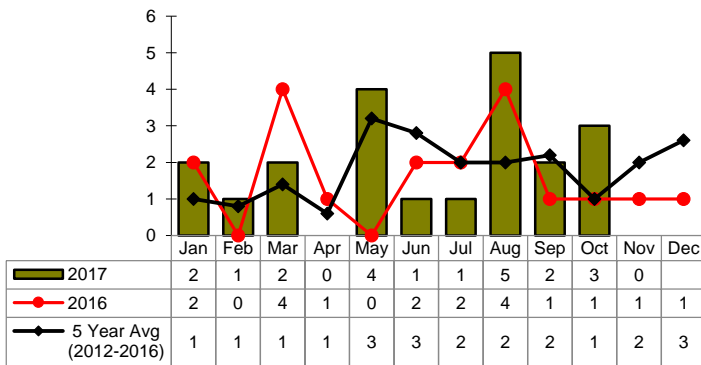
Niagara Falls City PD

January - November 2017 vs. 2016

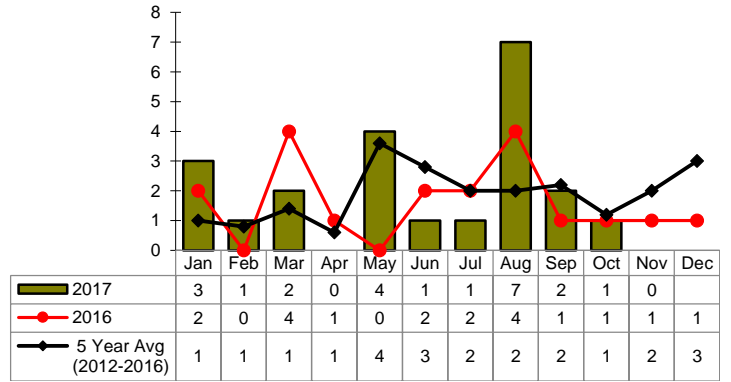
As of 12/11/2017

	5 Year Average YTD (2012-2016)	2016 YTD	2017 YTD	% Change	
				16 vs. 17	5 Yr. Avg vs. 2017
Shooting Incidents Involving Injury	19	18	21	16.7%	10.5%
Shooting Victims (Persons Hit)	20	18	22	22.2%	12.2%
Individuals Killed by Gun Violence	2	1	2		

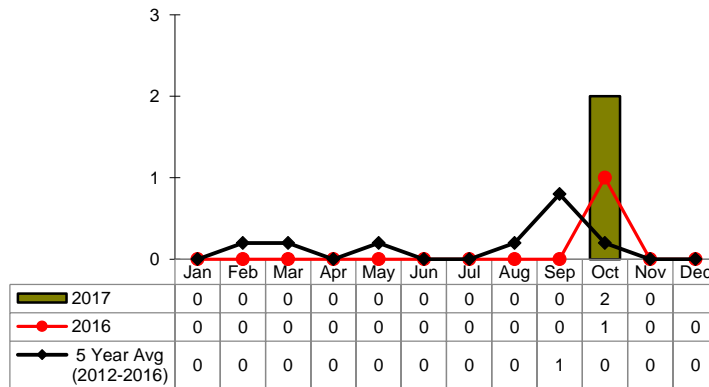
Shooting Incidents Involving Injury



Shooting Victims (Persons Hit)



Individuals Killed by Gun Violence



Current year data is preliminary and subject to change.

NOTE: Percentage change is not calculated when counts are fewer than 10 and the 5-year Averages are rounded to the nearest whole number.

