

CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY

SERVICES COMMITTEE MEETING

PROBATION AGENDA

November 19, 2024

Committee Members: Supervisors Geraci, Conover, Maday, Strainer, Gilligan, Driscoll and Etu

I. Committee meeting called to order by Chair

II. Approval of minutes of prior Committee Meeting

III. Privilege of the floor and public comment

IV. Action Agenda/New Business Items:

1. **Request:** To apply in conjunction with Big Brothers Big Sisters of Southern Adirondacks (BBBS) to NYS Division of Criminal Justice Services for Byrne State Crisis Intervention Program Grant in an amount not to exceed \$500,000 for the period 1/1/25-6/30/26.

Rationale: Grant will allow BBBS to expand mentoring services to reduce violence, improve mental health and avoid risky behavior as well as allowing BBBS to secure and retrofit a youth space to improve experiences and skill building.

2. **Request:** To create a Probation Officer Trainee position in A.3143 Probation-Pretrial, remove funding from current Probation Officer position but keep title in code unfunded and use existing funding for POT position.

Rationale: Probation Officer Trainee position is needed to accommodate new hires. Title has previously existed in our department, however, has not been utilized in over six years.

V. Discussion Items:

VI. Referrals/Pending Items: None

VII. Privilege of the floor and public comment

VIII. Motion to Adjourn

Attachments: 1. Resolution Request No.5
2. Resolution Request No. 11

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Probation

DATE: Novemeber 19, 2024

- (a) Purpose of Grant: **To apply in conjunction with Big Brothers Big Sisters of Southern Adirondacks to NYS Division of Criminal Justice Services for Byrne State Crisis Intervention Program Grant.**
- (b) Name of Grantor: **NYS Division of Criminal Justice Services**
- (c) Address of Contractor: **80 South Swan Street, Albany, NY 12210**
- (d) Grantor's Contact Person and Telephone Number: **Meagan Armstrong, 518-485-5569**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **Will be attached**
- (f) Effective Date of Grant: **1/1/25**
- (g) Termination Date of Grant: **6/30/26**
- (h) Total Dollar Amount Involved (not to exceed): **\$500,000**
- (i) Deadline to Submit Grant Application and/or Grant Agreement: **12/6/24**
- (j) Is a Budget amendment required? **Will complete if awarded grant** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **No** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **No** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS



Request for Applications

Byrne State Crisis Intervention Program (SCIP)

KEY DATES AND NOTICES:

Release Date of RFA:	Wednesday, October 23, 2024
Submission Deadline:	Friday, December 6, 2024, 12pm (noon)
Estimated Total Program Funding:	\$9,813,053
Anticipated Number of Awards:	Approximately 30-100
Deadline for Final Submission of Questions:	Monday, November 4, 2024
Response to Questions Posted:	Friday, November 15, <u>2024</u>
Notification of Award(s):	January 2025
Anticipated Contract Start Date:	January 1, 2025

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.**
 - Please 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 the date indicated above. If the applicant has any general questions such as, "Did DCJS receive my e-mail?" please call (518) 457-9787. **Please note that DCJS cannot answer substantive questions concerning this solicitation in any manner other than the e-mail method.** This is to ensure equity in the application process and that all applicants have access to the same information. DCJS will make the answer to every question asked, available to every potential applicant by posting all answers on the DCJS website.
3. Applicants will be advised of award decisions via a letter of notification, which will be emailed to the address provided by applicant in GMS. Where applicable, applicants not receiving an award will receive notification via email to the contact email provided in GMS. A debriefing will be available to any entity who applies in response to this solicitation and does not receive an award. (See Section: Notification of Awards.) Unless otherwise modified by DCJS, the anticipated contract period for this grant opportunity will be for 18 months, with a tentative start date of January 1, 2025.

**SFY 2024-2025 Byrne State Crisis Intervention Program (SCIP)
Request for Applications**

Table of Contents

I.	Introduction	3
II.	Funding, Applicant Eligibility, and Contract Term	3
	A. Funding and Award Guidelines	3
	B. Applicant Eligibility Requirements	4
	C. Approved Use of Federal Funds.....	4
	D. Unallowable Costs	5
	E. Contract Term	5
III.	Project Description	6
IV.	Evaluation and Selection of Applications	6
V.	Request for Applications Questions	8
VI.	Notification of Awards	11
VII.	Reporting Requirements	12
VIII.	Administration of Contracts	13
IX.	Application Submission and Requirements	19
X.	Application Checklist	21

APPENDICES:

- DCJS Grants Management System (GMS) Instructions and Helpful Hints
- Budget Detail Worksheet and Narrative Guide

ATTACHMENTS:

- A — Under \$10K Jurisdiction list

I. INTRODUCTION

The New York State Division of Criminal Justice Services (DCJS) seeks applications under the Byrne State Crisis Intervention Program (Byrne SCIP) for the creation and/or implementation of Extreme Risk Protection Order (ERPO) programs, state crisis intervention court proceedings, prevention programming related to mental and behavioral health, and related gun violence prevention and reduction programs/initiatives. As authorized by the Bipartisan Safer Communities Act of 2022, Byrne SCIP provides formula funds to implement state crisis intervention court proceedings and related programs or initiatives, including, but not limited to, extreme risk protection order programs that work to keep guns out of the hands of those who pose a threat to themselves or others, mental health courts, drug courts, veterans treatment courts, and suicide prevention programs. Approximately \$9,813,053 is expected to be made available to fund approximately 30-100 projects throughout New York State. Should additional funding become available, DCJS intends to meet as much of the requested needs as possible.

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; and the identification and funding of programs that reduce crime, recidivism, and victimization.

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

II. FUNDING, APPLICANT ELIGIBILITY AND CONTRACT TERM

A. Funding and Award Guidelines

DCJS expects that \$9,813,053 will be made available to support approximately 30-100 projects. Eligible applicants include units of local government and state court partners. The Byrne SCIP Advisory Board has approved up to 30% of the available amount of funding to be awarded to state court partners under approved programming guidelines below.

All funding must support project related costs that will be incurred during the contract period. Funding under this program must supplement, not supplant, non-grant funds that would otherwise be available.

B. Applicant Eligibility Requirements

This RFA requests applications to support projects to implement state crisis intervention court proceedings and related programs or initiatives, including, but not limited to, extreme risk protection order programs that work to keep guns out of the hands of those who pose a threat to themselves or others, mental health courts, drug courts, veterans treatment courts, prevention programming related to mental and behavioral health, gun violence reduction and prevention programming, and suicide prevention programs.

Eligible applicants may partner with not-for-profit organizations to provide services on their behalf.