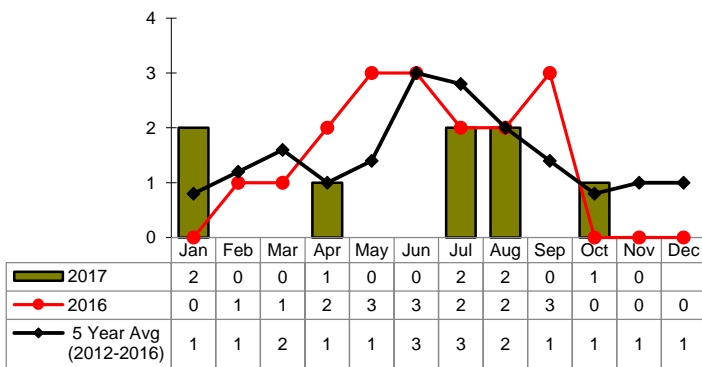
Poughkeepsie City PD

January - November 2017 vs. 2016

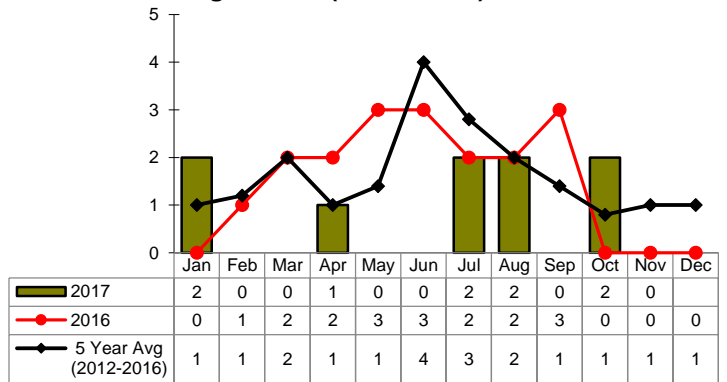
As of 12/11/2017

	5 Year Average YTD (2012-2016)	2016 YTD	2017 YTD	% Change	
				16 vs. 17	5 Yr. Avg vs. 2017
Shooting Incidents Involving Injury	17	17	8		
Shooting Victims (Persons Hit)	19	18	9		
Individuals Killed by Gun Violence	2	2	0		

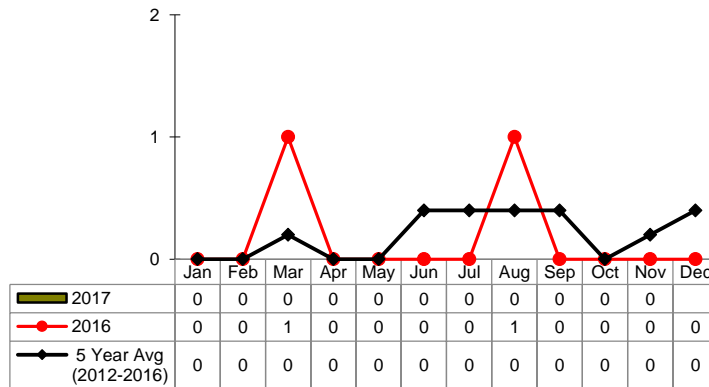
Shooting Incidents Involving Injury



Shooting Victims (Persons Hit)



Individuals Killed by Gun Violence



Current year data is preliminary and subject to change.

NOTE: Percentage change is not calculated when counts are fewer than 10 and the 5-year Averages are rounded to the nearest whole number.