C. Approved Use of Federal Funds

Grant funding will be awarded competitively for allowable programs and expenses. Funding may be used to provide additional personnel, equipment, supplies, contractual support, and training for one or more of the following eligible program areas:

- Extreme Risk Protection Order (ERPO)
 - Evidence Storage
 - Training
 - ERPO Coordinator
 - Attorney
 - Representation for law enforcement agency
 - Officer Overtime
 - Mobile Crisis or Mobile Health Response programming
 - Co-response with law enforcement agency
 - Transportation costs
 - Communication and Marketing
 - Palm cards, social media campaigns, community messaging
- Behavioral and Mental Health prevention programming
 - Mobile Crisis or Mobile Health Response programming not related to Extreme Risk Protection Orders (ERPO)
 - Crisis Training
 - Specialized Courts
 - Drug courts, mental health courts, domestic violence courts, youth court
 - Veterans Services
 - Domestic Violence programming
 - Multi-disciplinary response teams, safety planning, crisis intervention, connection to services, advocacy
 - Prevention programming that focuses on mental health and behavioral health management and services
 - Prosocial activities, positive well-being and resilience, mentoring, coordinated services and care, trauma informed care,

psychosocial interventions, training, early intervention teams, suicide reduction, depression, violence prevention

- Programming that expands the capacity to serve populations involved in gun related activities
- Partnership with local law enforcement to reduce gun violence and increase response to mental and behavioral health calls
- Technology, risk assessment tools, and research
- **Law Enforcement Programs and Training**
 - De-escalation and conflict management training
 - Community, hospital, and group violence intervention programming
 - Law Enforcement Assisted Diversion (LEAD)
 - Prevention programming that builds trust within the community
- **Research and Evaluation**
 - Risk assessment tools, process and outcome evaluations, landscape analysis related to gun violence and/or ERPO programming

D. Unallowable Costs

In addition to the unallowable costs identified in the [DOJ Grants Financial Guide](#), award funds may not be used for the following:

- Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)
- Client stipends
- Gift cards
- Food and beverage
- Unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV

In general, as a matter of federal law, funds may not be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. Recipients and subrecipients must comply with the provisions in 2 C.F.R. § 200.450 (Lobbying) and 18 U.S.C. 1913, as appropriate. Also, see Chapter 2.1 of the DOJ Grants Financial Guide for specifics about restrictions on lobbying.

Grant funds cannot be used to support projects that have been undertaken prior to award or outside the period of the grant contract. Further, grant funds may not be used to fund projects that have already been reimbursed through any other grant program.

E. Contract Term

Unless otherwise modified by DCJS, the anticipated contract period for this grant opportunity will be for up to 18 months, with a tentative start date of January 1, 2025. Contracts may not start

before July 1, 2024. Up to three (3) 12-month no cost extensions may be granted, on a case-by-case basis. Please be aware that if new contracts are awarded after this RFA, new contract conditions may be applied if the Federal Government changes any of the conditions previously included.

DCJS reserves the right to prioritize funding for less than \$10K jurisdictions (see Attachment A for eligibility) in an effort to meet federal funding requirements under this award.

III. PROJECT DESCRIPTION

It is expected that responses to the RFA may result in a combination of one or more of the eligible programs. Applicants will be encouraged to request funding for programs that are evidence-based and/or promising practices. DCJS strongly encourages the use of data and evidence in policymaking and program development for criminal justice. For additional information and resources on evidence-based programs or practices, see [Crime Solutions.gov](https://www.crimesolutions.gov). Pilot programs will also be considered under this funding opportunity. Awards will be prioritized based on the eligible program areas with the last area of focus being equipment purchases. Additionally, applications should clearly demonstrate a connection to gun violence reduction/initiatives and prevention.

More information on the FY22-23 Byrne SCIP federal funding program can be found by accessing the Frequently Asked Questions here: <https://bja.ojp.gov/doc/byrne-scip-faq.pdf>.

IV. EVALUATION AND SELECTION OF APPLICATIONS

Tier I Evaluation

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

- Application was received by the published deadline.
- Applicant is eligible as defined by this solicitation.
- Applicant is an eligible unit of local government or state court partner.

To pass Tier I, the submitted application shall include:

- **Answers to all questions 1-4 as** presented in this RFA. Questions must be answered in the **Questions tab of GMS and include a Word copy attachment in GMS.** Responses to questions may be reviewed to determine applicant and/or project eligibility.
- **Budget detail and justification provided** in GMS Budget tab itemizing and justifying eligible expenses in support of the project.
- Completed **Project Work Plan.**
- All attachments and required documents.

Any application that does not meet each of these conditions may be subject to disqualification from further review. If sufficient funding is available to fund all eligible applicants that pass Tier I evaluation, DCJS reserves the right to forego further evaluation and award eligible applicants with awards contingent upon successful negotiation of budget items during contract development.

Tier II Evaluation

DCJS reviewers, or other reviewers assigned by DCJS, will evaluate applications that successfully pass the Tier I Evaluation. If further evaluation is deemed necessary or appropriate, a standard rating tool will be used to score responses to questions provided in the application (see *Questions* section for additional information). The **maximum application score based upon responses to the questions will be 100 points.** Each response will be scored, and all scores will be totaled resulting in an overall score. The final score will be determined by averaging the reviewers' overall scores for each application. DCJS may, at its discretion, request additional information from an applicant as deemed necessary. In the event of a scoring disparity between reviewers of 15 or more points of the total available points, an additional reviewer may rate the affected application and the average of all the scores will determine the final average score of the application. In the event of a tie score among applicants, and where both applicants cannot be selected, the applicant with the highest score on the following section(s) will be given priority:

- First Tiebreaker- Applicant score on Question #2
- Second Tiebreaker- Applicant score on Question #3
- Third Tiebreaker- Applicant score on Section - Question #4

Tier III Evaluation

The Tier III Evaluation will be conducted by designated DCJS staff. During the Tier III Evaluation, applicants shall be selected for funding and award amounts shall be determined through consideration of some, or all the following: Tier I eligibility review, Tier II Evaluation scoring and

comments, strategic priorities, overall risk score of each application, available funding, and best overall value to New York State. NYS DCJS is required, under the terms of this funding, to ensure required pass-through dollars to Less than \$10K jurisdictions (Appendix A) across the state. Therefore, **less than \$10K awards will be prioritized and funded first**, until the pass-through requirement is met, before other jurisdictions are awarded. All applications will be scored according to the guidelines described in this funding opportunity.

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.

The DCJS Commissioner, or their designee, will make final decisions regarding approval and individual award amounts based on the quality of each submission, the recommendations of the reviewers, specific criteria set forth in this solicitation and, where applicable, geographic balance and comparative crime and/or risk level. Awards must be approved by the Division of the Budget and may also require Attorney General and Office of the State Comptroller approval. **All awards are subject to availability of Federal funds.**

V. REQUEST FOR APPLICATIONS QUESTIONS

Any application that does not meet each of the requirements named in this RFA **shall be subject to disqualification** from further review. See RFA Section V. *Evaluation and Selection of Applicants* for additional information.

RFA Questions

Applicants must respond to the questions below **within the DCJS electronic grants management system - GMS**, as instructed. GMS instructions can be found as an Appendix to this solicitation.

First, please **prepare responses to questions in a Microsoft Word Document using Arial, 11-point font and 1.5 line spacing**. Responses should then be **copied and pasted to GMS under the Questions "Tab" of the application**. **Applicants are also required to attach the Microsoft Word document with responses to the questions using the Attachments Tab on GMS.**

Responses to the questions will be scored as necessary and are the basis for Tier II Evaluation funding recommendations. Note: The aggregate scoring value assigned to all questions equals a total possible score of 100 points.

Summarize the proposed project, including its purpose, primary activities/deliverables, geographic area where funds will be utilized, intended beneficiaries, anticipated outcomes and impact, and how the project will address one or more of New York's Byrne SCIP Program goals.

1. Problem Statement (25 maximum points)

What problem or issue are you trying to address? Provide justification of the need to address the problem through use of current state or local data and information at the level of the project (i.e., not national). Your response should address:

- A description of the problem in terms of causes and consequences. Articulate why this problem should be addressed.
- The extent and nature of the problem in your target population and/or community.
- Provide a description of how addressing the problem is likely to positively impact New York's Byrne SCIP Program goal of focusing on gun violence and the programs and initiatives that target the risk factors that are likely to lead to this kind of violence. The goal of this funding opportunity is to reduce gun violence and save lives, and to make progress toward keeping guns out of dangerous hands. This Bipartisan Safer Communities Act of 2022 "invests in antiviolence programs that work — that work directly with the people who are most likely to commit these crimes or become victims of gun crimes."
- Explain why you are requesting grant funds; did you experience a loss of funding, is this a new program or initiative, are you seeking to expand an existing program or initiative, etc.?

2. Project Plan (25 maximum points)

Describe the plan to create and/or implement New York's Extreme Risk Protection Order (ERPO) law, including, but not limited to, extreme risk protection order programs that work to keep guns out of the hands of those who pose a threat to themselves or others, state crisis intervention court proceedings and related programs or initiatives such as mental health courts, drug courts, veterans treatment courts, prevention programming related to mental and behavioral health, gun violence reduction or prevention programming and initiatives, and/or suicide prevention programs. Your response should address:

- The purpose of the project, including how it addresses the problem identified in the problem statement, and the goals of the project.

- A description of the proposed program(s) and/or initiatives that will be implemented, including specific project activities and/or deliverables.
- Other resources, including collaborations, that are needed for successful implementation of the project.
- Anticipated outcomes and impact of the project, including intended beneficiaries and geographic area where funds will be utilized.
- A description of how the project will address one or more of New York's Byrne SCIP Program goals of focusing on gun violence and the programs and initiatives that target the risk factors that are likely to lead to this kind of violence.

3. Implementation Plan (25 maximum points)

Describe the steps that will be taken to implement program(s)/initiative(s), activities/deliverables, how funds will be used, project roles and responsibilities, and timeline. Your response should address:

- Steps to be taken to implement proposed program(s) and/or initiative(s), including specific activities/deliverables throughout the grant period.
- How grant funds will be used to carry out the proposed project plan, including a timeline to ensure that spending occurs during the term.
- How other resources, including other funds aside from these requested grant funds and collaborations, which are needed as identified in the project plan, will be or have been secured for the proposed project.
- Who will be responsible for this project overall and who will be responsible for individual steps, if different.
- How you will evaluate your progress throughout the grant period to know if you remain on track or if changes need to be made due to unexpected challenges.

4. Operating Budget Detail and Justification (maximum 20 points)

Using the Budget Detail Worksheet and Budget Narrative sheet as a guide, enter the allowable costs in the operating budget directly into the Budget "Tab" of the GMS application. Prepare a line-item budget, including justification, by appropriate category of expense (i.e., Equipment, etc.). Budgets should reflect total projected costs for an 18-month contract period and be limited to eligible costs as described in the RFA.

- If a paid trainer is to deliver training, the cost should be listed in the budget category as "Consultant Services." Training materials should be listed under the "Supplies" budget category.

- **Consultant Services:** All consultant services must be obtained in a manner that provides for fair and open competition. The rate for a consultant should not exceed \$650 for an eight-hour day (not including travel and subsistence costs). A rate exceeding \$650 per eight-hour day requires prior written approval from DCJS and may be approved on a case-by-case basis where adequate justification is provided, and expenses are reasonable and allowable. A grant award recipient obtaining consultant services that cost in excess of \$10,000 must use a competitive bidding process. A grant award recipient who proposes to obtain consultant services from a vendor without competitive bidding will be required to obtain the prior written approval of DCJS. The request for approval must be in writing and set forth, at a minimum, a detailed justification for selection and basis upon which the price was determined to be reasonable. Further, such consultant services must be in accordance with the guidelines, bulletins, and regulations of the NYS Office of the State Comptroller and the State Procurement Council.

The detailed budget for the grant period must be complete and provide sufficient detail to justify expenditure. It must also be reasonable and appropriate, as determined by DCJS, and directly tied to the Work Plan and vulnerabilities identified in the vulnerability assessment. For subcontracted agencies approved to provide services, where applicable, upload signed and executed agreements and the subcontractor's approved operating budget using the Attachment Tab on GMS.

5. Workplan (maximum of 5 points)

Complete the project work plan in the Work Plan tab of GMS.

VI. NOTIFICATION OF AWARDS

Applicants approved for funding will be notified in writing by DCJS 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 a successful award recipient cannot agree to contract terms within ninety days of notification of selection for award, DCJS reserves the right to rescind the award and redistribute the funds.

For those **not approved** to receive funding awards, **notifications will be sent to the contact email address provided in the Grants Management System.**

Pursuant to section 163(9) (c) of the State Finance Law, **any non-awarded applicant may request a debriefing** regarding the reasons that the Application submitted by the applicant was not selected for award. Requests for a debriefing **must be made within fifteen (15) calendar days of written notification by DCJS** that the application(s) submitted by the applicant was not selected for award.

An unsuccessful Applicant's written request for a debriefing must include specific questions that the Applicant wishes to be addressed. Questions must be submitted to the DCJS funding mailbox at dcjsfunding@dcjs.ny.gov with the following in the subject line: **Request for Debriefing (Byrne State Crisis Intervention Program (SCIP))**. 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 feasible.