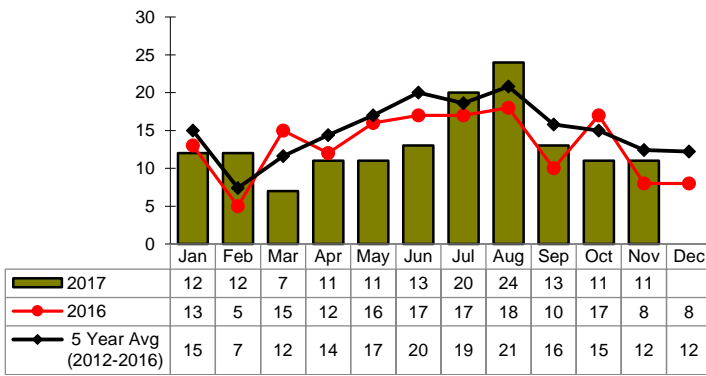
Rochester City PD

January - November 2017 vs. 2016

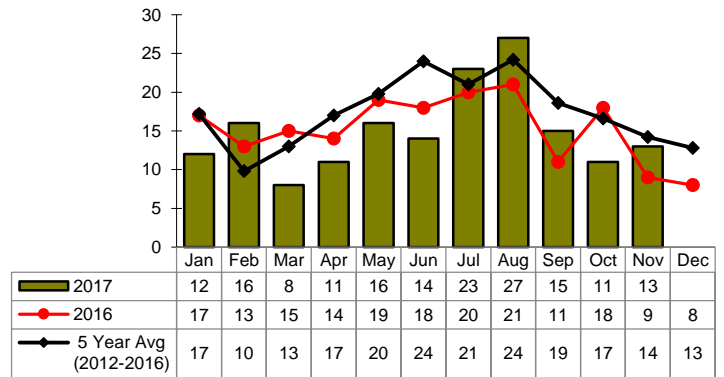
As of 12/11/2017

	5 Year Average YTD (2012-2016)	2016 YTD	2017 YTD	% Change	
				16 vs. 17	5 Yr. Avg vs. 2017
Shooting Incidents Involving Injury	168	148	145	-2.0%	-13.7%
Shooting Victims (Persons Hit)	195	175	166	-5.1%	-15.0%
Individuals Killed by Gun Violence	25	24	12	-50.0%	-51.6%

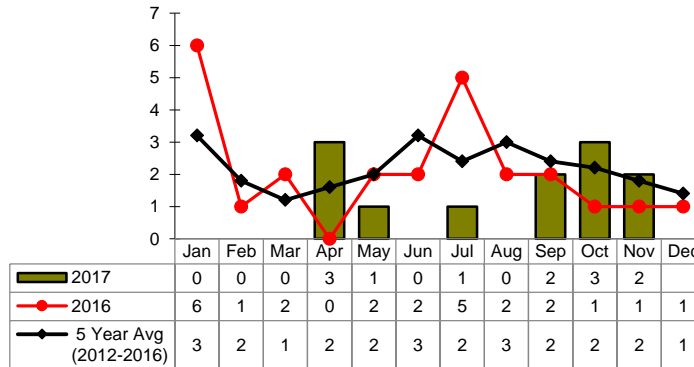
Shooting Incidents Involving Injury



Shooting Victims (Persons Hit)



Individuals Killed by Gun Violence



Current year data is preliminary and subject to change.

NOTE: Percentage change is not calculated when counts are fewer than 10 and the 5-year Averages are rounded to the nearest whole number.

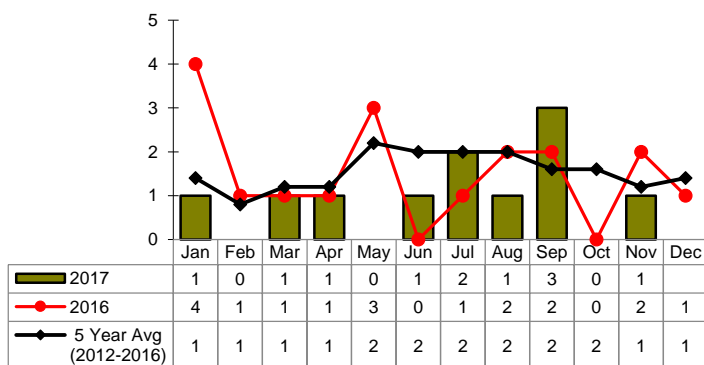
Schenectady City PD

January - November 2017 vs. 2016

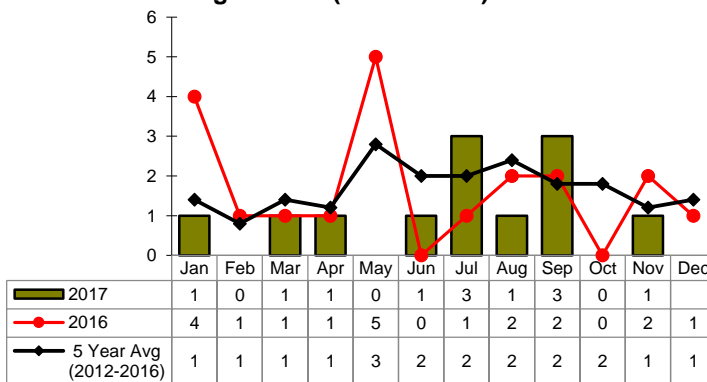
As of 12/11/2017

	5 Year Average YTD (2012-2016)	2016 YTD	2017 YTD	% Change	
				16 vs. 17	5 Yr. Avg vs. 2017
Shooting Incidents Involving Injury	17	17	11	-35.3%	-36.0%
Shooting Victims (Persons Hit)	19	19	12	-36.8%	-36.2%
Individuals Killed by Gun Violence	3	6	1		