The method for the debriefing will be based upon mutual agreement by all parties and can be conducted via telephone, webinar, videoconference or if necessary, in-person or any combination thereof may be arranged.

VII. REPORTING REQUIREMENTS

Standard reporting requirements are provided below and may be changed depending on applicability:

GMS Quarterly Progress Reporting

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

Quarterly Fiscal Reports

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

Reporting Due Dates:

GMS Progress Reports, Federal Performance Measure (PMT) Reports and Fiscal Claims for Payment (formerly known as State-Aid Vouchers) are due to DCJS for the following quarters by the dates indicated, or as otherwise stated in the contract:

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

VIII. ADMINISTRATION OF CONTRACTS

DCJS will negotiate and develop a contract with each successful applicant. If DCJS and the successful applicant cannot agree to contract terms within ninety days of notification of awards, DCJS reserves the right to rescind the award and redistribute the funds.

Contract Approval

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

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, amended, or renegotiated for any reason at the discretion of DCJS or designee because 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.

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. Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner or their designee, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller's website at www.osc.state.ny.us/epay/index.htm, or by email at epayments@osc.state.ny.us. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

To enroll in e-Payments:

1. Log in to the [Vendor Self-Service Portal](#).
2. Select the "Enroll in e-Payments (Direct Deposit)" link.
3. Follow the prompts to complete your enrollment.

Don't have an account? [Enroll in the Vendor Self-Service Portal](#)

Update or add additional bank accounts.

See the section *Update or Add Locations* at [Update Vendor Information and Access](#).

For assistance, email [ePayments@osc.state.ny.us](mailto:epayments@osc.state.ny.us)

Reports

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

Performance Review

The grantee's performance in all areas mentioned above, in addition to the services contracted for, will be monitored periodically by DCJS or its designee agency, and **may take the form of site visits, project file review, written and telephone communication, or 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 initiate 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 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 entitled: [Encouraging Use of New York State Businesses in Contract Performance](#) and submit the completed form as an attachment to 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/applicants 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/applicants 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 projects 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/applicants 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.

Standard Contract Provisions

Any contracts negotiated as a result of this solicitation will be subject to the provisions of the Master Grant Agreement, including the State Specific Terms and Conditions, Agency Specific Terms and Conditions, Program Specific Terms and conditions and other standard clauses for all New York State grant contracts with DCJS. Applicable contract appendices and attachments are available on the DCJS website at:

<https://www.criminaljustice.ny.gov/ofpa/applcngmtfrms.html>.

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

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.

Executive Law Article 15-A: "State contract" shall mean: (a) a written agreement or purchase order instrument, providing for a total expenditure in excess of twenty-five thousand dollars, whereby a contracting agency is committed to expend or does expend funds in return for labor, services including but not limited to legal, financial and other professional services, supplies, equipment, materials or any combination of the foregoing, to be performed for, on behalf of, or rendered or furnished to the contracting agency; (b) a written agreement in excess of one hundred thousand dollars whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; and (c) a written agreement in excess of one hundred thousand dollars whereby the owner of a state assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project."

As such, all contracts in excess of \$100,000 and some contracts in excess of \$25,000 require grant recipients to document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of grant contracts.

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). All forms are located at <http://www.criminaljustice.ny.gov/ofpa/mwbe/index.htm>. For contracts between \$25,000 and \$100,000, DCJS staff will determine whether MWBE forms are required based on the nature of the project and items/services to be funded.

DCJS will review the submitted 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 <https://www.criminaljustice.ny.gov/ofpa/applcngntfrms.html>. There are no points attributable to this component of the application.

Sexual Harassment Prevention Certification

As of January 1, 2019, bidders on procurements subject to competitive bidding in New York State, are required to submit a certification with every bid that states they have a policy addressing sexual harassment prevention and that they provide sexual harassment training to all employees on an annual basis. Pursuant to State Finance Law §139-l, bidders responding to a competitively bid Request for Applications (RFAs) must certify that by submission of their bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies its own organization, under penalty of perjury, that the bidder has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law. Bidders that do not certify will not be considered for award; provided however, that if the bidder cannot make the certification, the bidder provides a signed statement with their bid detailing the reasons why the certification cannot be made.

In addition to requiring this certification for competitively bid RFAs, DCJS has included this requirement for all grantees receiving funds from DCJS. Grantees must provide certification that they have implemented a written policy addressing sexual harassment prevention in the workplace and that they provide annual sexual harassment prevention training to all their employees.

Therefore, all applicants to this RFA must complete the certification provided on the DCJS website and submit the completed certification as an attachment to the application in GMS. The

certification can be found here:
https://www.criminaljustice.ny.gov/ofpa/pdfdocs/sexual_harassment_prevention_policy_training_cert.pdf

Vendor Responsibility

Not-for-Profit entities that are receiving an award of \$100,000 or greater are required to complete an updated Vendor Responsibility Questionnaire. The questionnaire and additional information are available on the NYS Office of State Comptroller website: <http://www.osc.state.ny.us/vendrep/>. Any not-for-profit sub-grantees must also complete a Vendor Responsibility Questionnaire.

Charities Registration

Not-for-Profit entities must also ensure that their filing requirements are up-to-date with the Charities Bureau of the NYS Attorney General's Office. Further information on the registration requirements may be obtained at the Attorney General's website: <http://www.charitiesnys.com/home.jsp>

IX. APPLICATION SUBMISSION AND REQUIREMENTS

A. Specific Instructions

Applicants may submit one (1) application that will include all proposed projects. Applications must be submitted using the DCJS Grants Management System (GMS).

B. Grants Management System (GMS)

Applications must be submitted to DCJS using the Grants Management System (GMS). First time GMS users should download the GMS Application Manual [here](#). If you need assistance with accessing and using GMS, please contact the DCJS Office of Program Development and Funding (OPDF) GMS Help Desk at (518) 457-9787. **The DCJS GMS Help Desk is available Monday through Friday between the hours of 9:00 am and 5:00 pm. However, applicants should note specific RFA submission deadlines.**

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

Submitting an Application in GMS

To submit 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 the name of the program **Byrne State Crisis Intervention Programming (SCIP)**. Click **“Create Project.”** Your application will now be ready to complete.

Completing the Application

Applicants must complete the GMS registration to avoid any concerns with these automated systems. GMS signatory registration **must** be completed prior to the final submission of an application. Each application will consist of the following components that must be completed using GMS:

- **Participant name(s)**: primary contact, fiscal contact, contract signatory.
- **Contact information** for all participating agencies or organizations.
- **Answers** to project specific questions.
- **Project Budget.**
- **Project Work Plan.**
- Any **required attachments** indicated in this RFA and noted below in the checklist.