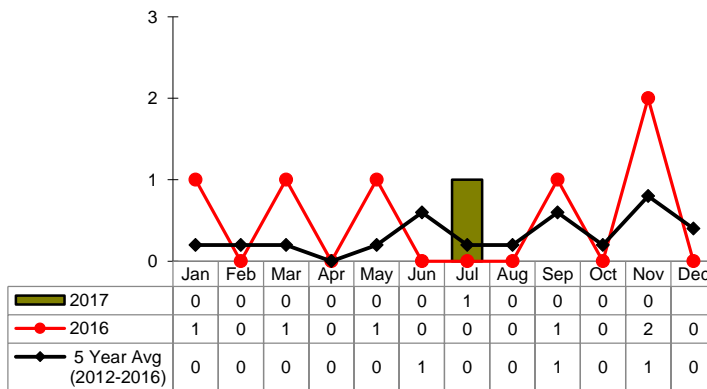
Shooting Incidents Involving Injury



Shooting Victims (Persons Hit)



Individuals Killed by Gun Violence



Current year data is preliminary and subject to change.

NOTE: Percentage change is not calculated when counts are fewer than 10 and the 5-year Averages are rounded to the nearest whole number.

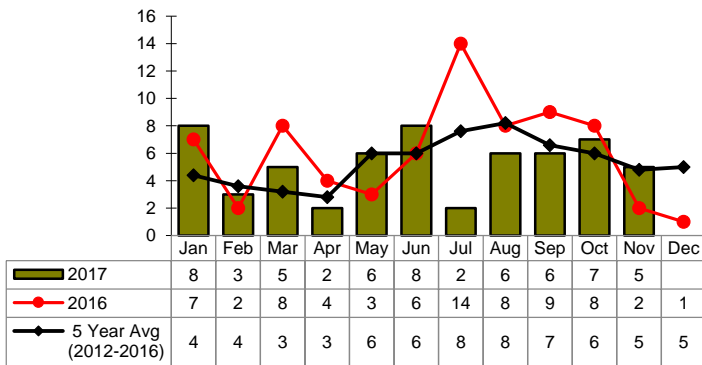
Suffolk County PD

January - November 2017 vs. 2016

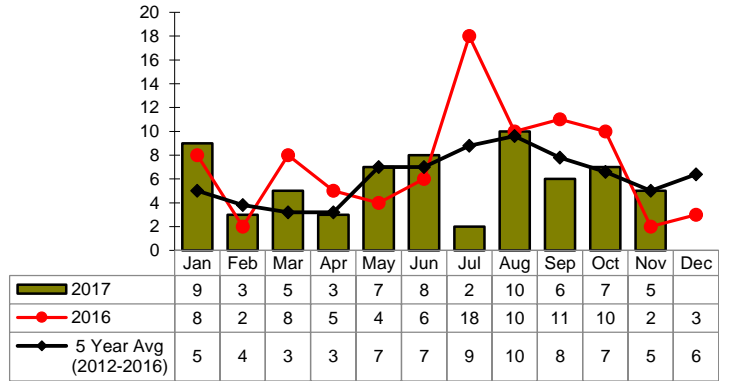
As of 12/11/2017

	5 Year Average YTD (2012-2016)	2016 YTD	2017 YTD	% Change	
				16 vs. 17	5 Yr. Avg vs. 2017
Shooting Incidents Involving Injury	59	71	58	-18.3%	-2.0%
Shooting Victims (Persons Hit)	67	84	65	-22.6%	-3.0%
Individuals Killed by Gun Violence	12	13	6		

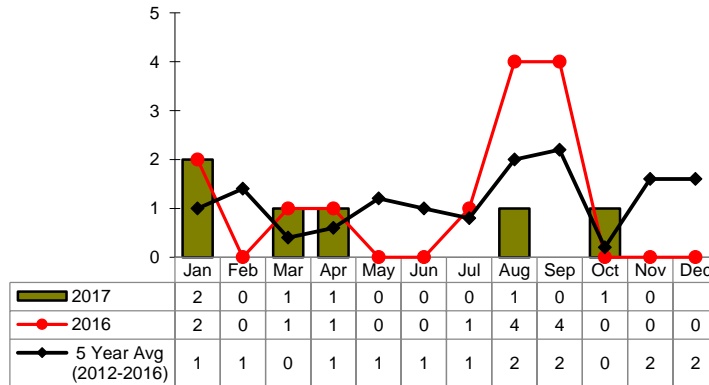
Shooting Incidents Involving Injury



Shooting Victims (Persons Hit)



Individuals Killed by Gun Violence



Current year data is preliminary and subject to change.