When all 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 states, *“Your application has been submitted.”*

Please note, this only indicates that your application has met the minimum system requirements. It does not guarantee that all required documents have been included or are complete/sufficient.

X. **APPLICATION CHECKLIST**

- All Applicants: Complete all DCJS Grants Management System (GMS) Registration Requirements – See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints*.
- Complete all necessary contractual requirements as described in Section: *Administration of Contracts*.
- Ensure all Tier I and Tier II requirements are met.
- Answer Project Narrative Questions in *QUESTIONS* TAB in GMS AND also attach the answers in a Word Document to GMS.
- Complete *BUDGET* TAB on GMS by entering the line-item Operating Budget with justifications.
- Complete project *WORK PLAN* TAB in GMS.

Appendix: DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS - See RFA for additional specific GMS directions.

First time GMS users should download the GMS Application Manual [here](#).

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 Tabs 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. If 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 attempt 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. Please refer [here](#) to add a signatory for your agency.

Budget - See RFA for additional specific instructions.

Work Plan - In the GMS Work Plan Tab, enter the Project Goal, Objectives, Tasks and Performance Measures provided in the Standard Work Plan within this solicitation, unless otherwise instructed within the solicitation. Please note, the standardized work plans for physical security projects and cybersecurity projects are different. Please use the appropriate plan(s) for your project.

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

Questions-

Answer all required project narrative and budget information questions.

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

Attachments -

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

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

When all requirements are completed, click the "Submit" button. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and the application is submitted, GMS will display a screen that says, "*Your application has been submitted.*" Please note, this is simply an indication that minimum system requirements have been met for submission. It does not suggest that all required documents have been included or are complete/sufficient. 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: BUDGET DETAIL WORKSHEET AND NARRATIVE GUIDE – (This document is a guide for use in completing a budget in GMS. Please see RFA for allowable expenses and include only budget items that are allowed in the RFA)

PERSONAL SERVICES – List positions by title. For each position title, show the annual rate of pay, the percentage of time to be devoted to the project (percent of FTE) and the cost to grant funding.

Position	Salary	Computation (Annual Salary, % of FTE Time)	Cost
█	█	█	█

Personal Justification: Describe the responsibilities and duties of each position in implementing and operating the grant program. █

FRINGE BENEFITS- Fringe benefits to be aggregated for the personnel listed above, and only for the percentage of time (%FTE) of each position charged to the project. Fringe should be based on actual known costs or approved negotiated rate of the agency.

Approved Fringe Rate	Computation (Aggregate Grant Salaries x Rate)	Cost
█	█	█

Fringe Benefits Justification: Use approved fringe rate for grant related salaries above. Need not break out dollar value of each benefit. █

CONSULTANT SERVICES – For consultant name, service to be provided, hourly or daily fee, and estimated time on the project. Upload the signed consultant agreement as an Attachment in GMS.

Name of Consultant	Service Provided	Computation	Cost
█	█	█	█

Consultant Services Justification: Explain how the consultant(s) is necessary to the success of the project and discuss the procurement method to be used. Provide explanation of cost to be paid from the grant to the consultant, i.e., fees (limited to \$650 per 8-hour day unless justification is provided and approved by DCJS), travel, meals, and lodging per OSC guidelines unless otherwise approved by DCJS. Any consultant anticipated out-of-state travel must be pre-requested and approved in writing by DCJS.

EQUIPMENT – List aggregate cost of non-expendable program equipment to be purchased and aggregate cost of office equipment to support the grant. (List expendable equipment under the "Supplies" category.) Rented or leased equipment should be included in this category.

Item	Approx. Quantity	Approx. Cost per Item	Total Cost
█	█	█	█

Equipment Justification: List included equipment and explain how the equipment is necessary for the success of the project. Describe the procurement method to be used. █

SUPPLIES – List aggregate cost of program supplies and aggregate cost of office supplies. (Do not break out costs of individual office or program supplies, i.e., postage, training materials, copying paper, and expendable equipment, such as books or hand-held tape recorders.)

Supplies	N/A	N/A	Total Cost
█	█	█	█

Supplies Justification: Identify supplies and discuss why the supplies are needed for the success of the project and indicate who will be using expendable materials. █

TRAVEL AND SUSTENANCE – Indicate aggregate project related expenses required of staff (for example, for training, field work, meetings). Prior to any out-of-state travel, a written request for approval to use grant funds must be submitted to DCJS for written approval. Also indicate aggregate cost of participant travel if reimbursed, for example, metro cards.

Travel	N/A	Total Cost
█	█	█
	█	

Travel and Sustenance Justification: Describe location and purpose of travel, mode of transportation and cost. Also indicate who is traveling and how this travel is necessary for the success of the project. Meals and lodging must not exceed published state per diem rates. Participant cost must be specified, i.e., metro cards. █

RENTAL OF FACILITIES – Not-for-Profit applicants: Provide cost of rent specifically for the project. Property taxes are **not** an allowable separate line-item expense. Units of local government may **not** charge rent to the grant for agency office space.

Total Rent for budget period	N/A	Cost
█	█	█

Rent Justification: Provide total rent cost for budget period and describe the cost allocation method for determining how much rent is being charged to the grant.

ALL OTHER COSTS –List aggregate cost of miscellaneous other allowable costs.

Description		Cost
█	█	█

Justification: Indicate indirect cost rate and amount. Indirect costs may be limited by the RFA or RFP and are not allowed for units of local government. Additionally, list items included, but not limited to, in the aggregate cost of other miscellaneous expenses, approximate costs, and how these items are necessary for the success of the project.

BUDGET CATEGORY	AMOUNT
Consultant Services	\$ █

Equipment \$

Supplies \$

Travel and Sustenance \$

Rental of Facilities \$

All Other Expenses \$

Indirect Cost

TOTAL OPERATING BUDGET \$

Amount Requested:

Match Amount (if applicable):

Total Project Amount:

ATTACHMENT A – Under \$10K Jurisdiction eligibility

A “less than \$10,000 jurisdiction” is defined as a unit of local government that was not eligible to receive a direct JAG award fund due to their small size in FY 2021 and FY 2022. The following New York State jurisdictions are eligible:

Albany	Albany County
Albany	Altamont, City of
Albany	Cohoes, City of
Albany	Green Island, City of
Albany	Menands, City of
Albany	Watervliet, City of
Albany	Bethlehem, Town of
Albany	Coeymans, Town of
Albany	Colonie, Town of
Albany	Guilderland, Town of
Albany	Albany, City of
Allegany	Allegany County
Allegany	Alfred, City of
Allegany	Bolivar, City of
Allegany	Wellsville, City of
Allegany	Cuba, Town of
Allegany	Friendship, Town of
Allegany	Independence, Town of
Broome	Broome County
Broome	Deposit, City of
Broome	Endicott, City of
Broome	Johnson City, City of
Broome	Vestal, Town of
Broome	Binghamton, City of
Cattaraugus	Cattaraugus County
Cattaraugus	Allegany, City of
Cattaraugus	Gowanda, City of
Cattaraugus	Olean, City of
Cattaraugus	Salamanca, City of
Cayuga	Cayuga County
Cayuga	Auburn, City of
Chautauqua	Chautauqua County
Chautauqua	Dunkirk, City of
Chautauqua	Fredonia, City of
Chautauqua	Lakewood, City of
Chautauqua	Westfield, City of
Chautauqua	Ellicott, Town of

Chautauqua	Jamestown, City of
Chemung	Chemung County
Chemung	Elmira, City of
Chemung	Elmira Heights, City of
Chemung	Horseheads, City of
Chemung	Elmira, Town of
Chenango	Chenango County
Chenango	Norwich, City of
Chenango	Sherburne, City of
Clinton	Clinton County
Clinton	Plattsburgh, City of
Clinton	Rouses Point, City of
Columbia	Columbia County
Columbia	Hudson, City of
Columbia	Greenport, Town of
Cortland	Cortland County
Cortland	Cortland, City of
Cortland	Homer, City of
Delaware	Delaware County
Delaware	Delhi, City of
Delaware	Hancock, City of
Delaware	Sidney, City of
Delaware	Walton, City of
Delaware	Colchester, Town of
Dutchess	Dutchess County
Dutchess	Beacon, City of
Dutchess	Fishkill, City of
Dutchess	Red Hook, City of
Dutchess	Rhinebeck, City of
Dutchess	Wappingers Falls, City of
Dutchess	East Fishkill, Town of
Dutchess	Fishkill, Town of
Dutchess	Hyde Park, Town of
Dutchess	Poughkeepsie, Town of
Dutchess	Poughkeepsie, City of
Erie	Erie County
Erie	Akron, City of
Erie	Blasdell, City of
Erie	Depew, City of
Erie	East Aurora, City of
Erie	Hamburg, City of
Erie	Kenmore, City of
Erie	Lackawanna, City of
Erie	Tonawanda, City of

Erie	Eden, Town of
Erie	Evans, Town of
Erie	Hamburg, Town of
Erie	Lancaster, Town of
Erie	Orchard Park, Town of
Erie	Tonawanda, Town of
Erie	West Seneca, Town of
Erie	Buffalo, City of
Erie	Amherst, Town of
Erie	Cheektowaga, Town of
Essex	Essex County
Essex	Lake Placid, City of
Essex	Moriah, Town of
Essex	Ticonderoga, Town of
Franklin	Malone, City of
Franklin	Saranac Lake, City of
Franklin	Tupper Lake, City of
Fulton	Fulton County
Fulton	Gloversville, City of
Fulton	Johnstown, City of
Genesee	Genesee County
Genesee	Batavia, City of
Genesee	Le Roy, City of
Greene	Greene County
Greene	Catskill, City of
Greene	Coxsackie, City of
Greene	Cairo, Town of
Greene	Hunter, Town of
Greene	Windham, Town of
Hamilton	Hamilton County
Hamilton	Inlet, Town of
Herkimer	Dolgeville, City of
Herkimer	Frankfort, City of
Herkimer	Herkimer, City of
Herkimer	Ilion, City of
Herkimer	Little Falls, City of
Herkimer	Frankfort, Town of
Herkimer	Webb, Town of
Jefferson	Jefferson County
Jefferson	Alexandria Bay, City of
Jefferson	Carthage, City of
Jefferson	West Carthage, City of
Jefferson	Watertown, City of
Lewis	Lewis County

Lewis	Lowville, City of
Livingston	Livingston County
Livingston	Avon, City of
Livingston	Dansville, City of
Livingston	Geneseo, City of
Livingston	Mount Morris, City of
Livingston	Nunda, Town of
Madison	Madison County
Madison	Canastota, City of
Madison	Cazenovia, City of
Madison	Chittenango, City of
Madison	Hamilton, City of
Madison	Oneida, City of
Monroe	Brockport, City of
Monroe	East Rochester, City of
Monroe	Fairport, City of
Monroe	Brighton, Town of
Monroe	Gates, Town of
Monroe	Irondequoit, Town of
Monroe	Ogden, Town of
Monroe	Webster, Town of
Monroe	Monroe County
Monroe	Rochester, City of
Monroe	Greece, Town of
Montgomery	Montgomery County
Montgomery	Amsterdam, City of
Montgomery	Canajoharie, City of
Montgomery	Fort Plain, City of
Montgomery	St. Johnsville, City of
Nassau	Centre Island, City of
Nassau	Floral Park, City of
Nassau	Freeport, City of
Nassau	Garden City, City of
Nassau	Glen Cove, City of
Nassau	Great Neck Estates, City of
Nassau	Kings Point, City of
Nassau	Lake Success, City of
Nassau	Long Beach, City of
Nassau	Lynbrook, City of
Nassau	Malverne, City of
Nassau	Old Brookville, City of
Nassau	Old Westbury, City of
Nassau	Oyster Bay Cove, City of
Nassau	Port Washington North, City of

Nassau	Rockville Centre, City of
Nassau	Sands Point, City of
Nassau	Nassau County
Nassau	Hempstead, City of
New York City	New York City, City of
Niagara	Niagara County
Niagara	Lockport, City of
Niagara	Middleport, City of
Niagara	North Tonawanda, City of
Niagara	Lewiston, Town of
Niagara	Niagara, Town of
Niagara	Niagara Falls, City of
Oneida	Oneida County
Oneida	Boonville, City of
Oneida	New York Mills, City of
Oneida	Rome, City of
Oneida	Vernon, City of
Oneida	Whitesboro, City of
Oneida	Yorkville, City of
Oneida	New Hartford, Town of
Oneida	Whitestown, Town of
Oneida	Utica, City of
Onondaga	Baldwinsville, City of
Onondaga	East Syracuse, City of
Onondaga	North Syracuse, City of
Onondaga	Solvay, City of
Onondaga	Camillus, Town of
Onondaga	Cicero, Town of
Onondaga	De Witt, Town of
Onondaga	Geddes, Town of
Onondaga	Manlius, Town of
Onondaga	Onondaga County
Onondaga	Syracuse, City of
Ontario	Ontario County
Ontario	Canandaigua, City of
Ontario	Geneva, City of
Orange	Orange County
Orange	Chester, City of
Orange	Cornwall-On-Hudson, City of
Orange	Florida, City of
Orange	Goshen, City of
Orange	Greenwood Lake, City of
Orange	Harriman, City of
Orange	Highland Falls, City of

Orange	Maybrook, City of
Orange	Middletown, City of
Orange	Monroe, City of
Orange	Port Jervis, City of
Orange	Tuxedo Park, City of
Orange	Walden, City of
Orange	Washingtonville, City of
Orange	Blooming Grove, Town of
Orange	Chester, Town of
Orange	Cornwall, Town of
Orange	Crawford, Town of
Orange	Deerpark, Town of
Orange	Goshen, Town of
Orange	Highlands, Town of
Orange	Montgomery, Town of
Orange	Mount Hope, Town of
Orange	Newburgh, Town of
Orange	New Windsor, Town of
Orange	Tuxedo, Town of
Orange	Wallkill, Town of
Orange	Warwick, Town of
Orange	Woodbury, Town of
Orange	Newburgh, City of
Orleans	Orleans County
Orleans	Albion, City of
Orleans	Holley, City of
Orleans	Medina, City of
Oswego	Oswego County
Oswego	Central Square, City of
Oswego	Fulton, City of
Oswego	Oswego, City of
Oswego	Phoenix, City of
Otsego	Otsego County
Otsego	Cooperstown, City of
Otsego	Oneonta, City of
Putnam	Putnam County
Putnam	Brewster, City of
Putnam	Cold Spring, City of
Putnam	Carmel, Town of
Putnam	Kent, Town of
Rensselaer	Rensselaer County
Rensselaer	Hoosick Falls, City of
Rensselaer	Nassau, Town of
Rensselaer	Rensselaer, City of

Rensselaer	East Greenbush, Town of
Rensselaer	North Greenbush, Town of
Rensselaer	Schodack, Town of
Rensselaer	Troy, City of
Rockland	Rockland County
Rockland	South Nyack, City of
Rockland	Suffern, City of
Rockland	Clarkstown, Town of
Rockland	Haverstraw, Town of
Rockland	Orangetown, Town of
Rockland	Ramapo, Town of
Rockland	Stony Point, Town of
Rockland	Spring Valley, City of
Saratoga	Saratoga County
Saratoga	Ballston Spa, City of
Saratoga	Mechanicville, City of
Saratoga	Saratoga Springs, City of
Saratoga	South Glens Falls, City of
Saratoga	Stillwater, Town of
Saratoga	Waterford, Town of
Schenectady	Schenectady County
Schenectady	Scotia, City of
Schenectady	Glenville, Town of
Schenectady	Niskayuna, Town of
Schenectady	Rotterdam, Town of
Schenectady	Schenectady, City of
Schoharie	Schoharie County
Schoharie	Cobleskill, City of
Schuyler	Schuyler County
Schuyler	Watkins Glen, City of
Seneca	Seneca County
Seneca	Waterloo, City of
Seneca	Seneca Falls, Town of
St Lawrence	St. Lawrence County
St Lawrence	Canton, City of
St Lawrence	Gouverneur, City of
St Lawrence	Massena, City of
St Lawrence	Norwood, City of
St Lawrence	Ogdensburg, City of
St Lawrence	Potsdam, City of
St Lawrence	Norfolk, Town of
Steuben	Steuben County
Steuben	Addison, City of
Steuben	Bath, City of

Steuben	Canisteo, City of
Steuben	Corning, City of
Steuben	Hornell, City of
Steuben	Painted Post, City of
Suffolk	Amityville, City of
Suffolk	East Hampton, City of
Suffolk	Lloyd Harbor, City of
Suffolk	Quogue, City of
Suffolk	Southampton, City of
Suffolk	Westhampton Beach, City of
Suffolk	East Hampton, Town of
Suffolk	Riverhead, Town of
Suffolk	Shelter Island, Town of
Suffolk	Southampton, Town of
Suffolk	Southold, Town of
Suffolk	Suffolk County
Sullivan	Sullivan County
Sullivan	Liberty, City of
Sullivan	Monticello, City of
Sullivan	Woodridge, City of
Sullivan	Fallsburg, Town of
Tioga	Tioga County
Tioga	Owego, City of
Tioga	Waverly, City of
Tompkins	Tompkins County
Tompkins	Cayuga Heights, City of
Tompkins	Dryden, City of
Tompkins	Groton, City of
Tompkins	Ithaca, City of
Tompkins	Trumansburg, City of
Tribal	St. Regis Band of Mohawk Indians
Tribal	Oneida Indian Nation
Ulster	Ulster County
Ulster	Ellenville, City of
Ulster	Kingston, City of
Ulster	Lloyd, Town of
Ulster	Marlborough, Town of
Ulster	New Paltz, Town of
Ulster	Plattekill, Town of
Ulster	Rosendale, Town of
Ulster	Saugerties, Town of
Ulster	Shawangunk, Town of
Ulster	Ulster, Town of
Ulster	Woodstock, Town of

Warren	Warren County
Warren	Glens Falls, City of
Washington	Washington County
Washington	Cambridge, City of
Washington	Fort Edward, City of
Washington	Granville, City of
Washington	Hudson Falls, City of
Washington	Whitehall, City of
Wayne	Wayne County
Wayne	Clyde, City of
Wayne	Newark, City of
Wayne	Palmyra, City of
Wayne	Sodus, City of
Wayne	Wolcott, City of
Wayne	Sodus Point, City of
Wayne	Macedon, Town of
Westchester	Westchester County
Westchester	Ardsey, City of
Westchester	Briarcliff Manor, City of
Westchester	Bronxville, City of
Westchester	Buchanan, City of
Westchester	Croton on Hudson, City of
Westchester	Dobbs Ferry, City of
Westchester	Elmsford, City of
Westchester	Hastings on Hudson, City of
Westchester	Irvington, City of
Westchester	Larchmont, City of
Westchester	Mamaroneck, City of
Westchester	Mount Kisco, City of
Westchester	New Rochelle, City of
Westchester	Ossining, City of
Westchester	Peekskill, City of
Westchester	Pelham, City of
Westchester	Pelham Manor, City of
Westchester	Pleasantville, City of
Westchester	Port Chester, City of
Westchester	Rye, City of
Westchester	Scarsdale, City of
Westchester	Tarrytown, City of
Westchester	Tuckahoe, City of
Westchester	White Plains, City of
Westchester	Bedford, Town of
Westchester	Eastchester, Town of
Westchester	Greenburgh, Town of

Westchester	Harrison, Town of
Westchester	Mamaroneck, Town of
Westchester	Mount Pleasant, Town of
Westchester	New Castle, Town of
Westchester	North Castle, Town of
Westchester	Pound Ridge, Town of
Westchester	Yorktown, Town of
Westchester	Mount Vernon, City of
Westchester	Yonkers, City of
Wyoming	Wyoming County
Wyoming	Arcade, City of
Wyoming	Attica, City of
Wyoming	Perry, City of
Wyoming	Warsaw, City of
Yates	Yates County
Yates	Penn Yan, City of

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Probation

DATE: November 19, 2024

(a) Title of Requested Position: Probation Officer Trainee

(b) Annual **Base** Salary (and Grade if Applicable): \$55,602 Grade 16

(c) Effective Date for New Position*: ASAP

**Please do not backdate unless the purpose is to correct an error.*

(d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request:
(Include annual salary and grade if applicable):

We desire to create position in A.3143 Probation-Pretrial, remove funding from current Probation Officer Position, keep title in code unfunded and use funding for POT position.