NOTE: Percentage change is not calculated when counts are fewer than 10 and the 5-year Averages are rounded to the nearest whole number.

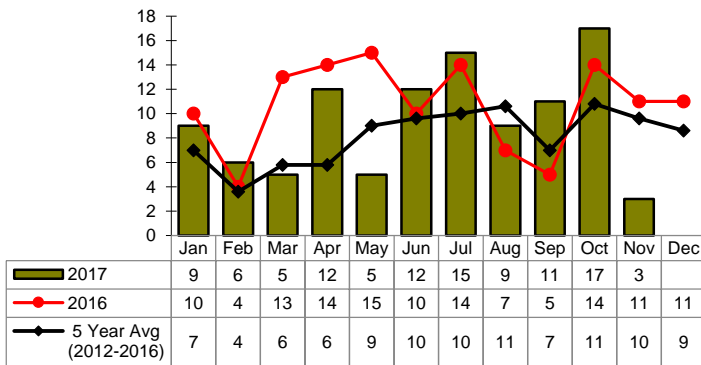
Syracuse City PD

January - November 2017 vs. 2016

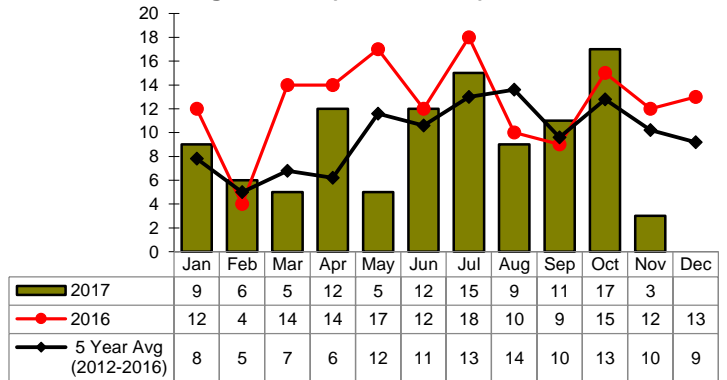
As of 12/11/2017

	5 Year Average YTD (2012-2016)	2016 YTD	2017 YTD	% Change	
				16 vs. 17	5 Yr. Avg vs. 2017
Shooting Incidents Involving Injury	89	117	104	-11.1%	17.1%
Shooting Victims (Persons Hit)	107	137	120	-12.4%	11.9%
Individuals Killed by Gun Violence	13	17	14	-17.6%	4.5%

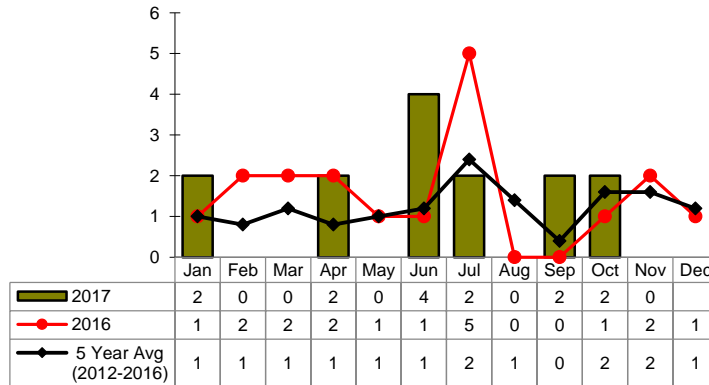
Shooting Incidents Involving Injury



Shooting Victims (Persons Hit)



Individuals Killed by Gun Violence



Current year data is preliminary and subject to change.

NOTE: Percentage change is not calculated when counts are fewer than 10 and the 5-year Averages are rounded to the nearest whole number.

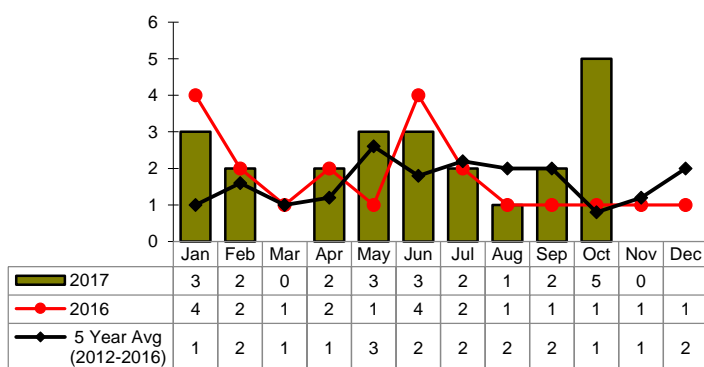
Utica City PD

January - November 2017 vs. 2016

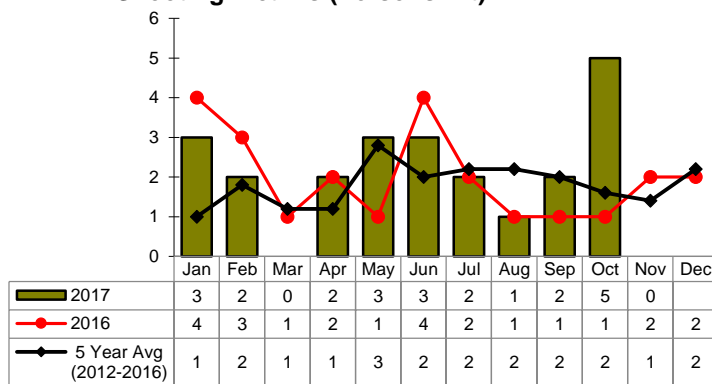
As of 12/11/2017

	5 Year Average YTD (2012-2016)	2016 YTD	2017 YTD	% Change	
				16 vs. 17	5 Yr. Avg vs. 2017
Shooting Incidents Involving Injury	17	20	23	15.0%	32.2%
Shooting Victims (Persons Hit)	19	22	23	4.5%	18.6%
Individuals Killed by Gun Violence	2	4	2		

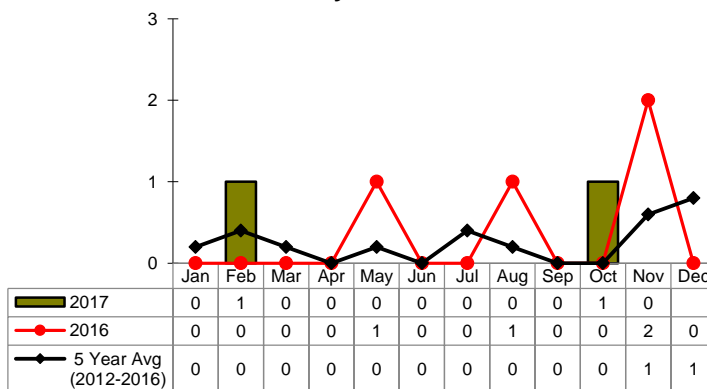
Shooting Incidents Involving Injury



Shooting Victims (Persons Hit)



Individuals Killed by Gun Violence



Current year data is preliminary and subject to change.

NOTE: Percentage change is not calculated when counts are fewer than 10 and the 5-year Averages are rounded to the nearest whole number.