(e) Where are Funds in the Budget for this Position?

List Budget Code, Object Code, Full Title and Amount:

A.3143110 Probation-Pretrial Salaries-Regular-\$55,602

(f) Is a Budget Transfer needed? YES NO

If yes, please complete Resolution Request Form No. 10 – Transfer of Funds

If no, please provide details on how the increase will be funded with the current budget:

(g) Has Director of Human Resources Reviewed and Approved of the New Position Title? YES NO
*(approval is necessary **BEFORE** bringing the request to Committee)* HR Director Initial _____

(h) Had County Administrator Reviewed and Approved Creation of New Position? YES NO
*(approval is necessary **BEFORE** bringing the request to Committee)* Co. Admin Initial _____

(i) Is this a mandated position? YES NO
If yes, please explain:

(j) Is there expected revenue from this position? YES NO
If yes, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

PROBATION OFFICER 1 TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a one-year traineeship used to appoint individuals to an entry-level Probation Officer 1, Probation Officer (Other Language), or Probation Officer (Community Liaison) position in a probation department responsible for the care of adults and juveniles subject to probation supervision or intake services which require them to meet certain standards of conduct. A Probation Officer 1 Trainee is responsible for participating in a continuous in-service training program regarding the investigative, supervision, counseling and coaching duties and responsibilities of a Probation Officer 1 and, under close and on-going supervision, performs such duties and exercises such responsibilities in a limited nature. When a Probation Officer 1 Trainee participates in a traineeship for a Probation Officer 1 (Other language) or a Probation Officer 1 (Community Liaison) position, he/she is required to satisfy the additional requirements for these positions and be capable to learn the specialized work they perform. Probation Officer 1 Trainee work is performed under the direct supervision of a probation professional. Upon successful completion of the one-year traineeship the incumbent is appointed to the position of Probation Officer 1 or specified parenthetical without further examination. A Probation Officer 1 Trainee is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Participates in an in-service training program regarding the investigation, supervision, counseling and coaching duties and responsibilities of a Probation Officer I and develops goals and objectives to ensure the successful completion of the training program;
- Under the direct supervision of a probation professional, gathers, verifies, reviews and analyzes social, medical, mental health, substance abuse, sex offender, legal and other documentation and by interviewing defendants/respondents, victims, law enforcement personnel and other case related individuals to conduct pre-plea/pre-sentence/pre-disposition investigations;
- Under the direct supervision of a probation professional, prepares reports regarding persons awaiting disposition of the courts;
- Under the direct supervision of a probation professional, conducts risk and need assessments and evaluates results for pre-trial, investigation, and supervision purposes;
- Under the direct supervision of a probation professional, promotes risk reduction by providing direction and support to help the probationer change factors that promote and maintain criminal/delinquent behavior;
- Coaches probationers to select new patterns of thinking, feeling and behaving and develop new attitudes and skills which help sustain a constructive and law-abiding relationship with the broader community and reduce the likelihood of becoming re-involved in criminal or delinquent behavior;
- Under the direct supervision of a probation professional, prepares progress reports on probationers and periodically reviews case histories to determine the degree of adjustment;
- Under the direct supervision of a probation professional, prepares a final case report once a case is closed;
- Under the direct supervision of a probation professional, prepares violation reports;
- Under the direct supervision of a probation professional, prepares case/supervision plans and explains conditions of sentence/disposition to probationers;
- Under the direct supervision of a probation professional, monitors probationer's compliance with conditions of probation;
- Under the direct supervision of a probation professional, performs drug/alcohol screenings, and collects DNA samples from probationers;
- May develop and maintain professional relationships with other social and law enforcement agencies and cooperates with them in matters of mutual interest such as assisting probationers with life adjustments;
- May arrange for medical, mental health, substance abuse treatment or other services according to individual probationer's needs or court orders;
- May testify in court or at violation hearings;
- May use a firearm in performing duties and exercising authority pursuant to departmental policy.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Working knowledge of interviewing and investigative techniques and practices related to probation work;
Working knowledge of laws pertaining to probation work and the functions and procedures of family and criminal courts;
Working knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions and motivational techniques;
Working knowledge of effective assessment, case planning and management;
Working knowledge of special offender populations such as domestic violence offenders, sex offender, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision and juvenile delinquents;
Working knowledge of juvenile and adult risk and needs assessment instruments;
Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information;
Working knowledge of tools used to monitor compliance with condition of probation, such as drug and alcohol screenings, DNA collection and electronic monitoring devices;
Working knowledge of the powers of a Peace Officer;
Working knowledge of the geography of the jurisdiction employed in;
Working knowledge of factors related to crime and delinquency;
Working knowledge of the rules of evidence, arrest laws and custody procedures;
Working knowledge of social sciences, including sociology, psychology and demography;
Working knowledge of community resources;
Working knowledge of employment, training and treatment options available to probationers;
Working knowledge of firearm safety; Skill in the use of firearms where authorized;
Ability to administer accurate and thorough assessments;
Ability to understand and follow oral and written instructions;
Ability to analyze and organize data and prepare records and reports;
Ability to conduct effective case planning;
Ability to refer a probationer to the right types of services within the probation department and the broader community;
Ability to promote and monitor change and take appropriate action to sustain growth or help the probationer initiate appropriate behavioral patterns;
Ability to establish and maintain effective working relationships with others;
Ability to counsel probationers regarding social, emotional and vocational problems;
Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures;
Ability to communicate effectively both orally and in writing;
Ability to administer drug, alcohol testing and collect DNA samples as needed;
Ability to understand and empathize with the needs and concerns of others;
Ability to maintain composure and make rational judgements under stressful conditions;
Ability to safely and effectively use a firearm if so authorized.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS: Bachelor's degree or higher with at least thirty (30) credit hours in the social or behavioral sciences.

SPECIAL REQUIREMENT: Where required, possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

NOTE: *Social Science* includes areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justice, economics, geography, history, political science, psychology and sociology.

Behavioral science is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation.

NOTE: Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3).

NOTE: The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

NOTE: This position is allocated to the competitive class pursuant to Executive Law Section 257(1).