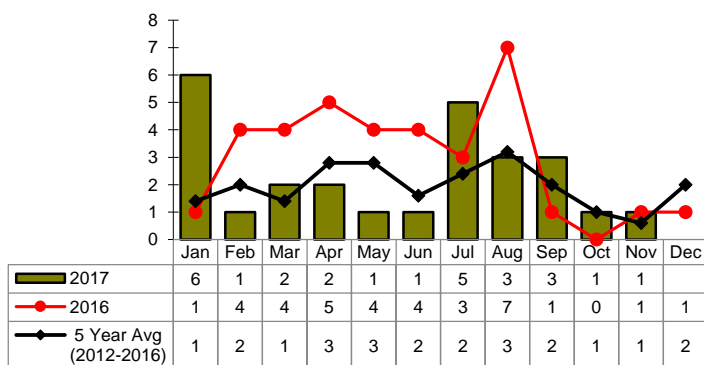
Yonkers City PD

January - November 2017 vs. 2016

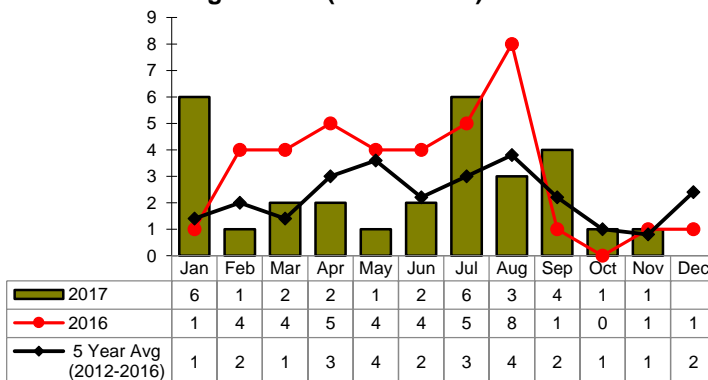
As of 12/11/2017

	5 Year Average YTD (2012-2016)	2016 YTD	2017 YTD	% Change	
				16 vs. 17	5 Yr. Avg vs. 2017
Shooting Incidents Involving Injury	21	34	26	-23.5%	22.6%
Shooting Victims (Persons Hit)	24	37	29	-21.6%	18.9%
Individuals Killed by Gun Violence	2	3	4		

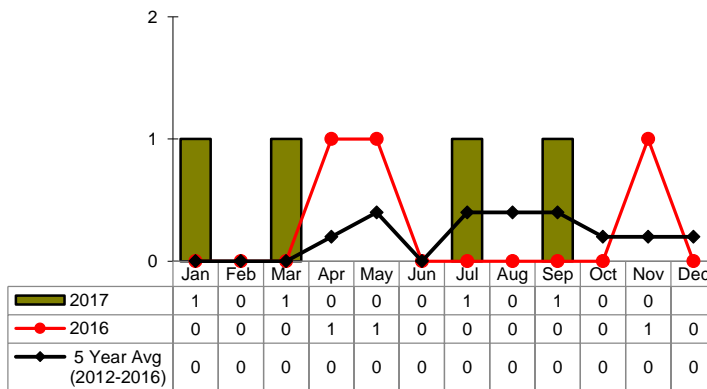
Shooting Incidents Involving Injury



Shooting Victims (Persons Hit)



Individuals Killed by Gun Violence



Current year data is preliminary and subject to change.

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Aggravated Assault Crime Data 2015 - YTD 2017

Part I Index Crimes

Jurisdiction	Violent Crime			Aggravated Assault			Agg. Assault % of Total Violent		
	2015	2016	Jan-Nov 2017	2015	2016	Jan-Nov 2017	2015	2016	Jan-Nov 2017
Binghamton City PD	310	354	345	180	215	217	58%	61%	63%
Jamestown City PD	238	225	182	139	134	130	58%	60%	71%
Kingston City PD	71	76	71	28	43	44	39%	57%	62%
Middletown City PD	113	149	93	68	96	47	60%	64%	51%
Spring Valley Vg PD	156	125	120	93	71	67	60%	57%	56%
Troy City PD	428	362	324	245	232	190	57%	64%	59%

Part I and Part II Assaults

Jurisdiction	Total			Aggravated			Simple		
	2015	2016	Jan-Nov 2017	2015	2016	Jan-Nov 2017	2015	2016	Jan-Nov 2017
Binghamton City PD	595	909	816	180	215	217	415	694	599
Jamestown City PD	870	839	737	139	134	130	731	705	607
Kingston City PD	400	363	313	28	43	44	372	320	269
Middletown City PD	413	447	329	68	96	47	345	351	282
Spring Valley Vg PD	422	344	299	93	71	67	329	273	232
Troy City PD	1,623	1,444	1,257	245	232	190	1,378	1,212	1,067

Domestic Violence Victim Assaults

Jurisdiction	Total			Aggravated			Simple		
	2015	2016	Jan-Nov 2017	2015	2016	Jan-Nov 2017	2015	2016	Jan-Nov 2017
Binghamton City PD	136	292	262	31	59	49	105	233	213
Jamestown City PD	474	471	416	56	43	56	418	428	360
Kingston City PD	154	155	127	4	12	6	150	143	121
Middletown City PD	264	276	187	7	52	21	257	224	166
Spring Valley Vg PD	178	136	135	32	11	19	146	125	116
Troy City PD	624	439	622	72	57	35	552	382	587

Note: Violent Crime, Aggravated Assault and Total Assault counts are based upon top charge. Victims of DV-Related Total Assault counts are victim-based.

Source: DCJS, Uniform Crime Reporting System
Data as of 01/02/2018